



2021 ANNUAL REPORT





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APPI COUNCIL



Jeff Chase
President, RPP



Chelsea Whitty
Councillor, RPP



Mac Hickley
Past President, RPP



Heather Chisholm
Secretary, RPP



Carol Bergum
Councillor, RPP



Peter Ohm
Treasurer, RPP



Scott Low
Councillor



Marilyn Hooper
Public Member



Khalid Mohammed
Councillor, RPP

PRESIDENT'S MESSAGE

2021 – the year we collectively gave ‘nimble’ and ‘agile’ new meaning! We found our work, community and home lives continuing to change as the result of the COVID-19 pandemic. Many of us balanced work from home, cared for dependents, maneuvered increased demands in the churn of instability and public health restrictions while doing our best to protect ourselves and our communities.

Nowhere has this nimbleness and agility been more present, than in the work that APPI did this year. Virtually all the in-person events and activities normally held with us all together were shifted to a virtual platform. I am pleased to report that more than 46 events were held this year. Evolution – the 2021 conference was success with 302 registrants. A big thank you to the volunteers who made these events possible, and to you, for showing up and engaging, even as ‘virtual’ burn out loomed.

In partnership too, APPI has continued to move with nimbleness. As the Alberta Government began amendments to portions of the Professional and Occupational Associations Regulations Act, under which APPI is deemed a Professional Regulatory Organization, APPI worked hard to advocate for the needs of planners in this process and in the public interest. APPI will continue to work with a number of other Professional and Regulatory Organizations (PROs) to provide practical solutions for reducing legislation and regulation while increasing protections for the public, maximizing the public’s health, safety, and wellness and preserving the self-regulation of professional practice. APPI also continues to work on its relationships with the post-secondary community and accredited planning programs in particular, in support of students and the planners of the future.

It is also prudent to note that as a self-regulated profession, APPI is responsible for the regulation of professional planners to protect and serve the public interest and public safety. The Alberta government appoints public members to professional regulatory organization (PRO) governing bodies to ensure accountability and to assist the PRO with carrying out its responsibilities. In July of 2017, Marilyn Hooper was appointed to serve as the Public Member on APPI Council. With the ongoing streamlining of PRO regulation, Ms. Hooper’s appointment as APPI’s Public Member has been extended indefinitely. Ms. Hooper’s significant contribution to the governance of the Institute, in the public interest, is greatly appreciated.

2021 has been a year of somber reflection for those in our profession and our organization. The discovery of the remains of children at the former Kamloops Residential School, and again at the former Merieval Residential School, as well as those elsewhere across this country, freshly reinforced the stark and grim realities of our history and responsibility. Reflection cannot be enough. As we honor and act on the Truth and Reconciliation Commission of Canada recommendations and the historical and lived experiences of indigenous peoples and BIPOC members of our communities, planners need to play a role in active reconciliation, decolonization, and stronger, safer, and more equitable futures.

As many of us begin to return to our pre-COVID day-to-day lives, some with trepidation, some with excitement, I, like many of you, continue to hold the firm belief that planners have a strong role to play in repair, finding common ground, and fostering hope, trust and inclusion – all in the spirit of community building. As we emerge from this time and lead towards recovery, I look forward to the role that planners can and will play in all of this.

As I close, I would like to take this opportunity to thank our outgoing Council members – Chelsea Whitty, Heather Chisholm, Carol Bergum and Mac Hickey, and to welcome our new Council members Connor Smith, Courtney Lawrence, Margaret Kralt and Nicholas Kuhl. I would also like to thank and acknowledge the many volunteers who have made our events and activities possible this year. And finally, our work would not be possible without our dedicated Administration – thank you Mary Jane, Vicki and Michelle. Thank you to all of you for everything that you do.



Jeff Chase
President, RPP

YEAR IN REVIEW

5

APPI council remained committed to meeting regularly virtually due to both COVID protocol and an effort for cost savings to the Institute.

