

2020

# ALBERTA PROFESSIONAL PLANNERS INSTITUTE

ANNUAL



REPORT



# 2020/2021 APPI COUNCIL



Mac Hickley, RPP  
**President**



Jeff Chase, RPP  
**Treasurer**



Heather Chisholm, RPP  
**Secretary**



Glinis Buffalo, RPP  
**Councillor**



Amanda-Brea Watson, RPP  
**Councillor**



Carol Bergum, RPP  
**Councillor**



Peter Ohm, RPP  
**Councillor**



Chelsea Whitty, RPP  
**Councillor**



Marilyn Hooper  
**Public Member**



# TABLE OF CONTENTS

<b>PRESIDENT'S MESSAGE</b>	<b>04</b>
<b>PUBLIC MEMBER'S MESSAGE</b>	<b>06</b>
<b>REGISTRATION REPORT</b>	<b>07</b>
<b>DISCIPLINE</b>	<b>12</b>
<b>VOLUNTEERS</b>	<b>14</b>
<b>STRATEGIC PLAN</b>	<b>16</b>
<b>EVENTS</b>	<b>17</b>
<b>TREASURER'S REPORT</b>	<b>18</b>
<b>FINANCIAL OPERATIONS</b>	<b>19</b>
<b>FINANCIAL STATEMENTS</b>	<b>20</b>

# PRESIDENT'S MESSAGE

Well, it's time for a(nother) look back at the year that was 2020. This isn't the first retrospective and it won't be the last on a year that is sure to be remembered as a watershed in many ways. For APPI, it was a year of disruptions and shifting protocols to be sure, but also a year of accomplishments. You will find in this Annual Report many indications that the planning profession across Alberta, the Northwest Territories and Nunavut is thriving and indeed improving. Through steadfast resilience in the face of unprecedented change, APPI has adeptly pivoted to make significant progress in building partnerships and increasing collaboration. We have broadened the reach of our professional education programs and strengthened relationships with government agencies and other professional organizations. A few highlights are included below.

## APPI STRATEGIC PLAN 2020-23

After many months of working to develop, review and refine the Institute's short-term goals and objectives, Council's new Strategic Plan was completed and released in the spring – incorporating a spiffy new graphic format. You can find the plan on APPI's website, under "About/Official Documents." It seems that a new strategic plan every few years should be fairly straightforward, especially for professional planners, but a great deal of thoughtful analysis and consideration does go into these exercises. As a result, we are confident that we have prepared a truthful and representative direction for Council to lead the Institute over the next three years.

One addition to the Strategic Plan, which Council discussed and then approved in the fall, was a new strategic priority for equity, diversity and inclusion (EDI). Although we were a bit late to the table with this, it is by no means any less important than our other priorities and is in full alignment with the tenets of professional planning.

## CONTINUOUS PROFESSIONAL LEARNING

For the 2020 CPL year, in recognition of the program's overall flexibility and the ease of acquiring credits remotely, Council re-affirmed its commitment to the standard annual reporting requirements. If any APPI members are experiencing serious difficulties in work or life, Council has directed Administration to address them on an as-needed basis and that strategy has been working out to our satisfaction. We also tried to anticipate the effects of the pandemic on our annual conference and made an early decision to shift to a fully virtual delivery model. This resulted in a positive outcome, as



MAC HICKLEY, RPP  
PRESIDENT

the conference incurred a greater reduction in delivery costs than the reduction in attendance revenues (i.e., APPI ended up slightly ahead of the game) and participants' reviews were generally very encouraging.

## GOVERNMENT FEEDBACK

2020 proved to be a fairly intense year for government consultations, involving requests for APPI's input on a variety of topics. In some cases, we were asked to provide feedback on very short timelines and with limited guidance, so with Council's oversight we reached out to specific APPI members for assistance. Under the banner of reducing red tape, the Government of Alberta requested input on the Professional and Occupational Associations Registration Act and several parts of the Municipal Government Act. We were also consulted on the Public Interest Disclosure (Whistleblower Protection) Act, and a separate process was set up with nine other professional regulatory organizations to help develop a Professional Services Continuity Plan, in case an urgent need arises for the services of specific professions.

## COLLABORATE COLLABORATE

Now that we are (more or less) planning to re-emerge from the pandemic's grip, we need to once again cast our gaze forward to a distant horizon. Emergency measures are temporary by design and there is much work ahead of us to renew, restore and revitalize our cities, towns, regions, open spaces and businesses. The coming years will be challenging and it will be vitally important for APPI and the Institute's members to work together to plan and build a sustainable future. And not only to work together, but to collaborate across sectors, disciplines, allied professional organizations, agencies and governments at all levels. In times of resource scarcity, we are

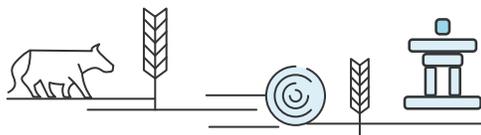
often expected to become more efficient in our work, to become leaner and do more with less. Perhaps more than ever, we will need to seek success through partnerships and common priorities, by coordinating our efforts and sharing our strengths.

### PLANNING VS. DECISION MAKING

Over 50 years ago, my dad wrote about a philosophy of planning and I believe its core message still holds true – something to this effect:

Those charged with the responsibility to make decisions are the effective planners. Informed by the best advice obtainable, these decision makers assume responsibility for the outcomes of ensuing events. The critical role of the professional planner is to deliver the best advice obtainable. Professional planners are tasked with envisioning and describing the nature of anticipated change, outlining alternatives and implications, and documenting given situations in space and time. When this is done well and presented clearly, decisions for beneficial outcomes can be made with confidence.

For me, the core message here is that we, professional planners, have a two-fold mission. Firstly, we must analyze, anticipate and create policies and plans that project the greatest public good into the future. Secondly, we must give voice to those plans so clearly and persuasively that our appointed or elected decision makers cannot justifiably deny or neglect them. Our objective should be nothing less than to deliver the best advice obtainable.



### THANK YOU'S

As my term as APPI President draws to a close, I must say I have been astonished by the volume of work that passes through the APPI office, and humbled by the willingness of APPI members to pitch in and contribute to both the profession and the Institute. I have been continually impressed by the depth of expertise and the wealth of talent among APPI members, and grateful for the help and support of APPI Council. In April 2020, we waved “so long” to former President Erin O’Neill and Councillors Bernice Gonzalez, Kate van Fraassen and Gary Willson; while Glinis Buffalo, Amanda-Brea Watson, Chelsea Whitty, myself and our Public Member, Marilyn Hooper, carried on; and we were delighted to welcome new Councillors Carol Bergum, Heather Chisholm and Peter Ohm, as well as incoming President Jeff Chase. I feel I must also say that volunteering with APPI Council over the past several years has been an honour, a privilege and a definite high point of my career; I encourage anyone interested to run for Council next year (if you’re still reading this, you’re obviously interested).

And finally, the year-end report would not be complete without a rousing round of sincerely appreciative applause for APPI’s superlative administrative team: MaryJane Alanko, Vicki Hackl and Michelle Collins. Their skills and dedication are invaluable and they are why all of us APPI members profit from such a wide range of services and benefits, from organizational support and constant communications to proactive financial management and regulatory oversight, as well as ongoing government outreach and professional network development. If you haven’t sent them a kind message lately, it’s not too late.

