



2022 ANNUAL REPORT





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APPI COUNCIL



Jeff Chase
President, RPP



Scott Low
Councillor



Khalid Mohammed
President Elect, RPP



Courtney Laurence
Councillor, RPP



Peter Ohm
Treasurer, RPP



Nicholas Kuhl
Councillor, RPP



Margaret Kralt
Secretary, RPP



Connor Smith
Councillor, RPP



Marilyn Hooper
Public Member

PRESIDENT'S MESSAGE

As I started to draft a 2022 President's Report, I looked back on my message last year – the year “we collectively gave ‘nimble’ and ‘agile’ new meaning” in the face of the COVID-19 pandemic. It is crazy how much things can change in a year. Here we are now, moving quickly toward a post-pandemic reality – many of us returning to old work patterns and others navigating a ‘new normal’. Wherever you find yourself in the mix of all of this, I hope you are adjusting well and finding a healthy balance.

This post-pandemic environment has brought new realities to the places in which we live. Our communities, towns and cities face many challenges – community vibrancy and safety, disruption, the rising cost of living, increasing social disorder, mental health and addiction crises – all top of mind for many of us as planners. Though we have witnessed increased divide and polarization, we have also seen hopeful and uplifting moments of community building and repair emerge. In and through these challenges we are confronted with, I am deeply optimistic in our profession's ability to help our communities navigate the change we are all experiencing. I look forward to watching APPI be part of this.

Speaking of APPI, it was quite the year for the Institute – our sold out conference, Meet Again, drew 151 delegates in person and 131 virtually. We hosted 19 events with more than 600 registrations. We made advancements in our 2020-2023 Strategic Plan and began setting the stage for a 2023 renewal of this guiding document. Our membership stays strong and consistent with 1010 members. We continued to advocate for our profession with other orders of government and our partners across Canada.

As I close my time as APPI's President, I would like to thank the previous, current, and incoming Councillors with whom I have had the privilege of working with. I am grateful to members and students for your engagement with the Institute, and your commitment to our profession. And finally, our work would not be possible without our dedicated Administration – thank you Mary Jane, Vicki and Michelle.

All the best,



Jeff Chase
President, RPP

YEAR IN REVIEW

Virtual Council Meetings
2

In-person Council Meetings
3

Council resumed in-person meetings, but also remained committed to hosting meetings virtually given their cost effectiveness and respecting the time commitment required for in-person meetings with a geographically dispersed council.

Alberta Government
8
Stakeholder Consultations

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:

- Streamlining Professional Legislation
- Alberta Environment and Parks Municipalities and Communities Climate Engagement
- The Labour Mobility Act Regulation
- Fairness to Newcomers Initiative and the Fair Registration Practices Act

Strategic Partners
13

Strategic Partners

APPI collaborated with a number of Professional Regulatory Organizations (PROs) Provincial Associations and Municipal Governments on a number of Initiatives

- 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)
- The Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- Alberta Recreation and Parks Association (ARPA)
- Alberta Safety Codes Council
- Alberta Real Estate Foundation (AREF)
- Community Planners Association of Alberta (CPAA)
- City of Calgary
- City of Edmonton
- University of Alberta
- University of Calgary

Member Engagement and Services

Notices

76

Membership communications issued via electronic newsletters and bulletins.

Webinars & virtual events

19

Hosted a range of mainly virtual events, and continued the popular virtual coffee breaks as a way for membership throughout the APPI jurisdiction to connect in a casual setting.

