



Canadian Institute of Planners
Planning Student
Trust Fund

ANNUAL REPORT

2021



cip-pstf.ca



CIP/ICU Planning Student Trust Fund (CIP-PSTF)

141 Laurier Ave West, Suite 1112
Ottawa, Ontario, K1P 5J3, Canada
Charitable registration # 889709499RR0001

CIP-PSTF's office is located on the unceded territory of the Algonquin Anishinaabeg People. We value their ongoing stewardship of this land, as well as that of all First Nations, Inuit, and Métis across Turtle Island, where we enjoy the opportunity to live, work, and study.

Charitable registration # 889709499RR0001

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About the CIP/ICU Planning Student Trust Fund

The CIP/ICU Planning Student Trust Fund (CIP-PSTF) is the Canadian planning profession's national charity, providing a scholarship and bursary program to students in accredited planning programs in Canada.

The Canadian Institute of Planners (CIP) created CIP-PSTF in 1989 to contribute to the advancement of professional planning. After incorporating as a separate entity under the Canada Corporations Act, the fund received charitable status in 1990. Since then, 134 scholarships and bursaries have been awarded, totalling almost \$419,000 in financial support to worthy students.

In 2021, CIP-PSTF awarded six scholarships and three bursaries. Scholarships are awarded for student projects that best demonstrate excellence and a potential contribution to the planning profession (in theory or practice), or a potential service to a community or community group. Bursaries are awarded to students who are in need of financial assistance to support their education.

Only through ongoing donor contributions will CIP-PSTF be able to continue to provide an outstanding scholarship and bursary program to tomorrow's students. Donations are tax-deductible and donors can direct their contributions to our publicly-funded scholarships and bursaries, namely:

- General Fund (e.g. CIP President's Scholarship & Thomas Adams Scholarship)
- College of Fellows Undergraduate Scholarship
- Climate Change Action Scholarship
- David Palubeski Bursary

Please consider supporting the future of planning by donating today at www.cip-pstf.ca/donate

Celebrating Our **VOLUNTEERS**

CIP-PSTF Board of Directors

2020-2021

Amanda Grochowich RPP, MCIP - President
Kevin Duguay RPP, MCIP - Vice-President
Stephen Willis RPP, MCIP - Treasurer
Daniel Mercer RPP, MCIP - Secretary
Blaire Chisholm RPP, MCIP - Director
Derek Coleman RPP, MCIP - Director
Penny Henneberry LPP, MCIP - Director
Stephen Jewczyk FCIP - Director
Ron Shishido RPP, FCIP - Director
Jason Syvixay RPP, MCIP - Director
Glenn Tunnock RPP (Ret.)

2021-2022

Amanda Grochowich RPP, MCIP - President
Ron Shishido RPP, FCIP - Vice-President
Stephen Willis RPP, MCIP - Treasurer
Felipe Canavera - Secretary
Blaire Chisholm RPP, MCIP - Director
Derek Coleman RPP, MCIP - Director
Penny Henneberry LPP, MCIP - Director
Daniel Mercer RPP, MCIP - Director
Shawn Parry RPP, MCIP
Jason Syvixay RPP, MCIP - Director
Mark TeKamp - Director
Glenn Tunnock RPP (Ret.)

CIP-PSTF Juries

Main Jury

Glenn Tunnock RPP (Ret.)
John Kazilis RPP, MCIP
Hieu Nguyen RPP, MCIP
Shawn Parry RPP, MCIP
Lyla Peter RPP, MCIP
Jaime Posen RPP, MCIP
Ryan Segal RPP, MCIP
Jean-François Vachon urbaniste, MICU

College of Fellows Undergraduate Scholarship Jury

Dana Anderson RPP, FCIP - Chair
Lindsay Dale-Harris RPP, FCIP
Alex Forbes FCIP
François Lapointe FCIP

David Palubeski Bursary Jury

Brandon Powell RPP, MCIP
Mary Bishop FCIP
Nicholas Kuhl RPP, MCIP



President's **MESSAGE**

As the 2021/2022 term comes to a close, a heartfelt and grateful "Thank You" is due to all of our CIP-PSTF members, donors, Directors, as well as to CIP, for their continued dedication and support to the CIP-PSTF. It is through their immense commitment and hard work that the CIP-PSTF is emerging from the uncertainty of the last few years with renewed energy and engagement by the CIP-PSTF Board of Directors.

I am proud of our accomplishments over this past term – the Board continued to build on its fundraising efforts by hosting a Fundraising Webinar and on-going involvement with the GivingTuesday movement. The Board was also able to advance a number of governance initiatives, Committee work plans, spoke at the PLACE 21 virtual conference, and expanded the number of awards available for planning students in the 2022 session. As such the Board would also like to extend a tremendous thank you to the generous supporters of the CIP-PSTF that helped make these awards a reality.

