



ANNUAL REPORT

FISCAL YEAR 2022



ATLANTIC
PLANNERS
INSTITUTE

INSTITUT DES
URBANISTES DE
L'ATLANTIQUE



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2022 Annual General Meeting Draft Minutes

June 16, 2022 | noon ADT (by videoconferencing)

In attendance:

Tracey Wade, Chair of API Board
Samantha Murphy, API Board
Rachel Gilbert, API Board
Lindsay Church, 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
Greg Zwicker, Licensed Professional Planners Association of Nova Scotia

Regrets:

Brianna Maxwell, API Board

1. Call to order

The meeting was called to order by Tracey Wade, Chair of the Board, at 12:03 pm.

2. Adoption of the Agenda

MOTION: It was moved by Greg Zwicker, seconded by Andrew Smith, that the agenda be adopted as presented. **MOTION CARRIED**

3. Approval of the Minutes of the June 2021 Annual General Meeting

MOTION: It was moved by Julia Schwarz, seconded by Andrew Smith, that the Minutes of the June 2021 Annual General Meeting be adopted. **MOTION CARRIED**

4. Approval of the Minutes of the February 2022 Special General Meeting of Members

MOTION: It was moved by Andrew Smith, seconded by Julia Schwarz, that the Minutes of the February 2022 Special General Meeting of Members be adopted. **MOTION CARRIED**

5. Presentation of the Annual Report

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



6. Presentation of Financial Statements and Appointment of Auditor

The Financial Statements for 2021 were received. Michelle MacDonald reviewed the financial position of API.

MOTION: It was moved by Julia Schwarz, seconded by Greg Zwicker, that Arsenault Cameron Best Ellis be reappointed as the audit review firm for the 2022 Fiscal Year. **MOTION CARRIED**

7. Election of Directors

MOTION: It was moved by Robert Zilke, seconded by Andrew Smith, that Mitch Underhay be elected to the Board of Directors for a three-year term. **MOTION CARRIED**

MOTION: It was moved by Greg Zwicker, seconded by Andrew Smith, that Jamie Burke and Daniel Bryce to the Board of Directors for a three-year term. **MOTION CARRIED**

8. 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. Special thank you to Brianna Maxwell, Travis Nikkol and Samantha Murphy for their service.

MOTION: It was moved by Andrew Smith, seconded by Julia Schwarz, 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**

Tracey Wade also expressed thanks to Michelle and her team at AOR for all their support to API and the provincial associations.

8. Other Business

There was no other business.

9. Adjournment

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

The meeting adjourned.

Chair's Report

March 2023

I'm pleased to submit the API Chair's report for 2022 which has been a year of significant transition. The Board saw the end of service terms for our two student members Travis Nikkol and Brianna Maxwell, and we were sorry to receive the resignation of long-time Board member and former Chair, Samantha Murphy. Samantha graciously stepped aside a year early to allow for additional new members to join the Board in anticipation of the end of terms of the other long-term board members – myself, Rachel Gilbert and Lindsay Church – in 2023. We were joined on the Board by Jamie Burke, RPP (New Brunswick), Daniel Bryce, LPP (Nova Scotia), Mitch Underhay (PEIIPP candidate member), and Caleb Nakasaki (Student rep).



API has continued to make strong contributions at the national level, most notably related to the renewal of planning competencies by the Standards Committee (SC). A big thank you to the new API rep on the SC - Bill Budd, RPP - for stepping into that file mid-process to champion the good work of the committee and consultants.

As Board Chair, I was able to attend the CIP National Conference in Whistler, BC in July, which was the first time that CIP members had gathered on a large scale since 2019. I took part in several national meetings including the Signatory Parties Annual Meeting, the Planning Alliance Forum (PAF – which is a meeting of the presidents of all the PTIAs), and the Professional Standards Boards AGM. The conference was sold out and contained several highlights including an inspiring keynote by Mitchell Silver, former NYC Parks Commissioner and past AICP and APA President.

In October, Charlottetown welcomed a record-breaking attendance at API's first face-to-face conference since 2019. It was a great success and congratulations are extended to the new regional conference planning committee and PEIIPP. Thanks also to the many members who volunteer on regional and national committees on behalf of API. Your contributions are meaningful and important for planning in Canada.

Immediately before the API conference in Charlottetown, the API Board met with the presidents of LPPANS, NBAP, NLAPP, and PEIIPP. After lengthy discussions, a tentative agreement was struck to add services to API's secretariat role requiring an increase in API fees as well as increasing



Provincial Association fees to \$60. However, when the presidents went back to their respective provincial boards, the agreement fell apart. As a result, LPPANS notified API Board that it would be withdrawing from the Atlantic Planners Institute arrangement in November 2024. Since then, there have been several ongoing discussions between all the parties to attempt to come to an agreement. A Memorandum of Agreement was signed by all parties for 2023 which reflects current service provision and support for LPPANS to seek its own seat at the national tables of the Annual Signatories and PSB. There appears to be support from the remaining parties (NBAP, PEIIPP, and NLAPP) to continue with the API service model to ensure efficiencies, reduce overhead for each provincial association, and share obligations of representation at the national level.

On a lighter note, the annual CIP conference is being co-hosted in Halifax in June 2023 by API and LPPANS. The conference will be an excellent opportunity to celebrate planning in Atlantic Canada along with our peers from across the country.

Respectfully submitted,

Tracey Wade, RPP, MCIP
API Board Chair



Executive Director's Report

June 2023

As the Atlantic Planners Institute Executive Director, it has been my pleasure for the past almost six years to support the four provincial associations that make up the membership of the Atlantic Planners Institute. During these six years, there has been an increasing evolution of the role of the Atlantic Planners Institute. In 2017, API transitioned to become a Secretariat for the four provincial associations, where all decisions on membership, national standards, discipline and joint policy have rested with the four provincial associations, and API plays an administrative role, supporting these independent associations.

