Conference Program Advisory Committee
2026 CIP/OUQ National Conference – Montreal, QC

Terms of Reference

AUTHORITY

Priority Committees

The Conference Program Advisory Committee is a Priority Committee of the Canadian Institute of Planners. As such, it is mandated by the CIP Board of Directors and accountable to the Chief Executive Officer (CEO).

MANDATE

The Committee is comprised of up to 10 members and is responsible for:

- Suggesting potential conference speakers, keynotes, and special guests
- Determining the criteria for reviewing abstracts
- Reading, evaluating, and grading submissions using our abstract management system (training provided)
- Identifying accepted and rejected submissions based on the number of workshops, learning tours, and sessions that the conference venue can accommodate
- Assisting in volunteer recruitment, as required

CHAIR

CIP staff will chair the meetings. The chair is responsible for working with the committee members to establish committee meeting times and agendas, as well as ensure the fulfillment of committee reporting requirements.

STAFF LIAISONS

Marisa Lingard, CIP's Chief Operating Officer and Wendy Vance, Manager, Projects and Events, will serve as the CIP Staff Liaisons. The Staff Liaisons are expected to provide day-to-day administrative support (e.g. meeting scheduling and coordination, preparation of documents, guidance on the process, best practices, etc.)

TERMS

Unless otherwise specified, the committee and sub-committee membership term shall be until December 31, 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.

The Conference Program Advisory Committee can anticipate monthly and/or bi-monthly meetings, up until mid-December, and a heavy workload in the lead-up to the call for abstracts and during the program selection period. 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 decisions will be recorded by the staff liaisons. This information will be maintained in the committee's Basecamp folder.

GUESTS, ADVISORS, AND OBSERVERS

Committees may invite guests, advisors, and observers to their committees, who participate at the discretion of the committee.

QUORUM

Attendance by 60% of the membership of the committee shall constitute a quorum for the transaction of business at all meetings of the committee. Staff do not count toward the quorum.

VOTING

When voting is required, each voting committee member shall have one vote, and all questions shall be decided by a simple majority of votes cast.

LEVEL OF COMMITMENT

Each committee member is required to:

- Prepare for, and attend, meetings
- Advise the chairs if they are unable to attend
- Report to the chair
- Follow up on assigned items within deadlines
- Lead a working group or sub-committee, where desirable and appropriate
- Use the CIP intranet (Basecamp) to collaborate on committee-related initiatives and the abstract management review tool
- Participate in training for the use of technology (abstract management tool, web conferencing, Basecamp, etc.)

FINANCIAL AND HUMAN RESOURCES

Priority Committees will receive an operational budget to cover the cost of conference calls. Further, a Staff Liaison(s) will be assigned by the CEO. Members of the Priority Committee are responsible for identifying to the CEO any additional budget or human resource requirements they feel are needed to achieve their mandate.

Members of the 2026 Conference Program Advisory Committee will receive a complimentary registration to attend the 2026 conference.

REPORTING

Priority Committees: at minimum, the chair will provide three status reports to the CEO per year, to include in the Board meeting package that summarizes activities, action items, and issues related to the committee's mandate. Recommendations for significant changes in direction or policy will require Board approval prior to implementation.