



2021 MPPI ANNUAL GENERAL MEETING

AGENDA

Wednesday, June 23, 2021

7:00 P.M. CST

1. CALL TO ORDER
2. ADOPTION OF 2020 ANNUAL GENERAL MEETING MINUTES
3. INDEMNIFICATION OF DIRECTORS
4. PRESIDENT'S REPORT
5. PRESIDENT ELECT REPORT
6. COMMITTEE REPORTS
 - 6.1 REGISTRATION COMMITTEE REPORT
 - 6.2 COMMUNICATION & EVENTS REPORT
 - 6.3 MANITOBA PLANNING CONFERENCE REPORT
 - 6.4 INTERNAL GOVERNANCE REPORT
 - 6.5 UNIVERSITY LIAISON REPORT
7. TREASURER'S REPORT
8. NOMINATION COMMITTEE REPORT and INTRODUCTION OF MPPI COUNCIL
9. RPP PRESENTATION
10. ADJOURNMENT



2020 MPPI ANNUAL GENERAL MEETING

Minutes

Wednesday, June 17th, 2020

7:00 P.M. CST

In Attendance: See Page 3 of the Minutes

1. CALL TO ORDER

Michal Kubasiewicz (President) called the meeting to order at 7:00 pm

Motion that the agenda for the 2020 MPPI Annual General Meeting be approved as circulated

(Mok, Milgrom) CARRIED

2. ADOPTION OF 2019 ANNUAL GENERAL MEETING MINUTES

Motion that the minutes of the 2019 MPPI Annual General Meeting be approved as circulated.

(Himbeault, Jopling) CARRIED

3. INDEMNIFICATION OF DIRECTORS

Motion that all by-laws, contracts, acts and proceedings of the Council of the Manitoba Professional Planners Institute enacted, made, done or taken since May 15, 2019, being the date of the last Annual General Meeting, be approved, adopted.

(Lebaron, Raddatz) CARRIED

4. PRESIDENT'S REPORT

Michal Kubasiewicz summarized the activities for the past year, as published in the Annual Report.

5. COMMITTEE REPORTS

Michal Kubasiewicz reviewed the highlights of the following Committee Reports, as published in the Annual Report

5.1 REGISTRATION COMMITTEE REPORT

5.2 COMMUNICATION & EVENTS REPORT

5.3 MANITOBA PLANNING CONFERENCE REPORT

5.4 INTERNAL GOVERNANCE REPORT

5.5 UNIVERSITY LIAISON REPORT

Motion That the President's and Committees' reports be approved as presented.

(Toews, Talbot) CARRIED

6. TREASURER'S REPORT

Dianne Himbeault reviewed the highlights of the Treasurer's Report, as published in the Annual Report.

Motion that the Treasurer's report for year ended December 31, 2019 be approved as presented.

(Linton, Hogan) CARRIED

7. NOMINATION COMMITTEE REPORT and INTRODUCTION OF MPPI COUNCIL

Michal Kubasiewicz reviewed the highlights of the Nominating Committee's Report, as published in the Annual Report.

The following is the MPPI Council slate being put forward for 2020-21.

Officers

President: Janis Pochailo, RPP, MCIP (2-year term ending 2022)

President-Elect: Andrew Mok, RPP, MCIP (2-year term ending 2022)

Secretary-Treasurer: to be appointed from elected MPPI Council

Council

Ryan Segal, RPP, MCIP (year 2 of first 2-year term, ending 2021)

Paul Bell, RPP, MCIP (year 2 of first 2-year term, ending 2021)

Dianne Himbeault, RPP, MCIP (year 2 of first 2-year term, ending 2021)

Evan Allan, RPP, MCIP (year 1 of first 2-year term, ending 2022)

Respectfully presented by the Nominating Committee

- Michal Kubasiewicz
- Janis Pochailo
- Brendan Salakoh

Other Members of 2020-21 Council:

Public Representatives (appointed by MPPI Council)

Marilyn Robinson, RN (Ret), BScN (year 1 of second 3- year term, ending August 31, 2023)

Walter Burdz, P. Eng., MBA (year 3 of first 3-year term, ending August 31, 2021)

Bradley Keefe, CPA, CA (year 2 of first 3-year term, ending August 31, 2022)

University of Manitoba City Planning Faculty Representative (voting member)

Richard Milgrom

University of Manitoba City Planning Student Representative (non-voting)

Justin Grift

Motion that the slate of nominees for Council presented by the Nominating Committee for 2020-21 be acclaimed in accordance with the bylaws.

(Rodgers, Jopling) CARRIED

8. RPP CERTIFICATE PRESENTATION

- Johanna Chabluk RPP, MCIP
- Dylan Harris RPP, MCIP
- Evan Allan RPP, MCIP
- Fernando Velarde Trejo RPP, MCIP
- Paul Bell RPP, MCIP

9. ADJOURNMENT

Motion to adjourn the meeting.