The Board is also excited to announce a new CIP-PSTF bursary: the SOAR Bursary. Developed in partnership between the CIP-PSTF and SOAR Professional Services, the SOAR Bursary will be awarded to an Indigenous student working towards a planning degree whose research background is reflective of their Indigenous traditions, culture and commitment to making meaningful change in Indigenous Communities.

At the 2021 Annual General Meeting, we welcomed three new members to the Board of Directors – Mark TeKamp, Shawn Parry RPP, MCIP, and Felipe Canavera. We would also like to recognize our outgoing Board Members – Kevin Duguay RPP, MCIP, who had been a Board Member since 2017, and Stephen Jewczyk RPP, FCIP, who had served since the early 1990s. Our sincere thanks to Kevin and Stephen who have given tirelessly of their time and resources to the CIP/ICU Planning Student Trust Fund and the planning profession.

I also wish to thank our jury members for the time and energy they provided in reviewing and assessing the many applications for scholarships and bursaries we received. Your dedication and diligence in selecting the most worthy candidates for your recommendation to the Board is gratefully acknowledged.

The CIP-PSTF Board is deeply grateful to the staff of CIP for the administration and promotion of CIP-PSTF's operations and programs. Your guidance, direction and support have been instrumental in building CIP-PSTF's capacity to offer meaningful scholarships and bursaries to students looking to advance the planning profession.

Finally, I extend my congratulations and best wishes to our 2021 scholarship and bursary recipients. We hope that this support will enable you to achieve your full academic and professional potential. We look forward to experiencing your meaningful contributions to the future of planning.

Thank you,



Amanda Grochowich RPP, MCIP
President, CIP/ICU Planning Student Trust Fund



RECOGNITION

Thank You to CIP Staff

The work of the CIP-PSTF is supported by the staff of the Canadian Institute of Planners, in 2021 most notably:

Beth McMahon – Chief Executive Officer
Valérie Broadfoot – Manager, Operations
Lori Barron-Munteanu – Manager, Communications
Chris Hansen – Officer, Finance
Sharon James – Administrative Coordinator
Christine McLenan – Executive Coordinator
Kylie Schatz – Coordinator, Communications



Established in **1989**

First scholarship awarded in **1992**

Number of scholarships awarded in 1992 **1**

Total amount awarded in 1992 **\$2,000**

Number of scholarships and bursaries in 2021 **9**

Total amount awarded in 2021 **\$35,000**

Number of scholarship and bursary recipients to date **134**

Total amount awarded to date **\$419,000**

CIP-PSTF BY THE NUMBERS

Notable

ACHIEVEMENTS

New Scholarship Established

In 2021, the CIP-PSTF Board of Directors approved a new annual three-year bursary to be launched in 2022: the SOAR Professional Services Indigenous Student Bursary. This \$5,000 bursary will be granted to an Indigenous student working towards a planning degree whose research background is reflective of their Indigenous traditions and culture and their commitment to making meaningful change in Indigenous communities.



Climate Change Action (Scholarship) in Action

2021 marked the launch of the Climate Change Action Scholarship. The inaugural scholarship was awarded to a project that explored barriers and opportunities for developing cycling infrastructure in small cities in Western Canada.



Planning for the Future

Funding the Future of the Planning Profession

On March 11, CIP-PSTF Directors hosted the **Funding the Future of the Planning Profession** webinar. With a lens on providing information about the CIP/ICU Planning Student Trust Fund and why planning consulting firms should consider funding a scholarship or bursary to support the future planners of our professions, presenters included a jury member, a representative from a sponsor, and three past scholarship and bursary recipients. A recording of the webinar was posted on the website and soundbites used for promotion.

SUPPORTERS

The sustainability of the CIP-PSTF scholarship program is dependent on corporate and individual donations. While it's not possible to list all who have contributed, we would like to give special recognition to the following who provided support to CIP-PSTF in 2021:

- Canadian Institute of Planners
- CIP College of Fellows
- Dillon Consulting Ltd.
- Wayne Daniel Smith
- Fotenn Planning + Design
- Bousfields Inc.
- Ages Foundation

Through the funding received from its organizational and individual supporters, CIP-PSTF is able to continue to provide a robust scholarship program that recognizes and supports deserving planning students. Thank you to all CIP-PSTF donors – you are making a meaningful contribution to Canada's future.

Did you Know?

Each year, CIP donates a portion of the membership fees it collects to the CIP-PSTF. If you were a professional, candidate, or pre-candidate member of CIP in 2021, \$2.00 from your membership fee went towards supporting CIP-PSTF. Thank you!



