



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

AUGUST 12, 2020
TELECONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
JOSÉE DION URBANISTE, MICU	DIRECTOR
BERNICE GONZALEZ RPP, MCIP	DIRECTOR
NANCY GRIFFITHS MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
ELEANOR MOHAMMED RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PhD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Eleanor Mohammed welcomed everyone and called the meeting to order. She provided a land acknowledgement, recognizing that the CIP office is physically located on the unceded territory of the Algonquin Anishinaabeg People, and stated CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island.

A roundtable of introductions was provided by all Directors.

Eleanor provided an overview of consent agendas, as well as the voting process used during virtual meetings.

2.0 APPROVAL OF AUGUST 12, 2020 DRAFT MEETING AGENDA

Action

Item 8.1 was moved to follow item 8.2, as there is potential conflict of interest for Eleanor. She will leave the meeting for this item and Dan Huang will chair the remainder of the meeting.

Motion 2020-2021/01

Moved: Doug Daniels / Seconded: Jenna Schroeder

<p><i>“That the agenda for the August 12, 2020 meeting be adopted by the Board of Directors as amended.”</i></p> <p>CARRIED.</p>	
<p>3.0 APPROVAL OF JUNE 18, 2020 DRAFT MEETING MINUTES</p>	Action
<p>A correction to Cindy Welsh’s name was noted.</p> <p>Motion 2020-2021/02 Moved: Cindy Welsh/ Seconded: Nancy Griffiths <i>“That the June 18, 2020 draft Board of Directors meeting minutes be approved as amended, and posted on the CIP SharePoint for information.”</i> CARRIED.</p>	
<p>4.0 DECLARATION OF CONFLICT OF INTEREST</p>	Action
<p>Eleanor declared a potential conflict of interest for Item 8.2 and will leave the meeting for this decision item.</p>	
<p>5.0 RECORD OF MOTIONS</p>	Action
<p>Eleanor provided an overview of how the records of motions and actions are recorded and made available for Directors to review in the Board Basecamp. She provided an overview of the Board Bulletin, how it is developed and distributed to members, which helps to provide greater organizational transparency and accountability.</p>	
<p>6.0 CEO’S REPORT</p>	Action
<p>Beth McMahon reviewed her report.</p> <p>Additional information included an update on staffing, as well as CIP’s new financial system for processing e-payments to increase financial security. CIP’s membership currently sits at 7,484, and this is expected to increase as new students start in September. Staff have been working to update student recruitment packages and to develop a special information sheet for planning school directors, which includes online CIP resources that can be used in teaching syllabi. CIP’s membership webpages are also being revised. A complete membership report will be available in September.</p> <p>An update on the College of Fellows business meeting in July was provided. Beth indicated that College did not accept the Board’s recommendation to become a CIP Priority Committee. The College has established a working group to consider options for appropriate governance structures. Beth has recommended that the CIP Board should reconstitute its own working group at the next Board meeting, which can liaise with the College of Fellows.</p>	<p><i>Directors to send their personal information to CIP’s Finance Officer, which will permit CIP to establish an account with Telpay and increase CIP’s secure online payments system.</i></p> <p><i>The Board will re-establish a College of Fellows working group to help identify an appropriate governance structure for the College of Fellows, in consultation with the College.</i></p>
<p>7.0 INFORMATION ITEMS</p>	Action

<p>Eleanor reviewed the governance and policy items that were included in the meeting package, including the annual statements of compliance, signing authorities, and future meeting dates. She provided an overview of the process for electing the next CIP President and Vice-President, which will take place at the September meeting. Following an overview of her major responsibilities and average time commitment in the position of President, she invited anyone interested in the position to reach out to her. Eleanor encouraged every Director to strongly consider the role, including new Directors. The call for nominations for the two Officer positions, as well as Standing Committees and working groups, is required to be received by September 16, 2020.</p>	<p><i>Directors to send in their expressions of interest for the positions of President and Vice-President, as well as Standing Committees and working groups, to the CIP office on or before September 16, 2020.</i></p>
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8.0 NEW BUSINESS AND DISCUSSION ITEMS	Action
<p>8.1 INVESTMENTS AND FINANCIAL REPORT (ORIGINALLY NUMBERED AS 8.2)</p> <p>Dan provided an overview of the second quarter financials, which were included in the Board package. It was noted that there will be additional revenues and expenses related to the CIP/PIBC Elevation Webinar Series in November. This programming is expected to generate a profit, which will help off-set sunk costs related to the 2020 conference. A three-year budget is currently underdevelopment, which will be available for review at the September Board meeting.</p> <p>Note: Josée Dion left the meeting.</p> <p>Dan provided a recap of the Finance Committee report and recommendation on CIP's investments with RBC Dominion Securities. As CIP's Investment Policy prioritizes the protection of capital, it is relatively low-risk and will generally result in lower returns. The returns in the RBC Dominion Securities proposal are expected to be between 3.5% and 4.5%, which includes the Management Expense Ratio (MER), based on five-year averages; however, these are not guaranteed. The RBC Dominion Securities management fee is 0.6% and the average MER of the funds is 0.5875%. The funds meet CIP's policy for being ESG (Environment, Social, and Governance) worthy. It was also confirmed that it is penalty-free to liquidate the portfolio, if required, and that any of the proposed investment holdings can be modified usually within the same or next business day.</p> <p><u>Motion 2020-2021/03</u> Moved: Bernice Gonzalez/ Seconded: Nancy Griffiths <i>"That the CIP Board of Directors invest \$1.25 million with RBC Dominion Securities from its current cash holdings into the following asset allocations based on CIP's Investment Policy:</i></p> <ul style="list-style-type: none"> - \$312,500 (25%) into Canadian Fixed Income (Horizons Active Cdn Bond ETF); - \$312,500 (25%) into US Corporate Fixed Income (BMO Mid-Term US IG Corp Bond ETF); 	<p><i>CIP staff to add Miscellaneous revenue back into the Q2 statement and repost to Basecamp.</i></p>

- \$312,500 (25%) into Global Fixed Income (RBC Global Bond Mutual Fund); and
- \$312,500 (25%) into High Yield Fixed Income (PIMCO Monthly Income Mutual Fund)."

