



ANNUAL REPORT

FISCAL YEAR 2021



ATLANTIC
PLANNERS
INSTITUTE

INSTITUT DES
URBANISTES DE
L'ATLANTIQUE



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2021 Annual General Meeting Draft Minutes

June 17, 2021, at 4:00 PM ADT

By Videoconferencing

In attendance:

Tracey Wade, Chair of API Board
Samantha Murphy, API Board
Rachel Gilbert, API Board
Brianna Maxwell, API Board
Travis Nikkel, API Board
Michelle MacDonald, Executive Director

Member Proxyholders in Attendance:

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

Regrets:

Lindsay Church, API Board

1. Call to order

The meeting was called to order by Tracey Wade, Chair of the Board, at 4:05 pm.

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 2019 Annual General Meeting

MOTION: It was moved by Greg Zwicker seconded by Julia Schwarz, that the Minutes of the June 2020 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report



The annual report was received. Tracey Wade drew attention to highlights from last year.

5. Presentation of Financial Statements and Appointment of Auditor

The Financial Statements for 2020 were received. Tracey Wade reviewed the financial position of API.

MOTION: It was moved by Greg Zwicker, seconded by Jamie Burke, that Arsenault Cameron Best Ellis be reappointed as the audit review firm for the 2021 Fiscal Year. **MOTION CARRIED**

6. Amendment of By-law No.1.

MOTION: It was moved by Greg Zwicker, seconded by Julia Schwarz, that the members ratify the amendment to section 6.3 of the by-laws to change quorum for Board meetings from 75% to 50% plus 1." **MOTION CARRIED**

7. Expression of Thanks

On behalf of API, Tracey Wade 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 Julia Schwarz, seconded by Robert Zilke, to extend a formal expression of thanks to all the volunteers who have given so much of their time over the past year to support the profession. **MOTION CARRIED**

8. Other Business

There was no other business.

9. Adjournment

MOTION: It was moved by Julia Schwarz that the meeting do adjourn. **MOTION CARRIED**

Meeting adjourned at 4:34 pm.



Special Meeting of Members Draft Minutes

February 25, 2022 at 8:30am AT

By Videoconferencing

In attendance:

Tracey Wade, Chair of API Board
Samantha Murphy, API Board
Rachel Gilbert, API Board
Travis Nikkel, API Board
Michelle MacDonald, Executive Director

Member Proxyholders in Attendance:

Robert Zilke, Prince Edward Island Institute of Professional Planners
Andrew Smith, New Brunswick Association of Planners
Julia Schwarz, Newfoundland and Labrador Association of Professional Planners
Luc Ouellet, Licensed Professional Planners Association of Nova Scotia

Regrets:

Brianna Maxwell, API Board
Lindsay Church, API Board

1. Call to order

The meeting was called to order by Tracey Wade, Chair of the Board, at 8:31 am.

2. Adoption of the Agenda

MOTION: It was moved by Julia Schwarz, seconded by Luc Ouellet, that the Agenda be adopted as presented. **MOTION CARRIED**

3. Amendment of By-law No. 1.

MOTION: It was moved by Luc Ouellet, seconded by Julia Schwarz, that the members ratify the amendment to the by-laws in sections 5.1(1) and section 7.2 (1) as approved by the Board of Directors on December 8, 2021. **MOTION CARRIED**

4. Other Business

There was no other business.

5. Adjournment

MOTION: It was moved by Rob Zilke, seconded by Andrew Smith, that the meeting do adjourn. **MOTION CARRIED**

Meeting adjourned at 8:36 am.



Chair's Report March 2022

Hello everyone – I'm pleased to submit the API Chair's report for 2021. I've been supported on the Board by Samantha Murphy, Rachel Gilbert, and Lindsay Church as well as our two student members, Travis Nikkol and Brianna Maxwell.



Ongoing health and safety protocols required that all in-person meetings at both the CIP and API levels remained online in 2021. The regional API conference was again postponed, and the 2021 National CIP conference in Halifax was rescheduled to 2023. Once again, webinars became the best way to connect with other planners to gain CPL credits. CPL topics were numerous, but affordable housing was by far the most popular theme. Many unique projects from throughout Atlantic Canada were showcased and can be re-watched via API's YouTube site:

<https://www.youtube.com/channel/UCDbfXPd-LhJweab5FiPlcKg/videos>. API established an Atlantic Conference Planning Committee to help take some of the burdens for conference planning off the hosting provinces. API is pleased to share that we are planning an in-person event in Charlottetown, October 19-21, 2022.

