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APPI-Alberta Professional Planners Institute



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APPI-Alberta Professional Planners Institute



ANNUAL REPORT

2018



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.

2018/2019 APPI COUNCIL



Erin O'Neil, RPP
President



Mac Hickley, RPP
President Elect



Kate van Fraassen, RPP
Secretary



Aaron Aubin, RPP
Councillor



Glinis Buffalo, RPP
Councillor



Martin Frigo, RPP
Councillor



Bernice Gonzalez, RPP
Councillor



Chelsea Whitty, RPP
Councillor



Gary Wilson, RPP
Councillor



Marilyn Hooper
Public Member



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PRESIDENT'S MESSAGE

Hello!

When I started as your President, it was my intent to be able to accomplish the majority if not all of the items in our strategic plan. I am pleased to be able to update you on many of the initiatives that Council has worked on in the past year.

AMENDMENTS TO THE ALBERTA PROFESSIONAL PLANNER REGULATION

In May 2018, an Order in Council 171/2018 Professional and Occupational Associations Registration Act (section 14) was approved by the Government of Alberta. Without this Order in Council, the Professional Planner regulation was at risk of expiring in June 2018. The amendments to the Professional Planner Regulation included:

- Amending Section 22 of the Regulation pertaining to the Service of notices, to allow for the electronic transmittal of certain notices to the Institute;
- Removing the Regulation's June 30, 2017 expiry date; and
- Strengthening to Code of Conduct with respect to public interest.

USE OF RPP

On behalf of APPI Council, I would like to remind you of the value that RPP brings to you, your employer, the planning industry and the public.

APPI's RPP members have rights and responsibilities defined in both the Alberta Professional Planner Regulation and APPI's bylaws, including compliance with APPI's Professional Code of Practice and continuous professional learning program. These professional enhancement tools better equip and enable RPP members to achieve sustainable, appropriate and resilient planning outcomes. In addition, these measures of ongoing professional competence, provide assurance that the public interest is being protected, as RPP's are committed and professionally obligated to ensure that planning projects are done well.

Within the APPI jurisdiction, the Institute has the exclusive authority to grant the RPP professional designation and protected title to those members who have completed the certification process and relevant standards for ethical and professional competency. The RPP credential is an assurance of quality for employers who want to attract the most professional, skilled and competent planners. RPP's bring added value to their employers and their communities.



Erin O'Neill RPP, MCIP

We encourage all RPP certified members to proudly use the RPP professional designation alongside your names, in business signatures on business cards, in email signatures and on professional social media sites such as LinkedIn. This further promotes the planning profession and raises the credibility and profile of Registered Professional Planners (RPP's).

STRATEGIC PLAN

In 2016, APPI Council adopted a three year strategic plan. While this was a 2016-2018 strategic plan, Council made the decision in 2018 to continue to use the strategic plan as there were a number of outstanding items that Council felt it was important to achieve. We are pleased to announce that the majority of those items have now been completed or we are moving to the next stage of development of those initiatives.

In May 2019 during Council's strategic retreat, a new strategic plan will be developed that will guide Council for the next three years. The results of the winter 2019 member survey that you would have participated in, will help to guide Council in the discussions and the development of the next strategic plan.

CIP AND PTIAS

In January 2018, Canadian Institute of Planners (CIP) membership became voluntary for all CIP members. In 2018, 41 APPI members chose to opt out of CIP and again in 2019 41 members have chosen to opt out. APPI Council is still firmly committed to a continued evolving relationship with CIP and believes that CIP has much to contribute to APPI's members and the planning profession.

APPI continues to work with the other Provincial and Territorial Institutes and Associations (PTIAs). Recently, APPI has been working closely with CIP and the other PTIAs on the 2019/2020 Compensation Survey. Rather than focusing on solely on Alberta, Northwest Territory and Nunavut compensation, this nationwide survey will allow all our members to understand where you fit nationally. As planners tend to regularly move positions and sometimes Provinces and Territories, this nationwide survey will allow you to better negotiate for equal compensation.

COUNCIL TRAINING

For the last number of years, each Councillor has submitted a skills matrix, so that Council can evaluate where additional training is required. As a result, Council participated in an Indigenous Awareness Training in January 2018 and a Finance 101 session in January 2019. Both of these sessions have allowed Council to advance their skills in order to better govern the institute and to broaden the knowledge of our members.

Council has committed to ensuring that each Council partakes in Indigenous Awareness Training and to focus on any other skills gaps which may exist on Council. As such, for the 2019 Council appointment, Council requested that the nominating committee review the Council skills matrix and seek members who could fill any gaps and bring additional knowledge to Council. We were pleased to hold an election this year and know that any of the five

members who put their name forward for Council will help to move the Institute forward.

ALBERTA SUSTAINABILITY PLANNING INITIATIVE

In 2016, the Alberta Sustainability Planning Initiative (ASPI) was created to present a new perspective about planning and the role it can play in addressing current provincial issues. Specifically, the ASPI taskforce is focusing on:

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

The task force has had a number of meetings with various levels of government to help move the profession forward. Specifically, it was a direct result of the ASPI initiative that the Minister of Environment joined us at the 2018 conference to discuss planning initiatives and how the province continues work on the regional plans.

THANK YOU TO OUR VOLUNTEERS!

The theme of the 2018 conference held in Kananaskis was Revitalize. This conference reinvigorated members with engaging speakers, networking opportunities and for some, an extra day to continue the conversation as a result of the fluke October snow storm! Celebrate Strength, the 2019 conference to be held in Fort McMurray, will undoubtedly continue to provide lessons learned and a wealth of planning knowledge.

