



# ANNUAL REPORT

FISCAL YEAR 2023



ATLANTIC  
PLANNERS  
INSTITUTE

INSTITUT DES  
URBANISTES DE  
L'ATLANTIQUE



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## 2023 Annual General Meeting Draft Minutes

**June 30, 2023 | 11:45 am ADT** (Halifax Convention Centre – Room 108)

### **In attendance:**

Tracey Wade, Chair of API Board  
Rachel Gilbert, API Board  
Lindsay Church, API Board  
Jamie Burke, API Board  
Daniel Bryce, API Board  
Mitch Underhay, API Board  
Michelle MacDonald, Executive Director

### **Member Proxyholders in Attendance:**

Sam Murphy, 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:**

None

### **1. Call to order**

The meeting was called to order by Tracey Wade, Chair of the Board, at 11:52 am.

### **2. Adoption of the Agenda**

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

### **3. Approval of the Minutes of the June 2022 Annual General Meeting**

**MOTION:** It was moved by Greg Zwicker, seconded by Julia Schwarz that the Minutes of the June 2022 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 2022 were received. Michelle MacDonald reviewed the financial position of API.

**MOTION:** It was moved by Greg Zwicker, seconded by Andrew Smith, that the financial statements be accepted. **MOTION CARRIED**



**MOTION:** It was moved by Samantha Murphy and Seconded by Greg Zwicker that Arsenault Cameron Best Ellis be reappointed as the audit review firm for the 2023 Fiscal Year. **MOTION CARRIED**

## 6. Election of Directors

**MOTION:** It was moved by Andrew Smith and seconded by Samantha Murphy that **Lindsay Lyghtle Brushett** be elected to the Board of Directors for a three-year term. **MOTION CARRIED**

**MOTION:** It was moved by Andrew Smith and seconded by Samantha Murphy that **Meredith Cooper** and **Susan Dean** be elected to the Board of Directors for a three-year term. **MOTION CARRIED**

**MOTION:** It was moved by Andrew Smith and seconded by Samantha Murphy that Caleb Nakasaki be elected as the student member to the Board of Directors. **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. Special thank you to Brianna Maxwell, Travis Nikkol, and Samantha Murphy for their service.

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

Meeting adjourned at 12:09pm.

Chair's Report  
March 2024



I am pleased to submit the API Chair's report for 2023.

API held its Annual General Meeting on June 20, 2023, in Halifax in conjunction with the national CIP conference. The meeting included changes to the Board of Directors' composition. Specifically, this included the end of terms of service for Lindsay Church, Rachel Gilbert, and Tracey Wade. Of particular note is the end of term for former Chair, Tracey Wade. Over the years, Tracey has served several terms, during which she served as Chair and Treasurer of the Board. Tracey's contributions to API have been invaluable. This included her leadership guiding API through LPPANS' decision to withdraw from API. My sincere thanks to all whose terms have notably ended for their contributions to API.

API continues to participate at the national level actively. In 2023 this included hosting the national CIP conference, Navigation, from June 27-30 in Halifax. The conference had 159 API registrants and was a great success. Highlights were marked by several keynote speakers including Andy Fillmore and Ahsan Habib. During the conference Tracey, as Chair, represented API as conference co-host and participated in national meetings. Thank you to the conference planning committee members whose volunteer contributions helped ensure the success of this important professional development and networking experience!

Additional national priorities focused on exploring the feasibility of transitioning the role and responsibilities of the Standards Committee (SC) to operate under the Professional Standards Board (PSB). Discussions regarding this possibility have been underway since 2019. The Signatory Parties (SP), which include the PTIA's and CIP, met in Halifax in June during the national conference at which time the SC agreed to move forward with the concept of moving the SC under the PSB. The SP continued this into the fall (2023) and it remains ongoing. Thanks to Bill Budd, RPP, for his continued role as API's representative on the SC. Thanks also to Michelle MacDonald, Executive Director, for the significant contributions she continues to make at the national SC table with the transition of the SC under the PSB.

The API Board met with the presidents of NBAP, NLAPP, and PEIIPP on numerous occasions throughout 2023 in anticipation of the withdrawal of LPPANS from API which took effect on November 9, 2023. The withdrawal of LPPANS required changes to several agreements including the services agreements



between API and NBAP/NLAPP/PEIIPP and between API and CIP. API, along with NBAP, NLAPP, and PEIIPP also reached a new two-year agreement with AOR360 for the continued provision of administrative and communication services. Michelle MacDonald and her team were instrumental in assisting API with navigating the withdrawal of LPPANS. The Board continues to monitor the effects of the withdrawal of LPPANS, including expenses, to ensure we can continue to provide quality service to our members at reasonable membership rates.

Looking ahead, we are excited to be planning for the 2024 API conference being held in Saint John, NB, October 16-18, 2024. Mark your calendars – we look forward to seeing you there!

Respectfully submitted,

**Meredith Cooper, RPP, MCIP, AICP**  
API Board Chair



## Executive Director's Report March 2024

It has been my pleasure to serve as the Executive Director of the Atlantic Planners Institute for the last seven years. This past year has brought significant change to API and the planning profession. Locally, we navigated the transition of LPPANS out of the Atlantic Planners Institute and redefined the role of API in supporting the provincial associations of Newfoundland and Labrador (NLAPP), Prince Edward Island (PEIIPP) and New Brunswick (NBAP). I would like to commend the three provincial association presidents and the Board of API for their leadership and collaboration during this process.

Nationally, we continue to see the evolution of the planning profession and work to redefine the role of the Standards Committee in the development of national standards and competencies for the profession. We continue to collaborate with NLAPP to develop provincial legislation that will govern the planning profession.

