



Minutes
CIP Board of Directors Meeting

November 28, 2024
Videoconference

Present:

Janice Barry PhD, RPP, MCIP	Director
Beate Bowron RPP, FCIP	Director
Lesley Cabott RPP, FCIP	Director
Jason Ferrigan RPP, MCIP	Director
Laura Hartney RPP, MCIP	Director
Dan Huang RPP, MCIP	Director
Raymond Kan RPP, MCIP	Director
Olimpia Pantelimon urbaniste, RPP, MCIP	Director
Robert Priebe RPP, MCIP	Director
Jenna Schroeder RPP, MCIP	Director
Gordon Smith LPP, MCIP, FCSLA	Director
Karen Meades	Interim CEO
Valérie Broadfoot	Director, Governance and Operations
Kristen Harrison	National Director, Policy and Public Affairs
Marisa Lingard	Director, Member Services

Regrets:

Paul Bell RPP, MCIP	Director
Eliza Hydesmith	Director

1.0 Welcome and Call to Order

Action

Lesley Cabott welcomed everyone to the meeting and roundtable introductions and land acknowledgements were made. Lesley confirmed quorum had been achieved and called the meeting to order.

2.0 Adoption of Draft Meeting Agenda

Action

Related material: November 28, 2024 Draft Meeting Agenda

Lesley noted that the approval of the meeting agenda includes the approval of all items in the consent agenda.

Gordon Smith requested to add a discussion regarding LPPANS as an agenda item if time allowed – it was agreed to add this as an item at the end of the agenda.

Motion 2024-2025/52

Moved: Beate Bowron / Seconded: Janice Barry

<p><i>“That the agenda for the November 28, 2024 Board of Directors meeting be adopted as amended.”</i></p> <p>CARRIED.</p>	
<p>3.0 Declaration of Conflict of Interest</p>	<p>Action</p>
<p>No conflicts were declared.</p>	
<p>4.0 Finance</p>	<p>Action</p>
<p>4.1 Q3 Financial Statements <i>Related materials: Q3 2024 Budget vs. Actual; Q3 2024 Narrative; Q3 2024 Balance Sheet</i></p> <p>Gordon Smith presented the Q3 2024 report, noting comparisons with the financial forecast from June.</p> <p><u>Motion 2024-2025/53</u> Moved: Gordon Smith / Seconded: Robert Priebe <i>“That the 2024 Q3 financial statements be approved as presented.”</i> CARRIED.</p> <p>4.2 2025 Draft Budget <i>Related materials: 2025 Draft Budget; 2025 Draft Budget Narrative; Reserves Schedule</i></p> <p>Gordon presented the 2025 draft budget and the projected reserves schedule. Several questions were asked and responded to by staff and Board members. The importance of further exploring the planned deficit (one-off expenses vs structural deficit) was noted, as well as how planned deficits are presented to members.</p> <p><u>Motion 2024-2025/54</u> Moved: Gordon Smith / Seconded: Dan Huang <i>“That the proposed 2025 budget be approved as presented.”</i> CARRIED.</p>	<p><i>Finance Committee to identify portions of planned deficit which are structural and one-off.</i></p>
<p>5.0 Reconciliation Action Plan - Indigenous Advisory Committee Terms of Reference</p>	<p>Action</p>
<p><i>Related materials: CIP Indigenous Advisory Committee Terms of Reference</i></p> <p>Kristen Harrison provided background on the creation of the Indigenous Advisory Committee, as part of the development of CIP’s Reconciliation Action Plan. The committee’s terms of reference were presented to the Board for approval, with the intention to open the call for committee members the following week and to confirm the committee members in January.</p>	

Following discussions, it was agreed that three amendments to the terms of reference will be provided to Indigenous Community and Engagement.

Motion 2024-2025/55

Moved: Janice Barry / Seconded: Raymond Kan

“That the Terms of Reference for CIP’s Indigenous Advisory Committee (IAC), as developed by CIP’s consultant, Indigenous and Community Engagement, be approved as amended by the Board of Directors to allow for the creation of the IAC in support of the development of the Institute’s Reconciliation Action Plan.”

CARRIED.

Staff to provide Indigenous Community and Engagement with the amended terms of reference.

6.0 Accessibility & Strategic Plan Update

Action

Related materials: 2024 EDI Insight Report

Kristen provided background on the identification of accessibility as an area for improvement during the recent EDI Insight Survey. It was therefore recommended to the Board to add accessibility to CIP’s strategic priority of More Equitable Planning, Together and to update the action issue of Equity, Diversity, and Inclusion to Equity, Diversity, Inclusion, and Accessibility.