Virtual Council Meetings

8

Advancing the Planning Profession

THE VOICE OF PROFESSIONAL PLANNING ON ALBERTA GOVERNMENT INITIATIVES

APPI was consulted as a stakeholder on the following significant Alberta Government initiatives:

Alberta Government Stakeholder Consultations

- Alberta Labour & Immigration regarding Streamlining Professional Legislation
- Alberta Government's Red Tape Reductions strategy
- Legislative Assembly of Alberta Standing Committee on Resource Stewardship Review of the Public Interest Discloser (Whistleblower Protection) Act
- Alberta Environment and Parks Municipalities and Communities Climate Engagement
- Alberta Infrastructure Government Procurement and Project Delivery Review
- Alberta Labour Fairness for Newcomers Fair Registration Practices Discussions
- Alberta Municipal Affairs Adaptation Resilience Training

6

Strategic Partners

APPI collaborated with a number of Professional Regulatory Organizations (PROs) including the Alberta Association of Landscape Architects (AALA), the Alberta Society of Professional Biologists (ASPB), the Association of Alberta Forest Management Professionals (AAFMP), the Association of the Chemical Profession of Alberta (ACPA), the Alberta Assessors' Association (AAA) and the Association of Professional Engineers and Geoscientists of Alberta (APEGA), on a number of initiatives.

Professional Regulatory Organization (PRO) Strategic Partners

Member Engagement and Services

174
NOTICES

Membership communications issued via electronic newsletters and bulletins.

46+
WEBINARS &
VIRTUAL EVENTS

Hosted well attended webinars and virtual events and introduced webinar subscription, making attendance more affordable for members and employers.

302
REGISTRANTS

Hosted the 2021 Virtual Conference - EVOLUTION October 4-6 2021, over three days which boasted 19 sessions, 1 keynote, 1 discussion panel and a student highlight program.

110
JOB POSTINGS

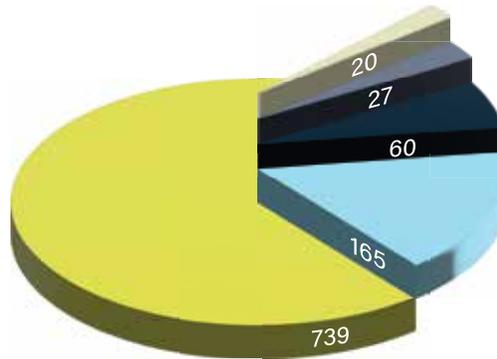
Postings for both private and public sector employers.



135,717+ Website visits

Membership

Membership remained stable and steady through 2021.



- 739** REGISTERED PROFESSIONAL PLANNERS
- 165** CANDIDATES
- 60** STUDENT MEMBERS
- 27** SUBSCRIBERS
- 20** RETIRED MEMBERS

1,011

TOTAL MEMBERS

39

NEW CANDIDATE MEMBERS

37

NEW REGISTERED PROFESSIONAL PLANNER MEMBERS

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.

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.

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)

2021 PLANNING AWARDS

The APPI Planning 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. Plans and projects specific to rural and indigenous planning are encouraged. An Award of Planning Excellence or an Award of Planning Merit may be conferred.

3

APPI received thirteen submissions in response to the 2021 Call for Planning Awards. In October the following recipients of an APPI Planning Award of Merit were announced and celebrated.

Planning Award
Recipients



**myMH – Medicine Hat Master Plan,
City of Medicine Hat**

Comprehensive and Policy Plan Category



**Pigeon Lake Watershed Management Plan,
Municipal Planning Services and CPP Environmental**

Special Study Category



**City of Edmonton Open Option
Parking, City of Edmonton**

Special Study Category

Thank you to all of those that took the time to prepare and submit their plans and projects for consideration.

Congratulations to the recipients of this year's APPI Planning Awards of Merit!

VOLUNTEER AWARDS

We are proud to celebrate each one of you that spend your time volunteering for APPI. APPI's volunteers serve in many capacities such as the Annual Conference Committee, Registration Committee, Regional Events Committees, Discipline Committee, adjudicating awards, serving as mentors and

sponsors for those Candidate members seeking RPP certification, or serving as APPI's representatives on a variety of external bodies such as the Safety Codes Council, Professional Standards Board, the Calgary Planning Commission or the Edmonton Design Committee.

25%

Approximately 25% of our members volunteer in some capacity. This is something the membership should be very proud of and we thank all of you for your contribution.



