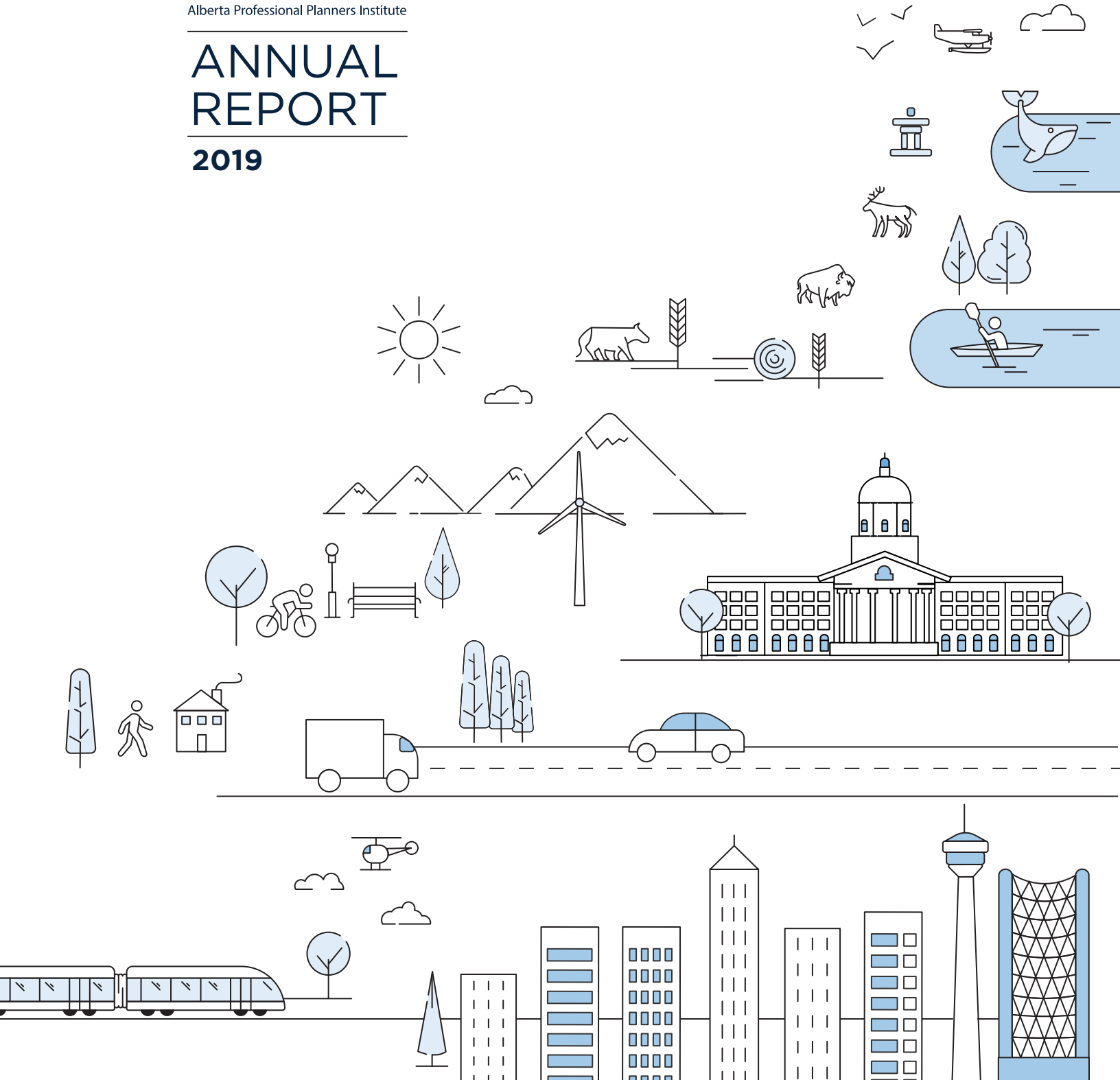




Alberta Professional Planners Institute

# ANNUAL REPORT

2019



## 2019/2020 APPI COUNCIL



Mac Hickley, RPP  
**President**



Erin O'Neil, RPP  
**Treasurer**



Kate van Fraassen, RPP  
**Secretary**



Marilyn Hooper  
**Public Member**



Glinis Buffalo, RPP  
**Councillor**



Bernice Gonzalez, RPP  
**Councillor**



Chelsea Whitty, RPP  
**Councillor**



Gary Willson, RPP  
**Councillor**

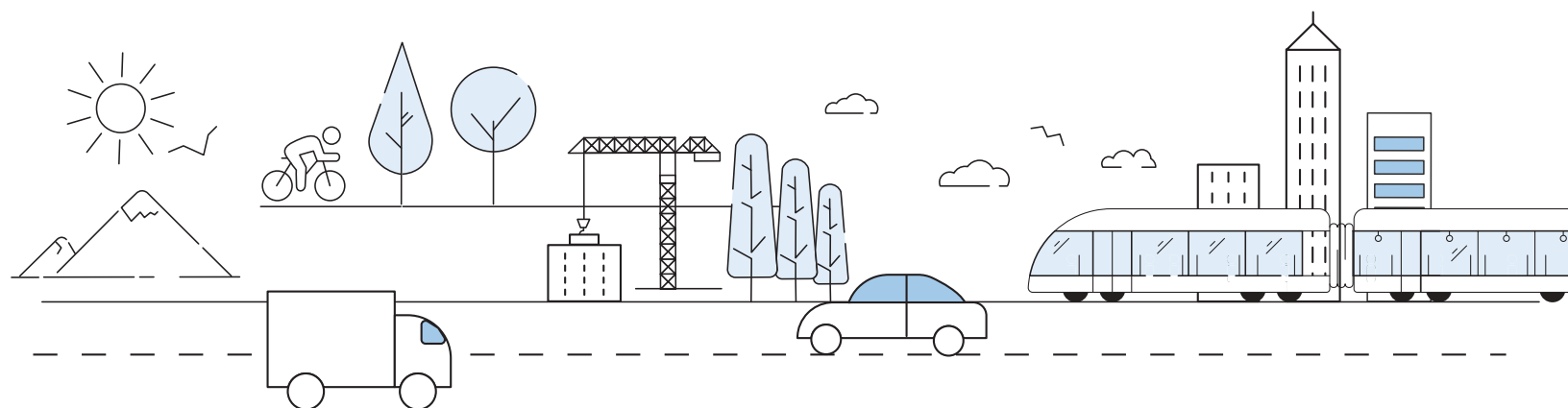


Amanda-Brea Watson, RPP  
**Councillor**



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## PRESIDENT'S MESSAGE

As I look back on 2019 from the vantage point of early 2020, I can't help but think about some of the keystone elements of the planning profession – things like forecasting, collaboration, sustainability, interdisciplinary decision making and the public interest. If we had only known in early 2019 what would befall us all in 2020, maybe we would have initiated a different set of conversations, or engaged a wider cross-section of professionals, or pursued closer relationships with our grocers, plumbers and bankers...

But that's what planning is all about, isn't it? Looking into the future with eyes and minds open, projecting and anticipating potential impacts and implications, and building an abundant level of flexibility to adapt to evolving scenarios and maintain a measure of resilience. And jargon, of course; plenty of jargon.



**Mac Hickley, RPP**

### STRATEGIC PLAN

At our annual retreat in May 2019, APPI Council began developing a new 3-year strategic plan. Having already extended the previous plan (2016-18) for an additional year in order to wrap up a few major initiatives, we felt that 2020 would be a good time to re-envision how to move the Institute forward again. With the help of two dedicated, strategic facilitators, and using the results of your considerable input to our in-depth member survey, we spent several months refining and finalizing the new Strategic Plan 2020. The plan includes a brand new vision statement, three streamlined priority areas, four critical success factors and numerous key performance indicators. Further, the Administration is continuously working on activities that are designed to achieve each of our strategic priorities. The new plan is available on the APPI website and in this Annual Report.

Personally, I'm a big fan of vision statements, whether for projects, teams, business units, companies or institutions. I think a clear vision helps to set a constructive internal atmosphere and a framework in which to do good work, and is especially pertinent for the planning profession, where we inherently focus on a distant horizon. Whether we're looking three, 50 or 100 years out, or even seven generations into the future, we tend to concentrate on a definite or described point, to avoid blithely or blindly muddling our way forward. Planning is a deliberate exercise in moving society into the future.

As a professional regulatory body, APPI is guided by provincial legislation and has a clear, member-based mission. Planning as a profession, however, is extremely wide-ranging and encompasses a broad variety of topics, competencies and areas of practice. As such, APPI needs a

vision that provides general guidance for the Institute but doesn't muddy the waters of our regulatory functions. So, as part of our strategic planning effort and with the help of our facilitators, we settled on a new vision statement that I believe strikes a fair balance between clarity, simplicity and recognition of our regulatory obligations: Excellence in the planning profession.

### INDIGENOUS INITIATIVES

In the late summer, APPI Council journeyed to Yellowknife. We went for three key reasons: 1) to meet with and show our support for planners in Canada's northern regions; 2) to catch a glimpse of the context in which planning occurs in the north; and 3) to enhance our own awareness of northern Indigenous cultures. Nothing can replace a site visit when you're making plans for a certain population or piece of landscape! To experience some of the Indigenous cultural context in Yellowknife, we benefited from the networks of APPI Councillors Amanda-Brea Watson and Glinis Buffalo. While we were there, we were treated to presentations by several planners about their work across the region, including Inuvik, NWT, where the average day of a municipal planner involves much more than desk work! We also visited a nationally respected retreat within walking distance of downtown Yellowknife, where Indigenous people can reconnect with Elders and mentors, and recharge their spirits. A short drive north took us to a more remote Indigenous camp for some local history and a guided tour of traditional medicinal plants and sources. That third reason we went to Yellowknife, for our own awareness, will allow us to bring a higher level of respectful engagement to our work, to our deliberations on Council, and to the Institute itself.

