

API | Atlantic Planners Institute

IUA | Institut des Urbanistes de l'Atlantique



# ANNUAL REPORT FY 2016

Prepared September 2017

API | Atlantic Planners Institute

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# Minutes Annual General Meeting 2016

Lord Nelson Hotel, Halifax, Nova Scotia, May 19, 2016, 7:30 am

## Attendees (list attached)

1. Call to order

The meeting was called to order by the President at 7:40 am.

2. Adoption of the Agenda

It was moved by Janice Harper and seconded by Samantha Murphy that the Agenda be adopted as presented.

## MOTION CARRIED

3. Adoption of the Minutes of the 2015 Annual General Meeting

It was moved by Tracey Wade and seconded by Elaine Mitchell that the Minutes of the 2015 Annual General Meeting be adopted.

## MOTION CARRIED

4. President's Report

The President gave an overview of her report highlighting activities at CIP and the relationship with API; the PSC agreement and how the four Atlantic provinces will be represented by API; API by-law restructuring process proposing a federation organization style; change in administrative support transitioning from CIP to API; changes to Executive Director role with increased responsibility; fee increase with these added responsibilities; API awards of excellence deadline for submission September 19, 2016; list of volunteers recognized in report and formal thanks given; CIP representative role opportunity.

The President took a moment to recognize the commitment shown by Jennifer in her role as Executive Director. Jennifer is retiring effective the end of July.

The President took a moment to recognize the commitment shown by Nancy Griffiths in her role as Treasurer. Nancy is retiring from the position.

The President took a moment to thank Council.

The report was received.

5. President Elect's Report on CIP Council Matters

The President Elect gave an overview of her report highlighting activities at CIP; Future Forward Task Force report overview and outcomes; 13-person board, 7 regional positions – Atlantic seat not API specific, fellows seat, students seat, and three at large members. All seats are elected from within; CIP voting on by-laws is taking place May 19, 2016; new board to be elected; wide range of positions available; once a nomination is accepted by CIP, evaluated against criteria; looking for more than one

candidate for each position; electronic election – slate ratified at CIP Conference in Quebec City; as everything is shifting at CIP this reflects on API and how we will function going forward.

The report was received.

6. Discussion of API By-laws

The President outlined the new model of the API Board, the proposed governance structure, explaining that the branches will be the members; membership will be participating at the branch level. All provincial by-laws will need to be changed to reflect this overall change. Once the draft has been developed, it will be provided to the general membership for consideration. A vote on the by-laws will take place in the near future.

7. Treasurer's Report

- a) Auditor's Report (Review Engagement Report)
- b) Appointment of Auditors

The Treasurer provided an overview of the Review Engagement Report. API has a balanced budget and any differences are due to conference losses/profits.

It was moved by Janice Harper and seconded by Samantha Murphy that the Review Engagement report be accepted as presented.

**MOTION CARRIED**

- c) The Treasurer proposed Gregory Stokes as the auditor.

It was moved by Nancy Griffiths and seconded by Tracey Wade that Gregory Stokes be appointed as the Auditor for 2016.

**MOTION CARRIED**

8. Branch Reports

- a) Newfoundland and Labrador
- b) New Brunswick
- c) Nova Scotia
- d) Prince Edward Island

The reports were received.

9. Student Representative's Report

The report was received.

10. Executive Director's Report

The Executive Director provided an overview of her report; more teleconference with Council to minimize costs of meetings; email communication tracking is critical to ensure that emails are

received; Joint Advisory Group which is the association of all Executive Directors with semi-annual meetings provides good overview of how other PTIAs are structured and operate; the ability to work across the country is critical and this is what we are working toward.

The report was received.

11. Membership Committee's Report

The report was received.

12. Report on Continuous Professional Learning (CPL)

The report was received.

13. Professional Practice Review Committee Report

No report given.

14. Nomination of President-Elect

The Secretary gave an overview of the process for the nomination of President-Elect. Based on the outcome of the process, Tracey Wade was nominated by two members in good standing. No other nominations were received. Tracey Wade is the President-Elect by acclamation.

15. Presentation of Certificates to New Members

Congratulations to:

- Ann-Marie Cashin
- Mark Hefferton
- Lori Bickford
- Justin Forbes

16. Other Business

Volunteer Awards were presented to:

- Gillian McLellan – professional learning Nova Scotia
- Dennis Friezen – retired, formerly of membership committee
- John Jarvie – PSB Chair
- Elaine Mitchell – formerly API President, PSC Chair, FutureForward Taskforce
- Kate Greene – Past President of API

17. Adjournment

It was moved by Dallas Gillis to adjourn the meeting at 8:20 am.

List of Attendees:

- Jennifer Griffiths, MCIP, RPP
- Jean Goguen, MCIP, RPP
- Gay Drescher, MCIP, RPP

- Janice Harper, MCIP, RPP
- Ann McCarron, MCIP
- Samantha Murphy, MCIP
- Tracey Wade, MCIP, RPP
- Pam Macintosh, MCIP
- Kate Greene, MCIP, LPP
- Alicia Brown, MCIP, RPP
- Norval Collins, MCIP
- Dawn Sutherland, MCIP, LPP
- Karen Dempsey, MCIP, LPP
- Jeanne Bourque, MCIP, LPP
- Bill DeGrace, MCIP, LPP
- Jesse Morton, MCIP
- Karen Neville, MCIP
- Jamie Burke, MCIP, RPP
- Elaine Mitchell, MCIP
- Jeff Merrill, MCIP
- Douglas Foster, MCIP
- Julie Ozell, MCIP
- Nancy Griffiths, MCIP
- Alex Forbes, MCIP
- Dallas Gillis, MCIP, RPP
- André Frenette, MCIP, RPP
- Bard Fulton, MCIP
- List of Attendees (continued):
- Ian Watson, MCIP
- Caroline Robertson, MCIP
- Jessica McDonald, MCIP
- Mikiko Terashima, Candidate
- Elizabeth Nicoll, Student
- Patricia Manuel, MCIP

