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L'ATLANTIQUE



ANNUAL REPORT FISCAL YEAR 2018

Prepared June 3, 2019



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DRAFT - Minutes Annual General Meeting 2018

June 25, 2018 at 1:00pm

Teleconference
Charlottetown, PEI

In attendance:

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

Member Proxyholders in Attendance:

Penny Henneberry, Licensed Professional Planners of Nova Scotia
Alex Forbes, Prince Edward Island Association of Planners
Gay Drescher, New Brunswick Association of Planners
Newfoundland and Labrador Association of Professional Planners
Ann- Marie Cashin, Newfoundland and Labrador Association of Professional Planners

1. Call to order

The meeting was called to order by Samantha Murphy, Chair of the Board, at 1:04pm.

2. Adoption of the Agenda

MOTION: It was moved by Alex Forbes, seconded by Gay Drescher, that the Agenda be adopted as presented. **MOTION CARRIED**

3. Approval of the Minutes of the September 2017 Annual General Meeting

MOTION: It was moved by Alex Forbes, seconded by Penny Henneberry, that the Minutes of the September 2017 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report

The annual 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 Statements were received. Tracey Wade, Treasurer, reviewed the financial position of API.

MOTION: It was moved by Alex Forbes, seconded by Ann-Marie Cashin, that in recognition of the best practice of conducting a process to seek multiple quotes from firms for audit services from time to time, and in view of the fact that the Board's process for seeking quotes has not yet been completed, that the board be given the authority to appoint an auditor to undertake the financial review for the Fiscal Year 2018. **MOTION CARRIED**

6. Election of Directors

The list of current directors with their term:

Tracey Wade, MCIP, RPP – NBAP (2017-20)
 Samantha Murphy, MCIP, LPP – PEIAP (2017-20)
 Lindsay Church, NCIP – NLAPP (2017-20)
 Rachel Gilbert, MCIP, LPP – LPPANS (2017-20)

There is a vacancy for the Student position on the Board. The Board has received one nomination for the position, Victoria Willes.

MOTION: It was moved by Penny Henneberry, seconded by Alex Forbes, that Victoria Willes be elected for a two-year term to assume office at the adjournment of this Annual General Meeting. **MOTION CARRIED**

7. Expression of Thanks

Samantha Murphy expressed thanks to all who volunteer efforts members have given to API and the provincial associations during the past year, including: those who serve, or have served, on the API board including Chris Markides; those who have served on API Committees of Continuous Professional Learning, Professional Practice Review and Awards; Elaine Mitchell, who completed her role as Chair of the Professional Standards Committee; John Jarvie, past Chair of the Professional Standards Board; and all those who represent the profession on the CIP Board, CIP Committees, and PSB Committees.

MOTION: It was moved by Ann-Marie Cashin, seconded by Alex Forbes, to extend 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**

8. Other Business

A) it was suggested that the API Conference Awards of Excellence Committee review its criteria for selecting award winners given that one of the criteria in the past has been public engagement which does not always apply to all categories of Awards.

B) It was noted that the Annual Regional Conference, *Planning in a New Environment*, will be held October 24-26, 2018 at the Delta Hotel in Moncton. The Preliminary Program has been posted, and registration will be ready soon.

C) It was noted that *Registered Professional Planners Act* was passed on June 12 by the Prince Edward Island Legislature. The regulations will need to be drafted before the legislation is proclaimed into law.

9. Adjournment

MOTION: It was moved by Alex Forbes, seconded by Ann-Marie Cashin, to adjourn the meeting at 1:31pm. **MOTION CARRIED**

Chair's Report

June 3, 2019

I'm pleased to offer the following update and report on the affairs and operations of the Atlantic Planners Institute for the 2018 Fiscal Year.



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. API has now had more than a full year of its new structure under its belt and it appears that the new structure is working well, with clarified lines of responsibility and continued mutual support between the member provincial associations. In December 2018 the Memorandum of Agreement between API and the four Atlantic Provincial Associations was signed.

For 2018, the primary administrative focus shifted to cleaning up the CPL backlog on behalf of the four provinces. A harmonized CPL policy was developed for adoption by the provinces to clarify the processes for dealing with members who are behind on meeting their CPL requirements. While the amount of work was substantial, the effort paid off with API members having a 100% compliance rate for 2018.

For the first time, the administrative side of the organization, through the Executive Director, Michelle MacDonald and her team, provided centralised support for the planning of the annual conference. Between the work of the organizing committee and the efforts behind the scenes, the October conference in Moncton was a resounding success.

The API board is pleased to report that the contract with Michelle MacDonald and AOR was renewed for a 2-year period. While Chris Markides regrettably stepped down as the student member of the board, Victoria Willes came forward and agreed to serve. She was elected for a two-year term at last year's Annual General Meeting.

