



Alberta Professional Planners Institute

2021 Draft Annual General Meeting Minutes
12:15 – 12:45 PM April 29, 2021 via Goto Webinar

The list of those 80 APPI members in attendance, virtually, is a separate document.

Welcome by APPI President Mac Hickley

Welcome to the Alberta Professional Planners Institute 2021 Annual General Meeting. My name is Mac Hickley and I am honoured to have served as President of APPI for the past two years.

Immediately following the AGM, we will transition into the Volunteer Awards Celebration and I encourage you all to stay with us for that presentation.

Territorial Acknowledgement

It is APPI's practice to acknowledge the land on which we are meeting. Since this meeting is being held online, a singular land acknowledgement does not capture our distribution across many locations. There are few places on Earth that someone before us has not called home. I invite each of you to consider your own location, and the history of the land upon which you now find yourself.

We begin this meeting by acknowledging the Indigenous Peoples of all the lands that we are on today. While we meet today on a virtual platform, we still reflect on the importance of the lands on which the professional planners that APPI represents work and call home - the traditional territories of Treaty 4, 6, 7, 8, 10 and 11, as well as unceded territories in the far north. We acknowledge all those who share a deep connection with this land. The Institute respects the histories, languages and cultures of all of Canada's First Peoples whether they be of First Nation, Métis or Inuit descent, and recognizes that their presence continues to enrich our vibrant communities.

We are all treaty people. The peace treaties bind us all.

Respectful Contemplation

As a professional community we have witnessed how the pandemic, with its intertwined health, social and economic impacts, has brought the tragic loss of life and suffering.

These are difficult times. Restrictions on travel have left many in our communities feeling isolated from family and friends. Those with disabilities and chronic health conditions might be feeling especially worried and vulnerable. Indigenous peoples, People of Colour, and members of our LGBTQIA2S+ community have suffered disproportionately from the effects of COVID-19, and may be feeling even more marginalized, as they face increased insecurity from the economic consequences of the pandemic.

While we can see the finish line, the race is not yet over and we all need to continue to do the ‘right things’ to protect the health of our communities, especially the most vulnerable. It isn’t easy, and it isn’t always clear what the right thing is. So, I encourage all of you, to also practice kindness – towards your community, towards your friends and family and towards yourselves.

Lastly, I would be remiss if I did not use this opportunity to express our deep gratitude to the endless sacrifices being made by all front line workers and their families, and acknowledge how their selfless service is helping us all get through these tough times.

Please join me in silent contemplation for all those we have lost, and in solidarity, with those who have, and continue to suffer.

House Keeping

The AGM is eligible to be logged for the purposes of your continuous professional learning. The APPI CPL program demonstrates that the Institute and its members are committed to ongoing learning and to maintaining the highest standards of skills, knowledge and professionalism.

Today’s virtual AGM is being recorded. The AGM Agenda, 2020 AGM Minutes and the 2020 Annual Report were emailed to all APPI members and specifically those that registered for this virtual event.

While dial in by phone audio conferencing was offered as a virtual AGM participation option, members were strongly recommended to use computer audio and to participate in the virtual AGM via their electronic device, as those who opt to use the call-in feature will NOT have the ability to “vote” via the on line polling feature or submit written questions during the AGM. To vote via the polling feature you simply click yes or no and submit when the motion is called.

Please note that all participants except for the presenters, have been muted and have had their cameras turned off. However, questions will be facilitated during the AGM via the question box on the right side of your GoTo Webinar screen. Administration will be moderating questions.

With respect to motions, specifically, when I call for a motion, we will require that one member, move the motion, and another member second the motion by typing their names in the question box on the right hand side of your screen. We will then call for a vote via the polling option. Again, unfortunately, those who are joining the AGM via telephone will not be able to participate in the voting.

1. Call to Order

Mac Hickley, RPP

M. Hickley, APPI President, called the 2021 APPI General Meeting to order at 12:21 PM.

Our AGM is an opportunity for us to reflect on the previous year's accomplishments and provide transparency to our organization's prudent financial operations. Thank you all for participating.

In compliance with the APPI Bylaws, this meeting is being conducted no more than six months following the APPI fiscal year end of December 31, 2020.

As per section 1.03 j) of the APPI Bylaws, "Quorum" means there shall be twenty-five (25) Regulated Members of which at least fifteen (15) must be Registered Professional Planners of the Institute in good standing, or twenty-five (25) per cent of Regulated Members of which two-thirds must be Registered Professional Planners of the Institute in good standing, whichever is the lesser, in order to transact business at an Annual General or Special meeting."

