ANNUAL REPORT

FISCAL YEAR 2024



ATLANTIC PLANNERS INSTITUTE

INSTITUT DES URBANISTES DE L'ATLANTIQUE

ATLANTIC PLANNERS INSTITUTE

INSTITUT DES URBANISTES DE L'ATLANTIQUE

Contents

2024 Annual General Meeting Draft Minutes 3
Chair's Report 5
Executive Director's Report… 7
Membership 9
Strategic Priorities 11
API Values 11
API Awards 12
API Board and Staff Members 13

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2024 Annual General Meeting Draft Minutes

June 10, 2024, Noon ADT
Teams Meeting

In attendance:
Meredith Cooper, Chair of API Board
Lindsay Lyghtle Brushett, API Board
Susan Dean, API Board
Jamie Burke, API Board
Mitch Underhay, API Board
Michelle MacDonald, Executive Director

Member Proxyholders in Attendance:
Samantha Murphy, Prince Edward Island Institute of Professional Planners
Andrew Smith, 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 Meredith Cooper, Chair of the Board, at 12:05 pm ADT.

2. Adoption of the Agenda
MOTION: It was moved by Samantha Murphy, seconded by Andrew Smith, That the agenda for today's 2024 Annual General Meeting of the Atlantic Planners Institute be adopted. **MOTION CARRIED**

3. Approval of the Minutes of the June 2023 Annual General Meeting
MOTION: It was moved by Julia Schwarz, seconded by Andrew Smith, that the Minutes of the June 2023 Annual General Meeting be adopted. **MOTION CARRIED**

4. Presentation of the Annual Report
The annual report was received. Meredith Cooper drew attention to highlights from last year.

5. Presentation of Financial Statements and Appointment of Auditor
The Financial Statements for 2023 were received. Michelle MacDonald reviewed the financial position of API.

MOTION: It was moved by Julia Schwarz, seconded by Andrew Smith, that Arsenault Cameron Best Ellis be reappointed as the audit review firm for the 2024 Fiscal Year. **MOTION CARRIED**

6. Amendment of By-laws
The Board of Directors approved an amendment to quorum provisions for Board meetings on May 16, 2024. Specifically, the Board adopted a motion to amend Section 6.3 (1) of the Atlantic Planners Institute By-Law No. 1 to replace the words “fifty percent plus one” with “a majority of”.
MOTION: It was moved by Samantha Murphy, seconded by Andrew Smith, that the members ratify the May 2024 amendment to the Atlantic Planners Institute By-Law No. 1. **MOTION CARRIED**

7. Expression of Thanks
On behalf of API, Meredith Copper 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 CIP Board, and CIP 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 Samantha Murphy, 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**

Samantha Murphy also expressed thanks to Michelle and her team at AOR 360 for all their support to API and the provincial associations. Julia Schwarz added thanks for all the support from Michelle and NLAPP members for the efforts in developing legislation in NL. Andrew Smith echoed thanks to all volunteers, including the API Board, Michelle and the AOR 360 team.

8. Other Business
There was no other business.

9. Adjournment
The meeting adjourned at 12:16 pm.

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Chair's Report

February 2025



As Chair of the Atlantic Planners Institute Board of Directors, I am pleased to provide this annual report.

API held its Annual General Meeting on June 10, 2024. There were no changes to the Board of Directors composition. I am greatly appreciative of the ongoing commitment of current Board members including Jamie Burke (Vice Chair), Susan Dean, Lindsay Lyghtle Brushett, and Mitch Underway.

API held its annual conference October 16-18 in Saint John, New Brunswick. The conference had 147 registrants and was a notable success. The conference theme, Rising Tides, focused on the need for innovative housing solutions and recognition of some key challenges contributing to housing shortages. A casino night was also a highlight. Huge thanks to the Conference Planning Committee, including Co-Chairs Fredrick VanRooyen and Jennifer Kirchner, whose year-long planning commitment ensured the conference was a tremendous success!

The API Board of Directors met regularly throughout the year, including several meetings with the presidents of NBAP, NLAPP, and PEIIPP. The Board met in mid-October, in conjunction with the annual conference, for strategic planning discussions related to resetting as a three-member organization. The association presidents were included in portions of the discussion, much of which focused on our end policies and opportunities for enhanced collaboration. As we continue to adjust to the withdrawal of LPPANS, the parties recognize the importance of strategic collaboration that efficiently advances mutual interests related to member recruitment, retention, accreditation, and continuous professional learning.

API continues to participate at the national level actively. In 2024 this involved a continued focus on transitioning the work of the Standards Committee to the newly formed Standards Advisory Committee that now operates under the Professional Standards Board. Myself, and API Executive Director Michelle MacDonald, attended meetings during the CIP National Conference held July 9-11th in Edmonton, AB. Additionally, API continues to participate in the Planning Alliance Forum and the Joint Administrators Group. My sincere thanks to volunteers who represent API on national committees including Bill Budd, RPP, who sits on the Standards Advisory Committee, and Colleen Bawn. Thanks also to Michelle MacDonald, Executive Director, for her continued representation of API on issues of national and regional concern.

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Efforts are well underway for the 2025 API annual conference, being held in St. John's, Newfoundland, October 22-25th. Please join us for what is sure to be a valuable learning and networking experience!

Respectfully submitted,



Meredith Cooper, RPP, MCIP, AICP
API Board Chair

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Executive Director's Report
February 2025

This past year has been one of reflection and adjustment, both at the Atlantic Planners Institute and nationally. With the growing shortage of planners, API has been working hard at the national level to revisit pathways to registration in the profession. Working with other provincial regulatory bodies for the profession, we are looking at ways to streamline entry into the profession, remove unnecessary barriers, and yet still maintain high standards of competency to protect the public interest. This work will continue into 2025.
With the departure of LPPANS in late 2023 as a member of API, administrative processes and procedures also needed to be rethought to ensure the efficient use of resources within API. We negotiated new memorandums of understanding with the three provincial association members - PEIIPP, NBAP and NLAPP, and new service agreements with the Canadian Institute of Planners, the Professional Standards Board (PSB) and LPPANS.

