

ANNUAL REPORT

FISCAL YEAR 2025



ATLANTIC
PLANNERS
INSTITUTE

INSTITUT DES
URBANISTES DE
L'ATLANTIQUE



2025 Annual General Meeting Draft Minutes

DRAFT MINUTES

June 10, 2025, at Noon ADT

In attendance:

Susan Dean, API Board
Lindsay Lyghtle Brushett, API Board
Mitch Underhay, API Board
Samanatha Murphy, RPP, PEIIPP Council Member
Michelle MacDonald, Executive Director

Member Proxyholders in Attendance:

Michael Ruus, Prince Edward Island Institute of Professional Planners
Alexander Gopen, New Brunswick Association of Planners
Julia Schwarz, Newfoundland and Labrador Association of Professional Planners

Regrets:

None

1. Call to order

The meeting was called to order by Michelle MacDonald, Executive Director, at 12:12 pm ADT, noting quorum had been met, but neither the Chair nor Vice Chair of the API Board were available to chair the meeting.

MOTION: It was moved by Alexander Gopen, seconded by Julia Schwarz, that Susan Dean, API Board member, be elected as the Chair of this Annual General Meeting. **MOTION CARRIED**

Susan Dean assumed the chair for the meeting and welcomed participants.

2. Adoption of the Agenda

MOTION: It was moved by Julia Schwarz, seconded by Michael Ruus, that the agenda for today's 2025 Annual General Meeting of the Atlantic Planners Institute be adopted. **MOTION CARRIED**

3. Approval of the Minutes of June 2023 Annual General Meeting

MOTION: It was moved by Alexander Gopen, seconded by Michael Ruus, that the Minutes of the June 2024 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report

The annual report was received. Julia Schwarz recognized Michelle MacDonald, Executive Director, for her work supporting the NLAPP legislation committee.

5. Presentation of Financial Statements and Appointment of Auditor



The Financial Statements for 2024 were received. Michelle MacDonald reviewed the financial position of API.

MOTION: It was moved by Alexander Gopen, seconded by Michael Ruus, that Arsenault Best Cameron Ellis be reappointed as the audit review firm for the 2025 Fiscal Year. **MOTION CARRIED**

6. Election of Directors

Two directors have completed their terms.

MOTION: It was moved by Michael Ruus, seconded by Alexander Gopen, That Jamie Burke be re-elected as a director to the API Board for a second three-year term. **MOTION CARRIED**

Mitch Underhay is retiring as a director. Pursuant to the by-laws, there is a need to elect a director whose primary affiliation is PEIIPP. We have received one nomination - Alex O'Hara, a member in good standing of the PEI Institute of Professional Planners. His nomination information was circulated to all voting members.

MOTION: It was moved by Michael Ruus, seconded by Alexander Gopen, that Alex O'Hara be elected as a director to the API Board for a three-year term. **MOTION CARRIED**

7. Expression of Thanks

On behalf of API, Susan Dean expressed her thanks to Mitch Underhay for his dedicated service on the Board for the past three years.

Susan Dean also 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 Regional Conference Planning; on the Professional Standards Committee; on the Professional Standards Board and its Committees; on the Canadian Institute of Planners Board and Committees; and those who serve on the provincial association councils, committees and in other volunteer roles to support the profession.

MOTION: It was moved by Julia Schwarz, seconded by Alexander Gopen, 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

Mitch Underhay expressed his thanks to the API Board and the provincial associations.

9. Adjournment

Meeting adjourned at 12:36 pm.

Chair's Report
March 2026



I am pleased to provide the 2025 Chair's Report for the Atlantic Planners Institute Board of Directors.

API held its Annual General Meeting on June 10, 2025. Changes to the Board included the completion of Mitch Underhay's term as a director. Sincere thanks to Mitch for his contributions to the Board. Additionally, Alex O'Hara joined the Board as a Director. Jamie Burke continues to serve as Vice Chair, while Susan Dean and Lindsay Lyghtle Brushett continue to serve as Directors.