CARRIED.

Note: Eleanor Mohammed left the meeting. Dan took over as Chair for the duration of the meeting.

8.2 NOMINATIONS FOR NEW PRESIDENT OF THE COMMONWEALTH ASSOCIATION OF PLANNERS (ORIGINALLY NUMBERED AS 8.1)

Beth provided an overview for the process for electing a new Commonwealth Association of Planners (CAP) President. As CIP is a member in good standing, the Institute may nominate individuals to the slate and it is not limited in the number of people it can put forward. Nominations must be received by August 31. Both Eleanor and Kristin Agnello, CIP's current representative to CAP, are interested in considering the role.

At CAP's biennial meeting in November, CIP's new President can attend virtually and cast a ballot, or abstain, if preferred.

Motion 2020-2021/04

Moved: Jenna Schroeder/ Seconded: Bernice Gonzalez

That the Canadian Institute of Planners nominate Eleanor Mohammed RPP, MCIP, and Kristin Agnello RPP, MCIP, to stand in the election for President of the Commonwealth Association of Planners`.

CARRIED.

There was no new business.

9.0 ADJOURNMENT

Action

The next meeting is September 24, 2020.

Motion

Moved: Jenna Schroeder/ Seconded: Jeff Palmer

"That the meeting be adjourned."



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

SEPTEMBER 24, 2020
TELECONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
JOSÉE DION URBANISTE, MICU	DIRECTOR
BERNICE GONZALEZ RPP, MCIP	DIRECTOR
NANCY GRIFFITHS MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PhD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang welcomed everyone and called the meeting to order. Eleanor Mohammed sent her regrets, as she had a conflict and was unable to join the meeting.

Dan provided a land acknowledgement, recognizing that the CIP office is located on the unceded territory of the Algonquin Anishinaabeg People, and that he was participating in the meeting from the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations.

Dan provided an overview of consent agendas, as well as the voting process used during virtual meetings.

2.0 APPROVAL OF SEPTEMBER 24, 2020 DRAFT MEETING AGENDA

Action

No agenda changes were requested.

Motion 2020-2021/05

Moved: Doug Daniels / Seconded: Jenna Schroeder

"That the agenda for the September 24, 2020 meeting be adopted by the Board of Directors as presented."

CARRIED.

3.0 APPROVAL AUGUST 12, 2020 DRAFT MEETING MINUTES	Action
No amendments were requested.	
Motion 2020-2021/06 Moved: Tonii Lerat / Seconded: Cindy Welsh <i>"That the August 12, 2020 draft Board of Directors meeting minutes be approved as presented, and posted on the CIP SharePoint for information."</i> CARRIED.	
4.0 DECLARATION OF CONFLICT OF INTEREST	Action
Jeff Palmer raised a potential conflict; however, Beth McMahon confirmed that there no items on the agenda were related to the issue raised.	
5.0 RESOURCES AND STATUS OF ACTION ITEMS & RECORD OF MOTIONS	Action
Provided for information only.	
6.0 CEO'S REPORT	Action
<p>Beth provided additional information that had not been included in the CEO's Report. An update on staffing and recruitment was provided for the Executive Coordinator and Director positions. Looking ahead, Beth will look to establish a Professional Practice Lead position to secure the internal expertise of a registered planner. This will be similar to the Virtual Chief Financial Officer position that CIP uses, based on a retainer model.</p> <p>A consultant has been engaged to develop a business case on course development for CIP, which will assess the options for in-depth training that would be unique to the Institute. An update on the Elevation: 2020 Webinar Series was provided, as well as student membership sign-ups, which are both showing strong interest. The membership survey is behind schedule, but is planned to launch before year end. This survey is distinct from the proposed census of the profession that is being recommended by HRx, in part due to the sensitivity and confidentiality required in collecting personal information.</p> <p>An update on the PSB was shared, noting the success of the last exam, which was delivered entirely online. A full review on the proposal to develop a senior policy executive position for the Standards Committee (SC) was shared. If the position is funded by the PSB, this position would address a gap that currently exists and add to the capacity of the SC. Currently, high level support is provided by Beth on an informal and unofficial basis. If the new position is developed, CIP would remain the Secretariat for the SC.</p> <p>Dan thanked Beth and the CIP team for their work.</p>	
7.0 CONSENT AGENDA	Action
Motion 2020-2021/07 Moved: Doug Daniels / Seconded: Bernice Gonzalez <i>"That the Board of Directors approve the consent agenda in its entirety."</i> CARRIED.	<i>CIP staff will update the Director nominations schedule for 2021.</i>

8.0 DISCUSSION AND ACTION ITEMS

Action

8.1 ELECTION OF OFFICERS (PRESIDENT, VICE-PRESIDENT, AND TREASURER)

Beth assumed the position of Chair for the election of the President and explained the process of voting.

Following verbal statements from both Presidential nominees, the vote was held.

Motion 2020-2021/08

Moved: Doug Daniels / Seconded: Ann Joyner

"That Dan Huang RPP, MCIP, serve as the Canadian Institute of Planners President for a two-year term, ending in accordance with the election processes."

CARRIED.

As the new CIP President, Dan resumed as the meeting Chair. He thanked the Board for their support.

Following verbal statements from both Vice-Presidential nominees, the vote was held.

Motion 2020-2021/09

Moved: Bernice Gonzalez / Seconded: Doug Daniels

"That Jenna Schroeder RPP, MCIP, serve as the Canadian Institute of Planners Vice-President for a two-year term, ending in accordance with the election processes."

CARRIED.

Jenna Schroeder thanked the Board for their confidence.

The position of Treasurer was acclaimed.

Motion 2020-2021/10

Moved: Jeff Palmer/ Seconded: Preethi Anbalagan

"That Doug Daniels RPP, MCIP, serve as the Canadian Institute of Planners Treasurer for a two-year term, ending in accordance with the election processes."

CARRIED.

Doug Daniels thanked the Board and stated that he was looking forward to continuing the work of the Finance Committee.

