

# 2017 ANNUAL REPORT



# APPI – A COMMUNITY OF EXCELLENCE SUPPORTING EXCELLENT COMMUNITIES! HERE’S WHAT GUIDES US:

## MISSION

We are the face of the planning profession within Alberta, Northwest Territories and Nunavut. We serve the public interest by providing regulation, advocacy, promotion, and services for our members.

## APPI Values

APPI’s values are the lens through which APPI Council makes decisions and governs the Institute, and are intended to reflect APPI Council and Committees’ decision making and conduct.

- We value ethical practice.
- We value diversity.
- We value resilient communities that support the wellbeing of their residents.
- We value the public interest and being in public participation in planning.
- We value a fair and democratic planning process.
- We value environmental integrity and social and economic sustainability for the wellbeing of future generations.
- We value continuous learning of members for the benefit of communities and the profession.

## 2017/2018 COUNCIL



**President**  
Erin O'Neill  
RPP, MCIP



**Past President**  
Misty Sklar  
RPP, MCIP



**Treasurer**  
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**Councillor**  
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**Councillor**  
Jamie Doyle  
RPP, MCIP



**Councillor**  
Aaron Aubin  
RPP, MCIP



**Public Member**  
Marilyn Hooper

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# PRESIDENT'S MESSAGE



Erin O'Neill, RPP, MCIP

## Hello!

We are the face of the planning profession within Alberta, Northwest Territories and Nunavut. That is APPI's mission, and I am pleased to report that Council made great progress in advancing that mission in 2017.

## Voluntary CIP

In May 2016, the Canadian Institute of Planners (CIP) adopted new bylaws to comply with the Federal Not-for-Profit Act. This changed the governance structure of CIP to one based on geographical region, rather than appointments from the provincial institutes and associations. Effectively, this means that APPI's past-president no longer serves on the CIP Board of Directors, APPI and CIP cease to have a legal accountability to each other, and CIP now holds an open call for nominations for Directors to represent the region of Alberta, Northwest Territories, and Nunavut on its Board. Subsequently, APPI Council received the legal recommendation that the Institute amend its bylaws, such that APPI no longer require its members to hold CIP membership, which would mitigate risk to APPI.

Based on a vote of the membership, APPI moved forward with voluntary CIP membership for APPI members effective January 1, 2018.

APPI Council is still firmly committed to a continued and evolving relationship with CIP and believes that CIP has much to contribute to APPI's members and the planning profession. APPI and CIP are in the process of negotiating a strategic service agreement, which will define the services that CIP will provide, and how they will support APPI's members in their professional practice.

## Alberta Sustainability Planning Initiative

In 2016 we told you about the creation of the Alberta Sustainability Planning Initiative (ASPI). The intent of this task force is to:

- Rebuild provincial recognition for planning expertise, resources and support for municipalities and rural areas;
- Encourage a re-examination of regional planning models and clarification of the provincial planning direction; and
- Integrate various approaches into a comprehensive planning framework that promotes sustainable development.

With support from our members, this Task Force has met with a number of Ministers and key provincial resources to move the planning profession forward.

## 2017 Compensation Survey

As a result of our 2015 Compensation Survey, APPI was concerned to learn about the wage gap that existed in the planning industry between men and women. As an organization that values ethical practice, integrity and fair process; Council along with a number of our members were particularly troubled about this wage disparity. By diligently sharing the message about the wage gap and educating members on how they can be part of the

solution, our 2017 Compensation Survey showed that progress has been made towards that gender gap over two years. We hope and believe that all planners will continue to advocate for equal pay and that the gap will further reduce with our next compensation survey in 2020.

## Indigenous Awareness

With two of our new Councillors having a focus on Indigenous planning, Council has been presented with an opportunity to learn from our peers. In 2017, Council made a commitment to ensuring that Council participates in indigenous awareness training and that indigenous initiatives are included in our strategic plan.

## Public Member

Linda Wood Edwards was APPI's public member from 2012 to 2017. The role of the public member is to ensure that the Institute is acting in the best interest of the public. While Linda was diligent at keeping us on track; over her term Linda was instrumental in moving Council from a working board to a governance board, provided sound advice on moving the profession forward and ensured Council's vision aligned with the strategic plan - because planners never go off on tangents! Thank you Linda – we will miss your sage advice and more importantly your quick wit!

With Linda's departure, APPI wondered how our next public member could ever keep us on track. APPI was lucky that Marilyn Hooper was appointed to serve as APPI's public member for the next two years. In Marilyn's short time on Council, she has already provided valuable advice.

## National Conference

It was with great pleasure that the National Conference was held in Calgary in 2017. Building Resilience saw planners from across the nation descend on Calgary for a one-of-a-kind event. From the Stampede Breakfast to acclaimed keynote speakers; I am proud to say that this was one of the best conferences yet! A huge thank you to the organizing committee, the majority of which were our very own APPI members.

