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Annual Report

FISCAL YEAR 2020



PREPARED MAY, 2021



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2020 Annual General Meeting Draft Minutes

June 16, 2020 at 9:00am ADT

By Videoconferencing

In attendance:

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

Member Proxyholders in Attendance:

Greg Morrison, Prince Edward Island Institute of Professional Planners
Jamie Burke, New Brunswick Association of Planners
Julia Schwarz, Newfoundland and Labrador Association of Professional Planners
Greg Zwicker, Licensed Professional Planners Association of Nova Scotia

1. Call to order

The meeting was called to order by Samantha Murphy, Chair of the Board, at 9:06am.

2. Adoption of the Agenda

MOTION: It was moved by Jamie Burke, seconded by Julia Schwarz, 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 Julia Schwarz seconded by Greg Morrison, that the Minutes of the June 2019 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report

The annual report was received. Samantha Murphy drew attention to highlights from last year.

5. Presentation of Financial Statements and Appointment of Auditor

The Financial Statements for 2019 were received. Tracey Wade, Treasurer, reviewed the financial position of API.

MOTION: It was moved by Greg Morrison seconded by Jamie Burke that financial statements for 2019 be adopted. **MOTION CARRIED**

MOTION: It was moved by Julia Schwarz, seconded by Greg Zwicker that Arsenault Cameron Best Ellis be reappointed as the audit review firm for 2020 Fiscal Year. **MOTION CARRIED**



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6. Election of Directors

Samantha Murphy left the Chair and Michelle MacDonald, Executive Director, assumed the Chair role to conduct the election of directors. The nomination slate was presented with:

- Samantha Murphy nominated by the Prince Edward Island Institute of Professional Planners for a term of June 2020 to June 2023
- Tracey Wade nominated by the New Brunswick Association of Planners for a term of June 2020 to June 2023
- Lindsay Church nominated by the Newfoundland and Labrador Association of Professional Planners for a term of June 2020 to June 2023
- Rachel Gilbert nominated by the Licensed Professional Planners Association of Nova Scotia for a term of June 2020 to June 2023.

MOTION: It was moved by Julia Schwarz, seconded by Jamie Burke, that the slate of nominated directors be elected to the Board of the Atlantic Planners Institute for a three-year term. **MOTION CARRIED**

Samantha Murphy resumed the Chair.

Two nominations were received for the student position on the API Board. Discussion took place on the number of directors the API Board might have under the Articles.

MOTION: It was moved by Greg Zwicker, seconded by Jamie Burke, that the number of student directors on the Atlantic Planners Institute board be increased from one to two. **MOTION CARRIED**

MOTION: It was moved by Greg Zwicker, seconded by Julia Schwarz, that Brianna Maxwell and Travis Nikkel each be elected to the Atlantic Planners Board of Directors for a two-year term from June 2020 to June 2022. **MOTION CARRIED**

7. 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. In particular, Samantha Murphy expressed thanks to outgoing Board member Victoria Willes.

MOTION: It was moved by Greg Morrison, seconded by Julia Schwarz, 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**

MOTION: It was moved by Julia Schwarz, seconded by Greg Morrison, to extend a formal expression of thanks to Michelle MacDonald, as Executive Director, and her team at AOR Solutions for all their support in keeping API functioning smoothly. **MOTION CARRIED**



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8. Other Business

There was no other business.

9. Adjournment

MOTION: It was moved by Jamie Burke, seconded by Greg Morrison, that the meeting do adjourn.

MOTION CARRIED

Meeting adjourned at 9:40am.



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Chair's Report

May 7, 2021

Hello everyone – I'm pleased to submit the API Chair's report for 2020. Following our last AGM, I took over the reigns from our long-standing Chair, Samantha Murphy. The Board has been fortunate to retain Samantha's energy, knowledge and compassion as she remains on the API Board along with Rachel Gilbert and Lindsay Church. We are very pleased to welcome two new student members to the Board this year – Travis Nikkel and Brianna Maxwell – each of whom will serve a 2-year term. Thanks go to Victoria Willis, for her contributions as our outgoing Student member.



2020 was certainly an unprecedented year for API, our members, and our communities. As a profession, we grappled with how to ensure public engagement, a cornerstone in the planning process, could be facilitated in a way that respected the ever-changing public health recommendations to keep ourselves and community members safe. As individuals, we had to find mental balance while working from home, in lock-downs, addressing families needs, and coping with limited social opportunities.

Not only that, but the profession - and society in general - faced a reckoning around systemic racism. Many planners have come to understand that the very concept of land use planning is founded on a colonial mentality that continues to oppress black, indigenous and people of colour to this day, even here in Atlantic Canada.

In February, mere weeks before the declaration of the pandemic, the API Board took part in a strategic realignment moving to a Policy Governance model enabling the AOR Solutions team to become more efficient and effective in managing the organization. Once the initial shock of COVID-19 subsided, it became clear that a "business as usual" approach would not be possible. All in-person meetings at both the CIP and API levels moved on-line. Further, the 2020 conference in PEI was cancelled and the 2021 National CIP conference in Halifax was rescheduled to 2023. Instead, webinars became the best way to connect with other planners and gain CPL credits - and the topics offered were endless. Specifically, in response to all that was happening around the world, topics in Equity Diversity and Inclusion, and public engagement in a time of COVID were very well attended.

