



MINUTES
CIP BOARD OF DIRECTORS 2020-2021

JULY 15, 2021
VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
ADAM WRIGHT 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 12:05 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.

New Directors were welcomed and a roundtable of introductions was held.

2.0 ADOPTION OF JULY 15, 2021 DRAFT MEETING AGENDA

Action

The process for approving the agenda, including Item 6.0 Consent Agenda, was reviewed.

The Director-at-Large vacancy was added to Agenda Item 4. No items were requested to be moved out of the Consent Agenda.

Motion 2020-2021/36

Moved: Doug Daniels / Seconded: Jenna Schroeder

"That the agenda, including the consent agenda in its entirety, for the July 15, 2021, meeting be adopted by the Board of Directors as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST	Action
No conflicts were declared.	
4.0 DIRECTOR VACANCY: REGION 6: QUEBEC AND DIRECTOR-AT-LARGE	Action
<p>The background information provided in the meeting package was reviewed, however since the meeting package was posted, Bernice Gonzalez has submitted her formal resignation as Director-at-Large. The remaining term for the Quebec Director is three years, the Director-at-Large term is for two years.</p> <p>In response to a query, it was noted that discussions have not yet been held with OUQ regarding how they could help, however given their small share of the membership, a more targeted approach will be taken with eligible members.</p> <p>If a by-election was held, the full election process would be required with voting by the membership through an e-vote process.</p> <p>Members discussed the two options of either appointing a Director to immediately fill each position or holding a by-election since there are now two vacancies. Appointed positions would be filled until the 2022 AGM and then would be up for election, whereas with a by-election, the positions would be filled for the remainder of the term. Neither option would affect the staggering of Board terms that is in place. It is incumbent on the Board to ensure good succession and representation to fill the vacancies. Outreach can be done to former Quebec Directors to identify potential candidates and share awareness of the role. If there were no candidates for Quebec, the Board may need to consider further governance options.</p> <p>It was agreed that a by-election process be undertaken. During review of the by-election timeline, the suggestion was made that the timeline be adjusted to consider earlier dates, so the two new Directors may attend the in-person meeting in Calgary.</p> <p>It was agreed that a Nominations Sub-Committee be formed, chaired by Jenna Schroeder with Nancy Griffiths, Tonii Lerat, and Adam Wright as members. The work involves review of the applications to ensure the nominations criteria is met, and putting forward the slate of candidates.</p> <p><u>Motion 2020-2021/37</u> Moved: Ann Joyner / Seconded: Nancy Griffiths <i>"That the Board undertake a by-election process for the Director vacancies in Region 6: Quebec for a three-year term and Director-at-Large for a two-year term, with a Nominations Sub-Committee established to support the by-election process."</i> CARRIED.</p>	<p><i>CIP staff will develop and put forth a revised timeline to the Nominations Sub-Committee for a by-election.</i></p>
5.0 INFORMATION ITEMS	Action
The following materials were provided in the meeting package.	
<u>5.1 CIP Statement of Compliance</u>	

Directors were reminded to submit their Statements of Compliance.

5.2 Standing Committees and Working Groups

The current Standing Committees and Working Groups were reviewed.

The Governance Committee work focuses on the Governance Policies and Procedures Manual (GPPM). A priority last year was amending the GPPM to align with CIP's Equity, Diversity, and Inclusion Roadmap. The Committee meets monthly. Nancy Griffiths and Tonii Lerat expressed interest in standing on the Committee.

The Finance Committee reviews the Institute's finances on a quarterly basis. A priority last year was approval of the Reserve Policy and the investment strategy.

The Standards Committee Working Group is seeking volunteers to review sections 3 and 5 of the Membership Standards and Policy Manual (MSPM) and work related to Section 2 (competencies).

The two new Directors, appointed through the by-election, will have the opportunity to join Committees if there is a vacancy or help with other opportunities as they arise.

5.3 Strategic Process and Timing

Dan provided background on the process to date, highlighting the work done by the Organizational Identity Statements Working Group on the vision and value statements.

Beth reviewed the next steps as provided in the meeting package. These timelines are similar to those in the 2016 process, with final approval of the strategic plan expected at the February 2022 Board meeting.

Directors expressed support for an in-person meeting in Calgary, November 25-28. Local public health protocols will be considered, as well as recommendations from the venues. Any external events, e.g. a social event with members, would be considered optional.

A hybrid of in-person and virtual meeting was suggested, to allow those Directors that may have challenges with meeting in person to attend. There may be some key components that could be conducted virtually. A synchronous/ asynchronous approach could also be considered. While typical in-person meetings are three days, the extra day was recommended to allow for team building; however, there will be additional budgetary costs. It was agreed to proceed with planning for a November in-person meeting to advance the development of the strategic plan.

In discussing member and partner engagement opportunities for the strategic plan, it was noted that the PTIAs are sharing information and strategic planning through PAF. It was also suggested that there is an opportunity to reach out proactively to those that do not get engaged fully, e.g. those who

Directors are requested to submit their Expressions of Interest for Committees by September 17.

Christine will collect PTIA strategic plans.

might not respond to a membership survey. Beth could work on opportunities for additional engagement in advance of the November meeting with Alli and bring it to the Executive Committee.

A Strategic Planning Working Group will be struck in September, with Adam Wright and Ann Joyner as members. This could include holding 1:1 conversations and round tables with key groups of members and partners. Tonii Lerat offered to assist with framing the discussion, but is unable to assist with the interviews.

5.4 2021-2022 Tentative Board Meeting Dates

During review of the proposed 2021/2022 meeting dates, a conflict was noted on September 23 with the one-day Governance Forum workshop. An alternate date of September 24 was suggested for the Board meeting.

Beth will connect with Alli Marshall on making changes to the engagement process to bring to the August EC meeting.

A vaccination protocol for events, such as the 2022 Conference, will be added to the September meeting consent agenda.