Each year our conference committee works tirelessly to develop a program that will be of current interest, will engage members and will allow us to move the planning profession forward. In addition to our conference commit-

PRESIDENT'S MESSAGE cont....

tee, a large number of our members partake in planning committees, such as the Registration and Nominating Committee. We also have many members who are appointed to boards to move the planning profession forward. As we continue with our outreach, through initiatives such as ASPI, APPI continues to be offered a seat at many tables. It is because of the membership that we are able to partake in these various opportunities.

Thank you to every member who volunteers for an APPI committees and participates in events, as it is you who will continue to move this membership forward.

THE NEXT GENERATION

Council has made a concerted effort to engage with the planning students from the University of Calgary and the University of Alberta. These students are the next generation of planning and are already demonstrating that they can do great things with the revival of the annual students' conference. A number of the University of Alberta students took it upon themselves to hold Place 18, an invigorating three day conference. Not only were they able to hold the conference, they were able to pass forward their knowledge and success of Place 18 to Ryerson University to hold the 2019 students conference.

Both of the planning schools, the University of Calgary and the University of Alberta went through a name change in the last year. These changes have increased the focus on planning and APPI Council supported these changes as it is believed it will assist in any future university accreditations. We commend both the UofC and the UofA for advancing the planning profession.

FINAL WORD

As I write this President's message, I am reflecting on the past two years serving as your President. It was a great honour to be able to represent the planning profession and our over 1,000 members. The two years were not without its challenges as we moved to voluntary CIP, were at risk of losing our regulation and wanted to ensure that we continued to represent our membership across Alberta, Northwest Territories and Nunavut. I know that the Institute is in good hands with Mac Hickley taking over the reigns as your President. He will provide sage advice and direction as Council continues to move the profession and the Institute forward.

Thank you to Council for your support for the last two years and an even bigger thank you to our Administration. MaryJane Alanko, Vicki Hackl, and Michelle Collins - you work tirelessly for this Institute, you advance all of our ideas and you support all of our members. The last two years would have been even more challenging without you.

Thank you,

Erin O'Neill RPP, MCIP

2016-2019 STRATEGIC PLAN

In May 2018 Council extended the 2016-2018 Strategic Plan to mid 2019 in recognition that there were still projects to implement and that time was required to budget for and engage with the members to formulate a new plan by mid 2019.

STAKEHOLDERS 	INTERNAL 	KEY ENABLERS 	FINANCIAL 
Improve APPI Credibility and Brand	Strengthen Advocacy	Improve Communication to Broader Membership	Ensure Sufficient Finances to Fund Initiatives
✓✓✓✓ ✓	✓✓ ✓✓	✓✓✓✓ ✓✓✓✓	✓ ✓
Advance the Planning Profession	Increase Competent Membership Base	Engage & Diversity Active Volunteer Participation	Proactively Manage APPI Risk
✓✓✓ ✓✓	✓✓✓✓✓ ✓✓✓	✓✓✓✓ ✓✓✓	✓✓✓ ✓✓✓
Strengthen Relationships with Employers & Government	Improve Engagement Beyond Edmonton & Calgary	Leverage On-Line Tools & Social Media	Leverage On-Line Tools & Social Media
✓✓✓✓✓ ✓✓	✓✓ ✓✓✓	✓ ✓✓	✓ ✓
Indigenous Initiatives	Create High Value Service for All Members	Increase Capacity & Capability of Staff & Council	Increase Diverse & Sustained Revenue Streams
✓✓✓✓✓ ✓✓✓	✓✓✓✓✓ ✓	✓✓✓ ✓✓✓✓	✓ ✓
	Forge & Leverage Strategic Partnerships		
	✓✓ ✓✓		

✓ Represents strategic projects completed pre-2018

✓ Represents strategic projects & initiatives completed in 2018



980 twitter followers



339 facebook followers



236 linkedin followers



**Marilyn Hooper,
Public Member**

PUBLIC MEMBER'S MESSAGE

As the public member appointed to the Alberta Professional Planners Institute Board by Minister of Labour Christina Gray in October 2017, I serve as a volunteer to assist the board in its legislated responsibilities, most notably by enhancing the profession's ability to balance its value and interests with those of the Alberta public ensuring that the public agency is appropriately governed and fulfilling a mandate to advance the public interest.

A public member further helps a board to act fairly and transparently and to assist in development of appropriate professional standards. As public member, my participation is the same as any other member of the board (same accountabilities and responsibilities, full participation in the decision-making process).

The Alberta Professional Planners Institute board and its members are committed to good governance and to endeavouring that the highest professional standards are maintained with respect to the practice and profession of planning in service of the public. "We are the face of the planning professional within Alberta, Northwest Territories, and Nunavut. We serve the public interest by providing regulation, advocacy, promotion and services for our members".

APPI continues to actively seek and utilize new and existing platforms to create positive relationships with both members and public to achieve an even stronger voice for planning and further elevating the profession.

These commitments are executed by this dedicated board by consultation with the public, indigenous populations, students, industry, various orders of government and to its members. The Board ensures that our members meet educational and training requirements, providing ethical and competent professional service and follow prescribed codes of conduct.

I am happy to be in public service, and I look forward to assisting the APPI board achieve its goals and missions in the service of its members and the Alberta public.

APPI MEMBERSHIP

Registration Committee

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 which includes the April 2018 adopted Professional Code of Practice, 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 professional codes of practice.

