



# AAPT Newsletter

*"to promote and advance the interests, education and experience of the Planning Technician"*

Atlantic Association of Planning Technicians

JANUARY 2013

## Workshop 2012 Review

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The 2012 workshop took place on June 6-7-8 at the NSCC Centre of Geographic Sciences. A total of 20 members attended the three day workshop which consisted of computer lab sessions and boardroom lectures.

Wednesday's first session began with a presentation by Paul Illsley (Geomatics Technical Assistant) on Airborne Mapping/Imagery. Paul presented several different kites, cameras, balloons, and software that he uses for collecting aerial photography. We were able to see many example photos as well as a demonstration of how the image compiling software worked.



At 11:00 the workshop moved to the lab for the Solutions Expo where the workshop participants were able to raise questions and concerns on problems they encountered throughout the year at work. These problems ranged from selecting polygons to developing data that could be shared between different departments.

After lunch Mark Hebert (NSCC COGS Faculty) gave an introduction to Python scripting and ModelBuilder showing the basics of writing script and identifying errors. Keith Saunders (Town of Annapolis Royal) then presented the data driven pages he developed for the Town of Annapolis Royal. Keith had recently completed a Python Scripting Course at NSCC COGS.

Following the last session was the annual Surf and Turf BBQ at Keith Saunders' house. A special thanks to Keith and Susan for opening up their home to us and for your warm hospitality! It was greatly appreciated.

### Day 2

Day two began with a hands on lab session with Scott LeBlanc (HRM) where he offered an introduction to Trimble (formerly Google) SketchUp and demonstrated its usefulness in the creation of building forms.



Following this presentation was a presentation by Dr. Mikko Terashima (Heath Geomatics Laboratory). Dr. Terashima showed the usefulness of heath mapping and how it aids in predicting the spread of disease and then conducted a hands on lab session on extracting data to produce heath maps.



Following lunch, Adam Holmes (Nova Scotia Department of Community Services) presented how their department operates, the services they provide and how they use GIS to map social trends. Adam also spoke of many past and present projects and displayed several maps he produced for the Department.



The afternoon then transitioned into the latest in GPS equipment



**Health Geomatics**

**Laboratory:**

*An academic-based research and consulting group that provides expertise in the application of geo-spatial theory and ideas to health and environmental research.*

<http://hgl.science.dal.ca>

# Workshop 2011 Review continued...

with Sean Fraser (CANSEL Wade) and ways that systems and programs are progressing. There were also a few video presentations on the latest version of the AutoCAD Suite products and it's capabilities.

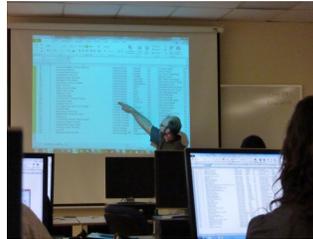
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 The AAPT Annual General Meeting (AGM) followed. Please refer to page 4 of this newsletter for the draft minutes.

Following the AGM, some AAPT members unleashed their out of office skills during a friendly golf tournament at the Eden Golf and Country Club in Paradise.

**Day 3**

The final day of the workshop began with a presentation by

Ed Symons (NSCC COGS Faculty) on Cultural Asset mapping and its importance in planning.



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 Scott LeBlanc (HRM) then conducted a hands on lab session on bringing ArcGIS data into SketchUp to produce a detailed 3D model consisting of terrain from LiDAR, roads, buildings, parcels, and a digital orthophoto.

This year the Association held a Map Gallery, giving members a chance to showcase their

talents in data analysis and map production. Voting took place amongst workshop participants with awards presented for 1st, 2nd, and 3rd place.

**1st place** - Adam Holmes, NS Department of Community Services

Map Title: Senior Public Housing Properties: Elevators (2008 Elevator Strategy)

**2nd place** - Monica Beaton, Municipality of the County of Kings

Map Title: Trails of Kings County

**3rd place** - Tonia Temple-Horvath, NS Department of Natural Resources

Map Title: Laurie Park Concept Map

Congratulations to the winners and thank you to those that submitted maps and participated in voting.

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 Many thanks to all of our presenters and NSCC COGS Faculty for all of their time and effort to make this year's workshop possible as well as those members involved in organizing and operating the workshop. Last but not least, thank you to all of the AAPT members that were able to attend this year. We hope to see you again next year.