Meeting invitations will be sent for a one-day workshop presented by the Governance Forum on September 23.

6.0 CONSENT AGENDA

The following materials were provided in the meeting package.

6.1 June 17, 2021 Draft Minutes

6.2 Resources and Status of Action Items and Motions

Action

CIP staff will post the approved June 17, 2021 meeting minutes on the CIP SharePoint.

7.0 NEW BUSINESS

No new business was considered.

Action

8.0 IN-CAMERA SESSION

An in-camera session was not considered.

Action

9.0 ADJOURNMENT

The next meeting is proposed for September 24, 2021.

Action

Motion

Moved: Nancy Griffiths / Seconded: Adam Wright

"That the meeting be adjourned at 1:51 p.m. EDT."



MINUTES
CIP BOARD OF DIRECTORS 2021-2022

SEPTEMBER 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
KEN MELANSON RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
REN THOMAS RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR
ALLI MARSHALL, STRIX INSIGHTS	GUEST/PRESENTATION

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang welcomed everyone and called the meeting to order at 12:04 pm EDT. He provided a land acknowledgement, recognizing that the CIP office is located on the unceded traditional territory of the Algonquin Anishinaabeg People, stating 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.

In acknowledgment of the National Day of Truth and Reconciliation on September 30, CIP will be sharing information with members and CIP staff will be participating in training.

2.0 ADOPTION OF SEPTEMBER 24, 2021 DRAFT MEETING AGENDA

Action

The process for approving the agenda, including Item 5.0 Consent Agenda, was reviewed.

An upcoming meeting to discuss CIP support for the *Call to Action on Sustainable Urbanisation across the Commonwealth* was added under Item 6.0 New Business.

Motion 2021-2022/38

Moved: Doug Daniels / Seconded: Jenna Schroeder

"That the agenda, including the consent agenda in its entirety, for the September 24, 2021, meeting be adopted by the Board of Directors as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST	Action
No conflicts were declared.	
4.0 BOARD DISCUSSION ITEMS	Action
<p><u>4.1 Strategic Planning Update</u> A video and reference materials were provided in the meeting package.</p> <p>Alli Marshall, Strix Insights, provided an overview of the process to date and invited Directors to provide their comments on the following questions:</p> <ol style="list-style-type: none"> What is a question that you have about CIP’s strategic planning efforts this year? What is one thing that you really liked from the Governance Forum that you think would benefit your strategic planning efforts this year? What is something you are excited about for your strategic planning journey this year? What did you notice during the “WHAT IF?” activity / what happened for you? <p>The meeting recessed at 12:55 p.m. and reconvened at 1:08 p.m.</p> <p><u>4.2 EDI Insight Survey Draft Report</u> The Equity, Diversity, and Inclusion (EDI) Insight Survey Draft Report was provided in the meeting package.</p> <p>The following key points were highlighted during discussion on the report:</p> <ol style="list-style-type: none"> CIP’s role and goal to set the table for open conversations. The opportunity to remove barriers that CIP can as an organization, and the how it can encourage and influence partner organizations. Education and providing training and resources. <p>It was affirmed that the regional information will be shared with the PTIAs.</p> <p>Consideration of what the winning aspiration is from the report’s findings that will help to tie into the strategic plan.</p> <p>Alli Marshall, Strix Insights, departed the meeting at 1:41 p.m.</p> <p>Dovetailing with this discussion is UN-Habitat’s approach to its work, which is focused on a ‘just, green, and healthy future’. A progress report on the New Urban Agenda will be released in February 2022.</p> <p><u>4.3 Financial and Risk Update</u> The Q2 financials and the Risk Report were provided in the meeting package.</p> <p>Doug Daniels, Treasurer, highlighted that no immediate changes were recommended by RBC-Dominion for the current investments. Any future recommendations will be provided in advance of the November Board meeting. CIP continues to receive federal grant and financial support with a projected</p>	<p><i>Beth will circulate the updated EDI Insight Survey Draft Report to the Board.</i></p>

surplus to the end of 2021 resulting in an increase of unallocated reserves. The reserves will be considered during the strategic plan process.

During discussion on CIP's investment policy, it was noted that CIP's conservative investment policy restricts what CIP can invest in, limiting the Institute to low risk investments. The investment policy would require review if there was an appetite to invest in potentially higher return financial products, which do come with more risks.

5.0 CONSENT AGENDA

Action

The following materials were provided in the meeting package.

CIP staff will post the approved July 15, 2021 meeting minutes on the CIP SharePoint.

- 5.1 July 15, 2021 Draft Minutes (Approved)
- 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 Committee
 - 5.5.2 Vice President's Report
 - 5.5.3 College of Fellows 2021/2022 Work Plan (Approved)
- 5.6 Policy Review
- 5.7 2022 Honours Jury Recommendation (Approved)
- 5.8 Appointment of Standing Committee Members

6.0 NEW BUSINESS

Action

Dan referenced the letter in Basecamp regarding a request from CAP's Secretary General Kelley Moore to meet on October 15 to discuss CIP's support for the *Call to Action on Sustainable Urbanisation across the Commonwealth*. This document was developed by jointly by the Association of Commonwealth Universities (ACU), the Commonwealth Association of Architects (CAA), the Commonwealth Association of Planners (CAP) and the Commonwealth Local Government Forum (CLGF). The Call to Action was largely shaped by a survey of built environment professionals that revealed a lack of capacity within those professionals to address urbanization.

Dan will report back to the Board at the November meeting.

7.0 IN-CAMERA SESSION

Action

An in-camera session was not considered.

8.0 ADJOURNMENT

Action

The next meeting is scheduled for November 25-28 in Toronto.

Motion

Moved: Adam Wright / Seconded: Doug Daniels

"That the meeting be adjourned at 1:55 p.m. EDT."