### CONTINUOUS PROFESSIONAL LEARNING (CPL)

For the first time in many years, the annual APPI conference was staged in Regional Municipality of Wood Buffalo, three years after the devastating wildfire of 2016. Billed under the theme “Celebrate Strength,” the conference offered many engaging speakers, opportunities for discussion and reflection, and interesting off-site exploratory activities. One of our ancillary goals was to visit and support a city that had been severely impacted by natural disaster and witness its recovery and resilience first-hand. We were not disappointed; indeed, we saw signs of community rebuilding, economic reinvestment, and natural regrowth around every corner. Thanks for hosting us, Fort McMurray, and we look forward to visiting again in the near future!

The dedicated members of the Calgary and Edmonton Events Committees did an amazing job of attracting interesting and relevant speakers throughout 2019. These volunteer groups never fail to amaze, continually offering new learning opportunities monthly in person and online. APPI recognizes that it needs to find a balance between in person and online CPL opportunities and will continue to explore the ever-evolving digital platforms.

### PROVINCIAL AND TERRITORIAL INSTITUTES AND ASSOCIATIONS (PTIA)

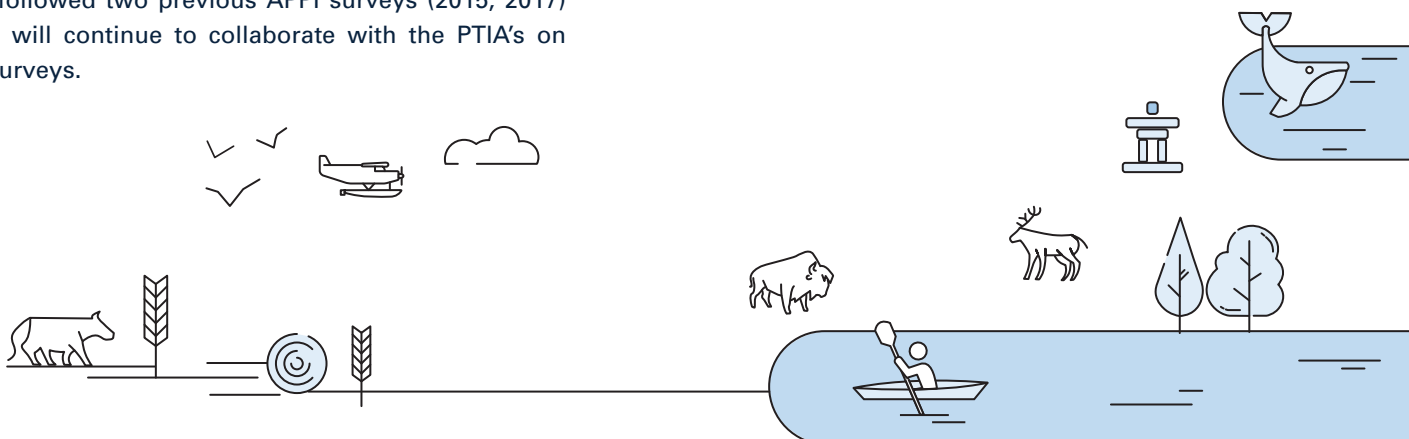
On the national front, the PTIA's (Provincial & Territorial Institutes and Associations) conducted the first Canada-wide compensation survey for professional planners. The data, based on information provided by 1,850 respondents, showed that planners working in Alberta are relatively well compensated (above the national average), and that the median gender-pay gap has decreased over the past four years: from 7.5% in 2015 to 5.6% in 2017 to 4.0% in 2019. However, I encourage all planners to review the survey results directly before drawing specific inferences or conclusions. This national survey followed two previous APPI surveys (2015, 2017) and we will continue to collaborate with the PTIA's on future surveys.

2019 also saw a significant effort among representatives of the PTIA's to review and update the Professional Standards Committee's “Membership Standards Policy Manual” (MSPM). In particular, Councillor Bernice Gonzalez and I provided feedback on the sections relating to professional competency standards, ethical standards and accreditation standards. This initial review is expected to roll forward into more work in 2020, to further develop and refine the standards for the planning profession.

Following the collaboration theme, APPI has been working with our partners in Saskatchewan and Manitoba (SPPI, MPPI) to publish PLAN North West, a periodical for planners across the prairies and northern Canada. While we would like to have brought more of these journals forward over the past year, I applaud those planners who made a commitment to share their stories with us, and I strongly encourage any of you who are reading this to do the same.

### VOLUNTEERS

APPI runs on the strength of its volunteers; all of our events, advocacy efforts and other activities are pursued for, by and with APPI members. Following the AGM in Calgary, APPI Council hosted a celebration to recognize APPI's most dedicated volunteers of 2018-2019 and to announce the 2019 recipients of the Outstanding Contribution to the Profession Award, Tammy Henry, RPP and Dave McRae, RPP, as well as the recipients of the newly established Exceptional Mentor Awards, Constance Gourley, RPP, Kellie Lau, RPP, Eleanor Mohammed, RPP, and Geoff Smith, RPP. It was a great evening in the East Village district and this annual festivity is becoming a signature event for APPI Council, where we can show our sincere appreciation for all the time and effort that APPI members invest on behalf of the Institute.





## PRESIDENT'S MESSAGE cont....

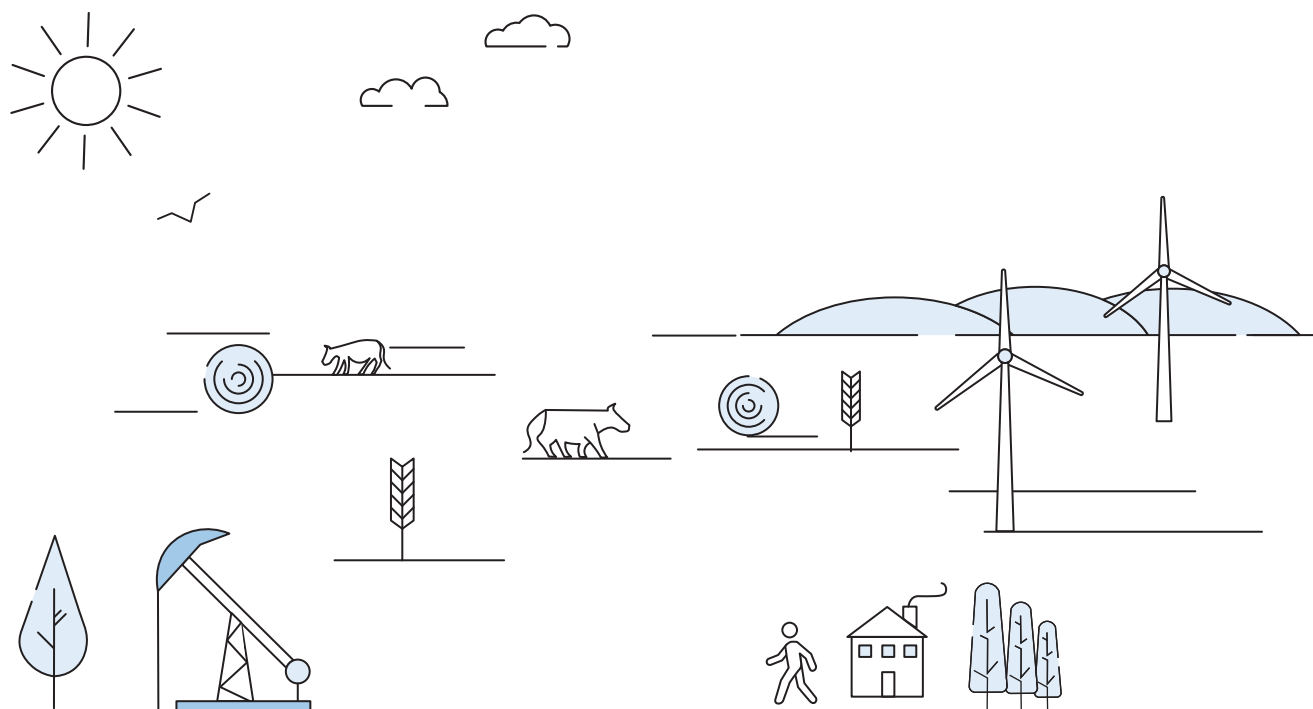
In 2019, Council said so long (but not “good bye”) to Martin Frigo of Parkland County and Aaron Aubin of Calgary, and welcomed Amanda-Brea Watson from Yellowknife and Glinis Buffalo for a second two year term. Carrying on for an additional year were Kate van Fraassen, Erin O’Neill, Bernice Gonzalez, Gary Willson, Chelsea Whitty and me, as well as our government appointed Public Member, Marilyn Hooper.

### LOOKING FORWARD

If planning is about looking into the future and anticipating potential situations and scenarios, what can we look forward to in 2020? Well, if you’re reading this you already know – climate resilience strategies, emergency preparedness protocols and pandemic response plans, to name a few. We must learn, or re-learn, to expect the unexpected. And the way to do that is often by listening to other people – people with different fields of expertise and different opinions and sources of knowledge – and by synthesizing different perspectives into plans, strategies, connections, interconnections and networks of communication.

