



MINUTES
CIP BOARD OF DIRECTORS 2022-2023

JULY 7, 2022

FAIRMONT WHISTLER, ALGONQUIN ROOM

PRESENT:

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

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order at 3:11 p.m. PDT and opened with a land acknowledgement and a reflection on the new strategic plan.

2.0 ADOPTION OF JULY 7, 2022 DRAFT AGENDA

Action

Motion 2022-2023/01

Moved: Doug Daniels / Seconded: Tonii Lerat

"That the agenda for the July 7, 2022 Board of Directors meeting, including the consent agenda, be adopted as presented."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 RESOURCES

Action

Related material: Record of Motions, Action Items List, Organizational Chart, Orientation Manual, Acronym List

An overview of the Record of Motions, Action Items List, Organizational Chart, Orientation Manual and Acronym List was provided.

5.0 BOARD DISCUSSION ITEMS

Action

Related material: 5.1 Statement of Compliance; 5.2 Officers Elections Process; 5.3 Signing Authorities; 5.4 Standing Committees and Working Groups; 5.5 2022/23 Meeting Dates

CIP staff will calculate the carbon emissions for locations for the October in-person meeting.

Items 5.1, 5.2, 5.3, 5.4 and 5.5 were considered concurrently.

Each Director will speak to 10 members to get their thoughts about the strategic plan.

It was clarified that all three officer positions are up for election in September. Directors can and should put their name in for more than one position and can be a member of more than one standing committee. As well, there is no requirement for Directors to be on a standing committee.

CIP Staff will prepare a factsheet with speaking points to support Directors' conversations on the strategic plan.

It was agreed the Board would meet in person on October 14-16 and CIP staff will calculate the carbon emissions for the new Board's travel to determine the location. It was suggested a short Board meeting be held at the end of September for the election of officers and committees.

Items for consideration at the October Board meeting will include:

- Discussion on tangible ways to spend funds to support the strategic plan.
- Feedback received from discussions with members on the strategic plan. Board members will commit to speak to 10 people about the strategic plan and come prepared to share the feedback received.
- Approval of the 2023 budget and how to draw down the surplus funds available to support the work on the strategic plan.
- The Governance Committee will develop initial priorities from the list.

Regarding the strategic plan, CIP's efforts on climate change and healthy communities have been mainly through partnerships and support for partner programs. There will be a lot more resources to go into housing, as there is currently no policy. There is a pathway for each of the items identified in the strategic plan. The role that CIP plays in the planning eco-system, e.g. PAF, JAG, SC, which requires a lot of resources, must be considered.

The dates for the 2023 Conference Board meeting will be confirmed.

6.0 NEW BUSINESS

Action

6.1 Business Arising From Annual General Meeting

No new business was considered.

7.0 ADJOURNMENT

Action

The next meeting is scheduled to be in person on October 14-16, 2022, location to be determined.

Motion

Moved: Ken Melanson / Seconded: Gordon Smith

"That the meeting be adjourned at 4:06 p.m. PDT."

CARRIED



MINUTES
CIP BOARD OF DIRECTORS 2022-2023

SEPTEMBER 30, 2022
VIDEOCONFERENCE

PRESENT:

AJ BIMM	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
MARK HOLLAND RPP, FCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
TONII LERAT, RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
ERIN O'NEILL RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order at 12:01 p.m. EDT, opening with a land acknowledgement and, in recognition of the National Day for Truth and Reconciliation, invited all attendees to reflect on and share their journey towards Truth and Reconciliation.

2.0 ADOPTION OF SEPTEMBER 30, 2022 DRAFT AGENDA

Action

Related material: September 30, 2022 Draft Agenda

Motion 2022-2023/02

Moved: Ken Melanson / Seconded: Tonii Lerat

"That the agenda for the September 30, 2022 Board of Directors meeting, including the consent agenda, be adopted as presented."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 BOARD DISCUSSION ITEMS

Action

Related material: Expression of Interest President - Dan Huang RPP, MCIP; Expression of Interest Vice-President - Jenna Schroeder RPP, MCIP; Expression of Interest Treasurer - Doug Daniels RPP, MCIP

4.1.1 Election of Officers

With no other nominees for the Officer roles, Dan Huang was acclaimed as President, Jenna Schroeder was acclaimed as Vice-President, and Doug Daniels was acclaimed as Treasurer.

Motion 2022-2023/03

Moved: Mark Holland / Seconded: Daniel Mercer

"That Dan Huang serve as CIP President for a two-year term, ending in accordance with the election process."

That Jenna Schroeder serve as CIP Vice-President for a two-year term, ending in accordance with the election process."

"That Doug Daniels serve as CIP Treasurer for a two-year term, ending in accordance with the election process."

CARRIED.

4.2.1 Election of Standing Committee Members

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

Motion 2022-2023/04

Moved: Jenna Schroeder / Seconded: Doug Daniels

"That the Governance Committee be approved as presented."

CARRIED.

Motion 2022-2023/05

Moved: Gordon Smith / Seconded: Tonii Lerat

"That the Finance Committee be approved as presented."

CARRIED.

4.2.2 Appointment to Working Groups

Motion 2022-2023/06

Moved: Doug Daniels / Seconded: AJ Bimm

"That the designated Directors serve on the Standards Committee Consultation Working Group."

CARRIED.

5.0 CONSENT AGENDA

Action

Related material: as noted below.

5.1 Draft Meeting Minutes

Recommendation: That the July 5 and July 7, 2022 draft Board of Directors meeting minutes be approved.

5.2 Resources and Status of Action Items and Record of Motions

5.3 Competency Framework Process Presentation

5.4 2023 Membership Fees

5.5 2022/2023 Board Meeting Dates

6.0 NEW BUSINESS

Action

Discussion ensued on how Directors would continue to engage members about the strategic plan (re: action item from July meeting).