8.2 ELECTION OF STANDING COMMITTEE MEMBERS

On an annual basis, the CIP Board of Directors elects members to the Governance and Finance Committees.

Motion 2020-2021/11

The Governance Committee will review the timing of Officer and Standing Committee nominations, with consideration given to providing additional time to permit the development and distribution of Board meeting materials.

Moved: Doug Daniels / Seconded: Tonii Lerat

"That the Governance Committee be approved as presented."

CARRIED.

Motion 2020-2021/12

Moved: Jenna Schroeder / Seconded: Ren Thomas

"That the Finance Committee be approved as presented."

CARRIED.

The Executive Committee consists of the President, Vice-President, and Treasurer.

8.3 APPOINTMENT TO WORKING GROUPS

Limited expressions of interest were received for the proposed working groups and Directors were welcomed to volunteer.

Canadian Landscape Standards Working Group

Beth provided some background on the request that CIP consider endorsing the Canadian Landscape Standard. She clarified that the standard had recently been updated and it was not a consultation process. Nancy Griffiths and Ann Joyner agreed to review the standard and provide their recommendations to the CIP Board. Bernice Gonzalez expressed that she was also available as a resource, as required.

Standards Committee Consultation Working Group

CIP Directors Nancy Griffiths, Bernice Gonzalez, and Jenna Schroeder volunteered to review the proposed changes to the Membership Standards and Policy Manual (Sections 3 and 5), as part of the Standards Committee's formal 90-review process. CIP's official response is due by November 30, 2020.

College of Fellows Working Group

An overview of the College of Fellows discussions on governance was provided by Ann Joyner, current Chair of the College. Dan Huang, Eleanor Mohammed, and Jeff Palmer volunteered to join the working group and to meet with representatives of the Fellows to determine next steps. Ann Joyner will not join the working group; however, she is available as a resource, as needed.

8.4 BUDGET

Doug provided an overview of the budgeting documents included in the Board package, which included a three-year budget outlook (2021-2023). Two versions of the budget had been prepared in order to conduct a sensitivity test. The "cautious" budget was developed to determine how more challenging economic conditions could impact CIP's finances (e.g., lower interest rates, decline in membership, etc.), versus the "baseline" budget scenario that was more consistent with historic economic conditions. In the cautious budget, there is a deficit that could be covered by CIP's reserves or through reducing expenditures. Beth noted that there are also still variables that are unknown

CIP staff to update the Governance Committee membership roster to Jeff Palmer, Josée Dion, and Bernice Gonzalez, chaired by Jenna Schroeder.

CIP staff to update the Finance Committee membership roster to Preethi Anbalagen, Ann Joyner, and Ian Wong, chaired by Doug Daniels.

Nancy Griffiths and Ann Joyner will review the Canadian Landscape Standard and consider CIP's potential endorsement and next steps. Their recommendations will be presented at the next Board meeting.

Nancy Griffiths, Bernice Gonzalez, and Jenna Schroeder will review the proposed changes to Section 3 and 5 of the Membership Standards and Policy Manual and draft CIP's formal response.

Dan Huang, Eleanor Mohammed, and Jeff Palmer will meet with representatives of the College of Fellows, in order to help determine the appropriate governance structure for the College and CIP.

related to the pandemic, including government programs and subsidies, which could impact the budget.

With the cancellation of the conference in 2021, the financial impact isn't significant, as it is profit-shared with the partnering PTIA. There are moderate revenues forecast for 2022 and 2023, when the conference is anticipated to be held.

The Finance Committee had previously reviewed the budgets and put forward the 2021 baseline budget for Board consideration. It represents a moderate outlook, with a small surplus, which provides some insulation against the more cautious budget scenarios.

Motion 2020-2021/13

Moved: Nancy Griffiths / Seconded: Ann Joyner

"That the 2021 baseline budget be approved as presented."

CARRIED.

8.5 RISK REPORT UPDATE

This is the second version of the Board Risk Report document, which has been developed to support effective Board risk oversight. While some items are in the "red" for their potential impact, none were deemed high in terms of their likelihood. This report will be used to build a reporting dashboard for CIP staff to contribute to, which will inform the analysis of the Risk Report Card.

The report was previously reviewed by the Finance Committee.

8.6 EQUITY, DIVERSITY, & INCLUSION NEXT STEPS

Directors reviewed the recommendations of next steps for implementing the Equity, Diversity, & Inclusion (EDI) Roadmap, as prepared by Wyle Baoween, HRx. There is sufficient budget allocated in the 2021 for national policy priorities, which can be applied to this work. The Board training on EDI that is being proposed for end-of-year 2020, will support and guide the work of the Directors and Standing Committees.

Beth provided an update on OPPI's work in establishing the Anti-Black Racism Task Force, which CIP may be asked to play a role in. She stated that the work of the Task Force will benefit the implementation and intent of the EDI Roadmap. Conversations related to EDI are regularly occurring at the Joint Administrators Group (JAG) and the Professional Alliance Forum (PAF) meetings.

CIP is also organizing staff training in late 2020 on EDI through Morneau Shepell, which will be extended to include the staff of the PTIAs. Additional training will be offered to the PAF members in 2021. These initiatives support the "inside out" approach of the Roadmap.

A professional census will be considered for 2021, which will provide a more clear understanding of the composition of the planning profession. This information will help CIP establish a baseline and set targets associated with the

The Executive Committee will meet with Wyle Baoween before the next Board meeting.

The CIP Board of Directors will be scheduled for Equity, Diversity, and Inclusion training before the end of 2020.

Roadmap. The need to have clear communications on the intent and application of the survey was emphasized, which should also be shared with the PTIAs. Establishing definitions on EDI related terminology was also recommended.

Partnering with PTIAs on the census survey was supported, which would extend the reach of the tool with individuals who are not members of CIP. Cost-sharing options with the PTIAs should be explored. It was also noted that there are many individuals who are working in planning who are not recognized within the memberships of the PTIAs and CIP, who should be considered.

9.0 NEW BUSINESS

Action

There was no new business.

10.0 ADJOURNMENT

Action

Dan extended thanks to new Officers and appreciation for the Directors for their time and efforts. Eleanor was thanked for her leadership over the last four years.

