



**M a n i t o b a** P r o f e s s i o n a l  
**P l a n n e r s** I n s t i t u t e

**2023 MPPI ANNUAL GENERAL MEETING**

**AGENDA**

**Thursday, June 15, 2023**

**6:00 P.M. CST**

1. CALL TO ORDER
2. ADOPTION OF 2022 ANNUAL GENERAL MEETING MINUTES
3. PRESIDENT'S REPORT
4. COMMITTEE REPORTS
  - 4.1 REGISTRATION COMMITTEE REPORT
  - 4.2 STRATEGIC PLANNING REPORT
5. TREASURER'S REPORT
6. NOMINATION COMMITTEE REPORT and INTRODUCTION OF MPPI COUNCIL
7. ADJOURNMENT



## 2022 MPPI ANNUAL GENERAL MEETING

### Minutes

Wednesday, June 1, 2022

5:00 P.M. CST

**In Attendance:** See Page 3 of the Minutes

#### 1. CALL TO ORDER

Janis Pochailo (President) called the meeting to order at 5:10 pm

**Motion** that the agenda for the 2022 MPPI Annual General Meeting be approved as circulated.

*(Toews, Milgrom) CARRIED*

#### 2. ADOPTION OF 2021 ANNUAL GENERAL MEETING MINUTES

**Motion** that the minutes of the 2021 MPPI Annual General Meeting be approved as circulated.

*(Kubasiewicz, Lupu) 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 June 23, 2021, being the date of the last Annual General Meeting, be approved, adopted.

*(Himbeault, Milgrom) CARRIED*

#### 4. PRESIDENT, PRESIDENT-ELECT AND COMMITTEE REPORTS

Janis Pochailo noted that the President, President-Elect and Committee reports can be reviewed as published in the Annual Report which was distributed.

**Motion** That the President's, President Elect's, and Committee reports be approved as presented.

*(Jopling, Segal) CARRIED*

#### 5. 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, 2021 be approved as presented.

*(Himbeault, Kubasiewicz) CARRIED*

#### 6. NOMINATION COMMITTEE REPORT and INTRODUCTION OF MPPI COUNCIL

Janis Pochailo 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 2022-2023**

Officers:

*President:* Andrew Mok, RPP, MCIP (year 1 of 2-year term)

*President Elect:* Jeff Pratte, RPP, MCIP (year 1 of 2-year term)

*Treasurer:* Dianne Himbeault, RPP, MCIP (year 2 of second 2-year term)

Council

Ryan Segal, RPP, MCIP (year 2 of second 2-year term)

Michal Kubasiewicz, RPP, MCIP (year 2 of first 2-year term)

Gavin Williamson, MCIP (year 1 of first 2-year term)

*City Planning Faculty Rep:* Richard Milgrom, RPP, MCIP

*UMAPS Rep:* Julia Antonyshyn

**Other Members of 2022-2023 Council:**

Public Representatives (appointed by MPPI Council)

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

Walter Burdz, P. Eng., MBA (year 2 of second 3-year term, ending August 31, 2024)

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

**Motion** that the slate of nominees for Council presented by the Nominating Committee for 2022-2023 be acclaimed in accordance with the bylaws.

*(Knowles Yarnell, Jopling) CARRIED*

**7. RPP RECOGNITION and COUNCIL MEMBER SERVICE RECOGNITION**

Andrew Mok recognized the four newly certified RPPs from the Spring 2022 sitting:

Larissa Blumenschein, RPP, MCIP

Ellen Enns, RPP, MCIP

Stephanie Janz, RPP, MCIP

Adam Prokopanko, RPP, MCIP

Janis Pochailo and Michael Kubasiewicz were thanked and handed certificates of recognition for their long service on council as President and council members.