API's contributions at the national level have not gone unnoticed. API successfully advocated for a formal review of the planning competencies by the Standards Committee (SC). We thank those who have participated in that review to date, and a huge thanks to Gay Drescher, API's



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representative and Chair of the SC. Along with the presidents of all the provincial associations, I also sit on the Planning Alliance Forum (PAF) which meets quarterly to discuss issues of planning significance at the national scale for which Equity, Diversity, and Inclusion (EDI) has become a main point of discussion.

Advocacy for the planning profession has been a long-held role of API. In 2020, we were pleased to support the Prince Edward Island Institute of Professional Planners in getting legislation proclaimed by the PEI government giving its members RPP status. The Board is also working to nurture a new relationship with the Dalhousie School of Planning by participating in events (World Town Planning Day, SHIFT Conference, Earth Day celebrations), as well as initiating discussions about how to improve links between the school and professional planners, all with the hope of encouraging graduates to stay and practice in Atlantic Canada. The Board has also modified its scholarship requirements to recognize EDI as a core value in its awards.

Finally, I want to thank all those who volunteer with API or their provincial associations, and those who represent the Atlantic region on national committees – your contributions are helping to shape the profession in a very positive way. Michelle and Jay and the AOR Solutions team need also to be recognized for their commitment to modernizing our organization and supporting our volunteers and members in so many ways.

In closing, while the pandemic is not yet over, know there is light at the end of the tunnel with vaccine roll outs. In the meantime, be kind to yourself, be kind to others, and take some time each day to focus on what makes you happy.

Looking forward to seeing everyone face-to-face in the not-so-distant future.

Respectfully submitted,

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

Tracey Wade, RPP, MCIP
API Board Chair



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Executive Director's Report May 31, 2021

August 2021 will mark the fifth anniversary for me as API's Executive Director. Jay and I and the rest of the team at AOR Solutions are pleased to continue to provide association management services to the Atlantic Planners Institute (API), and it continues to be my great pleasure to serve as your part-time Executive Director. I, and other members of the AOR team, provide the equivalent of 85 hours a month in support to the Atlantic Planners Institute (API), including executive leadership, administration, bookkeeping, membership coordination and communications.

A key initiative in 2020 was renewing the governance model by moving to a policy governance model, allowing the Board to focus on policy and strategic initiatives. The Board has developed a complete set of policies to guide its work. The Board also developed End Goals as its strategic priorities and updated and renewed the values of the organization. As Executive Director, my team and I are guided by these End Goals and Values in all we do.

API continues to provide membership support services to the four provincial associations. We were saddened to cancel the 2020 API Conference as logistics and planning had been well underway. The pandemic forced a shift to a series of online webinars in lieu of the in-person conference. However, we look forward to seeing each other at an in person again soon.

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 am happy to participate and sometimes lead initiatives with my PTIA Executive Director colleagues across the country through the Joint Administrators Group.

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



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Financial Report

May 20, 2021

2020 Financial Statements

API's 2020 revenue was approximately \$74,997 and total expenditures were \$77,134, which results in a net loss in assets of \$2,766. This was largely due to the cancellation of the 2020 conference.

Operating Fund

API works to keep a minimum of 6 months operating funds in cash or investments to support ongoing expenditures for the organization. The end of 2020 this was \$48,119.

Reserve Funds

At the end of 2019, API established three reserve funds as part of API's ongoing work towards being a fiscally responsible organization. In 2020, other than the deduction from the Strategic reserve to support strategic planning and governance work, there were no changes made to the reserves. As such, the following amounts have been identified in reserves:

- Discipline reserve: \$45,000 – this is a minimal amount that has been set aside to assist with any possible litigation in relation to disciplinary measures against members.
- Strategic reserve: \$1,905 – 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 a financial loss.

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 professional planners in Atlantic Canada.

Respectfully submitted,

Michelle MacDonald
Executive Director



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Membership

As of June 2, 2021, there are 338 active members.

	NBAP	NLAPP	LPPANS	PEIIPP	<i>Grand Total</i>
<i>Candidate</i>	5	2	46	3	56
<i>Full Member</i>	51	23	140	12	226
<i>Non-Practicing - Candidate</i>					
<i>Non-Practicing - Full</i>	1	1	1	2	5
<i>Pre-Candidate</i>	2	2			4
<i>Retired Member</i>	4		7	1	12
<i>Student Member</i>		2	33		35
<i>Grand Total</i>	63	30	227	18	338

In addition, there are twelve members who are full members in other PTIAs but have a secondary affiliation with API (6 in PEIIPP, 3 in LPPANS and 3 in NBAP). There is also one Non-Practicing Full member with a secondary affiliation with API (PEIIPP). 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 are 6 Students in LPPANS pending payment and 1 Candidate in LPPANS pending payment.

Member Updates

The following is a list of new members, candidates, and members who retired, resigned or are deceased in 2020. 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.