## President's Report

I'm pleased to offer the following update and report on the affairs and operations of the Atlantic Planners Institute since the May 2016 annual general meeting:



### API Governance

- API council saw many changes during 2016. With the conclusion of Kate Greene's term of office as president and the departure of Nancy Griffiths after 10 years of dedicated support and guidance as API's treasurer, the roles of president-elect and treasurer were assumed by Tracey Wade. Newfoundland and Labrador's seat was filled by Alton Glenn, and with the departure of Miles Agar after his term of service, the Nova Scotia seat was filled by Nathan Rogers until Rachel Gilbert joined the Board in June 2017. There was also a change in representation for the student seat on council with the departure of Elizabeth Nichols, who took on a role on CIP's national board; in January 2017, Chris Markides took on the student member role. Gay Drescher also stepped down this summer after a long service as the New Brunswick representative and API's Secretary, an office since taken on by Alton Glenn.
- With the structure of CIP clarified and the relationship between the national organization and the PTIAs resolved last year, API Council was able to return its focus to finalizing its governance model and bylaws. API's long process of updating the bylaws to comply with changes in federal legislation was finally completed in June 2017, with a unanimous vote of participating members.
- Under the newly-approved bylaw, API's structure has transitioned to an organization of organizations. The four Atlantic provincial associations have become the voting members of the Institute. API's role is evolving to that of an administrative support secretariat to ensure economies of scale in our administrative duties, to promote collaboration between the provinces, and to represent the Atlantic provinces on the national committees and organizations such as PSC and PSB, in keeping with the articles of continuance approved by members in 2014. All individual members of the four provincial associations retain non-voting membership in the Institute.
- API 'branches' are now recognized as stand-alone provincial institutes with primary responsibility for the admission and regulation of their members:
  - Provincial institutes have become non-voting signatories to the PSC agreement, which establishes the standards and criteria for professional certification.
  - Provincial institutes or organizations form the voting membership of API.
  - Individuals are first and foremost members of their provincial organizations, which entitles them to membership in API and CIP.
  - In future, the president and vice-president will be selected from among the board.
- The transition process for API and the provincial organizations in Atlantic Canada continues to evolve as we meet the new requirements of federal legislation and the changes resulting from the adoption in recent years of name legislation in two of our provinces.



- We will remain in communication with our members as we wrap up the restructuring process and move into our own strategic planning phase.

## API Administration

- With the retirement of our former executive director, Jennifer Griffiths, API Council contracted the services of Michelle MacDonald and the Analytic-OR team in St. Peter's Bay, PEI, to provide executive director services.
- Effective for the 2017 billing period, API became responsible for all aspects of invoicing for members' dues and fees, including the collection of dues for CIP in the Atlantic Region, as well as for the administration of our membership processes. The fall of 2016 was spent preparing for the transfer of responsibilities, which were assumed by Michelle MacDonald.
- The move to enhanced executive director and administrative services involved new costs for API and its members, additional costs that were anticipated during the preparation for the transition. In November 2016, Council determined that an increase in member fees would be required in order to provide a level of member support and service that would allow the organization to meet its responsibilities to its members, participate fully at the national level, manage functions such as billing and member support, and guide the organization through its change in structure. The fee increase that was ultimately implemented covered most of the increase in administrative and executive director support, with the remainder being funded through API's reserves.
- While council has taken every step possible to minimize costs, given the ongoing needs of the organization, it is anticipated that a further fee increase may be required in order to complete the organizational restructuring and ensure that service levels remain sustainable, bringing API's fees in line with fees for other Provincial & Territorial Institute and Association (PTIA)s.

## National and Interprovincial Update

- As of mid-2016, the CIP structure has shifted to a board framework made up of regional directors rather than direct PTIA representation. My term on the CIP Board ended in July 2016, at which time Nancy Griffiths assumed the director position for the Atlantic region.
- As the relationship between the CIP Board and the PTIAs has become less direct, the table of PTIA & CIP presidents has taken on increased responsibility for information sharing and collaboration. In June 2017, the relationship between the PTIAs and CIP was formalized in a Memorandum of Understanding that established the Planning Alliance Forum (PAF). The four Atlantic provincial associations are also signatories to the MOU, with API's initial commitment being set for a twelve-month period while the transition is completed. API's participation in the PAF will be reassessed at the end of that time period.
- CIP remains committed to exploring servicing partnerships with each of the PTIAs, to be established through bilateral agreements with each PTIA. CIP and the PTIAs will continue to partner on the Professional Standards Committee (PSC) and the Professional Standards Board (PSB) through those boards and the Presidents' Committee.

## Professional Standards Committee (PSC)

- API has continued to participate as a voting member of the PSC and, together with LPANNS and the NBAP, worked to have the four individual Atlantic provinces added as non-voting signatories, recognizing the provincial role in admitting and regulating members.

I have been honoured to have had the opportunity to serve on API Council as President under its former structure. 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, MCIP, LPP  
President, Atlantic Planners Institute

## Executive Director's Report



In Summer 2016, Analytic-OR took over providing association management services to the Atlantic Planners Institute (API), and I became the Executive Director. At that time, the head office of API was relocated to St. Peters Bay, Prince Edward Island, to the Analytic-OR offices.

Over the past year, it has been my great pleasure to serve as the part-time Executive Director. I and other members of the Analytic-OR team provide support in a variety of ways to API, including executive leadership, administration, membership coordination and communications.

Key initiatives in the fall of 2016 included updating membership files, assuming responsibility for membership renewals, establishing new Council policies, updating of the API website and creation of a new bi-weekly e-news to all members.