In-person Registrants

151

Virtual Registrants

131

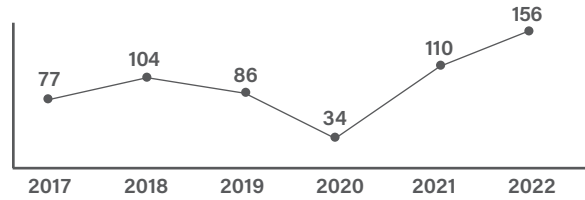
Hosted the 2022 Conference - Meet Again October 23-25 2022, one event two experiences, in-person and virtually. Three days which boasted:

- 9 Virtual sessions
- 15 In-person sessions
- 1 Workshop
- 1 Tour
- 1 Keynote
- 2 Plenary sessions
- 18 Sponsoring partners

Job postings

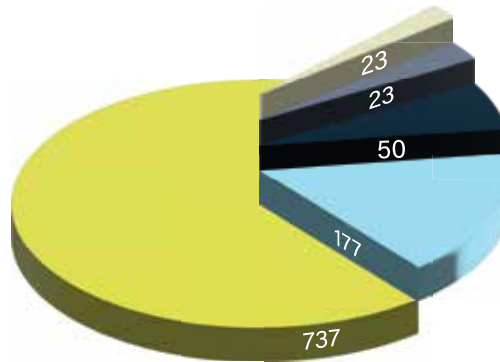
156

Postings for both private and public sector employers.



Membership

Membership remained stable and steady through 2022.



- 737** REGISTERED PROFESSIONAL PLANNERS
- 177** CANDIDATES
- 50** STUDENT MEMBERS
- 23** SUBSCRIBERS
- 23** RETIRED MEMBERS

1,010

TOTAL MEMBERS

61

NEW CANDIDATE MEMBERS

35

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)

2022 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.

Planning Award Recipients
3

APPI received sixteen submissions in response to the 2022 Call for Planning Awards. In October the following recipients of an APPI Planning Award of Merit were announced and celebrated at the 2022 APPI Conference.



Calmar Community Vitalization Plan (CVP) - Design Plan

DIALOG, Town of Calmar, Intelligence House and Zag



Edmonton City Plan Public Engagement - Comprehensive and Policy Plan

POPULUS Community Planning Inc, City of Edmonton, Green Space Alliance, Aubin Consulting



Sylvan Lake Inter-municipal Development Plan - Comprehensive and Policy Plan

Maven Strategy Ltd, McElhanney Ltd, Lacombe County, Town of Sylvan Lake, Red Deer County, SV of Norglenwold, SV of Jarvis Bay, SV of Birchcliff, SV of Half Moon Bay and SV of Sunbreaker Cove

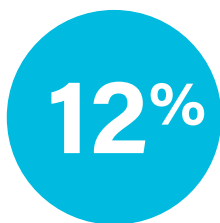
Thank you to all of those that took the time to prepare and submit their plans and projects for consideration.

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

VOLUNTEER AWARDS

We are proud to celebrate all those that spend 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.



Approximately 12% of our members volunteer for the Institute 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

Scott Pragnell, RPP

EXCEPTIONAL MENTOR AWARDS

Kalen Andersen, RPP
Josephine Duquette, RPP
Duncan Fraser, RPP
Brad Schultz, RPP

VOLUNTEER OF THE YEAR AWARD

Natasha De Sandi

COUNCIL SERVICE AWARDS

Carol Bergum, RPP
Heather Chisholm, RPP
Mac Hickley, RPP
Chelsea Whitty, RPP

LONG TERM RPP SERVICE

20
YEARS RPP

Samuel Afolayan, RPP
Catherine Ascroft, RPP
Cathryn Chopko Beck, RPP
Josephine Duquette, RPP
Leighton Ginther, RPP
Paul Mountford, RPP
Jane Power, RPP

25
YEARS RPP

Carl Amrhein, RPP
Carol Bergum, RPP
Barton Carswell, RPP
Terry Klassen, RPP
Catherine Main, RPP
Glen Radway, RPP
Beth Sanders, RPP
Orlando Toews, RPP
Joannes Wong, RPP
Jonathan Yuen, RPP

30
YEARS RPP

Russel Dauk, RPP
Michael (Paul) Gourley, RPP
Laurie Moulton, RPP
Lorelle Pesowski, RPP
Howard Pinnock, RPP
Rodney Potrie, RPP

35
YEARS RPP

R. Gary Klassen, RPP

40
YEARS RPP

Harry Harker, RPP, FCIP
Angus Schaffenburg, RPP
Ron Zazelenchuck, RPP

45
YEARS RPP

Wayne Jackson, RPP
Terry MccDougall, RPP
Bill Shaw, RPP, FCIP
Roy Wright, RPP

APPI 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!