Motion 2024-2025/56

Moved: Robert Priebe / Seconded: Jason Ferrigan

“That Accessibility (referring to both people with disabilities and neurodiversity) be added to CIP’s 2022-2027 Strategic Plan–1,835 Days of Impact–under the strategic priority of ‘More Equitable Planning, Together’ and action issues ‘Equity, Diversity, Inclusion’ (EDI), becoming EDIA.”

CARRIED.

Staff to amend CIP’s Strategic Plan and related materials by including accessibility as part of the EDI action issue.

7.0 Director-at-Large

Action

Laura Hartney reviewed the Nominations Subcommittee’s initiative to create an opportunity aimed at enhancing Equity, Diversity, and Inclusion on the Board. It was confirmed that as part of their work, the subcommittee met with CIP’s EDI consultant, Inclusivity, to determine the best approach to take.

There was discussion confirming that, as per the results of the EDI Insight Survey, there is a need to make an intentional and thoughtful effort to improve diversity and inclusion at the Board level.

Motion 2024-2025/57

Moved: Laura Hartney / Seconded: Janice Barry

“That the Director-at-large position in the 2025 nomination cycle be designated for an individual who has significant skills, expertise, and lived experience in:

- 1. Equity, Diversity and Inclusion, or*
- 2. Reconciliation;*
- and is knowledgeable about their application to planning.”*

CARRIED.

The Nominations Subcommittee and staff were asked to ensure that communications around this call for nominations clearly reflect the Board's intention for this recruitment and will also include accessibility.

Nominations Subcommittee to work with staff to ensure clear communications to support the call for nominations for the 2025/2027 Director-at-large position.

8.0 Officer Governance Model and Bylaw Amendments

Related materials: Draft CIP Bylaw Amendments

Laura provided an overview of the work and decisions made to date for advancing leadership continuity and succession planning by amending CIP's Officer model.

Laura reviewed the draft bylaw amendments which were prepared for the Board's review, as well as the next steps.

It was noted that the Executive Committee had decided to seek a legal and governance review of the proposed amended model to identify any risks.

Following discussions, it was agreed to move forward with the proposed amendments, pending the results of the planned legal/governance review. It was noted that if any substantive changes to the model are made during the February Board meeting, an additional Board meeting will be required before the May meeting to discuss those changes.

Action

A legal and governance review of the proposed officer model will be conducted.

The Governance Committee will move forward with the proposed model for the next Board meeting.

9.0 2025 Board Work Plan

Related materials: CIP 2025 DRAFT Board Work Plan and Goals

Lesley noted that an extra in-person meeting is now planned in May, which will be focused on the Strategic Plan and the new CEO.

Action

10.0 CEO Search Update

It was confirmed that all staff and most Board members have been interviewed by Boyden, the search firm selected for the CEO search.

Dan Huang provided an update on the work of the search firm to date and stated that the Transition and Search Committee will be meeting with them the week of January 13, 2025, with videoconference interviews with candidates planned for the following week. It is then expected that the committee will hold final in-person interviews with selected candidates in Ottawa on February 6, 2025.

Action

11.0 2025/2026 Board Meeting Dates

Action

Lesley reviewed plans for the upcoming February Board meeting in Ottawa, which will include a visit to CIP's office to meet staff. There was also discussion regarding possibly changing the date of the July Board meeting, however, due to a full schedule of meetings during the week of the conference, it was noted that this was not possible.

Motion 2024-2025/58

Moved: Jason Ferrigan / Seconded: Olimpia Pantelimon

"That the proposed 2025/2026 Board meeting dates be approved."

CARRIED.

12.0 February Meeting Agenda

Action

Lesley invited anyone who wished to add to the agenda to contact her or Karen Meades.

13.0 New Business

Action

There was discussion regarding the messaging from LPPANS that they would be considering no longer making CIP membership a requirement for their members and instead moving to an opt-in model, such as is currently in place in Ontario and Alberta.

Lesley expressed the importance of conveying to members the value of CIP membership and the work it is doing on their behalf.

Marisa Lingard noted that this has been a long-term issue with LPPANS, which has recently separated from the Atlantic Planners Institute and is now also looking at having their own entity built in CIP's database, to manage their own finances (their membership fees are still processed in API's entity). CIP staff have conveyed to LPPANS the implications of their members no longer receiving CIP's services, including the Professional Liability Insurance program, and will continue to monitor the situation.

Staff will update the Board on developments regarding LPPANS in relation to CIP membership.

14.0 Adjournment

Action

The next meeting of the Board of Directors will be held in Ottawa from February 7 to 9, 2025.

Motion

Moved: Gordon Smith / Seconded: Olimpia Pantelimon

"That the meeting be adjourned at 2:04 pm ET on November 28, 2024."

CARRIED.