The presentation provided to SPPI will be shared with Directors on Basecamp.

7.0 ADJOURNMENT

Action

The next meeting is scheduled to be in person on October 14-16, 2022, in Calgary, AB.

Motion

Moved: Tonii Lerat / Seconded: Jenna Schroeder

"That the meeting be adjourned at 12:28 p.m. EDT."

CARRIED



MINUTES
CIP BOARD OF DIRECTORS 2022-2023
OCTOBER 14-16, 2022
ALT CALGARY EAST VILLAGE & VIDEOCONFERENCE

PRESENT:

AJ BIMM (OCT 15-16, 2022)	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
MARK HOLLAND RPP, FCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
TONII LERAT, RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA (OCT 15-16, 2022 VIA ZOOM)	DIRECTOR
REN THOMAS RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
KRISTEN HARRISON MRAIC	NATIONAL DIRECTOR, POLICY AND PUBLIC AFFAIRS
CHRISTINE MCLENAN	EXECUTIVE COORDINATOR
JIHAD BITAR RPP, MCIP (OCT 14, 2022)	GUEST: CIP REPRESENTATIVE TO THE COMMONWEALTH ASSOCIATION OF PLANNERS

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order on October 14, 2022 at 3:14 p.m. MDT, and opened with a land acknowledgement.

2.0 ADOPTION OF OCTOBER 14-16, 2022 DRAFT AGENDA

Action

Related material: October 14-16, 2022 Draft Agenda

Motion 2022-2023/07

Moved: Doug Daniels / Seconded: Tonii Lerat

"That the agenda for the October 14-16, 2022, Board of Directors meeting, including the consent agenda, be adopted as presented."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 BOARD DISCUSSION ITEMS

Action

4.1 Nominations and AGM Schedule

Related material: 2023 Nominations Schedule

The open positions and the proposed nominations schedule for the 2023 AGM were reviewed and it was decided that the AGM will be held online, May 31, 2023. It was noted that May 31 is CIP's birthday.

The responsibilities of the Nominations Sub-Committee were outlined, including the process of screening candidate eligibility. The value in the Sub-Committee's outreach for recruitment was noted.

It was determined that Ken Melanson, Daniel Mercer, and Jeff Palmer would serve on the Nominations Sub-Committee for 2023. As Governance Committee Chair, Jenna Schroeder is automatically on the Nominations Sub-Committee.

Motion 2022-2023/08

Moved: Ken Melanson / Seconded: Adam Wright

"That the nominations and Annual General Meeting schedule be approved as presented."

CARRIED.

Motion 2022-2023/09

Moved: Doug Daniels / Seconded: Mark Holland

"That Ken Melanson, Daniel Mercer, and Jeff Palmer, and be appointed to the 2023 Nominations Sub-Committee."

CARRIED.

4.2. Member Engagement at National Conference

Discussion ensued on options for the CIP Board to actively engage members at the National Conference, which would have value for delegates. Options to make the conference more accessible, particularly for Indigenous planners and land managers, were also discussed.

The Board has further opportunities for member engagement by moderating sessions at Conference, to connect their interests.

It was agreed that Doug Daniels, Tonii Lerat, Ken Melanson, and Adam Wright would strike a Conference Working Group to consider how to engage with members at the national conference.

Motion 2022-2023/10

Moved: Adam Wright / Seconded: Ken Melanson

"That a Conference Working Group, composed of Doug Daniels, Tonii Lerat, Ken Melanson, and Adam Wright, be struck to look at options to engage with members at national conference."

CARRIED

4.3 Commonwealth Association of Planners Biennial Meeting

Related material: 4.3.1 CAP Biennial Conference of Delegates Proxy Appointment; 4.3.2 CAP Report to Business Meeting November 2022 (basecamp link)

Jihad Bitar RPP, MCIP, CIP's representative to the Commonwealth Association of Planners (CAP), joined the meeting at 4:05 p.m. MDT and provided an overview on the changes to the governance model and CAP Constitution, which will be

Beth will work with the conference programming team to implement an engagement session and report back to the Board.

Doug Daniels, Tonii Lerat, Ken Melanson, and Adam Wright will strike a Conference Working Group to consider how to engage with members at the national conference, including accessibility for Indigenous planners.

The Executive Committee will meet with CAP's Secretary General, Kelley Moore prior to the November 30 meeting, to discuss CIP's concerns on the new constitution.

voted on at the biennial meeting, November 30, 2022. Discussion ensued on the governance model and constitution, during which it was noted that not all of CIP's concerns, which had been submitted during earlier consultation, had been addressed.

It was agreed that CIP would support the draft constitution and would provide a formal recommendation letter to CAP to address and itemize CIP's concerns, particularly those related to the honorary titles. It was further agreed that the Executive Committee would meet with Kelley Moore RPP, FCIP, CAP's Secretary-General before the biennial meeting. Another follow up meeting will be requested with CAP for a status update on actions taken to address CIP's concerns, in advance of the November 2023 general meeting.

Jihad Bitar highlighted CAP's appreciation of CIP's support, including significant member representation on CAP working groups and networks.

Motion 2022-2023/11

Moved: Jenna Schroeder / Seconded: Adam Wright

"That Jihad Bitar RPP, MCIP, be confirmed as CIP's voting representative to the Commonwealth Association of Planners for the biennial meeting and in the CAP Executive Meetings."

Motion 2022-2023/12

Moved: Doug Daniels / Seconded: Daniel Mercer

"That CIP support the first draft as presented of the Commonwealth Association of Planners constitution at the November 30, 2022 meeting of CAP."

