



ATLANTIC
PLANNERS
INSTITUTE

INSTITUT DES
URBANISTES DE
L'ATLANTIQUE

Annual Report

FISCAL YEAR 2019



PREPARED MAY 25, 2020



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DRAFT - Minutes Annual General Meeting 2019

June 11, 2019 at 9:00am ADT

By Conference Call

In attendance:

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

Member Proxyholders in Attendance:

Alex Forbes, Prince Edward Island Association of Planners
Jamie Burke, New Brunswick Association of Planners
Ann- Marie Cashin, Newfoundland and Labrador Association of Professional Planners

Regrets:

Licensed Professional Planners of Nova Scotia

1. Call to order

The meeting was called to order by Samantha Murphy, Chair of the Board, at 9:03am.

2. Adoption of the Agenda

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

3. Approval of the Minutes of the June 2018 Annual General Meeting

MOTION: It was moved by Ann-Marie Cashin, seconded by Alex Forbes, that the Minutes of the June 2018 Annual General Meeting be adopted with the deletion of the typo on page one repeating reference to Newfoundland and Labrador Association of Professional Planners. **MOTION CARRIED**

4. Presentation of the Annual Report

The annual report was received. Samantha Murphy drew attention to highlights from last year, noting a 100% compliance rate with Continuous Professional Learning for 2018. As the terms of all directors are continuing there is no need for an election of directors this year.

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 Jamie Burke, seconded by Ann-Marie Cashin that Arsenault Cameron Best Ellis be reappointed as the audit review firm for 2019 Fiscal Year. **MOTION CARRIED**

6. Expression of Thanks

On behalf of API, Samantha Murphy expressed thanks to all members whose volunteer efforts contribute to the success of the profession in Atlantic Canada, including those who serve: on the API board; on the API Committees of Continuous Professional Learning, Professional Practice Review, and Awards; on the Professional Standards Committee; on the Professional Standards Board and Committees; on the CIP Board, and CIP Committees; and those who serve on the provincial association councils, committees and other volunteer roles.

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

The members also formally thanked Michelle MacDonald, as Executive Director, and her team at AOR Solutions for all their support in keeping API functioning smoothly.

8. Other Business

Congratulations to Alex Forbes and Kingsley Lewis, both members from the Prince Edward Island Association of Planners, on their election to the College of Fellows.

9. Adjournment

Meeting adjourned at 9:27am.

Chair's Report

May 25, 2020

2019 was a productive year for the organization, as the Board and the organization has been able to shift primary focus away from organizational structure and become more outward-looking.



Expanded support for the annual conference from Executive Director Michelle MacDonald and her team has rapidly become indispensable. The 2019 conference in St. John's, NL, proved to be a great success, due to both the support and the unrelenting efforts of the local NLAPP conference committee.

API's role at the national level remains strong. Relations and inter-PTIA procedures continue to be strengthened at the Standards Committee (SC), Planning Standards Board (PSB), and Planning Alliance Forum (PAF) tables, as well as with the Joint Administrators Group (JAG). Tracey Wade represented the board at the annual face-to-face PAF meeting and the meeting of the SC signatory parties in Ottawa in July of 2019.

2019 also saw the launch of the new API website and expanding branding, all in an effort to maintain a strong presence on behalf of the profession.

In preparation for 2020, the Board approved the launch of a strategic planning process for the organization, which began with a survey of members and outreach among the provincial associations.

As we move into a new year, we look forward to continued efforts on behalf of our member organizations.

Respectfully submitted,



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

Executive Director's Report



May 25, 2020

With August 2020 fast-approaching, AOR Solutions can say it has been almost four years since we were brought on to provide 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 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 2019 included renewing the governance model, strategic planning and the creation of atlanticplanners.org. API continues to provide registrar support services to the four provincial associations. As the 2018 API Conference was such a success, API has continued offering administrative, registration, graphic design and communications support to the conference organizing committee. Coordination efforts were also made with Dalhousie School of Planning to include students in the Conference activities.

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.

The AOR Solutions 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 expand the planning profession in Atlantic Canada.

Respectfully submitted,



Michelle L. MacDonald
Executive Director, Atlantic Planners Institute
Co-Owner of AOR Solutions

Treasurer's Report

May 25, 2020

Once again, I am pleased to report that 2019 was a successful year financially for Atlantic Planners Institute (API). API's Management team at AOR Solutions has provided exemplary service and has been successful at developing and streamlining processes that have contributed to the financial stability of the organization.



2019 Financial Statements

API's 2019 revenue was approximately \$81,625 and expenditures were \$78,235 for a difference of \$3390. The profit margin was larger than expected, as a result of a very successful API conference co-hosted by the Newfoundland and Labrador Association of Professional Planners. As a result of the conference profit, the Board determined that an additional \$5000 could be directed to begin the API governance review and strategic planning in 2019 (which was originally planned for in the 2020 fiscal year). In 2019, API had a year-end financial position of \$103,771 in net assets which included nearly \$79,400 in cash and equivalents and almost \$38,840 in investments.

Reserve Funds

2019 saw the establishment of Capital Reserve funds as part of API's ongoing work towards becoming a fiscally responsible organization. As such, the following amounts have been identified as internally reserved:

- Operating reserve: \$35,000 – this represents 50% of the cost of administration and would give the organization 6 months to transition in the unlikely event of API closing its doors.
- Discipline reserve: \$45,000 – this is a minimal amount that has been set aside to assist with possible litigation in relation to disciplinary measures against members.
- Strategic reserve: \$15,000 – this amount is earmarked for strategic contingencies as opportunities arise to improve the organization.
- Conference reserve: \$10,000 – this amount is set aside to cover the unlikely event that a conference experiences financial losses.

