



Minutes

CIP Board of Directors Meeting

May 2-4, 2025

CIP Office & Le Germain Hotel Ottawa

Present:

Janice Barry PhD, RPP, MCIP	Director
Paul Bell RPP, MCIP	Director (May 2 & 3 only)
Beate Bowron RPP, FCIP	Director
Lesley Cabott RPP, FCIP	Director
Jason Ferrigan RPP, MCIP	Director
Laura Hartney RPP, MCIP	Director
Eliza Hydesmith	Director
Raymond Kan RPP, MCIP	Director (via videoconference – May 2 & 4 only)
Olimpia Pantelimon urbaniste, RPP, MCIP	Director
Robert Priebe RPP, MCIP	Director (May 2 & 3 only)
Jenna Schroeder RPP, MCIP	Director
Gordon Smith LPP, MCIP, FCSLA	Director

Staff:

Valérie Broadfoot	Director, Governance and Operations
Kristen Harrison	National Director, Policy and Public Affairs
Marisa Lingard	Chief Operating Officer
Deborah Morrison	Chief Executive Officer
Amaka Obehi, CPA	Controller

Guests:

Karen Meades, LLM, MBA, FCPA, FCA	Consultant
Heather Swan, PEng, RPP, MCIP, PMP	Consultant (via videoconference)

Regrets:

Dan Huang RPP, MCIP	Director
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1.0 In-Camera Session

Action

The Board held an in-camera session before calling the meeting to order.

2.0 Call to Order

Action

Lesley Cabott welcomed everyone to the meeting and a land acknowledgement was made for the meeting location. All participants then acknowledged the Indigenous territories they inhabit.

3.0 Approval of Draft Meeting Agenda

Action

Related material: May 2-4, 2025 Draft Meeting Agenda

A federal election debrief was added to the agenda as item 5.3.

Motion 2024-2025/75

<p>Moved: Laura Hartney / Seconded: Jason Ferrigan <i>"That the agenda for the May 2-4, 2025 Board of Directors meeting be approved as amended."</i> CARRIED.</p>	
<p>4.0 Declaration of Conflict of Interest No conflicts were declared.</p>	<p>Action</p>
<p>5.0 Board Business</p> <p>5.1 Welcome to New CEO Deborah provided information on her educational and professional background. She expressed her enthusiasm for her new role and the CIP's potential for outreach and advocacy, with an emphasis on collaboration with the team to set priorities and strategies.</p> <p>5.2.1 2024 Audited Financial Statements <i>Related materials: 2024 Draft Audited Financial Statements</i></p> <p>Gordon Smith reviewed the statements, noting a minor adjustment had been made which was not material, and confirmed that the auditor had not identified any issues. The decline in investment income between 2023 and 2024 was flagged and will be reported on at the next meeting. Gordon confirmed that the Finance Committee will be reviewing and updating the investment policy for the Board's future approval.</p> <p><u>Motion 2024-2025/76</u> Moved: Gordon Smith / Seconded: Beate Bowron <i>"That the 2024 draft audited financial statements be approved as presented."</i> CARRIED.</p> <p>5.2.2 February 2025 Financial Statements <i>Related materials: Income Statement, Balance Sheet</i></p> <p>Gordon reviewed the February financial statements. It was noted that the current revenue figures are typical for this time of year and that expenses are on target.</p> <p><u>Motion 2024-2025/77</u> Moved: Gordon Smith / Seconded: Jenna Schroeder <i>"That the February 2025 financial statements be approved as presented."</i> CARRIED.</p> <p>5.2.3 Travel Expense Policy Update <i>Related materials: CIP Travel Expense Policy – May 2025</i></p> <p>Gordon presented highlights of the updated travel expense policy being recommended by the Finance Committee and proposed the following amendments to the policy:</p>	<p>Action</p> <p><i>Finance Committee to provide details regarding the decline in investment income between 2023 and 2024 at the July 6 Board meeting.</i></p>

- Remove the examples of the major airlines' flight classes that are prescribed by the policy
- With the approval of the CEO, allow travellers to not use CIP's travel management company and instead book and pay for their own travel and accommodations prescribed by the policy
- For daily allowances, travellers may either claim per diem rates or reasonable amounts for meals and incidentals by providing receipts

Motion 2024-2025/78

Moved: Robert Priebe / Seconded: Olimpia Pantelimon

"That the updated travel expense policy be approved as amended."