(Mok) CARRIED

In Attendance:

Michael Kubasiewicz, Marilyn Robinson, Dianne Himbeault, Brendan Salakoh, Andrew Mok, Tim Hogan, David Jopling, Richard Milgrom, David Linton, Donovan Toews, Lloyd Talbot, Becky Raddatz, Jennifer Rodgers, Janis Pochailo, Walter Burdz, Paul Bell, Adam Kroeker, Greg Kaletke, Ryan Litovitch, Kristy LeBaron, Ryan Segal, Evan Allan, Jennifer Lim, Valdene Lawson, James Thomas, Karin Kliewer, Justin Grift, Lawrence Bird, Robert Kostiuk

Staff: Geoff Powell, Ryan Jones

PRESIDENT'S REPORT: Janis Pochailo, RPP, MCIP

It is an honour to present this report to the membership as I complete my first year as MPPI President. Last spring, the COVID-19 pandemic forced us to cancel our in-person Annual General Meeting (AGM). After modifying our by-laws by email vote, we were able to host our first virtual AGM. It was June and despite a thunderstorm disrupting internet connectivity we were able to successfully conduct the associations business, thanks to the support of all the MPPI members who joined the meeting. That is the kind of year we have had: COVID-19 has not yet relented; we continue to adapt the best we can; and our successes can be attributed to the efforts of our membership. This year, once again MPPI's AGM will be held by virtual meeting on Wednesday, June 23, 2021. This format does not provide the usual opportunities personal interaction and discussion, but if you are reading his report and would like to discuss anything before the meeting, please don't hesitate to contact me directly at Janis.pochailo@gmail.com.

To begin I would like to express our collective thanks for their service to outgoing Council members Paul Bell and Justin Grift, as well as returning Council members Andrew Mok, Dianne Himbeault, Ryan Segal, Marilyn Robinson, Walter Burdz, Bradley Keefe, Evan Allan, and Richard Milgrom, and new Council members Matthew Gowdar and Michal Kubasiewicz who returns after a year hiatus. Thanks also to our Executive Director & Registrar Geoff Powell and his colleagues Pam Forsyth and Ryan Jones of Strauss Event & Association Management for their excellent work in support of Council, our committees and the Manitoba Planning Conference.

Council's efforts this year focused on the Complaints and Inquiry Committees. In 2016, following approval of The Registered Professional Planners Act, MPPI established procedures for the Complaints and Inquiry Committees. These procedures remained untested until 2019 when MPPI received its first complaint against a member. A second complaint was received in 2020 and although this complaint was resolved the decision for the 2019 complaint was appealed and a new review is ongoing. Experience revealed some problems with the 2016 procedure document. Firstly, Council realized that to avoid conflict of interest situations, both committees needed to be expanded. In 2020, three RPP members and one public member were recruited and appointed to the Inquiry Committee and an additional five RPP members and one public member was appointed to the Complaints Committee. To maintain this level of participation 10 RPP members and 5 public representatives will be needed on any given year. Thank you to the people who have come forward and accepted this important role. We appreciate your contribution to the Planning Profession. To assist with on-boarding and training for Complaints and Inquiry Committee members, Council has initiated work on a Complaints and Inquiry Committee Manual. It is our hope that once complete this manual will be an essential guide for committee members and will form the basis for bi-annual training sessions.

Build and retaining relationships is a challenge in a virtual world. Council's priority this year was to increase communication with our membership. We initiated monthly e-blasts to share pertinent information. Unable to host our regular in-person learning events, the promotion of alternative Continuous Professional Learning opportunities became a priority. As the year progressed, we found a variety of options for our members including virtual events hosted by CIP and other affiliate. We also hosted our annual trivia night and student mentorship event on-line. Both were well attended and participants appreciated the complimentary wine and cheese!

After falling victim to the pandemic in May 2020, the annual Manitoba Planning Conference after was revived and held virtually in January of 2021. Many of the original presenters remained steadfast in their commitment and adapted their presentations to the new format. Other presentations were added to keep the program current. Our thanks goes out to the program committee, the MPPI members who presented at the conference and the sponsors (many of whom are also MPPI members) that stepped up in this very challenging year. Cancelling the 2020 conference had serious financial implications, so we are pleased to report that the virtual event was a success. More than twice the anticipated number of delegates attended. As a result, the Manitoba Planning Conference is in a good position to begin planning for the 2022 event.

2021-22 promises to be another unique year. We are fortunate to have an experienced Council and I look forward to working with them as they continue to draft the Complaint and Inquiry Committee Manual, tackle our Strategic

Plan, re-establish the MPPI Planning Award program and organize learning opportunities for our membership. It is our sincere hope that we will soon be able to meet in-person, both at a board level and with the full membership. Thank you for this opportunity.

