



Terms of Reference

National Policy Working Groups

- Climate Mitigation & Adaptation
- Housing & Health Communities
- Economic Growth & Resiliency
- Reconciliation & Indigenous Planning

AUTHORITY

Working Groups

The National Policy Working Groups are responsible for advancing the Canadian Institute of Planners' (CIP) policy agenda by developing evidence-based positions and recommendations on priority issues. These groups report directly to the Chief Executive Officer (CEO).

The following thematic groups operate under the umbrella of the National Policy Working Groups and contribute to advancing CIP's national policy agenda:

- Climate Mitigation and Adaptation
- Housing and Healthy Communities
- Economic Growth and Resiliency
- Reconciliation and Indigenous Planning

MANDATE

The National Policy Working Groups will provide input, expertise, and advice on planning matters related to their designated area of expertise.

Pursuant to the vision, mission, and strategic plan of CIP, the working groups will be responsible for the following:

Provide input and expertise to CIP's policy and advocacy efforts, thereby strengthening the Institute's voice and ability to engage public audiences, including but not limited to elected officials and the public service, and building awareness of the importance of the planning profession. This includes providing advice and support towards:

The working groups are responsible for the following:

- Develop national policy positions for the working group's area of expertise
- Articulate clear recommendations and requests that will advance these positions
- Identify case studies in support of these policy positions
- Inform CIP's engagement with public audiences, including but not limited to elected officials, the public service, and the media.



CHAIR

Each working group will have one Chair or two Co-Chairs, who will be appointed by CIP's CEO. Chairs are responsible for the following:

- Work with the CIP staff liaison in setting agendas, priorities, and timelines
- Facilitating meetings to ensure productive, inclusive, and respectful discussion
- Liaising with the CEO to report on progress
- Encouraging active participation from all members and coordinating contributions

Ensuring deliverables (e.g., policy position papers) are completed on schedule

MEMBERSHIP

Up to 10 members per working group representing the diversity of CIP's membership.

STAFF LIAISONS

Each working group will have a CIP staff liaison assigned. Staff liaisons are expected to provide day-to-day administrative support, including meeting scheduling and coordination, document preparation, guidance on processes, and best practices.

TERMS

Unless otherwise specified, the terms of the working groups shall be until the end of July 2025.

MEETINGS

A meeting can mean an email where specific decisions are agreed upon, a teleconference, or an in-person meeting (where budgets allow). Additional meetings may be scheduled as required.

Working group members are expected to attend 2-4 virtual meetings (90-120 minutes) during the month of June 2025.

Each meeting shall have an agenda, prepared by the Chair, and distributed three days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

A record of actions and key decisions will be recorded by staff liaisons. This information will be maintained in the working group's Basecamp folder.

QUORUM

Attendance by 60% of the working group's membership shall constitute a quorum for the transaction of business at all meetings of the working group. Staff liaisons do not count toward the quorum.

LEVEL OF COMMITMENT

Each committee member is required to:

- Prepare for and attend meetings
- Advise the Chair if they are unable to attend
- Report to the Chair
- Follow up on assigned items within deadlines
- Use the CIP intranet (Basecamp) to collaborate on working group-related initiatives

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REPORTING

Chairs or Co-Chairs shall provide regular status reports (verbal or written) to the CEO at a mutually agreed-upon schedule until their mandate is fulfilled.

Established: May 2025

Last Revised: May 13, 2025