API continues to participate actively at the national table with other members. I represented the board at the annual face-to-face meeting of the Planning Alliance Forum in Winnipeg and was pleased to sign the memorandum of agreement regarding the Planning Alliance Forum at that gathering. The Forum continues to meet quarterly by phone to discuss issues of mutual interest to all PTIAs. I also attended the Planning Standards Board annual meeting in Winnipeg where Janice Harper, MCIP was elected to the Board. Finally, I attended the Annual Meeting of Signatory Parties for the Professional Standards Committee which was held by teleconference in June last year.

With a view to continuous member services enhancements, the API board ended 2018 with a contract with AOR to undertake upgrades to the API website, which is due to be launched mid-2019.



I would like to give sincere thanks to all the colleagues who have served our members and worked so hard to support planning in Atlantic Canada, 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 3, 2018

It continues to be my great pleasure to serve as Executive Director. I, and other members of the AOR team, provide the equivalent of 85 hours a month in support in a variety of ways to the Atlantic Planners Institute (API), including executive leadership, administration, bookkeeping, membership coordination and communications.

Key initiatives in 2018 included finalizing the MOA between API and the four provincial associations, updating membership files, establishing new Council policies, supporting the Continuous Professional Learning Committee's review of CPL compliance, ongoing membership management and communications. API continues to provide registrar support services to the four provincial associations. In 2018 API also began providing administrative, registration, graphic design and communications support to the organizing committee for the API conference.

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.

Although my company, Analytic-OR, rebranded in 2018 to AOR Solutions, my team and I continue to be proud to provide association management services to the Atlantic Planners Institute and the four provincial associations. We 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 AOR Solutions

Treasurer's Report

June 3, 2019

I am very pleased to report that 2018 was a very successful year financially for Atlantic Planners Institute (API). This is the first year since API's transformation into an organization of organizations under the Canadian Not-For-Profit legislation in which we were able to plan for and execute a balanced budget (and even ended the year with a strong surplus). Once again, API's Management team at AOR Solutions has provided exemplary service in implementing financial policies, administering membership requirements, and instituting systems to streamline processes and create transparency between the member Provincial Associations.



2018 Financial Statements

API's 2018 revenue was approximately \$77,442 and expenditures were \$68,496 for a difference of **\$8946**. The profit margin was significantly larger than expected, as a result of a very successful conference co-hosted by the New Brunswick Association of Planners. This includes an additional expenditure of \$5000 for a redevelopment of the API website which will launch in 2019 (an expense which was originally planned for in the 2019 fiscal year).

In 2018, API had a year-end financial position of \$117, 173 in net assets which included nearly \$76,008 in cash and equivalents, \$2597 in accounts receivable and more than \$38,568 in investments.

Financial Processes in Place

API took advantage of several financial processes launched in 2016, rendering the financial accounting more streamlined and transparent. API is registered for HST, which has meant that HST has been charged on membership fees for the past 2 years, and API is able to claim HST rebates. API uses automated billing for membership fees, collecting both API and CIP fees, insurance, and HST. API 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. These payments are made at the end of January, end of March and in September each year.

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 mid-way through 2017, which has now been fully implemented in 2018.

Finally, from a financial point of view, AOR Solutions continues to handle 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.

2019 Budget

In planning for the 2019 budget, the Board approved a \$2.00 increase in membership fees, for a total of \$232 for a full member. Each Provincial association may charge separate fees – the baseline being \$30 per member going back to each provincial association.

API membership fees remain consistent with membership fees for many of the other Provincial and Territorial Institutes and Associations (PTIAs) of similar size.

The budget also includes an increase in time for AOR Solutions from 80 hours per month to 85 hours to better serve the membership.

Respectfully submitted,

Tracey Wade, MCIP, RPP
Treasurer, Atlantic Planners Institute

Membership

As of June 4, 2019, there are 321 active members.

	NBAP	NLAPP	LPPANS	PEIAP	Grand Total
<i>Candidate</i>	10	3	44	1	58
<i>Full Member</i>	50	23	124	12	209
<i>Non Practicing - Candidate</i>			2		2
<i>Non Practicing - Full</i>	1	1	5		7
<i>Pre-Candidate</i>		1	3		4
<i>Retired Member</i>	6	1	9	1	17
<i>Student Member</i>	1		22	1	24
Grand Total	68	29	209	15	321

In addition, there are three full members are full members in other PTIAs but have a secondary affiliation with API (1 in PEIAP, 1 in LPPANS and 1 in NBAP). These members are not recorded above.