## Engaging Our Members

Council regularly hears about how the focus tends to be on planners living within the two largest urban centres in Alberta. Based on those comments, Council surveyed members outside of the urban centres to see how best to engage those members. With a resounding number of those members saying they relied on the e-news to stay connected, Council is committed to ensuring that future conference programs and learning opportunities provide a more balanced focus.

As a first test to this, APPI was happy to host our first webinar in December 2017. These webinars will be available on our APPI youtube channel with many more to come. If you have a great idea for a webinar topic or can provide our members with a learning opportunity, please contact the APPI Office for future webinar opportunities. Thank you!

This has been a great first year to act as your President. Thank you to all our members for being part of APPI. Thank you to all members that joined us at a luncheon, conference or our APPI socials. Thank you to all the members that reached out to Council so we can hear from you and make APPI even better.

Thank you to our volunteers. Each one of you makes APPI what it is!

Thank you to Council. You are a great team and APPI is a better organization because each of you are part of it.

And the biggest thank you to our Administration – Maryjane Alanko, Vicki Hackl and Dana Gusse. You run with all of Council's sometimes crazy ideas, you move our strategic plan forward every day and you support our members. APPI would not be APPI without you.

Looking forward to serving as your President for one more year,



Erin O'Neill, RPP, MCIP

# STRATEGIC PLAN MAP

## Perspectives

## Objectives

Stakeholders	<p>Improve APPI Credibility &amp; Brand ✓✓✓✓</p>	<p>Advance the Planning Profession ✓✓✓</p>	
	<p>Pursue Exclusive Right to Practice <i>Suspended</i></p>	<p>Strengthen Relationships with Employees &amp; Gov'ts. ✓✓✓✓✓✓</p>	<p>Indigenous Initiatives ✓✓✓✓✓</p>
Internal	<p>Strengthen Advocacy ✓✓</p>	<p>Increase Competent Membership Base ✓✓✓✓✓</p>	
	<p>Improve Engagement Beyond Calgary &amp; Edmonton ✓✓✓✓✓</p>	<p>Create High Value Services for All Members ✓✓✓✓✓✓✓✓</p>	<p>Forge &amp; Leverage Strategic Partners ✓✓✓</p>
Key Enablers		<p>Improve Communications to Broader Membership ✓✓✓✓</p>	
	<p>Engage &amp; Diversify Active Volunteer Participation ✓✓✓✓</p>	<p>Leverage On-line Tools &amp; Social Media ✓</p>	<p>Increase Capacity &amp; Capability of Staff &amp; Council ✓✓✓</p>
Financial		<p>Ensure Sufficient Finances to Fund Initiatives ✓</p>	
	<p>Proactively Manage APPI Risk ✓✓✓</p>		<p>Increase Diverse &amp; Sustained Revenue Streams ✓</p>

✓ = strategic projects completed

## PUBLIC MEMBER'S MESSAGE



Marilyn Hooper, Public Member

I am the very new Public Member on APPI Council (since September 2017). I have been appointed by the Honourable Christina Gray, Minister of Labour, to serve APPI Council for the next two years.

What does the public member of a professional board do? Generally speaking, they are volunteers who are appointed by the Government of Alberta to assist a profession in its legislated responsibilities, most notably by enhancing the profession's ability to balance its values and interests

with those of the Alberta public. A public member helps a council to act fairly and transparently and assists in development of appropriate governance standards.

In a nutshell, the public member participates just like any other member of APPI Council, has the same accountabilities and responsibilities, attends all the scheduled meetings and participates fully in the decision-making process.

Alberta's professional planners continually face the challenges of designing, developing, adapting, preserving, creating and protecting our public spaces in rapidly changing environments. APPI dedicates itself to its members and to their interests by providing support and further education, and by offering opportunities for maintaining and updating its members' professional qualifications and skills. One such opportunity is the upcoming REVITALIZE conference, September 30-October 2 in Kananaskis. I hope to meet some of you at the conference.

I am enjoying my first term with APPI and look forward to serving the Council, its members and the public for the rest of my tenure.

Warm regards,

Marilyn



APPI Members meet with Sheila Copps on the World Design Summit



2017 Council Oath of Office

# REGISTRATION



Scott Pragnell, RPP, MCIP  
Registration Committee Chair

## **Serving the Public Interest via Regulation and Meeting the Needs of APPI's Regulated Members and the Professional Planners of Tomorrow**

Registering with APPI is a significant career milestone and a transitional step to self-regulated professional status. While the Professional Standards Board (PSB) for the planning profession in Canada is responsible for administering the assessment and certification process on behalf of APPI, the Institute maintains full responsibility for ensuring that applicants have the appropriate education, experience competencies, ethics and professionalism for both Candidate and RPP professional practice. Through the Professional and Occupational Associations Registration Act (POARA) and the Professional Planner Regulation, APPI, in the public interest, is given the authority to ensure that all regulated members, throughout their careers: meet educational and training requirements;

- provide safe, ethical and competent services; and
- follow prescribed codes of conduct.