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 planning from an environmental, social, economic and human perspective. Serving in the public interest is a fundamental component of the APPI mission statement. We believe the public's 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 which ensures that our professional members "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



Scott Pragnell RPP, MCIP

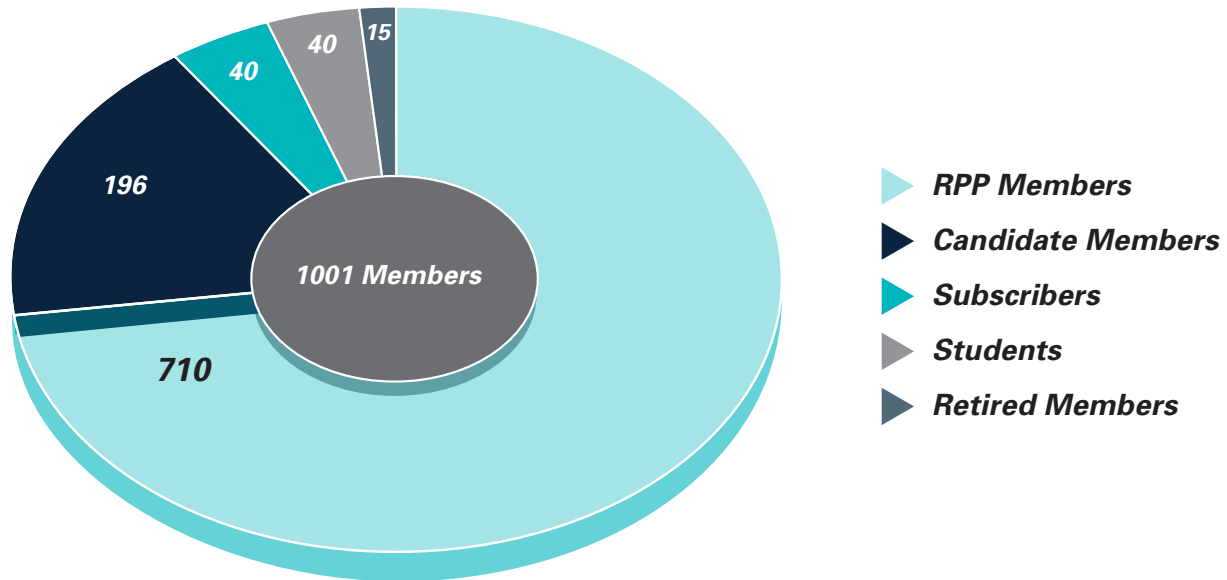
practice of planning." Ongoing professional learning is a key component to maintaining the highest standards of skills, knowledge and professionalism within the planning profession. APPI monitors the CPL program and is committed to identifying any obstacles to acquiring and reporting CPL in a timely manner. Consistent with the 2018 Strategic Plan APPI has continued to seek out opportunities to enhance its members' access to relevant learning opportunities.

In addition to serving as Chair of the APPI Registration Committee, I also serve as the APPI representative on the national Standards Committee (SC) and I am currently Chair of that Committee. In 2018, the SC continued to strengthen its relationship with the Professional Standards Board (PSB), the Association of Canadian University Planning Programs (CUPP), and the Planning Alliance Forum (PAF) and OUQ, the Quebec Professional Planning organization. Also In addition to its regular workload and responsibilities and enhancing the profile of the SC, in 2018 the SC ambitiously commenced working on the following major initiatives:

1. Implementation of the recommendations of the Five-Year Review, including a comprehensive Review of the Certification and Academic Competency Standards.
2. Revisions to the Membership Standards Policy Manual (MPSPM) to clarify and document processes including but not limited to member transfers and reinstatements, and the Academic standards and guidelines for responsible professional planning experience.
3. Review of Reciprocal Agreements with professional planning associations in other countries.