This past year also saw a significant overhaul in how professional standards are developed within the profession. I worked closely with the Presidents of NLAPP, NBAP and PEIIPP, and the Chair of the Board of API, along with colleagues across the country to move the standards-setting process under the Professional Standards Board. This change was completed in July 2024 with the establishment of the new Standards Advisory Committee (SAC) under the PSB. The SAC will work hard to engage all Provincial/Territorial Institutes and Associations (PTIAs) in the national standard-setting process, and it will recommend new standards to the PSB Board for approval. New standards approved by the PSB Board will be shared with PTIAs for final adoption. Individual PTIAs retain the responsibility set out under provincial legislation for setting the standards and policies for the profession in their jurisdiction. However, by resourcing standards setting more effectively, and assuming a national approach, PTIAs will be better able to comply with requirements for labour mobility and will be better positioned to respond to shifting needs.

In October last year, API hosted the Annual Regional Conference in Saint John, New Brunswick. Participants enjoyed three days of professional education, networking, and New Brunswick hospitality. I would like to thank the regional conference planning committee, which worked so hard to make the event both a professional and financial success. We look forward to seeing everyone at the Atlantic Planners Institute Annual Regional Conference in Saint John's, Newfoundland and Labrador in October 2025.

Priorities for 2025 include working to ensure fair, objective, and transparent pathways to entry into the profession, working with PSB and the new SAC to improve standards, developing a new website, and continuing to work towards achieving RPP legislation in Newfoundland and Labrador.

As Executive Director of API for the past eight years, have had the great fortune to meet planners from across the four Atlantic provinces and from across Canada. It continues to be my pleasure to work with the many dedicated volunteers who serve on provincial councils and executives, on provincial committees, on the API Board, on regional committees, on the CIP Board, PSB Board, or on national committees. These volunteers contribute markedly to the profession. Thank you for all you do to ensure growth, integrity, professionalism, and accountability of the profession.

Very recently, the profession suddenly lost a dedicated advocate and volunteer, Bill Budd, who was a past

President of API. I worked closely with Bill on planning the 2018 API conference and in his role on the

Standards Committee. I will miss his ready smile and helping hand. Thank you, Bill, for all you have done to support new planners, your colleagues, and the profession.

The AOR 360 team and I, are delighted to continue to provide association management services to the three provincial associations, and we 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 360

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Membership

As of December 31, 2024 (as per received payments):

Membership

	NBAP	NLAPP	PEIIPP	Grand Total
Candidate	15	3	7	**25**
Full Member	56	23	16	**95**
Non-Practicing Candidate	0	0	0	**0**
Non-Practicing Full	0	1	0	**1**
Pre-Candidate	5	0	1	**6**
Retired Member	4	0	2	**6**
Student Member	2	2	0	**4**
Grand Total	**82**	**29**	**26**	**137**

In addition, 20 members are full members in other PTIAs but have a secondary affiliation with API (12 in PEIIPP, 3 in NLAPP, and 10 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 2024. This list includes all changes for the fiscal year, which runs from January to December. In the event someone is missing, please accept our apologies, and pass along the information to the API Executive Director.

Full Members

- Yeva Mattson (NBAP)
- Alex O'Hara (PEIIPP)
- Brian Peach (NLAPP)

Candidates

- Gabriela Ratcliffe (NBAP)
- Aerish Dhami (NBAP)
- Nahyssa Rose Rabé Haro (NBAP)
- Jenna Stewart (NBAP)
- Sam Gerrand (NBAP)
- Leslie Tse (NBAP)
- Digen Mavani (PEIIPP)
- Sonia Kamal (PEIIPP)
- Donna Miller-Ayton (PEIIPP)
- Marjan Fadael (NLAPP)

Transfer in Full Members

- Michael Ruus (PEIIPP)
- Pooja Kumar (PEIIPP)
- Scott Borden (NBAP)
- Pankaj Nalavde (NBAP)

Transfer out Full Members	*To*
• Jaqueline Hamilton	(LPPANS)
• Nicole Capewell	(PIBC)
• Kirk Brewer	(OPPI)

Transfer in Candidates	*To*
• Bradley Vince	(PEIIPP)
• Anika Bursey	(NLAPP)

Transfer out Candidates	*To*
• Brandon Archibald	(LPPANS)

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 recognize 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 represent Atlantic interests and values nationally.

API Awards

Trailblazer Award
Tracey Wade, RPP, MCIP, in honour of outstanding contribution to the planning profession.

Volunteer Awards
We are pleased to honour our 2022 Volunteer Award Winners. Those who volunteer their time are vital 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 congratulate:

Danielle Gillan and **Robert Zilke** from the Prince Edward Island Institute of Professional Planning (PEIIPP) for their outstanding dedication and contribution to the Institute and planning profession.

Lindsay Church from the Newfoundland and Labrador Association of Professional Planners (NLAPP) for her outstanding dedication and contribution to the Institute and planning profession.

Meredith Cooper from the New Brunswick Association of Planners (NBAP) / l'Association des urbanistes du Nouveau-Brunswick (AUNB) for her outstanding dedication and contribution to the Institute and planning profession.

API Board and Staff Members

Current Board members as of March 3, 2025:

- 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@atlanticplaners.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

Contact

Atlantic Planners Institute
5707 St Peter's Rd
St Peter's, PE C0A 2A0

Tel: (902) 704-2401

https://atlanticplanners.org