To date in 2017, key initiatives have included supporting the Continuous Professional Learning Committee's review of the CPL compliance from 2014-16, putting the financial systems in place to collect HST and fees, and finalizing membership renewals.

Since starting with API, I have been working closely with the API Council and the Presidents of the four provincial associations on finalizing the new API By-Law to transition API to an organization of organizations model. Together we have been working through the transition process since the new By-Law was adopted by the membership.

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 over the coming year, 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

## Retired Executive Director's Report

The last meeting of the Atlantic Planners Institute was in May 2016. At that time, I was still serving as your executive director.

I attended one last API Council meeting in June and in July 2016, I attended the Canadian Institute of Planners meeting in Québec City where I met with my counterparts from other planning institutes for wide-ranging discussions on topics of mutual interest. The CIP annual general meeting was considerably calmer than the AGM in Saskatoon the year before.

In the summer of 2016, I was pleased to hand the API files over to Michelle MacDonald, the new executive director.

I wish you all well as the Atlantic Planners Institute heads into a new direction as the provincial institutes assume new duties and responsibilities.

Respectfully submitted,

Jennifer Griffiths

Retired Executive Director, Atlantic Planners Institute

## Treasurer's Report

2016 was a year of change for API, particularly from a financial point of view. API regretfully accepted the resignation of long-time Treasurer Nancy Griffiths, who stepped down after 10 years in the position. With the transition to a new Executive Director, API's division of labour between volunteers and staff shifted substantially. There was a steep learning curve for both myself, as I took on the Treasurer role, as well as the ED in getting up to speed with both the way API used to do things in the first part of 2016, and then helping to institute new processes for the latter half of 2016. API's most significant new financial responsibility was to take over management and processing of membership payments both for API and its branches as well as collecting CIP fees on behalf of API members. All of these things resulted in a significant increase in the amount of time spent on financial management of the organization, from updating and changing signing authority, mailing addresses, business registry information, to setting up systems to accept on-line payments for membership fees, and addressing issues of delinquent members.



### 1) 2016 Financial Statements

API's 2016 revenue was approximately \$44,314 and expenditures were \$59,185 for a difference of - \$14,814. The deficit in 2016 was mainly owing to paying increased professional fees for the new Executive Director, which was necessary to handle the forthcoming membership payment requirements.

API's 2016 year-end financial position of \$92,968 in net assets included approximately \$71,500 in cash and equivalents and more than \$37,500 in investments. Also by the end of December, API had begun receiving membership fees for the 2017 year. (Because we have been using a cash basis for reporting income up to this point, the 2017 memberships are spread across 2016 and 2017).

### 2) New Financial Processes

API instituted several new financial processes this year. 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. However, because many memberships are paid by workplaces, there are still a number of cheques that are written and mailed to API for deposit. The credit card services also allow API to process conference registrations in a more efficient manner.

One of the ways API has simplified its relationship with the four-member Branches, is to prepare an automatic payment to each branch on March 31 of each year for the branch allocations based on the membership numbers as of December 1st of the prior year.

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

API is also instituting a new bookkeeping system given the new financial organization. This did require some additional bookkeeping costs to set up, but will give better and more timely reporting.

API also had to switch from a low volume “community account” to a business account, given the volume of transactions we now support. We have managed to secure an account with very low monthly fees.

As a result of the Accountant’s end-of-year review for our finances, API will be changing its accounting from a cash basis to accrual basis in 2017.

### 3) 2017 Budget

In planning for the 2017 budget a significant membership fee increase was determined to be necessary. This increase was needed to address the new requirements for managing membership billing as well as moving API through the requirements of by-law development under the Canada Not-for-Profit legislation. API had not had a membership increase in many years. To meet the requirements, Council voted for a 45% increase in fees for API membership, which brings API in-line with membership fees for many of the other Provincial and Territorial Institutes and Associations (PTIAs) who have been handling their own membership fees for many years. This took our annual membership fees from \$170 (for a full member) to \$246.50. With the increase in fees, as well as the increase in expenses to be incurred for management requirements, Council passed the 2017 budget expecting a deficit of -\$5,289.04 with the balance being covered by API reserves. The new Board anticipates that once the transition period has ended and some of the “unknowns” around expectations and processes have been figured out, that we will again be able to achieve a balanced budget by 2018 with only a small increase in fees.

Respectfully submitted,

Tracey Wade, MCIP, RPP  
Treasurer, Atlantic Planners Institute

# Continuous Professional Learning Committee Report

## Committee Activities

The CPL Committee has continued to regularly communicate by e-mail to assign credits to CPL opportunities and respond to CPL related questions from members, as well as hold periodic conference calls.

Along with assistance from the Executive Director's office, the CPL committee completed a compliance review covering 2014, 2015, and 2016, and have sent notifications to members not in compliance. This is a process that had become very difficult to track; however, with some technical assistance from the Executive Director's office, some database tools have been developed to make it easier going forward. CPL committee reminds those members who received notices and not yet addressed their credit shortfall, to do so, or to get in contact with a CPL Committee Representative.

The CPL Committee will continue to serve the Branches within API, and provide input on any CPL related by-laws, as needed.

The CPL Committee wishes to recognize and thank outgoing committee members, Paul Boundridge, Maggie Holm, and Jennifer Brown for volunteering their time, and welcome Rachel Gilbert and Andrew Smith, to the committee.

Respectfully submitted,

Dallas Gillis, RPP  
Chair, Atlantic Planners Institute CPL Committee

The API CPL Committee consists of:

Rob Griffiths robbgriffiths@gmail.com PEI Rep,  
Rachel Gilbert rgilbert@easthants.ca NS Rep  
Andrew Smith andrew.colin.smith@gmail.com NFLD Rep &  
Dallas Gillis dgillis@rsc11.ca Chair, NB Rep

## NBAP/AUNB Annual Report



NBAP has been working closely with API to understand the scope of the changes to the API By-law and how these will affect our organization. We look forward to working with API to address the existing policy gaps until a new Memorandum of Understanding is completed and our own by-law is amended.