The next meeting is December 10, 2020.

Motion

Moved: Jenna Schroeder / Seconded: Nancy Griffiths

“That the meeting be adjourned.”



MINUTES
CIP BOARD OF DIRECTORS 2020-2021
 DECEMBER 10, 2020
 TELECONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
JOSÉE DION URBANISTE, MICU	DIRECTOR
NANCY GRIFFITHS MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
ELEANOR MOHAMMED RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang welcomed everyone and called the meeting to order. He provided a land acknowledgement, recognizing that the CIP office is physically located on the unceded territory of the Algonquin Anishinaabeg People, and stated CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island. He acknowledged he was participating on the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Peoples.

Dan reviewed the Consent Agenda approval process.

2.0 APPROVAL OF DECEMBER 10, 2020 DRAFT MEETING AGENDA

Action

It was requested that Items 8.2 and 8.4 be moved out of the Consent Agenda.

A New Business item to discuss CIP's participation in Canada's 50-30 Challenge was added. Materials related to the Challenge had been circulated in advance of the meeting.

Motion 2020-2021/14

Moved: Doug Daniels / Seconded: Nancy Griffiths

"That the agenda for the December 10, 2020 meeting be adopted by the Board of Directors as amended."

CARRIED.	
3.0 APPROVAL SEPTEMBER 24, 2020 DRAFT MEETING MINUTES	Action
No amendments were requested.	
Motion 2020-2021/15 Moved: Doug Daniels / Seconded: Tonii Lerat <i>"That the September 24, 2020 draft Board of Directors meeting minutes be approved as circulated, and posted on the CIP SharePoint for information."</i> CARRIED.	<i>CIP staff will review past minutes to confirm if the Executive Committee is identified in the attendance list.</i>
4.0 DECLARATION OF CONFLICT OF INTEREST	Action
Josée Dion declared a conflict of interest for Item 8.6 and would abstain from voting on the Consent Agenda.	
5.0 RESOURCES AND STATUS OF ACTION ITEMS AND RECORD OF MOTIONS	Action
Provided for information and made available for Directors to review in the Board Basecamp.	
6.0 PRESIDENT'S REPORT	Action
Dan expressed appreciation to the Board for their support and continued leadership. He referenced the activities in his report and noted there is good work coming in the new year to support an equitable and diverse profession.	
7.0 CEO'S REPORT	Action
<p>Beth McMahon reviewed her report and provided additional updates.</p> <p>The Elevation: 2020 Webinar Series was financially successful for CIP and PIBC. While CIP is not currently planning an online conference for 2021, many PTIAs are looking at hosting hybrid events that CIP will support and contribute to.</p> <p>An overview of the Association Management System (AMS) was provided, noting many of the ongoing challenges related to it. PTIA users of the CIP AMS have requested that CIP consider identifying alternative systems that would provide a higher level of service. A new system would require a significant financial investment, as well as considerable training and staff support across CIP and PTIAs. If pursued, there may be an opportunity for a system that includes all PTIAs under the PSB framework. Beth will continue to work on this issue and update the Board and Finance Committee, as required.</p> <p>A high level of interest has been generated by the Equity, Diversity, and Inclusion (EDI) free webinar that is scheduled for December 18 with Wyle Boaween, HRx. At the event, Beth will present the CIP EDI Roadmap. A recording of the webinar will also be incorporated into the volunteer onboarding program. The Board EDI workshops are scheduled for December 14 and 21 and will be recorded for future training and onboarding.</p> <p>The membership survey is active and Directors were asked to complete it. Over 66% of members that have responded to date have noted significant impact on</p>	

their mental health and wellbeing due to COVID. The regional summaries of the survey will be shared with the PTIAs.

The IT security audit has been completed. CIP's IT consultant is working through the internal issues identified and concerns regarding the AMS have been forwarded to the service provider.

An operations update was provided, including review of the financial system updates and efficiencies currently being implemented. Preparations for the annual audit have commenced, although auditors have not yet advised how the audit will be conducted. A preliminary review of office space available in Ottawa has started, as the current lease expires in November 2021. Though it is likely that all staff will not be physically returning to the office full time post-COVID, there is need for a continued office presence and infrastructure. Finally, CIP's staffing capacity has been increased with the HR changes; however, the new reporting structure does not alleviate the number of direct reports to the CEO.

In response to a query, it was clarified that "A Kids Guide to Building Dynamic Communities Today" is an update to the Kids Guide to Planning resource on the CIP website. It was further clarified that the membership renewal numbers will not be available until the next Board meeting.

Discussion ensued on micro-credential badges for CIP training. A suggestion was offered to consider pre-registration for short courses, as an effective method to determine interest prior to commencing development.

8.0 CONSENT AGENDA

As noted in Item 2.0, it was requested that Items 8.2 and 8.4 be moved out of the Consent Agenda for discussion.

8.2 HONORARIUMS

During discussion on the proposed honorarium policy, it was clarified that the draft policy would be reviewed by Wyle and then forwarded to the Governance and Finance Committees prior to being moved forward for approval. The policy is intended to provide structure and clarity to what already exists in practice. The policy is specific to non-members and will clearly state that CIP members do not receive honorariums for their voluntary contributions.

Motion 2020-2021/16

Moved: Jenna Schroeder / Seconded: Tonii Lerat

"That CIP establishes an honorarium policy to recognize contributions for non-CIP members to the Institute, and that approval for individual honorariums is given by the CEO, in consideration of the budget and requirements of the activity."

CARRIED.

8.4 CLIMATE NEUTRALITY REPORT AND STRATEGY

Action

Beth will draft an honorarium policy for circulation to both the Governance and Finance Committees in January 2021 for review.

A discussion was held on the variables that would enable the Institute to reduce its overall carbon emissions, in addition to purchasing annual carbon offsets. Emissions related to travel, publications, office space, and the annual conference will be reviewed in detail by CIP staff and the Board.

Motion 2020-2021/17

Moved: Jenna Schroeder / Seconded: Nancy Griffiths

"That the following recommendations be approved:

That CIP staff make public its annual carbon emissions calculation and purchase Gold Standard qualified offset credits for its operations, effective 2019.