Respectfully submitted,

Janis Pochailo, RPP, MCIP
MPPI President

President-Elect Report, Andrew Mok, RPP MCIP

During MPPI's 2020-2021 season, the Government of Manitoba proposed changes to The Planning Act and The Winnipeg Charter with respect to processing land use and development permit applications, as well as the establishment of planning regions, culminating in the government adopting Bill 37 in May 2021. Manitoba Municipal Relations (MMR) invited MPPI to be part of the Bill 37 Working Group to

- Help determine how to implement Bill 37
- Understand what further challenges and opportunities lay ahead that may warrant possible further changes to The Planning Act

To maintain ongoing and improving dialogue between MMR and MPPI beyond Bill 37 by establishing relations now, continuing when the President-Elect should become President in 2022, in January 2021 the President-Elect became MPPI's representative on the Working Group. The Working Group includes but is not limited to representatives from MMR, the development industry, and municipalities, and there was healthy discussion and sharing of different perspectives within the Working Group. Though the Manitoba Legislature approved Bill 37 in May 2021, much work remains ahead with respect to implementation, and so we anticipate the Working Group to continue meeting until at least 2022.

REGISTRATION COMMITTEE REPORT

Chair:

Tim Hogan, RPP, MCIP

Committee Members:

Ross Mitchell, RPP, MCIP

Diana Emerson RPP, MCIP

Dwayne Rewniak RPP, MCIP

Dianne Himbeault RPP, MCIP, MPPI Treasurer

Geoff Powell, Registrar

On behalf of the MPPI Registration Committee, I am pleased to submit this report on membership activity for 2020/2021.

The following members successfully completed all requirements and achieved their RPP, MCIP designation in the Fall 2020 and Spring 2021 sessions:

- Meagan Boles RPP, MCIP
- Matthew Robinson RPP, MCIP
- Brett Shenback RPP, MCIP
- Elisabeth Saftiuk RPP, MCIP
- Conor Smith RPP, MCIP
- Andrei Friesen RPP, MCIP
- Shengxu Li RPP, MCIP
- Alissa Rappaport RPP, MCIP
- Evan Sinclair RPP, MCIP
- Laura Rempel RPP, MCIP

MPPI has a total of **216** members (some which are pending renewal):

- 119 Registered Professional Planner (RPP)
- 5 Non-Resident Member
- 33 Candidate Member
- 2 Non-Practicing Member
- 3 Retired Member
- 9 Pre-Candidate Member
- 43 Student Member
- 2 Subscriber Member

This is up from last year's total membership of **213**. The most significant change from the previous year is an increase of nine Registered Professional Planners, with a net decrease of only two Candidate Members. Our professional planning community in Manitoba is continuing to grow.

Communications & Events Committee Report – 2021

Co-Chairs: Evan Allan and Ryan Segal

The MPPI Communications and Events Committee works to effectively engage members, potential members, and the public in the activities of our organization and to provide members a variety of opportunities for networking and education.

The Committee is tasked with overseeing ongoing activities such as:

- Ensuring members are notified of professional learning events, conferences, and networking opportunities;
- Working with our webmaster and other Council members to update the MPPI website (www.mppi.mb.ca)
- Providing a job posting service, at \$300 per advertisement, as a benefit to members and a source of revenue for the organization;
- Promoting MPPI at job fairs and conferences to expose people to the profession and encourage them to pursue a career in planning;
- Selecting topics and coordinating speakers for the MPPI breakfast seminar series (and other events), held throughout the year;
- Liaising with representatives of the University of Manitoba City Planning Department and organizing events to support mentorship of planning students; and,
- Identifying opportunities to market and promote MPPI and its activities to our members, to potential members and to the public.

Due to COVID-19, the Committee had to pivot to virtual events this year. While we were not able to gather in-person for MPPI breakfasts and other events, the pandemic also made it easier than ever for members to access content from planning-related organizations around the world. With the virtual Manitoba Planning Conference being hosted online, as well as general “Zoom fatigue,” the Committee focused on organizing our two major annual events virtually rather than planning additional webinars and events. This was unique to this year, and we look forward to organizing more in-person events, when possible, in the coming year. Our members have continued to put forward exciting webinar and virtual event ideas and MPPI is always looking to share learning opportunities with our membership. Please continue to reach out to the Communication and Events Committee with your ideas.

Selected Local Activities:

MPPI Annual General Meeting – June 17th, 2020

The 2020 MPPI AGM was held virtually for the first time ever.

UMAPS – MPPI Virtual Trivia Night – November 17th 2020

UMAPS and MPPI hosted the 4th Annual MPPI - UMAPS Student Mentorship Trivia Night on Zoom. The online event included several different individual and group trivia games, which included general and city planning-related questions. Students and professionals were placed in break out group teams, providing an opportunity for informal networking. With the generous support of the Department of City

Planning and UMAPS, winners of the various games received prizes at the end of the night. Thank you to UMAPS for coordinating the delivery of gift cards for all the winners.

MPPI – U of M Virtual Mentorship Wine and Cheese – January 30th, 2021

On January 30th, 2020, MPPI hosted the annual MPPI Student Mentorship Wine & Cheese on Zoom. The event was incredibly well attended with over 50 students and professionals gathering online. The breakout rooms proved to be a great way to recreate the speed mentoring format, and the response was quite positive from everyone who attended. Most importantly, UMAPS did an incredible job coordinating home deliveries of wine and cheese to every attendee. MPPI would like to thank the mentors and students for making the evening a success, the Department of City Planning and the organizations who sponsored the wine and cheese delivery, and the enthusiastic students who made all the deliveries in one afternoon.