APPI’s new strategic plan commits us to reach out more over the coming years, inviting more members to get involved, to build valuable partnerships and enhance our visibility on the professional and political landscapes. Over the next few years, we’ll continue working with CIP and the PTIA’s, as well as with other professions and government agencies, to promote and demonstrate the values and benefits of engaging with professional planners. Our critical path is paved with collaboration and communication.

In closing, on behalf of Council and the membership, I would like to express appreciation to our dedicated administrative team – MaryJane Alanko, Vicki Hackl and Michelle Collins. Their support is instrumental and they form a solid foundation for the Institute, maintaining our finances, legal requirements, educational offerings, logistics, communications, and many other services from behind the scenes. In addition, BMS Canada Risk Services Ltd. and Growling WLG LLP, offer summary pro bono legal advice to all APPI members participating in the Professional Liability Program. Members are encouraged to take advantage of this service.



## APPI STRATEGIC PLAN 2020 – 2023



Alberta Professional Planners Institute

### 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
- 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

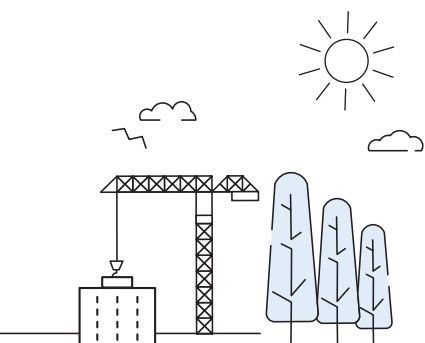
- Volunteer support for and participation in APPI initiatives (internal and external committees, appointments, etc.)
- Ability to express interest in volunteer opportunities
- Attendance at APPI events, social media activity, etc
- Connections with rural and northern members
- Use of technology to enable 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 a new Indigenous Peoples Planning & Reconciliation Subcommittee
- 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)



## PUBLIC MEMBER'S MESSAGE

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

Public members make a commitment to participation in meetings and by presenting the public perspective. They are the public's voice. They can also bring a different perspective to the council's deliberations and its priorities.

**The APPI Council works to support its members so its professional planners can:**

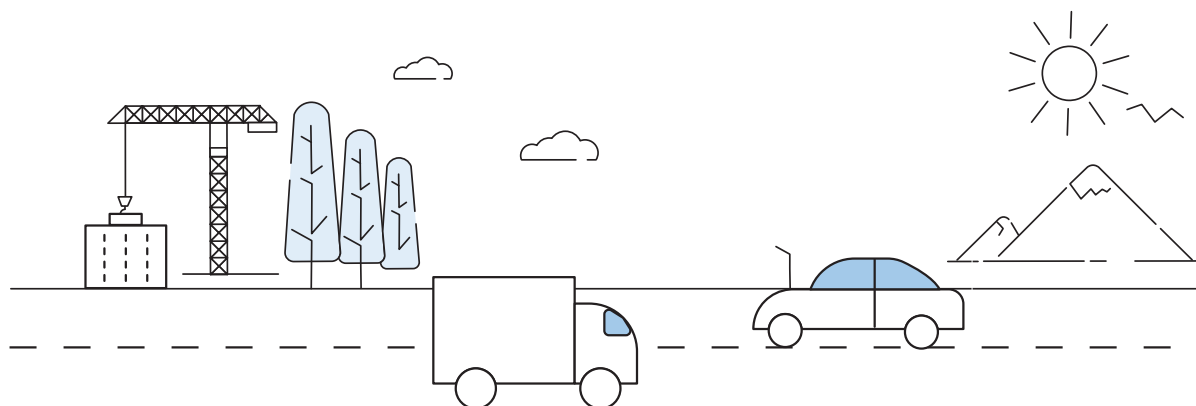
- **Support civic leaders, business interests and citizens to envision new possibilities and consider the short and long term consequences of decisions facing the community**
- **Lead in the development of innovations in regulation, programs and policy**
- **Anticipate change to help communities synthesize and meet the challenges of growth and development**
- **Design communities that create better choices for where and how people live and work**
- **Strike a balance between public and private, individual and community interest**

The dedication and skills of the current council and its Executive Director ensures good governance for APPI members and hence for Albertans by being committed to the undertaking of all of the above. They are passionate about their profession. They strive to always be learning and promote stewardship and mentorship. Professional Planner Members and soon to be members can be assured that this dedicated council is committed to its mission and values.

I look forward to assisting the APPI council achieve its goals and mission in the service of its members and the Alberta public.



**Marilyn Hooper**





## REGISTRATION

### Serving the Public Interest via Regulation and Meeting the Needs of APPI's Regulated Members and the Professional Planners of Tomorrow.

Becoming a regulated Candidate member of APPI is a significant professional career milestone. The Professional Standards Board (PSB) for the planning profession in Canada is responsible for administering the Candidate assessment and certification process, and the degree accreditation process, on behalf of APPI. However, ultimately APPI is legislatively responsible for ensuring that applicants have the appropriate education, experience competencies, ethics and professionalism for both Candidate and RPP professional practice. Through the Professional and Occupational Associations Registration Act (POARA) and the Professional Planner Regulation, APPI, in the public interest, is given the authority to ensure that all regulated members, throughout their careers:

- meet educational and training requirements;
- provide safe, ethical and competent services; and
- follow prescribed professional codes of practice.

It is both a challenge and an opportunity to ensure that APPI fulfills its mission of developing professional planners, promoting the planning profession and advocating for sustainable planning from an environmental, social, economic and human perspective. Serving in the public interest is a fundamental component of the APPI mission statement. We believe the public's interest is best served by upholding the requirements for knowledge and professionalism, supporting our members' ongoing professional development and elevating the awareness, visibility and credibility of regulated planners.



**Scott Pragnell, RPP**

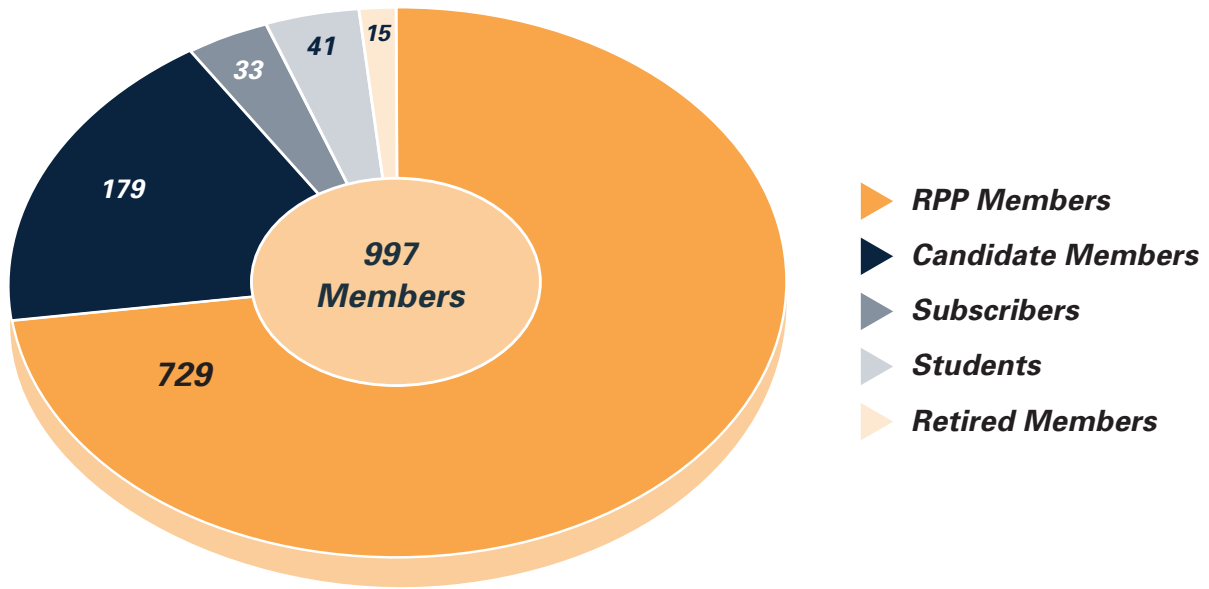
All regulated members of APPI, both RPP and Candidate members, are responsible for complying with the Institute's mandatory Continuous Professional Learning program which ensures that our professional members "continually seek further knowledge in the theory and practice of planning and all other matters that enhance the reputation of the profession and the regulated member" and to "maintain currency in the knowledge and skills necessary to carry out the practice of planning." Ongoing professional learning is a key component to maintaining the highest standards of skills, knowledge and professionalism within the planning profession. APPI monitors the CPL program and is committed to identifying any obstacles to acquiring and reporting CPL in a timely manner.