That CIP staff identify options to limit and offset emissions related to the annual conference, which will be in place for the 2022 national conference.

That CIP staff identify options to reduce emissions in relation to the Plan Canada magazine production and office-related emissions in 2021, when the contract and lease are open for renewal.

That the CIP Board of Directors strive to limit travel, with particular attention to air travel, as related to organizational meetings and outreach."

CARRIED.

8.1 PLAN CANADA EDITORIAL COMMITTEE

The appointment of Haiqing Xu PhD, RPP, MCIP and Shalaka Jadhav to the Plan Canada Editorial Committee was recommended.

8.3. CANADIAN LANDSCAPE STANDARD

The CIP Landscape Standard Working Group recommended endorsement of the Canadian Landscape Standard (2nd ed.).

8.5 HRX PROPOSAL FOR SERVICES

The proposal for services from HRx in support of the Equity, Diversity and Inclusion Roadmap implementation was recommended.

8.6 CANADIAN MORTGAGE AND HOUSING CORPORATION (CMHC) PLANNING RESEARCH ADVISORY COMMITTEE

A recommendation to accept the CMHC invitation to become a Knowledge Partner and to name an official CIP representative to the Planning Research Advisory Committee (PRAC) was proposed.

8.7 STRATEGIC PLANNING

The proposed goals and timeline to recommence the strategic plan development process for 2021 was recommended.

Motion 2020-2021/18

Moved: Cindy Welsh / Seconded: Doug Daniels

"That the Board of Directors approve the consent agenda as amended."

CARRIED with one abstention.

CIP staff will develop scenarios to consider possible means of achieving future reductions in carbon emissions, which will be reviewed by Ann Joyner and interested Directors.

That CIP staff develop and implement a tracking, reporting, and purchasing protocol for offsetting annual carbon emissions.

That CIP staff consider options for reducing and offsetting carbon emissions for the 2022 national conference.

CIP staff will review the Governance Policy and Procedure Manual (GPPM) to include the Carbon Neutrality commitments and process. The updated GPPM will be added to the Board Resources in advance of the next meeting.

CIP staff will communicate the Institute's endorsement of the Canadian Landscape Standard and suggestions.

CIP staff will initiate the process to identify an external representative for the CHMC Planning Research Advisory Committee.

External representative applications will be reviewed by Dan Huang, Ren Thomas, and Beth McMahon.

Beth McMahon will distribute a project framework, based on the strategic planning goals and timelines, with the Board of Directors in January 2021.

9.1 FINANCIAL UPDATE

The Q3 financial report was provided for information.

The Finance Committee report, provided by Treasurer and chair, Doug Daniels, reported that the finances are in good shape, due in part by the continued government support programs. The Finance Committee is continuing to review the Reserve Policy.

Note: Josée Dion, Nancy Griffiths and Ren Thomas departed the meeting.

9.2 COLLEGE OF FELLOWS

The College of Fellows Working Group recommendations and the College of Fellows Discussion Paper were provided for information.

Key considerations included co-creation of the mandate and Terms of Reference in alignment with CIP's Strategic Plan, policy priorities, and governance policy objectives; proper channels of communication from the College to the CIP Board with two co-chairs from the College working with the Fellow on the Board; and review and recommended revisions to the Committee manual to align with the College of Fellow's unique terms.

Motion 2020-2021/19

Moved: Cindy Welsh / Seconded: Tonii Lerat

"That the CIP Board of Directors approve the recommendations provided by the CIP College of Fellows Working Group."

CARRIED.

9.3 GOVERNANCE COMMITTEE

The Governance Committee report was provided by Vice-President and chair, Jenna Schroeder. The Committee met in mid-October and determined that the EDI strategy action items would be postponed until after the Board workshops. The Committee will be meeting regularly in the new year.

The Board was also updated that almost all of the CIP comments submitted in 2019 to the Standards Committee, regarding Section 3 and 5 of the Membership Standards Policy Manual, were accepted. The CIP Standards Committee Consultation Working Group submitted additional comments as part of the 90-day review process on November 30, 2020, for consideration by the Standards Committee.

It was confirmed that the Board Performance Survey will launch in January, with results available for the February 24 Board meeting.

9.3.1 Nominations Subcommittee

The Nominations Subcommittee process was provided for information.

Though policy limits the number to two additional members plus the Chair, it was noted that more members would be welcomed.

The College of Fellows Working Group and College representatives will co-create the first mandate and Terms of Reference for the College of Fellows Priority Committee. The Governance Committee will resume review of the annual mandate letter in subsequent years.

The Governance Committee will review and recommend revisions to the Committee Manual to ensure it reflects the College of Fellow's unique terms and will consider additional means to provide the College of Fellows greater permanence within CIP.

CIP staff will distribute the Board Performance Survey in January.

<p><u>Motion 2020-2021/20</u> Moved: Doug Daniels/ Seconded: Ann Joyner <i>“That Jenna Schroeder, Nancy Griffiths, Eleanor Mohammed, and Cindy Welsh be appointed to the Nominations Subcommittee.”</i> CARRIED.</p>	
<p>10.0 NEW BUSINESS</p> <p>10.1 50-30 Challenge (on table) Dan provided an overview of Canada’s 50-30 challenge that had been provided by email prior to the meeting. It was highlighted that Wyle supported CIP’s participation in the initiative.</p> <p><u>Motion 2020-2021/21</u> Moved: Tonii Lerat / Seconded: Doug Daniels <i>“That CIP participate in Canada’s 50-30 Challenge.”</i> CARRIED.</p> <p>Dan congratulated Eleanor Mohammed on her election as President of the Commonwealth Association of Planners.</p>	<p>Action</p> <p><i>CIP staff will complete the forms required to participate in the 50-30 Challenge.</i></p>
<p>11.0 IN-CAMERA SESSION</p> <p><u>Motion 2020-2021/22</u> Moved: Jenna Schroeder/ Seconded: Doug Daniels <i>“That the meeting convene in-camera.”</i> CARRIED.</p> <p>CIP staff departed the meeting.</p>	<p>Action</p>
<p>12.0 ADJOURNMENT</p> <p>The next meeting is February 24, 2021.</p> <p><u>Motion</u> Moved: Eleanor Mohammed / Seconded: Cindy Welsh <i>“That the meeting be adjourned.”</i></p>	<p>Action</p>