Following the transition from the “old” API to the “new”, NBAP will initiate its own review with the goal of having a new by-law in the next two years.

We continue to identify relevant and timely CPL units. We are very pleased with our Planners and Pints series, which have featured topics ranging from heritage conservation to active transportation. We look forward to working with the New Brunswick Planning Directors to continue to offer quality CPL opportunities for our members.

In the past year, we have continued working on an New Brunswick Environmental Trust Fund Project to support the modernization of provincial planning legislation. The first phase of the project was the preparation of a business case for Statements of Provincial Interest, while the second phase focused on completing a province wide consultation process to build consensus on the potential statements. The third phase of this project is now underway, which will allow NBAP to host a provincial symposium early in the new year on the issues identified thus far. NBAP would like to thank the New Brunswick Environmental Trust Fund for their financial support for this project.

Our membership is holding steady at approximately 60-65 members. We look forward to receiving new candidates and thank all those members who are volunteering their time to be mentors and sponsors.

Our conference planning committee is in effect for the 2018 API Conference. The conference theme is “Planning in a new environment”. We will be hosting the conference in Moncton and are working on developing the program, as well as the all-important social events. Stay tuned for the call for papers!

We would like to take this opportunity to recognize and thank NBAP Secretary Alexandre Girard for his work on moving our records into the digital age, as well as his dedication to providing translation of all our public documents. As we are the only bilingual province in Atlantic Canada, we are obligated to provide all communications to our members in both official languages. We have obtained some guidance from the Provincial Government and are working through the various standards. We are looking to bringing a communications specialist on to the Executive to take on this important function.

Respectfully submitted,

Jamie Burke, MCIP, RPP  
President, New Brunswick Association of Planners



# Newfoundland and Labrador Association of Professional Planners Annual Report

## 1. Current NL Branch Executive

Ann-Marie Cashin, President

Lindsay Lyghtle-Brushett, Treasurer

Lindsay Church, Secretary

Alton Glenn, Branch Representative to API Council

## 2. 2016 Continuous Professional Learning

### Planners Plate Series

- Utopian Communities in Canada with Beth Moore Milroy, FCIP on June 14, 2016 at Manuels River Hibernia Interpretation Centre, Conception Bay South.
- St. John's Open Space Master Plan with Jim Scott, CSLA, Trace Planning and Design on August 1, 2016 at St. John's City Hall, St. John's.

### Annual Workshop 2016

- The Annual NL Branch Workshop was held on November 24, 2016 in Paradise. The Designing Urban Streets NACTO Guide Workshop was an opportunity to provide Branch members and non-members a chance to attend a workshop that normally would be held outside the province. The National Association of City Transportation Officials (NACTO) is a non-profit association that represents large cities on transportation issues of local, regional and national significance. The workshop was hosted by the Branch with sponsorship from the Town of Paradise. The workshop provided a review of the NACTO Urban Street Design Guide and the Urban Bikeway Design Guide as well as field trip to local brownfield site and a design exercise of that site utilizing principles from the NACTO Guides.

## 3. Membership

We have had a few members leave the Province this year (Mary Wong, Mark Hefferton and Justin Preece), but have also seen new planners moving to the Province to work of late such as Lesley Cabott.

Congratulations to all those who made advancements on the membership front this year:

- Andrew Smith is now a Full Member
- Renee Kuehnle is now a Candidate Member

## 4. Professional Legislation

The NL Branch formed a committee last year and initiated discussions on pursuing professional legislation for planners in Newfoundland and Labrador. A group of members has met with government representatives to initiate discussions on this matter. The group drafted a working paper on the topic this year and continued to work on this important matter.

## 5. Volunteerism

Committees/Volunteerism

Branch members serve on local, regional and national bodies to advance our profession. The list below recognizes some of these volunteers. My apologies to anyone I missed.

- Branch Legislative Review Committee – Stephen Jewczyk, Lydia Lewycky, Paul Boundridge
- Branch Website Updates – Christopher Hardy
- City of St. John's Built Heritage Experts Panel – Lydia Lewycky
- Pearl Award for Urban Design, Gardens and Green Lens – Reg Garland (jury member)
- Branch Planners Plates – Lyndsay Lyghtle-Brushett and Ann-Marie Cashin
- API Continuous Improvement Committee – Paul Boundridge
- CIP Planning Student Trust Fund Committee – Stephen Jewczyk (Chair)
- CIP Professional Standards Committee – Elaine Mitchell (Chair)
- CIP Board of Directors – Mary Bishop and Nancy Griffiths

#### 6. World Town Planning Day

World Town Planning Day – November 8, 2016

- The City of Mount Pearl hosted their annual Pearl Awards for Urban Design, Gardens and Green Lens on World Town Planning Day. Branch members from the City of Mount Pearl staff have done a great job over the years in making this a very successful event. Branch member Reg Garland once again served on the Awards jury.
- A visit from students and staff of the Dalhousie School of Planning in Halifax was the highlight of our World Town Planning Day activities this year. Program instructor Patricia Manual and seventeen students visited municipalities and planning offices on the northeast Avalon from November 5th-12th. The students participated in a heritage walk of St. John's, received an introduction to community planning in NL from the Department of Municipal Affairs, participated in a design charrette for a former industrial property in Paradise and toured the City of Mount Pearl, the Town of CBS and the community of Petty Harbour-Maddox Cove under the guidance of API NL Branch members.

#### 7. Branch Advocacy

The Branch plays an important role in advocating for planners and planning. A number of changes took place within Newfoundland and Labrador which were not favorable to planners or the planning profession. The Executive has discussed a strategy for responding to the recent municipal changes impacting planners. We plan to prepare correspondence to officials in this province which will stress the importance of our profession to municipal land use planning. The formation of a Branch committee to deal specifically with advocacy has also been discussed.