REGISTRATION REPORT

2018 APPI MEMBERSHIP

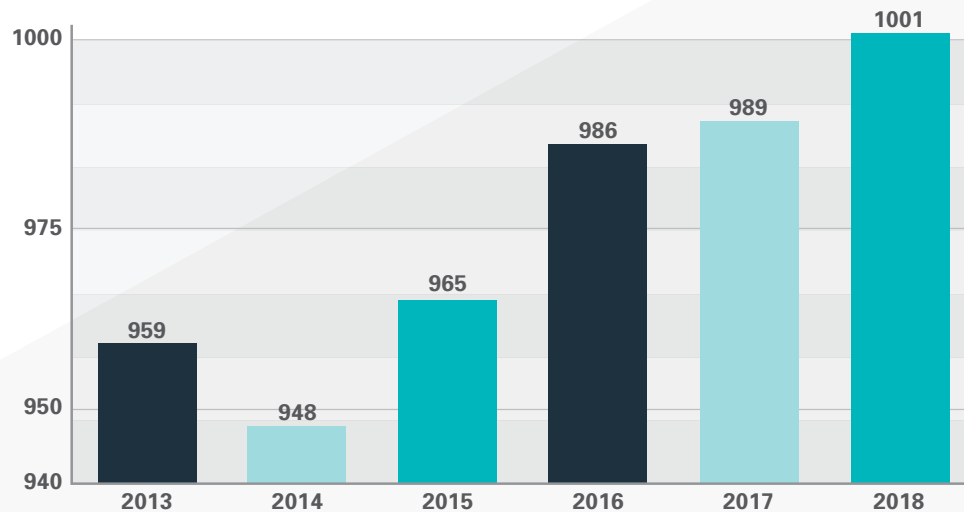


CANDIDATE APPLICATIONS AND TRANSITIONS TO CERTIFIED RPP STATUS



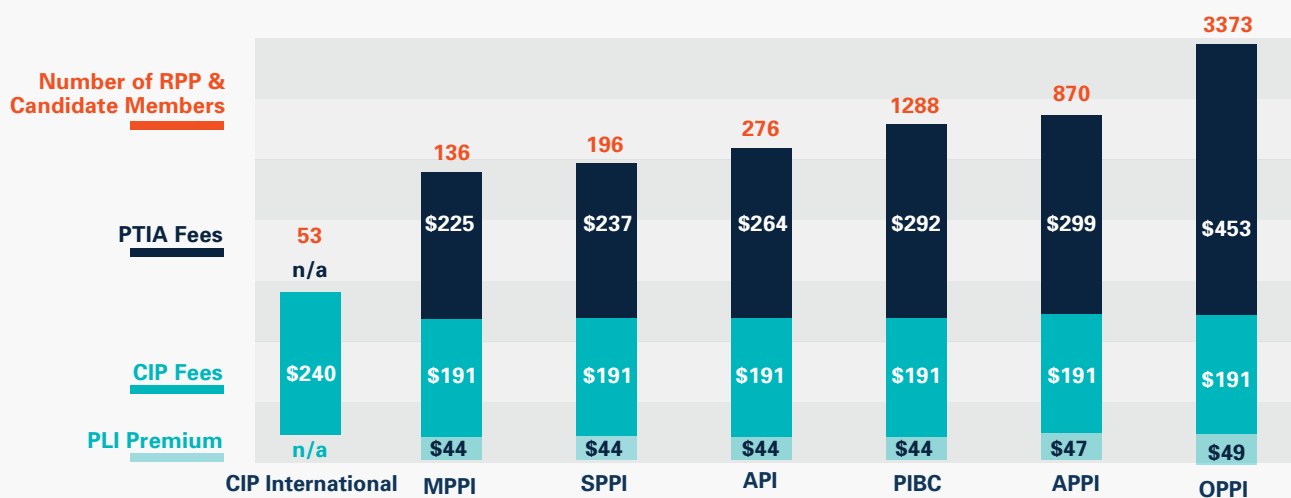
Year over year, since 2014 the number of new Candidate applications processed and Candidate members transitioning to certified RPP membership has remained stable.

APPI MEMBER GROWTH



Thank you to our members for their commitment to the Institute, the profession and our communities.

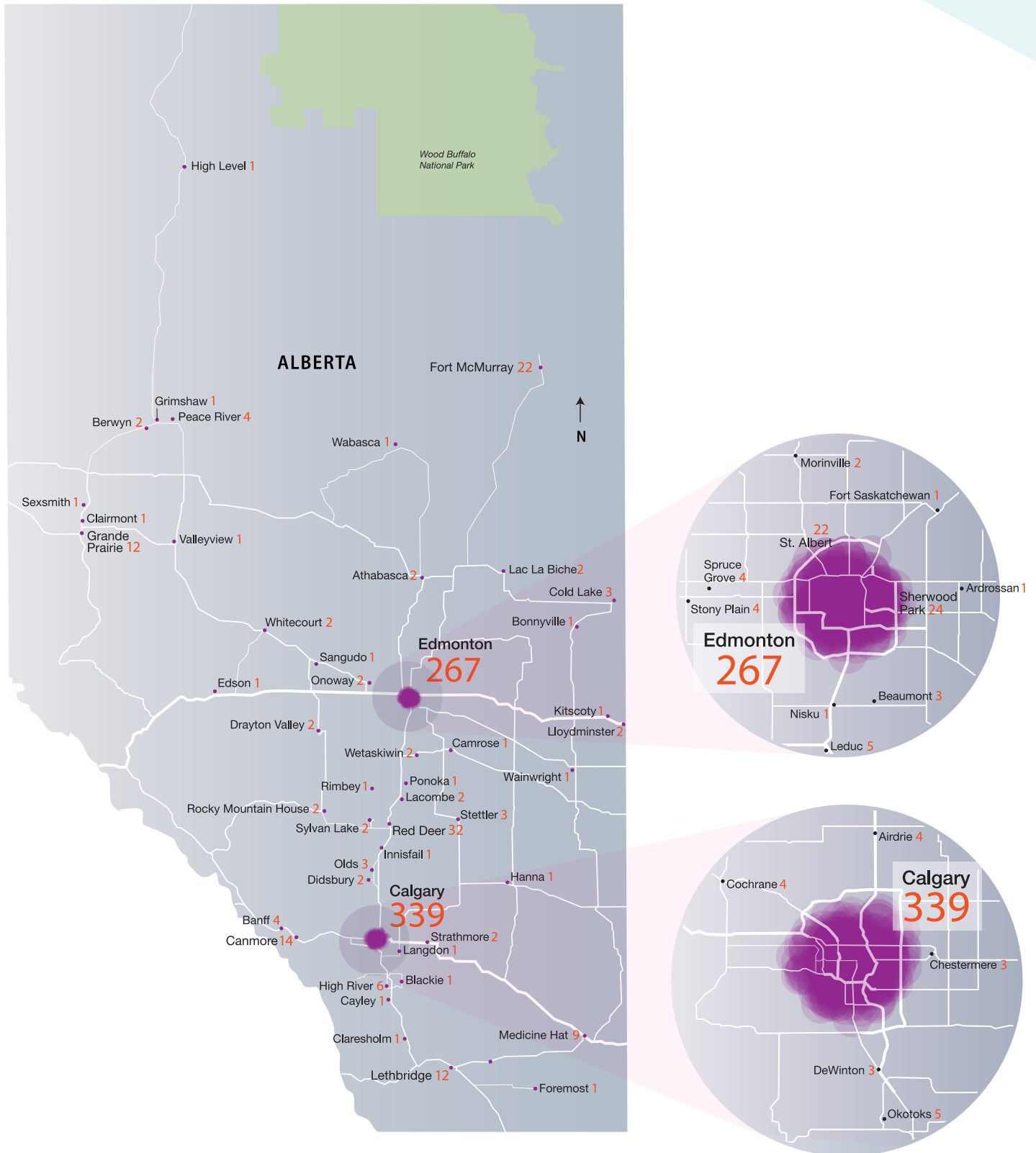
2018 PTIA MEMBER FEE COMPARISON



PTIA Member Fees for Candidates/RPP
(GST and PST excluded).

GEOGRAPHICAL REPRESENTATION OF APPI's REGULATED MEMBERS

Locations represent place of residence data as of December 2018.