# AAPT Exhibitors Booth—Fredericton ERUC 2012

The Atlantic Association of Planning Technicians operated an exhibitor booth at the ESRI Regional User Conference held in Fredericton, New Brunswick on October 30 and 31. On display were information handouts on the association, advertising poster boards, information on our corporate members, and a PowerPoint presentation on the association.

In order to increase our member base we offered free introductory membership into the association to new members applying for Student or Associate membership. The new members were still required to meet the requirements of our By-Law in order to become a member with the introductory membership expiring on June 1, 2013. They may then renew their

membership based upon our current fees and upgrade to Full membership should they meet the requirements.

Three new members were gained from those that visited the booth. As well we received a comment from NSCC COGS Faculty that it was very important that the AAPT attend such events.



### Website Stats

Jan 1, 2012 to Jan 1, 2013

**1,905** visits

**6,107** page views

**3.21** pages/visit

**2 min 34 sec**  
Avg. time on site

**53.96%** returning visitor

**46.04%** new visitor

### Halifax

49.76% of visits

### Dartmouth

10.55% of visits

### St. John's

4.36 of visits

### Kentville

4.36% of visits

### Sydney

4.20% of visits

### Moncton

1.99% of visits

### Toronto

1.52% of visits

### Truro

1.26% of visits

### Bedford

1.21% of visits

### Ottawa

1.10% of visits

## AAPT Fees



### Important Information Regarding Membership Renewals

In April 2012, an amendment to the AAPT By-Law was adopted to have annual membership dues paid no later than the first day of June of each year for the following year with invoices being issued no later than the first day of May of each year.

To assist in transitioning to this amendment, membership dues for 2013 are to be paid no later than the first day September (2012) in accordance with the pre-amended By-Law.

**Therefore the amendment will affect the 2014 membership dues in June of 2013.**

#### Membership Dues:

- Corporate \$100
- Full \$50
- Associate \$40
- Student \$10

#### Workshop Fees:

- Member: \$150
- Non-member \$250

Online membership application forms are available at:

<http://www.aapt.ca/apply>

Thank you for your continued support of the AAPT through membership and our workshops.

# Annual General Meeting (Draft) Minutes 2012

## MEETING CALLED TO ORDER

The meeting was called to order at 10:45am

## IN ATTENDANCE

Scott LeBlanc, President  
 Melissa Bonin, Vice President  
 Tonia Temple - Horvath, Membership Chair  
 Melanie Gerrior, Secretary  
 Alden Thurston  
 Tamara Dorey  
 Drew Milton  
 Jamie Fay  
 Amanda Bent  
 Adam Holmes  
 Mark Hebert  
 Cheryl Mackintosh  
 Kelly Ash  
 Erin Berry  
 Tracy Bruce  
 Mike Donnelly  
 Theresa LeBlanc  
 Keith Saunders  
 Tracy Robinson

## MINUTES OF LAST ANNUAL GENERAL MEETING

It was moved by Keith Saunders and seconded by Jami Fay that the minutes of the June 16, 2011 Annual General Meeting be approved as presented. **Motion Carried.**

## BUSINESS ARISING FROM MINUTES

### a) 2012 NSCC COGS Employer Industry Tour

For the third year, the NSCC COGS Employer Industry Tour was hosted by the AAPT and held in Halifax with first year COGS students touring five employers in Halifax Regional Municipality to assist in determining their second year focus of studies.

Approximately twenty students attended the event and a survey of the attendees revealed that over 60% agreed that the tour helped them to determine their second year concentration.

An evening social was held again but included minimal attendance from industry professionals (Scott and Alden). The location for the social event proved an issue as some students could not remain at the location due to age requirements for admittance.

Members continue to see participation as a valuable contribution towards supporting the programs at COGS and agree we should continue to host these events as long as COGS wants to continue the partnership.

The social event and perspective locations needs to be reviewed for future events. Members also agreed additional notice to industry participants is required for a higher turnout at the social event.

### b) Supplementary Dacum Chart (Skills Survey)

An on-line version of the skills survey was composed consisting of research by the AAPT and NSCC Faculty outlining the skills of several dacum charts. The results of the survey have been posted with one component of the survey missing resulting from having only ten paper responses completed (Site Engineering portion).