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

FEBRUARY 24, 2021
VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
ELEANOR MOHAMMED RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER	Action
Dan Huang welcomed everyone and called the meeting to order at 3:04 pm EDT. He provided a land acknowledgement, recognizing that the CIP office is physically located on the unceded territory of the Algonquin Anishinaabeg People, and stated CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island. He acknowledged he was participating on the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations.	
2.0 APPROVAL OF FEBRUARY 24, 2021 DRAFT MEETING AGENDA	Action
<p>The agenda was amended to move Item 8.0 Strategic Plan to the end of the meeting. It was agreed that Item 9.1 Risk Report would remain in the Consent Agenda. It was confirmed that no In Camera was required.</p> <p>A Board round table was added as a New Business item. Members were asked to consider the following questions: <i>How are you feeling? What are the key planning issues facing your community/region? What are you hearing from members?</i></p> <p>Motion 2020-2021/23 Moved: Doug Daniels / Seconded: Cindy Welsh <i>"That the agenda for the February 24, 2021 meeting be adopted by the Board of Directors as amended."</i> CARRIED.</p>	

3.0 APPROVAL DECEMBER 10, 2020 DRAFT MEETING MINUTES No amendments were requested. Motion 2020-2021/24 Moved: Tonii Lerat / Seconded: Doug Daniels <i>"That the December 10, 2020 draft Board of Directors meeting minutes be approved as circulated, and posted on the CIP SharePoint for information."</i> CARRIED.	Action <i>CIP staff will post the approved December 10, 2020 meeting minutes on the CIP SharePoint.</i>
4.0 DECLARATION OF CONFLICT OF INTEREST No conflicts were announced.	Action
5.0 RESOURCES AND STATUS OF ACTION ITEMS AND RECORD OF MOTIONS Provided for information and made available for Directors to review in the Board Basecamp.	Action
6.0 PRESIDENT'S REPORT The President's report was provided in the Board package. Dan updated that he and Beth McMahon attended a two-day Canadian Society of Association Executives (CSAE) symposium for Chief Elected Officers and Chief Executives. Of interest were learning of tools that will assist the Board in becoming more focused on policy and strategy, rather than management and operations. Slides from those sessions will be shared with the Board.	Action <i>CIP staff will post the CSAE presentation to the Board Basecamp.</i>
7.0 CEO'S REPORT The CEO report was provided in the Board package. There was additional discussion on the CIP membership survey and membership renewals. Directors also discussed monitoring the supply and demand of planners in Canada.	Action <i>Directors to ask questions related to the CEO report directly to Beth or post on Basecamp.</i>
8.0 CONSENT AGENDA Dan noted that future meetings will include the consent agenda as part of the overall agenda approval. 8.1 RISK REPORT The Risk Report was provided in the meeting package. Motion 2020-2021/25 Moved: Doug Daniels / Seconded: Tonii Lerat <i>"That the Board of Directors approve the consent agenda in its entirety."</i>	Action <i>CIP staff will reformat the Board agenda to include approval of the consent agenda within the motion to accept the overall meeting agenda.</i>
9.0 DISCUSSION AND ACTION ITEMS 9.1 FINANCIAL UPDATE The Q4 financial report was provided for information.	Action

<p>The Finance Committee report, provided by Treasurer and chair, Doug Daniels, highlighted that CIP ended 2020 in good financial standing. Consideration will be needed on how the retained earnings will be used. The Finance Committee reviewed CIP's current investment portfolio and policy, and is not recommending any changes at this time.</p> <p>10.2 GOVERNANCE UPDATE</p> <p>The Governance Committee report, provided by Vice President and chair, Jenna Schroeder, highlighted the 2021 Board of Directors nomination process.</p> <p>The focus of these updates is to integrate strategies for equity, diversity, and inclusion into the nominations process, update the Director expectations to align with the Board skills matrix approved in late 2019, and recognize the need for incoming Directors to have an understanding of CIP's national policies and commitment to the Equity, Diversity, & Inclusion Roadmap.</p> <p>All nomination documents are reviewed annually, so any required amendments and updates can be considered in future years.</p> <p>Concerns were raised regarding the collection, purpose, and security of personal information, specifically as it relates to equity, diversity, and inclusion. It was noted there is need for a deeper discussion on how this information is being collected and that professional assistance may be sought to guide the Board through this process. It was agreed that the 2021 Board nominations forms will not collect personal information related to equity, diversity, and inclusion.</p> <p><u>Amended Motion 2020-2021/26</u> Moved: Cindy Welsh / Seconded: Ren Thomas <i>"That the CIP Board of Directors approve the Call for Board of Directors Nominations text, Board of Directors qualifications, and Board of Directors Nomination Form, as amended.</i> CARRIED.</p> <p>The 2021 Board Performance Matrix was not considered.</p>	<p><i>The Treasurer will present an updated 2021 budget at the next Board meeting.</i></p>
<p>10.0 STRATEGIC PLAN PRESENTATION</p> <p>Alli Marshall, Strix Development Inc., reviewed the results of the vision and values survey and facilitated a series of questions related to advancing work on CIP's vision statement and organizational values.</p> <p>It was agreed that the Board of Directors:</p> <ul style="list-style-type: none"> • Continue the process to explore more compelling alternatives to the current vision statement; • Revisit the Statement of Values pending completion of other work (strategic plan and national review of core competencies); • Agree that change is needed, while respecting the existing systems; and, 	<p>Action</p>

- Establish a Working Group of Board members and the CEO to work on CIP's vision statement and values, consulting with the Board for key input and decision making.

Motion 2020-2021/27

Moved: Jeff Palmer / Seconded: Eleanor Mohammed

That Dan Huang, Preethi Anbalagan, Ann Joyner, Jeff Palmer, and Cindy Welsh will form a Working Group to work on CIP's vision statement and values.

CARRIED.