OUTSTANDING CONTRIBUTION TO THE PROFESSION AWARD

David Hales, RPP

EXCEPTIONAL MENTOR AWARDS

Lesley Kalmakoff, RPP

Scott Mackie, RPP

Jamal Ramjohn, RPP

VOLUNTEER OF THE YEAR AWARD

Nabil Malik, RPP

COUNCIL SERVICE AWARDS

Glinis Buffalo, RPP

Amanda-Brea Watson, RPP

OUTGOING PRESIDENT GAVEL AWARD

Mac Hickley, RPP

LONG TERM SERVICE

20
YEARS RPP

Sue Flaman, RPP
Jeanie Gartley, RPP
Robert Geldart, RPP
Susan Holdsworth, RPP
Scott Lockwood, RPP
Bonnie McInnis, RPP
Jamal Ramjohn, RPP
Anil Walji, RPP

25
YEARS RPP

Tim Brockelsby, RPP
Harry Shnider, RPP

30
YEARS RPP

Gary Buchanan, RPP
Gordon Falk, RPP
David Pattison, RPP
Walter Trocenko, RPP

35
YEARS RPP

Ron Wrigley, RPP
R. Michael Bradley, RPP

45
YEARS RPP

Armin A. Preiksaitis, RPP, FCIP
Jeffrey Pearson, RPP

LEGACY FUND AWARD ANNOUNCEMENT

APPI annually recognizes and supports the great work being done by members who are engaged in research of emerging practices and innovation in the advancement of excellence in planning.

This is a monetary award to provide financial assistance to APPI members in their research and documentation of that research.

CONGRATULATIONS!

LEE ANN BEAUBIEN, RPP, Awarded for Research and the Document of that Research to advance excellence in planning.

STUDENT ESSAY CONTEST - INDIGENOUS, REMOTE, RURAL, AND NORTHERN PLANNING

This Student Essay Contest was established in 2020, in honour of David Klippenstein (1944-2020). In acknowledgment of his outstanding contribution to planning in northern, indigenous and rural communities across Canada, and in appreciation of David's passion for sharing of his knowledge in this planning realm. The award is intended to cultivate students' interest and further study in the realm of "Indigenous, Remote, Rural, and Northern Planning", which is of paramount relevance within APPI's jurisdiction.

CONGRATULATIONS TO THE RECIPIENTS!

NICKLAS BARAN, "Re-learning Environmental Stewardship: Indigenous-led conservation in Community Planning"

JOHNNY OUM, "Colonialism, Reconciliation, and the Planning Profession"

STUDENT EDUCATION SCHOLARSHIPS

APPI annually recognizes and awards the achievements of students entering or enrolled in post secondary institutions with an interest in planning as a profession.

The APPI student Education Scholarship is intended to provide monetary assistance to students for tuition, research, books or other academic expenses.

The winners will be recognized at the Volunteer Awards and Appreciation Celebration in person event in April, 2022, in Edmonton.

CONGRATULATIONS TO THE RECIPIENTS!

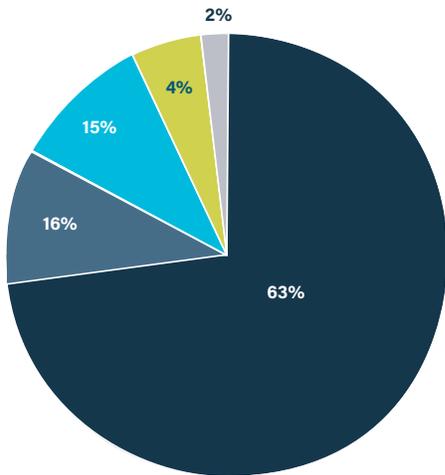
HAFSAT ADEBAYO, Master of Art, Urban & Regional Studies - University of Lethbridge

GHAZAL LOTFI, Master of Science, Urban & Regional Planning - University of Alberta

FARES MANDOUR, Bachelor of Science, Specialization in Planning - University of Alberta