# PUBLIC MEMBER'S MESSAGE

Change is constant. While we all know and understand this, there was not one among us who wasn't caught off-guard personally and/or professionally by the repercussions of the pandemic. But because of the nimbleness and efficiency of our Executive Director, Administrative Team and Council, APPI has not only managed, but flourished throughout.

## BEYOND SUCCESS: GROWTH BY FAILURE

Virtual Conference 2020 saw over 300 registrants participating in 17 sessions presented by planners, lawyers, academics, policy experts and specialists. And while outreach to Universities and Post Secondaries were on hold and award ceremonies postponed for the present, Virtual Coffee Breaks and Webinars filled the gap for connection and our website continues to provide members with the information and education they may need.

The New APPI Council 2020/2021 has assumed its duties with full education and understanding of the Council's fiduciary, strategic and generative responsibilities and, along with the 2020-2023 Strategic Plan, can direct its focus currently and into the next few years.

As was with the outgoing Council members, the current Council are forward thinkers who will serve the membership well in turbulent times and beyond into steadier times.

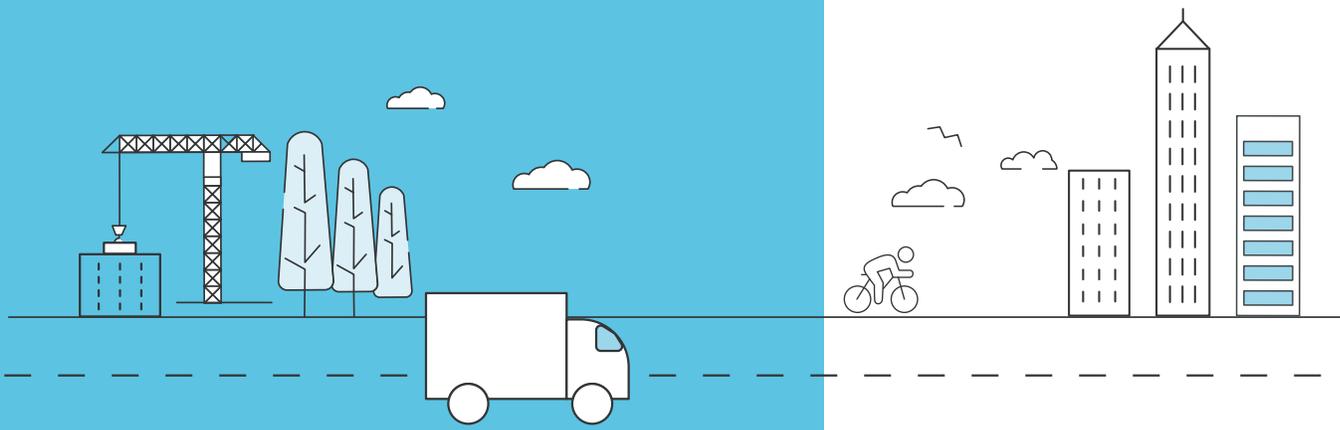
It has been my privilege to serve as a Public Member since 2017. As many events have been delayed or postponed, so too, has the appointment of a new Public Member. Recruitment plans have been placed on hold until the fall of 2021 at the earliest. I am pleased to agree to continue to serve in this capacity until recruitment can take place.

**APPI 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.

**MARILYN HOOPER  
PUBLIC MEMBER**



**MARILYN HOOPER,  
PUBLIC MEMBER**



# REGISTRATION REPORT

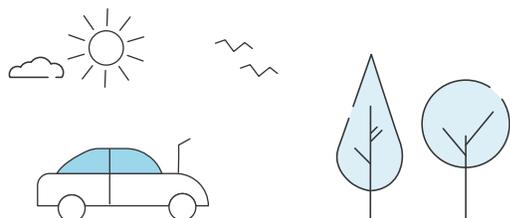


SCOTT PRAGNELL, RPP

## Serving the public interest via regulation and meeting the needs of APPI's regulated members and the professional planners of tomorrow.

Becoming a regulated Candidate member of APPI is a significant professional career milestone. The Professional Standards Board (PSB) for the planning profession in Canada is responsible for administering the Candidate assessment and certification process, and the degree accreditation process, on behalf of APPI. However, ultimately APPI is legislatively responsible 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 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.

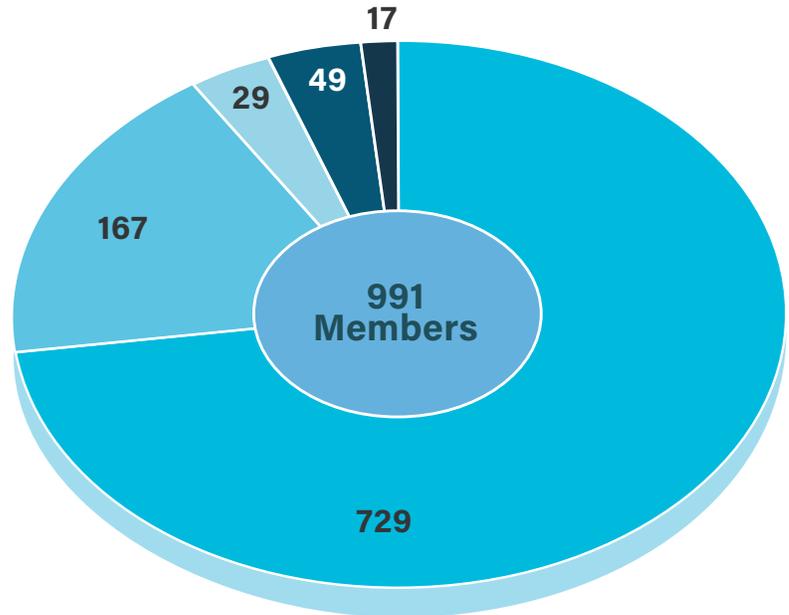
All regulated members of APPI, both RPP and Candidate members, are responsible for complying with the Institute's mandatory Continuous Professional Learning program which ensures that our professional members "continually seek further knowledge in the theory and practice of planning and all other matters 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 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.

In addition to serving as Chair of the APPI Registration Committee, I also serve as the APPI representative on the national Standards Committee (SC). The Standards Committee moved forward on several key initiatives in 2020, including:

1. Competency Standards for the Membership Standards Policy Manual (MSPM). The SC contracted the services of a consultancy team to develop the National Competency Profile and Framework for the Planning Profession in Canada, building on the work previously completed by Dr. Tomalty.
2. Review of Section 3 (Ethics) and Section 5 (Accreditation) of the MSPM.
3. Translation of the completed portions of the MSPM was completed.
4. Updating and bolstering the SC's governance and operational processes.
5. Completion of the orientation manual for on-boarding of new SC members, including a supplemental PowerPoint.