In addition, there are several members not marked active as they are pending payment and so are not included in the above chart. These are members who have joined recently so have not yet paid. There is 1 Candidate in NLAPP pending payment, 1 Candidate in LPPANS pending payment, 1 pre-Candidate pending payment in LPPANS, 1 pre-Candidate pending payment in NBAP, 1 pre-Candidate pending payment in NLAPP, 1 retired member in LPPANS pending payment.

Member Updates

The following is a list of new members, candidates, and members who retired, resigned or are deceased in 2018. This list includes 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

- James Morgenstern (Nova Scotia)
- Adrian Boyd (Nova Scotia)
- Mark Nener (Nova Scotia)
- David Paton (Nova Scotia)
- Walter Grant (Nova Scotia)
- Jamy-Ellen Klenavic (Nova Scotia)
- Melissa Eavis (Nova Scotia)

- Katarzyna Tota (Nova Scotia)
- Blaine Yatabe (Prince Edward Island)
- Catherine Dufour (New Brunswick)
- Andrew Reid (New Brunswick)
- Renee Kuehnle (Newfoundland and Labrador)
- Antonio Gomez-Palassio (NBAP Secondary Affiliate)

Candidates

- Joseph Gnemmi (Nova Scotia)
- Sara Campbell (Nova Scotia)
- T. Scott Low (Nova Scotia)
- Penelope Kuhn (Nova Scotia)
- Paul Dec (Nova Scotia)
- Gayle MacLean (Nova Scotia)
- Jonathon Bray (Nova Scotia)
- Mackenzie Childs (Nova Scotia)
- Donald MacDougall (Nova Scotia)
- Adam Fine (Nova Scotia)
- Meaghan Dalton (Nova Scotia)
- Yanan Gou (Nova Scotia)
- Brittney MacLean (Nova Scotia)
- Daniel Bryce (Nova Scotia)
- Joanna Burris (Nova Scotia)
- Susan Dean (New Brunswick)
- Colin Simic (New Brunswick)
- Alexander Gopen (New Brunswick)
- Kaitlyn Lacelle (New Brunswick)
- Sean McGrath (Newfoundland and Labrador)
- Alanna Felt (Newfoundland and Labrador)

Resigned

- Jennifer Griffiths (New Brunswick)
- David Smith (Nova Scotia)
- John McKenzie (Prince Edward Island)
- Randall Pollock (New Brunswick)
- Stephen Newson (Nova Scotia)
- Edwin MacLellan (Nova Scotia)
- Thomas Horrocks (Newfoundland and Labrador)

Transfer In Candidates

- Melanie DeJager (LPPANS)

Transfer In Full Members

- Jeffry Haggett (LPPANS)
- Robert Zilke (PEIAP)
- Emanuel Nicolescu (LPPANS)
- Jonathan Veale (LPPANS)
- Eric Lucic (LPPANS)
- Kelly Greenland (LPPANS)
- Ken Melanson (NBAP)

Transfer Out Candidate

- Tessa Williams (LPPANS)

Transfer Out Full Members

- Bob Bjerke (LPPANS)

Awards of Excellence 2018

The Atlantic Planners Institute (API) awarded its Annual Planning Excellence Awards at the Annual Conference in Moncton, New Brunswick in October of 2018.

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 2018 Awards of Excellence Winners!

Comprehensive Policies and Plans

The 2018 Award Winner was:

*Awarded to
City of Moncton, Trace Planning & Design, Ekistics
Plan + Design,
Stantec & Daniel St. Louis Photography
On behalf of
City of Moncton
for
City of Moncton Downtown Core Community
Improvement Plan*



Physical Plans and Design

The 2018 Award Winner was:

*Awarded to
Ekistics Plan + Design
On behalf of
Halifax Regional Municipality
for
Argyle & Grafton Shared Streetscapes*



Public Outreach and Communication

The 2018 Award Winner was:

*Awarded to
Licensed Professional Planners Association of Nova Scotia
for
What is Planning? Video*



Special Research Study

The 2018 Award Winner was:

*Awarded to
Dillon Consulting Limited
On behalf of
Southwest New Brunswick Service Commission
for
Coastal Link Trail Feasibility Study*



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)
- Victoria Willes, Student, LPPANS (2018-2020)

Staff

Analytic-OR Team Members that support API	
Executive Director	Michelle MacDonald executivedirector@atlanticplanners.org
Membership and Finance	Jay Adamsson jay@atlanticplanners.org communications@atlanticplanners.org
Communications	Amanda Benedict amanda@atlanticplanners.org

Contact

Atlantic Planners Institute
Suite 200-53 Grafton Street
Charlottetown, PE C1A 1K8

Tel: (902) 704-2401

<https://atlanticplanners.org>