Directors are encouraged to reach out to their networks to promote the member survey and the nominations for the Quebec and Director-at-Large positions.



MINUTES
CIP BOARD OF DIRECTORS 2021-2022

OCTOBER 28, 2021
VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR

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 located on the unceded traditional territory of the Algonquin Anishinaabeg People, stating CIP's recognition and appreciation for First Nations, Inuit, and Métis across Turtle Island. He acknowledged he was participating on the unceded traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations.

2.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

3.0 BOARD DISCUSSION ITEMS

Action

3.1 2021 By-Election Nominations: Director-at-Large and Québec region

The Nominations Sub-Committee report and recommendation were provided in the meeting package.

The nominations process and background was highlighted. The Director-at-Large appointment would stand until the AGM at 2022, at which time the candidate would be eligible to stand for another year to complete the remainder of the term, or considering putting forth their nomination for the 2022-2025 Director-at-Large position.

The primary rationale behind forgoing a special meeting was concern over not achieving quorum given the low registration numbers.

Motion 2021-2022/39

Moved: Jenna Schroeder / Seconded: Doug Daniels

"That the CIP Board of Directors appoint Sahar Khelifa as Director-at-Large, for a term ending at the 2022 Annual General Meeting."

CARRIED.

3.2 2022 Nomination Process

The report and recommendation were provided in the meeting package.

The upcoming positions that were eligible to run in the 2022 elections were reviewed. The Quebec region will again be open for a two-year term, as the current year has lapsed. The extended timeline will allow for more outreach to potential candidates, and allow candidates more time to consider putting their name forward.

An additional item for consideration is the appointment of the 2022 Nominations Sub-Committee. Only Directors who are not running for re-election can participate on the Sub-Committee. This will be discussed during the November in-person meeting. Promoting the Director-at-Large positions more broadly outside the profession was suggested.

Motion 2021-2022/40

Moved: Doug Daniels / Seconded: Tonii Lerat

"That the extended 2022 Nominations Schedule be implemented."

CARRIED.

Directors are encouraged to bring forward potential names of Board nominees to the November in-person meeting.

4.0 ADJOURNMENT

Action

The next meeting is scheduled for November 25-28 in Toronto.

Motion

Moved: Ann Joyner / Seconded: Tonii Lerat

"That the meeting be adjourned at 3:22 p.m. EDT."



MINUTES
CIP BOARD OF DIRECTORS 2021-2022

NOVEMBER 26, 2021

ALT TORONTO AIRPORT HOTEL AND VIDEOCONFERENCE

PRESENT:

PREETHI ANBALAGAN	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
SAHAR KHELIFA (VIA ZOOM)	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS RPP, MCIP (VIA ZOOM)	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR

4.0 WELCOME AND CALL TO ORDER

Action

Dan Huang opened the meeting with a welcome and called the meeting to order at 10:53 am EST.

5.0 ADOPTION OF NOVEMBER 26, 2021 DRAFT AGENDA

Action

Motion 2021-2022/41

Moved: Doug Daniels / Seconded: Adam Wright

"That meeting agenda for the November 26, 2021 meeting, including the consent agenda, be adopted by the Board of Directors as circulated."

CARRIED.

6.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

7.0 BOARD DISCUSSION ITEMS

Action

7.1.1 2022 Budget

Related material: 2022 Budget Narrative; 2022 Budget Draft

Doug Daniels, Treasurer, provided an overview of the 2022 balanced budget.

Once the Strategic Plan has been drafted, capital items, including a branding exercise and website redesign, will require Board approval to move forward.

These items will leverage the unallocated reserves. The budget will only capture how capital investments are amortized.

It was clarified that the sponsorships and attendance numbers for the annual conference have been adjusted in consideration of the pandemic, and will continue to be monitored.

Motion 2021-2022/42

Moved: Adam Wright / Seconded: Ann Joyner

“That the 2022 budget be approved as presented.”

CARRIED.

7.1.2 Q3 2021 Financial Update

Related material: 2021 Q3 Narrative; 2021 Q3 Financial Statements; 2021 Q3 Reserves

Doug Daniels reported that the Finance Committee met earlier in the month to review the Q3 financial statements and review CIP’s investment performance with Todd Kennedy, CIP’s finance manager at RBC-Dominion. During that meeting, Todd suggested that, given the low growth in bonds, CIP could consider reassessing its investment policy to move some investments from bonds into equity. These types of investment options do involve taking on more risk and locking in some assets for longer periods of time, which has typically not been supported by the Board in the past.

It was noted that while Environmental, Social & Governance (ESG) is already included in the investment policy, it does not include reconciliation. To demonstrate CIP’s commitment to further reconciliation, investments in Indigenous companies and organizations could be considered by the Board in the future. It was affirmed that RBC-Dominion only recommended bonds that they are familiar with, and so the scope of ESG products has been limited.

A decision on whether to consider equities cannot be made until a timeline for strategic plan activities is known, including a timeframe for those expenditures. Members expect their dues to assist with the development of strategic initiatives, rather than holding them in investments. Care is needed to not reduce the value of those funds to invest in areas that are not within the mandate of the strategic initiatives. There is need to plan out how this supports the strategic vision, taking into account inflation and the potential impact on member fee increases.

It was agreed that more information is needed, and there is room to consider options. Any proposed changes to the investment options would come back to the Board for approval.

In reference to the Q3 financial statements, CIP has continued to receive additional pandemic-related funding from the federal government, which has been applied to rent and staffing. These support programs are anticipated to end this year.

7.2.1 National Competencies Profile

That the Finance Committee consider options to look at the investment policy to incorporate elements of reconciliation and investments in Indigenous companies as well as the potential to invest in equities.

The CIP Board will support, in principle, the six competencies presented in the National

Related material: Circulation Letter to Signatory Parties and SC Stakeholders: Competency Standards; National Competency Profile for Canadian Professional Planners

Jenna Schroeder reported that the Standards Committee (SC) is looking for comments related to the competency standards, as part of a 60-day informal comment period. She provided an overview of the process and key issues.