**8. ADJOURNMENT**

Meeting was adjourned at 5:28 pm CST

**Motion** to adjourn the meeting.

*(Salakoh) CARRIED*

**In Attendance:**

Peter Anderson, Paul Bell, Ellen Enns, Andrei Friesen, Matthew Gowdar, Jonathan Hildebrand, Dianne Himbeault, Tim Hogan, David Jopling, Greg Kaletzke, Abdul Khan, Tanis Knowles Yarnell, Caitlin Kotak, Adam Kroeker, Michael Kubasiewicz, Kristy LeBaron, David Linton, Ariel Lupu, Richard Milgrom, Andrew Mok, James Platt, Janis Pochailo, Marcella Poirier, Jeff Pratte, Adam Prokopanko, Laura Rempel, Michael Robinson, Brendan Salakoh, Ryan Segal, Donovan Toews, Gavin Williamson

Staff: Geoff Powell, Jen Kowaluk

## PRESIDENT'S REPORT, ANDREW MOK, RPP MCIP

Only half a term with me as your MPPI President has elapsed, but this past year already brought us new or new-to-this-Council challenges and opportunities. The transition out of pandemic mode was the biggest and most noticeable change throughout our membership, with MPPI now able to organize and be involved in in-person events once more. Our Council meetings are still virtual, helpful with many Council Members scattered not just across the Winnipeg region but also across the province, but we have seen a return of both social and educational events, often collaborating with the University of Manitoba. One personal highlight for me was the Curling Mini-Bonspiel, making a trip to Winnipeg worth the drive during the coldest part of the year as we raised money for the Thomas B. Yauk Scholarship by being active in a slightly less-cold environment.

In some ways, we are still regaining our foothold with in-person events, such as the 2023 Manitoba Planning Conference. This year the conference will occur October 25-27, and the theme is "Recalibration". Mark your calendars; registration will be open soon.

With a reduction in conflicts of interest between MPPI and other parties with me as President, I consolidated some of my responsibilities I acquired as President-Elect in my previous term. For example, I was liaison to the Province's Bill 37 Working Group since 2021/2022, and I continued in my capacity as President to represent MPPI at the Province's now-reformed Planning and Development Working Group, which is now meeting on an as-needed basis. I am also now bringing MPPI to the table at the Winnipeg Industry Advisory Group. I thank President-Elect Jeff Pratte for standing in my stead in some meetings and events representing MPPI when I am unable to do so, I appreciate how he is able to take my place with confidence when needed.

MPPI successfully renewed our contract with Strauss Event & Association Management to provide us association management services for another three years. We appreciate and thank Geoff Powell and his colleagues Jen Kowaluk and Karen Mott for providing our Council, committees, and the Manitoba Planning Conference their support.

MPPI Council is currently working on a Strategic Plan to provide overall guidance on work and priorities over the next three years. Though details such as targets and implementation are still works in progress, our Strategic Plan will coalesce around four themes: "Regulate", "Grow", "Advocate", and "Maximize Service Delivery". This will help establish priority work to improve our organization and its operations, such as reviewing our complaints and inquiry processes.

Lastly, I want to thank three outgoing members of MPPI Council, Council Members Michal Kubasiewicz, Ryan Segal and Student Representative Julia Antonyshyn, and welcome incoming Council Member Lauren Lange and Student Representative Madeline Schon. Returning to MPPI Council this year are Walter Burdz, Dianne Himbeault, Bradley Keefe, Richard Milgrom, Marilyn Robinson, and Gavin Williamson.

I look forward to the coming year in building on our successes and progress to date.

