

API | Atlantic Planners Institute

IUA | Institut des Urbanistes de l'Atlantique



ANNUAL REPORT FISCAL YEAR 2017

Prepared June 2018

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DRAFT - Minutes Annual General Meeting 2017

September 28, 2017 at 7:30 am

Rodd Charlottetown
Charlottetown, PEI
Georgian Room

In attendance:

Samantha Murphy, Chair of the Board, Tracey Wade, Treasurer, Michelle MacDonald Executive Director

Member Proxyholders in Attendance:

Alton Glenn, Newfoundland and Labrador Association of Professional Planners
Alex Forbes, Prince Edward Island Association of Planners
Patricia Manuel, Licensed Professional Planners Association of Nova Scotia
Jamie Burke, New Brunswick Association of Planners

Other API non-voting members from each of the four provinces were also in attendance as observers.

1. Call to order

The meeting was called to order by Samantha Murphy, Chair of the Board, at 7:30 am.

2. Adoption of the Agenda

MOTION: It was moved by Alex Forbes and seconded by Alton Glenn that the Agenda be adopted as presented. **MOTION CARRIED**

3. Approval of the Minutes of the May 2016 Annual General Meeting

MOTION: It was moved by Jamie Burke and seconded by Alex Forbes that the Minutes of the May 2016 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report

The report was received. Samantha Murphy drew attention to highlights and indicated the report was available on the API website for all members.

5. Presentation of Financial Statements and Appointment of Auditor

The Financial Statement was received. Tracey Wade, Treasurer, highlighted the financial position of API, indicating there was a planned loss in the past year to meet additional staffing needs.

MOTION: It was moved by Alton Glenn and seconded by Alex Forbes that Gregory Stokes be appointed as the auditor to undertake the financial review for 2017. **MOTION CARRIED**

6. Presentation of Certificates to New Members

Membership certificates were presented to those who had become new members between May 2016 and June 2017. Those in attendance at the AGM who received their certificates:

Gregory Morrison, MCIP – PEIAP

Those new members not in attendance at the AGM who received their certificates:

Alan Howell, MCIP, LPP – LPPAN

Elora Wilkinson, MCIP, LPP – LPPANS

Brynn Nheiley, MCIP, LPP – LPPANS

Jessica Harper, MCIP, LPP – LPPANS

Andrew Smith, MCIP – NLAPP

7. Election of Directors

Samantha Murphy asked Michelle MacDonald, Executive Director, to preside over the election of the new Board, the first board elected under the new API By-Law adopted June 30, 2017. Michelle MacDonald assumed the role of Chair of the meeting.

The proposed nomination slate was presented as follows:

Tracey Wade, MCIP, RPP – NBAP, three-year term

Samantha Murphy, MCIP, LPP – PEIAP, three-year term

Lindsay Church, NCIP – NLAPP, three-year term

Rachel Gilbert, MCIP, LPP – LPPANS, three-year term

Chris Markides, Student Member, two-year term

MOTION: It was moved by Patricia Manuel and seconded by Jamie Burke to elect the slate of directors as named with the terms identified to assume office at the adjournment of this Annual General Meeting. **MOTION CARRIED**

Samantha Murphy reassumed the role of Chair of the meeting.

8. Expression of Thanks

Samantha Murphy expressed thanks to all who volunteered their time in the last year, including, Elizabeth Nicholl, Gay Drescher, Nathan Rogers, Alton Glenn and Janice Harper, who had served on the API Board in the past year, and all those who had served on the CPL, Awards and Professional Practice Committees of API. Samantha Murphy also thanked those who serve on provincial Councils and Executives, national committees, the national CIP Board, the Professional Standards Board and its committees and on the Professional Standards Committee.

MOTION: It was moved by Alton Glenn and seconded by Patricia Manuel to approve a formal expression of thanks to all the volunteers who have given so much of their time of the past year to support the profession. **MOTION CARRIED**

9. Other Business

None declared.

10. Adjournment

MOTION: It was moved by Patricia Manuel and seconded by Alex Forbes to adjourn the meeting at 8:13am. **MOTION CARRIED**

Chair's Report

June 11, 2018

I'm pleased to offer the following update and report on the affairs and operations of the Atlantic Planners Institute since the September 2017 annual general meeting:



API Governance

Under the new bylaw and structure, the chair and treasurer of the API Board are elected by the Board from among its members. As one of its first acts, the 2017 Board elected me to continue as chair and Tracey Wade to continue as treasurer. The year included great stability in board member positions, although Chris Markides, the student member, reluctantly tendered his resignation in June 2018.

API's role continues to evolve to that of an organization providing administrative support to the four provincial associations and advocacy and member support to the individual members, ensuring economies of scale in our administrative duties, promoting collaboration between the provinces, and representing the Atlantic provinces on national committees and organizations such as PSC and PSB.

Work is largely complete on the partnership agreement / memorandum of understanding between API and the four provincial associations that will outline the details of API's operations and the services to be provided to the associations. The proposed partnership agreement is based on a transitional meeting held just prior to the 2017 AGM and has been formally endorsed by three of the four provincial associations. API has been operating in accordance with the proposed partnership agreement during the interim period.