June 23rd, 2021 – MPPI Annual General Meeting

Well, here we are again. The 2021 MPPI AGM will again be held virtually via Zoom.

Moving Forward:

In the upcoming year, our committee hopes to continue offering opportunities for planners to develop their skills, engage in the profession, and network with others in the field. We hope to:

- Return to organizing Breakfast Seminars and other events to support learning and networking opportunities for our membership, including a hopeful return to in-person events;
- Look to continue to partner with related organizations (e.g. BEA Prairies, MALA, MAA) to co-host events (or cross-advertise relevant events);
- Explore opportunities to host Breakfast Seminars at venues that do not charge MPPI a fee;
- Implement content revisions the MPPI website;
- Look to add 1 or 2 new members to the committee;
- Develop MPPI promotional material for public and member outreach;
- Develop a new strategy for sponsorship for MPPI Events;
- Continue to encourage members to contribute to the PLAN NW regional planning journal

Submitted by:

Evan Allan and Ryan Segal
Co-Chairs - MPPI Communications and Events Committee

MB Planning Conference Representative, Janis Pochailo, RPP, MCIP

2020-2021 Planning Conference Activities:

The Manitoba Planning Conference (MPC) is an annual event with the following overall goals and objectives:

- Promote sound community planning,
- Promote the safe, efficient development of land in Manitoba, and
- Provide an opportunity for all stakeholders involved in planning (i.e. elected officials, the public, academic and practitioners) to share best practices and learn about new/emerging trends in planning.

Originally scheduled for May 2020 the Manitoba Planning Conference was cancelled due to COVID-19. At the time, the conference program had been finalized, sponsorships had been secured, facilities had been booked and registration was open. Later in 2020, the Manitoba Planning Conference Steering Committee regrouped and elected to host a virtual event in of January 2021.

Manitoba Planning Conference Committees included:

Steering Committee:

- Janis Pochailo (MPPI-President),
- David Neufeld (MR-Assistant deputy Minister),
- Erin McCleery (MR),
- Andrew Mok (MPPI),
- Rayson Wong (MR), and
- Committee Support - Geoff Powell (MPPI)

Program Committee:

- Andrew Mok (MPPI) – Committee Co-chair,
- Rayson Wong (MR) – Committee Co-chair,
- Technical Support - Greg Kaletzke and Dylan Chyz-Lund (MR)

Sponsorship:

- Janis Pochailo (MPPI)

Planning Conference Program Committee (CPC)

The 2020-21 CPC generally met once a month, from September to December 2020, and then weekly in January to prepare for the virtual conference. The original theme *“Forward Thinking: developing plans and strategies to actively enhance our built and natural environments,”* was retained and many of the original presenters participated. New sessions were included to augment the program. Due to the new on-line format, individual sessions were shortened to 45 minutes and the conference was spread out over three mornings (January 18, 20 and 21).

The program included keynote speaker Nolan Crouse, 2 plenary panels and 16 concurrent sessions. Presentations were made by 13 Registered Professional Planners and a wide cross section of other individuals who are shaping Manitoba’s future. The response was fantastic! We had 10 sponsors and 323 registrants! Results from the participant feedback survey were positive.

Plans are underway for the 2022 Manitoba Planning Conference! Watch for the Call for Presentations in the fall.

Internal Governance Committee Report, Andrew Mok, RPP MCIP

Chair: Andrew Mok
Committee Member: Marilyn Robinson

The Internal Governance Committee (IGC) had two projects on the go in the 2020-2021 season. This included continuing work on the internal governance policies, and updating our membership to include Non-Practicing and Retired Members, consistent with existing Canadian Institute of Planners (CIP) membership categories.

Internal Governance Policies

In March 2020, MPPI Council adopted internal governance policies to facilitate its strategic leadership role, compiling them into an Internal Governance Manual. These policies provide role clarity between Council and the Executive Director, and clearly articulate the role of Council in the overall management of the association. The policy governance framework allows Council to be proactive while fulfilling its mandate to provide oversight of the organization. Council can stay out of internal operations yet control its range of acceptability.

The IGC led the monthly reviews of the various policies at every Council meeting to ensure policy currency and relevancy. The IGC discovered Council needed additional policies to address matters that we initially did not address, such as investments and emergency Executive Director succession. The IGC also revised the format for committee terms of reference, ensuring the committees have a consistent set of information on their roles and responsibilities.

Remaining with committees, work continues with drafting the policies and procedures for the Complaints and Inquiry Committees. Though some procedures already exist, our first experiences in addressing professional conduct complaints reveal that improvements are necessary to ensure these committees operate effectively.

Non-Practicing and Retired Membership

During the 2020-2021 season, MPPI Council discovered our by-laws did not include membership categories for Candidate or RPP Members temporarily stopping practice, or for retired RPP Members. The IGC began work in 2021 to look at ways to accommodate two new membership categories, Non-Practicing and Retired, into our MPPI membership framework. Though initial work is complete, such as comparing current practices of fellow provincial and territorial institutes and associations (PTIA's), the IGC recognizes membership outreach is necessary to determine how to structure Non-Practicing and Retired. The IGC and MPPI Council recognize MPPI is the smallest PTIA, and therefore we have different challenges and opportunities compared to our larger PTIA compatriots. The IGC looks forward to conducting the membership outreach in the 2021-2022 season, which likely will culminate in by-law amendments should we pursue with changes.