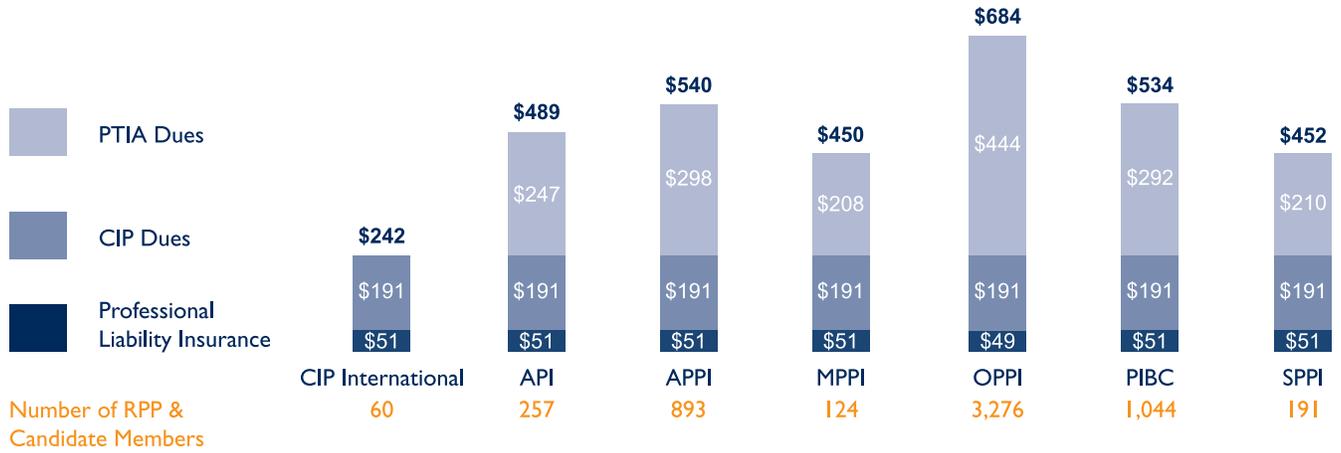
It is both a challenge and an opportunity to ensure that APPI fulfills its mission of developing professional planners, promoting the planning profession and advocating for sustainable community planning. Serving in the public interest is a fundamental component of the APPI mission statement. We believe the public interest is best served by upholding the requirements for knowledge and professionalism, supporting our members' ongoing professional development and elevating the awareness, visibility and credibility of regulated planners.

All regulated members of APPI, both RPP and Candidate members, are responsible for complying with the Institute's mandatory Continuous Professional Learning program. This program was first introduced in 2013 and the Institute has seen ongoing evidence that our professional membership is fully committed to complying with our requirement to "continually seek further knowledge in the theory and practice of planning and all other matters that enhance the reputation of the profession and the regulated member" and to "maintain currency in the knowledge and skills necessary to carry out the practice of planning." The APPI CPL Program demonstrates to the Government of Alberta, the communities and public we serve, other professions and members alike, that APPI has taken steps to ensure that planning professionals are continuously seeking further knowledge in the theory and practice of planning. Membership with APPI provides an important forum for professional planners practicing in Alberta, the Northwest Territories and Nunavut. Ongoing professional learning is a key component to maintaining the highest standards of skills, knowledge and professionalism within the planning profession.

APPI monitors the CPL program and is committed to identifying any obstacles to acquiring and reporting CPL in a timely manner. The current APPI Strategic Plan includes a number of projects aimed at enhancing the life-long journey of our members through access to more learning opportunities via a variety of forums and further simplifying the recording process. Significant progress is being made with further advancements scheduled for 2018.

