



Minutes

2024 Annual General Meeting (AGM)

May 30, 2024
Videoconference

1. Welcome

CIP President Dan Huang RPP, MCIP welcomed everyone to CIP's 2024 Annual General Meeting (AGM). He honoured and recognized that CIP's office is located on the unceded territory of the Anishinaabe Algonquin Nation and welcomed attendees to pay respect and gratitude for the ancestral lands, wherever they were located, across Canada and beyond. Dan also noted that CIP was pleased to offer translation of the AGM into French.

Dan introduced CIP's Treasurer, Doug Daniels RPP, MCIP, and CIP's CEO, Beth McMahon, and special guest and keynote speaker Jay Pitter, who would be speaking about her preliminary findings on the recent Being Black in Public survey following the AGM. That address would be presented in English only due to the sensitive nature of the information. Dan also recognized that most of the members of the current Board of Directors were also in attendance.

Dan urged those who had not yet done so to complete CIP's Equity, Diversity and Inclusion Insight Survey which was closing the following day. He noted that CIP would be celebrating its 105th anniversary on May 31 and recognized long-time AGM attendees.

2. Call to Order

With quorum confirmed, the 2024 AGM was called to order, and Dan provided housekeeping notes, mentioning that there were over 119 voting and non-voting members in attendance online.

3. AGM Business

The first order of business was to approve the agenda and the 2023 AGM Meeting Minutes.

a. Adoption of 2024 AGM Agenda

Motion

Moved: Rasika Acharya RPP, MCIP / Seconded: Bassel Sleem

"That the agenda for the 2024 Canadian Institute of Planners Annual General Meeting be adopted as circulated."

CARRIED

b. Adoption of 2023 AGM Minutes

Motion

Moved: Eleanor Mohammed RPP, MCIP / Seconded: Michael Doyle RPP, MCIP

"That the minutes from the 2023 Canadian Institute of Planners Annual General Meeting be adopted as circulated."

CARRIED

4. President's Report

Dan acknowledged that he was providing his President's Report from Victoria, British Columbia, located on the traditional territories of the Lekwungen people, represented today by the Esquimalt and Songhees Nation. He honoured all First Nation, Inuit and Métis people across Turtle Island and their stewardship of the lands and waters throughout the many communities across Canada in which we are privileged to work, live and play.

Dan stated that it has been an honour serving as CIP's President for the past four years, along with a dedicated Board of Directors, and that he would work closely with the Board for a seamless transition to the new President and executive in Fall 2024, before the completion of his elected term in Spring 2025.

Throughout the past year and the first part of 2024, the planning profession and the communities it serves continue to face several headwinds and challenges, including climate change, housing supply and affordability, the shortage of planners, and growing social divisions and inequality. Dan stated that while some days it may feel that the profession is not respected and is losing ground, he believes that the planner's role in community building and seeking collaboration amongst diverse voices is more important than ever. CIP is committed to providing support for all its members, both in professional training opportunities and care for physical and mental wellness.

CIP has now surpassed 9,000 members and continues to grow while maintaining a solid financial footing. There is strong participation in CIP conferences and webinars, scholarship and bursary opportunities, and other programs and initiatives. This includes a very successful 2023 CIP/API conference in Halifax and he thanked all conference organizers, speakers, and volunteers for their contributions. Dan thanked CIP's many other dedicated volunteers in their support of the planning ecosystem across the country, as well as with our international partners.

Progress continues to be made on the strategic plan and pathway towards 1,835 days of impact based on three key priority areas: integrated action on complex issues, more equitable planning together, and career support for life. In fall 2023, CIP launched The Path – Your Journey Through Indigenous Canada, an online Indigenous cultural awareness course developed by NVision, to assist CIP and its members along our journey towards reconciliation within the planning profession. All members of the Board of Directors, committees, and staff have or are working towards completing the training, and all members are encouraged to take the course as well, noting that 100 free enrollments were recently offered to members.