Roy Wright RPP, MCIP

DISCIPLINE

The Discipline Committee dealt with 10 complaints in 2018: There were seven informal questions or complaints received that did not progress past that first phase. Two complaints were referred to a Discipline Committee member who reviewed and recommended no further action be taken. The last complaint made it through the whole process as outlined below, and Council heard its first appeal in years and upheld the Committee recommendation. CBC also interviewed the Chair regarding the Code of Conduct as it wanted to understand how we, as planners, view the public interest and other general principles as it was investigating a possible story about the handling of some planning matters in a public agency.

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.

The Committee developed and piloted a course on Discipline and Ethics in 2018. The first presentation was to Council at its retreat in May. Subsequently,

the City of Calgary agreed to allow APPI to pilot the 1.5 hour course to its staff and four workshops were held, the last being in January 2019. The pilot course was also offered at the fall conference in Kananaskis as well. The course is now ready to be unveiled to the membership at large and it is planned to be offered around the province in 2019, starting in late spring. Mechanics and timing have not been sorted out at this point in time.

The Discipline Committee members are no longer kept behind a secret veil. Names and contact information for the committee has 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 patty. 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 or the Executive Director Ms. Mary-Jane Alanko at execdir@albertaplanners.com.

VOLUNTEERS

THE ALBERTA PROFESSIONAL PLANNERS INSTITUTES AMAZING VOLUNTEERS

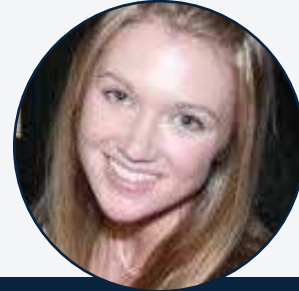
Everyday APPI reinforces the value of its member volunteers to both the institution as well as the communities APPI members serve. The over 200 volunteers that strive everyday to enhance their and their peer's profession add unique, creative, value-based input to the direction of APPI. The APPI is proud to support 1000 members, and this would not be possible without it's volunteers. As the membership grows so does the need for the institute to remain, relevant, and leading edge. Our volunteers are the ears and eyes on the street, helping the council and administration deliver the programs, products and services the institute needs to provide support to this multi-faceted industry and ensure that APPI members are the very best the industry has to offer. On April 26 APPI will be recognizing its many volunteers at its annual Volunteer Awards and Appreciation Celebration. While this is a once a year celebration to formally recognize the volunteers who work tirelessly, APPI benefits each and every day from the generous contribution of it's members' time.

VOLUNTEERS - CRITICAL WITHIN THE ORGANIZATION AND OUT IN THEIR COMMUNITIES

APPI members are not only active within the organization, but also in their own communities delivering their passion and creativity to groups and organizations outside of the institute.

Volunteering - regardless of with APPI or elsewhere, that provides opportunities and or experience in the realm of the core competencies such as interpersonal skills,

critical thinking, leadership and communications is eligible to be logged as structured learning for the purposes of compliance with the APPI Continuous Professional Learning (CPL) program.



APPI is proud to Showcase Natalie Marchut from the City of Calgary who volunteers with CADS as well as PALS, and the occasional volunteering with AHS and Habitat for Humanity

There are a wide variety of opportunities to contribute to your professional Institute varying from assisting with a single event or 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!



2018 VOLUNTEER AWARDS AND APPRECIATION CELEBRATION

At the annual Volunteer Awards and Appreciation Celebration, APPI celebrates the contributions of APPI volunteers, and recognizes newly certified RPP members, recipients of the APPI Student, Legacy, and Volunteer Recognition Awards, as well as long-term RPP members. The following recipients were announced at the April 27, 2018 celebration in Edmonton.

OUTSTANDING CONTRIBUTION TO THE PROFESSION AWARD

Bruce Duncan, RPP, FCIP
David Klippenstein, RPP

VOLUNTEER OF THE YEAR

Connor Smith, RPP

EXCEPTIONAL MENTOR AWARDS

Jeff Chase, RPP
Lenore Mitchell, RPP
Brad Schultz, RPP

LEGACY FUND AWARD

Rachelle Trovato

STUDENT EDUCATION SCHOLARSHIPS

Vada Antonakis
Janu Raj
hayley Wasylycia

STUDENT CONFERENCE AWARDS

Derek Macdonald
Jean Roe

COUNCIL SERVICE AWARDS

Misty Sklar, RPP
Jamie Doyle, RPP
Linda Wood Edwards

LONG TERM SERVICE RECOGNITION

Jeff Fielding	- 20 years
David Hales, RPP	- 20 years
Randall McKay RPP	- 20 years
John Popoff, RPP	- 20 years
Beverly Sandalack, RPP	- 20 years
Sharon Stroick, RPP	- 20 years
Craig Teal, RPP	- 20 years
Robert Binda, RPP	- 25 years
Simon C. Farbrother, RPP	- 25 years
Constance Gourley, RPP	- 25 years
Jeffrey Greene, RPP	- 25 years
Greg Hembroff, RPP	- 25 years
James Mackie, RPP	- 25 years

Mark Sasges, RPP	- 25 years
Bela Syal, RPP	- 25 years
Michael MacIntyre, RPP	- 30 years
Susan M. Paton, RPP	- 30 years
Robert Priebe, RPP	- 30 years
Robert Hobson, RPP	- 35 years
Willard Hughes, RPP	- 35 years
George Murphy, RPP	- 35 years
Scott Pragnell, RPP	- 35 years
Allen Swanson, RPP	- 35 years
Robert Caldwell, RPP, FCIP	- 40 years
Leo T. Kylo, RPP	- 40 years
Ross Sharp, RPP	- 40 years



APPI COUNCIL



APPI PLANNING AWARDS

Each year the Alberta Professional Planners Institute recognizes exemplary work within the planning profession. Awards acknowledge meritorious plans and projects, undertaken in whole or in part by members of the Institute, that significantly contribute to the livability of communities in Alberta, Northwest Territories and Nunavut. The 2018 awards were presented at the APPI Conference in Kananaskis on October 1, 2018.