CARRIED.

Jihad Bitar departed the meeting at 4:46 p.m. MDT.

The meeting recessed at 4:46 p.m. MDT on Friday, October 14, 2022 and reconvened at 9:06 a.m. MDT on Saturday, October 15, 2022.

4.4 Finances

4.4.1 Financial Training

Related material: On-table presentation by Caitlin Vivian, CPA

Dan Huang reminded the Directors that the results of the Board Performance Matrix had indicated the need for more financial training.

CIP's vCFO Caitlin Vivian, CPA, provided a presentation that highlighted the role of the Board, common misconceptions, statement analysis, unallocated surplus, and budgeting and risk management. Discussions included strategic budgeting, including utilization of unrestricted and restricted funds to advance organizational priorities. The vCFO concluded the training with a review of CIP's current financial controls and recent system upgrades.

Caitlin Vivian departed the meeting at 11:45 a.m. MDT.

4.4.2 Investment Changes

A letter will be written to CAP requesting a follow up meeting in 8-10 months to get an update on actions taken to address CIP's concerns.

Related material: 4.4.2 Investment Changes

Doug Daniels reported on the proposed changes to the investments and provided background on the investments.

Based on further discussion with Todd Kennedy, Investment Manager, RBC-Dominion, changes have been recommended to expand and diversify the investment portfolio.

The Finance Committee is in support of the proposed investment changes. It was affirmed that the investments have to align with the ESG values, be cash equivalent or bonds, and meet a certain quality rating level.

Motion 2022-2023/13

Moved: Doug Daniels / Seconded: Jenna Schroeder

"That the proposed changes to CIP's investments be approved as presented."

CARRIED.

4.4.3 CIP-PSTF Bursary Funding Proposal

Related material: Proposal from the CIP Planning Students Trust Fund (CIP-PSTF) to the Canadian Institute of Planners Board of Directors 2023 Budget Request to Enhance Bursaries

Dan Huang reviewed the proposal from CIP-PSTF.

It was clarified that any change to the current member levy would be put in place in 2024, as the fees for 2023 have already been set. The Finance Committee will consider the levy adjustment as part of its 2023/2024 work plan.

It was affirmed that the SOAR Professional Services Indigenous Planning Student Bursary, the College of Fellows Inspire Award, and the Ted Fobert and Robert Tennant Planning Merit Bursary are focused on Indigenous students. The proposed bursary would specifically support Black planning students and other students of colour, which will address a significant gap identified by the planning schools.

The new bursary will be an additional award to the CIP President's Scholarship with the CIP-PSTF, and it was discussed that the terms for this scholarship could be changed if there is interest or need.

The Board discussed increasing the amount requested by the CIP-PSTF, as a gesture of support for students in the planning profession. Further discussion ensued on the CIP-PSTF's need for fundraising capacity and CIP's support for the trust fund, which aligns with the strategic plan. The need for collaboration between the CIP and the CIP-PSTF Boards was reaffirmed.

Motion 2022-2023/14

Moved: Daniel Mercer / Seconded: AJ Bimm

"That the CIP-PSTF Bursary Funding Proposal be approved as presented."

CARRIED.

Beth will consider how more resourcing can be dedicated to the CIP-PSTF for increased capacity for fundraising and promotion. This will be considered within the 2023 budget.

The Finance Committee will consider adjusting the CIP-PSTF member levy for 2024.

4.5 Risk Report

Related material: 4.5.1 Risk Report Card (Basecamp link)

An overview of CIP's Risk Report document was provided, as a key governance document for the Board of Directors in fulfilling their fiduciary responsibilities. The risk indicators used in the document will link back to the operational plan and KPIs.

The meeting recessed at 12:17 p.m. MDT and reconvened at 1:06 p.m. MDT.

4.6 Strategic Plan Presentation by Alli Marshall, Strix Insights

Related material: 4.6.1 Strategic Plan Objectives

Alli Marshall led the Directors through a series of activities intended to ensure that the Board understands the new strategic plan, Mission, Visions, and Values; supports the new organizational values; and agrees to its role and next steps.

The meeting recessed at 2:43 p.m. MDT and reconvened 2:58 p.m. MDT.

Beth provided an overview of the organizational plan, which included the staff capacity needed to support the strategic priorities. A dashboard of key KPIs will be developed in support of the strategic plan, which will be updated semi-annually for Board review. An annual update on the strategic plan will also be provided to members.

The meeting recessed at 4:41 p.m. MDT on October 15, 2022 and reconvened at 9:15 a.m. MDT on October 16, 2022.

4.7 SC Competency Standards Framework

Related material: 4.7.1 CIP Standards Committee Competency Standards Framework Process Presentation, September 23, 2022

Dan Huang provided background on the process to develop the first set of national competency standards, including a presentation to the Board on September 23, 2022.

Beth McMahon provided background on the Standards Committee (SC); CIP's role as Secretariat to the SC; the role of the Executive Policy Manager, Vicki Bryanton; the development of the annual work plan and budget; and the SC's funding process. Funding for the Executive Policy Manager role has been provided by the Professional Standards Board (PSB). The SC will be meeting in November to review the report from the consultant (HRSB) and provide a recommendation to start the formal 90-day review process to receive comments from the Signatory Parties and Observers. Following receipt of the comments, which will be considered by the SC, the 60-day ratification process will begin, which requires unanimous approval by all Signatory Parties. If not approved, the process will begin again.

Beth will draft two budget scenarios to cost out a baseline budget and one that would support an expedited implementation plan of the Strategic Plan.

Coming out of the September 23 framework process presentation to the CIP Board, there is an opportunity for the Board to identify any further questions to the SC.