## 2020 APPI MEMBERSHIP

- ▶ RPP Members • 729
- ▶ Candidate Members • 167
- ▶ Subscribers • 29
- ▶ Students • 49
- ▶ Retired Members • 17

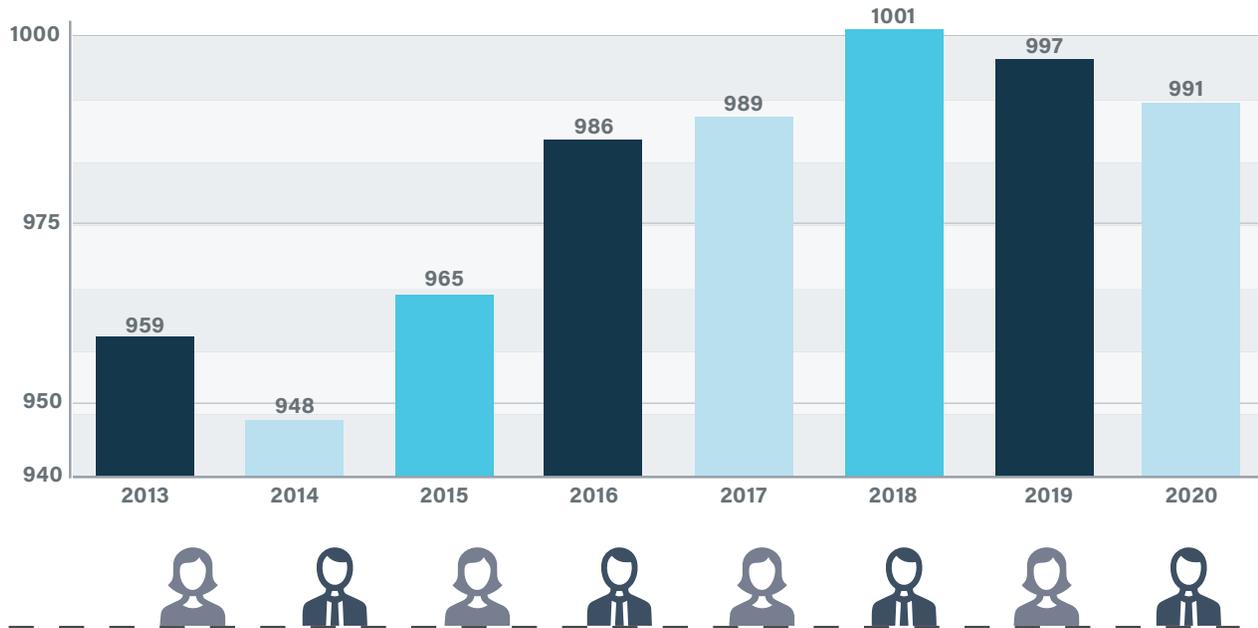


## CANDIDATE APPLICATIONS AND TRANSITIONS TO CERTIFIED RPP STATUS



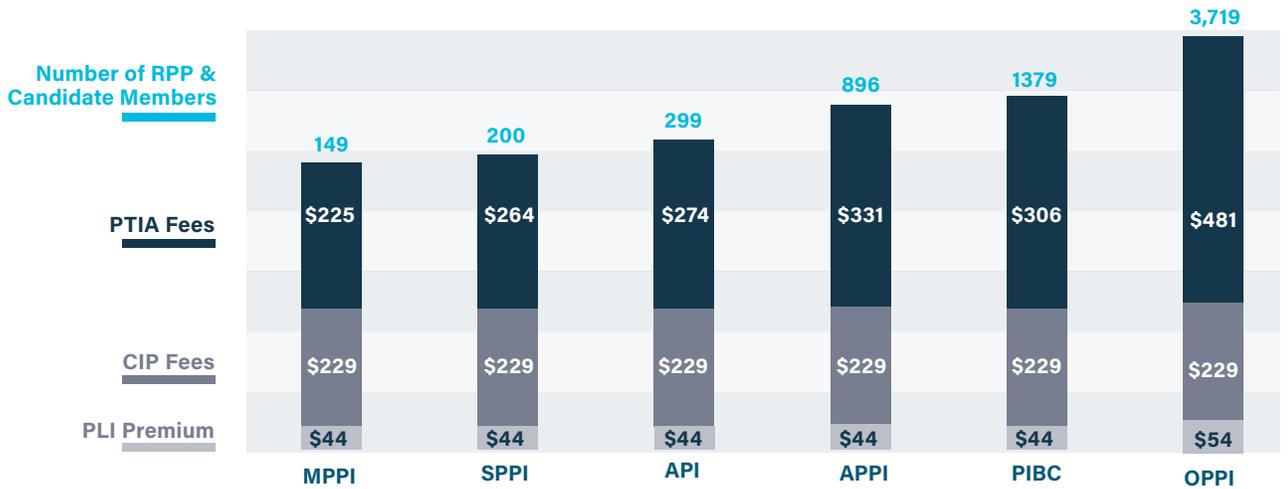
In 2020, APPI saw a decrease in the number of new Candidate applications processed and Candidate members transitioning to certified RPP membership, however, the number of members who are RPP certified as a percentage of overall APPI members continues to rise and has done so again in 2020 (73.6%). This reflects a more experienced membership who are advancing in their careers.