UNIVERSITY LIAISON REPORT, Richard Milgrom PhD. RPP MCIP

The Department of City Planning at the University of Manitoba continues to enjoy a close relationship with MPPI. Last year at this time, I reported that it had been a particularly challenging year – not realizing the extent of the work that would be necessary to complete the entire next year online. I would like to thank my colleagues for their willingness to embrace new skills and technologies to deliver the City Planning program, and for the strength of the support that they provided the students. I would like to thank the students for their abilities to rise to the challenges presented, and the work that they have produced under less-than-ideal conditions. And finally, my gratitude to the MPPI members who continued to interact with students individually, in classes and studios, and at (virtual) events throughout the year.

As in any year, we worked to find opportunities for students to meet with practitioners. Despite pandemic conditions, the virtual mentorship event was a big success. Thanks in part to the sponsorship of Urban Systems, Landmark Consulting and WPS, and to students who took on roles as couriers, we were able to deliver refreshments to participants' homes to maintain the spirit of the wine and cheese gathering. We had a great turnout at the event, which helps students find support for their interests and to develop connections within the practitioners.

The relationships established at the mentorship event often develop into "Case-in-Point" studies that students undertake in collaboration with their mentors. MPPI members have also played an important role in providing mentorship through informal and social events, as well as through the monthly (virtual) colloquium series.

The Department of City Planning continues to sponsor speakers of interest to the planning community and eligible for continuous professional learning credits. This year, we hosted Jeffery Lowe from Texas Southern University, who spoke about *Professional Planning and African American Inclusion: The Early Years*. As one of the unexpected benefits of remote learning, the Department advertised the talk broadly (beyond the city of Winnipeg), and the talk was attended by planners, scholars and activities from across North America,

We particularly appreciate MPPI's efforts to support students financially. The Thomas B. Yauk MPPI Student Fellowship fund is granted to at least one exceptional student every year. This year we were able to provide award \$5,725 that was shared by two students in the program, Justin Grift and Jayden Koop. We hope the amount that the award will continue to grow.

For 2020-2021 academic year, the usual studio sequence in the MCP program was change. With the hope that we would be able to have in-person teaching by the W2021 term, we delayed the first studio until January, and provided the students with options for compressed studios in the first 6 weeks of the summer (studios usually offered in the winter). Since health restrictions were not lifted, all studio were offered as remote learning. Projects included: work with communities in western Manitoba to explore ways to improve their age-friendly qualities (W2021); ongoing research for the Manitoba Capital Region Partnership in both the regional

and urban design studios (S2021); and work for several First Nations around the province as part of the Indigenous Planning Studio (F2020 and W2021).

As always, we also thank MPPI members who took the time to provide lectures to classes or attended reviews of studio projects, and those who have served on students' capstone or thesis committees. A list of capstone and thesis projects from the last year is attached. We appreciate the participation of MPPI members as external readers for the projects, and their suggestions for topics that students might address.

In March, the University announced its intention to allow in-person teaching to small classes (20 or fewer students) in the coming Fall term. Since most of our classes fit within this limit, we hope that at least some in-person interaction will again be possible. Of course, much has happened since that announcement, and the shape of the fall term is far from finalized. We do know that we are returning to the usual and will again offer the first studio in the Fall.

2020-2021 Completed MCP Thesis/Practicum Topics and Advisors

Emily Holdorson MCP

Community-based supportive housing for criminalized Indigenous Women in Winnipeg, Ottawa and Greater Vancouver

Advisors: Dr. Sarah Cooper and Dr. Richard Milgrom

Committee: Dr. Judith Harris; Dr. Bronwyn Dobchuk-Land (Criminal Justice, University of Winnipeg)

2021 Completed Capstone Projects

Hillary Beattie

Planning for cycling in small cities in Western Canada

Advisor: Dr. Richard Milgrom

Committee: Dr. Orly Linovski; Shonie Madden (Urban Systems Ltd.)

Dominique Camps MCP

Public accountability in smart city projects: Analysing proposals for Canada's Smart City Challenge

Advisor: Dr. Sarah Cooper

Committee: Dr. Orly Linovski; Laura Rempel MCP RPP (Candidate) MCIP (City of Winnipeg)

Dylan Chyz-Lund MCP

Residential densification: An examination of initiatives to up-zone established neighbourhoods in Canadian cities

Advisor: Dr. Richard Milgrom

Committee: Dr. Orly Linovski; Richard Mahé MCP RPP (candidate) MCIP (City of Winnipeg)

Callan Cooper

Planning for Urban Water Sensitivity: Nature-Based stormwater management in Canada's coastal cities

Advisor: Dr. David van Vliet

Committee: Dr. Orly Linovski; Chris Osborne RPP MCIP (City of Campbell River)

Nik Friesen-Hughes

Prairie City: Challenges, best practices, and opportunities for tallgrass prairie development in Winnipeg