I now ask MaryJane Alanko, APPI Executive Director, to confirm that quorum has been achieved and M. Alanko confirmed that it has.

2. Adoption of Agenda

Mac Hickley, RPP

M. Hickley asked if there are any additions to the agenda, and there being none, called of a motion to adopt the agenda.

MOTION: 2021-1: To adopt the agenda.

Moved: K. Melanson

Seconded: G. Buchanan

CARRIED

3. Adoption of Minutes from the 2020 AGM

Mac Hickley, RPP

M. Hickley presented the draft minutes from the April 30, 2020 Virtual Annual General Meeting and asked if there were any errors or omissions. There being none, he called for a motion to adopt the minutes.

MOTION 2021-2: To adopt the minutes from the April 30, 2020 Virtual Annual Meeting as presented.

Moved: R. Wright

Seconded: G. Buffalo

CARRIED

4. President's Report

Mac Hickley, RPP

I've written a paragraph or two in the Annual Report again this year, which of course I encourage you all to read. I won't repeat it now but I would like to pause a moment and offer a couple of reflections.

At the AGM last year, I talked a bit about the future and our role as planners in both anticipating and shaping it. However, even in the best of times, sometimes circumstances arise that we were unable to anticipate, and in these times we need to be flexible and open-minded, and we must adapt. To our credit, I think we did fairly well in 2020, both as an Institute and as a profession.

Some of us were positioned to take up roles in emergency planning and relief, and many of us were blessed with the time to catch up on plans and projects that had been waiting for us to catch up or waiting to move forward. It seems that relative to many other professions in our region, planners overall fared fairly well.

In particular, APPI decided early on to shift to virtual meetings and events, so as not to become part of a problem that we surely should have seen coming. In retrospect, that was the right path. We also discussed our 2021 budget at length and decided to run with a cautiously pessimistic scenario, which, again, hindsight appears to suggest was the right path.

APPI Council also wrapped up our 2020-23 Strategic Plan early in the year and we made good progress on several initiatives. Through collaboration with university Planning programs, government agencies and allied professional organizations (the “PRO-10”), our network of influence is growing and we’re increasingly called upon for input. For example, we were invited to provide feedback on several provincial policies and directives, and we reviewed the core competencies for ethics in planning and the accreditation of planning programs. For these processes, we were relieved to be able to rely on some of you APPI members to assist us in developing strong and constructive feedback.

We also added an item to the Strategic Plan in the fall, which I must admit demonstrated a rare moment of short-sightedness – and that was an objective to focus on equity, diversity and inclusion. These are fundamental principles of planning for the common good and I’m pleased that Council recognized the importance of adding this to our platform.

I’m sure most of you have already seen the advantages of APPI’s fully digital program of CPL webinars, even though we all hope to get back to in-person events ASAP. This virtual model will continue for some time yet, including this year’s annual conference: “Evolution,” which is scheduled for Oct 4-6 and I encourage you to consider presenting some of your work at a session; the deadline for submissions is May 14. And please check in to one of the regular APPI Coffee Breaks over the lunch hour, to dialogue with your colleagues.

And finally, I’d like to acknowledge APPI Administration – MaryJane Alanko, Vicki Hackl and Michelle Collins. Seriously, without them pulling strings and pushing our volunteers on Council and other committees along, none of APPI’s services and benefits would be here, from communications to finances, regulatory oversight and government outreach to professional network development. As I wrote it in the Annual Report, if you haven’t sent them a kind message lately, it’s not too late.

5. Treasurer's Report/Financial Statements

Mac Hickley/Jeff Chase

The 2020 budget was approved on the basis of a budget deficit of \$97,600, as the projected spending for the year 2020 was anticipated to exceed income by that amount. In approving that 2020 deficit budget, Council had a clear path to absorb that planned deficit, utilizing the both reserve funding and accumulated surplus funds from previous years, such that the Institute would incur no debt, which is consistent with section 6.04 of the APPI Bylaws that restricts the Institute from borrowing.

The 2020 budget deficit was strategic. Council was knowingly investing in the Institute via:

- programming particularly in the realm of virtual professional development offerings;
- the development of a new APPI website;

- and the implementation of a new strategic plan.

The Institute's reserves had been established for these purposes and it was now time to intentionally spend down the organization's reserves, in compliance with APPI policy.