#### 8. Finance

The NL Branch continues to be in a sound financial position.

Respectfully submitted,

Alton Glenn, MCIP

API NL Branch Representative

## LPPANS Annual Report



Licensed Professional Planners Association of Nova Scotia

The LPPANS Board of Directors is currently comprised of the following members:

- President: Nathan Rogers, MCIP, LPP (currently on parental leave)
- Vice-President: Rob LeBlanc, MCIP, LPP (currently acting President)
- Secretary: Leticia Smillie, MCIP, LPP
- Treasurer: Norval Collins, MCIP, LPP
- Past President: Richard Harvey, MCIP, LPP
- Dalhousie School of Planning Faculty Representative: Mikiko Terashima
- API Representative: Rachel Gilbert, MCIP, LPP
- Directors-at-Large
  - Rachel Gilbert, MCIP, LPP
  - Jeff Merrill, MCIP, LPP
  - Penny Henneberry, MCIP, LPP
- Governor-in-Council Appointment: Vacant
- Student Representatives (non-voting): Areej Ashraf (Dalhousie School of Planning, Masters)
- Registrar (Non-Voting Advisor to the Board): Beth Schumacher, MCIP, LPP

Due to the efforts of those many persons who have graciously volunteered their time and expertise, LPPANS has had another successful year. At the LPPANS AGM held on May 19, 2017 in Halifax, Nathan Rogers presented his President's Report which provides a summary of the past year at LPPANS.

The professional Development Committee were very active in 2016 in organizing and hosting many learning opportunities and events which includes: a field trip on Urban Forestry in downtown Dartmouth; a combined LPPANS and Dalhousie University Meet & Greet for Students and Professionals; Lunch & Learn events including – The Big Lift: MacDonald Bridge, Engagement through Story Telling, Technology and Planning; and a Holiday Pint n' Plan event in December.

The 2016 year saw a number of changes for the Registrar position. After several years of serving as Registrar, Mr. Jacob Richie stepped down and was replaced by Mrs. Beth Schumacher in August.

### Approved Applications for Membership

During 2016 and in early 2017, the following individuals became Licensed Professional Planners:

- Anna McCarron
- Leon de Vreed

- Ian Watson
- Karen Neville
- Thomas Maguire
- Brandon Silver
- Laura Mosher
- Annamarie Burgess
- Debbie Uloth
- Penny Henneberry
- Samantha Murphy
- Brynn Nheiley
- Justin Preece
- Jessica Harper
- Jessika Brosseau

Financially we remain in a good position and professional development remains the dominant use of LPPANS funds.

#### President's Report - April 28, 2017

Thank you to all members for your contributions throughout this last year.

I have now fulfilled two complete terms as President of LPPANS. I am quite proud of our accomplishments over the past four years. We are a working Board of Directors meaning that Board members are volunteers for LPPANS and when measured by volunteer efforts, I find our progress strong. The importance of our volunteer work for LPPANS must be understood as considerable commitment – this past year I assumed a broader role than President, as I was also the LPPANS representative on the Council for Atlantic Planners Institute, I update and manage the LPPANS website, and I had a period when I was acting in the Treasurer role (albeit not very well). In sum, I am burnt out.

I thank all the Board members who served on the Board in 2016/17.

Our 2015-2017 Strategic Direction included several priorities focusing on our goals in Professional Development, Advocacy, 'Keeping the Lights On', and Partnerships. I'll address each area of focus highlighting our progress.

## Professional Development

There was a substantial need to implement ways of improving accessibility of PD events throughout Nova Scotia. To begin addressing this need, the LPPANS PD Committee retained Planifax to record PD sessions. The sessions can be viewed online through a link on the LPPANS website under the 'Video' tab.

A further notion of establishing regional PD hubs or districts to arrange professional development opportunities in areas beyond metro Halifax is important. The PD Committee is looking to expand their reach in Nova Scotia and is seeking interested volunteers to assist in coordinating. Our mandate to provide thought leadership in planning our communities in Nova Scotia must include all of Nova Scotia. Please consider your part in this effort.

## Advocacy

The Communications Committee had established a draft communications plan by the 2016 AGM and we have established a Twitter social media presence. Our volunteer resources in this area have diminished due to several departures leaving Advocacy our biggest area for improvement. We haven't yet sorted out how to communicate with our LPP members on a regular basis just to illustrate the point here. From my view, the opportunity with communications comes with APIs planned move to an organization of organizations under a new By-law. LPPANS would be the member of API and would have solidified a service agreement with API that would allow access to staff time for communications efforts.

## Keeping the Lights On

We have a small committee working on updating the LPPANS By-law. The By-law update is crucial but is also a slow process – again given our limited volunteer time. Its importance is seen in our ability to have reciprocity with other Provincial and Territorial Institutes and Associations (PTIAs) across Canada in terms of membership categories; aligning with the NS Fair Registration Practices Act as well as the Canada Agreement on Internal Trade – Labour Mobility Provisions; and establishing procedural steps for the Discipline Committee, which are now absent. It's not a small piece of work and we are making progress.

## Partnerships

LPPANS strategic priority was to act on partnership opportunities with organizations with a similar mandate. In this regard, we've built up our partnership with Nova Scotia Planning Directors Association (NSPDA) through active role in the 2017 conference planning committee. Of course, our partnership continues with the Dalhousie School of Planning through the annual student meet & greet event as well as financial support for the annual SHIFT conference. In addition, this year LPPANS member Luc Ouellet participated on a Faculty Search committee for a new faculty member to replace soon-to-be-retired Dr. Jill Grant. Other partnerships that continue to varying degrees include the Canadian Institute of Planners, Alliance of Planning Professions in Canada Forum, Atlantic Planners Institute, Nova Scotia Architects Association and the Heart & Stroke Foundation Walkabout.