PLEASE JOIN APPI IN CONGRATULATING THE RECIPIENTS OF THE 2018 PLANNING AWARDS



Comprehensive and Policy Plan Awards of Planning Merit

Mature Neighborhood Overlay Review - City of Edmonton, GSA Consulting Inc. and POPULUS Community Planning Inc. Consulting Inc.

Strathcona County Municipal Development Plan - Strathcona County

Town of High River Land Use Bylaw - Town of High River and McElhanney Consulting Services Ltd.

Special Study Awards of Planning Merit

River Crossing Heritage Interpretive Plan - City of Edmonton, Form: Media and Aaron Aubin Consulting Inc.

City of Lethbridge Traditional Knowledge and Use Assessment - City of Lethbridge, Blackfoot Confederacy Nations of Kainai, Piikani and Siksika; and Arrow Archeology

Parkland County Technical Growth Study - Parkland County, B&A Planning Group and Applications Management Consulting Ltd.

Education - Award of Planning Merit

Lacombe County's Public Participation Process - Lacombe County



EVENTS

APPI continues to offer many relevant and robust educational opportunities throughout the province in several platforms, such as in-person sessions, live-streamed events and other webinar formats.

There are many opportunities for APPI members to log their CPL credits, and APPI continues to strive to offer educational components in as many convenient formats as possible.

The APPI keystone event of the year is the annual conference, held in the fall for three jam packed days of information sessions, social events, tours and of course amazing food! The 2018 conference in Kananaskis was a beautiful venue which instilled a sense of community within its village. With up to five concurrent sessions at any given time, delegates were able to attend sessions that were personally related. APPI was proud to have the Honourable Shannon Phillips, Minister of Environment and Parks address the delegates during the 2018 Conference.

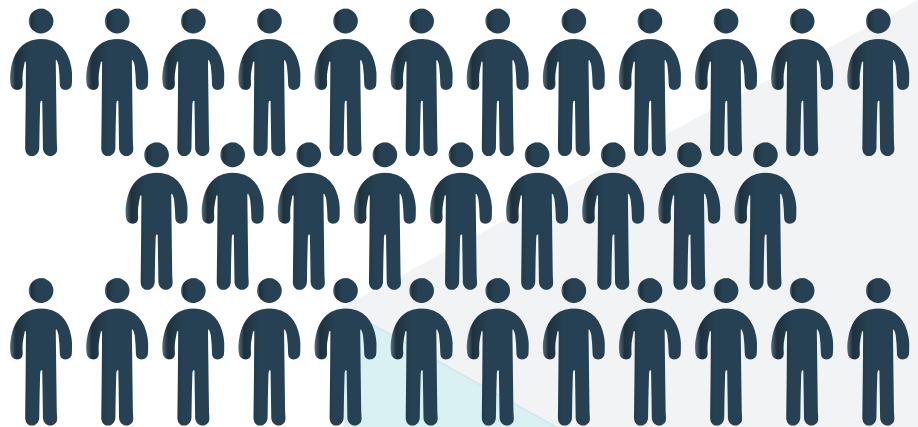
All APPI events can be found on the APPI website, and social media outlets.

2018 STATS AT A GLANCE

36
EVENTS



985
ATTENDEES



240
CONFERENCE
ATTENDEES



REVITALIZE

2018 APPI CONFERENCE
SEP 30-OCT 2 KANANASKIS



JUNE 2018 WAGNER BOG WALK - EDMONTON EVENT



***Bill Snow & Glinis Buffalo
2018 Conference***



***APPI Conference,
Opening Remarks with
President Erin O'Neill***



***Honourable Shannon
Phillips, Minister of
Environment & Parks***



***AWARDS PRESENTATION
AND LUNCHEON***



***EDUCATIONAL SESSION
- EDMONTON***

2018 APPI ANNUAL REPORT TREASURER'S REPORT

- Martin Frigo, RPP

The Finance Committee is responsible to Council and APPI members for overseeing and maintaining the Institute's financial resources, and putting forward recommendations to ensure those resources are maintained and enhanced in the future. One of the key functions of the Committee is to make recommendations on the type of financial review to be undertaken annually. Generally, a full audit is not required to be undertaken unless there is a significant financial concern that requires analysis, or, as per APPI policy, the Institute had a new Executive Director. APPI's financial operations review for the 2018 fiscal year, as documented in this Annual Report, was conducted in early 2019 by Metrix Group Chartered Professional Accountants. The comprehensive financial statements and reports were then reviewed by the Finance Committee in March 2019 and then ratified by all of Council, as per APPI policy. APPI has utilized the services of Metrix Group for a number of years and the firm has deemed again for 2018 that the Institute has conducted its financial affairs in accordance with the Canadian generally accepted standards.

The graphics in this report details APPI's 2018 Revenue, Expenditures and Reserves. APPI's annual net assets are comprised of surplus funding from previous years' operating surpluses as well as internally restricted reserves. The internally restricted reserves, which totalled \$378,000 for 2018, earmark funding for specific purposes (operating, discipline, research, conference, communications & marketing, professional development & continuing education, and strategic planning) and enhance the Institute's financial stability. These reserves are managed in alignment with the Institute's strategic plan, the regulatory operating environment and best

management practices for not for profit organizations. For 2018, Council made the decision to retain the reserves at the 2017 levels with the exception of the Discipline reserve which was increased by \$10,000. This increase acknowledges the enhanced risk of a major disciplinary case and the financial burden that could be placed on the Institute.