API Administration

The API Board has renewed the contract with Michelle MacDonald and the Analytic-OR team in St. Peter's Bay, PEI, to provide executive director services and continues to extend a very heartfelt thank you to Michelle and her team for the exceptional support provided.

In 2018, API undertook its second full cycle of invoicing for members' dues and fees, including the collection of dues for CIP in the Atlantic Region.

A significant amount of time and effort has been spent on developing new harmonized policies and procedures for the processes that now fall under provincial authority, including the reconciliation of continuous professional learning records.

National and Interprovincial Update

Nancy Griffiths remains the Atlantic Region director on the CIP Board. The table of PTIA & CIP presidents, now known as the Planning Alliance Forum (PAF), continues to operate under the 2017 MOU, with the four Atlantic provincial associations included as signatories. API's participation facilitates the transmittal of information and coordination of initiatives, including the involvement of the executive director on behalf of the API organization and the four provincial associations.

CIP has been reaching out to the PTIAs over recent months for bilateral servicing agreements, largely relating to the coordination of membership benefits and supports such as the AMS database and the

collection of fees, and support to the inter-PTIA efforts. CIP and the PTIAs will continue to partner on the Professional Standards Committee (PSC) and the Professional Standards Board (PSB) through those boards, the Joint Administrators Group (JAG) and the PAF.

Standards Committee (SC)

API has continued to participate as a voting member of the SC (formerly and formally known as the PSC). Gay Drescher has been appointed to the Atlantic position on the SC Board held until December 2017 by Elaine Mitchell.

Following the addition of the four individual Atlantic provinces as non-voting signatories, LPPANS appointed a Nova Scotia member to the SC board, while the three other provinces opted not to appoint a representative. The Executive Director continues to All four provinces are entitled to participate in the upcoming annual meeting of the signatory parties, conducted by teleconference.

Professional Standards Board (PSB)

API continues to participate as a voting member of the PSB and will represent the Atlantic region at the AGM being held in Winnipeg in July. John Jarvie's term is coming to an end and after seeking indications of interest from Atlantic members through the API newsletter, the Board is close to having a nominee ready to put forward for the July PSB AGM.

I would like to give sincere thanks to all the colleagues who have served our members and worked so hard through the past few years to see the transition through, the many API volunteers on boards and committees, and the individual members themselves.

Respectfully submitted,

Samantha Murphy, LPP, MCIP
Chair of the Board, Atlantic Planners Institute

Executive Director's Report



June 10, 2018

In August 2018, Analytic-OR, it will be two years since Analytic-OR assumed providing association management services to the Atlantic Planners Institute (API), and I became the part-time Executive Director. It continues to be my great pleasure to serve as Executive Director. I, and other members of the Analytic-OR team, provide the equivalent of 80 hours a month in support in a variety of ways to API, including executive leadership, administration, membership coordination and communications.

Key initiatives in 2017 included adopting new By-Laws and continuing to transition to the new governance model, updating membership files, establishing new Council policies, supporting the Continuous Professional Learning Committee's review of CPL compliance from 2014-17, taking over bookkeeping, ongoing membership management and communications.

As Executive Director, I have also been liaising with the Canadian Institute of Planners, the Professional Standards Board, the Professional Standards Committee, the Planning Alliance Forum and the provincial Institutes (known as PTIAs) across the country. I also am a member of the Joint Administrative Group, which is an informal working group of the PTIA Executive Directors.

As API completes the transition to a new service model, I, and the team at Analytic-OR, look forward to continuing to work together with members to support and grow the planning profession in Atlantic Canada.

Respectfully submitted,

Michelle L. MacDonald
Executive Director, Atlantic Planners Institute
Co-Owner of Analytic-OR

Treasurer's Report

June 11, 2018

2017 was a year of continued change and adaption to the new financial management system. API's Management team at Analytic-OR has provided exemplary service in developing financial policies, administering membership requirements, and instituting new systems to streamline processes and create transparency between the member Provincial Associations.



2017 Financial Statements

API's 2017 revenue was approximately \$67,407 and expenditures were nearly \$69,168 for a difference of -\$1761.00. The anticipated deficit was smaller than expected and was mainly owing to paying increased professional fees and additional expenses related to changing services, which was necessary to handle the membership payment requirements and associated processes.

API's 2017 year-end financial position of \$90,137 in net assets included nearly \$58,190 in cash and equivalents and almost \$38,000 in investments.

Financial Processes in Place

API took advantage of several new financial processes launched in 2016, rendering the financial accounting more streamlined and transparent. API registered for HST, which meant charging HST on membership fees, and allowing API to claim HST rebates. We also instituted automated billing for membership fees, collecting both API and CIP fees, insurance, and HST. API now has the capability of accepting credit card payments on-line, which has made the membership fee collection process significantly faster for many. The credit card services also allow API to process conference registrations in a more efficient manner.

API has simplified its relationship with the four Provincial Associations, by preparing automatic payments to each Association that coincide with the payments to CIP for dues collected from their members on each organization's behalf.