During the spring of 2024, CIP ramped up its efforts and advocacy on housing, which is one of the most significant multi-jurisdictional challenges facing our country and around the globe. CIP is collaborating closely with the Canada Mortgage and Housing Corporation and the Federal Ministry of Housing on a number of their initiatives, including the Housing Accelerator Fund, pre-approved housing designs, and other housing best practices. CIP also meets regularly with planning directors across Canada to discuss their challenges and successes in the housing space, as well as other current planning topics and trends, such as artificial intelligence.

Housing continued to be a strong theme during the recent American Planning Association (APA) 2024 National Planning Conference in Minneapolis, which Dan attended along with CIP's CEO and CIP's National Director of Policy and Public Affairs. Dan took part in an international panel on the global challenges of planning for housing, represented by the respective Presidents from

around the world. A meeting was also attended with members of APA's International Division and other leaders from the Global Planners Network, whom CIP continues to collaborate with on various initiatives, including World Town Planning Day and UN Habitat.

Throughout 2023 and 2024, there has been continued collaboration the Provincial and Territorial Institutes and Associations (PTIAs) and the Professional Standards Board (PSB). Following a pause in efforts to update the profession's competency standards, the PTIAs and CIP worked with the PSB and a consultant to develop a new framework, whereby the Standards Committee would be relocated within the PSB rather than as a stand-alone entity. Ideally, this will provide a more seamless integration of standard setting, member certification, and university accreditation, with all three components organized under one governance structure. In addition, the PTIAs and CIP are committed to reviewing the current Prior Learning and Assessment and Recognition (PLAR) process, as well as the reciprocal agreement process to assist in addressing the shortage of planners and improve labour mobility.

Dan thanked CIP staff, led by CEO Beth McMahon, for all of their hard work in order to keep CIP's many programs and initiatives moving forward. He thanked his colleagues on the Board during this past year, including those Directors whose current terms are expiring or who are no longer on the Board: AJ Bimm, Doug Daniels, Ken Melanson, Daniel Mercer, and Adam Wright. Dan then thanked his fellow CIP members for their service to the planning profession and for working to help their communities become the best that they can be.

Dan then introduced CIP Treasurer Doug Daniels to present the next agenda item.

5. Treasurer's Report

a. Presentation of the Audited 2023 Financial Statements

CIP Treasurer, Doug Daniels RRP, MCIP, noted the 2023 Financial Statements had been included in the meeting package.

2023's revenues were \$2,730,937 with expenses of \$2,715,653, including a gain on investments of \$40,429, for a net revenue of \$55,713 for 2023. This puts CIP with net assets of over \$3M at the end of 2023.

2023's expenses reflect increased costs related reflect an increased cost related to CIP's investments in initiatives to support its priority issues, including reconciliation and equity, diversity and inclusion, as well as supporting new career support programs and additional support for students and early career members. CIP also continues to invest in software shared by CIP and the PTIAs, and increased staffing to support the delivery of all these programs and services, as well as to support CIP's growing membership.

Doug noted that on the revenue side, CIP continues to see an increase in the number of members with an 11% increase over 2022. As per CIP policy, membership fees for Full, Candidate, and Pre-Candidate members increased to reflect the Consumer Price Index, which was 3.7%.

For 2024, the Board of Directors has approved a strategic budget to advance CIP's priorities. Two major factors forming the basis of the 2024 budget were: drawing-down CIP's growing surplus of unallocated reserves to ensure sound fiscal management and reinvest in CIP's activities; and secondly, allocating funding for new Strategic Plan-related investments, including the development of a new Reconciliation Action Plan.

Doug then welcomed questions and there being none, the following motion was put forward:

b. Appointment of Auditors for 2024

Motion

Moved: Sean Norman RPP, MCIP / Seconded: Mac Hickley RPP, MCIP

"That the firm Hendry Warren LLP, Chartered Professional Accountants be appointed as auditors for the 2024 fiscal year."

CARRIED

Dan recognized that this was Doug's final Treasurer's Report, as he is concluding his second term on the Board. Having been Treasurer for four years, Doug has served CIP and its members with great integrity and has helped to steward CIP into a stronger financial position.