## APPI MEMBER STATISTICS



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

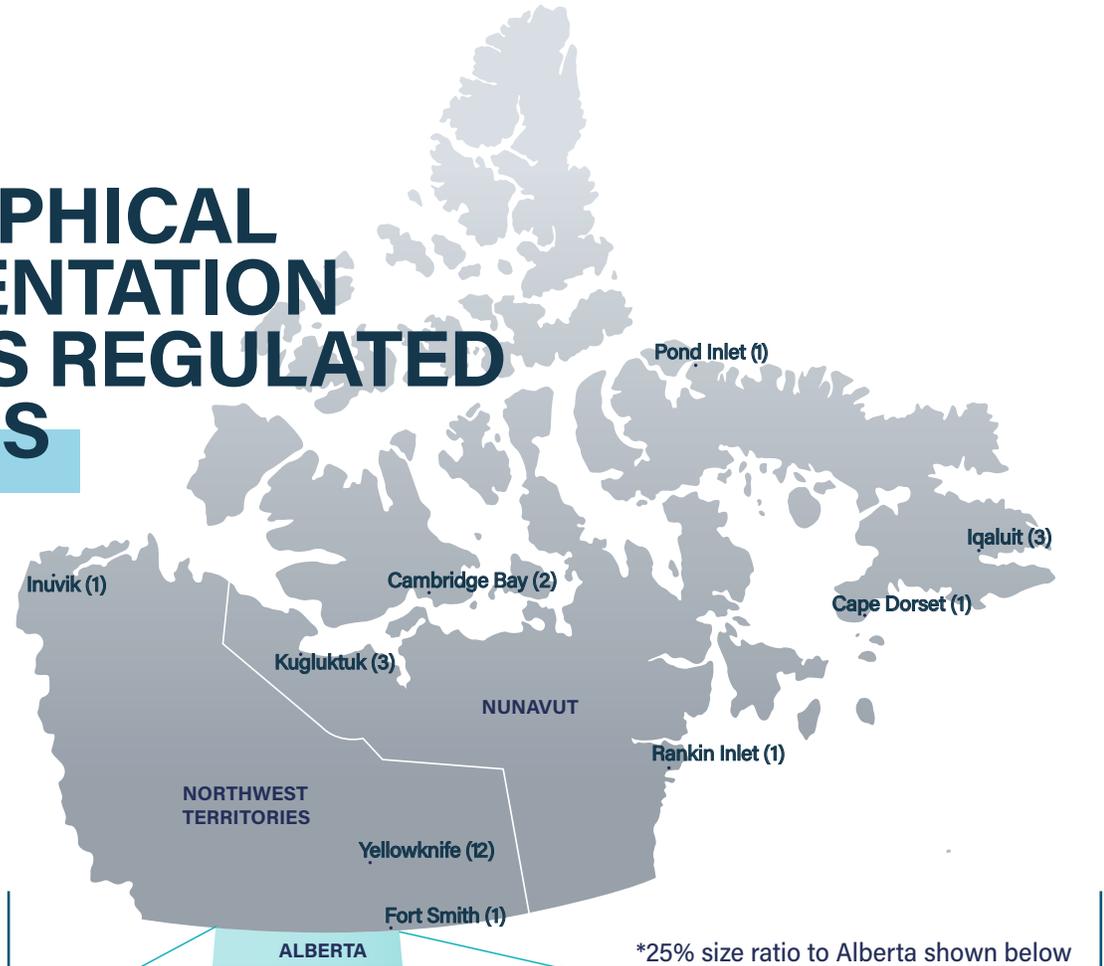
## 2020 PTIA MEMBER NUMBERS AND FEES



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

# GEOGRAPHICAL REPRESENTATION OF APPI'S REGULATED MEMBERS

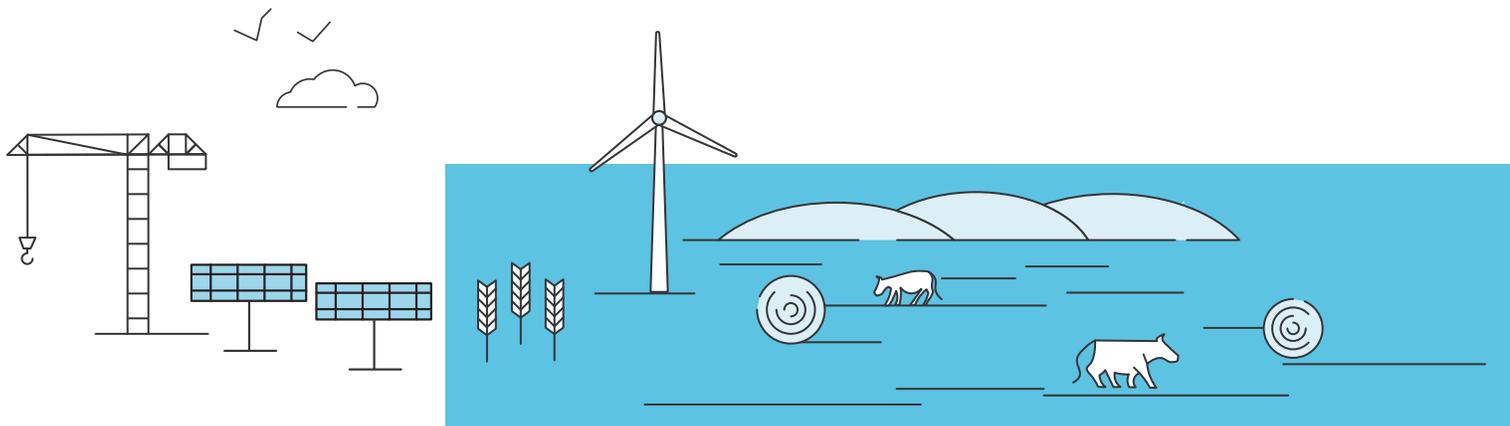
Locations represent place of residence data as of January 2021



\*25% size ratio to Alberta shown below



# THE REST OF CANADA





ROY WRIGHT, RPP  
**DISCIPLINE COMMITTEE CHAIR**

APPI usually fields numerous general professional practicing inquiries each year, but few typically result in formal complaints being filed against a regulated member of the Institute. In 2020, APPI received three complaint inquiries. None of those complaint inquiries proceeded to the formal written complaint stage, however, the one complaint that was not dismissed in 2019, was carried over well into 2020 and was not resolved until late in the year. That complaint underwent an appeal to APPI Council and finally concluded in the complainant taking responsibility for their conduct and admitting to findings of professional misconduct which were accepted by the Discipline Committee Tribunal. The parties jointly submitted and agreed to the Consent Order which defined specific sanctions and an Admission of Unskilled Practice/Professional Misconduct. One of the sanctions specified the publication of the findings and Orders of this case on a “no name” basis, which will be published in the spring 2021 issue of PLAN NW.

When a written complaint is received, a member of the Discipline Committee is assigned to undertake a preliminary review of the complaint. The Professional and Occupational Associations Registration Act (POARA) and the Professional Planner Regulation, do not give the Institute legal authority to investigate a complaint. Therefore, the review of the complaint is restricted to the formal written complaint and the member named in the complaint’s written response to the formal complaint. In reviewing the complaint, the Discipline Committee Designate is tasked with determining if the conduct of the member constitutes unskilled practice of the profession or occupation, or professional or occupational misconduct. Through-

out this initial review process there may be opportunities to work with both parties in an attempt to resolve the dispute outside of the formal hearing process.

When the Discipline Committee designate determines that the member’s conduct does not constitute unskilled practice or professional misconduct, the complaint is dismissed. The complainant may appeal the dismissal of a complaint to APPI Council, whose decision is final. When the Discipline Committee designate determines that the member’s conduct does constitute unskilled practice or professional misconduct, the complaint will proceed to a formal hearing by a tribunal of the Discipline Committee members. At that hearing both the complainant and the member named in the complaint will orally testify and APPI regulated members may also be called upon to give evidence.

Due to restrictions on in-person gatherings, APPI was unable to offer the Regulating the Planning Profession Course in 2020, as it was traditionally hosted in-person, so attendees could ask questions discretely. Given enhancements to virtual delivery platforms and the vast geography of APPI’s jurisdiction, plans are well underway to commence offering the course virtually and regularly as commencing April 2021. All members are encouraged to participate in one of these small group virtual offerings as soon as possible.

The new APPI website ‘About’ page now contains information about the complaints & discipline processes, including the Institute’s role in regulating the profession, the Professional Code of Practice and the process for filing a written complaint against a regulated member of the Institute. Members are

encouraged to familiarize themselves with this information that can be found in this link:

<https://www.albertaplanners.com/about-appi/general-information-%E2%80%94-appi-complaints-discipline>

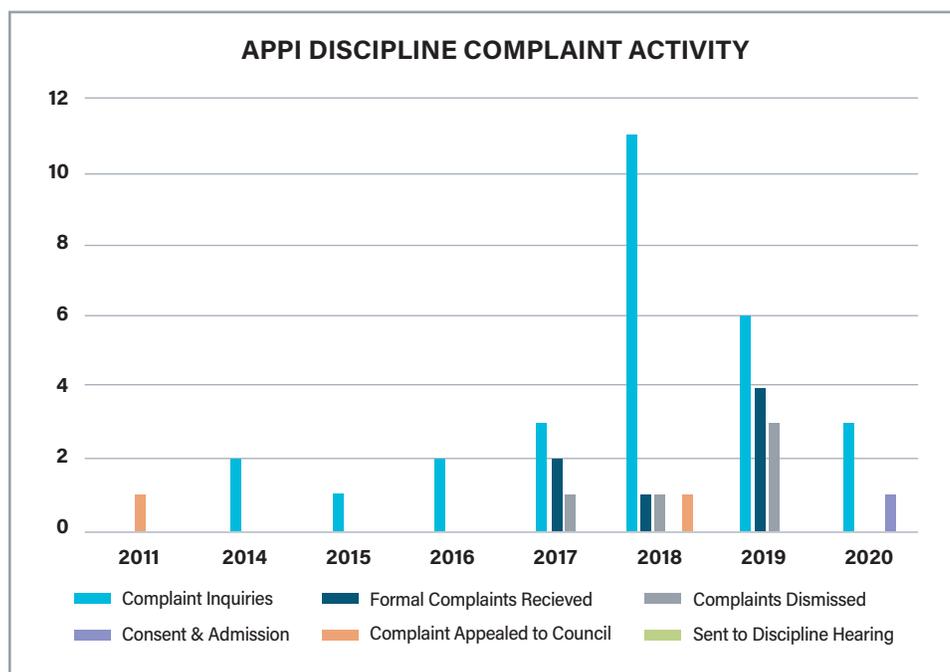
and to also be aware of their Professional Liability Insurance (PLI) coverage including pro bono legal advise.