The 2016/17 year has seen progress and has room to improve as noted. The new Board going forward will have clear identifiers to determine a new strategic direction. I welcome your comment at the AGM.

## LPPANS Board of Directors

The terms of office for the current President, Vice-President, Secretary, Treasurer and Past President will end at the May 2017 AGM. The following members have been nominated for Directors-at-Large positions in 2017-18: Jeff Merrill, Rachel Gilbert, and Penny Henneberry. The remaining Board positions of President, Vice-President, Secretary, and Treasurer will hold office until successors are elected or appointed. I am keen to move into the Past President role so if you are seeking volunteer opportunities please let me know.

The new Board will convene after the 2017 AGM with the Directors and Representatives.

## The Upcoming Year

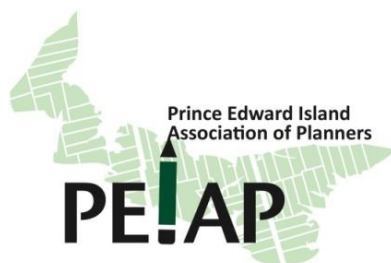
The new Board of Directors will set the mandate and strategic direction for the next two years. I see a strategic planning session for 2017-19 being undertaken in June to kick-start the next Board priorities and areas of effort. If you have directions that the Board should be taking, then please share during the AGM as your input is most critical and helpful.

Thank you for your participation and please contact me to discuss any aspect.

Respectfully submitted,

Nathan Rogers, MCIP, LPP  
LPPANS President

# Prince Edward Island Association of Planners Annual Report



The PEI Association of Planners has been active over the last year. The Association continues to work towards adopting new professional name legislation for PEI planners. This work has been completed by the Association and has been forwarded to the Legislature to be placed on their legislative agenda for either this fall or next spring. The Association has been working on adjustments to bylaws and policies to reflect the changes in regulations/membership processes at the API level. The most ambitious work undertaken this year is organizing the annual API conference. With such a small number of members in our Association, this has required input from everyone to make sure the conference is a success. Members have met on numerous occasions this year to organize the annual conference.

The Province adopted changes to the Planning Act in December 2016, which is awaiting proclamation pending the development of regulations. These regulations will increase the standards for planning at the municipal level, while providing tools that are more in line with those across the country. The Province also continues to work on establishing provincial land use policies which would enhance land use regulations in 90% of the Province that does not fall under a planning regime, as well in municipalities. The Province has been consulting with all planners in the Association to seek their input while these important changes to the planning regime in PEI are being implemented and adopted.

The Association continues to receive submissions for the Murray Pinchuk Memorial Award to recognize a planning project here on the Island that deserves recognition. Mr. Pinchuk was a planner who worked in Summerside for a number of years and the award was created in his memory after his death.

Respectfully submitted,

Alex Forbes, MCIP

President, PEI Association of Planners

## Membership

As of September 23, 2017, API has 303 members (payment is pending for three of these members). Two of the listed student members have applied for and are awaiting approval as candidates.

	<b>New Brunswick</b>	<b>Newfoundland and Labrador</b>	<b>Nova Scotia</b>	<b>Prince Edward Island</b>	<b>Grand Total</b>
<i>Candidate</i>	10	4	27	1	42
<i>Full Member</i>	49	26	119	10	204
<i>Non Practicing - Candidate</i>			1		1
<i>Non Practicing - Full</i>	1	1	3	1	6
<i>Pre-Candidate</i>		1	3		4
<i>Retired Member</i>	3		4	3	10
<i>Student Member</i>			35	1	36
<b>Grand Total</b>	<b>63</b>	<b>32</b>	<b>192</b>	<b>16</b>	<b>303</b>

## Member Updates

The following is a list of new members, candidates, and members who retired or are deceased since the last AGM in May 2016. In the event someone was missed, please accept our apologies and pass along the information to the API Executive Director.

### Full Members

- Andrew Smith (Newfoundland and Labrador)
- Elora Wilkinson (Nova Scotia)
- Brynn Nheiley (Nova Scotia)
- Jessica Harper (Nova Scotia)
- Alan Howell (Nova Scotia)
- Gregory Morrison (Prince Edward Island)

### Candidates

- Michel Rodrigues Poulin (New Brunswick)
- Ariane Fortin-Ouellet (New Brunswick)
- Joshua Adams (New Brunswick)
- Nicholas O'Dette (New Brunswick)



- Renee Kuehnle (Newfoundland and Labrador)
- Darren Randell (Newfoundland and Labrador)
- Sahinsna Chitrakar (Nova Scotia)
- Tara Maguire (Nova Scotia)
- Stephanie Mah (Nova Scotia)
- David Paton (Nova Scotia)
- Walter Grant (Nova Scotia)
- Leah Perrin (Nova Scotia)
- Stephanie Salloum (Nova Scotia)
- David Paton (Nova Scotia)
- Shawn MacDonald (Nova Scotia)
- Kyle Miller (Nova Scotia)
- Iyad Al-Halis (Nova Scotia)
- Peter Nightingale (Nova Scotia)
- Darren Shupe (Nova Scotia)
- Tessa Williams (Nova Scotia)
- Spencer Matheson (Prince Edward Island)

#### Retired and Deceased

- Brit Roscoe (Retired, Nova Scotia)
- Jennifer Powley (Retired, Nova Scotia)
- Karen Dempsey (Retired, Nova Scotia)
- Kenneth Smith (Retired, Nova Scotia)
- Jeanne Bourque (Deceased, Nova Scotia)
- Robert Griffiths (Retired, Prince Edward Island)

## Awards of Excellence 2016

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 2016 Awards of Excellence Winners!