The CIP Standards Committee Working Group is recommending the Board support the six competencies in principle. It is further recommended that CIP's response to the SC should encourage a Special Meeting of the Signatory Parties to determine the process and budget to complete the competency framework and curriculum mapping. Upon completion of the full competency framework, the formal 90- and 60-day process would be initiated. The Board supported the recommendations and a letter will be drafted to the SC.

An overview of the SC, PSB, OUQ, and their roles, was provided. The SC is funded by the voting members, with 25% from CIP and the balance from a representative funding model across the rest of the members. For questions or comments that relate to the operations of the PSB, these should be directed to that body (as it is a separate, legal entity), or to the applicable PTIA Registrar. CIP does have an opportunity to provide recommendations and feedback to the PSB at its AGM.

7.2.2 Standards Committee Consultation Working Group Recruitment

Two additional Board members are needed to join current Working Group members Jenna Schroeder and Nancy Griffiths.

Motion 2021-2022/43

Moved: Jenna Schroeder / Seconded: Ken Melanson

"That the CIP Board appoint Ren Thomas and Adam Wright to the Standards Committee Consultation Working Group."

CARRIED.

7.3.1 Director Vaccination Requirement

The recommendation to require all new Directors to be fully vaccinated arose from a discussion at the Governance Committee on the need to align with CIP's employment policy.

There was support to include the requirement for vaccination in the Director Qualifications guidelines, which will be in place for the 2022 Call for Nominations. All nomination requirements are reviewed annually, providing the opportunity to be updated, as required.

Motion 2021-2022/44

Moved: Ken Melanson / Seconded: Jenna Schroeder

"That the Nomination Sub-Committee add a vaccination requirement within the nomination qualifications."

CARRIED.

Competency Profile for Professional Planners. CIP recommends to the SC that a working group be struck to fully map out the competencies, at which point the formal approval process should be initiated.

7.3.2 2022 Nominations Sub-Committee

Motion 2021-2022/45

Moved: Doug Daniels / Seconded: Ken Melanson

"That Preethi Anbalagan, Ann Joyner, and Nancy Griffiths be appointed to the 2022 Nominations Sub-Committee."

CARRIED.

7.4 Call to Action for Sustainable Urbanism

Related material: Call to Action for Sustainable Urbanism Across the Commonwealth; CIP-RAIC Presentation

Dan Huang provided background on the initiative, which is asking professional planners to urge their local and federal leaders to encourage sustainable urbanism through letter writing campaigns to Prime Ministers and Ministers of Foreign Affairs.

Support was expressed for the Executive Committee and CIP staff to reach out to government leaders to express support for this initiative.

8.0 CONSENT AGENDA

Related material:

8.1 Draft Meeting Minutes

Recommendation: That the September 24 and October 28, 2021 draft Board of Directors meeting minutes be approved.

8.2 Resources and Status of Action Items and Record of Motions

8.3 President's Report

Recommendation: That the Executive Committee will further review the comments received on the EDI Insight Report and determine if any follow-up is required.

8.4 Vice-President's Report

8.5 CEO's Report

8.6 2021 Member Survey Report

8.7 Committee Reports and Recommendations

8.7.1 Governance Committee

Recommendations:

That the CIP Board approve the proposed amendments to Appendix F: CIP Committee Manual, 3.3 Governance Committee.

That the CIP Board approve the proposed amendments to Appendix F: CIP Committee Manual, 2.2 Priority Committees.

8.8 2022 CIP Representative to the Standards Committee

Recommendation: That the CIP Board re-appoint Nina Maher RPP, MCIP, as CIP's representative to the Standards Committee for the 2022/2024 term.

Action

CIP staff will post the approved September 24 and October 28, 2021, meeting minutes on the CIP SharePoint.

9.0 NEW BUSINESS

Beth McMahon's five year anniversary was acknowledged.

Action

10.0 IN-CAMERA SESSION**Action**

Related material: CEO Continuity Policy

Motion 2021-2022/47

Moved: Ken Melanson / Nancy Griffiths

"That the meeting be adjourned in-camera at 12:25 p.m."

CARRIED

The regular meeting reconvened at 12:59 p.m.

Motion 2021-2022/48

Moved: Ken Melanson / Seconded: Nancy Griffiths

"That the CIP Board approve the draft CEO Continuity Policy as presented."

CARRIED.

11.0 ADJOURNMENT**Action**

The next meeting is scheduled for February 24, 2022.

Motion

Moved: Ken Melanson / Seconded: Preethi Anbalagan

"That the meeting be adjourned at 1:00 p.m. EST."



MINUTES
CIP BOARD OF DIRECTORS 2021-2022

FEBRUARY 24, 2022
VIDEOCONFERENCE

PRESENT:

DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
SAHAR KHELIFA	DIRECTOR
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JENNA SCHROEDER RPP, MCIP	DIRECTOR
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ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR
ALLI MARSHALL, STRIX INSIGHTS	GUEST

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang opened the meeting with a welcome. Following a land acknowledgement and reflection activity, he called the meeting to order at 3:06 pm EST.

2.0 ADOPTION OF FEBRUARY 24, 2022 DRAFT AGENDA

Action

Motion 2021-2022/49

Moved: Ken Melanson / Seconded: Jenna Schroeder

"That meeting agenda for the February 24, 2022 meeting, including the consent agenda, be adopted by the Board of Directors as circulated."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 BOARD DISCUSSION ITEMS

Action

4.1 Strategic Plan

Related material: Vision, Mission, Values; Strategic Plan Framework

Alli Marshall, Strix Insights, expressed gratitude to the Board for their participation in this process, reviewed the intent of the session, and provided a recap of the activities from the beginning of the process in January of 2020.