Donor Spotlight:

Kristy Kilbourne RPP, MCIP



“As a Planner that benefitted from bursaries and scholarships when I was in school, and someone who works very closely with many students and recent graduates, I know how much financial awards can make a difference. Giving back to the planning profession in different ways is something that has always been important to me personally and as a small business owner. I have done a lot of work in the areas of climate change and sustainability, so I was very excited when the Climate Change Action Scholarship was created by CIP-PSTF, supporting much needed research by planning students on climate mitigation and adaptation. Contributing to the CIP-PSTF is a great opportunity for individual planners looking to give back and purpose-driven planning businesses of all sizes to invest in the future of our profession and make a meaningful impact.”

Donor Spotlight:

Scott Pragnell RPP, MCIP

“Through my many years as a planner I have been involved in a variety of activities and roles supporting the profession, first with Planning conferences, then with APPI Council and more recently with the Standards Committee. Through these roles I have had the pleasure of meeting and talking to a number of planning students about their interests and what drew them to the profession. In each case I have been impressed with their knowledge and enthusiasm and willingness to make the time to connect with professional planners to discuss current topics, particularly those of interest to them. At the core of those conversations I inevitably find the desire to improve the environment we live in and in which planners play a key role. For myself it is a reminder that the upcoming generation of planners needs and is appreciative of the support from the profession. An investment in them is an investment in our future planners and the future of the profession.”



2021 DONORS

Consent Given

Dana Anderson RPP, FCIP
Ascentrium Developments Ltd
Jacob Babarinde RPP, MCIP
Beate Bowron Etcetera Inc.
Valérie Broadfoot
Rob Buchan RPP, FCIP
Wayne Caldwell RPP, FCIP
Blair Chisholm RPP, MCIP
Doug Daniels RPP, MCIP
Bruce Duncan FCIP
Marta Farevaag RPP, FCIP
Cara Fisher RPP, MCIP
John Gladki RPP, FCIP
David Gordon RPP, FCIP
Amanda Grochowich RPP, MCIP
Christopher Hansen
Stephen Jewczyk FCIP
Kristy Kilbourne RPP, MCIP
Nicolas Lavoie RPP, MCIP
John Livey RPP, FCIP
Kenneth Melanson RPP, MCIP

Melymuk Consulting Limited
Daniel Mercer RPP, MCIP
Richard Parker FCIP
Scott Pragnell RPP, MCIP
Karen Russell RPP, FCIP
Brendan Salakoh RPP, MCIP
Mark Seasons RPP, FCIP
Ronald Shishido RPP, FCIP
John Steil RPP, FCIP
Beverly Suderman RPP, MCIP
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Mary Lou Tanner RPP, FCIP
Alex Taylor RPP, MCIP
Urban Land Advisors Inc.
Eric Vance RPP, FCIP
Richard Walker
Stephen Willis RPP, MCIP
David Witty RPP, FCIP
Your Planning Career

CIP-PSTF
also thanks its donors
who wish to remain
anonymous



RECIPIENTS

In 2021, the CIP-PSTF scholarship and bursary recipients attended and were celebrated at the virtual CIP-PSTF Annual General Meeting, as the COVID-19 pandemic prohibited an in-person national planning conference.

However, thanks to the generosity of the Ages Foundation's funding of the travel awards program, these students will be provided with funding to subsidize their registration fees and travel costs to attend the 2022 national conference. We look forward to celebrating with them in person!



CIP PRESIDENT'S SCHOLARSHIP \$6,000

Patrycia Menko, University of Waterloo

**"The Retail Food Environment, Food Access,
and Gentrification Processes in Toronto"**

Patrycia Menko is an MES in Planning student at the University of Waterloo (UW). Patrycia's thesis research focuses on geographic and economic retail food environments in Toronto, ON and gentrification constraints on healthy food access, particularly for minority and vulnerable populations. She hopes her research will help integrate healthy food access into municipal land use decisions through "food haven" policies that protect and promote retailer diversity and through impact studies that assess and mitigate business and resident displacement due to retail food development. Her additional interests include environmental sustainability and encouraging public transit ridership. Patrycia also works as a graduate research assistant at the University of Waterloo and has held several leadership and volunteer leadership roles in her community, including Social Officer for the Association of Graduate Planners at UW. She is motivated by the prospect of joining organizations and advisory groups to address planning issues, strengthening allyship between the planning profession and public health, and forevermore continuing her education through practice.