In addition to serving as Chair of the APPI Registration Committee, I also serve as the APPI representative on the national Standards Committee (SC), which I Chaired in 2019. The Standards Committee moved forward on several key initiatives in 2019, including:

- Five-Year Review Implementation Project
- Membership Standards Policy Manual (MSPM)
- Academic Certification Standards and guidelines for Responsible Professional Planning Experience
- SC Profile



**2019 APPI MEMBERSHIP**

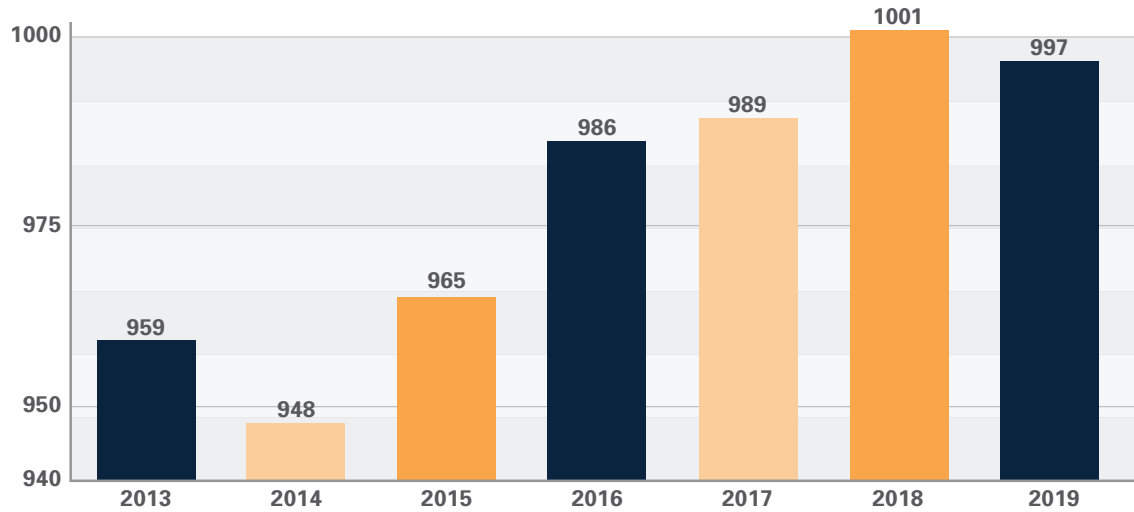


**CANDIDATE APPLICATIONS AND TRANSITIONS TO CERTIFIED RPP STATUS**



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

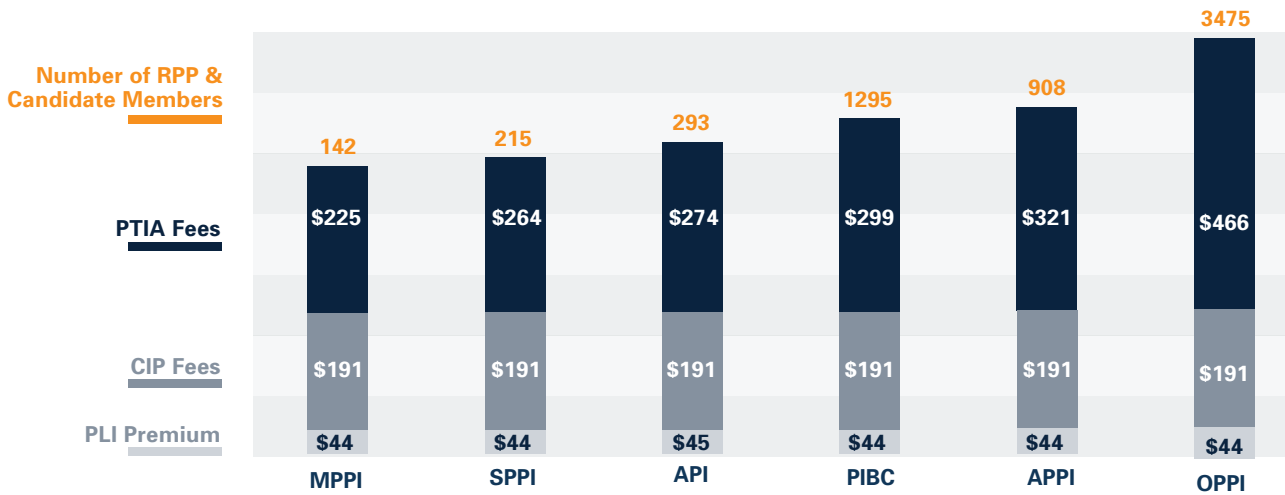
### APPI MEMBER GROWTH



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



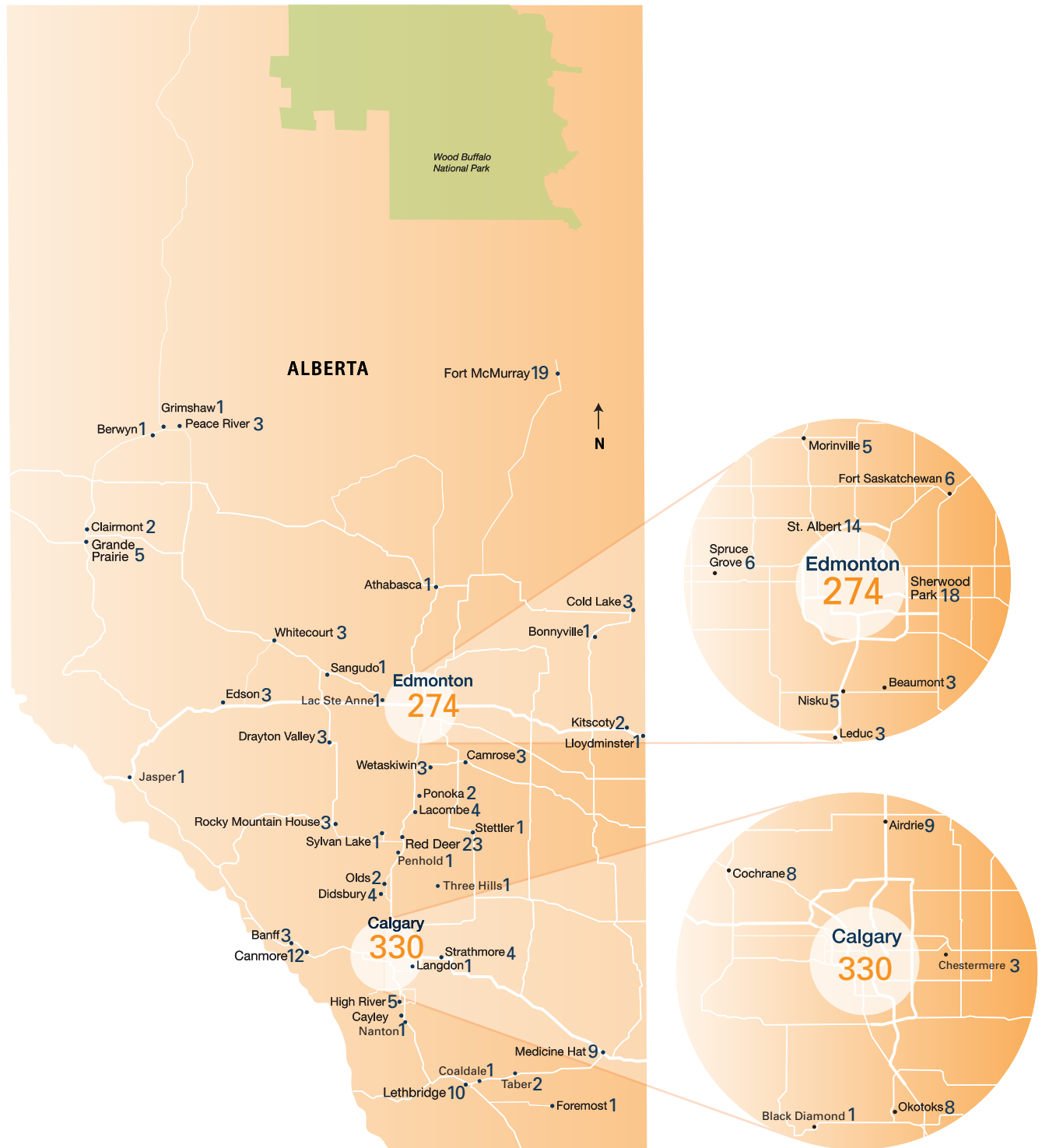
### 2019 PTIA MEMBER FEE COMPARISON



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

## GEOGRAPHICAL REPRESENTATION OF APPI's REGULATED MEMBERS

Locations represent place of residence data as of January 2020.



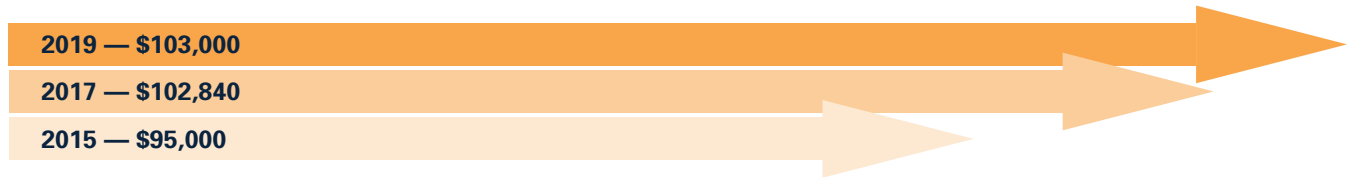




## 2019 Compensation and Benefits Survey Summary

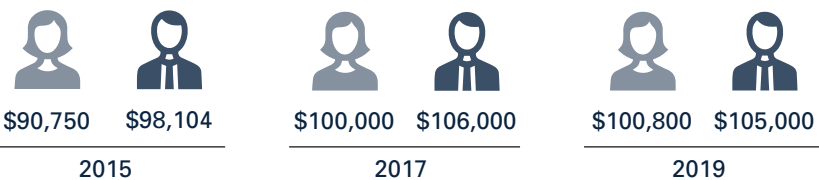
The 2019 Compensation and Benefits Survey was designed to gather information regarding the demographics, job responsibilities and compensation and benefits of members of the Alberta Professional Planners Institute (APPI). It replicates previous surveys that were conducted in 2015 and 2017. The following statistics pertain to the 229 APPI Members who responded to the survey.