Beth McMahon provided an overview of the activities since the November 2021 meeting, which included updates to the Joint Administrators Group (JAG), Planning Alliance Forum (PAF), CIP-PSTF, student reps, and the College of Fellows.

For next steps, writing background materials and copy for the strategic plan, developing the strategic plan documentation, providing additional soft outreach to key stakeholders, planning internal operational planning for the next fiscal year, and website branding/audit are all planned for March through July 2022.

The new strategic plan and updated Vision, Mission, and Values will be launched at the AGM, which may include interactive elements at the CIP booth and engagement to build interest and momentum. CIP's boilerplate will also be updated with the new Vision, Mission, and Values.

It is suggested that the Board could meet in person in September, at which time an overview of the operational plan would be provided, supported by the draft budget.

During review of the proposed Vision, Mission, and Values, Dan stated the importance of being able to articulate these clearly to the membership, succinctly summarizing CIP's focus and impact.

Motion 2021-2022/50

Moved: Tonii Lerat / Seconded: Doug Daniels

"That the Vision, Mission, and Values be approved as recommended."

CARRIED.

Motion 2021-2022/51

Moved: Jenna Schroeder / Seconded: Nancy Griffiths

"That the Strategic Plan framework be approved as recommended."

CARRIED.

The Board discussed actions and artifacts that can be used to show evidence of how the values are brought to life.

Alli Marshall departed the meeting at 4:14 p.m.

4.2 Finances and Risk

Related material: Financial and Risk Report; Q4 2021 Narrative; Q4 2021 Quarterly Budget-Actuals; Q4 2021 Reserves; Risk Register

Doug Daniels reported that CIP's finances continue to be in good shape, with a significant surplus of unallocated funds. A decision on how to allocate the surplus will be needed, including how they will be used to finance strategic objectives and targets in the strategic plan.

Investments with RBC-Dominion are not receiving the returns expected. The Finance Committee will be meeting with Todd Kennedy, CIP's investment advisor at RBC-Dominion, at the end of March to discuss the investments and a potential path forward.

The auditors will be in the CIP office next week to begin the audit.

The risk register does not indicate any areas of concern, though it highlights some areas to watch.

5.0 CONSENT AGENDA

Action

Related material:

5.1 Draft Meeting Minutes

Recommendation: That the November 26, 2021 draft Board of Directors meeting minutes be approved.

5.2 Resources and Status of Action Items and Record of Motions

5.3 President's Report

5.4 Vice-President's Report

Recommendations:

That the results of the Board skills matrix be added as a discussion item at the April 21, 2022 Board meeting.

That Directors bring forward training opportunities to the April 21, 2022 meeting related to the financial and risk management competency, as this competency received the lowest average score.

5.5 CEO's Report

5.6 College of Fellows

5.6.1 Work Plan Update

5.6.2 Big Tent Letter

5.7 MOU with the Urban Economic Forum

Recommendation: That CIP sign the MOU with the Urban Economic Forum to collaborate on the World Urban Pavilion in Regent Park.

5.8 Amendments to 2022 Director Qualifications and Nominations Forms

CIP staff will post the approved November 26, 2021, meeting minutes on the CIP SharePoint.

The results of the Board skills matrix be added as a discussion item at the April 21, 2022 Board meeting.

Directors to bring forward training opportunities to the April 21, 2022 meeting related to the financial and risk management competency, as this competency received the lowest average score.

At their meeting on February 24, 2022, the Global Planners Network (GPN) agreed that Dan Huang would attend the International Board of the World Urban Pavilion to determine the fit for GPN. The first meeting is scheduled for April 21, 2022.

6.0 NEW BUSINESS

Action

No new business was considered.

7.0 IN-CAMERA SESSION

Action

Related material: CEO Performance Review

Motion 2021-2022/52

Moved: Doug Daniels / Seconded: Nancy Griffiths

"That the meeting be adjourned in-camera at 4:23 p.m."

CARRIED

Motion 2021-2022/53

Moved: Nancy Griffiths / Seconded: Ann Joyner

"That the CIP Board approve the 2021 CEO Performance Review and 2022 Priorities as presented."

CARRIED.

8.0 **ADJOURNMENT**

Action

The next meeting is scheduled for April 21, 2022.

Motion

Moved: Ken Melanson / Seconded: Ann Joyner

"That the meeting be adjourned at 4:42 p.m. EST."



MINUTES
CIP BOARD OF DIRECTORS 2021-2022

APRIL 21, 2022
VIDEOCONFERENCE

PRESENT:

DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
SAHAR KHELIFA	DIRECTOR
TONII LERAT, RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order at 12:08 p.m. EDT and opened with a land acknowledgement and reflection activity.

2.0 ADOPTION OF APRIL 21, 2022 DRAFT AGENDA

Action

The following amendments were requested:

- 5.6.4 Awards Program Review be brought into the business agenda.
- 6.1 Nominations be added under Item 6. New business.

Motion 2021-2022/54

Moved: Doug Daniels / Seconded: Ann Joyner

"That the meeting agenda for the April 21, 2022 meeting, including the consent agenda, be adopted by the Board of Directors as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 BOARD DISCUSSION ITEMS

Action

4.1 Audit and Financial Report

Related material: 2021 Pre-Engagement, Engagement, Independence Letters; 2021 Statement of Findings; 2021 Draft Financial Statements; 2022 Q1 Financial Narrative, Financial Statements, Reserve Report

The 2021 financial statements will be brought forward for approval at the 2022 Annual General Meeting.

Doug Daniels reviewed the financial report provided in the meeting package.