Detailed information can be view here on the APPI website:

<https://www.albertaplanners.com/membership/professional-liability>.

The Discipline Committee is dedicated to better informing APPI’s members on their professional obligations to the public, complying with the Professional Code of Practice, and legislated disciplinary process. The names of the members of the Discipline Committee are posted on the APPI website and any APPI member is welcome to contact a committee member via the APPI Office, to talk about any challenges you might be facing. If you have any questions, suggestions or thoughts, please contact Roy Wright, Discipline Committee chair at [roanconsulting@shaw.ca](mailto:roanconsulting@shaw.ca) or the Executive Director Ms. MaryJane Alanko at [execdir@albertaplanners.com](mailto:execdir@albertaplanners.com).

	Complaint Inquiries	Formal Complaints Received	Complaints Dismissed	Consent & Admission	Complaint Appealed to Council	Sent to Discipline Hearing
2011	0	0	0	0	1	0
2014	2	0	0	0	0	0
2015	1	0	0	0	0	0
2016	2	0	0	0	0	0
2017	3	2	1	0	0	0
2018	11	1	1	0	1	0
2019	6	4	3	0	1 not concluded in 2019	1 not concluded in 2019
2020	3	0	0	1	1	1



## 2020 VOLUNTEER AWARDS AND APPRECIATION CELEBRATION

The circumstances of 2020 did not allow APPI to gather together to honour its volunteers in person as we have in past. In keeping with the times, the 2020 Volunteer Awards and Celebration was co-hosted with the APPI Planning Awards virtually on November 26th, with 89 attendees. APPI success is due to the generous donation of its many volunteers' time. The Institute appreciates and is proud of its members and the greater planning community's ability to adapt and embrace the new landscape, stronger than ever, and creatively coming up with solutions to support professional planners and planning in Alberta, the Northwest Territories and Nunavut – Thank You!

### LONG TERM SERVICE RECOGNITION

#### 20 Years as an RPP

- Daniel Whelton, RPP
- Erik Backstrom, RPP
- Graham Beck, RPP
- Karen Roberts, RPP
- Lenore Mitchell, RPP
- Nancy Hackett, RPP
- Stuart Wraight, RPP
- Tracey Tester, RPP

#### 25 Years as RPP

- Albert Frootman, RPP
- Chuck McNutt, RPP

#### 30 Years RPP

- Alan Wallace, RPP
- Curtis Cundy, RPP
- Frank Liszczak, RPP
- Greg Birch, RPP
- Greg Hofmann, RPP
- Ronald Morrison, RPP

#### 35 Years RPP

- Geoff Chow, RPP
- Duncan Fraser RPP

#### 40 Years RPP

- Robert Riddett, RPP
- Werner Fischer, RPP
- Brent Hughes, RPP
- Philip Dack, RPP
- Olga Lovatt, RPP
- Kent Stewart, RPP
- Louise Gibson, RPP
- Jean Porteous, RPP

#### 45 Years RPP

- Richard Parker, RPP

Thom Mahler, RPP

#### *Volunteer of the Year Award*

Oliver Green, RPP

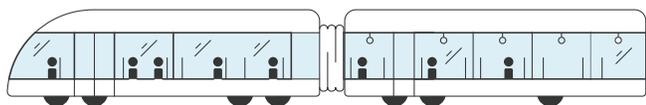
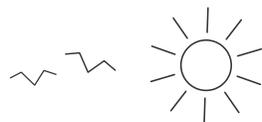
#### *Outstanding Contribution to the Profession Award*

Ann Peters, RPP

#### *Student Education Scholarship Recipients*

Johnny Oum - Undergraduate, Urban & Regional Planning, University of Alberta  
 Cherise Roberts - Master of Urban and Regional Planning, University of Alberta  
 Seghan MacDonald - Master of Urban and Regional Planning, University of Alberta  
 Tina Dadgostar - Master of Planning, University of Calgary  
 Anil Yadav - Master of Planning, University of Calgary





### JOIN A COMMITTEE

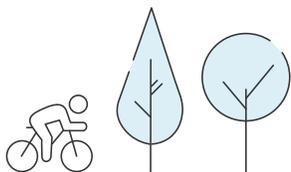
For just a few hours a month, you can further APPI's mission and vision serving as a member of one of our Committees. For more information, visit the Committees page, which lists the responsibilities and purposes of each one.

### HELP OTHERS ON THE ROAD TO RPP

Would you like to help young professionals advance their career as an RPP? If you have been an RPP for 3 or more years, you qualify to volunteer as a Sponsor or Mentor to a Candidate Member. You may also volunteer to help evaluate applications of Candidates taking the Prior Learning Assessment and Recognition (PLAR) route. For more information, visit the Volunteer Information Section on the PSB Website.

### VOLUNTEER FOR REGIONAL EVENTS

Have some unique ideas, skills or knowledge to help plan a professional webinar or a networking event in your area? Let us know.



## MAKE AN IMPACT IN PLANNING

Volunteer with APPI

### 200 STRONG

The number of APPI members each year who volunteer their time to shape the future of planning.



### VOLUNTEERING COUNTS

... and in more ways than one. Volunteering may be eligible to be logged as structured learning for the purposes of the reporting of mandatory Continuous Professional Learning (CPL).



### PASSING IT FORWARD

It's a long journey to RPP and you can't do it alone. That's why about 60 RPP's each year volunteer as a Mentor or Sponsor to a candidate Member on their Road to RPP.



### OUR VISION

Our vision is excellence in planning. Our volunteers play an important role in furthering the mission and vision of the Institute, our advocacy work, and the work of our members.



## CONTACT US TO VOLUNTEER

## OUR 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.*

## OUR VISION

*Excellence in the planning profession.*

## OUR VALUES

- We value **ethical practice**.
- We value **diversity**.
- We value **resilient communities** that support the wellbeing of their residents.
- We value the public interest and believe 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.

# APPI STRATEGIC PLAN 2020 – 2023

## STRATEGIC PRIORITIES

### Membership Engagement

- Broaden and diversify the number of volunteers
- Increase participation in APPI learning opportunities
- Improve member satisfaction, especially for rural and northern members
- Align learning opportunities with professional development needs

### Advocacy & Partnerships

- Build and leverage relationships with related organizations
- Build and promote the value of RPP and the APPI brand
- Demonstrate leadership in planning for reconciliation
- Demonstrate leadership in planning for equity, diversity and inclusion (EDI)
- Maintain and leverage relationships with university programs
- Enhance collaboration with CIP and other PTIAs

### Organizational Excellence & Sustainability

- Assess and build capacity of Council and Administration

## CRITICAL SUCCESS FACTORS

Conditions or focus areas that, maintained or managed well, significantly advance the achievement of APPI's vision and mission.

**Engagement** with this Strategic Plan, to inform major Council decisions. Failure in this area may divert efforts or resources to unplanned projects that do not support APPI's mandate.