### Comprehensive Policies and Plans

The 2016 Award Winner was David Harrison Ltd/ TEAL Architects + Planners Inc for the South Shore Housing Action Coalition Housing Needs Assessment on behalf of South Shore Housing Action Coalition.



*From left: Nathan Rogers, LPPANS President; Sam Murphy, API President; David Harrison of David Harrison Ltd; Ross Grant of TEAL Architects and Planners Inc.*

## Physical Plans and Design

The 2016 Award Winner was Ekistics Plan + Design for Summerside Urban Core Plan on behalf of the City of Summerside.



*From Left: Sam Murphy, API President; Rob Leblanc and Devin Segal of Ekistics Plan + Design.*

## Public Outreach and Communication

The 2016 Award Winner was Planifax: HRM Centre Plan Video Series on behalf of HRM Planning & Development.



*From left: Sam Murphy, API President and Uytæe Lee of PLANifax.*

## Special Research Study

The 2016 Award Winner was Dillion Consulting Ltd: Building the Business Case for Modernized Planning Legislation and Provincial Planning Framework on behalf of New Brunswick Association of Planners.



*From left: Sam Murphy, API President; Gay Drescher; and Tracey Wade of New Brunswick Planners.*

# Congratulations!

## API Board and Staff Members

Outgoing Board members (as new API By-Law requires the election of a new Board):

- Samantha Murphy, Chair
- Tracey Wade, Treasurer
- Alton Glenn
- Janice Harper
- Rachel Gilbert (joined June 23, 2017)
- Chris Markides (joined January 12, 2017)

Board members that have stepped down in the past year:

- Elizabeth Nicoll (October 27, 2016)
- Gay Drescher (May 9, 2017)
- Nathan Rogers (June 23, 2017)

### Staff

Analytic-OR Team Members that support API	
<b>Executive Director</b>	Michelle MacDonald <a href="mailto:executivedirector@atlanticplanners.org">executivedirector@atlanticplanners.org</a>
<b>Communications and Membership</b>	Jay Adamsson <a href="mailto:communications@atlanticplanners.org">communications@atlanticplanners.org</a>
<b>Administration</b>	Dottie Daly <a href="mailto:dottie@aoorweb.ca">dottie@aoorweb.ca</a>

## Contact

Atlantic Planners Institute  
P.O. Box 63  
1968 Cardigan Road  
St. Peter's Bay, PE COA 2A0

Tel: (902) 704-2401

<https://atlanticplanners.org>

## Appendix - Financial Statements

ATLANTIC PLANNERS INSTITUTE  
FINANCIAL STATEMENTS  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016



**Gregory G. Stokes**  
Chartered Professional Accountant



**Gregory G. Stokes**  
Chartered Professional Accountant

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St. John's • NL • A1E 1W6  
Tel/Fax: (709) 739-7453

**Gregory G. Stokes, B. Comm., CPA**  
gstokescpa@nf.albn.com

**REVIEW ENGAGEMENT REPORT**

To the Chairperson and Members of the Atlantic Planners Institute

I have reviewed the statement of Financial Position of Atlantic Planners Institute as at December 31, 2016 and the statements, changes in Net Assets, Changes in Cash Flows, and Revenue and Expenditure for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the institute.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Note 2(a), of the notes to the financial statements, reveals membership fees are not accounted for on the accrual basis of accounting. The effects of this departure from generally accepted accounting principles on the unaudited financial statements have not been determined

Except for the failure, as described in the preceeding paragraph, to account for the membership fees on the accrual basis of accounting, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Gregory G. Stokes  
Chartered Professional Accountant

St. John's, Canada

"Helping Newfoundland Business **Grow!**"



ATLANTIC PLANNERS INSTITUTE  
INDEX TO FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2016

Statement of Financial Position	Statement 1
Statement of Changes in Net Assets	Statement 2
Statement of Changes in Cash Flow	Statement 3
Statement of Revenue and Expenditure	Statement 4



**Gregory G. Stokes**  
Chartered Professional Accountant



## STATEMENT 1

ATLANTIC PLANNERS INSTITUTE  
STATEMENT OF FINANCIAL POSITION  
UNAUDITED  
DECEMBER 31, 2016

## ASSETS

	2016	2015
<b>Current Assets</b>		
Cash and Cash Equivalents	\$ 71,597	\$ 67,902
Accounts Receivable	4,565	11,462
Investments	37,536	37,536
	<u>113,698</u>	<u>116,900</u>
<b>Total Assets</b>	<b>113,698</b>	<b>116,900</b>

## LIABILITIES AND NET ASSETS

<b>Current Liabilities</b>		
Accounts Payable	21,000	9,388
<b>Net Assets</b>	<b>92,698</b>	<b>107,512</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 113,698</b>	<b>\$ 116,900</b>

On behalf of the Council:

\_\_\_\_\_  
President\_\_\_\_\_  
MemberTHE ACCOMPANYING SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND  
NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS
**Gregory G. Stokes**  
Chartered Professional Accountant

## STATEMENT 2

ATLANTIC PLANNERS INSTITUTE  
CHANGES IN NET ASSETS  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
Net Assets, beginning of year	\$ 107,512	\$ 96,945
Net Income	(14,814)	10,567
Net Assets, end of year	92,698	107,512

THE ACCOMPANYING SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND  
NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS



**Gregory G. Stokes**  
Chartered Professional Accountant

## STATEMENT 3

ATLANTIC PLANNERS INSTITUTE  
STATEMENT OF CHANGES IN CASH FLOW  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016	2015
<b>Cash Provided From (used for)</b>		
Operations		
Net Income (Loss)	\$ (14,814)	\$ 10,567
	(14,814)	10,567
<b>Changes In</b>		
Receivable	6,897	(11,462)
Investment	-	(398)
Accounts Payable	11,612	(9,026)
	18,509	(20,886)
Net Cash provided (used)	3,695	(10,319)
Bank , beginning of year	67,902	78,221
Bank, end of year	\$ 71,597	\$ 67,902