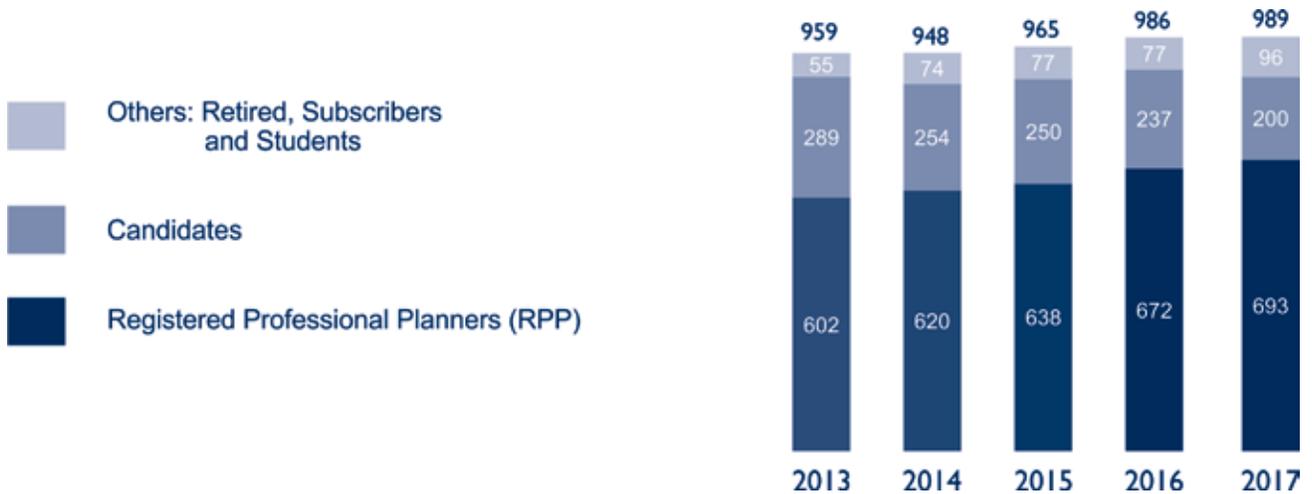
# REGISTRATION

Comparison of APPI's Fees with other Provincial and Territorial Institutes and Associations (PTIA's) for Regulated Members, GST and applicable PST excluded.



# REGISTRATION

## APPI Membership



The slowing Alberta economy has reduced the growth in APPI's Candidate membership, via new applications and transfers into APPI, but the overall membership has continued to climb and the number of fully certified RPP members is at a record high.

## Candidate Applications and Transitions to Certified RPP Status



Year over year, since 2014 the number of new Candidate applications processed and Candidate members transitioning to certified RPP membership has remained stable.

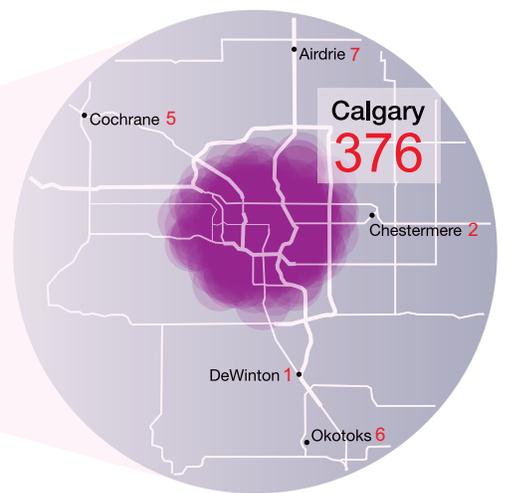
# REGISTRATION

## Geographical representation of APPI's 999 regulated members

Locations represent place of residence data as of December 2017.



# REGISTRATION



## DISCIPLINE



Roy Wright, RPP, MCIP  
Discipline Committee Chair

The Discipline Committee dealt with five complaints in 2017: three dealt with members, while the other two were more general in nature and dealt with our Code of Professional Conduct and how to deal with Continuous Professional Learning credit deficiencies. Two of the three complaints against individual members did move into the formal stage of receiving written submissions. One complaint was resolved via arbitration and the second was still under review as of December 31, 2017. APPI did not hold any formal discipline hearings in 2017.

The complaint process has three steps, with the first step being an unofficial complaint/ concern inquiry. This often starts with a telephone call to the Executive Director or the Chair of the committee. At that point, the potential complainant is sent the relevant sections of legislation and our code of conduct, and is asked to review and decide if they would like to move to the second step.

The second step involves the complainant filing a formal written statement. Usually one member of the Discipline Committee will investigate the complaint and request the planner under review provide a response to the complaint. At that point, the committee member will determine if the complaint needs to go forward to a hearing before a Discipline Tribunal or if no further action should be taken. Sometimes, the investigating committee member will work with both parties in an attempt to resolve the dispute outside of the formal hearing process. If the complainant is still not satisfied with either the result of mediation or the rationale provided for not proceeding, they may appeal the decision to dismiss the complaint to APPI Council, whose decision is final.

Work has progressed on development of a course that reviews our regulations and our responsibilities under the Professional and Occupational Associations Registration Act (POARA) and Professional Planner Regulation. This 1.5-2 hour course will be piloted in the spring of 2018 before being offered to the membership at large.

The Discipline Committee members are no longer kept behind a secret veil. Names and contact information for the committee have been available to the membership for the past three years. This change was introduced with the hope that RPP and Candidate members will reach out to discuss possible discipline concerns before the proverbial foot steps into the cow pattie. Please do feel free to contact us to talk about issues you might be facing. While we may only pose questions that you need to ask yourself, it should help you assemble a framework for determining how best to meet the principles behind our Code of Professional Conduct. If you have any questions, suggestions or thoughts, please contact Roy Wright at [roanconsulting@shaw.ca](mailto:roanconsulting@shaw.ca) or the Executive Director Ms. Maryjane Alanko at [execdir@albertaplanners.com](mailto:execdir@albertaplanners.com).

# VOLUNTEERS

## **Celebrating our most valuable resource – APPI Volunteers!**

APPI's volunteers are a valued and integral part of the organization. Volunteers expand the capacity of Council and staff to move forward the many projects and initiatives aimed at advancing and improving the planning profession and the Institute. It is with our sincere thanks that we recognize the contribution of each and every one of our 2017 volunteers.