**Communications** that link our key messages to the Strategic Plan. Failure in this area may lead to confusion and/or obstruct the communication of the value of APPI membership.

**Project management**, to identify, prioritize and execute projects that will advance the Strategic Priorities. Failure in this area may result in haphazard initiatives that lack proper resources (human, \$\$).

**Culture** of support for the Strategic Plan. Failure in this area may hinder APPI's ability to maintain the momentum and longevity of Strategic Priorities and projects.



Alberta Professional Planners Institute

**Innovation** towards a more suitable business model and membership fee structure. Failure to do so may result in funding shortfalls for strategic projects or actions, which could then make it difficult to innovate products or services that yield higher membership satisfaction.

## KEY PERFORMANCE INDICATORS

Quantifiable measures used to gauge and evaluate the effectiveness of APPI's activities against its goals and key success factors.

### Membership Engagement

- Volunteer support for and participation in APPI initiatives (internal and external committees, appointments, etc)
- Ability to express interest in volunteer opportunities
- Attendance at APPI events, social media activity, etc
- Connections with rural and northern members
- Use of technology to enable participation in events
- Level of member satisfaction (by survey or self-reported)
- Recognition of APPI volunteers

### Advocacy & Partnerships

- Collaboration with related professional organizations
- Promotion of RPP value and APPI "brand"
- Outreach to partners and other key audiences
- Sponsorships and partnerships at partners' events
- Leadership in planning for reconciliation including content and training on Indigenous topics
- Leadership in planning for EDI including alignment with practices, the sharing on EDI content, and supporting and encouraging individual reflection
- Involvement with accredited planning programs and students
- Shared priorities with CIP and other PTIAs
- Joint initiatives with other CIP and other PTIAs

### Organizational Excellence & Sustainability

- Effective and appropriate governance
- Capacity of Council and Administration (training, recruitment, annual assessments)

# EVENTS

As we all know 2020 threw us a curve ball. On March 12, 2020 APPI held its last in person learning and networking event. As we listened to the presenter the world was changing rapidly. By the time we walked out of the meeting room the province began implementing COVID-19 restrictions. Just as quickly APPI transitioned its events to virtual platforms, and a majority were offered at no cost. APPI wanted to recognize that the uncertain economy and the new technology may be a burden to the membership while trying to take part in continuous professional learning. We wanted to ensure all members had easy access to the APPI webinar offerings.

Through this virtual world APPI adopted “virtual coffee breaks” as a way to connect planners in an unstructured and informal way to network, talk about life, see new faces and chat about their work. This experiment turned into a highly valued outlet and reprieve for APPI’s membership to just visit and have a weekly distraction from working remotely and other challenges they were facing.

As we learned the online presentation platforms and became more confident APPI took on the task of offering it’s 2020 conference online in house! APPI is proud of how nimble the conference committee volunteers were in transitioning from a booked and planned in person event into a 100% virtual event. The conference offered 18 sessions including a keynote and a wonderful panel. Overall the conference went off without too many glitches and was celebrated as a success.

## 2020

### WE HELD:



14 Virtual Coffee Breaks



9 Free Webinars



1 Virtual Conference



1 Virtual AGM



7 In Person Events



1 Virtual Planning Awards & Volunteer Celebration

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. APPI annually retains an accounting firm to prepare the financial statements for the fiscal year and to conduct a review engagement to obtain sufficient and appropriate evidence to conclude that the financial statements do not contain anything that would indicate that they were not prepared in all material respects, in accordance with the appropriate financial reporting framework.

An audit engagement is not required unless there is a significant financial concern that requires analysis, or, as per APPI policy, the Institute had a new Executive Director.

The APPI 2020 financial statements and review engagement, as documented in this Annual Report, were conducted by Metrix Group Chartered Professional Accountants. Metrix Group has deemed that the Institute has conducted its financial affairs in accordance with the Canadian generally accepted standards and that nothing has come to their attention that causes them to believe the financial statements do not fairly represent the financial position of APPI as of December 31, 2020. The comprehensive financial statements and reports were reviewed by the Finance Committee in consultation with the Accountant and then ratified by all of Council, as per APPI policy.

The graphics in this report detail APPI's 2020 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 \$398,000 for 2020, 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 2020, Council made the decision to retain the reserves at the 2019 levels with the exception of the Discipline reserve which was increased by \$10,000. This increase acknowledges the financial burden that a major disciplinary case may place on the Institute, as was the experience in 2020.

In the fall of 2019 Council approved the 2020 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 the pending release of a new strategic plan. In January of



JEFF CHASE, RPP  
TREASURER

2020, Council approved the new Strategic Plan for the Institute to direct the focus and work of APPI for the next decade. The 2020 budget included resources to immediately begin implementing the plans' strategic priorities and goals and the new strategic plan advanced significantly in 2020.

Despite the challenges that accompanied an unforeseen global pandemic, APPI's 2020 financial statements reflect that the Institute, Council, Administration, and the membership at large were able to quickly and nimbly adjust the shifting realities brought upon us in 2020. The reductions in revenue that corresponded to the cancellation of in-person events were offset by corresponding reductions in expenses.

Given that APPI had long ago established a virtual office business model, and the Institute was already experienced and transitioning more readily to virtually delivery in order to serve its vast geographically disbursed membership, the Institute was well positioned. Advancements in online delivery tools and the memberships' eagerness to embrace virtual professional development led to the successful implementation of new virtual programs in 2020, including the virtual 2020 Conference, the new webinar series and the virtual coffee breaks. The membership from across Alberta, the Northwest Territories and Nunavut has positively embraced virtual programming.

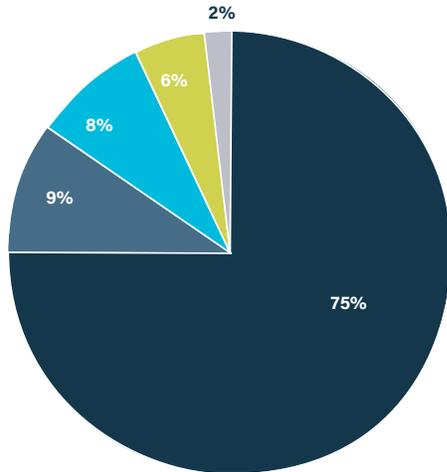
In October 2020 Council adopted the 2021 budget on the basis of no membership fee increases for APPI in 2021 and no in-person Council meetings, recognizing that we were in unprecedented times. Council also committed to maintaining a close watch over monthly income and expenses going forward and to track emerging issues and financial trends that may require a well positioned and quick responsible response.