THE ACCOMPANYING SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND  
NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS



**Gregory G. Stokes**  
Chartered Professional Accountant

STATEMENT 4

ATLANTIC PLANNERS INSTITUTE  
STATEMENT OF REVENUE AND EXPENDITURE  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016

	2016 Budget	2016 Actual	2015 Actual
<b>REVENUE</b>			
Membership Fees (Note 1)	\$ 42,000	\$ 42,039	\$ 42,174
Other Application Fees	350	-	350
Interest and other	470	-	757
API Conference Profit (2016)	2,000	-	11,462
API Conference (2016) advance refund	2,500	-	2,500
Other Fees	-	2,332	-
<b>Total Revenue</b>	<b>\$ 47,320</b>	<b>\$ 44,371</b>	<b>\$ 57,243</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Council Meetings	\$ 9,500	\$ 7,294	\$ 9,934
Insurance	1,807	1,807	1,754
Bookkeeper	600	826	720
AGM Expenses	1,000	1,000	1,316
Administration	12,000	21,965	10,000
CIP Administration	1,978	-	1,977
AMS Development	3,990	3,955	-
Membership Committee	1,000	-	145
Professional Services	1,413	1,469	1,163
Travel	1,500	349	1,364
Office Expenses and Miscellaneous	592	868	1,901
	<b>35,380</b>	<b>39,533</b>	<b>30,274</b>
<b>Communications</b>			
Web Site	2,719	2,649	592
Postage	350	235	363
Phone	200	76	190
	<b>3,269</b>	<b>2,960</b>	<b>1,145</b>
<b>Member Services</b>			
Branch Support	7,450	7,440	7,410
Education/Dalhousie Initiatives	500	-	500
Student Scholarships	1,000	1,000	-
PSC Committee Meetings	660	502	1,010
Awards	600	453	583
Professional Practice Review	500	17	-
Student Conference Travel	500	500	1,000
Bylaw Review	6,000	6,780	2,254
Strategic Planning Session	-	-	-
	<b>17,210</b>	<b>16,692</b>	<b>12,757</b>
<b>Professional Development</b>			
API Conference Advance	2,500	-	2,500
CIP Continuing Professional Development	1,000	-	-
	<b>3,500</b>	<b>-</b>	<b>2,500</b>
<b>Total Expenditures</b>	<b>59,359</b>	<b>59,185</b>	<b>46,676</b>
<b>Surplus (Deficit) of Revenue over Expenditure</b>	<b>\$ (12,039)</b>	<b>\$ (14,814)</b>	<b>\$ 10,567</b>

SEE ACCOMPANYING NOTES



**Gregory G. Stokes**  
Chartered Professional Accountant

**ATLANTIC PLANNERS INSTITUTE  
NOTES TO FINANCIAL STATEMENTS  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016**

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**1. Description of Business**

The Atlantic Planners Institute / Institut des Urbanistes de l'Atlantique is an association of professional planners in the four Atlantic Provinces of Canada: New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island. It is an affiliate of the Canadian Institute of Planners, and only affiliate to cover more than one province

API/IUA is governed by a Council elected by the membership, consisting of a President, a President elect, a representative from each province also serving in an administrative capacity, and a student representative from the planning school. Each of the four provinces has a Branch of API/IUA, with its own bylaws and executive

**2. Summary of Significant Accounting Policies**

**Basis of presentation**

These Financial Statements have been prepared by the Council's Management in accordance with Canadian Accounting Standards for not-for-profit organizations except as noted below

**Revenue Recognition**

The organization follows the deferral method of accounting for contributions. Contributions are recognized as revenue of the fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All other revenues and expenses are recorded on the accrual basis.

Membership fees are recorded on the cash basis of accounting rather than the accrual basis. The Atlantic Planners Institute (API) and the Canadian Institute of Planners (CIP) have entered into an Affiliation Agreement. This agreement, in part, allows for CIP to invoice and collect API membership fees. When CIP remits these to API they are recorded as revenues at that time.

**Income Taxes**

The Council is registered as a corporate body with Industry Canada and as such is not subject to Provincial or Federal income taxes.



**Gregory G. Stokes**  
Chartered Professional Accountant

**ATLANTIC PLANNERS INSTITUTE  
NOTES TO FINANCIAL STATEMENTS  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016**

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**2. Summary of Significant Accounting Policies**

**Measurement Uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not for profit enterprises requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

**Financial Instruments Policy**

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other Financial instruments are reported at amortized cost and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and long term debt.

**Transaction Costs**

Transaction costs are recognized in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their organization, issuance and assumption.

**Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the impairment, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.



**Gregory G. Stokes**  
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**ATLANTIC PLANNERS INSTITUTE  
NOTES TO FINANCIAL STATEMENTS  
UNAUDITED  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**3. Investments**

Investments consists of Bank of Montreal (BMO) Guaranteed Investment Certificates (GIC).

**4. Accounts Receivable**

	2016	2015
Fees	\$ 2,517	\$ -
Hst refund	306	-
Other	1,742	-
API Conference	-	11,462
	<u>\$ 4,565</u>	<u>\$ 11,462</u>

**5. Financial Instruments**

The association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the association's risk exposure and concentration as of December 31, 2016.

**Liquidity Risk**

Liquidity risk is the risk that an association will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its receipt of funds from its members and other related sources, as well as accounts payable.

**Market Risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: Currency rate risk, interest rate risk and other price risk. The association is mainly exposed to interest rate risk.

**Interest Rate Risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the association manages exposure through its normal operating and financial activities. The association is exposed to interest rate risk primarily through its investments.



**Gregory G. Stokes**  
Chartered Professional Accountant