During discussion on the investments, it was affirmed that the Finance Committee is considering the action items from the November meeting (First Nations investments and reconciliation options). Concern was expressed on the decline of the current portfolio, and it was affirmed that the quantitative easing and interest rates have had a negative impact, and will continue to do so as long as interest rates continue to rise. The intent of a conservative investment approach to the portfolio is to keep as much funds as possible to avoid larger swings, and have a bit of a return rather than remaining in cash. These funds, the unallocated and surplus funds, will be used to support initiatives related to the strategic plan. It was noted that the format of the statements has changed since the last audit, and now includes the unallocated and unrestricted assets, as well as the restricted assets, such as legal and operational reserves.

In explaining the finances at the Annual General Meeting, it will need to be made clear that the surplus would be much less without the government subsidies.

Discussion ensued on conference costs; what future conferences will look like; the great opportunity for networking and informal connections provided in a national versus a provincial event; and consideration of events that are meaningful to attendees. Suggestions were offered that included regional symposiums on specific topics, and online or smaller workshops that could be accessible to non-members who are considering becoming affiliate members. It was affirmed that CIP is looking at a long term vision for what events could look like beyond 2023.

4.2 Board Performance Matrix

Related material: 2022 Board Performance Matrix

Dan thanked the Board for the completing the matrix and noted the responses reflect a diverse and inclusive Board. In particular for this Board, the financial aspect has a lower score, as does negotiations and conflict management.

Jenna Schroeder reviewed the matrix, highlighting that a review of the 2022 matrix allowed for a reduced number of questions, and the opportunity to provide clarity for some. It was further noted that financial and risk management, as well as conflict management and negotiations, have historically been areas that could benefit from additional education and training. The Board is functioning well enough in the Governance and Administration, and Planning and Policy spaces.

During discussion on Financial and Risk Management, it was noted that risk is mitigated by having support on the Finance Committee in Ian Wong, CPA, CMA, and in CIP staff through Chris Hansen, CPA, Manager, Finances and a virtual CFO, Caitlin Vivian, CPA. Discussion ensued on options for training, including a suggestion that a “Finance 101” component could be part of the Board orientation package. The importance of being able to read financial statements was noted.

Foundational training on finance will be provided to the Board by CIP’s vCFO at the Fall in-person meeting. CIP staff to coordinate.

The following training and reference materials will be shared:

Financial Training:

- [Chartered Professional Accountants](#)
- [The Not-for-Profit Board’s Role in Risk Oversight](#)
- [Rotman Business School: Financial training for Directors](#)

Conflict Management and Negotiation Theory

During discussion on Leadership, it was noted that negotiation theory and techniques and conflict management theory and techniques had lower scores than the previous year. The comment was offered that the notion of conflict for planners is more working through tough decisions, rather than mediation. Historically the Board's decision making has been consensus-based, rather than through conflict resolution. It was further suggested to consider tools and techniques on how to come together to make decision making using a consensus-based approach, as demonstrated by the work done on the Strategic Plan.

4.3 Vice-President's Report

Related material: Vice-President's Report; 1 Event Code of Conduct Process; 2 Event Code of Conduct for Participants; 3 Event Code of Conduct Flow Chart; 4 Event Code of Conduct Poster

Jenna referenced the materials posted in Basecamp and provided background on the discipline policy and process, which has been a focus of the Governance Committee. The timing, actions, and the documents and communications to support the actions outlined in the Event Code of Conduct Process were reviewed.

In the past, the lack of a process created a scenario where there was no recourse or identified actions to address complaints. The event code of conduct requires immediate action and applies to anyone at the event, including members, non-members, speakers, etc. The governance and reporting structure of those responsible for reviewing and assessing potential violations of the Code is still under development.

Motion 2021-2022/55

Moved: Jenna Schroeder / Seconded: Doug Daniels

"That the Board of Directors approve, in principle, updating the Event Code of Conduct and direct the Governance Committee to work with the CEO to develop protocols and communications material in advance of the annual conference in July."

CARRIED.

5.6.4 Awards Program Review

Related material: Awards Program Review

As directed by the Board at its November 2021 meeting, CIP staff conducted an evaluation of CIP's awards programs and their alignment to CIP policy priorities, with an understanding on the need to focus for sustained impact. Evaluation included financial and human resources required, member value/participation, timing and frequency, CIP's key policy priorities, and opportunities to streamline and also eliminate duplication with PTIAs. The 2021 member survey was also a factor in the development of recommendations. The Executive Committee reviewed the recommendations and supported them for implementation. The Board of Directors concurred with the recommendations.

- *Saskatchewan Ministry of Justice, Dispute Resolution Office (Jenna)*
- [*Justice Institute of BC \(Dan\)*](#)
- *Consensus based decision making (Alli Marshall)*
- [*Institute of Corporate Directors*](#)

The Governance Committee will work with the CEO to develop protocols and communications material for the Event Code of Conduct, in advance of the annual conference in July.

CIP staff to implement the recommendations of the CIP awards review.

Motion 2021-2022/56

Moved: Doug Daniels / Seconded: Nancy Griffiths

"That the recommendations of the CIP awards program review be approved."

CARRIED.

5.0 CONSENT AGENDA

Related material: as noted below.

5.1 Draft Meeting Minutes

Recommendation: That the February 24, 2022 draft Board of Directors meeting minutes be approved.

5.2 Resources and Status of Action Items and Record of Motions

5.3 President's Report

5.4 CEO's Report

5.5 2022 Annual General Meeting

5.6.2022 Honours and Awards

5.6.1 Honours Jury Report

Recommendations:

That the recommended candidates for induction as 2022 Fellows be approved.

- Lesley Cabott RPP, MCIP
- John Farrow RPP, MCIP
- Dave Hardy RPP, MCIP
- Mark Holland RPP, MCIP
- Gwyn Symmons RPP, MCIP

That the amended guidelines for Fellows be approved as presented.

That Honours Jury members be thanked for their voluntary contributions.

5.6.2 President's Award and Candidate Bio

Recommendation: That Jamilla Mohamud be awarded the 2022 President's Award: Young Planner.