Advisor: Dr. David van Vliet

Committee: Dr. Orly Linovski; Dietmar Straub (Department of Landscape Architecture)

Justin Grift MCP

Rapid supportive housing strategies: Lessons learned from Calgary and Toronto during COVID-19

Advisor: Dr. Rae Bridgman

Committee: Dr. Orly Linovski; Lissie Rappaport MCP RPP (Candidate) (End Homelessness Winnipeg)

Michelle Grover MCP

Placemaking in the pasture: Strategies for growing agritourism in the Winnipeg Metropolitan Region

Advisor: Dr. David van Vliet

External Advisor: Dr. Orly Linovski; Wayne Caldwell RPP FCIP (University of Guelph)

Yasmine Haj Ahmad MCP

Infill housing: Increasing residential density and assessing design in context

Advisor: Dr. Richard Milgrom

Committee: Dr. Orly Loinovski; Erik Backstrom RPP MCIP (City of Edmonton)

Jayden Koop MCP

Canadian urban cemeteries: Exploring uses for the living in spaces for the dead

Advisor: Dr. Rae Bridgman

Committee: Dr. Orly Linovski; Brett Shenback MCP RPP MCIP (City of Winnipeg)

Gisele Sarbandi MCP

Examining transportation accessibility of recent immigrants in Winnipeg

Advisor: Dr. Orly Linovski

Committee: Dr. Rikchard Milgrom; Talatu Shokpeka (IRCOM)

Mishel Shogolev

The Gatekeepers of Perception: How Newsprint Media Reports on Urban Issues

Advisor: Dr. Sarah Cooper

Committee: Dr. Orly Linovski; Dr. Geoffrey Smith, (Department of Environment and Geography)

Aaron Snider MCP

Politics, car culture and the status quo: Planning for cycling equity in Winnipeg, MB

Advisor: Dr. Orly Linovski

Committee: Dr. Richard Milgrom; Derek Yau MCP RPP MCIP (Translink, BC)

Anders Turim MCP

Urban bike tourism in Canada: A trend in motion

Advisor: Dr. Orly Linovski

Committee: Dr. Richard Milgrom; Jamie Hilland RPP MCIP (Urban Systems Ltd).

MANITOBA PROFESSIONAL PLANNERS
INSTITUTE INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

February 18, 2021

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Manitoba Professional Planners Institute Inc.:

We have reviewed the accompanying financial statements of Manitoba Professional Planners Institute Inc. that comprise the statement of financial position as at December 31, 2020 and the statement of operations, 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, 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 Manitoba Professional Planners Institute Inc. as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Scarrow & Donald LLP

Chartered Professional Accountants
Winnipeg, Canada

For this communication, together with the work done to prepare this communication and for the opinions we have formed, if any, we accept and assume responsibility only to the addressee of this communication, as specified in our letter of engagement.

MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF FINANCIAL POSITION

	<u>December 31,</u>	
	<u>2020</u>	<u>2019</u>
ASSETS		
Current assets:		
Cash	\$ 90,182	\$ 47,864
Guaranteed investment certificates (Note 3)	21,948	62,387
Accounts receivable	3,192	-
Prepaid expenses	3,276	1,297
Accrued interest	-	840
	<u>\$ 118,598</u>	<u>\$ 112,388</u>
LIABILITIES		
Current liabilities:		
Accounts payable	<u>\$ 15,910</u>	<u>\$ 2,500</u>
NET ASSETS		
Unrestricted net assets	58,234	65,434
Disciplinary reserve (Note 2)	<u>44,454</u>	<u>44,454</u>
	<u>102,688</u>	<u>109,888</u>
	<u>\$ 118,598</u>	<u>\$ 112,388</u>

APPROVED BY THE BOARD:

_____ Director

_____ Director

MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF OPERATIONS

	Year ended December 31,	
	2020	2019
Revenues:		
Membership dues	\$ 42,039	\$ 37,168
Canadian Institute of Planners grant	-	2,967
Conference management fee (Note 5)	8,645	13,300
Website postings	4,275	4,650
Educational seminars	-	95
Membership administration	1,374	1,258
Interest earned	390	945
	56,723	60,383
Expenses:		
Administrative and office expenses	12,981	9,147
Management fees (Note 5)	30,000	30,240
Office rent	1,298	1,554
Plan NW Journal	1,580	-
Professional Standards Committee	917	648
Promotion	456	1,325
Seminars and annual general meeting	436	935
Student support	350	1,112
Travel	362	5,294
	48,380	50,255
Difference between revenues and expenses before other item	8,343	10,128
Disciplinary expenses - legal fees	(15,543)	(5,546)
Difference between revenues and expenses	\$ (7,200)	\$ 4,582

MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF CHANGES IN NET ASSETS

	<u>Year ended December 31,</u>			
	<u>2020</u>			
	<u>Unrestricted</u>	<u>Disciplinary</u>	<u>Total</u>	<u>2019</u>
	<u>net assets</u>	<u>reserve</u>		
Balance, beginning of year	\$ 65,434	\$ 44,454	\$ 109,888	\$ 105,306
Difference between revenues and expenses	<u>(7,200)</u>	<u>-</u>	<u>(7,200)</u>	<u>4,582</u>
Balance, end of year	<u>\$ 58,234</u>	<u>\$ 44,454</u>	<u>\$ 102,688</u>	<u>\$ 109,888</u>

MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF CASH FLOWS

	Year ended December 31	
	2020	2019
Cash flow from operating activities:		
Cash received from members, grants and other revenues	\$ 53,141	\$ 90,943
Cash paid to suppliers	(52,492)	(53,868)
Interest received	1,230	425
	<u>1,879</u>	<u>37,500</u>
Cash flow from investing activities:		
Change in guaranteed investment certificates	<u>40,439</u>	<u>(29,426)</u>
Change in cash	42,318	8,074
Cash, beginning of year	<u>47,864</u>	<u>39,790</u>
Cash, end of year	<u>\$ 90,182</u>	<u>\$ 47,864</u>

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

1. Purpose of the Organization:

Manitoba Professional Planners Institute Inc. (the "Organization"), was incorporated under the laws of the Province of Manitoba as a not-for-profit organization. The Organization is exempt from tax under Section 149(1)(e) of the Income Tax Act (Canada).

The Organization is the governing body for professional planners in Manitoba, exercising statutory authority under The Registered Professional Planners Act to confer the designation of Registered Professional Planner and to investigate complaints of professional misconduct and apply disciplinary action if warranted. The Organization supports its members in fulfilling their Continuous Professional Learning obligations by organizing conferences and seminars and providing access to on-line learning materials.

The Organization's mission is to protect the public interest by:

- Regulating and improving the practice of professional planners in Manitoba
- Providing and encouraging professional development of its members
- Promoting high standards of ethical conduct and professional practice
- Earning the public's trust through accountability for the organization's actions and continuous pursuit of planning excellence

The Organization is one of seven Provincial and Territorial Institutes and Associations affiliated with the Canadian Institute of Planners and is a signatory party to the inter-jurisdictional agreements establishing and maintaining the Professional Standards Board for the Planning Profession in Canada and the Professional Standards Committee for the Planning Profession in Canada.

2. Significant accounting policies:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. An assumption underlying the preparations of financial statements in accordance with Canadian accounting standards for not-for-profit organizations is that the entity will continue for the foreseeable future and will be able to realize its assets and discharge liabilities in the normal course of operations.

The financial statements include the following significant accounting policies:

a) Critical accounting estimates and judgments:

The preparation of financial statements in accordance with Canadian accounting standards for non-for-profit organizations requires management to make estimates and judgments that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period.

Accounting estimates are included in financial statements to approximate the effect of past business transactions or events, or to approximate the present status of an asset or liability. Examples include the estimated useful life of an asset. It is possible that changes in future economic conditions could require changes in the recognized amounts for accounting estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in the period in which they became known. Significant areas of estimation by management include the impairment of non-financial assets, the useful lives of equipment and the fair value of financial instruments. Management bases their judgments, estimates and assumptions on factors they believe to be reasonable in the circumstances, but which may be inherently uncertain and unpredictable.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

2. Significant accounting policies (continued):

b) Financial instruments-

Except for certain related party transactions, financial instruments are measured at fair value on initial recognition adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption. Transaction costs related to financial instruments that will be measured subsequently at fair value are recognized in net income for the period incurred.

In subsequent periods investments in equity instruments that are quoted in an active market and certain derivative contracts are measured at fair value without any adjustment for transaction costs that may incur on sale or other disposal. The Organization may elect to measure any financial instrument at fair value when the asset or liability is first recognized or for equity instruments previously measured at fair value when the equity instrument ceases to be quoted in an active market. Other investments in equity instruments are measured at cost less any reduction for impairments. All other financial instruments are measured at amortized cost. Amortized cost is the amount at which the financial instrument is measured at initial recognition less principal repayments, plus or minus the cumulative effect of any difference between that initial amount and the maturity amount, and minus any reduction for impairment. The Organization measures all financial instruments at amortized cost.

The Organization assesses impairment of all its financial assets, except those measured at fair value. Management considers whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. Impairment is included in current earnings.

c) Revenue recognition and deferred revenues-

The Organization follows the deferral method of accounting for contributions.

Unrestricted contributions and other income are recognized as revenue in the operating fund when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Membership dues, website postings, educational seminars and other are recognized as revenue in the operating fund as services are delivered or when received or receivable if the amounts to be received can be reasonably estimated and collection reasonably assured.

Interest is recognized on a time proportioned basis.

d) Contributed services-

Volunteers contribute many hours per year to assist the Organization in carrying out its service delivery activities. Due to the difficulty in determining the fair value, contributed services are not recognized in the financial statements.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

2. Significant accounting policies (continued):

e) Disciplinary reserve-

The Organization has set aside funds internally for expenditures relating to the review, investigation and adjudication of complaints against members. These funds cannot be used for other purposes without the prior approval of the board. The board has established a target level for this reserve fund, which is subject to review and adjustments by the board from time to time. Contributions are made to the fund annually until the target level is achieved, in varying amounts as determined by the board based on the financial results for each year. Funds are drawn from the reserve as required if and when disciplinary matters arise.