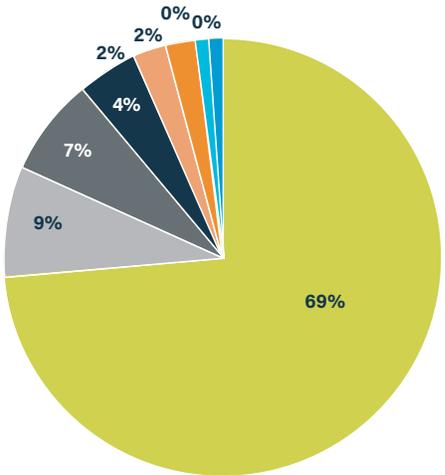
FINANCIAL OPERATIONS

REVENUE TOTAL: \$538,365



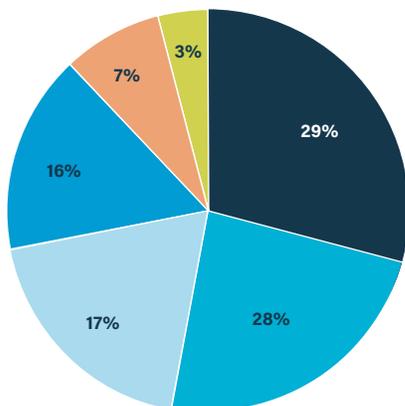
63%	Member Fees	\$340,833
16%	Communications & Marketing	\$ 84,879
15%	Conference	\$ 78,910
4%	Interest & Investment income	\$ 20,185
2%	Professional Development & Education	\$ 13,558

EXPENSE TOTAL: \$436,352



76%	Operations	\$333,406
9%	Professional Liability Insurance	\$ 37,092
7%	Conference	\$ 30,996
4%	Awards & Recognition	\$ 16,135
2%	Communications & Marketing	\$ 8,522
2%	Other	\$ 7,186
0%	Council	\$ 2,466
0%	Discipline	\$ 549

RESERVES TOTAL: \$448,000



29%	Discipline	\$130,000
28%	Operating	\$125,000
17%	Sustaining Reserves	\$ 75,000
16%	Legacy Fund Reserve	\$ 73,000
7%	Conference	\$ 30,000
3%	Research	\$ 15,000

TREASURER'S REPORT

The financial information contained in this annual report is part of an ongoing cycle of planning a budget, approving and implementing a budget, and reporting on financial operations enabled by a budget and a year end financial position.

Budget planning and preparation is undertaken by Administration and the Finance Committee and includes reviewing budgets from prior years, assessing risks and identifying mitigations, making projections for revenues and expenses, and considering the resources and time required to implement the strategic plan.

APPI's annual budget is approved by Council based on servicing the ongoing needs of the Institute and Members in a particular regulatory operating environment, following best management practices for non-profit organizations, and implementing the strategic plan. The budget estimates revenues from several sources (membership dues, marketing, events, investments, education) and allocates funds to cover specific ongoing expenses (operations, research, discipline, events, marketing, education, and strategic planning). Funding for ongoing annual expenses is sourced from the previous years operating surplus and internally restricted (earmarked) net assets, also known as reserves. Administration implements the budget with regular support and oversight by Council.

Reporting on financial operations and a year end position provides the Membership and the public an annual snapshot of the Institute's financial performance and health.

The 2021 Budget was approved on the basis of no increase to membership fees and no in-person Council meetings and other events. Council also committed to regularly monitor income and expenses throughout the year, track emerging issues and financial trends with potential impact to the Institute and the Members, and identify appropriate mitigations – all in consideration of the pandemic. The budget also maintained the funding for expenses at 2020 levels, excepting that the funding for Discipline expenses was increased by \$50,000 reflecting that addressing discipline can be costly.

As in previous years, the Finance Committee recommended, and APPI Council agreed to have Metrix Group Chartered Professional Accountants conduct a review engagement of the Institute's financial statements for the 2021 fiscal year. In so doing APPI Council agreed that a deeper review undertaken through an audit engagement was not necessary as there were no significant concerns with the institute's financial statements or operations, and as per APPI policy, no new Executive Director had been appointed during 2021. Metrix Group in turn concluded that APPI had again conducted its financial affairs in accordance with the Canadian generally accepted standards. The findings of Metrix Group were subsequently reviewed and approved by the Finance Committee and by APPI Council in Spring 2022.

The graphic overview of APPI's financial operations on the following page together with the financial statements prepared by Metrix Group at the end of the report illustrate that APPI was in a financially stable and net positive position for 2021. Revenues in excess of expenses came to \$107,013 for 2021 whereas expenses exceeded revenues by \$24,770 in 2020. Total Gross assets for 2021 were \$1,036,390, and Net assets were \$706,171 being comprised of \$258,170 in unrestricted net assets and \$448,001 in internally restricted reserves.