FRANCISCO ALANIZ URIBE, RPP

Awarded to present at a national or international conference (in-person or virtual).

Francisco utilized the award to attend and deliver two presentations in Łódź-Kraków, Poland, Sept 6-11, 2022.

"Chinatown's key built form elements of sense of place: findings from an immersive visual survey" and "Re-imagining Crowsnest Pass: finding ways of redeveloping/re-skilling a coal mining community".
ISUF is the international organization of urban form for researchers and practitioners.

APPI STUDENT EDUCATION SCHOLARSHIP

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.

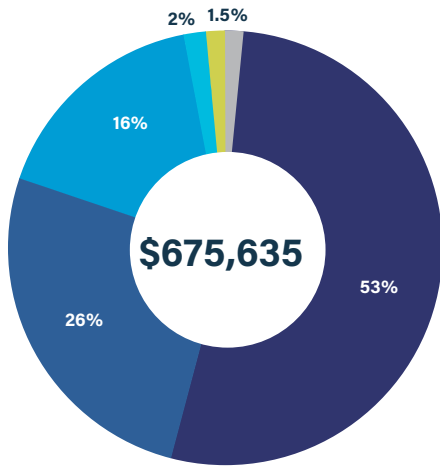
CONGRATULATIONS TO THE RECIPIENTS!

NOOSHIN FIROOZBAKSHI, Master of Science, Urban & Regional Planning - University of Alberta

ELISABETH HILL, Master of Science, Urban & Regional Planning - University of Alberta

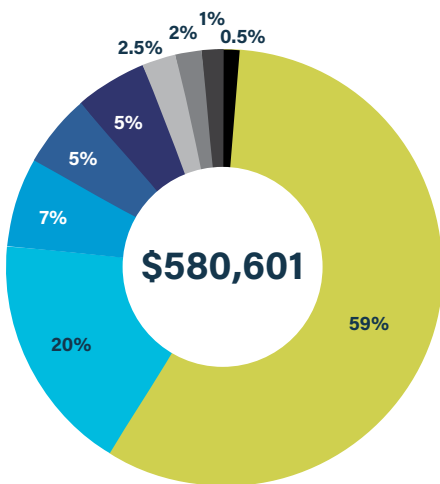
NICKOLAS ZAZULA, Bachelor of Science, Urban and Regional Planning - University of Alberta

FINANCIAL OPERATIONS



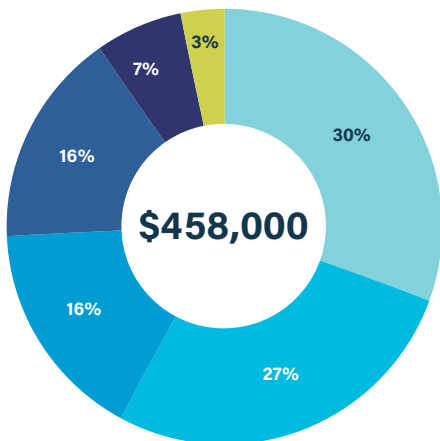
REVENUE TOTAL: \$675,635

53%	Member Fees	\$358,094
26%	Conference	\$172,266
16%	Communications & Marketing	\$111,415
2%	Other Income	\$14,132
1.5%	Interest & Investment income	\$9,846
1.5%	Professional Development & Education	\$9,881



EXPENSE TOTAL: \$580,601

59%	Operations	\$342,096
20%	Conference	\$102,651
7%	Professional Liability Insurance	\$38,764
5%	Discipline	\$31,442
5%	Council	\$31,013
2.5%	Communications & Marketing	\$14,728
2%	Awards & Recognition	\$11,039
1%	Events	\$5,572
0.5%	Other	\$3,296



RESERVES TOTAL: \$458,000

30%	Discipline	\$140,000
27%	Operating	\$125,000
16%	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 a year end position enabled by a budget.