In tandem to the competency framework development and approval process, the Transition Advisory Group (TAG) has been tasked with considering the challenges and opportunities in the implementation of the standards, once approved. Once the standard is approved, it will be the responsibility of the PSB to implement it. It is expected to be a multi-year process to update certification and accreditation processes, and during that time, the current competencies will remain in effect.

There have been concerns expressed about the lack of communication and availability of the report and the presentation. There is need to ensure that the competencies are achievable for someone entering in through the PLAR process to not put barriers in place.

It was agreed that the Standards Committee Consultation Working Group (Mark Holland, Jeff Palmer, Ren Thomas) would lead the formal comment process, with their recommendations coming back to the Board of Directors for the February 23, 2023, meeting.

5.0 CONSENT AGENDA

Action

Related material: as noted below.

5.1 Draft Meeting Minutes

Recommendation: That the September 30, 2022 draft Board of Directors meeting minutes be approved.

5.2 Status of Action Items and Record of Motions

5.3 CEO's Report

5.4 Q2 2022 Financial Statements

6.0 NEW BUSINESS

Action

6.1 Accessibility as a notice of motion for future budget

Adam Wright led discussion on the need for support to Indigenous planners, particularly those doing planning work that are not connected to their PTIA or CIP. Discussion ensued on opportunities related to the national conference, as well as other organizational means.

Tonii Lerat, Adam Wright, Gordon Smith, and Dan Huang agreed to discuss and explore opportunities to support early and mid-career Indigenous planners, prior to November Board meeting.

The meeting recessed at 10:35 a.m. MDT and convened in-camera at 10:45 a.m. MDT.

Dan Huang, Tonii Lerat, Gordon Smith, and Adam Wright agreed to meet to discuss and explore opportunities to support early and mid-career Indigenous planners, prior to November Board meeting.

7.0 IN-CAMERA SESSION

Action

Motion 2022-2023/15

Moved: Jenna Schroeder / Seconded: Ken Melanson

"That the CIP Board of Directors meeting convene in-camera."

CARRIED.

Motion 2022-2023/16

Moved: Ken Melanson / Seconded: Adam Wright

"That the CIP Board of Directors in-camera meeting be adjourned."

CARRIED.

8.0 ADJOURNMENT

Action

The next meeting is scheduled for November 24, 2022, via videoconference.

Motion

Moved: AJ Bimm / Seconded: Mark Holland

"That the meeting be adjourned on October 16, 2022 at 12:02 p.m. MDT."

CARRIED



MINUTES
CIP BOARD OF DIRECTORS 2022-2023

DECEMBER 12, 2022

VIDEOCONFERENCE

PRESENT:

AJ BIMM	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
MARK HOLLAND RPP, FCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
TONII LERAT RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
ERIN O'NEILL RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
KRISTEN HARRISON MRAIC	NATIONAL DIRECTOR, POLICY AND PUBLIC AFFAIRS

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order on December 12, 2022 at 12:05 p.m. ET, and opened with a land acknowledgement.

Reflecting on 2022, Dan noted a sense of the Board's excitement and optimism with the release of the new Strategic Plan and with the first in-person Conference in three years. At the Calgary Board meeting, there was a mixture of positivity and a growing sense of realism, as the Institute continues to face a number of changes and challenges. Looking ahead to 2023, there is a feeling of uncertainty with the economy, what lies ahead for our country, and our profession.

The Chair asked to begin the meeting by pausing, reflecting on a sense of gratitude to be surrounded by an amazing group of Directors and CIP staff who care deeply about making a difference for our profession.

The Chair noted he will be reaching out to all Directors before the next meeting and that his door is always virtually open.

Dan Huang will reach out to all Directors to check-in before the February Board meeting.

2.0 ADOPTION OF DECEMBER 12, 2022 DRAFT AGENDA

Action

Related material: December 12, 2022 Draft Agenda

The agenda was amended as follows: moving item 5.7 Standards Committee: Competency Standards and Framework to 4.1, moving 5.2 Status of Action Items

<p>and Record of Motions to agenda item 4.2, moving 4.2 Finances to 4.3, and moving 4.1 Annual Board Work Plan and Goals to 4.4.</p> <p><u>Motion 2022-2023/17</u> Moved: Doug Daniels / Seconded: Jenna Schroeder <i>“That the agenda for the December 12, 2022, Board of Directors meeting, including the consent agenda, be adopted as amended.”</i> 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 Standards Committee: Competency Standards and Framework</u></p> <p><i>Related material: Competency Standards and Framework</i></p> <p>The Competency Standards and Framework is out for circulation with Signatory Parties, including CIP. The entry-to-practice Standard states that all competencies and all indicators must be met to achieve the RPP designation, and that everyone has to be equally competent in every competency.</p> <p>The mapping document from the September briefing was not included in the circulation, as it was not ready. There also remain questions about who should be responsible for doing the mapping.</p> <p>The Planning Alliance Forum (PAF) meeting was held December 7, 2023 and there was a lot of support to see the Competency Standards and Framework move forward.</p> <p>Once feedback is received and considered, the document will once again go to the Signatory Parties for a 60-day approval review. The Standard requires unanimous support from all parties to pass.</p> <p>The expectation is that it will take 7-10 years for the Standards and Framework to be fully implemented. A Transition Advisory Group will continue at least for the next year to build capacity to move forward.</p> <p>CIP’s comments are due early March and the Standards Committee Working Group meeting will map out how to tackle the review of the competency documents. This will be added to the February Board meeting agenda.</p> <p><u>4.2. Status of Action Items and Record of Motions</u></p> <p>The board reviewed the action items and the following updates were provided:</p> <p>The Conference Working Group met Friday, December 9, 2023 and have some ideas and next steps. This will be shared on Basecamp for others to provide feedback.</p>	<p>Action</p> <p><i>The Standards Committee Working Group will review the Competency Standard and Framework and provide comments and recommendations to the Board, in advance of the February 23 meeting.</i></p> <p><i>Doug Daniels, Tonii Lerat, Ken Melanson, and Adam Wright will hold a Conference Working Group meeting in January to consider how to engage with members at the national conference, including</i></p>

A letter was not sent to the Commonwealth Association of Planners (CAP); however, Beth McMahon met with Kelley Moore, RPP, MCIP, Secretary-General, CAP and Eleanor Mohammed, RPP, MCIP, President of CAP, on separate occasions and put forward CIP's concerns. CAP's governance model will be further reviewed in 2023.