API held its annual conference October 22-24 in St. John's, NL. The conference theme, Weathering the Storm, focused on the literal and metaphorical storms challenging the ways we approach our work. The program highlighted these complexities with respect to housing, climate impacts and aging infrastructure,

demographic and technological shifts, as well as our ability to navigate, adapt, recover, and thrive in this complex environment. The Conference Planning Committee, led by Co-Chairs Fredrick VanRooyen and Kieran Miller, carried out a hugely successful conference! On behalf of the Board of Directors, thank you for your valuable volunteer contributions to this important annual event! The conference had 168 registrants. API was appreciative to have the participation of key partners from across the country including MPPI President Jeff Pratte, CIP President Lesley Cabott, CIP CEO Deborah Morrison, and PSB Past Chair Janice Harper.

The API Board of Directors met regularly throughout the year, including several meetings with the presidents of NBAP, NLAPP, and PEIIPP. In conjunction with the annual conference, Strategic Planning meetings involving the API Board, PTIA Presidents/Executive members, CIP, and PSB were held in advance of the conference. These meetings provided a valuable opportunity for in-person dialogue on strategic priorities and initiatives, and advancing mutual interests related to member recruitment, competencies, accreditation, and continuous professional learning.

Throughout 2025 API continued to actively participate at the national level. Of particular focus was working with the PSB and recently formed Standards Advisory Committee to identify work plan priorities related to competent development and implementation. I, as well as API Executive Director Michelle MacDonald, attended meetings in advance of the CIP National Conference held July 8-10th in Toronto. Additionally, API continues to participate in the Planning Alliance Forum and Joint Administrators Group. Special thanks to Michelle and her AOR 360 team for their dedication to API. Michelle is instrumental in representing API's interests nationally and monitoring the changing legislative landscape with respect to professional practice, while the AOR team helps ensure API's success particularly with respect to conference planning and delivery.



On behalf of the Board of Directors, my sincere thanks to the volunteers who represent API on national committees. The work of these dedicated volunteers is essential to ensuring API is well represented on issues of regional and national concern. There are numerous opportunities to participate – if you are interested, please reach out to me, Michelle, or a Board member!

Planning is well underway for this year's API Conference, scheduled for October 7-9. Be sure to save the date and join us in Charlottetown!

Respectfully submitted,

Meredith Cooper, RPP, MCIP, AICP
API Board Chair

Executive Director's Report March 2026



The past year has been one of continued progress and collaboration for the Atlantic Planners Institute (API) and the planning profession across Atlantic Canada. As communities throughout the region respond to challenges such as housing availability, climate change, infrastructure needs, and population growth, the work of planners continues to play a critical role in shaping sustainable and resilient communities.

One of the key areas of focus this year has been the ongoing national conversation around pathways to registration within the planning profession. Across Canada, jurisdictions continue to experience a shortage of planners, and API has been actively engaged with colleagues from other provincial and territorial regulatory bodies to examine how entry into the profession can be streamlined while maintaining strong competency standards that protect the public interest. This work remains an important priority and will continue to evolve over the coming year.

API has also remained closely engaged with national partners on matters related to professional standards. The Standards Advisory Committee (SAC), established under the Professional Standards Board in July 2024, has now completed its first full year of work. The committee is tasked with supporting the development of national professional standards and ensuring meaningful engagement with Provincial and Territorial Institutes and Associations across the country. This national approach helps ensure consistency across jurisdictions while still respecting the authority of individual provincial bodies to adopt standards and policies within their legislative frameworks.

Professional development and member engagement remain central to the work of API. In October 2025, planners from across the region gathered in St. John's, Newfoundland and Labrador, for the API Annual Regional Conference. The conference provided several days of learning, networking, and discussion on emerging issues facing planners and communities in Atlantic Canada. I would like to thank the conference planning committee and the many volunteers whose efforts made the event both a professional and financial success.