# 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 2022/2023.

10 members received their RPP, MCIP in 2022. Two members have received their RPP so far in 2023

A total of eight members successfully completed all requirements and achieved their RPP, MCIP designation since the last Annual Report:

### Fall 2022 sessions:

- Sonikile Tembo, RPP, MCIP
- Kurtis Kowalke, RPP, MCIP
- Elise Finnigan, RPP, MCIP
- Christopher Gibson, RPP, MCIP
- Brody Osadick, RPP, MCIP
- Samuel van Huizen, RPP, MCIP

### Spring 2023 sessions:

- Natalie Lagasse, RPP, MCIP
- Shoni Madden, RPP, MCIP

MPPI has a total of **201** members:

- 125 Registered Professional Planner (RPP)
- 4 Non-Resident Member
- 37 Candidate Member
- 6 Non-Practicing Member
- 8 Pre-Candidate Member
- 19 Student Member
- 2 Retired Member

This is a reduction of 14 members compared to last year's total membership of **215**. There was a net increase of four Registered Professional Planners and other small increases in the number of Non-Resident and Non-Practicing Members. There was a significant decrease of 19 Student members and small decreases of Candidate, Pre-Candidate, and Retired Members.



# **Manitoba Professional Planners Institute**

## **Strategic Plan – 2023-2026**



## Priority Area A – Regulate

Ensure the RPP professional designation is recognized, valued, trusted, and grounded in effective self-regulation.

| Objectives (What)  | Initiatives (How)  |
|--|--|
| <p>A.1 Ensure processes are documented, transparent and well understood by members.</p>                                    | <p>A.1.1 Assess information and lessons learned from previous inquiries.<br/>           A.1.2 Update, finalize, and adopt an internal procedures manual.<br/>           A.1.3 Develop and communicate a handout for complaints.<br/>           A.1.4 Develop and communicate a handout for respondents.<br/>           A.1.5 Post a general description of the overall process for inquiries and related investigations on MPPI website.</p> |
| <p>A.2 Be financially sustainable to support regulatory obligations.</p>   | <p>A.2.1 Review the target level for the reserve fund for the management of complaints and inquiries.<br/>           A.2.2 Investigate an insurance-based option by consulting with other regulatory bodies.</p>   |
| <p>A.3 Build capacity with staffed and knowledgeable committees and with external subject matter experts at the ready.</p> | <p>A.3.1 Confirm committee structure and required members.<br/>           A.3.2 Fill vacancies.<br/>           A.3.3 Develop a short-list and pre-qualification list of subject matter experts.<br/>           A.3.4 Develop a succession plan to ensure continuity.<br/>           A.3.5 Establish retainer agreements with legal advisors.</p>   |





## Priority Area B – Grow

Increase membership and enhance understanding of the benefits of membership.

| Objectives (What)                               | Initiatives (How)  |
|---|--|
| B.1 Financial Sustainability                    | B.1.1 Review member fees.<br>B.1.2 Host revenue-generating events<br>B.1.3 Review existing investments.<br>B.1.4 Set up fees for service structure.<br>B.1.5 Explore sponsorships, donations, gifts/legacy contributions, etc.                                 |
| B.2 Member and Partner Engagement               | B.2.1 Host events to develop relationships.<br>B.2.2 Nurture internal relationships.<br>B.2.3 Enhance committee participation.<br>B.2.4 Develop MPPI elevator pitch.<br>B.2.5 Promote MPPI with other professional organizations.<br>B.2.6 Promote plan.       |
| B.3 Explore partnerships and pursue new members | B.3.1 Explore joint events with National Aboriginal Land Managers' Association (NALMA) and Environmental Professionals (EPs).<br>B.3.2 Lobby employers, including the Province of Manitoba, to reimburse employees in planner positions for professional dues. |



## Priority Area C – Advocate

Build a clear and positive understanding of planning and the RPP designation.

| Objectives (What)                      | Initiatives (How)  |
|--|--|
| C.1 Strengthen the RPP brand           | C.1.1 Define the message of RPP.<br>C.1.2 Identify and train people to speak to the media.<br>C.1.3 Increase social media presence.<br>C.1.4 Develop a communication and promotion plan.<br>C.1.5 Identify resources to inform the communication plan. |
| C.2 Identify key CIP issues to support | C.2.1 Brainstorm key issues and prioritize.<br>C.2.2 Explore the relevance of issues related to MPPI.<br>C.2.3 Promote discussion of differing perspectives.<br>C.2.4 Reflect on how MPPI can advance Truth and Reconciliation.                        |
| C.3 Showcase the work of planners      | C.3.1 Host MPPI Awards.<br>C.3.2 Enhance the use of the website for promotion.   |