Revenue Generation

With API's new website, new revenue-generating services such as job postings are now being offered. API continues to look at new ways to provide excellent and economical service to its four member associations as well as to the broader membership of individual professional planners in Atlantic Canada.

2020 Budget

In planning for the 2020 budget, the Board approved a cost of living increase at 1.7% (which equates to \$4) in membership fees, for a total of \$236 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.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Tracey Wade'.

Tracey Wade, MCIP, RPP
Treasurer, Atlantic Planners Institute

Membership

As of May 25, 2020 there are 342 active members.

| | NBAP | NLAPP | LPPANS | PEIAP | Grand Total |
|-----------------------------------|-----------|-----------|------------|-----------|-------------|
| <i>Candidate</i> | 8 | 4 | 56 | 2 | 70 |
| <i>Full Member</i> | 50 | 25 | 130 | 14 | 219 |
| <i>Non Practicing - Candidate</i> | | | 1 | | 1 |
| <i>Non Practicing - Full</i> | 1 | | 3 | | 4 |
| <i>Pre-Candidate</i> | 1 | 2 | 1 | | 4 |
| <i>Retired Member</i> | 5 | | 10 | 1 | 16 |
| <i>Student Member</i> | 1 | 2 | 24 | | 27 |
| Grand Total | 66 | 33 | 225 | 17 | 342 |

In addition, there are four (4) full members who are full members in other PTIAs but have a secondary affiliation with API (2 in PEIAP and 2 in NBAP). These members are not recorded above.

Member Updates

The following is a list of new members, candidates, and members who retired, resigned or are deceased in 2019. 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

- Stephanie Mah (LPPANS)
- Paul Dec (LPPANS)
- Peter Nightingale (LPPANS)
- Saira Shah (LPPANS)
- Jenny Lugar (LPPANS)
- Stephanie Salloum (LPPANS)
- Michael Rodrigues (NBAP)
- Joshua Adams (NBAP)
- Susan Dean (NBAP)

Candidates

- Juniper Littlefield (LPPANS)
- David Espeseth (LPPANS)

- Elizabeth Cushing (LPPANS)
- Nelson Nolan (LPPANS)
- Laura Walsh (LPPANS)
- Cameron Robertson (LPPANS)
- Leen Romaneh (LPPANS)
- Ardalan Shareghi Boroujeni (LPPANS)
- Benjamin Lemphers (LPPANS)
- Jason Genée (LPPANS)
- Byung Jun Kang (LPPANS)
- Megan Backos (LPPANS)
- Adriane Salah (LPPANS)
- Alexander Dunphy (LPPANS)
- Qianqiao Zhu (LPPANS)
- Chris Markides (LPPANS)
- Meg Morris (LPPANS)
- Victoria Ascah (LPPANS)
- Brandon Umpherville (LPPANS)
- Siobhan Evans (LPPANS)
- Eliza Jackson (LPPANS)
- Rachel Groat (LPPANS)
- Dilal Salih (LPPANS)
- Matthew Conlin (LPPANS)
- Siobhan Witherbee (LPPANS)
- Taylor MacIntosh (LPPANS)
- Alanna Felt (NLAP)
- Matthew Mills (NLAP)
- Malinda Parks (NBAP)
- Isabelle Ouellette (NBAP)

Resigned

- William DeGrace (LPPANS)
- Chris Lowe (LPPANS)
- Jill Grant (LPPANS)
- Ed Versteeg (LPPANS)
- Shannon Fox (LPPANS)
- Peter Nelson (LLPANS)
- Malcolm Gillis (LPPANS)
- Shawn MacDonald (LPPANS)
- Barry Yanchyshyn (LPPANS)
- Richard McCready (LPPANS)
- Andrew Paton (LPPANS)
- Anne Keiver (NBAP)
- Bernadet Samulski (NBAP)
- Maurice D'Amours (NBAP)
- Daniel Harris (NBAP)

Transfer In Candidates

- Erin Ferguson (LPPANS)
- Andrew Scanlan Dickie (LPPANS)

Transfer In Full Members

- Michael Ruus (LPPANS)
- Jared Dalziel (LPPANS)
- Sarah Herring (LPPANS)
- Jessica Hum (LPPANS)
- Nalini Naidoo (LPPANS)
- Gary Smith (PEIIPP)
- Randa James (NLAPP)

Transfer Out Candidate

- David Paton (LPPANS)

Transfer Out Full Members

- Brandon Silver (LPPANS)

Awards of Excellence 2019

The Atlantic Planners Institute (API) awarded its Annual Planning Excellence Awards at the Annual Conference in St. John's, Newfoundland and Labrador in October of 2019.

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 2019 Awards of Excellence Winners!

Comprehensive Policies and Plans

The 2019 Award Winner was:

Awarded to

Upland | Planning & Design Studio

On behalf of the Town of Kentville

For Kentville AT Plan



Physical Plans and Design

The 2019 Award Winner was:

Awarded to

Ville de Dieppe/City of Dieppe

For The City of Dieppe Downtown Development Guide



Public Outreach and Communication

The 2019 Award Winner was:

*Awarded to
Fathom Studio and Dalhousie University
For Dalhousie Bicentennial Common and Formal Quad*



Special Research Study

The 2019 Award Winner was:

*Awarded to
Dillon Consulting Limited
On behalf of Southwest New Brunswick Service
Commission
For Eastern Charlotte Recreation Cost-Sharing
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

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