Looking ahead, API will continue to focus on strengthening pathways to the profession, supporting the development and implementation of national professional standards, and enhancing member services. Work is also underway to develop a new API website that will provide improved resources and communication tools for members and the public.



As Executive Director of API, it is a privilege to work with planners and volunteers across the region and the country. The profession benefits enormously from the dedication of those who serve on provincial councils and executives, provincial committees, the API Board, conference committees, and national committees. Their contributions are essential to maintaining integrity, professionalism, and continued growth of the planning profession.

The AOR 360 team and I are pleased to continue providing association management services to API and the three provincial associations. We look forward to supporting the ongoing work of the Institute and the planning profession across Atlantic Canada in the year ahead.

Respectfully submitted,

Michelle L. MacDonald
Executive Director, Atlantic Planners Institute
Co-Owner of AOR 360



A Year in Review: New Brunswick Association of Planners (NBAP)

As we wrap up our first year as a brand-new executive council, I am very proud of the work we have been able to accomplish and the relationships we have built and strengthened - externally and internally. This year also showed the value of our tight-knit and caring community as we collectively supported each other through losing two incredible planners, mentors, and friends - Ron Corbett and Bill Budd.

It feels like much of the President's workload is liaising with partners and participating in the Canadian Institute of Planners (CIP), Professional Standards Board (PSB), Atlantic Planners Institute (API), and NB Planning Directors meetings. While sometimes tedious, this work is crucial as API and its members, including NBAP, have and will continue to push for national progress in updated definitions of planning, competencies, and ethical standards that meet the needs of smaller provinces and employers.

In addition to relationships with the profession at the regional and national levels, NBAP continues to build strong relationships with the Provincial government, and as well as frequent communication with the Provincial Planning Director and Community Planning Branch of Environment and Local Government, NBAP is engaging in consultations with the Departments of Agriculture, Aquaculture, and Fisheries (Agricultural Sector Strategy) and Housing NB (Housing and Land Use Working Group). We have also strengthened our relationship with the non-profit and municipal sectors through partnerships with the NB Non-Profit Housing Association and the Union of Municipalities NB on advocacy work.

Growing membership and increasing the pool of potential employees are an important part of NBAP's strategic plan. Rather than flashy marketing, the current executive is engaging in more 'guerilla' tactics - speaking at universities, when possible (so far York and Laurier), networking with young planners at regional/national conferences, and ensuring any resulting resumes (there have been several) are spread to the Planning Directors. It should go without saying that, as the only regional planning school, the Dalhousie Planning Program receives special attention, and we have a great relationship with its new Dean, Eric Rapaport. Yes, he is Michael's brother.

One unique partnership that developed this year has taken NBAP international. For whatever reason, the signing of a knowledge-sharing agreement between NBAP and Ordre national des urbanistes de Côte d'Ivoire (Order of Urban Planners of the Ivory Coast) was the hook for an NB diplomatic mission to the Ivory Coast. As the only Francophone member of the NBAP executive, Charles-Eric made the very long trip to sign the agreement in person.

For the first time since 2022, NBAP hosted an in-person gathering and CPL event in Fredericton for members. Despite some event planning hiccups, it was a great time, including a wonderful walking tour of Killarney Lake Park, a discussion on potential changes to the Community Planning Act, and learning about First Nations Land Codes as well as the requisite social events. It was great to see many new faces, and we endeavor to organize at least one in-person event in the coming year.



New Brunswick Association of Planners Executive

President / Président

Xander Gopen, RPP, MCIP

Vice President / Vice-président

Jennifer Kirchner, RPP, MCIP

Treasurer / Trésorier

Justin Forbes, RPP, MCIP

Secretary / Secrétaire

Charles-Éric Landry, RPP, MCIP



A Year in Review: Newfoundland and Labrador Association of Professional Planners (NLAPP)

Legislation

- NLAPP has been working on legislation for professional self-regulation in Newfoundland & Labrador since 2019 and prior. After a lot of hard work by members on the legislative committee, self-regulating legislation is now at the legal drafting stage of the proposed legislation with the province. We are hoping for a 2026 proclamation in the House of Assembly.