The 2020 APPI Financial Statements were included in the Annual Report that was distributed via email with the AGM package. Section 4.01 of the APPI Bylaws state that: "At the Annual General Meeting the Council and President shall place before the Members the financial statements of the Institute for the last completed financial year."

I now call upon the APPI Treasurer, Jeff Chase, to present the Treasurer's Report and the 2020 Financial Statements.

Treasurer's Report

Jeff Chase, RPP

Metrix Group LLP, APPI's Chartered Professional Accountants, completed its review of the financial statements of APPI. Metrix Group has reported that nothing came to their attention that causes them to believe the financial statements do not present fairly, in all material respects, the financial position of APPI as of December 31, 2020 and the results of APPI's operations and its cash flows for the year ended 2020 in accordance with the Canadian accounting standards for not-for-profit organizations.

Council approved the financial statements on April 9, 2021. Those statements and Metrix Group's financial report are included in the 2020 Annual Report that was distributed electronically to the membership and will be posted on the APPI website.

As Mac stated in his introduction, the 2020 budget was developed on the basis that funding from the reserves and previous year's operating surpluses would be used to offset to balance revenue against projected expenses in 2020.

The APPI reserves represent earmarked funding for specific purposes including but not limited to discipline, research, and the annual conference. These reserves enhance the Institute's financial stability and are managed in alignment with the Institute's strategic plan, the regulatory operating environment and best management practices for not for profit organizations.

As reflected in this slide, APPI's reserves, are comprised of both Special Reserves and Sustaining reserves totaling \$398,000. The only reserve that was increased in 2020 over 2019 was the Discipline reserve, in acknowledgement of the enhanced risk of a major disciplinary case, and the financial burden that could place on the Institute.

In addition, APPI had accumulated operating surpluses in previous years totaling approximately \$235,000 at the beginning of 2020, due to focused attention in previous years.

APPI's is reserves and operating surpluses, have ensured the Institute ongoing financial stability and have better positioned the leaders of the Institute to meet the Institute's strategic objectives and the ongoing challenges during these uncertain and unprecedented economic times.

Revenue

The unanticipated onset of COVID-19, had a significant economic impact on APPI. Member fees revenue which are APPI's main revenue stream, were sustained at pre-2020 levels and actually exceeded APPI budgeted projections. However, the revenue streams that were reliant on the hosting of in-person events such as the conference, Calgary and Edmonton events, and in-person education sessions were down by approximately \$160,000 or 69% of budgeted projections. And while the APPI organization and the membership was nimble and quick to adapt to virtual platforms, virtual offerings were offered at little or no cost to the members. Revenue from job postings was also down 50% down from what had been projected in the 2020 budget.

Expenses

On the other side of the ledger, there were corresponding and significant reductions in expenses, offset by the cancellation of in-person offerings including but not limited to the conference, AGM, Volunteer Celebration, regional events, and Council meetings. The estimated reduction in expenses in that realm alone, totaled \$254,000 or 92% of the projected the budgeted expenditures in these areas.

APPI's major expense annually is for Operations which include Institute management, professional fees, office, telephone and banking fees. While the second highest expense incurred annually by APPI has historically been the annual conference, that was not the case in 2020, as the 2020 virtual conference was provided in-house and at a very low cost to the Institute.

APPI's regulations include a legislated complaint process whereby formal complaints of alleged professional misconduct against regulated members are submitted to APPI and reviewed. This is a substantive and serious process to ensure that the Institute's duty to the public interest is maintained. This process also ensures members are adhering to the requirements of the Professional Code of Practice Code, and that members who are the subject of any formal complaint are treated fairly, in accordance with principles of natural justice.

In 2020 the Institute was engaged in a major complaint of professional misconduct against a member of the Institute. Due to the nature of the complaint legal counsel was required the costs of which were a significant expenditure in 2020.

2020 Budget Versus Actual

Overall, for 2020 Revenues were 64% of what had been budgeted for the year, and there was a corresponding 65% decrease in expenses.

Statement of Changes in Net Assets

The Statement of changes in Net Assets notes an overall decrease of net assets at year-end of \$24,770, which represents the deficiency of revenues over expenses for 2020. As noted earlier in this presentation, APPI Council had approved the 2020 Budget on the basis of a strategic deficit that was a planned and intentional investment in the future of the Institute to be offset by net assets. That deficit for 2020 was significantly less than the budgeted deficit of \$97,600. As such, the Institute was able to fund the deficit entirely from accumulated operating surpluses from previous years, without drawing upon any of the allocated reserve funding.