"I wish to express my sincerest thanks and gratitude as this year's CIP President's Scholarship recipient. Thank you to the juries involved for your support and thank you to all the donors who contributed to the scholarship. I feel incredibly honored that my research was recognized as having significant applications to major cities in Canada and inspired to be surrounded by such brilliance in the planning profession and student community. By awarding me this scholarship, you've significantly alleviated financial pressures and given me a platform to share my research. I am forever grateful to the CIP/ICU Planning Student Trust Fund for your confidence in my work."

DILLON CONSULTING LIMITED SCHOLARSHIP \$5,000

Claire Lee, Queen's University

"Making Space for Physical Distancing in Canada's Urban Centres: A Case Study of Vancouver's Slow Streets"

Claire is a recent graduate of Queen's Master of Urban and Regional Planning program. Hailing from the West Coast, she had the unique experience of growing up in a heritage house in Vancouver's West End neighbourhood. Cycling the Seawall and exploring Stanley Park, wandering around downtown, and regularly taking public transit led to an early appreciation of urban life. Claire went on to complete her undergraduate degree in human geography at the University of Victoria, where she had the chance to realize her interest in urban planning graduate studies. In the past few years, Claire has taken opportunities to broaden her perspective, living in Vancouver, Victoria, Aberystwyth (Wales), Kingston and now Ottawa where she is currently working as a co-op student with the City of Ottawa's Public Realm and Urban Design team. In the future, she hopes to continue to complete most trips by bike, visit as many breweries as possible and explore wherever her planning career will take her next!



"I am incredibly grateful to receive the CIP/ICU Planning Student Trust Fund Dillon Consulting Limited Scholarship. I could not believe it when I got the news and I am so thankful, what a way to finish my degree! The award will help alleviate some of the financial stress from my graduate studies at Queen's University and unforeseen circumstances involving multiple moves back and forth between Ontario and BC due to the pandemic. I am honoured to be recognized for my work in advancing the study of active transportation in Vancouver, my home city. I hope to continue to work on promoting improvements in the public realm, active transportation and community design as I start my professional career."

CLIMATE CHANGE ACTION SCHOLARSHIP \$4,000

Hillary Beattie, University of Manitoba

“Planning for Cycling in Small Cities in Western Canada”

Hillary Beattie is an urban planner with a passion for climate change adaptation and active transportation planning. She currently works as a Junior Planner at Urban Systems Ltd. in Winnipeg. She received her Master of City Planning degree from the University of Manitoba in June 2021. Her capstone project explored barriers and opportunities for developing cycling infrastructure in small cities in Western Canada. Prior to this degree, Hillary completed her Bachelor of Arts (Honours) in Geography and Master of Environment degree. Her master’s thesis involved community-based research and filmmaking with the Heiltsuk Nation of Bella Bella, BC. She also worked as a Research Associate at the Prairie Climate Centre in Winnipeg, where she worked on research projects and short documentary films about climate change in communities across the country.



“I am very grateful to receive the inaugural Climate Change Action Scholarship and would like to thank the CIP/ICU Planning Student Trust Fund for their support. It is an honour to have my research on cycling infrastructure in small cities across Western Canada recognized by the planning profession. The financial support is also greatly appreciated as it alleviates the financial pressure of graduate school. I hope my research and future work will help small communities expand their active transportation networks and become more environmentally sustainable.”

WAYNE DANIEL SMITH SCHOLARSHIP

\$4,000

Lucas Mollame, University of Waterloo

“Advancing Municipal Natural Asset Management through Monitoring and Engagement”

Lucas Mollame is a Master of Arts in Planning student for the Faculty of Environment at the University of Waterloo. Lucas completed his undergraduate degree at the University of Ottawa, with a Bachelor of Social Sciences. Lucas’s research interests include environmental planning, green infrastructure, monitoring and plan evaluation, policy analysis, and public consultation strategies. His current thesis work focuses on preparing a monitoring and evaluation framework for municipal natural asset management projects occurring across Canada. To complete this work, he is working alongside the Municipal Natural Assets Initiative and several partnered municipalities. Lucas is also a member of the Natural Resources Conservation Planning and Management Research Group at the University of Waterloo. As well, he is a student member at the City of Waterloo’s Sustainability Advisory Committee. He works closely with other members and residents of the City of Waterloo to write reports, advocate for policy changes, and help other committees to uphold sustainability commitments.



“I would like to thank the CIP/ICU Planning Student Trust Fund for selecting me as the recipient of the Wayne Daniel Smith Scholarship. The potential of natural assets to change patterns in land use planning and municipal service delivery must receive increased recognition. Municipal natural asset management can positively contribute to municipal, provincial, and federal climate adaptation goals while building in increased climate resiliency for adverse weather events. On a personal note, this award speaks to the importance of planning research completed at the graduate level and I am honoured to continue a legacy of student researchers across Canada.”