One of the key functions of API, in addition to processing membership, has been providing logistical support for the annual regional conference. It was a delight to once again welcome members to an in-person conference in Fall 2022 in Charlottetown. We also created a successful model for a regional committee to guide the planning and program for the conference.

A large initiative in 2022 was the development and implementation of a new national membership database. Nationally there was also much work put into working on national competency standards for the profession.

The AOR Solutions team and I continue to be proud to be able to provide association management services to API and the four provincial associations.

Respectfully submitted,

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



Membership

As of December 31, 2022 (based on received payments), there are 365 active members.

	NBAP	NLAPP	LPPANS	PEIIPP	Grand Total
<i>Candidate</i>	3	3	69	3	84
<i>Full Member</i>	58	25	148	14	245
<i>Non-Practicing - Candidate</i>			2		2
<i>Non-Practicing - Full</i>			1	1	2
<i>Pre-Candidate</i>	3	2	2	2	9
<i>Retired Member</i>	5		7	1	13
<i>Student Member</i>		0	10		10
Grand Total	75	30	239	21	365

In addition, 14 members are full members in other PTIAs but have a secondary affiliation with API (6 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 2022. This list includes all changes for the Fiscal Year, which runs from January to December. In the event someone is missed, please accept our apologies, and pass along the information to the API Executive Director.

Full Members

- Siobhan Evans (LPPANS)
- Joanna Burris (LPPANS)
- Yanan Gou (LPPANS)
- Gayle MacLean (LPPANS)
- Meg Morris (LPPANS)



- Leen Romaneh (LPPANS)
- Matthew Conlin (LPPANS)
- Stuart William Robinson-Mushkat (LPPANS)
- Brianna Maxwell (LPPANS)
- Alexander Dunphy (LPPANS)
- Kristen Knudskov (LPPANS)
- David Paterson (LPPANS)
- Lewis Pope (LPPANS)
- Caroline Robertson (LPPANS)
- Phil Ouellette (NBAP)
- Isabelle Ouellette (NBAP)
- Malinda Parks (NBAP)

Candidates

- Ryan MacLean (LPPANS)
- Victoria Evans (LPPANS)
- Nathalie Vogel (LPPANS)
- Harrison Ellis (LPPANS)
- Eric Lindsay (LPPANS)
- Anders Turim (LPPANS)
- Chloë Berezowski (LPPANS)
- Katherine MacLellan (LPPANS)
- Tony Morris (LPPANS)
- Jaime Swinton (LPPANS)
- Christopher Rennehan (LPPANS)
- Alexandria Wilson (LPPANS)
- Michael Hart (LPPANS)
- Lindsay Slade (LPPANS)
- Telina Debly (LPPANS)
- Christopher Burns (LPPANS)
- Melissa Chunick (LPPANS)
- Mikayla Tait (LPPANS)
- Jonathan Goldson (LPPANS)
- Craig Wournell (LPPANS)
- Ashlee Bevis (LPPANS)
- Kortney Dunsby (LPPANS)
- Timothy Gouviea (LPPANS)



- Sarah MacVarish (PEIIPP)
- Roza Tchoukaleyska (NLAPP)
- Joshua Davies (NBAP)

Transfer in Full Members

- Eleanor Mohammed (PEIIPP)
- Elaine Brunn Shaw (LPPANS)
- Michael MacIntyre (LPANNS)
- Matthew Robinson (NBAP)
- Jamie Doyle (LPPANS)
- Tim Moerman (NBAP)

Transfer in Candidate Members

- Emily Trainor (PEIIPP)
- Ardalan Shareghi Boroujeni (LPPANS)

Transfer out Full Members

- Erin Blay *To* (OPPI)
- Keith Batstone (PIBC)

Strategic Priorities

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

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 of 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 the 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 2022

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.

Physical Plans and Design

The Award goes to **UPLAND Planning and Design** on behalf of the **Town of Pictou** for **“Pictou Waterfront.”**

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 **Halifax Regional Municipality Planning & Development** for “**Centre 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, and 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.

Rural Small-Town Plans

The award goes to the **Municipality of the District of Chester** for “**Creation and Implementation of the Lakeside Zone.**”

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 pleased to honour our 2022 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:

Susan Dean, RPP, MCIP in recognition of outstanding dedication and contribution to the Institute and the planning profession.

Ann-Marie Cashin, MCIP in recognition of outstanding dedication and contribution to the Institute and the planning profession.

Members of the Former Prince Edward Island Association of Planners, in recognition of outstanding dedication and contribution to the Institute and the planning profession.

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

Trailblazer Award

Samantha Murphy, RPP, LPP, MCIP, in honour of outstanding contribution to the planning profession.



API Board and Staff Members

Current Board members as of May 23, 2023:

- Tracey Wade, Chair, RPP, MCIP (2020-2023)
- Lindsay Church, MCIP (2020-2023)
- Rachel Gilbert, LPP, MCIP (2020-2023)
- Jamie Burke, RPP, MCIP (2022-2025)
- Daniel Bryce, LPP, MCIP (2022-2025)
- Mitch Underhay, MCIP (2022-2025)
- Caleb Nagasaki (2022-2023)

Staff

Executive Director – Michelle MacDonald – executivedirector@atlanticplanners.org

Operations – Colleen Cash – colleen@atlanticplanners.org

CPL – Jay Adamsson – jay@atlanticplanners.org

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

Communications – Natalie Speth – Natalie@atlanticplanners.org

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