As APPI's membership continues to grow, so does the demand on the Institute's resources. APPI's volunteers are the 'self' in this self-regulated profession, crucial to ensuring the Institute operates in a professional manner, with transparency, integrity and fiscal responsibility. The success of the Institute is dependent upon active and engaged members. Just as APPI values public participation in professional practice, so does it recognize the critical importance of the participation by members in the daily operations of the Institute and its future sustainability.

In 2017, APPI had over 200 dedicated volunteers contributing to the Institute and ensuring that APPI continues to function and progressively moves forward. On April 27, 2018, APPI will host its fourth annual volunteer awards and appreciation celebration, an opportunity to celebrate the time and energy that our volunteers have so generously donated. This event honours the 2017 APPI volunteers, newly certified RPP members, long-term RPP members, as well as the recipients of the APPI volunteer recognition awards, Legacy Fund Award and the Student Education Scholarships & Conference Awards.

There are a wide variety of opportunities to contribute to your professional Institute varying from assisting with a single event to serving as the next APPI President! The Institute is cognizant that the membership is diverse with different personalities, needs and goals. If you would like to explore what opportunities there may be for you to volunteer with APPI in a meaningful and valuable way, please contact the APPI Executive Director, MaryJane Alanko.

Once again to all of those who have committed their precious time to serving the profession and the Institute - thank you!



# 2017 COMPENSATION AND BENEFITS SURVEY SUMMARY

## Professional Planners Move Closer To Pay Equity

Alberta is known for having one of the nation's biggest wage gaps between women and men. In 2015, APPI conducted its first independent compensation survey which revealed a mean annual wage gap between male and female planners of \$13,690. As an organization that values ethical practice, integrity and fair process, this gap initially came as a shock. Additional analyses on the 2015 data concluded that:

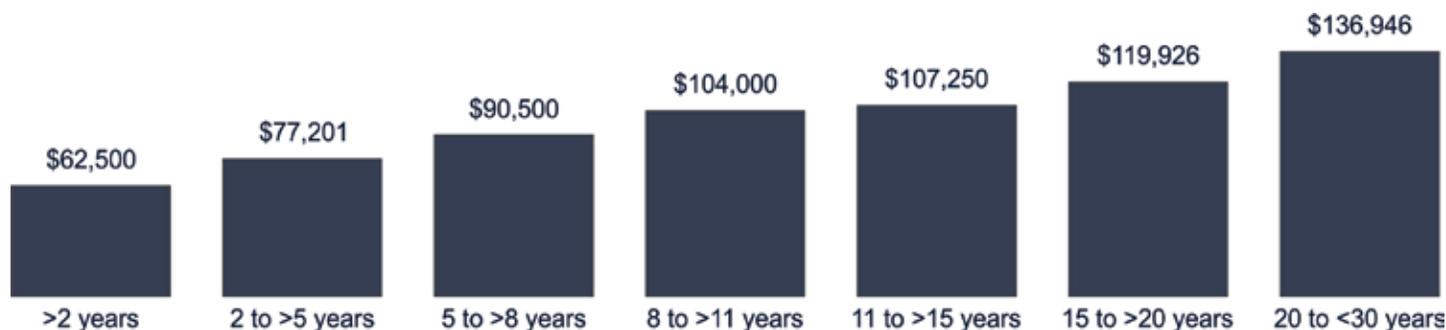
*“After examining compensation by gender within industry experience, respondent age, job title, professional status, employer type, number of employees managed, and hours worked per week, we conclude that the gap in compensation is based on gender and not any other demographic measure. The gender gap is most pronounced for those over 40 years of age or with more than 15 years of experience. This finding suggests that females are not, on average, paid less because as a group they have less experience. Even within the same years of experience, there appears to be disparity in compensation.”*

For a complete analysis of all the variables, it is important that the report is reviewed in its entirety.

Since 2015, APPI has been working diligently to share the message about the wage gap and educate members on how they can be part of the solution. The Institute has actively shared this data with both the City of Calgary and the City of Edmonton and has spoken to students in university programs about negotiating salaries. The 2017 CIP/APPI conference in Calgary, included a featured panel presentation on Women in Planning – A Candid Discussion.

APPI Council strategically decided to conduct the compensation surveys regularly to measure changes and report back to the membership. From the 2017 APPI Compensation Report, we can see that progress toward wage parity has been made in the past two years.