### Increase In Median Salary



### Median Gender Wage Gap

Reduced from 7.5% in 2015 to 4% in 2019



### Gender in Profession



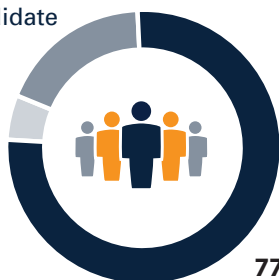
### Median Salary Range by Years of Experience



\*showing small base sizes of <30

18% Candidate

5% Other



### RPP vs non-RPP

RPP's made up 77% of those who responded and their mean annual base salary income was over \$30k higher than those who did not have that professional designation.

## DISCIPLINE



**Roy Wright, RPP**

APPI usually fields numerous general professional practicing inquiries each year, but few complaints typically result in formal complaints being filed against a regulated member of the Institute. In 2019, APPI received six complaint inquiries and a record number of four of those complaints proceeded to the formal written complaint stage.

When a written complaint is received, a member of the Discipline Committee is assigned to undertake a preliminary review of the complaint. The Professional and Occupational Associations Registration Act (POARA) and the Professional Planner Regulation, do not give the Institute legal authority to investigate a complaint. Therefore, the review of the complaint is restricted to the formal written complaint and the member named in the complaint's written response to the formal complaint. In reviewing the

complaint, the Discipline Committee Designate is tasked with determining if the conduct of the member constitutes unskilled practice of the profession or occupation, or professional or occupational misconduct. Throughout this initial review process there may be opportunities to work with both parties in an attempt to resolve the dispute outside of the formal hearing process.

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

APPI offered three sittings of the Discipline and Ethics course in 2019; the first in conjunction with the APPI AGM in April in Calgary, the second in conjunction with Council's outreach to professional planners in Yellowknife in August 2019, and the third at the October 2019 Conference in Fort McMurray. The Discipline Committee is dedicated to better informing APPI's members on their professional obligations to the public, complying with the Professional Code of Practice, and legislated disciplinary process.

The names of the members of the Discipline Committee are posted on the APPI website and any APPI member is welcome to contact a committee member via the APPI Office, to talk about any challenges you might be facing. If you have any questions, suggestions or thoughts, please contact Roy Wright at [roanconsulting@shaw.ca](mailto:roanconsulting@shaw.ca) or the Executive Director Ms. MaryJane Alanko at [execdir@albertaplanners.com](mailto:execdir@albertaplanners.com).

# VOLUNTEERS

## 2019 VOLUNTEER AWARDS AND APPRECIATION CELEBRATION

Everyday over 200 volunteers support APPI and its membership in striving to achieve the Institute's Strategic Plan. These volunteers work with enthusiasm, creativity, and professionalism to enhance theirs and their peer's profession. APPI would not be the robust, thriving institute it is without these dedicated volunteers. To all of those who have committed their precious time to serving the profession and the Institute – Thank You!

At the annual Volunteer Awards and Appreciation Celebration, APPI celebrates the contributions of APPI volunteers, and recognizes newly certified RPP members, recipients of the APPI Student, Legacy, and Volunteer Recognition Awards, as well as long-term RPP members. The following recipients were announced at the April 26, 2019 celebration in Calgary.

### LONG-TERM SERVICE RECOGNITION

Tim Keating RPP	20 yrs.	Mary Axworthy RPP	35 yrs.
Steve Hanhart RPP	30 yrs.	Brad Armstrong RPP	25 yrs.
Richard Levy RPP	20 yrs.	Charleen Currie RPP	40yrs.
Mary Ann McConnell-Boehm RPP	30 yrs.	Katherine Beatson RPP	25 yrs.
Stan Schwarzenberger RPP	20 yrs.	David A. Kinnaird RPP	40 yrs.
David McRae RPP	30 yrs.	Jim Killoh RPP	25 yrs.
Chad Townsend RPP	20 yrs.	Gary D. Willson RPP	40 yrs.
Donald Aubrey RPP	35 yrs.	Thom Mahler RPP	25 yrs.
Tamara Wallace RPP	20 yrs.	Grant Pearsell RPP	25 yrs.



**OUTSTANDING CONTRIBUTION TO THE PROFESSION AWARDS**

Tammy Henry RPP | David McRae RPP

**COUNCIL SERVICE AWARDS**

Martin Frigo RPP | Aaron Aubin RPP

**LEGACY FUND AWARD**

Amanda-Bea Watson RPP

**STUDENT EDUCATION SCHOLARSHIP**

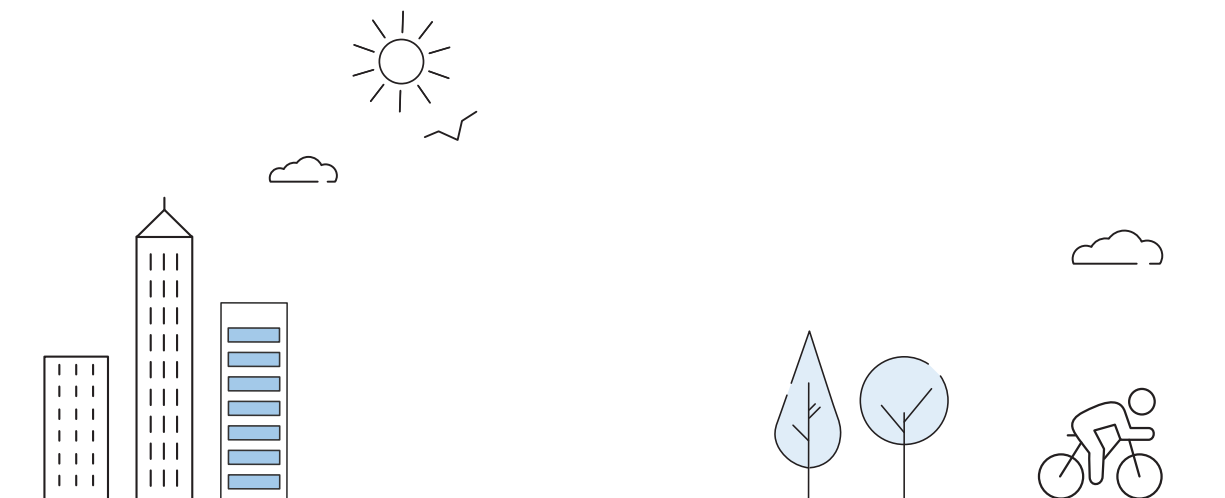
Steven Shuttle | Jill Lang | Negar Zangi

**STUDENT CONFERENCE AWARDS**

Hayley Wasylycia | Taylor Felt

**EXCEPTIONAL MENTOR AWARDS**

Eleanor Mohammed RPP | Kellie Lau RPP | Geoff Smith RPP | Connie Gourley RPP





## PLANNING AWARDS

Each year the Alberta Professional Planners Institute recognizes exemplary planning within the planning profession. Awards acknowledge meritorious plans and projects, undertaken in whole or in part by members of the Institute, that significantly contribute to the livability of communities in Alberta, the Northwest Territories and Nunavut. Six Merit Awards were honoured in 2019.

### COMPREHENSIVE AND POLICY PLAN

#### Edmonton's Infill Roadmap 2018

City of Edmonton, Green Space Alliance, POPULUS Community Planning Inc.,  
Edmonton Heritage Council, Intelligence House, Colliers International, Curio Studio

#### Tuktoyaktuk Community Plan and Zoning Bylaw Revisions

Hamlet of Tuktoyaktuk, Dillon Consulting Limited

#### Town of Slave Lake Downtown and Main Street Area Plan and Urban Design Handbook

Town of Slave Lake, Green Space Alliance, ISL Engineering and Land Services Ltd.

### SPECIAL STUDY - AWARD OF MERIT

#### Ephemeral and Intermittent Streams Project

City of Calgary, Intelligent Futures, Wood Environment and Infrastructure Solutions,  
Tannas Conservation Services Ltd., Landwise Inc.

### EDUCATION - AWARD OF MERIT

#### The 360 Degree City Podcast

Intelligent Futures

### DESIGN PLAN - AWARD OF MERIT

#### West District: A New Activity Centre

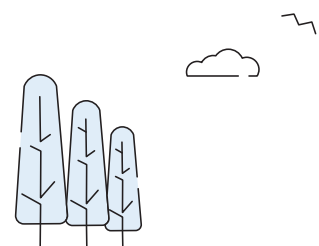
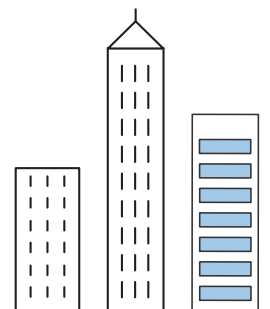
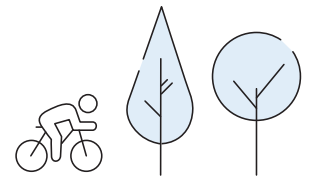
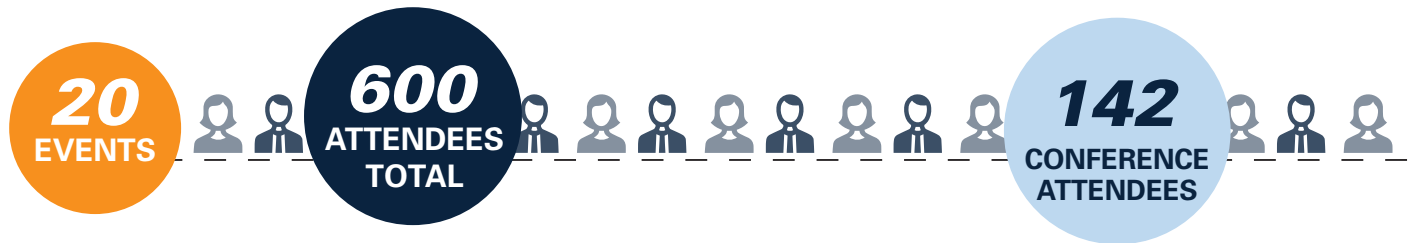
Truman, City of Calgary, CivicWorks, S2 Architecture,  
Navagrah Landscape Architecture + Urban Design, HDR and Intelligent Futures





# EVENTS

The APPI events committee continues to offer quality educational opportunities across a broad range of topics to APPI members to log their CPL credits. In addition to twenty offerings throughout the year, the 2019 conference in Regional Municipality of Wood Buffalo boasted 24 engaging sessions over three days. Also in an effort to serve the needs of as many participants as possible, some events were live streamed and or recorded. APPI events can be found on the APPI website and social media outlets.