3. Guaranteed investment certificates:

The Organization holds guaranteed investment certificate with a fixed interest rate of 0.35% (2019 - 1.3% to 2.0%) maturing May 4, 2021 (2019 - \$41,051 maturing in January 2020 and \$21,336 maturing in November 2020).

4. Risk management:

Management's risk management policies are typically performed as a part of the overall management of the Organization's operations. Management is aware of risks related to these objectives through direct personal involvement with outside parties. In the normal course of its business, the Organization is exposed to a number of risks that can affect its operating performance. Management's close involvement in operations helps identify risks and variations from expectations. As a part of the overall operation of the Organization, management considers the avoidance of undue concentrations of risk. These risks and the actions taken to manage them include the following:

Liquidity risk-

Liquidity risk is the risk that the Organization cannot meet its financial obligations associated with financial liabilities in full. The Organization's main sources of liquidity are its operations. The funds are primarily used to finance working capital requirements and are adequate to meet the Organization's financial obligations associated with financial liabilities.

Credit risk-

Credit risk arises from the possibility that debtors may be unable to fulfill their commitments. For a financial asset, this is typically the gross carrying amount, net of any amounts offset and any impairment losses. The Organization has credit policies to address credit risk on accounts receivable, which may include the analysis of the financial position of the debtor and review of credit limits. The Organization also may review credit history before establishing credit and review credit performance. An allowance for doubtful accounts or other impairment provisions is established based upon factors surrounding credit risk, historical trends and other information. The Organization has provided for an allowance for doubtful accounts of \$nil (2019 - \$nil). There is no bad debt expense (2019 - \$nil).

Interest rate risk-

Interest rate risk is the risk that changes in market interest rates may have an effect on the cash flows associated with some financial instruments, known as interest rate cash flow risk, or on the fair value of other financial instruments, known as interest rate price risk. The Organization is exposed to interest rate price risk because its guaranteed investment certificates are held at fixed rates.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2020

5. Related party transactions:

The Organization entered into a management agreement effective January 1, 2020 for management and consulting services ending December 31, 2022. Under the terms of the agreement the Organization has agreed to pay \$30,000 in 2020 and \$31,000 in each of 2021 and 2022. The entity is a related party as they operate in their capacity as management of the Organization.

The conference management fee was received from the Manitoba Planning conference (Note 6). The amount is a related party transaction as the Organization has significant influence over the operations of the Manitoba Planning conference.

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 parties.

6. Manitoba Planning Conference:

The Organization together with the Province of Manitoba operates an annual conference for professional planners and municipal officials in Manitoba. The Organization has significant influence over the conference through its ability to manage the operations and cash flows for the conference, enter into agreements and provide input into the use of surplus funds generated from the conference. As a result the Organization is also exposed to any losses arising from the conference.

As at December 31, 2020, total current assets of the conference were \$10,817 (December 31, 2019 - \$36,844) and for the year-ended December 31, 2020 the conference generated \$nil in revenues and incurred \$26,027 of expenses (2019 - \$123,903 and \$118,678 respectively). The surplus funds from the conference are to be used towards initiatives that support the planning profession in Manitoba as jointly decided on by the Organization and the Province of Manitoba.

7. Subsequent event:

The outbreak of COVID-19, has resulted in governments enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, quarantine periods and social distancing, have caused an economic slowdown and material disruption to operations. Subsequent to December 31, 2020 government has continued to react with interventions intended to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at the time. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial performance and financial position of the Organization in future periods

NOMINATION COMMITTEE REPORT, Janis Pochailo, RPP, MCIP

The following is the MPPI Council slate being put forward for 2021-22.

Officers

President: Janis Pochailo, RPP, MCIP (2-year term ending 2022)
President-Elect: Andrew Mok, RPP, MCIP (2-year term ending 2022)
Secretary-Treasurer: to be appointed from elected MPPI Council

Council

Ryan Segal, RPP, MCIP (year 1 of second 2-year term, ending 2023)
Dianne Himbeault, RPP, MCIP (year 1 of second 2-year term, ending 2023)
Evan Allan, RPP, MCIP (year 2 of first 2-year term, ending 2022)
Michal Kubasiewicz, RPP, MCIP (year 1 of first 2-year term, ending 2023)

Respectfully presented by the Nominating Committee

- Janis Pochailo
- Andrew Mok
- Evan Allan

Other Members of 2020-21 Council:

Public Representatives (appointed by MPPI Council)

Marilyn Robinson, RN (Ret), BScN (year 2 of second 3- year term, ending August 31, 2023)
Walter Burdz, P. Eng., MBA (year 3 of first 3-year term, ending August 31, 2021)
Bradley Keefe, CPA, CA (year 3 of first 3-year term, ending August 31, 2022)

University of Manitoba City Planning Faculty Representative (voting member)

Richard Milgrom

University of Manitoba City Planning Student Representative (non-voting)

Matthew Gowdar