5.6.3 Plan Canada Awards

Recommendations:

That the Plan Canada articles be recognized as presented by the Plan Canada Jury.

That Plan Canada Jury members be thanked for their voluntary contributions.

5.7 CEO Annual Objectives

Action

CIP staff will post the approved February 24, 2022, meeting minutes on the CIP SharePoint.

Current and eligible Directors who have determined they will not stand for re-election notify the Board of their decision.

6.0 NEW BUSINESS

6.1. Nominations

Directors were reminded that nominations close on May 11, 2022 and to promote the open positions.

Action

Directors are requested to promote the nominations.

7.0 IN-CAMERA SESSION

An in-camera session was not considered.

Action

8.0 ADJOURNMENT

Action

The next meeting is scheduled for July 5, 2022.

Motion

Moved: Doug Daniels / Seconded: Nancy Griffiths

"That the meeting be adjourned at 1:06 p.m. EDT."



MINUTES
CIP BOARD OF DIRECTORS 2021/2022

JULY 5, 2022

FAIRMONT WHISTLER, ALGONQUIN ROOM

PRESENT:

PREETHI ANBALAGAN (VIA ZOOM)	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
NANCY GRIFFITHS RPP, MCIP (VIA ZOOM)	DIRECTOR
ANN JOYNER RPP, FCIP	DIRECTOR
SAHAR KHELIFA	DIRECTOR
TONII LERAT, RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
REN THOMAS RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR
AJ BIMM (VIA ZOOM)	DIRECTOR CANDIDATE (OBSERVER)
MARK HOLLAND RPP, FCIP	DIRECTOR CANDIDATE (OBSERVER)
DANIEL MERCER RPP, MCIP (VIA ZOOM)	DIRECTOR CANDIDATE (OBSERVER)
ERIN O'NEILL RPP, MCIP (VIA ZOOM)	DIRECTOR CANDIDATE (OBSERVER)
GORDON SMITH LPP, MCIP	DIRECTOR CANDIDATE (OBSERVER)

1.0 WELCOME AND CALL TO ORDER

Action

Secretary's note: Agenda items are presented in the order they were considered.

Dan Huang called the meeting to order at 1:14 p.m. PDT and opened with a land acknowledgement and led a roundtable of introductions.

A recap of the Planning Alliance Forum meeting that morning was provided, including the signing of the 2022 Memorandum of Understanding. Following this, the Presidents of the PTIAs and CIP, and the Chairs of the SC and PSB, participated in a Squamish Lil'wat First Nation Blanket Ceremony. Beth McMahon reaffirmed that this is part of the work and direction the Board has set the organization on, as part of the CIP Strategic Plan.

An overview of the structure of the meeting agenda was provided, including the Consent Agenda.

2.0 ADOPTION OF JULY 5, 2022 DRAFT AGENDA

Action

Discussion on the AGM was added to New Business.

Motion 2021-2022/57

Moved: Doug Daniels / Seconded: Jenna Schroeder

<p><i>"That the agenda for the July 5, 2022 Board of Directors meeting, including the consent agenda, be adopted as amended."</i></p> <p>CARRIED.</p>	
<p>3.0 DECLARATION OF CONFLICT OF INTEREST</p> <p>No conflicts were declared.</p>	<p>Action</p>
<p>4.0 BOARD DISCUSSION ITEMS</p> <p><u>4.1 Updated 2022 Budget</u> <i>Related material: Updated 2022 Budget</i></p> <p>Doug Daniels updated that the original budget had been approved in November of 2021. Updated forecast numbers include revenue from increased job ads, conference adjustments, and expenses related to the website audit and the strategic plan. This budget has been reviewed by the Executive and Finance Committees.</p> <p>In response to a query on the increased CIP job board activity, Beth noted that this is being monitored closely, noting an anticipated drop in Q4. It is recognised that the hiring trend will not be ongoing and adjustments will be made accordingly.</p> <p>The Finance Committee has not yet met to discuss the 2023 budget but will do so; not tying membership fees to inflation will be discussed.</p> <p>Motion 2021-2022/58 Moved: Doug Daniels / Seconded: Ken Melanson <i>"That the revised 2022 budget be approved, as presented."</i> CARRIED.</p> <p><u>4.2 Recognition of Outgoing Board Directors</u> Dan thanked Preethi Anbalagan, Ann Joyner, Nancy Griffiths, and Sahar Khelifa for their contributions to the Board.</p> <p>The outgoing Directors expressed their thoughts and appreciation on their time on the Board.</p> <p>The agenda varied to consider item 6.0 Consent Agenda.</p>	<p>Action</p>
<p>6.0 CONSENT AGENDA</p> <p><i>Related material: as noted below.</i></p> <p>6.1 Draft Meeting Minutes <i>Recommendation: That the April 21, 2022 draft Board of Directors meeting minutes be approved.</i></p> <p>6.2 Resources and Status of Action Items and Record of Motions</p> <p>6.3 President's Report</p> <p>6.4 Vice-President's Report <i>Recommendation: That the Board of Directors approve amendments to the Governance Policies and Procedures Manual (GPPM) to update the duties of the President, Vice President, Treasurer and all Board members, as presented.</i></p>	<p>Action</p> <p><i>CIP staff will post the approved April 21, 2022, meeting minutes on the CIP SharePoint.</i></p> <p><i>CIP staff to update the GPPM with the updated duties of the Vice President.</i></p>

6.5 CEO's Report
6.6 Investment Policy Changes.
6.7 2023 Standards Committee Work Plan and Budget
6.8 PAF MOU

7.0 NEW BUSINESS

7.1 AGM

Discussion ensued on how several PTIAs have amended their bylaws to not allow questions or items from the floor, but can be submitted in writing by notice of the AGM.

There is need to consider that anyone trying to advance an issue has temporary control of the floor. Questions were submitted online for the 2020 and 2021 virtual AGMs. For this AGM, there will be microphones on the floor and online viewers can ask questions through the Zoom chat function.

