



Alberta Professional Planners Institute

## **2020 Draft Annual General Meeting Minutes 12:15 – 1:00 PM April 30, 2020 Via GoTo Webinar**

The list of those 131 APPI members in attendance, virtually is a separate document.

### **Welcome by APPI President Mac Hickley**

Welcome to the Alberta Professional Planners Institute 2020 Annual General Meeting. My name is Mac Hickley and I am honoured to have served as President of APPI for the past year.

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### **Territorial Acknowledgement**

The Territorial Acknowledgement is one step in the journey of reconciliation and the intent is to recognize the descendants of those who continue to live in the area upon which this meeting is taking place.

*We are pleased to meet today with the assistance of technology. At this time I would like to acknowledge that the Institute respects the histories, languages and cultures of all of Canada's First Peoples whether they be of First Nation, Métis or Inuit descent, and appreciates that their presence continues to enrich Canada's vibrant communities. We are all treaty people. The peace treaties bind us all.*

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### **Moment of Silence**

As individuals, as communities and as a nation, we have all experienced the loss of loved ones over the past year.

And now, as a result of the pandemic and its intertwined health, social and economic impacts, as a professional community, we have all been witnesses to the tragic loss of life and suffering being faced by people around the world.

We appreciate all of the medical professionals on the front lines, public works crews who are keeping the roads safe and wastewater managed, transportation professionals continuing to ensure the movement of goods, and grocery store clerks who keep the shelves stocked. Our local essential services workers have, and continue to work tirelessly during this exceptional time. We also acknowledge that many of our own professional planning colleagues are also hard at work leading and implementing strategies to manage the COVID-19 crisis.

Please join me in silent contemplation for all those we have lost, and in solidarity, to express gratitude for all front-line and essential services workers.

### **House Keeping**

I'd like to remind you that today's AGM is eligible to be logged for the purposes of your continuous professional learning. The APPI CPL program demonstrates that APPI and its members are committed to ongoing learning and to maintaining the highest standards of skills, knowledge and professionalism.

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Today's virtual AGM is being recorded. The AGM Agenda, 2019 AGM Minutes and the Annual Report were emailed to all APPI members and specifically those that registered for this virtual AGM in advance. Those documents have also all been posted in the handouts section of this GoTo Webinar platform.

While dial in by phone audio conferencing was offered as a virtual AGM participation option, due to increased demand on the telecommunications infrastructure resulting from the COVID-19 crisis, the call-in feature capabilities are not reliable at this time. Therefore, Members were strongly recommended to use computer audio and to participate in the virtual AGM via their electronic device, as those who opt to use the call-in feature will not have the ability to "vote" via the on line polling feature or submit written questions during the AGM. To vote via the polling feature you simply click yes or no and submit when the motion is called.

Please note that all participants except for the facilitators, have been muted and have had their cameras turned off. However, efforts will be made to facilitate questions on this virtual platform. APPI Administration is moderating this AGM and you can communicate with them via the question box on the right side of your GoTo Webinar screen.

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

## **1. Call to Order**

**Mac Hickley, RPP**

Mac Hickley, APPI President, called the 2020 APPI Annual General Meeting at 12:05 PM.

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

In compliance with the APPI Bylaws, this meeting is being conducted no more than six months following the APPI fiscal year end of December 31, 2019.

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

M. Hickley asked the APPI Executive Director, MaryJane Alanko, to confirm that quorum has been achieved and M. Alanko confirmed that it had.

## **2. Adoption of Agenda**

**Mac Hickley, RPP**

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

MOTION: 2020-1: To adopt the agenda.

Moved: D. Hales

Seconded: G. Buchanan

CARRIED

## **3. Adoption of Minutes from the 2019 AGM**

**Mac Hickley, RPP**

M. Hickley presented the draft minutes of the April 26, 2019 Annual General Meeting held in Calgary and asked if there were any errors or omissions. There being none, he called for a motion to adopt the minutes.

MOTION: 2020-2: To adopt the minutes from the April 26, 2019 AGM as presented.

Moved: T. Steell

Seconded: M. Huber

CARRIED

#### 4. President's Report

Mac Hickley, RPP

I've written a paragraph or two in the Annual Report, which of course I encourage you all to read. I won't repeat it now but I would like to pause a moment and offer a couple of reflections. Planning is a complex and multi-faceted activity, as it is also a complex and multi-faceted profession. Planners are by training and often by instinct future-oriented. We are tasked with learning from the past to create a better future, and sometimes to innovate in order to create a better future. To accomplish this task, it's our job to forecast and describe the nature of anticipated change, to outline alternatives and implications, and deliver sound recommendations to the best of our abilities. When we manage to do this well and communicate it so all can understand, good decisions may then be made.