## TREASURER'S REPORT

The Finance Committee is responsible to Council and APPI members for overseeing and maintaining the Institute's financial resources and putting forward recommendations to ensure those resources are maintained and enhanced in the future. One of the key functions of the Committee is to make recommendations on the type of financial review to be undertaken annually. Generally, a full audit is not required to be undertaken unless there is a significant financial concern that requires analysis, or, as per APPI policy, the Institute had a new Executive Director. APPI's financial operations review for the 2019 fiscal year, as documented in this Annual Report, was conducted in early 2020 by Metrix Group Chartered Professional Accountants. The comprehensive financial statements and reports were then reviewed by the Finance Committee in March 2020 and then ratified by all of Council, as per APPI policy. APPI has utilized the services of Metrix Group for a number of years and the firm has deemed again for 2019 that the Institute has conducted its financial affairs in accordance with the Canadian generally accepted standards.



**Erin O'Neill, RPP**

The graphics in this report details APPI's 2019 Revenue, Expenditures and Reserves. APPI's annual net assets are comprised of surplus funding from previous years' operating surpluses as well as internally restricted reserves. The internally restricted reserves, which totalled \$388,000 for 2019, earmark funding for specific purposes (operating, discipline, research, conference, communications & marketing, professional development & continuing education, and strategic planning) and enhance the Institute's financial stability. These reserves are managed in alignment with the Institute's strategic plan, the regulatory operating environment and best management practices for not for profit organizations. For 2019, Council made the decision to retain the reserves at the 2018 levels with the exception of the Discipline reserve which was increased by \$10,000. This increase acknowledges the enhanced risk of a major disciplinary case and the financial burden that could be placed on the Institute.

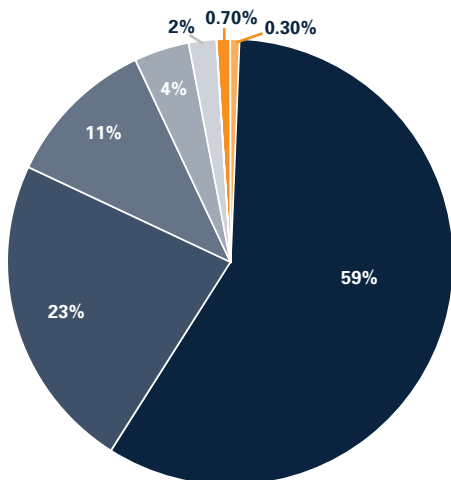
In the fall of 2018 Council approved the 2019 budget on the basis that some funding from the previous year's operating surpluses and reserves would be used to balance revenue against projected expenses. In approving this budget Council considered many factors, including the Institute's strong financial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

Council had extended the term of the 2016-2018 Strategic Plan to 2019, to give sufficient time to implement outstanding strategic projects. Simultaneously in 2019, Council began working on a new strategic plan for the Institute to direct the focus and work of APPI into the next decade. That new APPI Strategic Plan 2020-2023, received final approval in January 2020. We are proud to announce that the Institute's strategic objectives were significantly advanced in 2019. As the outgoing Treasurer, I am pleased to report that APPI's ongoing financial stability will better position the leaders of the Institute to meet the objectives of the Strategic Plan and the challenges that will arise during these uncertain and unprecedented economic times.

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

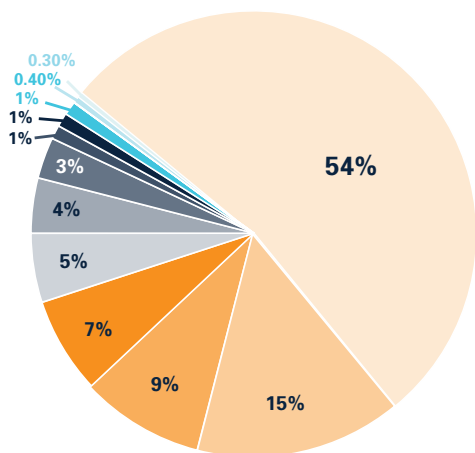
# FINANCIAL OPERATIONS

**REVENUE TOTAL: \$593,038**



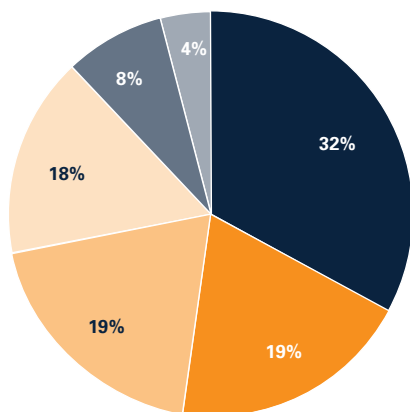
59%	Member Fees	\$352,302
23%	Conference	\$134,066
11%	Communications & Marketing	\$66,040
4%	Events	\$21,207
2%	Interest & Investment income	\$12,464
0.70%	Professional Development & Education	\$4,379
0.30%	Membership Application & Examination Fees	\$2,580

**EXPENSE TOTAL: \$608,559**



54%	Operations	\$329,674
15%	Conference	\$91,535
9%	Council	\$51,774
7%	Professional Liability Insurance	\$39,735
5%	Communications & Marketing	\$28,300
4%	Awards & Recognition	\$24,788
3%	Events	\$20,200
1%	Professional Development & Education	\$8,288
1%	External Representation	\$5,061
1%	Discipline	\$4,978
0.40%	Annual General Meeting	\$2,516
0.30%	Application & Examination Fees	\$1,710

**RESERVES TOTAL: \$388,000**



32%	Operating	\$125,000
19%	Sustaining Reserves	\$75,000
19%	Legacy Fund Reserve	\$73,000
18%	Discipline	\$70,000
8%	Conference	\$30,000
4%	Research	\$15,000

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Financial Statements**  
**For The Year Ended December 31, 2019**





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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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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, 2019, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Alberta Professional Planners Institute as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

**METRIX GROUP LLP**

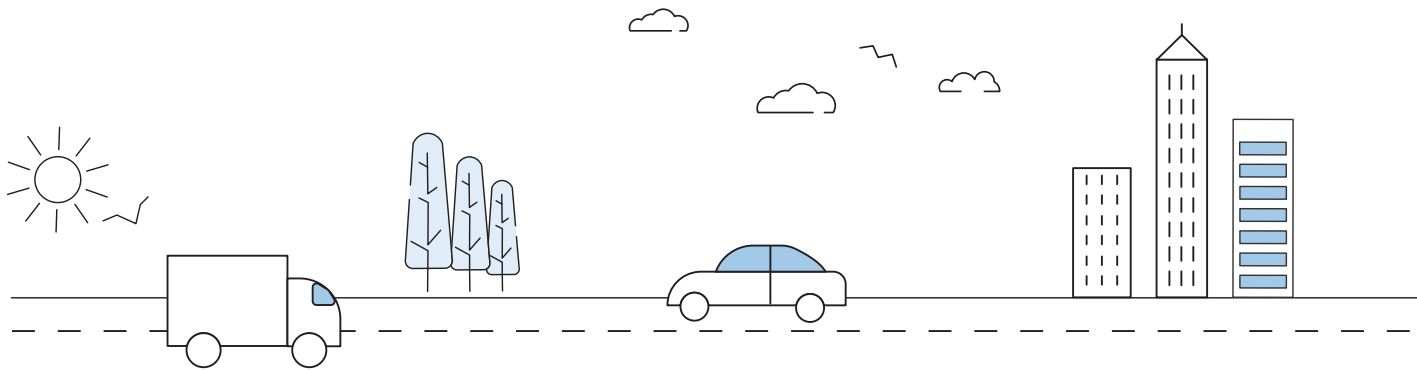
Chartered Professional Accountants

Edmonton, Alberta  
March 26, 2020



**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Financial Position**  
**As at December 31, 2019**

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 323,957	\$ 307,456
Short term investments (Note 3)	554,488	505,627
Accounts receivable (Note 4)	4,650	5,573
Goods and services tax recoverable	849	-
Prepaid expenses	866	11,912
	<u>\$ 884,810</u>	<u>\$ 830,568</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 4,997	\$ 9,548
Goods and services tax payable	-	1,093
Membership deferred revenue (Note 6)	255,885	216,694
Conference deferred revenue	-	181
	<u>260,882</u>	<u>227,516</u>
<b>NET ASSETS</b>		
Unrestricted net assets	235,927	225,051
Internally restricted net assets	388,001	378,001
	<u>623,928</u>	<u>603,052</u>
	<u>\$ 884,810</u>	<u>\$ 830,568</u>