Dan will be setting up a meeting in January with Conference Working Group to discuss ideas to support early and mid-career Indigenous planners.

4.3 Finances

Related material: 4.2.1 2023 Budget; 4.2.2 Q3 2022 Financial Statements

Doug Daniels, Treasurer provided an update from the Finance Committee meeting on December 3, 2023. The committee reviewed Q3 financials, the draft 2023 budget, and reviewed the performance of CIP's current auditor. The committee is satisfied with the current Auditor, Hendry Warren, and will be recommending them at the next AGM.

The Q3 statements have been posted in Basecamp for review.

The draft 2023 budget and narrative were presented in an updated format, reflective of the Strategic Plan. As there is currently a surplus of unrestricted reserves, the budget will effectively draw down some funds to advance the goals of the new Strategic Plan.

Discussion ensued around the 2023 budget. There was support to further refine the budget narrative to include key messages, changing program and operational investments, and organizational priorities.

Motion 2022-2023/18

Moved: Doug Daniels / Seconded: Daniel Mercer

"That the proposed 2023 budget be approved as presented."

CARRIED

4.4 Annual Board Work Plan and Goals

Related material: CIP Board Draft 2023 Work Plan and Goals

Dan provided an overview of the 2023 Strategic Plan Implementation Detail, which had been included in the CEO Report (5.3.1 *Operational Strategic Plan Update*). He noted that if the Board is bringing forward any additional ideas, they must consider staff time and budget, as well as the impact on the implementation plan. Discussion ensued, including identifying opportunities for federal government engagement on housing and climate change, and options for streamlining policy priorities.

The CIP Board Draft 2023 Work Plan and Goals is a new tool developed by Beth to assist the Board in managing its annual requirements, as well to monitor the assigned actions and aspirations resulting from regular Board business. Due to time constraints, a review of the document will continue at the next Board meeting, pending review of the individual draft work plans of the Standing Committees and Working Groups.

accessibility for Indigenous planners.

Dan Huang will coordinate a meeting with the Conference Working Group in January (Tonii Lerat, Gordon Smith, and Adam Wright).

Beth McMahon will send the Basecamp link for the Organizational Chart.

Staff will create key messages for the 2023 budget to further explain the narrative behind the changes to the 2023 budget.

The Standing Committees and Working Groups are to review and finalize their draft annual work plans for review at the February Board meeting.

That the CIP Board 2023 Work Plan and Goals will be discussed at the February Board meeting.

<p>5.0 CONSENT AGENDA</p> <p><i>Related material: as noted below.</i></p> <p>5.1 Draft Meeting Minutes <i>Recommendation: That the October 14-16, 2022 draft Board of Directors meeting minutes be approved.</i></p> <p>5.2 CEO's Report*</p> <p>5.3 President's Report*</p> <p>5.4 Vice-President's Report*</p> <p>5.5 College of Fellows Work Plan</p> <p>5.6 Standards Committee: Competency Standards and Framework</p> <p><i>*Items provided for information only; for questions related to these items, please use the chat feature in Zoom or email before/after the meeting.</i></p>	<p>Action</p>
<p>6.0 NEW BUSINESS</p> <p>No new business was brought forward during the meeting.</p>	<p>Action</p>
<p>7.0 IN-CAMERA SESSION</p> <p><u>Motion 2022-2023/19</u> Moved: Gordon Smith / Seconded: Tonii Lerat <i>"That the CIP Board of Directors meeting convene in-camera."</i> CARRIED.</p> <p><u>Motion 2022-2023/20</u> Moved: Tonii Lerat / Seconded: Erin O'Neill <i>"That the CIP Board of Directors in-camera meeting be adjourned."</i></p>	<p>Action</p>
<p>8.0 ADJOURNMENT</p> <p>The next meeting is scheduled for February 23, 2023, via videoconference.</p> <p><u>Motion</u> Moved: Ken Melanson / Seconded: AJ Bimm <i>"That the meeting be adjourned on December 12, 2022 at 2:00 p.m. ET."</i> CARRIED</p>	<p>Action</p>



MINUTES
CIP BOARD OF DIRECTORS 2022-2023

FEBRUARY 23, 2023

VIDEOCONFERENCE

PRESENT:

AJ BIMM	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
ERIN O'NEILL RPP, MCIP	DIRECTOR
JEFF PALMER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
KRISTEN HARRISON, MRAIC	NATIONAL DIRECTOR, POLICY AND PUBLIC AFFAIRS
ANNA MURPHY-DOW	OFFICER, NATIONAL GOVERNANCE

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order on February 23, 2023 at 12:05 p.m. ET, and opened with a land acknowledgement.

2.0 ADOPTION OF FEBRUARY 23, 2023 DRAFT MEETING AGENDA

Action

Related material: February 23, 2023 Draft Agenda

Motion 2022-2023/21

Moved: Adam Wright / Seconded: Erin O'Neill

"That the agenda for the February 23, 2023, Board of Directors meeting, including the consent agenda, be adopted as presented."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

A Director indicated a potential conflict of interest with respect to agenda item 5.1. Following discussion, no conflict of interest was identified.