COLLEGE OF FELLOWS UNDERGRADUATE SCHOLARSHIP \$4,000

Christian Peaker, Université de Montréal

“Le REM de l’Est, une recension des écrits sur les coûts et les bénéfices attendus en fonction du mode d’implantation”

Having grown up in an English speaking household in Ontario’s Greenbelt I challenged myself by pursuing my post-secondary education in my second language (French). I’m proud to have joined the ranks of graduates from Université de Montréal’s baccalauréat en urbanisme (Bachelor of Urban Planning). In my final semesters of study I enjoyed the opportunity to work as a teaching assistant for geomatics and transportation planning courses, two of my favorite aspects of planning. One of my course instructors, Pierre Barrieau, recognized my enthusiasm for transportation planning and invited me to pursue it within the context of his private practice, Gris Orange Consultants, where I am currently employed. I have had the opportunity to work on a variety of contracts ranging from real estate development to mobility. I intend to pursue my passion at the graduate level where I hope to study the transportation aspects of planning in greater detail, particularly with regards to public transit projects.



“I am honoured to be the recipient of the 2021 College of Fellows Undergraduate Scholarship and I would like to express my sincere gratitude to the CIP/ICU Planning Student Trust Fund. This support will allow me to pursue my passion for planning at the graduate level and continue to contribute to the planning profession.”

Each year, the College of Fellows Undergraduate Scholarship is awarded in honour of a CIP Fellow. In 2021, the scholarship is being given in honour of Ron Shishido RPP, FCIP, to celebrate and recognize his contributions to Canadian planning practice and CIP. Mr. Shishido has been a CIP Fellow since 2010 and his biography is available on CIP’s **website**.



THOMAS ADAMS SCHOLARSHIP

\$3,000

Angela Asuncion, University of Guelph

“Building Agency in a Landscape of Extraction: Examining Corporate Social Responsibility as a Mechanism for Enhancing Community Agency and Sustainable Development in the Philippines Mining Industry”

Angela Mariz Asuncion is a MSc. Candidate in Rural Planning and Development in International Development Studies at the University of Guelph. At the intersection of mining, environmental governance, and human rights, her research examines how to strengthen community agency and Indigenous self-determination in the Philippines mining industry. As an emerging international planner, Angela’s expertise is characterized by her steadfast dedication to serving communities and ecosystems through research, policy influence, and advocacy. Currently, she applies her community outreach and expertise as a member of the International Coalition for Human Rights in the Philippines (ICHRP) and the Investigate PH initiative. Her organizational work aims to bring justice to victims of human rights violations in the Philippines at the Canadian parliament and United Nations levels. These diverse positions have been pivotal to her personal and professional growth, empowering her to be a leader in igniting change, connection, and resiliency within our communities. He works closely with other members and residents of the City of Waterloo to write reports, advocate for policy changes, and help other committees to uphold sustainability commitments..



“It is a great honor to be the 2021 Thomas Adams Scholarship recipient. I want to express my utmost gratitude for CIP-PSTF’s recognition and generosity in empowering graduate students, such as myself, to actualize positive change within the planning profession. Receiving this scholarship has strengthened my motivation and passion for upholding community agency and Indigenous self-determination in the Philippines’ extractive industry. I am thrilled to have this opportunity to advance Thomas Adams’ legacy towards strengthening responsible professional planning and civil service.”

David Palubeski Bursary

\$3,000

Lindsey Soon, University of Waterloo

Lindsey Soon is a Master of Arts in Planning student at the University of Waterloo, under Dr. Leida Minaker. She completed her Honours B.A in Geography and her B.Ed in Intermediate/Senior Geography–Biology with a specialization in Environmental Education from Queen’s University. Her research interests span the disciplines of planning, public health and demography, emphasizing health and the built environment by engaging in innovative approaches to community planning and sustainable food systems to help achieve positive community health outcomes for youth and vulnerable populations. Lindsey is also a graduate research assistant at the Human Environments Analysis Laboratory at the University of Western Ontario. For the past year, she has been working on a pilot study examining the effects of COVID-19 on the retail food industry in Ontario across all types of communities. Within the community, she is an active member of the Ontario Professional Planning Institute and is currently a volunteer member of their Anti-Black Racism Task Force and serves on the Urban Land Institute’s (Toronto Chapter) Diversity, Equity and Inclusion Committee and the Connect Committee. She hopes her research will contribute to the ongoing conversation of the importance of health equity and the built environment and integrate this knowledge into her planning practice after graduation.