Mike Donnelly no longer has access to continue accepting new submissions of the on-line version of the survey to complete the missing Site Engineering portion. The content from the survey is there, but nothing further has been completed other than the summary analysis of the statistics.

There are concerns for a going forward basis of using the information to determine curriculum and education/membership requirements for the association when there is such a broad range of skills and desired skills. Results from the survey are still available on the AAPT website to review.

### c) NSCC Foundation web page for AAPT scholarships & award

The AAPT would like to have the scholarships and awards we offer listed on the NSCC Foundation website for recognition of our contribution. In order to be listed on the main webpage we would have to give ownership of the scholarships and awards to NSCC. The AAPT is not prepared to do that at this point. NSCC is working to develop a

*In 2012, the AAPT donated \$1,000 towards the cataloging and restoration of the W.K Morrison Collection.*

*Over the years, many former NSSC COGS students received antique maps from his collection as graduation prizes.*

# Annual General Meeting (AGM) Minutes 2012

supplementary page for such scholarships, bursaries and awards offered to acknowledge donor recognition. The AAPT hopes that this additional recognition page will be operational prior to the awards in 2013.

## d) List-server maintenance

Scott reported that the list-server appears to be running smoothly without any serious issues or concerns. It has been easy to add new members to the list.

It was noted to beware of the attachment size, as it will not send out the message at all if the attachment exceeds the size limitations. Scott is going to confirm the file attachment size restrictions. Interim solution is to send the attachments to Scott who can post the attachment on the website in the members section, or public section depending on the content.

## e) Website apps - Membership Application Form & Discussion Forum

Tonia reported that the on-line membership application form seems to be running smoothly. The information is captured in a database and can be downloaded by the Membership Chair.

One issue was identified with regards to date fields being captured in text format. Scott waiting for quote from webpage designer on the costs to change the date fields to interactive selectable calendars however it is not a quick fix and requires a couple hours of programming work.

Note: Be cautious when filling out renewal forms to adhere to the required format as listed on the application form until the issue is resolved.

Scott is also waiting for a quote to add a discussion forum to the website. While the list-server is a great tool, it does not provide a history of the questions asked or solutions. A discussion forum would allow all the

information to be contained in one area for the user to see the entire conversation (one thread). This will be located in the member only section of the webpage.

## CORRESPONDENCE

Several pieces of correspondence were received which Melanie presented:

- a) A thank you letter was received from the NSCC thanking the AAPT for the donation of \$1000 supporting the Annapolis Valley General Fund for the restoration and documentation of the Walter K. Morrison special collection at COGS.
- b) In response to an email from President Scott LeBlanc requesting the AAPT scholarships and award be listed on the NSCC Foundation website, an email reply was received indicating that the NSCC Foundation website updates were delayed and is currently underway. It was suggested that Scott follow up with the NSCC in the fall.
- c) In response to the request from President Scott LeBlanc, a letter was received from Service Nova Scotia and Municipal Relations (Minister John MacDonell) agreeing to co-sponsor the 2011 AAPT Workshop with a contribution of \$2000.
- d) Follow up letter received by President Scott LeBlanc from Service Nova Scotia and Municipal Relations confirming the approved donation and future receipt of the donation.
- e) A letter of thanks was received from Jeff Knott, 2012 recipient of the Tim LeFurgey Memorial Award.

## FINANCIAL REPORT

As Marlene was absent, Scott presented the 2011 - 2012 AAPT Financial Report. The report showed a balance of \$7,153.76 as of April 30, 2012 (Scott LeBlanc pointed out a date error at the bottom of page 1 -

April 30, 2011 should read April 30, 2012), which did not yet include the workshop expenses. A speculated balance of \$8,921.30 was reported. It was moved by Alden Thurston and seconded by Tamara Dorey that the financial report be accepted.  
**Motion carried.**

## MEMBERSHIP REPORT

Tonia presented the 2011 - 2012 AAPT Membership Report with the association having forty-five members. It was moved by Keith Saunders and seconded by Jami Fay that the membership report be accepted.  
**Motion carried.**

## NEW BUSINESS

- a) Donation to NSCC Foundation for W.K. Morrison Collection

Scott provided a brief recap of the tour which the participants had last year at the Workshop. After the tour many members felt the AAPT should make a donation to the Collection. It was approved and a \$1000 donation was made to the Collection on behalf of the AAPT.