Thinking back on 2019 seems a bit futile at this point, considering how 2020 has been unfolding. But some important things happened last year too, and APPI members were busy doing good things, and we need to recognize and give them the credit they deserve as well. To start with, APPI hosted more educational events than I can list here, and it was a breath of fresh air to have the annual conference in Fort McMurray for a change, under the theme "Celebrate Strength." Stay strong, Fort Mac! Many dedicated APPI members contributed to the staging and delivery of these events and, along with the recipients of our annual Planning Awards, would have been our honoured guests at the Volunteer Celebration tonight, but we're hoping to reschedule that for later in the year...

So, I'd like to direct you back to the Annual Report for a list of some of APPI's key volunteers and award winners from 2019, and please wish them a heartfelt thanks if you bump into them on Zoom any time soon.

Very briefly, some of our other accomplishments from 2019 are as follows:

- APPI Council developed a new Strategic Plan for 2020-23 – please check it out in the Annual Report and the APPI website. We also approved a new vision statement for the Institute: "Excellence in the planning profession." Nice and simple.
- Council continued to advocate for and engage in Indigenous awareness and cultural understanding, by directly supporting Indigenous service organizations and by working with CIP and the other professional planning institutes across Canada.
- APPI commissioned our third biennial compensation survey, and I'm happy to report that the salary gap between men and women planners has decreased since 2017. A few highlights are in the Annual Report.
- Members of Council also helped review and update the national competency standards for planning program accreditation and professional planner certification, and this Professional Standards Committee project is ongoing.
- Moving forward into the uncertainties that 2020 holds, we're collaborating with the Government of Alberta and several other professional organizations to develop a new Professional Services Continuity Plan for provincial emergencies, and we've engaged with the Standards Council of Canada in their efforts to develop national standards and metrics around resiliency.
- We're also exploring ways to support APPI members in these days of social distancing, such as more webinars and online events. For example, we're hosting recurring Virtual Coffee Breaks and the next one is next week, on Wednesday May 6<sup>th</sup> at 12 noon, with the topic "Density and the Pandemic."

Professional planners are going to be especially important in the post-Covid world, as governments, companies and communities get back to work. Some of us are already working on reintegration and resilience strategies. Meanwhile, APPI has been in close contact with the other planning institutes across Canada to ensure fairness and consistency with respect to membership fees and CPL requirements, and at this time APPI is not waiving the fees or CPL requirements for 2020. That said, if you are experiencing

difficulties, I encourage you to contact MaryJane Alanko, our Executive Director, to discuss potential options.

And finally, I'd like to acknowledge that APPI Administration – MaryJane Alanko, Vicki Hackl and Michelle Collins – was the glue that held the institute together last year, as in every year, and without them hitting buttons and pulling levers from behind the curtain, none of this great work would have been completed. Thank you.

## **5. Treasurer's Report/Financial Statements**

**Erin O'Neill, RPP**

M. Hickley called on APPI Treasurer, Erin O'Neill, to present the 2020 Treasurer's Report and 2019 Financial Statements.

The 2019 APPI Financial Statements were included in the Annual Report that was distributed via email with the AGM package. Section 4.01 of the APPI Bylaws state that: "At the Annual General Meeting the Council and President shall place before the Members the financial statements of the Institute for the last completed financial year."

### **2019 Budget Versus Actuals**

Metrix Group LLP, APPI's Chartered Professional Accountants, completed its review of the financial position and has reported that nothing came to their attention of any concern, and that APPI's operations and cash flows for the 2019 year ended in accordance with the Canadian accounting standards for not-for-profit organizations. Council approved the financial statements on March 26, 2020. Those statements are included in the 2019 Annual Report and will be posted on the APPI website.

In September of 2018 Council approved the 2019 budget. The budget was developed on the basis that funding from the reserves and previous year's operating surpluses would be used to balance revenue against projected expenses. In approving this budget Council considered many factors, including the Institute's strong financial position due to focused attention in previous years, and that the proposed expenditures would add value to members and better position APPI in meeting its strategic objectives.