“I would like to express my deepest gratitude to the CIP/ICU Planning Student Trust Fund and the family, colleagues and friends of David Palubeski for the opportunity to be awarded the David Palubeski Bursary. It inspires me to know that David also studied at the University of Waterloo as I’ve learned more about the immense impact he had on the planning profession. This bursary provides the needed financial assistance to cope during these uncertain times, relieving stress and offering recognition and support for my research on community-based approaches to sustainable food systems to improve youth health outcomes. I look forward to this research contributing to the ongoing conversation surrounding health and the built environment.”

JOHN BOUSFIELD BURSARY \$3,000

Yuelin Ge, University of Toronto

Yuelin is currently a MSc Candidate in Planning at the University of Toronto, with a specialization in Economic Development and Social Planning & Policy. Previously, she holds a BA (Hons) from Queen's University in Geography and a Certificate in Business from the Smith School of Business. Yuelin's research interests focus on the intersectionality between age-friendly cities, mental health + planning, housing affordability, and equitable economic development.



“As a first-generation Chinese-Canadian immigrant and a strong advocate for the integration of mental health in planning, receiving the 2021 John Bousfield Bursary has allowed me to advance work that is personal to my family, the communities I’ve had the honour to work with and myself. Especially in light of COVID-19 and how it has exacerbated students’ financial and academic situations, this bursary has made a difference in helping me leverage my educational privileges to continue supporting cities and towns designed for all.”



TED FOBERT AND ROBERT TENNANT PLANNING MERIT BURSARY \$3,000

Eyvette Elliot, Vancouver Island University

Eyvette is a resident and a member of Cowichan Tribes and she is currently pursuing a Master of Community Planning at VIU. Her passion is people and policy, and she brings forward her vision for healthier, vibrant and healthy communities in the work she does for non-profits, First Nations and local government. She holds a Certificate in First Nations Housing Management and a Bachelor of Business Administration from VIU. She is keen on furthering the field of Indigenous planning as it relates to government-to-government relationships, community engagement, sustainability and housing.



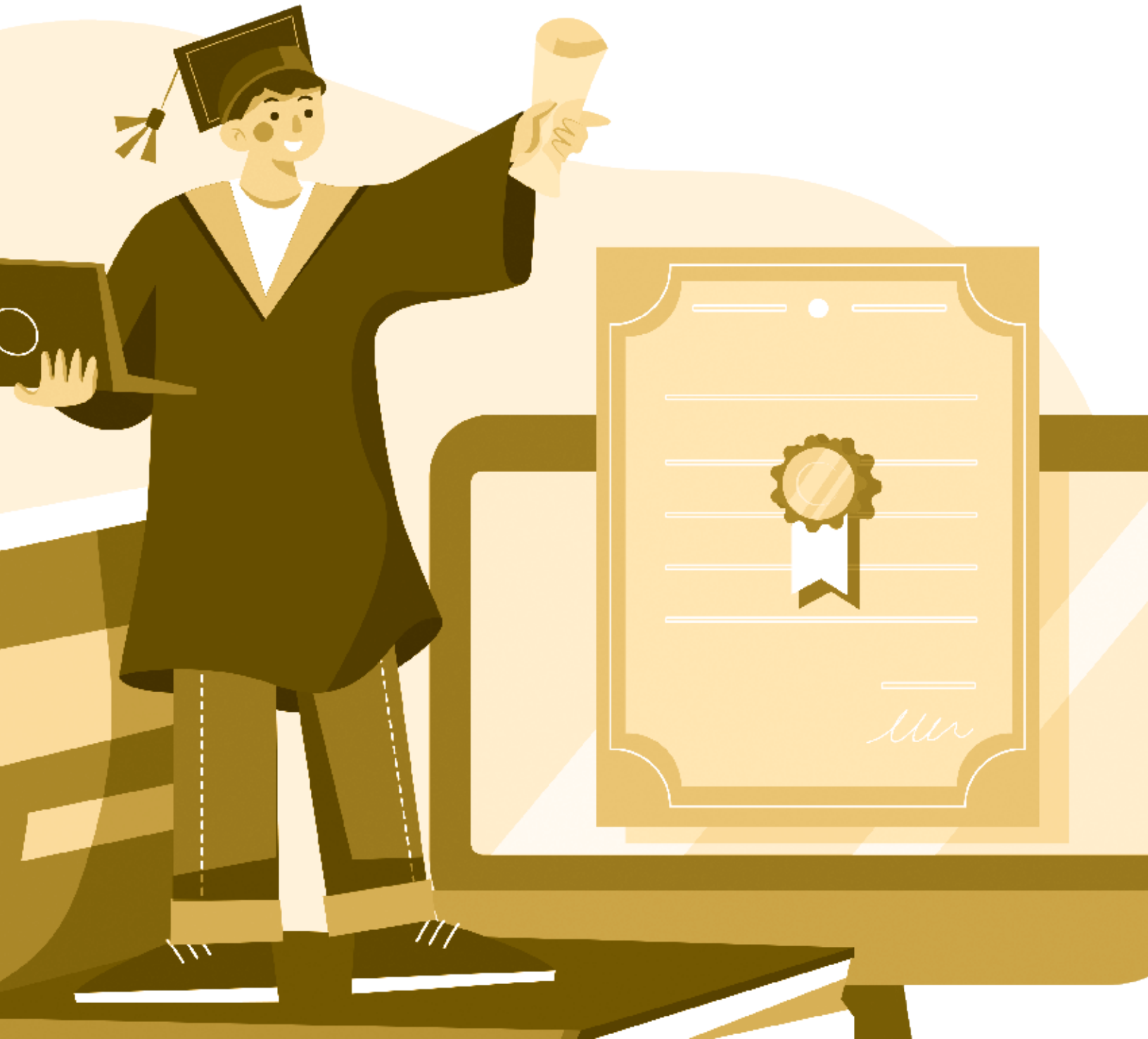
“Huy steep q’u (Thank you all) to the CIP/ICU Planning Student Trust Fund for their support, encouragement and financial support. It is with much gratitude that I accept this award and continue the important work that needs to be done in the field of Indigenous planning. I am inspired and moved by the recognition of the importance of this work. Again, I raise my hands in appreciation and with much gratitude.”