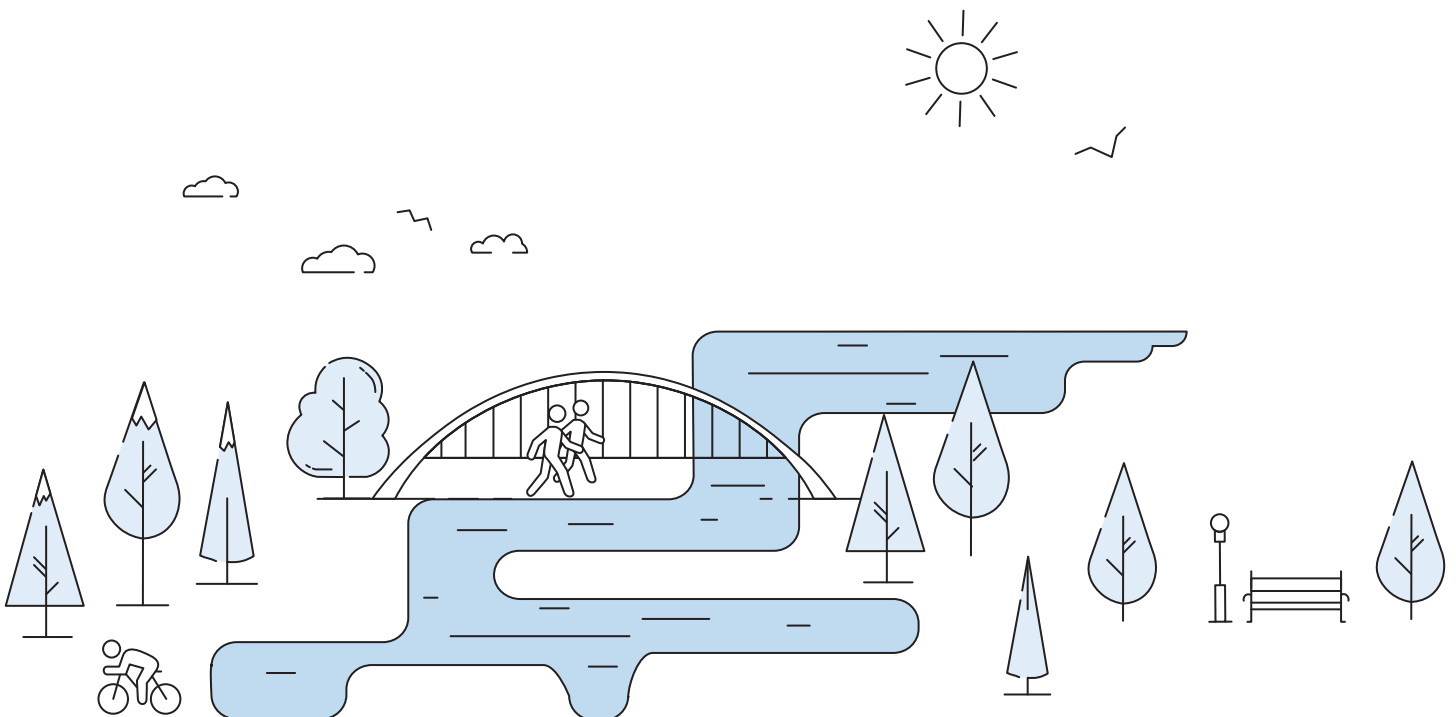


**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Revenues and Expenditures**  
**For The Year Ended December 31, 2019**

	2019	2018
<b>REVENUE</b>		
Membership dues	\$ 528,052	\$ 515,859
Less: CIP Membership dues <i>(Note 8)</i>	<u>(175,750)</u>	<u>(174,003)</u>
	<u>352,302</u>	<u>341,856</u>
<b>OTHER REVENUE</b>		
Provincial conference	134,066	235,169
Communications and marketing	66,040	76,093
Events	21,207	17,288
Interest and investment income	12,464	11,800
Professional development and education	4,379	5,617
Membership application and examination fees	<u>2,580</u>	<u>8,430</u>
	<u>240,736</u>	<u>354,397</u>
	<u>593,038</u>	<u>696,253</u>
<b>DIRECT FEES</b>		
Provincial conference	91,535	168,307
Council	51,774	42,433
Professional liability insurance	39,735	40,890
Communications and marketing	28,300	34,326
Awards and recognition	24,788	22,354
Events	20,200	15,967
Professional development and education	8,288	8,463
External representation	5,061	5,226
Discipline	4,978	4,782
Annual general meeting	2,516	3,081
Application and examination fees	<u>1,710</u>	<u>3,841</u>
	<u>278,885</u>	<u>349,670</u>
<b>EXPENSES</b> <i>(Schedule 1)</i>	<u>329,674</u>	<u>331,256</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<u>(15,521)</u>	<u>15,327</u>
<b>OTHER INCOME</b>		
Unrealized gain (loss) on marketable securities	47,606	(49,867)
Loss on sale of marketable securities	<u>(11,209)</u>	<u>(1,574)</u>
	<u>36,397</u>	<u>(51,441)</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 20,876</u>	<u>\$ (36,114)</u>

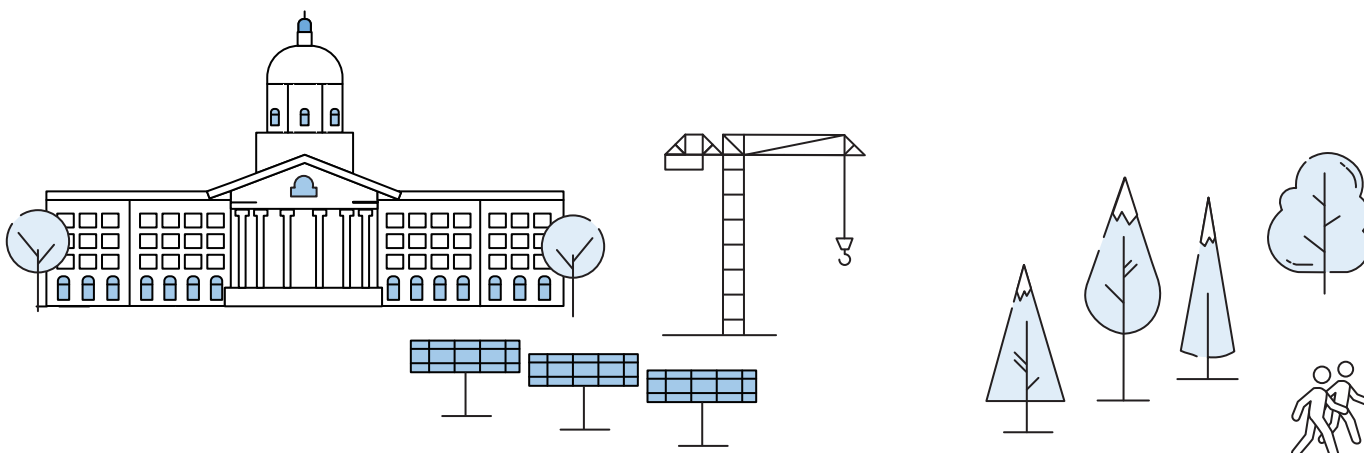
**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Changes in Net Assets**  
**For The Year Ended December 31, 2019**

	Unrestricted Net Assets	Internally Restricted Net Assets	2019	2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 225,051	\$ 378,001	\$ 603,052	\$ 639,166
Excess (deficiency) of revenue over expenses	20,876	-	20,876	(36,114)
Allocation transfer	(10,000)	10,000	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 235,927	\$ 388,001	\$ 623,928	\$ 603,052



**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	\$ 20,876	\$ (36,114)
Items not affecting cash:		
Loss on disposal of investments	11,209	1,574
Unrealized (gain) loss on of marketable securities	<u>(47,606)</u>	<u>49,867</u>
	<u>(15,521)</u>	<u>15,327</u>
Changes in non-cash working capital:		
Accounts receivable	923	11,183
Accounts payable and accrued liabilities	(4,551)	(3,021)
Membership deferred revenue	39,191	(12,733)
Prepaid expenses	11,046	707
Goods and Services Tax payable	(1,942)	(1,315)
Conference deferred revenue	<u>(181)</u>	<u>(2,319)</u>
	<u>44,486</u>	<u>(7,498)</u>
	<u>28,965</u>	<u>7,829</u>
<b>INVESTING ACTIVITY</b>		
Purchase of marketable securities	<u>(12,464)</u>	<u>(11,800)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>16,501</b>	<b>(3,972)</b>
Cash and cash equivalents - beginning of year	<u>307,456</u>	<u>311,428</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>\$ 323,957</b>	<b>\$ 307,456</b>



**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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1. NATURE OF OPERATIONS

The Alberta Professional Planners Institute (the "Institute") is a regional organization governing the planning profession in the province of Alberta, the Northwest Territories, and Nunavut. The Institute is a non-profit organization registered under the Professional and Occupational Associations Registration Act, Alberta Professional Planner Regulation 119/2011.

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

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

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

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Cash and cash equivalents

Cash and cash equivalents consists of cash on hand, deposits held with a Canadian financial institution less any cheques written in excess of the bank balance.

Investments

Short term investments consist of Guaranteed Investment Certificates with original maturities at the date of purchase less than twelve months, are carried at amortized cost; and mutual funds, which are carried at fair value.