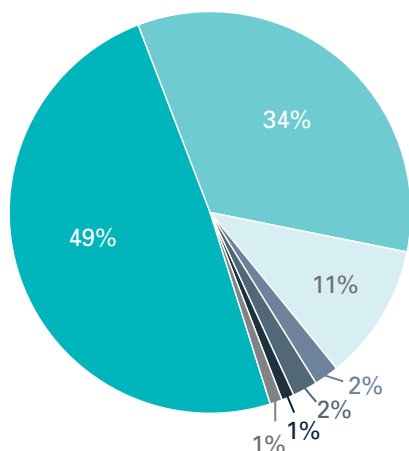
In the fall of 2017 Council approved the 2018 budget on the basis that some funding from the previous year's operating surpluses and reserves would be used to balance revenue against projected expenses. In approving this budget Council considered many factors, including the Institute's strong financial position due to focused attention in previous years, and that the proposed expenditures would assist APPI in meeting its strategic objectives.

In 2019, APPI will adopt a new a new strategic plan that will inspire, guide and challenge the Institute for the next three years. As the outgoing Treasurer, I am pleased to report that APPI's ongoing financial stability will ensure the leaders of the Institute for the next three years will be well positioned to ensure that expenditures and budgets are strategically aligned with those priorities, and that they serve the members and the profession well.

I want to thank the other members of the Finance Committee – Bernice Gonzalez and Aaron Aubin for their service on the committee. Thank-you also to our APPI administration for their diligence and great work in keeping us on track, and thank you to the members for the opportunity to serve on APPI Council and as your Treasurer for the past few years.

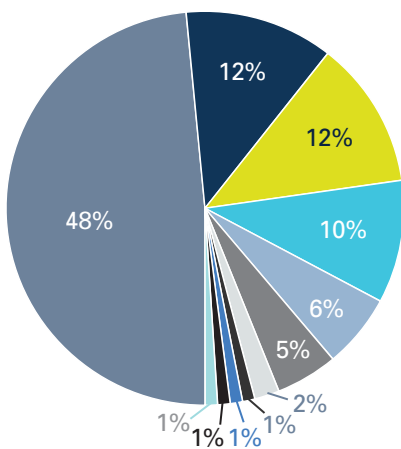
FINANCIAL OPERATIONS

Revenue Total: \$696,253



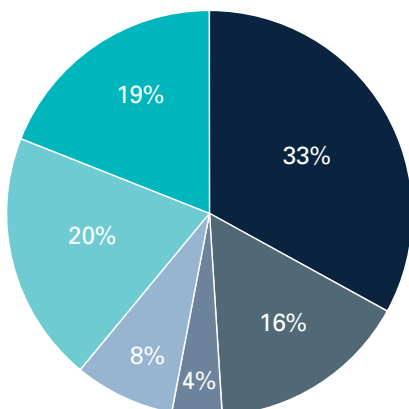
- 49% Member Fees \$341,856
- 34% Conference \$235,169
- 11% Communications & Marketing \$76,093
- 2% Events \$17,288
- 2% Interest & Investment Income \$11,800
- 1% Membership Application & Examination Fees \$8,430
- 1% Professional Development & Education \$5,617

Revenue Total: \$349,670



- 48% Conference \$168,307
- 12% Administration & Council \$42,433
- 12% Professional Liability Insurance \$40,890
- 10% Communications & Marketing \$34,326
- 6% Awards & Recognition \$22,354
- 5% Events \$15,967
- 2% Professional Development & Education \$8,463
- 1% External Representation \$5,226
- 1% Discipline \$4,782
- 1% Application & Examination Fees \$3,841
- 1% Annual General Meeting \$3,081

Reserves Total: \$378,000



- 33% Operating \$125,000
- 16% Discipline \$60,000
- 4% Research \$15,000
- 8% Conference \$30,000
- 20% Sustaining Reserves \$75,000
- 19% Legacy Fund Reserve \$73,000

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Financial Statements
For the Year Ended December 31, 2018



INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Alberta Professional Planners Institute

We have reviewed the accompanying financial statements of Alberta Professional Planners Institute which comprise the statement of financial position as at December 31, 2018 and the statements of revenues and expenses, changes in net assets and cash flows 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 for the Financial Statements

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, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
April 10, 2019



ALBERTA PROFESSIONAL PLANNERS INSTITUTE**Statement of Financial Position****As at December 31, 2018**

	2018	2017
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 307,456	\$ 311,428
Short term investments (Note 3)	505,627	545,268
Accounts receivable (Note 4)	5,573	16,756
Prepaid expenses	11,912	12,619
	<u>\$ 830,568</u>	<u>\$ 886,071</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 9,548	\$ 12,570
Goods and Services Tax payable	1,093	2,408
Membership deferred revenue (Note 6)	216,694	229,427
Conference deferred revenue	181	2,500
	<u>227,516</u>	<u>246,905</u>
NET ASSETS		
Unrestricted net assets	225,051	271,165
Internally restricted net assets	378,001	368,001
	<u>603,052</u>	<u>639,166</u>
	<u>\$ 830,568</u>	<u>\$ 886,071</u>

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Revenues and Expenses
For The Year Ended December 31, 2018