Find out more about CIP-PSTF at cip-pstf.ca

Consider making a tax-deductible donation or enrolling as a monthly donor at **Canada Helps**.





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Ottawa, ON K1Z 5L3
(613) 235-2000
www.hwllp.ca

Financial Statements of
**CIP/ICU PLANNING STUDENT
TRUST FUND**

December 31, 2021

May 31, 2022

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
CIP/ICU Planning Student Trust Fund:

We have audited the accompanying financial statements of the CIP/ICU Planning Student Trust Fund (the "Fund"), which comprise the statement of financial position as at December 31, 2021 and the statements of operations and changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the "Basis for Qualified Opinion" paragraph, the financial statements present fairly, in all material respects, the financial position of the Fund as at December 31, 2021, 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.

Basis for Qualified Opinion

In common with many charitable organizations, the Fund derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Fund. Therefore, we were not able to determine whether any adjustments might be necessary to donations revenue, excess of revenue over expenses, and cash flows from operations for the year ended December 31, 2021, or current assets and net assets as at December 31, 2021.

Other Information

Management is responsible for the other information. The other information comprises the Annual Report, but does not include the financial statements and our auditor's report thereon. The annual report is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate that matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance 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.

In preparing these financial statements, management is responsible for assessing the Fund's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Fund or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Fund's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



HENDRY WARREN ^{LLP}
Chartered Professional Accountants
Licensed Public Accountants
Ottawa, Ontario

CIP/ICU PLANNING STUDENT TRUST FUND

Statement of Financial Position

December 31, 2021, with comparative figures for 2020

	2021	2020
Assets		
Current assets		
Cash	\$ 80,516	\$ 109,898
Short-term investments	76,935	36,126
Accounts receivable	2,500	100
Government remittances receivable	580	19
Prepaid expenses	40	94
Due from related entity (Note 3)	10,342	5,331
	170,913	151,568
Intangible asset (Note 4)	2,100	2,700
	\$ 173,013	\$ 154,268
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued charges	\$ 3,959	\$ 3,798
Deferred contributions (Note 5)	121,785	103,929
	125,744	107,727
Net assets		
Unrestricted	47,269	46,541
	\$ 173,013	\$ 154,268

Approved on behalf of the Board:

Trustee

CIP/ICU PLANNING STUDENT TRUST FUND

Statement of Operations and Changes in Net Assets

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
Revenue		
Donations	\$ 31,871	\$ 25,499
CIP member levy	11,800	11,220
Interest income	142	401
	<hr/>	<hr/>
	43,813	37,120
Expenses		
Amortization of intangible asset	600	300
General	3,685	3,116
Meetings	-	3,404
Professional fees	3,800	4,417
Scholarship	35,000	28,000
	<hr/>	<hr/>
	43,085	39,237
Excess (deficiency) of revenue over expenses	728	(2,117)
Unrestricted net assets, beginning of year	46,541	48,658
Unrestricted net assets, end of year	\$ 47,269	\$ 46,541