As noted in the Statement of Revenues and Expenditures contained in the annual report, expenses for 2019 were lower than budgeted. The primary reason being that expenses and attendance for the 2019 Conference hosted in the Regional Municipality of Wood Buffalo were significantly lower than originally projected during the budget process. There was of course a corresponding reduction in Conference income as well, and while the number of delegates who attended the conference was down, at 142, from our five-year average of 229 delegates, the 2019 conference was still very successful in terms of content and financial success.

### **Reserves**

APPI's annual net assets, or reserves, are comprised of surplus funding from previous years' operating surpluses as well as internally restricted reserves. The reserves represent earmark funding for specific purposes including but not limited to discipline, research, and the annual conference. These reserves enhance the Institute's financial stability and are managed in alignment with the Institute's strategic plan, the regulatory operating environment and best management practices for not for profit organizations.

For 2019, the reserves totaled \$388,000. The only reserve that was increased in 2019 over 2018 was the Discipline reserve, in acknowledgement of the enhanced risk of a major disciplinary case and the financial burden that could be placed on the Institute.

As outgoing Treasurer, I am pleased to report that APPI's ongoing financial stability will better position the leaders of the Institute to meet the Institute's strategic objectives and the challenges that will arise during these uncertain and unprecedented economic times.

## Revenue

The major source of APPI revenue is member fees, which represented 59% of the Institute's revenue in 2019. The second highest source of revenue was the conference, which represented 23% of revenue. Other significant sources of revenue for APPI include regional events and job postings.

## Expenses

APPI's major expenses are Operations which include management and professional fees, banking, office and information technology. The second major expense is historically the annual conference.

## Statement of changes in Net Assets

The Statement of changes in Net Assets notes an increase of \$20,876 in unrestricted assets at year-end. As of December 31, 2019, APPI has net assets of \$623,928 of which \$388,000 is restricted in specific reserves funds. The Finance Committee will continue to work closely with Administration to regularly monitor APPI's financial performance. Comprehensive financial reports are shared and adopted by Council at each meeting.

E. O'Neill stated that APPI's reserves and operational surpluses are invested in balanced funds with low to medium risk. APPI's 2015 original investment of \$520,509 had increased in value to \$556,375 as of December of 2019. In response to the current economic challenges on financial markets, that value had dropped to \$513,823 as of April 17, 2020. However, we are already seeing a turnaround in the market, and as of today, April 30, 2020, the portfolio currently stands at \$528,359.

## Finance Committee

As Treasurer and Chair of the Finance Committee, I want to thank the other members of the Finance Committee, Bernice Gonzalez and Gary Willson, for their service on the committee. Thanks also to our APPI administration for their diligence and great work keeping us on track.

E. O'Neill called for a motion to adopt the Treasurer's Report and the 2019 unaudited financial statements as presented.

E. O'Neill then asked for questions. A question was asked regarding the state of the investments in light of the current economic situation.

MOTION: 2020-3: To adopt the Treasurer's Report and the 2019 unaudited financial statements as presented.

Moved: K. McCardle

Seconded: C. Woodside

CARRIED

## 6. APPI Council 2020/2021 Announcement

**Erik Backstrom, RPP**

M. Hickley called upon the 2020 APPI Returning Officer, Erik Backstrom.

E. Backstrom acknowledged the 2020 APPI Nominating Committee members Tammy Henry, Gary Buchanan, and Shawn Bravender. The Nominating Committee did an excellent job of recruiting members willing to assume a leadership role of the Institute, and the slate this year reflected the diversity of the APPI membership.

I would also like to thank Stephanie Mah and Sean Lee who served as scrutineers for this year's Council election and assisted with the counting of the ballots earlier this morning.

Finally, I would like to thank those members of APPI Council whose terms on Council will end with this AGM – Erin O'Neill, Past President, who is completing a commendable five-year term on Council today. I would also like to thank APPI Councillors Kate van Fraassen, Gary Willson, Bernice Gonzalez, and Chelsea Whitty, for their significant contribution to the leadership of the Institute.

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

Jeff Chase and Bernice Gonzalez – nominees for President Elect  
And, the nominees for Councillor: Carol Bergum, Jihad Bitar, Heather Chisholm, Rick Michalenko, Peter Ohm, Adam Shamchuk, Chelsea Whitty and Jordan Zukowski.