Given the short timeline for the CIP AGM at the conference, a separate forum may be warranted for members to have an opportunity to ask questions in a more appropriate environment, such as a town hall.

Removing the opportunity for questions and comments might unintentionally create a perception from members that something is being hidden. It was suggested this would be a governance committee matter, as any potential change would require a policy and/or bylaw amendment.

Discussion then turned to this year's voter turnout, which was 12.9% compared to 20% in 2019 and 19% in 2020. The number of communications and reminders to eligible voters was greater than previous years, as were the number of open Board positions. Reasoning for the decline in voters could relate to the membership's confidence in CIP, as they are satisfied with its direction. There did not appear to be as much activity from the candidates in promoting the election, as in previous years. As well, there were a number of activities happening at the same time, which could have limited the attention of voters.

As an example, it was noted that the CIP-PSTF AGM is held online and has better attendance than when it was held at national conference, which has added to their governance and participation. The CIP AGM could follow the same online model, for a greater level of participation, and to provide more value. If moved online, it would enable CIP to use the conference to host a more dynamic conversation with the membership.

For the 2022 nominations process, the Nominations Sub-Committee reduced some of the barriers to access, including the need for an MCIP to sign off on the nominee forms. Additional time was also scheduled for nominations, which may have helped to bolster the number of applications received. Further review of the policies and procedures is required, e.g., updating the minimum days to post the nominations and the slates, as well as what to do in the event of a tie, should be considered.

Action

Beth will ask JAG how the PTIAs manage questions from the membership at their AGMs, including any procedural requirements for amending the process.

CIP staff to plan for an online AGM in 2023 and bring forward a timeline to the Board.

CIP staff to identify opportunities for a CIP member discussion session at the 2023 national conference.

Nominations Sub-Committee to review nominations process and policies, including minimum times and policies for tie-breaking.

Discussion then ensued on the 2019 Policy on Planning Practice and Reconciliation and identifying tangible actions to support the items identified in the policy and the strategic plan. This includes how to link together the Indigenous Planning committees within the PTIAS and be a convener. Beth stated that specific work plans will come from the operational plan. Alli Marshall is coming to Ottawa in mid-July to lead a staff session on the new Strategic Plan. Beth reaffirmed that CIP is still planning to launch a training partnership with NVision for The Path, an Indigenous Cultural Competency training program; however, the new AMS needs to be in place first. More recently, the SOAR Indigenous Planning Services Student Bursary and the College of Fellows Indigenous scholarship through [Indspire](#) launched in 2022. Work to recognize and advance reconciliation is also underway through the Standards Committee, including the Code of Ethics and the Professional Competencies. More effort is needed in reconciliation and with Indigenous planners. Adam Wright expressed his interest in being involved in this work.

The meeting adjourned 2:45 and reconvened at 2:55 p.m.

5.0 DELEGATION

Action

Presentation from the Commonwealth Association of Planners: Kelley Moore RPP, FCIP, Secretary-General, Commonwealth Association of Planners (in person) and Jihad Bitar RPP, MCIP, CIP Representative to CAP (via Zoom)

Kelley Moore RPP, FCIP, Secretary-General, Commonwealth Association of Planners (CAP) provided an update on CAP activities and initiatives, highlighting her role and CAP's recently celebrated 50th birthday.

Governance review – CAP is looking to separate out governance from networking and capacity building to be considered an “organization of organizations”. This will be voted on at the biennial meeting in the fall. All 31 member organizations appoint a representative to the CAP Board. CAP has limited resources and is based on the capacity of the volunteers at the table; creation of a Board of Trustees is needed to do the organizational work. CIP may want to have someone be a Trustee in addition to their rep on the Assembly. Any full member of CIP would be verified as a member in good standing.

Membership – Members pay 1£ per each professional member. Fees cover payment to RTPI for administration planning support, the awards, and for members to travel. CAP is an accredited organization with the Commonwealth Secretariat and has influence and access to the UN. CAP has been nominated for Economic and Social Council (ECOSOC) status with the UN.

Call to Action on Sustainable Urbanization – Funding has been provided from the Prince's Foundation to hire a coordinator to support this work. Another survey for professionals in the built environment will be conducted.

Networks – Young Planners, Women in Planning, and the newly formed East Africa Network. There is more that can be done within those networks. CIP

members, Champa Maduranayagam RPP, MCIP, Nicholas Kuhl RPP, MCIP, and Jenna Dutton, are active in these.

Climate Action Working Group – Members are being recruited and network is being formed. Gary Davidson RPP, FCIP is a co-chair.

Accreditation and professional registration – Some areas (Caribbean and Bangladesh) are feeling overwhelmed by the lack of respect the profession is getting in their countries. They are asking for help with professional registration. This could be an opportunity to use CAP’s charitable status to create a mentorship or support system.

2022 awards – The awards were launched on July 6. There are six categories. Equitable and Inclusive Cities has a special category in the international level. Support to promote the awards is being sought.

CIP is being asked what capacity it has to be more involved in international partnership opportunities, e.g. with the Caribbean.

Discussion ensued on membership and the new governance model.

Regarding equity, diversity, and inclusion, different countries are at different states of readiness. While discussions are taking place, they can become political and it is difficult when these conversations happen internationally.

In response to a query on consideration of a name change and rebranding, it was noted this has not been discussed. There is much to consider for a name change. The value proposition will need to be defined, and how CAP fits in and how to adapt to be reflective of modern times.

CIP is being asked to consider a formal partnership with the Caribbean organizations. Funding could be sought to make that happen.

8.0 ADJOURNMENT

Action

The next meeting is scheduled for July 7, 2022.

Motion

Moved: Ken Melanson / Seconded: Jenna Schroeder

“That the meeting be adjourned at 3:33 p.m. PDT.”