API also continued to follow up with and collect overdue accounts, which resulted in a very low number of delinquencies for this year, compared to others.

API also instituted a new bookkeeping system given the new financial organization which has resulted in better and more timely reporting.

As a result of the Accountant's end-of-year review from 2016 for our finances, API changed its accounting from a cash basis to accrual basis, which will be fully implemented in 2018.

Finally, from a financial point of view, Analytic-OR is now also handling logistics and payments for the annual API conference, for provincial associations who are interested. This allows API and the host association to take advantage of an existing on-line registration and payment process, and API can apply for HST rebates associated with conference expenses as a further point of saving for both parties.

2018 Budget

In planning for the 2018 budget, a small increase in membership dues was determined to be necessary with the goal that API would have a “break even” year. This was significant because the 2016 and 2017 fiscal years have seen deficits because of API reconciling new requirements related to managing membership billing and by-law development under the Canada Not-for-Profit legislation. API membership fees are consistent with membership fees for many of the other Provincial and Territorial Institutes and Associations (PTIAs) of similar size. Within the four Provincial Associations annual membership fees changed from \$246.50 in 2017 (for a full member) to \$260.00 in 2018 for three of the provinces. NLAPP increased the fee for their member by an additional \$15. With the increase in fees, the API Board approved the fee increase in anticipation of a balanced budget in 2018.

Respectfully submitted,

Tracey Wade, MCIP, RPP
Treasurer, Atlantic Planners Institute

Membership

As of June 20, 2018, there are 306 active members. Two of the listed student members have applied for and are awaiting approval as candidates.

	NBAP	NLAPP	LPPANS	PEIAP	Grand Total
<i>Candidate</i>	10	2	32	1	45
<i>Full Member</i>	50	25	128	10	213
<i>Non Practicing - Candidate</i>			1		1
<i>Non Practicing - Full</i>	2	1	2		5
<i>Pre-Candidate</i>		2	1		3
<i>Retired Member</i>	3		3	2	8
<i>Student Member</i>	1		29	1	31
Grand Total	66	30	196	14	306

In addition, there are 3 candidates pending payment, 1 in NBAP and 2 in LPPANS and 2 other candidates awaiting acceptance as a candidate.

Member Updates

The following is a list of new members, candidates, and members who retired, resigned or are deceased since the last AGM in 2017 until the end of December 2017. Changes from January to September were included in the 2016 Annual Report created in September 2017. In future, this list will include all changes for the Fiscal Year, which runs January to December. In the event someone was missed, please accept our apologies and pass along the information to the API Executive Director.

Full Members

- Anne Winters (Nova Scotia)
- Teresa Thomas (Nova Scotia) (then transferred to OPPI)
- Connor Wallace (Nova Scotia)
- Garth Sturtevant (Nova Scotia)
- Nathan MacLeod (Nova Scotia)
- Shilo Gempton (Nova Scotia)
- Alex Henderson (New Brunswick)
- Kirk Brewer (New Brunswick)
- Monica Belliveau (New Brunswick)
- Christopher Hardy (Newfoundland and Labrador)

Candidates

- Jenny Lugar (Nova Scotia)
- Shannon Fox (Nova Scotia)
- Saira Shah (Nova Scotia)
- Catherine Dufour (New Brunswick)
- Stirling Scory (New Brunswick)

Resigned

- Arvo MacMillan (Newfoundland and Labrador)
- Simpson McLeod (Nova Scotia)
- Geralyn Lynch (Newfoundland and Labrador)
- Eileen Watson (Newfoundland and Labrador)

Awards of Excellence 2017

The Atlantic Planners Institute (API) introduced its first Annual Planning Excellence Awards at the Annual Conference in St. Johns, Newfoundland Labrador in July of 2011.

These awards honour the best in professional planning work undertaken by members in communities and regions across Newfoundland and Labrador, New Brunswick, Nova Scotia, and Prince Edward Island.

Congratulations to all 2017 Awards of Excellence Winners!

Comprehensive Policies and Plans

The 2017 Award Winner was:



O2 Planning + Design, UPLAND Planning + Design Studio, NATIONAL Public Relations, Turner Drake & Partners Ltd. and CBCL on behalf of Halifax Regional Municipality

Physical Plans and Design

The 2017 Award Winner was:



Ekistics Plan + Design and Halifax Regional Municipality

Public Outreach and Communication

The 2017 Award Winner was:



*UPLAND Planning + Design Studio on behalf of
Glooscap First Nation*

Special Research Study

The 2017 Award Winner was:



*Turner Drake & Partners Ltd. and DSRA Architecture
on behalf of Halifax Regional Municipality*

Congratulations!

API Board and Staff Members

Current Board members:

- Samantha Murphy, Chair, PEIAP (2017-2020)
- Tracey Wade, Treasurer, NBAP (2017-2020)
- Rachel Gilbert, LPPANS (2017-2020)
- Lindsay Church, NLAPP (2017-2020)

Board members that have stepped down in the past year:

- Chris Markides (September 2017-May 29, 2018)

Staff

Analytic-OR Team Members that support API

Executive Director

Michelle MacDonald

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Membership and Finance

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