Pursuant to Section 2.04 of the APPI Bylaws, as the number of nominees for the four Councillor positions exceeded the number of available positions, an election was held. As you are all aware, APPI members had the choice to vote for Council via either postal ballot or electronic ballot. The postal and electronic ballots were issued to the Institute's 899 Regulated Members eligible to vote and I am pleased to report the following:

189 electronic ballots received  
67 postal ballots received  
Given the Virtual AGM Platform, there were no Walk-in Ballots

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256 ballots received

Those continuing to serve on APPI Council for the 2020/2021 term are as follows.

Mac Hickley – President  
Glinis Buffalo – Councillor  
Amanda-Brea Watson – Councillor  
Marilyn Hooper – Public Member

The five newly elected members of APPI Council for the 2020/2021 term are as follows.

Carol Bergum – Councillor  
Heather Chisholm – Councillor  
Peter Ohm – Councillor  
Chelsea Whitty – Councillor  
Jeff Chase – President Elect

Generally, we would ask Council to now take the Oath of Office. Given the challenge that would present on this virtual platform, I will now ask President Mac Hickley to read the oath on behalf of all of the newly elected APPI Councillors.

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

E. Backstrom called for a motion to destroy the ballots from the 2020 APPI Council Election.

MOTION: 2020-4: To destroy the ballots from the 2020 APPI Council Election.

Moved: A. Langah

Seconded: E. Willison

CARRIED

M Hickley returns as meeting Chair.

Thank you very much Erik and congratulations to the new 2020/21 APPI Council. I'm looking forward to meeting and working with you all, virtually.

## **7.0 New Business**

### **a) Continuous Professional Learning (CPL) 2020 Reporting Year**

APPI and the other Provincial and Territorial Institutes and Associations in Canada, have been receiving inquiries from members about whether or not the CPL reporting requirements will be relaxed or reduced for the 2020 reporting year, due to the COVID-19 outbreak. We acknowledge that this unprecedented health crisis has presented members with many challenges, including adjusting to new schedules and priorities, leading and implementing strategies to manage the crisis, personal and economic toll, and more.

The 2019/20 APPI Council did discuss relaxing or reducing the 2020 CPL reporting requirements in March this year and the consensus was that Council did not support a change to the requirement of reporting the full 18 learning units annually, of which a minimum of 9 must be structured learning units. Engaging in continuous professional learning as professionals serves the public interest and demonstrates a commitment to ongoing learning and maintaining the highest standards of skills, knowledge and professionalism. This time of social distancing may provide many members with the time and opportunity to sharpen their skills and knowledge. There are so many ways to get learning units other than by attending in-person events or conferences. The World Town Planning Day on line conference and CIP's new webinar series, for example, and as many of you have seen, APPI is now offering and will continue to offer webinars on a variety of topics. The APPI webinars will be offered at no charge for the 2020 year, and those that are approved to be recorded by the presenters, will be posted on the APPI website for viewing at a later date, and still be considered structured learning units.

The new 2020/21 APPI Council will continue to monitor the CPL program for the rest of the 2020 reporting year, in partnership with the other Provincial and Territorial Institutes and Associations across Canada. Professional planning in Canada is governed by a national partnership of institutes, according to a common set of standards and competencies, for both the accreditation of planning schools and the certification of individual planners, and the CPL program must also be applied consistently across the country.

Any member who is experiencing a life change, specific difficulty or extenuating circumstances, that will impede their ability to comply with their 2020 CPL reporting should contact APPI Executive Director, MaryJane Alanko.

### **b) 2020 APPI Conference**

In light of ongoing uncertainty about the lifting of restrictions on large gatherings, and without a full grasp on the economic impact that the pandemic may have on APPI's potential in person conference attendance as well as sponsorship commitment, APPI Council, in consultation with the Conference Committee, has made the decision to cancel the in person offering of the 2020 APPI Conference in Lethbridge. The focus has been shifted to an entirely virtual conference offering. I assure you that the conference committee remains fully committed to delivering a roster of high caliber presentations and sessions, and creatively exploring virtual networking opportunities to shake up and improve our professional practice. More details on registration and rates will be released in the next two months.

M. Hickley asked if there is any additional new business?

There were two responses:

E. Backstrom was requested to repeat the new Council.

A comment was made that supported Council's decision to maintain the CPL reporting requirement.

## 9.0 Adjournment

**Mac Hickley, RPP**

On behalf of APPI Council, I would like to thank you for participating in the 2020 APPI virtual AGM.

MOTION: 2020-5: To adjourn the 2020 APPI Annual General Meeting.

Moved: E. O'Neill

Seconded: G. Buchanan

CARRIED

Meeting adjourned at 12:36 PM.