API has continued to make significant contributions at the national level, most notably in our work that led to a formal review of the planning competencies by the Standards Committee (SC). We thank those members who volunteered their time to provide input and feedback in the process and look forward to the next phase of the project in 2022. A big thank you to Gay Drescher for leading the way on that file. In December 2021, Gay stepped down from her role as API's representative and Chair of the SC and is being replaced by Bill Budd.

Advocacy for the planning profession has been a long-held role of API. API's Executive Director, Michelle MacDonald, continues to work with the Newfoundland-Labrador Association of Professional Planners to achieve RPP legislation in that province. As well, the Board continues to nurture its relationship with the Dalhousie School of Planning by participating in events (World Town Planning Day, SHIFT Conference, Earth Day celebrations), as well as inviting discussion on ways to improve links between the school, planning students and professional planners, all with the hope of encouraging graduates to stay and practice in Atlantic Canada.

I want to thank all the many volunteers who step up and offer their insight and enthusiasm with API, the provincial associations, and those who represent the Atlantic region on national committees. None of these organizations could function without you. Finally, another big thank you to Michelle and Jay, and the AOR Team for their continued commitment to modernizing



our organizations and supporting our volunteers and members in so many ways. I honestly have no idea what we'd do without you.

In closing, while this seemingly endless pandemic is not yet over, there seems to be light at the end of the tunnel as we learn to live with COVID-19. As we go through the next few months and year, 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 – let's plan on being in Charlottetown in October 2022!

Respectfully submitted,

Tracey Wade, RPP, MCIP
API Board Chair



Executive Director's Report June 2022

August 2022 will mark the sixth 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 the establishment by the API Board of the Ends Goals, governing policies, and Guiding 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 not have had an in-person conference in 2021 for the second straight year due to the pandemic. However, planning is well underway by a Regional Conference Planning Committee to hold an in-person conference in October 2022 in PEI. We look forward to seeing you all there. In the meantime, we continue to support members obtain CPL credits through online webinars.

As Executive Director, I have also been liaising with the Canadian Institute of Planners, the Professional Standards Board, the Standards Committee, the Planning Alliance Forum and the provincial Institutes (known as PTIAs) across the country. I am happy to participate and 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



Financial Report

June 2022

2021 Financial Statements

API's 2021 revenue was approximately \$84,988 and total expenditures were \$66,236, which results in a profit of \$18,752. With no conference and no travel expenses for national meetings, or committee meetings, expenses were lower than budgeted.

Operating Fund

API works to keep a minimum of 6 months operating funds in cash or investments to support ongoing expenditures for the organization. At the end of 2020, this was \$53, 776.

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 2021, funds were transferred back into the strategic reserve fund to replace funds spent in 2020 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 at the end of 2021:

- 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: \$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 a financial loss. This fund will be used in 2022 to support initial expenses for the national 2023 conference.

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



Membership

As of December 13, 2021, there are 374 active members.

| | NBAP | NLAPP | LPPANS | PEIIPP | Grand Total |
|-----------------------------------|-----------|-----------|------------|-----------|-------------|
| <i>Candidate</i> | 9 | 2 | 50 | 3 | 64 |
| <i>Full Member</i> | 53 | 26 | 148 | 13 | 240 |
| <i>Non-Practicing - Candidate</i> | | | 1 | | 1 |
| <i>Non-Practicing - Full</i> | 1 | | 1 | 1 | 3 |
| <i>Pre-Candidate</i> | 2 | 2 | | | 4 |
| <i>Retired Member</i> | 4 | | 7 | 1 | 12 |
| <i>Student Member</i> | | 2 | 48 | | 50 |
| Grand Total | 69 | 32 | 255 | 18 | 374 |

In addition, 15 members are full members in other PTIAs but have a secondary affiliation with API (7 in PEIIPP, 3 in LPPANS, and 5 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 2021. This list includes all changes for the Fiscal Year, which runs from 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

- Megan Backos (LPPANS)
- Meaghan Dalton (LPPANS)
- Juniper Littlefield (LPPANS)
- Jason Genée (LPPANS)
- Iyad Al-Halis (LPPANS)
- Farhana Ferdous (LPPANS)
- Daniel Bryce (LPPANS)
- Adriane Salah (LPPANS)



- Adam Fine (LPPANS)
- Stan Kochanoff (LPPANS)
- Darren Randell (NLAPP)