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

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

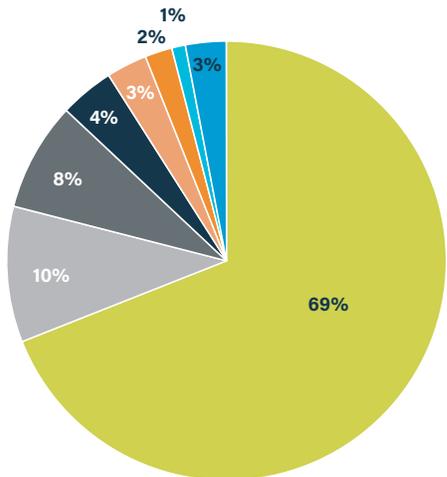
# FINANCIAL OPERATIONS

**REVENUE TOTAL: \$463,599**



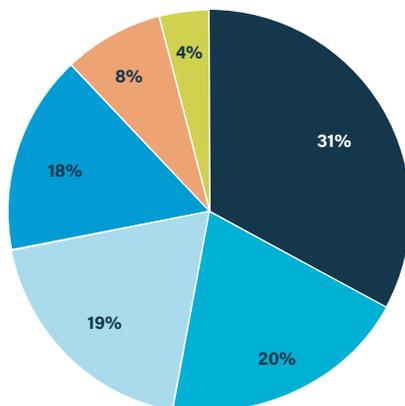
75%	Member Fees	\$348,668
9%	Conference	\$42,751
8%	Communications & Marketing	\$37,448
6%	Interest & Investment income	\$27,099
2%	Other	\$7,633

**EXPENSE TOTAL: \$469,653**



69%	Operations	\$325,186
10%	Discipline	\$47,113
8%	Professional Liability Insurance	\$38,104
4%	Communications & Marketing	\$16,670
3%	Awards & Recognition	\$11,687
2%	Council	\$10,897
1%	Conference	\$6,546
3%	Other	\$13,450

**RESERVES TOTAL: \$398,000**



31%	Operating	\$125,000
20%	Discipline	\$80,000
19%	Sustaining Reserves	\$75,000
18%	Legacy Fund Reserve	\$73,000
8%	Conference	\$30,000
4%	Research	\$15,000

# ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Financial Statements  
For The Year Ended December 31, 2020





---

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

---

To the Members of Alberta Professional Planners Institute

We have reviewed the accompanying financial statements of Alberta Professional Planners Institute (the Institute) that comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenditures, 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 (ASNPO), 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 the financial statements do not present fairly, in all material respects, the financial position of Alberta Professional Planners Institute as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
April 6, 2021

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Financial Position**  
**As at December 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 358,850	\$ 323,957
Short term investments (Note 2)	562,871	554,488
Accounts receivable (Note 3)	821	4,650
Goods and services tax recoverable	-	849
Prepaid expenses	9,962	866
	<u>\$ 932,504</u>	<u>\$ 884,810</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 6,300	\$ 4,997
Goods and services tax payable	2,160	-
Membership deferred revenue (Note 5)	324,886	255,885
	<u>333,346</u>	<u>260,882</u>
<b>NET ASSETS</b>		
Unrestricted net assets	201,157	235,927
Internally restricted net assets	398,001	388,001
	<u>599,158</u>	<u>623,928</u>
	<u>\$ 932,504</u>	<u>\$ 884,810</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, 2020**

	2020	2019
<b>REVENUES</b>		
Membership dues	\$ 544,536	\$ 528,052
Less: Canadian Institute of Planners membership dues (Note 7)	(195,868)	(175,750)
	<u>348,668</u>	<u>352,302</u>
<b>OTHER REVENUES</b>		
Provincial conference	42,751	134,066
Communications and marketing	37,448	66,040
Interest and investment income	27,099	12,464
Events	6,170	21,207
Professional development and education	1,033	4,379
Membership application and examination fees	430	2,580
	<u>114,931</u>	<u>240,736</u>
	<u>463,599</u>	<u>593,038</u>
<b>DIRECT EXPENSES</b>		
Discipline	47,113	4,978
Professional liability insurance	38,104	39,735
Communications and marketing	16,670	28,300
Awards and recognition	11,687	24,788
Council	10,897	51,774
External representation	6,550	5,061
Provincial conference	6,546	91,535
Events	4,974	20,200
Professional development and education	1,917	8,288
Application and examination fees	9	1,710
Annual general meeting	-	2,516
	<u>144,467</u>	<u>278,885</u>
<b>ADMINISTRATIVE EXPENSES (Schedule 1)</b>	<u>325,186</u>	<u>329,674</u>
<b>DEFICIENCY OF REVENUES OVER ADMINISTRATIVE EXPENSES FROM OPERATIONS</b>	<u>(6,054)</u>	<u>(15,521)</u>
<b>OTHER INCOME</b>		
Unrealized gain on short term investments	18,856	47,606
Loss on proceeds of short term investments	(37,572)	(11,209)
	<u>(18,716)</u>	<u>36,397</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ (24,770)</u>	<u>\$ 20,876</u>

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Changes in Net Assets**  
**For The Year Ended December 31, 2020**

	Unrestricted Net Assets	Internally Restricted Net Assets	2020	2019
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 235,927	\$ 388,001	\$ 623,928	\$ 603,052
Excess (deficiency) of revenues over expenses	(24,770)	-	(24,770)	20,876
Allocation transfer	(10,000)	10,000	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 201,157	\$ 398,001	\$ 599,158	\$ 623,928

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ (24,770)	\$ 20,876
Items not affecting cash:		
Loss on disposal of short-term investments	37,572	11,209
Unrealized gain on of short-term investments	(18,856)	(47,606)
	(6,054)	(15,521)
Changes in non-cash working capital:		
Accounts receivable	3,829	923
Accounts payable and accrued liabilities	1,303	(4,549)
Membership deferred revenue	69,001	39,191
Prepaid expenses	(9,096)	11,046
Goods and services tax payable	3,009	(1,942)
Conference deferred revenue	-	(181)
	68,046	44,488
	61,992	28,967
<b>INVESTING ACTIVITIES</b>		
Purchase of short-term investments	(647,037)	(427,748)
Proceeds on disposal of short-term investments	619,938	415,282
Cash flow used by investing activities	(27,099)	(12,466)
<b>INCREASE IN CASH FLOW</b>	34,893	16,501
Cash and cash equivalents - beginning of year	323,957	307,456
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	\$ 358,850	\$ 323,957

## ALBERTA PROFESSIONAL PLANNERS INSTITUTE

### Notes to Financial Statements

Year Ended December 31, 2020

#### 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.

#### 1. 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; mutual funds and marketable securities, 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 and are amortized over their estimated useful lives at the following rates and methods:

Website software	100% declining balance method
------------------	-------------------------------

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.

*(continues)*

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

---

1. 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 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. During the year, \$10,000 was transferred into the Institute's 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 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 and deferred revenue is recognized when collection is reasonably assured and the amount is determinable.

(*continues*)

---

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

---

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

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.

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.

(*continues*)

---

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

1. 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.

2. SHORT TERM INVESTMENTS

	2020	2019
Marketable securities at market value	<u>\$ 562,871</u>	<u>\$ 554,488</u>

The book value of the marketable securities is \$549,264 (2019 - \$563,952).

A portion of the short term investments are restricted for the purposes of funding the internally restricted net assets. As at December 31, 2020, the portion restricted is \$398,001 (2019 - \$388,001).