4.0 IN-CAMERA SESSION

Action

Motion 2022-2023/22

Moved: Jenna Schroeder / Seconded: Ren Thomas

"That the CIP Board of Directors meeting convene in-camera."

CARRIED.

Motion 2022-2023/23

Moved: Ken Melanson / Seconded: Erin O'Neill

"That the CIP Board of Directors in-camera meeting be adjourned."

CARRIED.

5.0 BOARD DISCUSSION ITEMS

Action

5.1 Competency Standards and Framework

Related material: as noted below.

5.1.1 Competency Standards and Framework – Visual Rubric

5.1.2 Competency Standards and Framework – Detailed Summary

In December 2022, the Standards Committee (SC) circulated *Section 2: Competency Standards and Framework* to the Signatory Parties for the 90-day Formal Review, with a deadline of March 6, 2023. The CIP Standards Committee Working Group reviewed the SC documents and provided a detailed report and recommendation to the Board, in advance of the meeting.

Dan provided a summary presentation with background information on the SC and the milestones in its process to develop a new Competency Standard for entry-to-practice. A thorough conversation with the Board took place and consensus was reached to support the recommendations of the Working Group.

Members of the Working Group were thanked for their efforts.

Motion 2022-2023/24

Moved: Gordon Smith / Seconded: Jenna Schroeder

"THAT CIP not support the National Competency Framework competencies or indicators as presented";

"AND THAT CIP call a Special Meeting of Signatory Parties to discuss the competencies and indicators;"

"AND THAT CIP prepare options to continue to move the competencies forward in 2023 and consult with the membership."

CARRIED.

Erin O'Neill requested it be noted in the minutes that she was opposed to the above Motion.

5.2 Licensed Professional Planners Association of Nova Scotia (LPPANS)

Related material: as noted below.

5.2.1 LPPANS_SC Letter_Final_signed.pdf

5.2.2 LPPANS - PSB Feb 2023.pdf

The legislative and regulatory environment for planning regulators is changing across Canada. As such, the Licensed Professional Planners Association of Nova Scotia (LPPANS) is making significant changes to its governance structure due to

Beth to draft a letter to the SC identifying the summary concerns identified by the Board, based on the Standards Committee Working Group recommendations, and indicate that CIP does not support the proposed Section 2: Competency Standards and Framework. Dan will review and finalize the letter.

The Standards Committee Working Group will review and revise the Detailed Summary document, which will be made available to the SC, upon request.

changing regulatory requirements, which have implications for CIP and the profession's regional and national bodies.

Beth provided additional information on developments received since the distribution of the Board Book. She will continue to monitor and update the Board, as required.

6.0 CONSENT AGENDA

Action

Related material: as noted below.

6.1 Draft Meeting Minutes

Recommendation: That the December 12, 2022 draft Board of Directors meeting minutes be approved.

6.2 Status of Action Items and Record of Motions

6.3 CEO's Report*

6.4 President's Report*

6.5 Travel Expenses Policy

6.6 Professional Standards Board (PSB) Nomination

6.7 Nomination Forms (electronic-voting)

**Items provided for information only; for questions related to these items, please use the chat feature in Zoom or email before/after the meeting.*

7.0 NEW BUSINESS

7.1 Fellows Representation on the Board

Motion 2022-2023/25

Moved: Erin O'Neill / Seconded: Ken Melanson

"That the CIP Nominations Sub-Committee work with the College of Fellows to have a representative from the College join the CIP Board of Directors until the CIP AGM on May 31, 2023."

CARRIED.

7.2 Governance Committee

The Board discussed their fiduciary requirement of confidentiality and the rules of engagement. Additional clarification on this issue was identified as a priority, to ensure that Directors are aware of their responsibilities.

8.0 ADJOURNMENT

The next meeting is scheduled for April 20, 2023, via videoconference.

Motion

Moved: Gordon Smith / Seconded: Jenna Schroeder

"That the meeting be adjourned on February 23, 2023 at 2:21 p.m. ET."

CARRIED

The CIP Nominations Sub-Committee will contact the co-chairs of the College of Fellows.

The Governance Committee will review the disciplinary process at their next meeting.

The Governance Committee will discuss Board confidentiality and rules of engagement at their upcoming meeting and bring suggestions back to the Board for consideration at the next meeting.

Action



FINAL MINUTES
CIP BOARD OF DIRECTORS 2022-2023

APRIL 20, 2023
VIDEOCONFERENCE

PRESENT:

AJ BIMM	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
ERIN O'NEILL RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
REN THOMAS PHD, RPP, MCIP	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
KRISTEN HARRISON, MRAIC	NATIONAL DIRECTOR, POLICY AND PUBLIC AFFAIRS
ANNA MURPHY-DOW	OFFICER, NATIONAL GOVERNANCE

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the meeting to order on April 20, 2023 at 12:06 p.m. EDT, and opened with a land acknowledgement. Dan thanked outgoing Board members Tonii Lerat RPP, MCIP, Erin O'Neill RPP, MCIP, Jeff Palmer RPP, MCIP, and Ren Thomas Ph.D., RPP, MCIP. He noted that Tonii has been on the Board since 2020 and Jeff since 2017. Dan also acknowledged Erin and Ren and wished them best wishes in the upcoming Board elections.

Dan reminded Board members to care for themselves, their loved ones, those around the Board table and others throughout the community. He mentioned there is a lot of challenges facing people personally, physically, and mentally. He also reminded the Board that he, the staff, and Executive are available for support.