Candidates

- Brianna Maxwell (LPPANS)
- Caroline Robertson (LPPANS)
- Derek Robertson (LPPANS)
- David Paterson (LPPANS)
- Tyler Boutilier (LPPANS)
- Emma MacEachern (LPPANS)
- Mark TeKamp (LPPANS)
- Alyson Dobrota (LPPANS)
- Faith Ford (LPPANS)
- Carter Beaupre-McPhee (LPPANS)
- Lee-Ann Martin (LPPANS)
- Arvind Gopalakrishnan (LPPANS)
- Kevin Cooper (LPPANS)
- James Coons (LPPANS)
- Victoria Hamilton (LPPANS)
- Erin Sauve (LPPANS)
- Brendan Lamb (LPPANS)
- Katherine Clark (LPPANS)
- Lauren Shaw (LPPANS)
- Molly Smith (NBAP)
- Phil Ouellette (NBAP)
- Mark O'Hearn (NBAP)
- Peter Johnston (NBAP)
- Justin Grift (NBAP)

Transfer in Full Members

- Keith Batstone (NLAPP)
- Fredrick van Rooyen (NBAP)
- Jennifer Kirchner (NBAP)
- Reid Shepherd (LPPANS)
- Diane Childs (LPPANS)

Retired Members

- William Janssen (NBAP)



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 2021, the API Board identified several 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 the practice of planning.
5. The Atlantic Planners Institute is an active participant in national initiatives to support the profession.

API Values

In all we do, the Atlantic Planners Institute will:

1. Protect the public interest regarding 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.



Awards of Excellence 2021

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 2021, the awards remain virtual due to pandemic restrictions. Nominations were received in four categories, and we are pleased to congratulate the winners. A webinar was held in the fall to honour both recipients where they also presented their work.

Physical Plans and Design

The Award goes to **O2 Planning and Design** on behalf of **Fredericton Exhibition Ltd. and the City of Fredericton** for the **“New Brunswick Exhibition Grounds Site Development Plan.”**

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 **UPLAND Planning + Design** on behalf of **The Town of Lunenburg** for their project **“Project Lunenburg Comprehensive Community 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);
- 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.

New Planning Directions

The award goes to **Mills & Wright Landscape Architecture** on behalf of **the City of Mount Pearl**, for their project **“Find Your Centre – Mount Pearl City Centre Renewal Plan.”**

Submissions in this category include:

- New models, guides, templates tools, materials or publications used to communicate information about a planning process, to gather public input or stimulate discussion, to promote planning and the value of planning to create greater awareness among citizens or specific segments of the public.
- The use of technology such as social media, to expand public participation in planning.
- Publications (books or magazines); websites; models, podcasts; films/video.
- An original or clearly outstanding study/report, based on sound research and analysis through creative or outstanding approaches leading to findings, solutions, and/or approaches of value to the planning profession, the liveability of communities, or the sustainability of resources.

Rural Small Town Plans

The award goes to **FBM with Nova Scotia Federation of Municipalities** for the **“Nova Scotia Main Streets Assessment Method.”**

Submissions in this category include:

- Targeted at small Atlantic Canadian towns, villages, and rural communities, that have demonstrated innovative or creative approaches to planning in a more rural context.
- Submissions may address a wide range of issues, including land use and natural asset management, heritage preservation, planning for economic change, maintaining community identity, population decline, and innovative partnering in the delivery of services.

Volunteer Awards

We are also pleased to honour our 2021 Volunteer Award Winners. Those who 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.

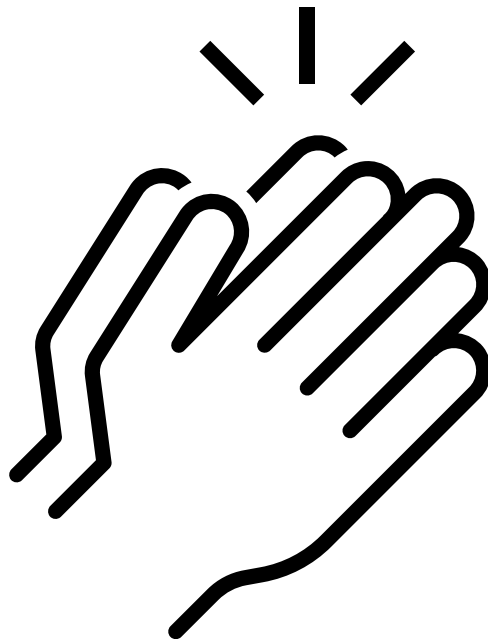
This year we would like to congratulate:

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

Ken O'Brien, MCIP with the Newfoundland and Labrador Association of Professional Planners

Luc Ouellet, LPP, MCIP with the Licensed Professional Planners Association of Nova Scotia

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





API Board and Staff Members

Current Board members as of June 1, 2022:

- Tracey Wade, Chair, RPP, MCIP (2020-2023)
- Sam Murphy, LPP, MCIP (2020-2023) – Has tendered a resignation effective at the AGM in 2022
- 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 – Natalie Speth – Natalie@atlanticplanners.org

Operations and Events – Erin Boyle – erin@atlanticplanners.org

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