Scott LeBlanc requested an update from Mark Hebert as to the status of the collection cataloguing and restoration. Mark noted that the estate has not yet moved into probate. Additional money from the estate has been designated to the Collection once the estate has been resolved.

- b) Amendments to AAPT By-Law

The Executive proposed an amendment and addition to the membership portion of the By-Law.

Annual Fees 13. (2) Annual fees are due and shall be paid by the first day of June of each year for the following year.

Annual Fees 13. (5) Invoices for membership renewals will be issued to current members no later than the first day of May of each year and must

## AGM Minutes continued...

be paid in full no later than the first day of June of each year to maintain membership in the association.

Ballots were prepared and sent out to the forty-two full members of the association. Thirty-three completed ballots were returned with all returned ballots in favour of the changes.

Scott has already completed the changes to the By-Law on the website.

f) 2012 AAPT Scholarships & Award

Scott announced the 2012 Tim LeFurgey Memorial Award recipient to be Jeff Knott. Megan Fraser and Nelson Lockwood were the 2012 AAPT scholarship recipients.

g) Digital recorder & vertical display banner purchase

Scott received approval from the Executive to purchase a digital recorder to be used for our meetings, presentations and workshops. It is a wonderful tool which members can borrow to record presentations which they attend and feel would be a benefit to the membership. Contact Melanie if you would like to borrow the digital recorder. Scott will then post the presentation in the member area of the website.

Scott received approval from the Executive to purchase a vertical display banner for the association. This banner can be used at presentation booths and displays. Amanda Bent designed the banner and the workshop program. Scott presented Amanda with a thank you gift on behalf of the association.

h) AAPT website traffic / usage

Item deferred as Scott did not have all of the stats and information on the traffic and usage.

It was noted that traffic on the site has increased. There are lots of job postings listed thanks to Darren McKinnon of COGS. Scott and Melissa are working together to keep the spotlight section and the announcements current and up to date. Scott reminded everyone that the members area will be updated with the presentations and information from this

workshop next week with a new password.

**Note:** Roberts Rules of Order is available to members who wish to borrow it. Many items can also be found online.

### ELECTION OF OFFICERS FOR 2012 – 2013

Scott stepped down from the chair for the election of President and Alden Thurston took the chair. Alden asked for any interest or nominations for President. No new nominations received for the position of President therefore Scott LeBlanc remains.

Scott then took the chair and the election of the remaining officers proceeded. No new nominations received for the positions of Vice-President or Secretary therefore Melissa Bonin and Melanie Gerrior remains respectively.

The following nominations for the Executive were brought forward:

**President** - Scott LeBlanc

**Vice-President** - Melissa Bonin

**Secretary** - Melanie Gerrior

**Membership Chair** - Tamara Dorey

**Treasurer** - Tonia Temple - Horvath

**Nova Scotia Rep** - Ruth Thurston

**Prince Edward Island Rep** - Rodney Blanchard

**New Brunswick Rep** - Rodney Blanchard

**Newfoundland Rep** - Alton Glen

### Education Committee Members:

Hilary Campbell

Jami Fay

Mark Hebert

C. Keith Saunders

Marlene Clements

Mike Donnelly

Scott will confirm with Marlene Clements and Hilary Campbell whether both parties are still interested in participating on the Education Committee.

*“It is a goal of the Association to provide its members with a comprehensive, on-going educational program. Efforts are made to offer seminars in convenient locations and to keep costs to a minimum.”*

# AGM Minutes continued...

All positions were filled by acclamation.

Scott and Melissa thanked Mark Hebert for all his work to help secure the Lawrencetown campus for the workshop and helping organize the workshop topics and labs. Mark always has everything handled and set up for us to come in and just start which is a tremendous help. Recognition also extended from the members by round of applause.

Scott wanted it on the record to acknowledge Marlene, even though she was unable to attend, for all her hard work while being Treasurer of the association. Recognition also extended from the

members by round of applause.