	2018	2017
REVENUE		
Membership dues	\$ 515,859	\$ 512,765
Less: CIP membership dues (Note 8)	(174,003)	(229,829)
	<u>341,856</u>	<u>282,936</u>
OTHER REVENUE		
Provincial conference	235,169	-
Communications and marketing	76,093	68,438
Events	17,288	16,430
Interest and investment income	11,800	12,409
Membership application and examination fees	8,430	23,800
Professional development and education	5,617	6,830
National conference (Note 8)	-	86,407
	<u>354,397</u>	<u>214,314</u>
	<u>696,253</u>	<u>497,250</u>
DIRECT EXPENSES		
Provincial conference	168,307	-
Council	42,433	32,031
Professional liability insurance	40,890	-
Communications and marketing	34,326	66,331
Awards and recognition	22,354	13,654
Events	15,967	13,452
Professional development and education	8,463	949
External representation	5,226	7,002
Discipline	4,782	460
Application and examination fees	3,841	8,171
Annual general meeting	3,081	3,747
	<u>349,670</u>	<u>145,797</u>
EXPENSES (Schedule 1)	<u>331,256</u>	<u>302,680</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>15,327</u>	<u>48,773</u>
OTHER INCOME (EXPENSES)		
Gain (loss) on sale of marketable securities	(1,574)	499
Unrealized loss on marketable securities	(49,867)	(853)
	<u>(51,441)</u>	<u>(354)</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (36,114)</u>	<u>\$ 48,419</u>

ALBERTA PROFESSIONAL PLANNERS INSTITUTE**Statement of Changes in Net Assets****For The Year Ended December 31, 2018**

	Unrestricted Net Assets	Internally Restricted Net Assets	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 271,165	\$ 368,001	\$ 639,166	\$ 590,747
Excess (deficiency) of revenue over expenses	(36,114)	-	(36,114)	48,419
Allocation transfer	(10,000)	10,000	-	-
NET ASSETS - END OF YEAR	\$ 225,051	\$ 378,001	\$ 603,052	\$ 639,166

ALBERTA PROFESSIONAL PLANNERS INSTITUTE**Statement of Cash Flows****For The Year Ended December 31, 2018**

	2018	2017
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ (36,114)	\$ 48,419
Items not affecting cash:		
Loss (gain) on disposal of short term investments	1,574	(499)
Unrealized loss on of short term investments	49,867	853
	<u>15,327</u>	<u>48,773</u>
Changes in non-cash working capital:		
Accounts receivable	11,183	(6,938)
Accounts payable and accrued liabilities	(3,022)	5,045
Membership deferred revenue	(12,733)	33,533
Prepaid expenses	707	3,881
Goods and Services Tax payable	(1,315)	1,312
Conference deferred revenue	(2,319)	2,500
	<u>(7,499)</u>	<u>39,333</u>
	<u>7,828</u>	<u>88,106</u>
INVESTING ACTIVITY		
Purchase of short term investments	<u>(11,800)</u>	<u>(12,409)</u>
INCREASE (DECREASE) IN CASH FLOW	(3,972)	75,697
Cash and cash equivalents - beginning of year	<u>311,428</u>	<u>235,731</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 307,456	\$ 311,428

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

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 Canadian Institute of Planners (CIP) governs the national affairs of the profession. CIP's mission statement is "to advance and raise the profile of Canadian professional planning, for our members in Canada and abroad, through leadership, advocacy, expertise and education." The Institute and CIP collaborate on initiatives in order to promote the profession and these initiatives include but are not limited to the following:

1. AMS Database Access and Support;
2. Joint Administrators Group meetings coordination;
3. Planning Alliance Forum meeting coordination;
4. National Conferences; and
5. Continuing Professional Learning opportunities.

As a regulated professional organization, the Institute is exempt from income taxes under Section 149(1)(l) of the Income Tax Act.

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 consist 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.

(continues)

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

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

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.

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 planning 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.

(continues)

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

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

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 revenues 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.

Allocation of expenditures

The Institute engages in numerous activities such as conferences, 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.

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ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

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

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. Transaction 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.

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.

3. SHORT TERM INVESTMENTS

	2018	2017
Marketable securities at market value	\$ 505,627	\$ 545,268

The book value of the marketable securities is \$558,482 (2017 - \$548,256).

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

ALBERTA PROFESSIONAL PLANNERS INSTITUTE**Notes to Financial Statements****Year Ended December 31, 2018****4. ACCOUNTS RECEIVABLE**

	<u>2018</u>	<u>2017</u>
Canadian Institute of Planners receivable	\$ -	\$ 12,091
Accounts receivable	<u>5,573</u>	<u>4,665</u>
	<u>\$ 5,573</u>	<u>\$ 16,756</u>

During the year, the charge for impairment related to accounts receivable is reported as bad debt on the statement of revenues and expenses and is net of recoveries of \$NIL (2017 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2017 - \$NIL).

5. INTANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>2018 Net book value</u>	<u>2017 Net book value</u>
Website software	\$ 15,284	\$ 15,284	\$ -	\$ -

6. MEMBERSHIP 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, 2018.

	<u>2018</u>	<u>2017</u>
<u>Membership dues</u>		
Balance, beginning of year	\$ 229,427	\$ 195,894
Membership dues received	503,126	544,963
Membership dues recognized	<u>(515,859)</u>	<u>(511,430)</u>
Balance, end of year	<u>\$ 216,694</u>	<u>\$ 229,427</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>2018</u>	<u>2017</u>
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(continues)

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

8. RELATED PARTY TRANSACTIONS *(continued)*

	2018	2017
The Canadian Institute of Planners (CIP) <i>(Alberta Professional Planners Institute works in collaboration with the national organization as described in Note 1)</i>		
Membership fees paid	\$ 174,003	\$ 229,829
National conference revenue received	\$ -	\$ 86,407

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, 2018.

(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.

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ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2018

9. FINANCIAL INSTRUMENTS *(continued)*

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.

ALBERTA PROFESSIONAL PLANNERS INSTITUTE**Expenses****(Schedule 1)****For The Year Ended December 31, 2018**

	2018	2017
Management fees	\$ 290,045	\$ 268,594
Interest and bank charges	16,874	12,992
Professional fees	13,848	12,048
Office	7,639	6,556
Telecommunications	2,450	2,090
POARA	400	400
	\$ 331,256	\$ 302,680