Video meetings have allowed for greater connectivity across geographies; however, for some, it has led to "Zoom fatigue". There is also evidence that online mediums make it difficult to build meaningful interpersonal connection, demonstrating the need to incorporate other online tools, such as polling and white boards, to help promote genuine online connection.

Beth and Alli will meet to discuss the process and next steps. A doodle poll will be circulated to the Working Group to determine meeting dates. The intent is to present the vision and values the AGM in June. This may include the mission, which typically comes out of the vision and values, which will be a discussion point for the Working Group. The next steps in the strategic plan will come after the AGM.

Beth will post a handout on online approaches to facilitation, prepared by Alli Marshall, on Basecamp.

CIP staff will send out a doodle poll to the Working Group to determine meeting dates.

11.0 NEW BUSINESS

Action

11.1 Board Roundtable

This item was considered during Item 10.0 Strategic Plan Presentation. Members shared their responses to the following questions:

- *How are you feeling?*
- *What are the key planning issues facing your community/region?*
- *What are you hearing from members?*

12.0 IN-CAMERA SESSION

Action

There was no in-camera session.

13.0 ADJOURNMENT

Action

The next meeting is April 29, 2021.

Motion

Moved: Eleanor Mohammed / Seconded: Cindy Welsh

"That the meeting be adjourned at 4:40 p.m. EST."



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

APRIL 29, 2021
VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
JOSÉE DION URBANISTE, MICU	DIRECTOR
NANCY GRIFFITHS MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
ALLI MARSHALL, STRIX DEVELOPMENT INC.	GUEST

1.0 WELCOME AND CALL TO ORDER	Action
Dan Huang welcomed everyone and called the meeting to order at 12:10 pm EDT. He provided a land acknowledgement, recognizing that the CIP office is physically located on the unceded territory of the Algonquin Anishinaabeg People, and stated CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island. He acknowledged he was participating on the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations.	
2.0 ADOPTION OF APRIL 29, 2021 DRAFT MEETING AGENDA	Action
The process for approving the agenda, including Item 6.0 Consent Agenda, was reviewed. No items were requested to be moved out of the Consent Agenda.	
<u>Motion 2020-2021/28</u> Moved: Tonii Lerat / Seconded: Ann Joyner <i>"That the agenda, including the consent agenda in its entirety, for the April 29, 2021 meeting be adopted by the Board of Directors as presented."</i> CARRIED.	
3.0 DECLARATION OF CONFLICT OF INTEREST	Action
No conflicts were declared.	
4.0 STRATEGIC DISCUSSION	Action

Dan provided an overview of the work done by the Organizational Identity Statements Working Group (WG) on the vision, mission, and values statements.

Alli Marshall, Strix Development Inc., reviewed a MURAL presentation and highlighted the WG process to develop the draft organizational identity statements, which were shared during the meeting. She offered the WG the opportunity to highlight what they thought was important for the Board to know. The WG is scheduled to meet immediately after the Board meeting to consider the feedback provided and determine next steps.

Vision: *Inclusive, vibrant and sustainable Canadian communities for the benefit and well-being of current and future generations.*

The current iteration is a comprehensive vision that was derived by considering the outcome of good planning, as well as the objectives of CIP's policies. The term "communities" is intended to be inclusive and broad in its meaning.

Mission: *We advance effective, responsive planning and the diversity, connectivity and resiliency of the Canadian planning profession.*

The process to develop the mission included creating an inventory of all the activities and services that CIP does, and understanding how they would support the vision.

In reviewing the existing values with the WG and Board survey, it became evident that there was an appetite to frame these as value statements.

Values Statements:

Journeying together – welcoming and deliberate and including allied partners; considerate of who is not at the table and challenging inequitable engagement

Embracing possibilities – CIP is strategic and agile; level playing field across the country for education and services; greater visibility of the profession; amplifying and elevating diverse voices

Amplifying effort and voices – asking "how might we"; be bold and take action; creating more equitable processes and outcomes

Walking the talk – measuring impact; adopting the policies in full; accountability for action results and learnings

During review of the vision, mission, and values statements, general comments included:

- Overall appreciation for the work being done
- Avoiding clichés
- Appreciation for the inclusion of equity
- An interesting and effective approach to the values statements
- Need to show a commitment to evidence based work assessing outcomes

<ul style="list-style-type: none"> • The need to be clear, succinct, and precise • Need to recognize the realities of a post-pandemic world • The need to clarify CIP's purpose. <p>Members provided their ranking of the vision, mission, and values statements on a scale of 1 (horrible) to 5 (excellent).</p> <p>Alli departed the meeting at 1:00 p.m. EDT.</p>	
5.0 BOARD BUSINESS DISCUSSION	Action
<p>5.1 2020 Audit Report</p> <p>The 2020 draft Financial Statements were provided in the meeting package.</p> <p>The 2020 Audit Report, prepared by Treasurer and Finance Committee Chair, Doug Daniels, highlighted confirmation of a clean audit and a suggestion to develop a policy to identify net restricted assets.</p> <p>The current reserves are being reviewed by staff and the Finance Committee, realizing that an additional surplus is likely given the continuation of the federal pandemic support programs. Some funds will be used for upgrades to the AMS and website; however, there are no costs for this work at this time. Work has begun on the updated reserve policy. More information on the AMS and future office space may be available by the AGM.</p> <p>A meeting has been scheduled with RBC Dominion to discuss the current investments and need for changes. CIP's current investments have decreased, due to interest rate fluctuations, which have impacted the valuation of bonds.</p> <p><u>Motion 2020-2021/29</u> Moved: Doug Daniels / Jenna Schroeder <i>"That the 2020 draft financial statements be approved as presented."</i> CARRIED</p> <p>5.2 Budget and Financial Update</p> <p>The Q1 financial report and updated 2021 budget were provided in the meeting package.</p> <p>Doug highlighted the primary changes to the 2021 budget were related to increased memberships and Job Board postings. There may be additional revenues from the extension of the government's pandemic relief programs, resulting in a higher surplus than currently anticipated.</p> <p>There was a discussion on the recording of the interest income, which includes regular interest, dividends, and changes to fair value. It was confirmed that this process aligns with the reporting in the financial statements, as the Board needs to be aware of any changes to the investments. It was stated that there is further need to consider the differentiation between earned interest and a loss of principle. It was recommended that the total interest line in the budget</p>	<p><i>The Finance Committee will ask RBC Dominion to provide clarification on the changes in the valuation of assets at their May meeting.</i></p> <p><i>Beth will work with CIP's CFO to provide guidance on how to clearly report the valuation of assets in the budget.</i></p>

be reviewed with the possibility to divide it into sublines, e.g. interest income and changes to underlying assets, which will increase clarity.