## Priority Area D - Maximize Service Delivery

Enhance the accessibility of MPPI service offerings.

| Objectives (What)                 | Initiatives (How)   |
|-----------------------------------|---|
| D.1 Improve existing services     | D.1.1 Administer frequent updates and improvements to the website.<br>D.1.2 Share job postings.<br>D.1.3 Provide communication updates.<br>D.1.4 Improve Manitoba Planning Conference.<br>D.1.5 Offer networking and other CPL opportunities.   |
| D.2 Expand service offerings      | D.2.1 Host more CPL events and webinars.<br>D.2.2 Encourage career growth through networking events.<br>D.2.3 Create a mentorship program.<br>D.2.4 Partner with other like-minded organizations.<br>D.2.5 Maintain social media discussion groups.<br>D.2.6 Provide ethics refresher seminars. |
| D.3 Define public-facing services | D.3.1 Set up a working group to identify potential service offerings to non-planners.   |

**MANITOBA PROFESSIONAL PLANNERS**  
**INSTITUTE INC.**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**



CHARTERED PROFESSIONAL ACCOUNTANTS

## 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, 2022 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, 2022, 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  
March 16, 2023  
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**

|  | <b>December 31,</b> |             |
|--|---------------------|-------------|
|  | <b>2022</b>         | <b>2021</b> |
| <b>ASSETS</b>  |                     |             |
| <b>Current assets:</b>   |                     |             |
| Cash   | \$ 165,207          | \$ 77,894   |
| Guaranteed investment certificates (Note 3)                          | 21,948              | 21,948      |
| Accounts receivable  | 2,190               | 448         |
| Prepaid expenses   | 4,652               | 2,735       |
|  | \$ 193,997          | \$ 103,025  |
| <b>LIABILITIES</b>   |                     |             |
| <b>Current liabilities:</b>  |                     |             |
| Accounts payable   | \$ 38,233           | \$ 2,891    |
| Goods and Services Tax payable                                       | 1,195               | -           |
| Deferred revenue   | 35,626              | -           |
|  | 75,054              | 2,891       |
| <b>NET ASSETS</b>  |                     |             |
| <b>Unrestricted net assets</b>                                       | 68,943              | 50,134      |
| <b>Complaints Committee &amp; Inquiry Committee reserve (Note 2)</b> | 50,000              | 50,000      |
|  | 118,943             | 100,134     |
|  | \$ 193,997          | \$ 103,025  |

**APPROVED BY THE BOARD:**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF OPERATIONS

|   | <b>Year ended December 31,</b> |                 |
|---|--------------------------------|-----------------|
|   | <b>2022</b>                    | <b>2021</b>     |
| <b>Revenues:</b>  |                                |                 |
| Membership dues   | \$ 41,561                      | \$ 39,154       |
| Conference management fee (Note 6)                                | 13,300                         | 4,655           |
| Website postings  | 8,450                          | 8,694           |
| Membership administration   | 2,202                          | 2,299           |
| Other income  | 6,000                          | -               |
| Interest earned   | 86                             | 62              |
|   | <u>71,599</u>                  | <u>54,864</u>   |
| <b>Expenses:</b>  |                                |                 |
| Administrative and office expenses                                | 12,115                         | 12,788          |
| Management fees (Note 5)  | 31,000                         | 31,000          |
| Plan NW Journal   | -                              | 551             |
| Seminars and annual general meeting                               | 2,711                          | 683             |
| Travel  | 5,466                          | 786             |
|   | <u>51,292</u>                  | <u>45,808</u>   |
| <b>Difference between revenues and expenses before other item</b> | 20,307                         | 9,056           |
| <b>Legal fees (Note 2e)</b>                                       | <u>(1,498)</u>                 | <u>(6,660)</u>  |
| <b>Difference between revenues and expenses</b>                   | <u>\$ 18,809</u>               | <u>\$ 2,396</u> |

**MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.**

**STATEMENT OF CHANGES IN NET ASSETS**

|   | Year ended December 31,    |   |            |            |
|---|----------------------------|---|------------|------------|
|   | 2022                       |   |            |            |
|   | Unrestricted<br>net assets | Complaints<br>Committee and<br>Inquiry Committee<br>reserve | Total      | 2021       |
| <b>Balance, beginning of year</b>               | \$ 50,134                  | \$ 50,000   | \$ 100,134 | \$ 97,738  |
| <b>Allocation (Note 2e)</b>                     | (1,498)                    | 1,498   | -          | -          |
| <b>Difference between revenues and expenses</b> | 20,307                     | (1,498)   | 18,809     | 2,396      |
| <b>Balance, end of year</b>                     | \$ 68,943                  | \$ 50,000   | \$ 118,943 | \$ 100,134 |



MANITOBA PROFESSIONAL PLANNERS INSTITUTE INC.

STATEMENT OF CASH FLOWS

|   | <u>Year ended December 31</u> |                  |
|---|-------------------------------|------------------|
|   | <u>2022</u>                   | <u>2021</u>      |
| <b>Cash flow from operating activities:</b>           |                               |                  |
| Cash received from members, grants and other revenues | \$ 105,397                    | \$ 52,596        |
| Cash paid to suppliers                                | (18,170)                      | (64,946)         |
| Interest received                                     | 86                            | 62               |
|   | <u>87,313</u>                 | <u>(12,288)</u>  |
| <br>  |                               |                  |
| <b>Change in cash</b>                                 | 87,313                        | (12,288)         |
| <br>  |                               |                  |
| <b>Cash, beginning of year</b>                        | <u>77,894</u>                 | <u>90,182</u>    |
| <br>  |                               |                  |
| <b>Cash, end of year</b>                              | <u>\$ 165,207</u>             | <u>\$ 77,894</u> |

**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**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, 2022**

**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, 2022**

**2. Significant accounting policies** (continued):

e) Complaints Committee & Inquiry Committee reserve (previously 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 a guaranteed investment certificate with a fixed interest rate of 1.75% (2021 - 0.15%) maturing April 24, 2023 (2021 - April 29, 2022).

**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 (2021 - \$nil). There is no bad debt expense (2021 - \$nil).

**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**4. Risk management (continued):**

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.

**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, 2022, total current assets of the conference were \$53,785 (December 31, 2021 - \$45,933) and for the year-ended December 31, 2022 the conference generated \$35,291 in revenues and incurred \$27,438 of expenses (2021 - \$48,690 and \$13,574 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.

## NOMINATION COMMITTEE REPORT: Andrew Mok, RPP, MCIP

MPPI acknowledges those whose MPPI Council terms will end at the Annual General Meeting to be held in Winnipeg on June 15, 2023, including Michal Kubasiewicz, Ryan Segal and Julia Antonyshyn.

The following is the MPPI Council slate being put forward for 2023/2024.

### Officers

*President:* Andrew Mok, RPP, MCIP

*President-Elect:* Jeff Pratte, RPP, MCIP

*Secretary/Treasurer:* Dianne Himbeault, RPP, MCIP

### Council

Lauren Lange (year 1 of first 2-year term)

Gavin Williamson, RPP, MCIP (year 2 of first 2-year term)

### Public Members of Council

Marilyn Robinson

Bradley Keefe

Walter Burdz

*City Planning Faculty Rep:* Richard Milgrom

*UMAPS Rep:* Madeline Schon