## Median Salary Range by Years of Experience



# 2017 COMPENSATION AND BENEFITS SURVEY SUMMARY

## Annual Increase in Salary Year to Year



## Gender Wage Gap



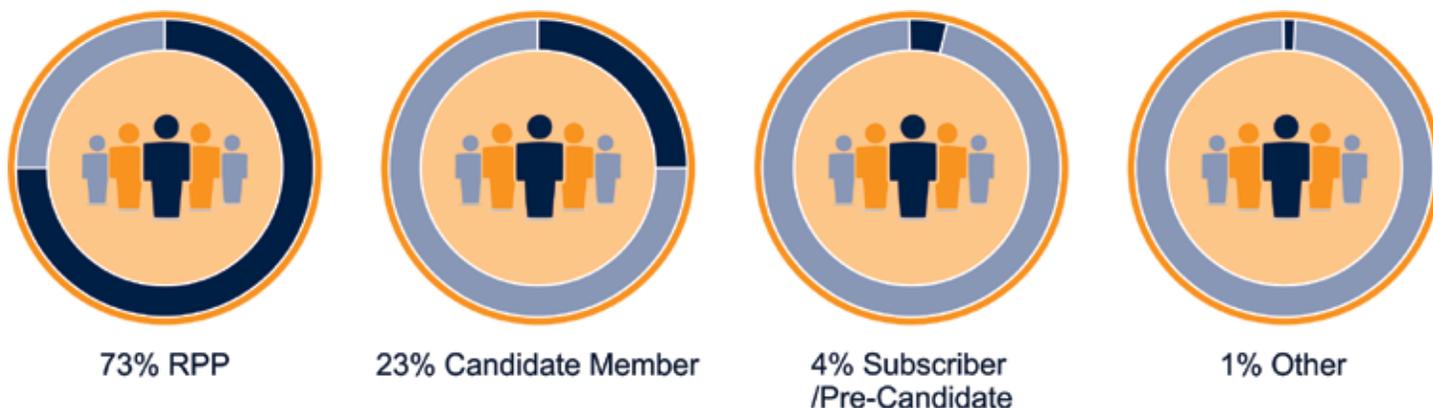
## Median Salary

2017 — \$102,840

2015 — \$95,000

# 2017 COMPENSATION AND BENEFITS SURVEY SUMMARY

## RPP vs non-RPP



## Gender in Profession



For more information and to view the complete results of the 2017 Compensation and Benefits Survey, visit [https://www.albertaplanners.com/sites/default/files/APPI2017CompensationReport\\_0.pdf](https://www.albertaplanners.com/sites/default/files/APPI2017CompensationReport_0.pdf)

# FINANCIAL STATEMENTS

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Financial Statements**  
**For The Year Ended December 31, 2017**  
*(Unaudited)*

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Alberta Professional Planners Institute

We have reviewed the accompanying financial statements of Alberta Professional Planners Institute that comprise the statement of financial position as at December 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Alberta Professional Planners Institute as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
April 16, 2018

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE****Statement of Financial Position****As at December 31, 2017***(Unaudited)*

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 311,428	\$ 235,731
Short term investments <i>(Note 3)</i>	545,268	533,213
Accounts receivable <i>(Note 4)</i>	16,756	9,818
Prepaid expenses	12,619	16,500
	<u>\$ 886,071</u>	<u>\$ 795,262</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 12,570	\$ 7,525
Goods and Services Tax payable	2,408	1,096
Deferred revenue <i>(Note 6)</i>	229,427	195,894
Conference deferred revenue	2,500	-
	<u>246,905</u>	<u>204,515</u>
<b>NET ASSETS</b>		
Unrestricted net assets	271,165	222,746
Internally restricted net assets	368,001	368,001
	<u>639,166</u>	<u>590,747</u>
	<u>\$ 886,071</u>	<u>\$ 795,262</u>

**ON BEHALF OF THE BOARD:**\_\_\_\_\_  
*Director*\_\_\_\_\_  
*Director*

The accompanying notes are an integral part of these financial statements.

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE****Statement of Revenues and Expenditures**

For The Year Ended December 31, 2017

*(Unaudited)*

	2017	2016
<b>REVENUE</b>		
Membership dues	\$ 512,765	\$ 492,313
Less: CIP membership dues <i>(Note 8)</i>	(229,829)	(228,361)
	<u>282,936</u>	<u>263,952</u>
<b>OTHER REVENUE</b>		
National conference <i>(Note 8)</i>	86,407	-
Communications and marketing	68,438	53,967
Membership application and examination fees	23,800	25,850
Events	16,430	20,827
Interest and investment income	12,409	11,257
Professional development and education	6,830	-
Provincial conference	-	186,477
	<u>214,314</u>	<u>298,378</u>
	<u>497,250</u>	<u>562,330</u>
<b>DIRECT EXPENDITURES</b>		
Communications and marketing	66,331	44,759
Council	32,031	40,468
Awards and recognition	13,654	19,042
Events	13,452	20,610
Application and examination fees	8,171	9,700
External representation	7,002	3,797
Annual general meeting	3,747	1,042
Provincial conference	-	130,688
Professional development and education	949	529
Discipline	460	506
	<u>145,797</u>	<u>271,141</u>
<b>ADMINISTRATIVE EXPENDITURES</b>		
Management fees	268,594	254,429
Interest and bank charges	12,992	17,978
Professional fees	12,048	37,267
Office	6,556	8,018
Telecommunications	2,090	3,793
POARA	400	400
	<u>302,680</u>	<u>321,885</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES FROM OPERATIONS</b>	<u>48,773</u>	<u>(30,696)</u>
<b>OTHER INCOME (EXPENDITURES)</b>		
Gain on disposal of short term investments	499	-
Unrealized (gain) loss on short term investments	(853)	27,237
	<u>(354)</u>	<u>27,237</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES</b>	<u>\$ 48,419</u>	<u>\$ (3,459)</u>

The accompanying notes are an integral part of these financial statements.