Although revenue from Membership dues decreased from 2020 by \$7,835, in part due to an increased number of Members transitioning to retired status, total revenues for 2021 rose over 2020 with significant increases stemming from communications and marketing, the annual APPI conference, and professional development and education. Increased revenue in these areas was due to a significant increase in job postings, higher conference registration fees and increased sponsorships, and fees related to webinars.

Overall, expenses for 2021 were lower than in 2020. And while Administration costs increased by 3% reflecting a rise in rates for staff, total direct expenses decreased by \$41,521 for 2021. The most significant decrease in costs related to a significant decline in activities associated with discipline, and the cancellation of in-person events and meetings (including those of APPI Council) due to the pandemic.

Cash and cash equivalents at the beginning of 2021 were \$358,850 and \$421,603 at the end of the year. The Institute typically carries a large amount of cash at year end reflecting Members paying their dues toward the end of the year for the next year. A significant amount of cash on hand is also due to the surplus revenue over expenses for the year.

Despite the impacts of the pandemic, I am pleased to note that APPI's continued positive financial performance illustrates its resilience and puts the Institute in an excellent position to meet ongoing needs for service provision and to implement the strategic plan.

On behalf of Council, I extend a large thank you to fellow Finance Committee members, Heather Chisholm and Khalid Mohammed for their service over the past year. Thanks also to our Administration for its very competent work in assisting the Committee and Council, particularly in another year of the pandemic. Lastly, thank you to the Membership for the opportunity to serve on APPI Council and as your Treasurer.

**ALBERTA PROFESSIONAL
PLANNERS INSTITUTE**
Financial Statements
For The Year Ended
December 31, 2021

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Management 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, 2021, 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 (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, 2021, 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, 2022

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Financial Position
As at December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 421,603	\$ 358,850
Short-term investments (Note 2)	600,870	562,871
Accounts receivable (Note 3)	1,104	821
Prepaid expenses	-	9,962
	<u>1,023,577</u>	<u>932,504</u>
INTANGIBLE CAPITAL ASSETS (Note 4)	<u>12,813</u>	<u>-</u>
	\$ 1,036,390	\$ 932,504
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 6,523	\$ 6,300
Goods and services tax payable	4,056	2,160
Membership deferred revenue (Note 5)	319,640	324,886
	<u>330,219</u>	<u>333,346</u>
NET ASSETS		
Unrestricted net assets	258,170	201,157
Internally restricted net assets	448,001	398,001
	<u>706,171</u>	<u>599,158</u>
	\$ 1,036,390	\$ 932,504

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 Expenses
For The Year Ended December 31, 2021

	2021	2020
REVENUE		
Membership dues	\$ 535,901	\$ 544,536
Less: Canadian Institute of Planners membership dues (Note 7)	(195,068)	(195,868)
	<u>340,833</u>	<u>348,668</u>
OTHER REVENUES		
Communications and marketing	84,879	37,448
Provincial conference	78,910	42,751
Interest and investment income	20,185	27,099
Professional development and education	13,558	1,033
Events	-	6,170
Membership application and examination fees	-	430
	<u>197,532</u>	<u>114,931</u>
	<u>538,365</u>	<u>463,599</u>
DIRECT EXPENSES		
Professional liability insurance	37,092	38,104
Provincial conference	30,996	6,546
Awards and recognition	16,135	11,687
Communications and marketing	8,522	16,670
External representation	4,811	6,550
Council	2,466	10,897
Events	1,150	4,974
Professional development and education	1,125	1,917
Discipline	549	47,113
Application and examination fees	100	9
	<u>102,946</u>	<u>144,467</u>
ADMINISTRATIVE EXPENSES (Schedule 1)	<u>333,406</u>	<u>325,186</u>
EXCESS (DEFICIENCY) OF REVENUES OVER ADMINISTRATIVE EXPENSES FROM OPERATIONS	<u>102,013</u>	<u>(6,054)</u>
OTHER INCOME (EXPENSES)		
Unrealized gain on marketable securities	17,814	18,856
Loss on sale of marketable securities	-	(37,572)
Amortization of intangible assets	(12,814)	-
	<u>5,000</u>	<u>(18,716)</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 107,013</u>	<u>\$ (24,770)</u>