6. Board of Directors 2024/2025

Five positions were open for the 2024/2025 Board of Directors. An online vote was held between April 26 and May 16, 2024 to determine CIP members' preferred candidates for the final slate. Additionally, last September, following a call for nominations with all eligible Fellows, the Board of Directors welcomed Beata Bowron to the Board for the remainder of that position's term. That position will also be ratified for the one year remaining of her term. Dan thanked all nominees for their interest in CIP and also thanked all of the members who voted.

a. Presentation of Slate

| | |
|---------------------|---|
| Region 2: AB/NT/NU: | Robert (Bob) Priebe PhD, RPP, MCIP |
| Region 5: ON: | Jason Ferrigan RPP, MCIP |
| Region 6: QC: | Olimpia Pantelimon urbaniste, RPP, MCIP |
| Director-at-large: | Raymond Kan RPP, MCIP |
| Student: | Eliza Hydesmith |

b. Election of New Directors

Motion

Moved: Eleanor Mohammed RPP, MCIP / Seconded: David Hales RPP, MCIP

"That the slate of the new CIP Directors be ratified as presented."

CARRIED

c. Introduction of the Full Board of Directors

Dan affirmed that CIP's Board positions are categorized by region or type of member and noted that these individuals are not representatives for those regions and categories, but rather Directors who must consider the interests of all members.

The members of the 2024/2025 Board of Directors were introduced:

| | |
|--------------------------------|---|
| Director – Region 1: BC/YK: | Dan Huang RPP, MCIP |
| Director – Region 2: AB/NT/NU: | Robert (Bob) Priebe PhD, RPP, MCIP |
| Director – Region 3: SK: | Laura Hartney RPP, MCIP |
| Director – Region 4: MB: | Paul Bell RPP, MCIP |
| Director – Region 5: ON: | Jason Ferrigan RPP, MCIP |
| Director – Region 6: QC: | Olimpia Pantelimon urbaniste, RPP, MCIP |
| Director – Region 7: ATL: | Gordon Smith LPP, MCIP |

| | |
|----------------------|--------------------------------|
| Director – Fellow: | Beate Bowron RPP, FCIP |
| Director – Academic: | Janice Barry PhD, RPP, MCIP |
| Director – Student: | Eliza Hydesmith |
| Director-at-large: | Lesley Cabott RPP, FCIP, ICD D |
| Director-at-large: | Raymond Kan RPP, MCIP |
| Director-at-large: | Jenna Schroeder RPP, MCIP |

7. Recognition of Outgoing Board Members

Outgoing Directors from the 2023/2024 term were recognized: AJ Bimm, Doug Daniels RPP, MCIP, Ken Melanson RPP, MCIP, Daniel Mercer urbaniste, RPP, MCIP, and Adam Wright RPP, MCIP. In appreciation of their contributions, a donation was made to the CIP/ICU Planning Student Trust Fund, Canada’s national registered charity for planning students. CIP is supporting three Diversity Impact Bursaries, which were created to specifically support planning students who are Indigenous, Black, and all students of colour, to help address the issue of under-representation in the planning profession. It reflects the priorities of CIP-PSTF and CIP in furthering Equity, Diversity, and Inclusion, and removing financial barriers to the profession.

Dan also noted that the following Director openings will be open for the CIP Board for election in 2025: Region 1 (BC/Yukon), Region 7 (Atlantic Canada), Fellow, and Director-at-large. Dan encouraged those interested in serving on the Board to reach out to any one of our current Directors or the CEO to learn more about the role.

8. Adjournment

Dan thanked all members and guests for attending the AGM. He welcomed everyone to stay for the upcoming presentation by special guest Jay Pitter.

Motion

Moved: Daniel Mercer urbaniste, RPP, MCIP / Seconded: Jenna Schroeder RPP, MCIP
“That the Canadian Institute of Planners 2024 Annual General Meeting be adjourned.”