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**

**Statement of Changes in Net Assets**

**For The Year Ended December 31, 2017**

*(Unaudited)*

	Unrestricted Net Assets	Internally Restricted Net Assets	2017	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 222,746	\$ 368,001	\$ 590,747	\$ 594,206
Excess (deficiency) of revenue over expenditures	48,419	-	48,419	(3,459)
<b>NET ASSETS - END OF YEAR</b>	\$ 271,165	\$ 368,001	\$ 639,166	\$ 590,747

The accompanying notes are an integral part of these financial statements.

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE****Statement of Cash Flow****For The Year Ended December 31, 2017***(Unaudited)*

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenditures	\$ 48,419	\$ (3,459)
Items not affecting cash:		
Gain on disposal of short term investments	(499)	-
Unrealized (gain) loss on short term investments	853	(27,237)
	<u>48,773</u>	<u>(30,696)</u>
Changes in non-cash working capital:		
Accounts receivable	(6,938)	(5,201)
Accounts payable and accrued liabilities	5,045	(31,872)
Prepaid expenses	3,881	(11,500)
Goods and Services Tax payable	1,312	2,238
Deferred revenue	33,533	(29,442)
Conference deferred revenue	2,500	-
	<u>39,333</u>	<u>(75,777)</u>
	<u>88,106</u>	<u>(106,473)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of short term investments	<u>(12,409)</u>	<u>(11,257)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>75,697</b>	<b>(117,730)</b>
Cash and cash equivalents - beginning of year	<u>235,731</u>	<u>353,461</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 311,428</b>	<b>\$ 235,731</b>
<b>CASH AND CASH EQUIVALENTS CONSIST OF:</b>		
Cash and cash equivalents	<u>\$ 311,428</u>	<u>\$ 235,731</u>

The accompanying notes are an integral part of these financial statements.

# ALBERTA PROFESSIONAL PLANNERS INSTITUTE

## Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

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### 1. NATURE OF OPERATIONS

The Alberta Professional Planners Institute (the "Institute") is a regional organization governing the planning profession in the province of Alberta, the Northwest Territories, and Nunavut. The Institute is a non-profit organization registered under the Professional and Occupational Associations Registration Act, Alberta Professional Planner Regulation 119/2011. The Institute is an affiliate of the Canadian Institute of Planners which governs the national affairs of the profession. As a regulated professional organization, the Institute is exempt from income taxes under Section 149(1)(l) of the *Income Tax Act*.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### Cash and cash equivalents

Cash and cash equivalents consists of cash on hand, deposits held with a Canadian financial institution less any cheques written in excess of the bank balance.

#### Investments

Short term investments, which consist primarily of Guaranteed Investment Certificates with original maturities at the date of purchase less than twelve months, are carried at amortized cost, and mutual funds, which are carried at fair value.

Long term investments, which consist primarily of Guaranteed Investment Certificates with original maturities at the date of purchase beyond twelve months, are carried at amortized cost.

#### Intangible capital assets

Intangible capital assets are stated at cost or deemed cost less accumulated amortization. Intangible capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Website software	100%	declining balance method
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The Institute regularly reviews its intangible capital assets to eliminate obsolete items.

Intangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

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# ALBERTA PROFESSIONAL PLANNERS INSTITUTE

## Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Internally restricted net assets

The Institute has internally restricted net assets for the following purposes:

1. Operating;
2. Discipline;
3. Research;
4. Alberta Professional Planners Institute Annual Conference;
5. Communication and marketing;
6. Professional development and continuing education;
7. Strategic plan and implementation;
8. National Conference; and
9. Centennial Conference Legacy Fund.

Upon approval from the Board of Directors, the Institute transfers funds to and from its internally restricted net assets. The Institute has allocated its short term and long term investments to fund the internally restricted net assets.

#### Revenue recognition

The Institute follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred capital contributions are recognized as revenue on a straight line basis over the estimated useful life of the related tangible capital asset.

Membership dues revenue is recognized on an annual basis. Deferred revenue represents funds received in advance from members for the subsequent year's annual membership fee.

Conference events, examination fees, professional development and education are recognized when the events and education sessions are held

Communication and marketing revenue are recognized when the service is rendered.

Membership application revenue is recognized when the application is processed.

Interest income is recognized on the basis of the passage of time.

All revenue is recognized when collection is reasonably assured and the amount is determinable.