Membership

- NLAPP's membership is growing! As of November 2025, our active membership sits at 39 members. We were very excited to welcome several new planners to Newfoundland and Labrador this past year, with four candidate members and one pre-candidate member starting work in the province.

Continuous Learning

Planners Plates

Our Planners Plates Committee was very busy in 2025, hosting five (5) events. The sessions were a mix of in-person and virtual, allowing flexibility for members across the province to attend. Topics ranged from provincial geology to conservation to indigenizing downtown St. John's, to name a few.

NLAPP Fall Workshop

NLAPP organized a well-attended virtual workshop in the fall of 2025 on the topic of Incentive & Bonus Zoning, and the 2024 amendments to the provincial Urban and Rural Planning Act, 2000.

2025 API Conference

The 2025 API Conference took place in St. John's, NL, at the Sheraton Hotel, October 22-24, 2025. Several NLAPP members served on the conference committee, helping host a great conference that showcased our province. Registration numbers hit 166, with attendees from across the country.

2025 NLAPP Awards & Fall Workshop

- Our World Town Planning Day event took place on November 14, 2025, at Conception Bay South Town Hall.
- The celebrations opened with a presentation on Planning Inclusive Growth: Addressing the Needs of New Residents.
- This was followed by the presentation of two awards:
 - The 2025 Community Builder Award went to the Town of Grand Falls-Windsor in partnership with the Grand Falls-Windsor Heritage Society for their exemplary early 20th-century planning as a model Garden City.
 - The Jack Allston Memorial Award was presented to Darrell Roberts, a local CBC NL reporter who covers municipal planning issues.

NLAPP Book Club & Career Fair

- NLAPP has had a book club for more than four years now. Meetings have been held in person and virtually. In 2025, the Book Club watched "The Brutalist" together.



- NLAPP members have been attending the annual Career Fair at a high school in Conception Bay South, promoting the profession.

Newfoundland and Labrador Association of Professional Planners Executive

President

Julia Schwarz, MCIP, CSLA

Vice President

Kieran Miller, MCIP

Secretary

Alanna Felt, MCIP

Treasurer

Faith Ford, MCIP



A Year in Review: Prince Edward Island Institute of Professional Planners (PEIIPP)

Overview

In 2025, PEIIPP focused on strengthening professional practice, member engagement, governance, and long-term organizational sustainability. Key efforts included advancing continuous professional learning, promoting best practices in active transportation, reinforcing financial stability, refreshing Council membership, and initiating a strategic planning review to guide the Institute's future direction.

Major Initiatives, Milestones, and Activities

Continuous Professional Learning (CPL)

- A **Continuous Professional Learning Committee** was established to support ongoing professional development for members.
- The Committee delivered a **member survey** to gather input on CPL interests, preferred formats, and priority topics, providing an evidence-based foundation for future CPL programming.

Member Engagement & Professional Practice

- PEIIPP organized a **bike tour for members**, hosted by **Frank MacEachern**, focused on educating planners about the role and importance of **active transportation infrastructure** in building healthy, sustainable, and accessible communities.
- The event provided an experiential learning opportunity, linking planning theory with on-the-ground infrastructure outcomes.

Governance & Financial Sustainability

- The Institute **implemented its Reserve Fund Policy**, adopted in **April 2025**, to strengthen financial resilience and ensure the stability of PEIIPP's ongoing operations.
- This milestone represents a proactive step toward long-term organizational sustainability and responsible financial stewardship.

Council Membership

- **Megan Williams, RPP, MCIP**, joined PEIIPP Council in **June 2025** and is currently serving as the Institute's **Secretary**.
- **Gary Tse** joined Council in **October 2025**, further strengthening governance capacity and Council expertise.