Motion 2020-2021/30

Moved: Doug Daniels / Ann Joyner

"That the revised 2021 budget be approved, as presented."

CARRIED

5.3 Disciplinary Review

The Disciplinary Review information was provided in the meeting package.

Support was expressed for the Governance Committee to review the requirements of establishing a disciplinary process and to create a high level framework, which could then be referred to a consultant to develop.

During discussion, the need to be deliberate and coordinate with the PTIAs was noted. It was generally agreed that the individuals who make up CIP's disciplinary review body, would be external to the Board.

Motion 2020-2021/31

Moved: Cindy Welsh / Jenna Schroeder

"That the Governance Committee review the CIP's disciplinary policies and protocols."

CARRIED

The Governance Committee will review CIP's disciplinary protocols and establish a scope and recommendations for an external contractor. These will be circulated to the Board for comment.

CIP staff will begin soliciting quotes for an external consultant. The recommendations from the consultant will be brought to the Board for review and consideration.

6.0 CONSENT AGENDA

The following materials were provided in the meeting package.

6.1 February 24, 2021 Draft Minutes

6.2 Resources and Status of Action Items and Motions

6.3 President's Report

6.4 CEO's Report

6.5 2021 Annual General Meeting

6.6 Committee Reports and Recommendations

6.6.1 Governance

6.6.2.1 GPPM – Revisions to Section 3.9, Nominations

6.6.2.2 GPPM – Revisions to Section 8.5 Tendering Policy Process

6.6.3 Standards Committee Working Group

6.6.3.1 Section 3 and 5 Comments

6.7 Honours and Awards

6.7.1 College of Fellows Jury Report

6.7.2 President's Awards and Candidate Bios

6.7.3 Awards for Planning Excellence Jury Recommendations

6.8 CIP Commonwealth Association of Planners Representative

Action

CIP staff will post the approved February 24, 2021 meeting minutes on the CIP SharePoint.

7.0 NEW BUSINESS

No new business was considered.

Action

8.0 IN-CAMERA SESSION

Dan advised he would forward in-camera items via confidential email.

Action

9.0 ADJOURNMENT

Action

The next meeting is June 17, 2021.

Motion

Moved: Dan Huang / Seconded: Tonii Lerat

"That the meeting be adjourned at 1:52 p.m. EDT."



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

JUNE 17, 2021
VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
JOSÉE DION URBANISTE, MICU	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
ELEANOR MOHAMMED RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
CINDY WELSH RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang welcomed everyone and called the meeting to order at 12:09 pm EDT. He provided a land acknowledgement, recognizing that the CIP office is located on the unceded territory of the Algonquin Anishinaabeg People, and stated CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island. He acknowledged he was participating on the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations.

Dan expressed appreciation to Eleanor Mohammed, Cindy Welsh, and Josée Dion for their dedication and service to CIP and offered congratulations to Doug Daniels for his term renewal.

2.0 ADOPTION OF JUNE 17, 2021 DRAFT MEETING AGENDA

Action

The process for approving the agenda, including Item 6.0 Consent Agenda, was reviewed. No items were requested to be moved out of the Consent Agenda.

Motion 2020-2021/32

Moved: Jenna Schroeder / Seconded: Ann Joyner

"That the agenda, including the consent agenda in its entirety, for the June 17, 2021, meeting be adopted by the Board of Directors as presented."

CARRIED.

In response to a query on what the value is in recording assets, it was noted that this recognizes that nature has a monetary replacement value in providing infrastructure services to defer capital investment into other hard infrastructure. Also, considering the depreciation of assets, natural assets are either land and/or nature-based and could potentially appreciate over time.

Motion 2020-2021/33

Moved: Jeff Palmer / Seconded: Doug Daniels

"That CIP become an official signatory of the submission to the Public Sector Accounting Board to develop a standard on the recognition and measurement of natural assets."

CARRIED

5.3 Reserve Policy

The Reserve Policy was included in the meeting package.

Doug reported that this policy encompasses work done over the last few years to look at other organizations and consider improvements to the existing policy. Beth noted that CIP's virtual CFO and Finance Officer had also been involved in developing and reviewing the policy.

The comment was offered that the policy instills confidence that the reserve is there, without hampering the opportunity to consider future strategic opportunities.

Motion 2020-2021/34

Moved: Jeff Palmer / Seconded: Doug Daniels

"That the Reserve Fund Policy be approved, as presented."

CARRIED

5.0 CONSENT AGENDA

The following materials were provided in the meeting package.

- 5.1 April 29, 2021 Draft Minutes
- 5.2 Resources and Status of Action Items and Motions
- 5.3 President's Report
- 5.4 CEO's Report
- 5.5 Committee Reports and Recommendations
 - 5.5.1 Executive
 - 5.5.1.1 PLACE21 Terms of Reference
 - 5.5.2 Vice President's Report
 - 5.5.2.1 GPPM: 2.11.3.3 Electronic Voting Policy

Action

CIP staff will post the approved April 29, 2021 meeting minutes on the CIP SharePoint.

6.0 NEW BUSINESS

No new business was considered.

Action

7.0 IN-CAMERA SESSION

Motion 2020-2021/35

Moved: Cindy Welsh / Seconded: Josée Dion

"That the meeting be adjourned in-camera at 12:57 p.m. EDT."

Action

8.0 ADJOURNMENT

Action

The next meeting is proposed for July 15, 2021.

Motion

Moved: Eleanor Mohammed / Seconded: Cindy Welsh

"That the meeting be adjourned at 1:39 p.m. EDT."