CARRIED.

5.2.4 Recommendation of Auditor for 2025 Financial Statements

Gordon reviewed the Finance Committee's recommendation, noting that the suggested move to a new auditor is not due to a performance issue but to another firm offering a lower cost and an additional service.

Gordon noted his term on the Board and as Treasurer is ending at the AGM and the process for the election of the next Treasurer was discussed.

Motion 2024-2025/79

Moved: Gordon Smith / Seconded: Olimpia Pantelimon

"That Welch LLP be recommended to CIP members at the 2025 AGM as the auditors for the 2025 financial audit."

CARRIED.

5.3 Federal Election Debrief

Related materials: Federal Election Debrief – Potential Opportunities for CIP

Deborah presented a comprehensive debrief on the recent federal election and Prime Minister Mark Carney's election platform. She then highlighted CIP's opportunities, which include staking leadership positions for building faster and smarter, dispelling the myth that planners are red tape, and positioning planners as future-proofers and problem solvers. Key policy areas of note include a commitment to housing, major "nation-building projects", and strengthening the leadership and engagement of Indigenous communities in project planning. Risks have also been identified, and CIP will be choosing its points of engagement carefully, safeguarding a non-partisan stance, and ensuring its members are on board with its strategies and priorities.

Next steps will include considering the federal government's priorities during CIP's Strategic Plan mid-point review session, initiating relationships with the new government, creating a framework for a new government relations strategy, developing a speakers bureau, and exploring potential partnerships. The Board discussed various subjects

related to the presentation and acknowledged that this discussion will inform the following day's Strategic Plan review.

5.4 2022-2027 Strategic Plan Mid-Point Review Session

Related materials: Session Agenda, Summary of Insights from Across CIP, Planning Policy in Focus, Strategic Plan Mid-Point Review Presentation

Manal Sayid and Ayoub Sayid of Sayid Consulting joined the meeting to facilitate a full-day session dedicated to a mid-point review of CIP's 2022-2027 Strategic Plan.

Following an introductory check-in with participants, staff led a presentation on progress to date on the implementation of the Strategic Plan, and plans for next steps, which led to a discussion of clear wins to date, areas where clarity is still emerging, and reflections to carry forward.

Participants reviewed findings from a recent environmental scan (which included a SOAR and PESTLE analysis) and identified several driving and restraining forces shaping CIP's environment and areas of influence. The session then focused on translating the organization's three strategic priorities into actionable initiatives aligned with long-term goals.

In a final debrief, participants engaged in a group dialogue to identify points of energy, uncertainty, and potential refinement. The conversation explored feasibility, cross-cutting themes, and the potential internal and external impacts CIP could achieve.

Manal and Ayoub were thanked for their exceptional work in preparing for and leading the session and they then left the meeting. A report will be prepared and presented to the Board.

5.5 Financial Management Session

Related materials: Board Financial Responsibilities – A Practical Approach

Karen Meades of Meades Consulting joined the meeting to conduct a learning session about financial management. The Board's role in financial oversight was reviewed, including what to look for and what questions to ask regarding budget approvals, financial planning and policies, monitoring, and risk management.

Karen was thanked for her excellent presentation and left the meeting.