CIP/ICU PLANNING STUDENT TRUST FUND

Cash Flow Statement

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
Operating activities		
Excess (deficiency) of revenue over expenses	\$ 728	\$ (2,117)
Non-cash item:		
Amortization expense	600	300
Interest revenue	(142)	-
Changes in non-cash working capital balances (Note 6)	14,105	41,684
Cash provided by operating activities	15,291	39,867
Investing activities		
Acquisition of temporary investments	(75,930)	(400)
Disposition of temporary investments	36,268	-
Acquisition of intangible assets	-	(3,000)
Advances to related entity	(13,400)	(5,331)
Repayments from related entity	8,389	-
Cash used in investing activities	(44,673)	(8,731)
Financing activities		
Repayments to related entity	-	(2,239)
Cash used in financing activities	-	(2,239)
(Decrease) increase in cash	(29,382)	28,897
Cash, beginning of year	109,898	81,001
Cash, end of year	\$ 80,516	\$ 109,898

CIP/ICU PLANNING STUDENT TRUST FUND

Notes to the Financial Statements

December 31, 2021, with comparative figures for 2020

1. Statutes of incorporation and nature of activities

CIP/ICU Planning Student Trust Fund ("CIP-PSTF" or the "Fund") is incorporated as a not-for-profit organization under Part III of the Not-For-Profit Corporations Act. The Fund was continued under the Canada Not-for-Profit Corporations Act on October 23, 2014. The Fund is a charitable organization, registered as such with the Canada Revenue Agency and is not subject to income taxes under section 149(1)(f) of the Income Tax Act.

In support of the promotion of excellence and diversity in the planning profession, CIP-PSTF acquires and administers funds to further the cause of education of planning students. To that end, CIP-PSTF offers scholarships, bursaries, and other funding opportunities to Canadian Institute of Planners student members who are enrolled full-time in accredited Canadian planning programs.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue recognition

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

Unrestricted interest income is recognized as revenue when earned.

Membership levy and donation revenue are recognized when received or receivable, assuming collection is reasonably assured.

Cash and cash equivalents

The Fund's policy is to disclose bank balances under cash and cash equivalents. Guaranteed investment certificates with a maturity date of 12 months or less from the date of purchase are included in short-term investments.

Intangible asset

The website is accounted for at cost and is amortized based on useful life using the declining balance method at the rate of 20%. One-half of the annual amount is claimed in the year of acquisition.

CIP/ICU PLANNING STUDENT TRUST FUND

Notes to the Financial Statements

December 31, 2021, with comparative figures for 2020

Use of estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to excess of revenue over expenses as appropriate in the year they become known. There were no significant estimates made in the current year.

Financial instruments

Measurement of financial instruments

The Fund initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions, which are measured at the exchange amount.

The Fund subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, short-term investments, and accounts receivable.

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

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 excess of revenue over expenses. 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 excess of revenue over expenses.

Transaction costs

The Fund recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

3. Due from related entity

The balance is due from the Canadian Institute of Planners, an organization with common management and control, bears no interest, and was repaid shortly after the year ended. Therefore, the amount has been included with current assets.

CIP/ICU PLANNING STUDENT TRUST FUND

Notes to the Financial Statements

December 31, 2021, with comparative figures for 2020

4. Intangible asset

	2021		2020	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Website	\$ 3,000	\$ 900	\$ 2,100	\$ 2,700

5. Deferred contributions

Deferred contributions represent restricted contributions received in the current or prior years for scholarships to be issued in subsequent years. Changes in deferred contributions are as follows:

	2021		2020	
Balance, beginning of year	\$ 103,929	\$ 68,704		
Less amounts recognized as revenue in the year	(26,000)	(19,000)		
Plus amounts received during the year	43,856	54,225		
Balance, end of year	\$ 121,785	\$ 103,929		

CIP/ICU PLANNING STUDENT TRUST FUND

Notes to the Financial Statements

December 31, 2021, with comparative figures for 2020

6. Changes in non-cash working capital balances

Changes in non-cash working capital balances have provided (used) cash as follows:

	2021	2020
Accounts receivable	\$ (2,400)	\$ 5,200
Government remittances receivable	(561)	1,355
Prepaid expenses	54	(94)
Accounts payable and accrued charges	161	(2)
Deferred contributions	16,851	35,225
	<hr/>	<hr/>
	\$ 14,105	\$ 41,684

Accrued interest income in the amount of \$1,005 (2020: \$Nil) has been included in deferred contributions as it has been set aside for scholarship expenses that have not yet been paid out. As a result, this interest amount has not been taken into consideration in the change in the deferred contribution balance.

7. Related party transactions

During the year, the Fund received a membership levy of \$11,800 (2020: \$11,220) from the Canadian Institute of Planners members, as well as support payments of \$Nil (2020: \$4,183). These transactions were made in the normal course of business and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related party.

8. Financial instruments

Risk and concentrations

Unless otherwise noted, it is management's opinion that the Fund is not exposed to significant credit, liquidity or interest rate risks arising from these financial statements.