3. ACCOUNTS RECEIVABLE

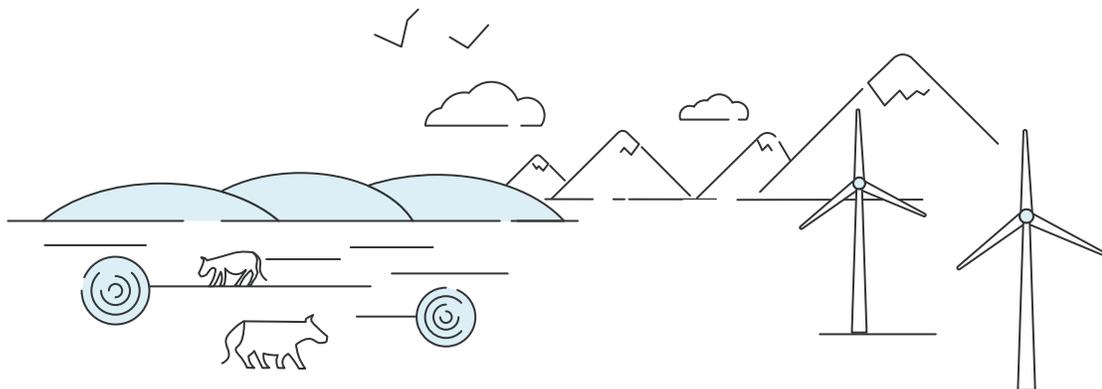
	2020	2019
Accounts receivable	<u>\$ 821</u>	<u>\$ 4,650</u>

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 (2019 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2019 - \$NIL).

4. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Website software	<u>\$ 15,284</u>	<u>\$ 15,284</u>	<u>\$ -</u>	<u>\$ -</u>



**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

5. MEMBERSHIP DEFERRED REVENUE

Deferred revenue is made up of annual membership dues. These amounts are all expected to be recognized as revenue within one year of December 31, 2020.

	2020	2019
<u>Membership dues</u>		
Balance, beginning of year	\$ 255,885	\$ 216,694
Membership dues received	613,537	567,243
Membership dues recognized	<u>(544,536)</u>	<u>(528,052)</u>
Balance, end of year	<u>\$ 324,886</u>	<u>\$ 255,885</u>

6. 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 monthly from January to June and quarterly thereafter.

7. RELATED PARTY TRANSACTIONS

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

	2020	2019
The Canadian Institute of Planners (CIP) <i>(Alberta Professional Planners Institute works in collaboration with the national organization as described in Nature of Operations Note)</i>		
Membership fees paid	<u>\$ 195,868</u>	<u>\$ 175,750</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.

8. 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, 2020.

**(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 its members and customers. 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.

*(continues)*

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2020**

---

8. FINANCIAL INSTRUMENTS (*continued*)

**(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.

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

---

9. IMPACT OF COVID-19

On March 17, 2020, the government of Alberta declared a public health emergency in response to the coronavirus disease 2019 ("COVID-19") pandemic. The measures implemented to combat the spread of the virus have had an impact on the Institute; however at this time an estimated of the financial effect is not feasible.

The Institute is closely monitoring the recommendations from public health agencies and government authorities while implementing its new operational plan to reduce any adverse financial impact and continue operations.

---

10. COMPARATIVE FIGURES

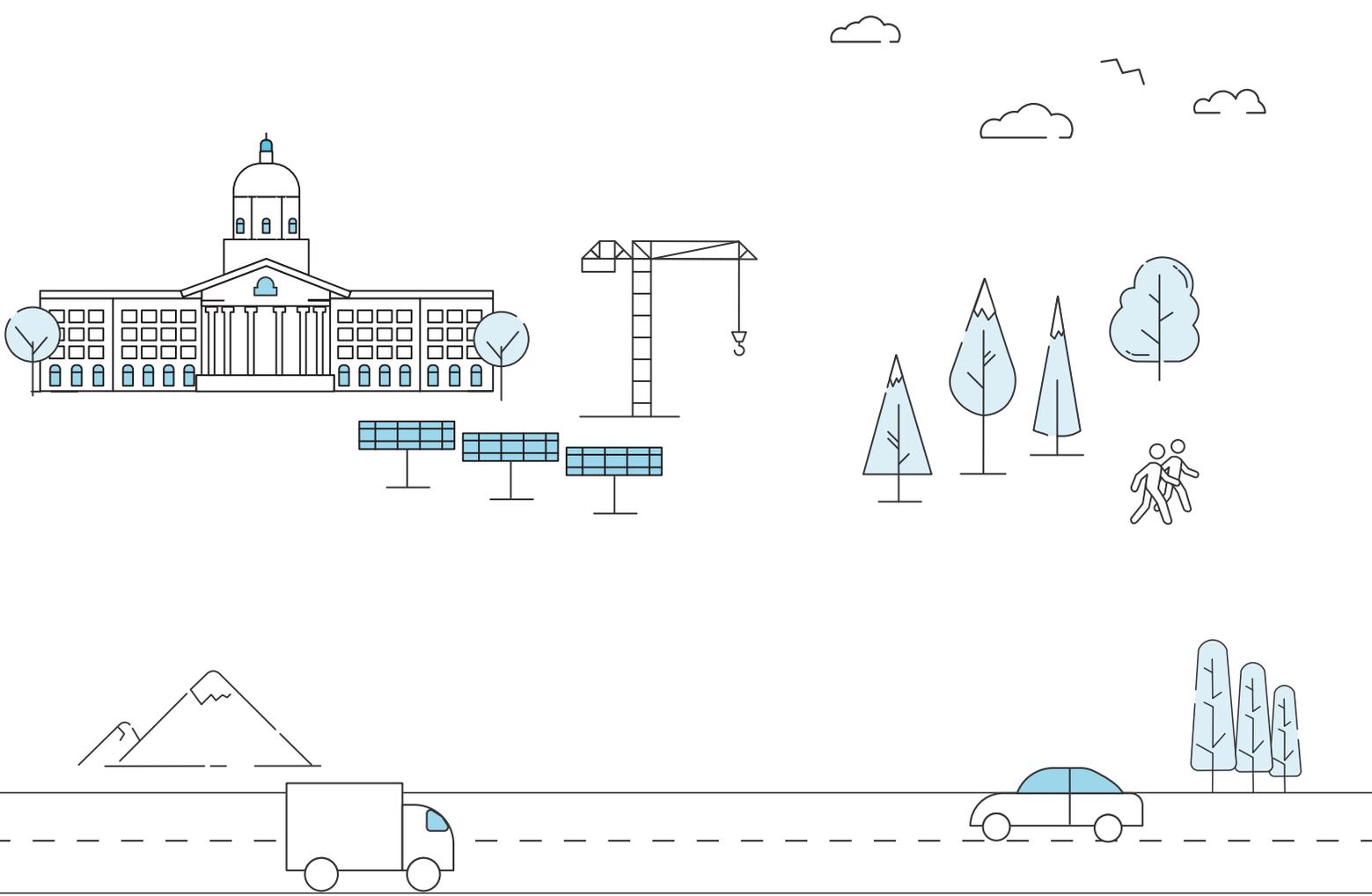
Some of the comparative figures have been reclassified to conform to the current year's presentation.

---

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Administrative Expenses**  
**For The Year Ended December 31, 2020**

**(Schedule 1)**

	2020	2019
Management fees	\$ 289,559	\$ 279,139
Interest and bank charges	15,920	16,388
Professional fees	12,429	25,730
Office	4,804	5,434
Telecommunications	2,074	2,545
POARA	400	400
Bad debts	-	38
	<b>\$ 325,186</b>	<b>\$ 329,674</b>





Alberta Professional Planners Institute

PO Box 3099 Sherwood Park,  
Alberta Canada T8H 2T1  
Ph: 780.435.8716  
Toll Free: 888.286.8716  
F: 780.452.7718  
Email: [admin@albertaplanners.com](mailto:admin@albertaplanners.com)

 APPI-Alberta Professional Planners Institute

 [Twitter.com/\\_APPI\\_](https://twitter.com/_APPI_)

 APPI-Alberta Professional Planners Institute