Finance Committee

In October 2020, Council adopted the 2021 budget on the basis of no membership fee increases for APPI in 2021 and no in-person Council meetings, recognizing that we were in unprecedented times. Council also committed to maintaining a close watch over monthly income and expenses

going forward and to track emerging issues and financial trends that may require a well-positioned and quick responsible response.

As the outgoing Treasurer and incoming President, I am pleased to report that APPI's ongoing financial stability puts the Institute in an excellent position to meet the objectives of the Strategic Plan and the challenges that may continue to arise during these uncertain and unprecedented economic times.

I want to thank Glinis Buffalo and Peter Ohm - the other members of the Finance Committee, for their service on the Committee. Thanks also go to our APPI Administration for their great oversight and hard work, particularly during a year with unexpected challenges. Lastly, thanks to all members for the opportunity to serve on APPI Council and as your Treasurer for 2020.

J. Chase called for a motion to adopt the Treasurer's Report and the 2020 unaudited financial statements as presented.

MOTION: 2021-3:

Moved: B. Sanders

Seconded: D. Hales

CARRIED

6. APPI Council 2021 Announcement

Jamal Ramjohn, RPP

I would like to acknowledge the 2021 APPI Nominating Committee members Tammy Henry, Gary Buchanan, and Shawn Bravender. The Nominating Committee did an excellent job of recruiting members willing to assume a leadership role of the Institute, and the slate this year reflected the diversity of the APPI membership.

I would also like to thank Gail Gibeau and Felix Ochieng, for serving as the scrutineers for this year's Council election and assisted with the counting of the ballots and providing oversight to the election results yesterday.

Finally, I would like to thank those members of APPI Council whose terms on Council will end with this AGM – Glinis Buffalo and Amanda-Brea Watson. On behalf of the membership, I thank you both for your significant contribution to the leadership of the Institute.

At this time, I would like to acknowledge all of those members who agreed to put their names forward for election to Council. I am sure all of you joining us today will agree that the commitment of these individuals to the Institute is applaudable.

The 2021 nominees for Councillor were: Om Joshi, Scott Low, Andrew Malcolm, Khalid Mohammed and Ata Muhammad.

Pursuant to Section 2.04 of the APPI Bylaws, as the number of nominees for the two Councillor positions exceeded the number of available positions, an election was held. As you are all aware, the 2021 election was held via electronic ballot only. Electronic ballots were issued to the Institute's 884 Regulated Members eligible to vote and I am pleased to report the following:

109 electronic ballots received

0 spoiled ballots or ineligible voters

Given the Virtual AGM Platform, there were no Walk IN Ballots

109 ballots valid

Those continuing to serve on APPI Council for the 2021/2022 term are as follows.

Jeff Chase - President
Mac Hickley – Past-President
Carol Bergum- Councillor
Heather Chisholm – Councillor
Peter Ohm – Councillor
Chelsea Whitty – Councillor
Marilyn Hooper – Public Member

The two newly elected members of APPI Council for the 2021/2022 term are as follows.

Khalid Mohammed – Councillor
Scott Low – Councillor

Generally, we would ask Council to now take the Oath of Office. Given the challenge that would present on this virtual platform, I will now ask Incoming President Jeff Chase to read the oath on behalf of all of the 2021 APPI Council.

Oath of Office

Jeff Chase, RPP

As an elected member of APPI Council, I do swear that I will diligently, faithfully, and to the best of my ability, execute according to the Institute’s bylaws and the Professional Planner Regulation, the office of Councillor for the Alberta Professional Planners Institute.

J. Ramjohn called for a motion to destroy the ballots from the 2021 APPI Council Election.

MOTION: 2021-4: To destroy the ballots from the 2021 APPI Council Election.

Moved: S. Utz Seconded: C. Woodside

CARRIED

M. Hickley returns as Chair.

Thank you very much Jamal and congratulations to the new 2021/2022 APPI Council. I’m looking forward to meeting and working with you all.

7. New Business

M. Hickley asked if there is any new business and there was no new business presented from the floor.

8. Adjournment

Mac Hickley, RPP

On behalf of APPI Council, I would like to thank you for participating in the 2021 APPI virtual AGM.

MOTION: 2021-5: To adjourn the 2021 APPI Annual General Meeting.

Moved: E. Backstrom G. Buchanan

CARRIED

Meeting adjourned at 12:49 PM