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Changes in Net Assets
For The Year Ended December 31, 2021

	Unrestricted Net Assets	Internally Restricted Net Assets	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 201,157	\$ 398,001	\$ 599,158	\$ 623,928
Excess (deficiency) of revenue over expenses	107,013	-	107,013	(24,770)
Allocation transfer	(50,000)	50,000	-	-
NET ASSETS - END OF YEAR	\$ 258,170	\$ 448,001	\$ 706,171	\$ 599,158

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 107,013	\$ (24,770)
Items not affecting cash:		
Amortization of intangible assets	12,814	-
Loss on disposal of short-term investments	-	37,572
Unrealized loss on of short-term investments	<u>(17,814)</u>	<u>(18,856)</u>
	<u>102,013</u>	<u>(6,054)</u>
Changes in non-cash working capital:		
Accounts receivable	(283)	3,829
Accounts payable and accrued liabilities	223	1,303
Membership deferred revenue	(5,246)	69,001
Prepaid expenses	9,962	(9,096)
Goods and services tax payable	<u>1,896</u>	<u>3,009</u>
	<u>6,552</u>	<u>68,046</u>
	<u>108,565</u>	<u>61,992</u>
INVESTING ACTIVITIES		
Purchase of intangible capital assets	(25,627)	-
Purchase of short-term investments	(20,185)	(647,037)
Proceeds on disposal of short-term investments	<u>-</u>	<u>619,938</u>
Cash flow used by investing activities	<u>(45,812)</u>	<u>(27,099)</u>
INCREASE IN CASH FLOW	62,753	34,893
Cash - beginning of year	<u>358,850</u>	<u>323,957</u>
CASH - END OF YEAR	\$ 421,603	\$ 358,850

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Notes to Financial Statements
Year Ended December 31, 2021

NATURE OF OPERATIONS

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. 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 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. Government grants are treated as a reduction of intangible capital assets cost.

Intangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use. Half-year rates are used in the year of acquisition.

(continues)

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2021

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, \$50,000 (2020 - \$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, 2021

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, 2021

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

	2021	2020
Marketable securities at market value	<u>\$ 600,870</u>	<u>\$ 562,871</u>

The book value of the marketable securities is \$569,448 (2020 - \$549,264).

A portion of the short-term investments are restricted for the purposes of funding the internally restricted net assets. As at December 31, 2021, the portion restricted is \$448,001 (2020 - \$398,001).

3. ACCOUNTS RECEIVABLE

	2021	2020
Accounts receivable	<u>\$ 1,104</u>	<u>\$ 821</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 (2020 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2020 - \$NIL).

4. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Website software	<u>\$ 25,627</u>	<u>\$ 12,814</u>	<u>\$ 12,813</u>	<u>\$ -</u>

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Notes to Financial Statements
Year Ended December 31, 2021

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.

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ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Notes to Financial Statements
Year Ended December 31, 2021

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, 2021.

	<u>2021</u>	<u>2020</u>
<u>Membership dues</u>		
Balance, beginning of year	\$ 324,886	\$ 255,885
Membership dues received	530,654	613,537
Membership dues recognized	<u>(535,900)</u>	<u>(544,536)</u>
Balance, end of year	<u>\$ 319,640</u>	<u>\$ 324,886</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:

	<u>2021</u>	<u>2020</u>
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	\$ 195,068	\$ 195,868

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, 2021.

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.

Liquidity risk

(continues)

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Notes to Financial Statements
Year Ended December 31, 2021

8. FINANCIAL INSTRUMENTS *(continued)*

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, and accounts payable and accrued liabilities.

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.

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.

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.

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.

	2021	2020
Management fees	\$ 298,693	\$ 289,559
Professional fees	10,384	12,429
Interest and bank charges	17,531	15,920
Office	4,529	4,804
Telecommunications	1,869	2,074
Professional and Occupational Associations Registration Act	400	400
	<u>\$ 333,406</u>	<u>\$ 325,186</u>



PO Box 3099 Sherwood Park,
Alberta Canada T8H 2T1
Ph: 780.435.8716
Email: admin@albertaplanners.com

 [APPI-Alberta Professional Planners Institute](#)

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