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# ALBERTA PROFESSIONAL PLANNERS INSTITUTE

## Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Allocation of expenditures

The Institute engages in numerous activities such as conference, regional events, communications and marketing, and professional development programs. The costs of each activity include the costs of personnel, premises and other expenses that are directly related to providing the program. The Institute also incurs a number of general support expenditures that are common to the administration of the organization and each of its programs.

The Institute allocates a certain amount of its general support expenditures by identifying the appropriate basis of allocating each component expenditures and applies that basis consistently each year. Corporate governance and general management expenditures are not allocated. Other general support expenditures are allocated based on usage, which is management's estimated consumption attributable to the function.

#### Volunteer services

The work of the Institute is dependant on the voluntary service of many individuals. Since these services are not normally purchased by the Institute and because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

#### Financial instruments

##### *Measurement of financial instruments*

Financial instruments are recorded at fair value when acquired or issued, except for certain non-arms length transactions that are measured at the carrying amount or exchange amount, as appropriate. The Institute subsequently measures its financial instruments at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in the fair value of these financial instruments are recognized in income in the period incurred.

Financial assets measured at amortized cost include cash and cash equivalents, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value include short term investments.

##### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of revenues and expenditures.

##### *Transaction costs*

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in income in the period incurred. Transactions costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in income over the life of the instrument using the straight-line method.

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## ALBERTA PROFESSIONAL PLANNERS INSTITUTE

### Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

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#### 3. SHORT TERM INVESTMENTS

	<u>2017</u>	<u>2016</u>
Marketable securities at market value	<b>\$ 545,268</b>	<b>\$ 533,213</b>

The book value of the marketable securities is \$548,256 (2016 - \$535,347).

A portion of the short term investments are restricted for the purposes of funding the internally restricted net assets.

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#### 4. ACCOUNTS RECEIVABLE

	<u>2017</u>	<u>2016</u>
Canadian Institute of Planners receivable	<b>\$ 12,091</b>	<b>\$ -</b>
Accounts receivable	<b>4,665</b>	<b>9,818</b>
	<b><u>\$ 16,756</u></b>	<b><u>\$ 9,818</u></b>

During the year, the charge for impairment related to accounts receivable is reported as bad debt on the statement of revenues and expenditures and is net of recoveries of \$NIL (2016 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2016 - \$NIL).

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#### 5. INTANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>2017 Net book value</u>	<u>2016 Net book value</u>
Website software	<b>\$ 15,284</b>	<b>\$ 15,284</b>	<b>\$ -</b>	<b>\$ -</b>

## ALBERTA PROFESSIONAL PLANNERS INSTITUTE

### Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

#### 6. DEFERRED REVENUE

Deferred revenue is made up of annual membership dues. These amounts are all expected to be recognized within one year of December 31, 2017.

	<u>2017</u>	<u>2016</u>
<u>Membership dues</u>		
Balance, beginning of year	\$ 195,894	\$ 225,336
Membership dues received	544,963	462,871
Membership dues recognized	<u>(511,430)</u>	<u>(492,313)</u>
Balance, end of year	<u>\$ 229,427</u>	<u>\$ 195,894</u>

#### 7. COMMITMENTS

The Institute and the Canadian Institute of Planners (CIP) have entered into a long term agreement to support and promote professional planning and planners. As part of the agreement, the Institute will collect the national CIP membership fees on an annual basis and transfer the funds collected to CIP on January 15, February 15, March 31, June 30, October 31 and December 31.

#### 8. RELATED PARTY TRANSACTIONS

The following is a summary of the Institute's related party transactions:

	<u>2017</u>	<u>2016</u>
The Canadian Institute of Planners (CIP) <i>(Alberta Professional Planners Institute is an affiliate of the Canadian Institute of Planners)</i>		
Membership fees	\$ 227,707	\$ 228,361
National conference revenue	<u>86,407</u>	<u>-</u>
	<u>\$ 314,114</u>	<u>\$ 228,361</u>

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

#### 9. FINANCIAL INSTRUMENTS

The Institute is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Institute's risk exposure and concentration as of December 31, 2017.

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## ALBERTA PROFESSIONAL PLANNERS INSTITUTE

### Notes to Financial Statements

For the Year Ended December 31, 2017

(Unaudited)

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#### 9. FINANCIAL INSTRUMENTS *(continued)*

##### ***(a) Credit risk***

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Institute is exposed to credit risk from customers. In order to reduce its credit risk, the Institute reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Institute has a significant number of customers which minimizes concentration of credit risk.

##### ***(b) Liquidity risk***

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, accounts payable and accrued liabilities.

The Institute mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting.

##### ***(c) Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Institute is mainly exposed to interest rate risk and other price risk.

##### ***(d) Interest rate risk***

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Institute manages exposure through its normal operating and financing activities. The Institute is exposed to interest rate risk primarily through its short term investments.

The Institute manages its investment activity as needed to minimize the risks from interest rate fluctuations.

##### ***(e) Other price risk***

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Institute is exposed to other price risk through its investment in short term investments.

Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant other price risks arising from these financial instruments.

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