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 2022 Budget was approved based on a 3.7% increase to membership dues and limited in-person Council meetings and other events. The increase in dues is in line with APPI's policy to follow the Alberta Consumer Price Index. Council also regularly monitored income and expenses throughout the year, tracked emerging issues and financial trends with potential impact to the Institute and the Members, and identified appropriate mitigations – all in consideration of the pandemic and world events affecting the

Institute's investments. The budget generally maintained the funding for expenses at 2021 levels, excepting that the funding for Discipline expenses was increased by \$10,000 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 2022 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 2022. 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 2023.

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 2022. Revenues in excess of expenses for 2022 were \$13,858. Total gross assets for 2022 were \$1,195,063, and net assets were \$719,756 being comprised of \$261,755 in unrestricted net assets and \$458,001 in internally restricted reserves.

Total revenues for 2022 rose over 2021 by \$137,269 with significant increases stemming from increased memberships, the annual APPI conference, and communications and marketing.

The Institute's income from its short-term investments declined by \$68,634 in 2022 as world markets declined in part due to the lingering effects of the pandemic and the conflict in Ukraine. With the advice of an investment advisor, Council expects that these investments will rebound and again generate revenue.

Overall, expenses for 2022 rose over 2021 in part reflecting higher expenses associated with easing pandemic restrictions, including hosting the in-person annual conference and other limited in person meetings and events. Expenses associated with discipline were \$31,442. Cash and cash equivalents at the beginning of 2022 were \$421,603, and at the end of the year were \$652,937. 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.

Despite the impacts of the pandemic and other factors, I am pleased to report 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, Connor Smith and Scott Low for their service over the past year. Thanks also to our Administration for its very competent work in assisting the Committee and Council 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, 2022

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, 2022, 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, 2022, 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
March 27, 2023

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Financial Position
As at December 31, 2022

	2022	2021
ASSETS		
CURRENT		
Cash and cash equivalents	\$ 652,937	\$ 421,603
Short-term investments (Note 2)	542,081	600,870
Accounts receivable (Note 3)	45	1,104
	<u>1,195,063</u>	<u>1,023,577</u>
INTANGIBLE CAPITAL ASSETS (Note 4)	-	12,813
	<u>\$ 1,195,063</u>	<u>\$ 1,036,390</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 16,691	\$ 6,523
Goods and services tax payable	1,198	4,056
Membership deferred revenue (Note 5)	457,418	319,640
	<u>475,307</u>	<u>330,219</u>
NET ASSETS		
Unrestricted net assets	261,755	258,170
Internally restricted net assets	458,001	448,001
	<u>719,756</u>	<u>706,171</u>
	<u>\$ 1,195,063</u>	<u>\$ 1,036,390</u>

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Revenues and Expenses
For The Year Ended December 31, 2022

	2022	2021
REVENUE		
Membership dues	\$ 558,473	\$ 535,901
Less: Canadian Institute of Planners membership dues <i>(Note 7)</i>	<u>(200,379)</u>	<u>(195,068)</u>
	358,094	340,833
OTHER REVENUES		
Provincial conference	172,266	78,910
Communications and marketing	111,415	84,879
Professional development and education	9,881	13,558
Interest and investment income	9,846	20,185
Professional Standards Board assistance	5,000	-
Reimbursements	5,000	-
Events	4,132	-
	<u>317,540</u>	<u>197,532</u>
	675,634	538,365
DIRECT EXPENSES		
Provincial conference	102,651	30,996
Professional liability insurance	38,764	37,092
Discipline	31,442	549
Council	31,013	2,466
Communications and marketing	14,728	8,522
Awards and recognition	11,039	16,135
Events	5,572	1,150
Professional development and education	2,880	1,125
External representation	317	4,811
Application and examination fees	99	100
	<u>238,505</u>	<u>102,946</u>
	342,096	333,406
ADMINISTRATIVE EXPENSES <i>(Schedule 1)</i>		
	<u>342,096</u>	<u>333,406</u>
EXCESS OF REVENUES OVER ADMINISTRATIVE EXPENSES FROM OPERATIONS	95,033	102,013
OTHER INCOME (EXPENSES)		
Amortization of intangible assets	(12,814)	(12,814)
Unrealized gain (loss) on short-term investments	(68,634)	17,814
	<u>(81,448)</u>	<u>5,000</u>
EXCESS OF REVENUE OVER EXPENSES	\$ 13,585	\$ 107,013