Long term investments, which consist primarily of Guaranteed Investment Certificates with original maturities at the date of purchase beyond twelve months, are carried at amortized cost.

*(continues)*

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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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

Intangible capital assets

Intangible capital assets are stated at cost or deemed cost less accumulated amortization. Intangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Website software	100%	declining balance method
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The Institute regularly reviews its intangible capital assets to eliminate obsolete items.

Intangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Internally restricted net assets

The Institute has internally restricted net assets for the following purposes:

1. Operating;
2. Discipline;
3. Research;
4. Alberta Professional Planners Institute Annual Conference;
5. Communication and marketing;
6. Professional development and continuing education;
7. Strategic planning and implementation;
8. National Conference; and
9. Centennial Conference Legacy Fund.

Upon approval from the Board of Directors, the Institute transfers funds to and from its internally restricted net assets. The Institute has allocated its short term and long term investments to fund the internally restricted net assets. During the year, \$10,000 was transferred into the Institute's internally restricted net assets.

*(continues)*

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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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

Revenue recognition

The Institute follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred capital contributions are recognized as revenue on a straight line basis over the estimated useful life of the related tangible capital asset.

Membership dues revenue is recognized on an annual basis. Deferred revenue represents funds received in advance from members for the subsequent year's annual membership fee.

Conference events, examination fees, professional development and education are recognized when the events and education sessions are held

Communication and marketing revenues are recognized when the service is rendered.

Membership application revenue is recognized when the application is processed.

Interest income is recognized on the basis of the passage of time.

All revenue is recognized when collection is reasonably assured and the amount is determinable.

Allocation of expenditures

The Institute engages in numerous activities such as conferences, regional events, communications and marketing, and professional development programs. The costs of each activity include the costs of personnel, premises and other expenses that are directly related to providing the program. The Institute also incurs a number of general support expenditures that are common to the administration of the organization and each of its programs.

The Institute allocates a certain amount of its general support expenditures by identifying the appropriate basis of allocating each component expenditures and applies that basis consistently each year. Corporate governance and general management expenditures are not allocated. Other general support expenditures are allocated based on usage, which is management's estimated consumption attributable to the function.

Volunteer services

The work of the Institute is dependant on the voluntary service of many individuals. Since these services are not normally purchased by the Institute and because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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

Financial instruments

*Measurement of financial instruments*

Financial instruments are recorded at fair value when acquired or issued, except for certain non-arms length transactions that are measured at the carrying amount or exchange amount, as appropriate. The Institute subsequently measures its financial instruments at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in the fair value of these financial instruments are recognized in income in the period incurred.

Financial assets measured at amortized cost include cash and cash equivalents, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at fair value include short term investments.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of revenues and expenditures.

*Transaction costs*

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in income in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in income over the life of the instrument using the straight-line method.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. SHORT TERM INVESTMENTS

	<u>2019</u>	<u>2018</u>
Marketable securities at market value	\$ 554,488	\$ 505,627

The book value of the marketable securities is \$563,952 (2018 - \$558,482).

A portion of the short term investments are restricted for the purposes of funding the internally restricted net assets. As at December 31, 2019, the portion restricted is \$388,001 (2018 - \$378,001).

**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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4. ACCOUNTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Accounts receivable	<u>\$ 4,650</u>	<u>\$ 5,573</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 (2018 - \$NIL).

The amount of allowance for doubtful accounts for the year is \$NIL (2018 - \$NIL).

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5. INTANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Website software	<u>\$ 15,284</u>	<u>\$ 15,284</u>	<u>\$ -</u>	<u>\$ -</u>

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6. MEMBERSHIP DEFERRED REVENUE

Deferred revenue is made up of annual membership dues. These amounts are all expected to be recognized within one year of December 31, 2019.

	<u>2019</u>	<u>2018</u>
<u>Membership dues</u>		
Balance, beginning of year	\$ 216,694	\$ 229,427
Membership dues received	567,243	503,126
Membership dues recognized	<u>(528,052)</u>	<u>(515,859)</u>
Balance, end of year	<u>\$ 255,885</u>	<u>\$ 216,694</u>

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7. COMMITMENTS

The Institute and the Canadian Institute of Planners (CIP) have entered into a long term agreement to support and promote professional planning and planners. As part of the agreement, the Institute will collect the national CIP membership fees on an annual basis and transfer the funds collected to CIP monthly from January to June and quarterly thereafter.

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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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**8. RELATED PARTY TRANSACTIONS**

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

	<u>2019</u>	<u>2018</u>
The Canadian Institute of Planners (CIP) <i>(Alberta Professional Planners Institute works in collaboration with the national organization as described in Note 1)</i>		
Membership fees paid	\$ 175,750	\$ 174,003

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.

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**9. FINANCIAL INSTRUMENTS**

The Institute is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Institute's risk exposure and concentration as of December 31, 2019.

**(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Institute is exposed to credit risk from customers. In order to reduce its credit risk, the Institute conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Institute has a significant number of customers which minimizes concentration of credit risk.

**(b) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Institute is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, accounts payable and accrued liabilities.

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

**(c) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Institute is mainly exposed to interest rate risk and other price risk.

*(continues)*

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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE**  
**Notes to Financial Statements**  
**Year Ended December 31, 2019**

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9. FINANCIAL INSTRUMENTS (*continued*)

**(d) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Institute manages exposure through its normal operating and financing activities. The Institute is exposed to interest rate risk primarily through its short term investments.

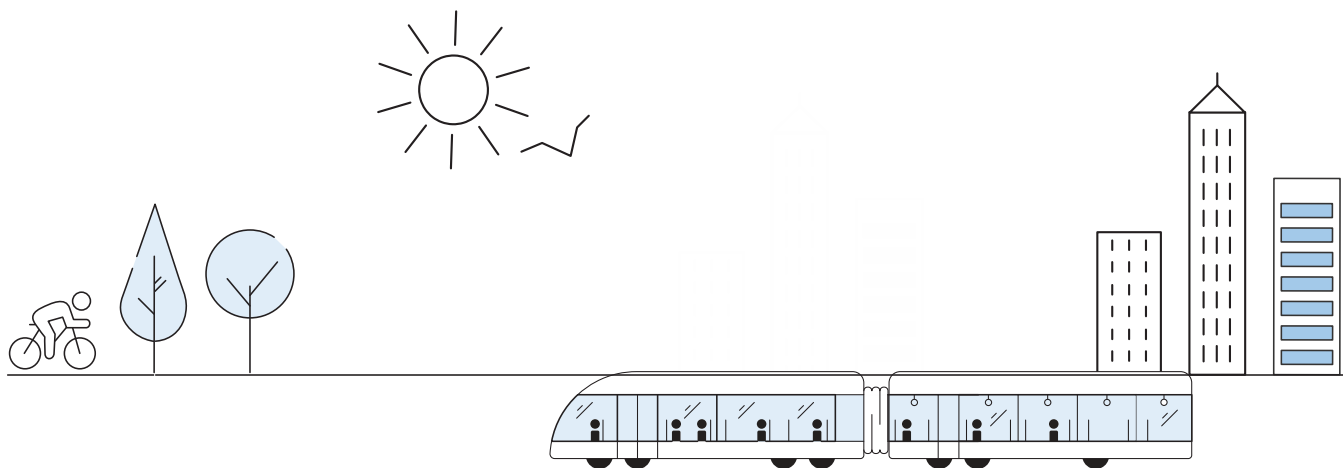
The Institute manages its investment activity as needed to minimize the risks from interest rate fluctuations.

**(e) Other price risk**

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Institute is exposed to other price risk through its investment in short term investments.

Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant other price risks arising from these financial instruments.

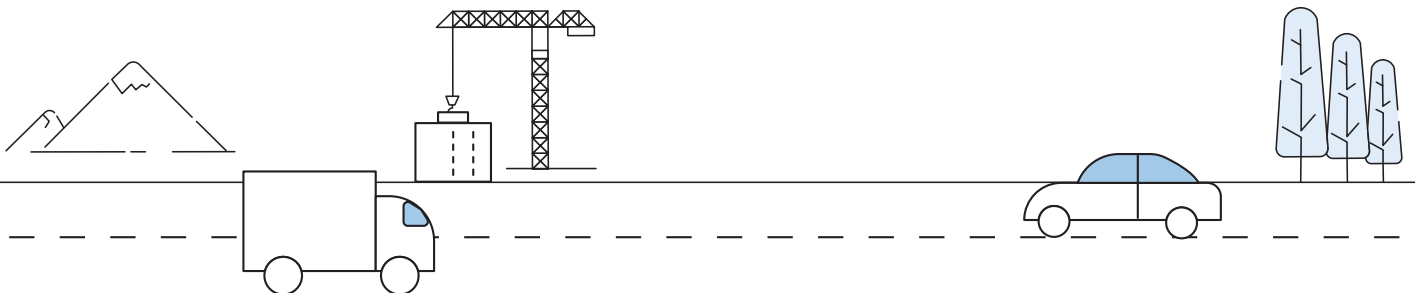
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**ALBERTA PROFESSIONAL PLANNERS INSTITUTE****Expenses****(Schedule 1)****For The Year Ended December 31, 2019**

	2019	2018
Management fees	\$ 279,139	\$ 290,045
Professional fees	25,730	13,848
Interest and bank charges	16,388	16,874
Office	5,434	7,639
Telecommunications	2,545	2,450
POARA	400	400
Bad debts	38	-
	<b>\$ 329,674</b>	<b>\$ 331,256</b>





Alberta Professional Planners Institute

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 APPI-Alberta Professional Planners Institute

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