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Full Members

- Andrew Scanlan Dickie (LPPANS)
- Sara Poirier (LPPANS)
- Kyle Miller (LPPANS)
- Penelope Kuhn (LPPANS)
- Leah Perrin (LPPANS)
- Chris Markides (LPPANS)
- Stephen Stone (NBAP)
- Alexander Gopen (NBAP)
- Nicholas O'Dette (NBAP)

Candidates

- Alexandra Keene (LPPANS)
- Claire Barbara Tusz (LPPANS)
- Lewis Pope (LPPANS)
- Meredith Baldwin (LPPANS)
- Carla Connolly (LPPANS)
- Kristen Knudskov (LPPANS)
- Hayston Lam (LPPANS)
- Anne Totten (LPPANS)
- Brianna Maxwell (LPPANS)

Transfer in Full Members

- Justin Lee (NLAPP)
- Keith Batstone (NLAPP)

Retired Members

- Jeffrey Ward (NLAPP)



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Strategic Priorities

The Atlantic Planners Institute is a not-for-profit corporation incorporated under the *Canada Not-for-Profit Corporations Act*.

As part of its work on governance in 2020, the API Board identified a number of strategic priorities it calls its End Goals.

API End Goals

API is committed to creating the necessary conditions to allow certified planners in Atlantic Canada to practice within a respected profession, including:

1. Provincial Associations within the Atlantic Planners Institute are supported in service delivery to members.
2. A legislative environment exists in all four Atlantic Provinces that recognizes the profession.
3. Atlantic Canada has an education and training environment that facilitates new entrants to the profession and continuous professional learning throughout a member's career.
4. In Atlantic Canada there is a positive public image of members as a group, of the profession and of the practice of planning.
5. The Atlantic Planners Institute is an active participation in national initiatives to support the profession.

API Values

In all we do, the Atlantic Planners Institute will:

1. Protect the public interest with regards to environmental stewardship, sustainability and public engagement.
2. Make evidence-informed decisions.
3. Respect diversity of perspectives and backgrounds.
4. Foster collaboration and mutual support.
5. Work at a regional level to support and promote members and the profession.
6. Recognize common interests.
7. Act professionally.
8. Boldly represent Atlantic interests and values nationally.



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Awards of Excellence 2020

The Atlantic Planners Institute (API) Annual Planning Awards of Excellence 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.

In 2020, the awards moved virtual due to pandemic restrictions. We also did not receive nominations in all four categories. Nominations were received in two categories, and we are pleased to congratulate the winners. A webinar was held in the fall to honour both recipients where they also presented on their work.

Physical Plans and Design

The Award goes to [Mills & Wright Landscape Architecture](#) on behalf of the [City of Corner Brook](#) for the [Great Trail Feasibility Study](#).

Submissions in this category include:

- Physical land-use plan or project
- Guidelines for implementation
- Design elements for a specific site or area, such as
 - Site-design Plans
 - Mixed-use Development
 - Business/Industrial Park
 - Park/Trail Plans
 - Historic Site/Resource Plans
 - Revitalization Plans, or
 - Downtown-improvement Plans

Comprehensive Policies and Plans

The Award goes to the [Halifax Regional Municipality Planning and Development](#) for the [Old South Suburb Heritage Conservation District Plan](#).

Submissions in this category include:

- A strategic, long-range policy plan for a municipality, a portion of a municipality (e.g. neighbourhood, downtown) or multiple municipalities (a region);



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- A regional plan, municipal-development plan, neighbourhood plan, rural plan, area-structure plan, area-redevelopment plan, including a land-use/zoning by-law.
- A special plan that addresses the environment, housing, economic development, recreation and/or parks, social planning, transportation and infrastructure of a municipality or region.

Volunteer Awards

We are also pleased to honour our 2020 Volunteer Award Winners. Those that volunteer their time play a very vital role in keeping the organization running smoothly and constantly developing. They are also instrumental in helping to drive the planning profession forward in the public eye.

This year we would like to congratulate:

Jamie Burke, RPP, MCIP with the New Brunswick Association of Planners / L'Association des urbanistes de Nouveau-Brunswick

Elaine Mitchell, MCIP with the Newfoundland and Labrador Association of Professional Planners

Leticia Smillie, LPP, MCIP with the Licensed Professional Planners Association of Nova Scotia

Thank you for your dedication to your provincial institutes, to API and the planning profession!



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API Board and Staff Members

Current Board members as of May 20, 2021:

- Tracey Wade, Chair, RPP, MCIP (2020-2023)
- Sam Murphy, LPP, MCIP (2020-2023)
- Rachel Gilbert, LPP, MCIP (2020-2023)
- Lindsay Church, MCIP (2020-2023)
- Brianna Maxwell, (2020-2022)
- Travis Nikkel, (2020-2022)

Staff

Executive Director – Michelle MacDonald – executivedirector@atlanticplanners.org

Operations and CPL– Jay Adamsson – jay@atlanticplanners.org

Membership and Finance – Melvin van Doorn - melvin@atlanticplanners.org

Communications- Tanya Bottrill -- Tanya@atlanticplanners.org

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