2.0 ADOPTION OF APRIL 20, 2023 DRAFT MEETING AGENDA

Action

Related material: April 20, 2023 Draft Agenda

A request was made to add the Inclusion Fund to the agenda.

Motion 2022-2023/26

Moved: Erin O'Neill / Seconded: Doug Daniels

"That the agenda for the April 20, 2023, Board of Directors meeting, including the consent agenda, be adopted as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST No conflicts were declared.	Action
4.0 IN-CAMERA SESSION <u>Motion 2022-2023/27</u> Moved: Jenna Schroeder / Seconded: AJ Bimm <i>"That the CIP Board of Directors meeting convene in-camera."</i> CARRIED. <u>Motion 2022-2023/28</u> Moved: AJ Bimm / Seconded: Adam Wright <i>"That the CIP Board of Directors in-camera meeting be adjourned."</i> CARRIED.	Action
5.0 BOARD DISCUSSION ITEMS <u>5.1 Standards Committee and Competencies Update</u> 5.1.1 Standards Committee Working Group Update <i>Related material: 5.1.1 Competency Standards and Framework – Visual Rubric; 5.1.2 Competency Standards and Framework – Detailed Summary; 5.1.2.1 SC Letter to Signatory Parties 2023-04-04</i> Dan updated members and advised that the Signatory Parties to the Standards Committee (SC) will be reviewing its governance and decision-making model. There have been three initiatives that have unsuccessfully attempted to move through the SC process: The Definition of Planning; Section 3: Ethics; and most recently, the Competency Standards Framework. Since the last Board meeting, there is a reduced urgency to have the Competency Standards approved. The Signatory Parties met virtually on April 17 to discuss holding an in-person, facilitated meeting at the upcoming CIP/API conference in order to explore options for the SC's governance model. The goal is to become more agile for the benefit of the profession. At the last Board meeting, it was agreed that the CIP's Standards Committee Working Group would finalize their review of the Competency Standards Framework – Visual Rubric and the Competency Standards Framework – Detailed Summary. The updated versions of these documents were provided in the Board package. The Standards Committee Working Group (AJ Bimm, Jeff Palmer, and Ren Thomas) and Kristen Harrison, National Director of Policy and Public Affairs, were thanked for doing a great job updating the documents. <u>Motion 2022-2023/29</u> Moved: Ren Thomas / Seconded: Adam Wright <i>"THAT the Visual Rubric and Detailed Summary be approved as presented."</i> CARRIED. 5.1.2 Licensed Professional Planners Association of Nova Scotia (LPPANS)	Action

Related material: 5.1.2.1 SC Letter to Signatory Parties 2023-04-04 - LPPANS Request; 5.1.2.2 LPPANS - PSB Feb 2023.pdf

Given the governance changes throughout Canada and with Nova Scotia's new legislation including the *Fair Registration Practices Act* (FRPA), LPPANS has requested to become a full Signatory member of the Standards Committee (SC) and the Professional Standards Board (PSB).

Discussion ensued about LPPANS regulatory status. As part of the discussion it was also suggested that the CIP Board should review its composition to ensure continued effective governance in the long term. If potential changes are recommended, this would require the CIP Bylaws to be updated and a vote of the membership.

Motion 2022-2023/30

Moved: Ken Melanson / Seconded: Gordon Smith

"THAT CIP support the Standards Committee recommendation to add LPPANS as a voting Signatory Party member."

AND

"THAT CIP support the LPPANS membership request to become a member of the Professional Standards Board."

CARRIED.

5.1.3 Special Meeting of Signatory Parties

The Signatory Parties (Signatories) held a special virtual meeting on April 17, 2023 to discuss the Standards Committee (SC), at which they decided to move forward with a facilitated process. The contracted facilitator will look at other organizations to see how they make decisions, balance regulatory processes across the provinces, and how they ensure inter-provincial mobility.

A pre-meeting with the Signatories and the facilitator will take place in early June, ahead of the in-person meeting at conference, and then a follow up meeting will be held in the fall to confirm the potential path forward.

5.2.1 Fiduciary Responsibilities

Related material: "Fiduciary Responsibilities of a Board of Directors" video; Non-profit Board Confidentiality Policy; 20 Questions Directors of Not-for-Profit Organizations; Should Ask About Director's Duties (Chartered Professional Accountants of Canada, 2021)

The video *"Fiduciary Responsibilities of a Board of Directors"* was provided to the Board for review. As a follow up, governance training will be provided at the Board meeting in Halifax, beginning at 9:00 am AT on June 26, 2023.

5.2.2 Annual General Meeting & Guest Presentation

Related material: 5.2.2.1 AGM Draft Agenda 2023-05-31; 5.2.2.2 APA 2022 Trend Report for Planners.pdf

Governance Committee to review the composition of the Board of Directors.

Beth to ensure a process in which Board members can suggest topics and raise questions with the governance facilitator in advance of the training.

The Annual General Meeting (AGM) is a virtual business meeting May 31st and will be on the GetQuorum platform. Petra Hurtado, PhD, Director of Research and Foresight at the American Planning Association (APA), will open the meeting at 1:00 pm – 1:15 pm ET with a short presentation on the APA 2022 Trend Report for Planners. Dan and Beth had the opportunity to hear Dr. Hurtado at the APA Conference, and her presentation covered the following: future of planners, are planners going to be relevant, what does the virtual space look like, and the discourse with social media.

5.2.2.2 Electoral Policy Review

Related material: 5.2.2.2.1 Electoral Policy Review - Options for Resolving a Tie

The Nominations Sub-Committee identified a need to clarify what is required in the event of a tie when voting for Board members. The Sub-Committee identified four options for the Board to consider and are recommending ranked ballot voting. Jenna Schroeder noted that this is a preventative measure and that the Sub-Committee felt that ranked ballot voting would cause the least disruption to members in the event of a tie.