In June, API co-hosted the national planners' conference in Halifax, and I would like to acknowledge the leadership of the Canadian Institute of Planners in making the event a success. Participants enjoyed three days of education, networking, and Nova Scotia hospitality.

We look forward to seeing you at the Atlantic Planners Institute Conference "Rising Tides" in Saint John, New Brunswick in October 2024.

The AOR 360 team and I, are pleased to continue to provide association management services to the three provincial associations and look forward to supporting the ongoing development of the planning profession in Atlantic Canada.

Respectfully submitted,

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





## Membership

As of December 31, 2022 (as per received payments):

	NBAP	NLAPP	LPPANS	PEIIPP	<i>Grand Total</i>
<i>Candidate</i>	9	3	72	5	<b>89</b>
<i>Full Member</i>	57	23	156	11	<b>247</b>
<i>Non-Practicing - Candidate</i>			2		<b>2</b>
<i>Non-Practicing - Full</i>			2		<b>2</b>
<i>Pre-Candidate</i>	1	2	3	2	<b>8</b>
<i>Retired Member</i>	5		5	4	<b>14</b>
<i>Student Member</i>		1	23		<b>24</b>
<b><i>Grand Total</i></b>	<b>72</b>	<b>29</b>	<b>263</b>	<b>22</b>	<b>386</b>

In addition, 20 members are full members in other PTIAs but have a secondary affiliation with API (10 in PEIIPP, 4 in LPPANS, and 6 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 2023. 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

- Matthew Mills (NLAPP)
- Faith Ford (NLAPP)
- Emily Trainor (PEIIPP)
- Mark TeKamp (LPPANS)
- Anne Totten (LPPANS)





- Mekiko Terashima (LPPANS)
- David Espeseth (LPPANS)
- Mackenzie Childs (LPPANS)
- Alyson Dobrota (LPPANS)
- Carter Beaupre-McPhee (LPPANS)
- James Coons (LPPANS)
- Harrison Ellis (LPPANS)
- Dalal Salih (LPPANS)
- Erin Sauve (LPPANS)
- Barbara Tusz (LPPANS)
- Brandon Umpherville (LPPANS)
- Jennifer Brown (NBAP)
- Joshua Davies (NBAP)

**Candidates**

- Brian Peach (NLAPP)
- Ella Romia Gindi (LPPANS)
- Elizabeth Carr (LPPANS)
- Kirstin-Rose Poole (LPPANS)
- Evan De Silva (LPPANS)
- Jodi Miles (LPPANS)
- Grace Maxner (LPPANS)
- Justin Smith (LPPANS)
- Rhys Burnell (LPPANS)
- Ronan Grey (LPPANS)
- Katie Ollmann (LPPANS)
- Kaylee Fox (LPPANS)
- Jacob Fenchak (LPPANS)
- Alice Jacob (LPPANS)
- Bridget Taylor (LPPANS)
- Jacob Macpherson (LPPANS)
- Alex O'Hara (PEIIPP)
- Brandon Archibald (PEIIPP)
- Thomas Lewallen (NBAP)
- Yeva Mattson (NBAP)
- Emily Philips (NBAP)
- Raghav Paresh Parikh (NBAP)
- David Dobbstein (NBAP)
- Dylan Geldart (NBAP)



### Transfer in Full Members

- Clarissa Arsenault (Huffman) (LPPANS)
- Erin Reed (LPPANS)
- Teresa Thomas (LPANNS)
- Megan Williams (PEIIPP)
- David Gundrum (PEIIPP)
- Nicole Capewell (NBAP)

### Transfer out Full Members

- Sebastian Salazar *To* (OPPI)
- Jason Genee (OPPI)
- Carl Purvis (PIBC)
- Joshua Adams (LPPANS)
- Brian White (LPPANS)

### Transfer out Candidates

- Justin Grift *To* (OPPI)
- Chloë Berezowski (APPI)

## 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.

## Student Awards

### **API Student Scholarship**

The New Brunswick Association of Planners (NBAP), Prince Edward Island Institute of Professional Planners (PEIIPP), and the Newfoundland and Labrador Association of Professional Planners (NLAPP), through the Atlantic Planners Institute (API) Student Scholarships, together annually celebrate the achievement of students enrolled in an accredited professional planning program at Dalhousie University who have an interest in pursuing planning as a profession. The purpose is to recognize excellence in planning studies and contribution to the field of planning. The API Student Scholarships are intended to provide monetary assistance to students for tuition, research, books, or other academic expenses. These awards will be evaluated based on the entirety of the application and overall merit. Two scholarships, valued at \$1,000 each, will be granted to one student in the graduate planning program and one in the undergraduate planning program.

The 2023 recipients are **Sasha Wang** and **Devan Bell**.



## API Board and Staff Members

Current Board members as of April 23, 2024:

- Meredith Cooper, Chair, AICP, MCIP, CNU-A (2023-2026)
- Lindsay Lyghtle Brushett, MCIP (2023-2026)
- Susan Dean, RPP, MCIP (2023-2026)
- Jamie Burke, RPP, MCIP (2022-2025)
- Mitch Underhay, MCIP (2022-2025)

### Staff

Executive Director – Michelle MacDonald – [executivedirector@atlanticplanners.org](mailto:executivedirector@atlanticplanners.org)

Operations – Colleen Cash – [colleen@atlanticplanners.org](mailto:colleen@atlanticplanners.org)

CPL – Jay Adamsson – [jay@atlanticplanners.org](mailto:jay@atlanticplanners.org)

Membership and Finance – Melvin van Doorn - [melvin@atlanticplanners.org](mailto:melvin@atlanticplanners.org)

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