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Changes in Net Assets
For The Year Ended December 31, 2022

	Unrestricted Net Assets	Internally Restricted Net Assets	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 258,170	\$ 448,001	\$ 706,171	\$ 599,158
Excess of revenue over expenses	13,585	-	13,585	107,013
Allocation transfer	(10,000)	10,000	-	-
NET ASSETS - END OF YEAR	\$ 261,755	\$ 458,001	\$ 719,756	\$ 706,171

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Statement of Cash Flows
For The Year Ended December 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 13,585	\$ 107,013
Items not affecting cash:		
Amortization of intangible assets	12,814	12,814
Unrealized loss (gain) on of short-term investments	68,634	(17,814)
	<u>95,033</u>	<u>102,013</u>
Changes in non-cash working capital:		
Accounts receivable	1,059	(283)
Accounts payable and accrued liabilities	10,168	223
Membership deferred revenue	137,778	(5,246)
Prepaid expenses	-	9,962
Goods and services tax payable	(2,858)	1,896
	<u>146,147</u>	<u>6,552</u>
	<u>241,180</u>	<u>108,565</u>
INVESTING ACTIVITIES		
Purchase of intangible capital assets	-	(25,627)
Purchase of short-term investments	(9,846)	(20,185)
	<u>(9,846)</u>	<u>(45,812)</u>
Cash flow used by investing activities	<u>(9,846)</u>	<u>(45,812)</u>
INCREASE IN CASH FLOW	231,334	62,753
Cash - beginning of year	<u>421,603</u>	<u>358,850</u>
CASH - END OF YEAR	\$ 652,937	\$ 421,603

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

Notes to Financial Statements

Year Ended December 31, 2022

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:

Website software	100%
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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, 2022

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 (2021 - \$50,000) 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, 2022

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, 2022

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

	2022	2021
Marketable securities at market value	\$ 542,081	\$ 600,870

The book value of the marketable securities is \$579,294 (2021 - 569,448).

A portion of the short-term investments are restricted for the purposes of funding the internally restricted net assets. As at December 31, 2022, the portion restricted is \$458,001 (2021 - \$448,001).

3. ACCOUNTS RECEIVABLE

	2022	2021
Accounts receivable	\$ 45	\$ 1,104

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 \$98 (2021 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2021 - \$NIL).

4. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Website software	\$ 25,627	\$ 25,627	\$ -	\$ 12,813

ALBERTA PROFESSIONAL PLANNERS INSTITUTE
Notes to Financial Statements
Year Ended December 31, 2022

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, 2022.

	<u>2022</u>	<u>2021</u>
<u>Membership dues</u>		
Balance, beginning of year	\$ 319,640	\$ 324,886
Membership dues received	696,251	530,654
Membership dues recognized	<u>(558,473)</u>	<u>(535,900)</u>
Balance, end of year	<u>\$ 457,418</u>	<u>\$ 319,640</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>2022</u>	<u>2021</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	\$ 200,379	\$ 195,068

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, 2022.

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, 2022

8. FINANCIAL INSTRUMENTS *(continued)*

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, 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.

ALBERTA PROFESSIONAL PLANNERS INSTITUTE

**Administrative Expenses
(Schedule 1)**

For The Year Ended December 31, 2022

	2022	2021
Management fees	\$ 311,480	\$ 298,693
Interest and bank charges	17,750	17,531
Professional fees	6,205	10,384
Office	4,773	4,529
Telecommunications	1,390	1,869
Professional and Occupational Associations Registration Act	400	400
Bad debts	98	-
	<u>\$ 342,096</u>	<u>\$ 333,406</u>



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