Motion 2022-2023/31

Moved: Jenna Schroeder / Seconded: Daniel Mercer

“THAT CIP implement Ranked Ballot Voting to determine the slate of Directors that proceeds to the Annual General Meeting, as recommended.”

CARRIED.

5.2.2.3 Board Vacancy

The Nominations Sub-Committee did not receive any nominations for the Fellows position; however, one Fellow was nominated for the Director At Large position. From a Bylaw perspective, the Board has three options: leave the seat vacant; appoint a person for a two-year term; or call a by-election.

Jenna noted that the Nominations Sub-Committee discussed the various options and the path forward. It is their recommendation that the Board wait and see the outcomes of the election and reassess after the AGM.

5.2.3.1 2022 Audited Financial Statements

Related material: 5.2.3.1 2022 Pre-Engagement Audit Letters; 5.2.3.2 2022 Statement of Findings (forthcoming); 5.2.3.3 2022 Draft Financial Statements (forthcoming)

Doug Daniels, Treasurer, provided a review and update of the 2022 Financial Statements in the Board package and noted this is standard business to review the Audited Financial Statements at the AGM. He noted the main differences between 2021 and 2022, and, that the surplus will go into reserves. In addition, the Finance Committee is recommending that Hendry Warren LLP be recommended to the general membership as the 2023 auditor.

Motion 2022-2023/32

Moved: Doug Daniels / Seconded: Jenna Schroeder

The Nominations Sub-Committee revisit the Fellow Board seat vacancy after the AGM.

Jenna will review the Canada Not-for-Profit Corporations Act to see if there are any restrictions to the Act on Director qualifications.

Beth to follow up with the co-chairs of the Fellows and confirm if CIP Directors are welcome/invited to attend their annual business meeting.

"THAT the 2022 audited financial statements be approved, as presented."

AND

"THAT Hendry Warren LLP be recommended to the general membership as the 2023 auditor."

CARRIED.

The Chair noted that there was a new forecast and narrative for the 2023 budget circulated to the Board. As there are no substantial changes to the 2023 Budget, no vote is required. Dan thanked the Finance Committee and Beth and her team for pulling together the additional summary and narrative. The Board was encouraged to reach out to Doug on Basecamp if there are questions.

5.2.3.3 Travel Policy - Conference

Dan noted there were additional comments on Basecamp around the Travel Policy for the upcoming conference.

The Executive discussed the Travel Policy in advance of the Board meeting, and affirmed that CIP should support all Board Directors to participate and engage with members at the conference, recognizing there will be financial implications for each Director. The Executive drafted updated Travel Policy terms for facilitating Director participation and expectations at the conference, which was included in the agenda package. The policy has been written to make it flexible for Directors, as some may not be able to attend in person.

Discussion ensued and some members felt that Directors should be expected to register and attend the whole conference. It was suggested that next year's nomination forms should be explicit that Directors are expected to attend conference, barring any unforeseen circumstances. However, it was also noted that some individuals, e.g. those who work for a non-profit or small municipality, cannot afford to attend conference and be away for an entire week. The Board needs to be conscious of the fact that not everyone has the means to attend the conference, both financially and timewise.

Motion 2022-2023/33

Moved: Doug Daniels / Seconded: Ken Melanson

"THAT the revised national conference travel support for Directors be approved."

CARRIED.

Motion 2022-2023/34

Moved: Ken Melanson / Seconded: Erin O'Neill

"That the Nominations Sub-Committee be directed to review, prior to next year's nomination process, the director requirement qualifications and clarify expectations for Board members."

AND

"THAT the Finance Committee update the Travel Policy in accordance with any changes to the nomination process prior to Q4."

CARRIED.

The GPPM will be updated with the new National Conference Travel Expense Policy.

The Nominations Sub-Committee will review the requirement for Directors to attend and participate in the national conference, in Q3 2023, in advance of the 2024 Call for Nominations.

The Finance Committee will propose amendments to the National Conference Travel Expense Policy, pending the Nominations Sub-Committee's review of Director requirements.

The Finance Committee will consider the financial requirements of the National Conference Travel Expense Policy for the 2024 budget.

Erin O'Neill left the meeting at 2:28 p.m.

Jenna Schroeder left the meeting at 2:30 p.m.

5.2.4 2023/2024 Meeting Schedule

Proposed meeting dates for the 2023/2024 were provided to the Board.

Discussion ensued and it was noted that the third week in February is reading week for universities. Members requested to bring this back to the Board at the June meeting, once new Board Members are elected.

Motion 2022-2023/35

Moved: Doug Daniels / Seconded: Adam Wright

"THAT the 2023/2024 meeting schedule be tabled until the June Board meeting."

CARRIED.

6.0 CONSENT AGENDA

Action

Related material: as noted below.

6.1 Draft Meeting Minutes

Recommendation: That the February 23, 2023 draft Board of Directors meeting minutes be approved.

6.2 Status of Action Items and Record of Motions

6.3 CEO's Report*

6.3.1 CEO's Report– April 2023*

6.4 Executive Reports

6.4.1 President's Report – April 2023

6.4.2 Vice-President's Report – April 2023

6.5 CIP Honours and Awards Nominations (electronic voting)

**Items provided for information only; for questions related to these items, please use the chat feature in Zoom or email before/after the meeting.*

7.0 NEW BUSINESS

Action

No new business.

8.0 ADJOURNMENT

Action

The next meeting is scheduled for June 26, 2023, in Halifax, NS.

Motion

Moved: Ken Melanson / Seconded: Doug Daniels

"That the meeting be adjourned on April 20, 2023 at 2:35 p.m. ET."

CARRIED