5.6 Reconciliation Action Plan Update

Related materials: Engagement Update

Heather Swan from consulting firm Indigenous and Community Engagement joined the meeting, noting the following day would be Red Dress Day. She highlighted the activities of the Indigenous Advisory Committee, including the preparation of an upcoming survey, and plans

for upcoming events at the ACTION conference. There may be a need for additional IAC meetings to gather insights from committee members. It was noted that the IAC have invited a CIP staff member and Board member to attend the IAC's meetings. It was confirmed that there are plans to connect with planning schools (the Association of Canadian University Planning Programs), with Heather emphasizing the need to involve students in feedback processes. She stated that while the intention of the RAP will be for it to be meaningful, ambitious, and forward-looking, it is also meant to be practical and address both what is in CIP's control and its influence.

Heather was thanked for her update and left the meeting.

5.7 Bylaw Amendments

Related materials: CIP Bylaws - 2025 Amendments

An additional amendment to section 7.3 was proposed, to clarify that at the end of their term, Officers, except for the CEO, may stand for and be re-elected to one additional two-year term, to a maximum of four consecutive years. Clarity was also requested on the use of the word "cease" for both when a Director's term ends and when they leave the Board prematurely.

Staff to clarify the use of "cease" in the bylaws as it relates to the Past President role.

Motion 2024-2025/80

Moved: Laura Hartney / Seconded: Gordon Smith

"Be it resolved that the amendments to the Corporation's bylaws to establish a Past President position be approved as amended and, should this resolution carry, be forwarded to the membership for a vote at the May 29, 2025 Annual General Meeting."

CARRIED.

5.8 Governance Policies Manual Amendments

Related materials: CIP Governance Policies Manual – March 2025 – Amended

An additional amendment to section 3.15 was proposed, to clarify that the Past President will be invited to Board meetings subject to the Board's discretion.

Motion 2024-2025/81

Moved: Laura Hartney / Seconded: Jenna Schroeder

"That the draft Governance Policies Manual amendments to reflect a Past President position be approved as amended and incorporated into the manual, subject to the approval of the relevant bylaw amendments at the 2025 AGM."

CARRIED.

5.9 ACTION Conference Logistics

Related materials: CIP Board Conference Schedule

Marisa reviewed the schedule provided in the meeting package, which lists the events Board members are expected to attend around the

CIP/OPPI conference dates in July. Board members were encouraged to sign up to moderate sessions and volunteer at the resume clinic.

5.10 Draft July Board Meeting Agenda

Related materials: July 6, 2025 Board of Directors Draft Agenda Items

It was agreed to add a discussion of the Past President role to the agenda, with supporting materials to be provided by staff.

5.11 Recognition of Outgoing Directors

Jenna Schroeder noted the change that has happened at CIP since she joined the Board and expressed her confidence in the Board and staff in leading the organization in its next phase. She stated that she would not be where she is in her career had it not been for her volunteerism with SPPI and CIP and noted the exciting opportunities CIP has ahead.

Gordon stated that he appreciates the shift from the Board formerly being more operational to now having a governance focus and thanked the staff for its support. He also noted CIP's exciting future and that the organization is great hands.

Lesley thanked both Jenna and Gordon for their leadership roles at CIP. She also recognized Dan Huang's dedication and leadership.

Staff to prepare materials regarding Past President role options for the July 7, 2025 Board meeting.

6.0 Consent Agenda

Relevant Materials: 2025-02-07-09 CIP Draft Board Meeting Minutes, 2025-03-20 CIP Draft Board Meeting Minutes, President's Report, CEO Report, Honours & Awards Jury – Recommended Recipients, Honours & Awards Jury – Program Recommendations

The contents of the consent agenda were approved during the approval of the meeting agenda (item 3.0).

Action

Staff to post the approved February 7-9, 2025 and March 20, 2025 Board meeting minutes in Basecamp and in the member portal.

7.0 In-Camera Session

The Board held an in-camera session before calling for adjournment.

Action

8.0 Adjournment

The next meeting of the Board of Directors will be held in Toronto on July 6, 2025.

Motion

Moved: Jenna Schroeder

"That the meeting be adjourned on May 4, 2025."

CARRIED.

Action