Strategic Planning

- PEIIPP **initiated a review of its Strategic Plan**, which is currently underway with Council.
- The review is intended to ensure alignment with evolving professional, policy, and community contexts, with plans to **seek further feedback from the membership** as the process continues.



Key Outcomes and Impacts

- Enhanced understanding of **member CPL needs**, supporting more relevant and effective professional learning offerings.
- Improved **financial stability and risk management** through implementation of the Reserve Fund Policy.
- Strengthening **Council leadership and governance capacity** with the addition of new Council members.
- A forward-looking approach to organizational effectiveness through the ongoing **Strategic Plan review**.

Priorities Looking Ahead

- Finalizing and acting on results from the CPL survey to deliver targeted professional learning opportunities.
- Continuing member engagement through experiential learning and knowledge-sharing activities.
- Completing the Strategic Plan review with meaningful **member input** to guide PEIIPP's priorities in the coming years.
- Maintaining strong governance and financial practices to support the Institute's mandate and operations.

Prince Edward Island Institute of Professional Planners Executive

President

Michael Ruus, RPP, MCIP

Vice President

Alex Forbes, RPP, FCIP

Secretary

Megan Williams, RPP, MCIP

Governor-in-Council Appointed Public Members

Marissa Jordan

Gary Tse

Treasurer

Marissa Jordan

Registrar

Melvin van Doorn



Membership

As of December 31, 2025:

Membership	NBAP	NLAPP	PEIIPP	Grand Total
Candidate	20	6	7	33
Certified Member	56	24	16	96
Non-Practicing Candidate	0	0	0	0
Non-Practicing Certified	0	1	1	2
Pre-Candidate	4	1	1	6
Retired Member	9	0	0	9
Student Member	5	3	1	9
Public Subscriber	1	0	0	1
Grand Total	95	35	26	156

In addition, 41 members hold full membership with other PTIAs but maintain a secondary affiliation with API (14 with PEIIPP, 22 with NBAP, and 5 with NLAPP). These members are not included in the table above.

The following is a list of new members, candidates, and members who retired, resigned, or passed away in 2025. This list reflects all membership changes for the fiscal year, which runs from January to December. If any individuals have been inadvertently omitted, please accept our apologies and kindly notify the API Executive Director so the record can be updated accordingly.

Certified Members

Name	PA
Thomas Lewallen	NBAP
Kaitlyn Lacelle	NBAP
Melissa Tang Choy	NBAP
Alanna Felt	NLAPP

Candidates

Name	PA
Alex Hanes	NBAP
Annick Betancourt	NBAP
Philippe Robichaud	NBAP
Connor Adsett	NBAP



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Sarah Hilborn	NBAP
Caleb Babin	NBAP
Mei Jiang	NBAP
Sebastian Hall	PEIIPP
Sean McGrath	NLAPP
Tolulope Victoria Akerele	NLAPP
Noah Penney	NLAPP
Layth Abou Ezzeddine	NLAPP

Transfer out Certified Members

Name	To
Matthew Robinson	MPPI

Transfer in Candidates

Name	To
Taylor Craig	PEIIPP
William Mackey	NBAP

Transfer out Candidates

Name	To
Harrison Ellis	PIBC
Dylan Geldart	OPPI



Strategic Priorities

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

The API Board has identified several strategic priorities, which 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 three 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, the public image of members as a group, of the profession, and the practice of planning is positive.
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 represents Atlantic interests and values nationally.



API Awards

2025 Volunteer Award Recipients

Volunteers are at the heart of everything we do, and we want to recognize some of the people who've gone above and beyond in 2025. Their commitment, energy, and generosity make all the difference.

The 2025 recipients are: **Fredrick VanRooyan, Alton Glenn, and Andrew Smith.**

API Board and Staff Members

Current Board members as of March 25, 2026:

- 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 (2025-2028)
- Alex O'Hara, MCIP (2025-2028)

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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