Scott thanked the Executive for the work completed in the past year and helping to organize the workshop.

Scott thanked everyone for attending the workshop and looks forward to seeing everyone again at future events and workshops.

Melissa thanked Scott for all of his hard work and efforts as President this past year on behalf of the Executive.

Before adjournment, Scott recognized Drew for his help in preparing the participant binders and for being in at 7:25 a.m. Wednesday morning to help set up and welcome everyone.

## ADJOURNMENT

Alden Thurston called for adjournment of the meeting at 4:20 p.m.



## ADDITIONAL BUSINESS

No additional business.

### Submissions

Articles or ideas for newsletters may be forwarded to:  
 AAPT c/o Scott LeBlanc, AAPT President  
 Halifax Regional Municipality, Planning & Infrastructure  
 Regional and Community Planning  
 PO Box 1749  
 Halifax, NS B3J 3A5  
 (902) 490-1782 [leblans@halifax.ca](mailto:leblans@halifax.ca)

### AAPT Workshop 2013—NSCC COGS

The planning for the 2013 workshop is well underway. Once more details are available an email will be sent to all AAPT members and list-server subscribers. Potential workshop topics are as follows:

- |  |                          |
|--|--------------------------|
| <b>Global Mapper—Watershed Analysis</b>          | <b>Data Driven Pages</b> |
| <b>Model Builder—Watershed Analysis</b>          | <b>Community Counts</b>  |
| <b>LAStools for Processing LiDAR Data</b>        | <b>Solutions Expo</b>    |
| <b>Street Renaming, Asset Naming and Signage</b> |                          |

## Corporate Membership

Corporate members have similar rights and privileges as that of a full members with the exception being that they cannot vote on any matter and cannot be elected a councillor or officer. They can however attend our workshops. In addition they receive advertising space on our website ([www.aapt.ca](http://www.aapt.ca)) in the

form of their company logo linked to their website.

All of the proceeds from corporate memberships are used exclusively to fund scholarships for Planning students at NSCC COGS.

If you are interested in corporate membership please contact our Membership Chair, [Tamara Dorey](#) at (902) 897-3170.



# AAPT Contacts (2012-2013)

*“Meet the Executive, Council, and Education Committee of the AAPT. If you are looking for more information on a specific issue, start here. We have a representative in each of the Atlantic provinces to help answer your questions or voice your comments..”*

## President

[Scott LeBlanc](#)

Halifax Regional Municipality  
PO Box 1749, Halifax, NS B3J 3A5  
(902) 490-1782

## Vice President

[Melissa Bonin](#)

Municipality of the District of Lunenburg  
210 Aberdeen Street  
Bridgewater NS B4V 4G8  
(902) 541-5305

## Membership Chair

[Tamara Dorey](#)

Municipality of Colchester  
1 Church Street  
P.O. Box 697  
Truro, NS B2N 5E7  
(902) 897-3170

## Treasurer

[Tonia Temple-Horváth](#)

NS Department of Natural Resources  
Parks and Recreation  
RR1 Belmont, NS B0M 1C0  
(902) 662-5068

## Secretary

[Melanie Gerrior](#)

Halifax Regional Municipality  
PO Box 1749, Halifax, NS B3J 3A5  
(902) 490-7119

## PROVINCIAL REPRESENTATIVES

### Nova Scotia

[Ruth Thurston](#)

Halifax Regional Municipality  
PO Box 1749, Halifax, NS B3J 3A5  
(902) 490-6066

### New Brunswick & Prince Edward Island

[Rodney Blanchard](#)

Neill and Gunter Limited  
PO Box 713, Fredericton, NB E3B 5B4  
(506) 451-1213

### Newfoundland

[Alton Glenn](#)

Town of Paradise  
28 McNamara Drive  
Paradise, NL A1L 0A6  
(709) 782-1400

## EDUCATION COMMITTEE

[C. Keith Saunders](#)

Annapolis District Planning Commission

[Hilary Campbell](#)

Halifax Regional Municipality

[Jami Fay](#)

Chester Municipal Planning Department

[Mark Hebert](#)

NSSC COGS Faculty

[Marlene Clements](#)

Municipality of Kings County

[Mike Donnelly](#)

NSSC COGS Faculty (Retired)