



Terms of Reference

Housing Education Working Group

BACKGROUND

The Canadian Institute of Planners (CIP) is undertaking a project to elevate the profession's role in housing policy, development, and implementation, ensuring planners contribute effectively to measures that address local and national housing needs. The objective of this project is to equip planners with the training, resources, data, and networks that they need to build capacity, provide creative solutions, and respond effectively to the housing crisis through their work.

The Canada Mortgage and Housing Corporation (CMHC) has provided funding to establish an online learning system that delivers bilingual, asynchronous teaching units at no cost to CIP members. This funding will cover the technical build costs for both the learning modules and the infrastructure for a National Planning Community of Practice on Housing. The content will be informed by a benchmarking survey conducted by CIP in December 2025 and shaped by a working group of expert volunteers, who will work closely with the technical design consultant and CIP staff from January to March 2026.

The asynchronous learning modules will deliver up-to-date training and insights on key innovations affecting planning work in housing. Examples of topics could include—but are not limited to—prefabricated and modular housing, AI tools and innovations, retrofits and maintenance of existing stock, and community engagement.

The Housing Education Working Group will review feedback from the benchmarking survey and, with CIP staff, determine the four learning modules to be developed as part of this pilot project. Other topics may be developed in future phases or explored through other features included in the community of practice (e.g. discussion boards, online coffee chats, webinars).

AUTHORITY

The Housing Education Working Group is responsible for advancing the Canadian Institute of Planners' (CIP) National Planning Community of Practice on Housing by developing content curricula for four online learning modules. The working group will report directly to Marisa Lingard, the Chief Operating Officer (COO), with Rebecca Judd, Policy and Government Relations Specialist, serving as CIP Staff Liaison to the project.

MANDATE

The Housing Education Working Group will be guided by a professional online learning provider and will provide input, expertise, and advice on subject matter related to a diversity of housing

subjects and principles, teaching and training techniques, and online learning content. This includes providing advice and support towards:

- Developing curriculum content that advances innovative solutions and best practices in housing
- Identifying case studies and resources in support of the development of learning modules and/or to be included in an online resource library to accompany the training modules
- Informing CIP's strategies and tactics for knowledge exchange among planning professionals from across the country

MEMBERSHIP

Up to 8 members representing the diversity of CIP's membership will be appointed by CIP's CEO. A liaison from CIP's Board of Directors may also be appointed.

Each working group member will be expected to lead (or co-lead) the development of one of the online learning modules. This will involve developing written content, assisting with research, and supplying visual materials in accordance with the technical production team's schedule.

CHAIR

The Housing Education Working Group will have one Chair or two Co-Chairs, appointed by CIP's CEO. Chair(s) are responsible for the following:

- Facilitating meetings to ensure productive, inclusive, and respectful discussion
- Working with the CEO and Staff Liaison to report on progress
- Encouraging active participation from all members and coordinating contributions
- Ensuring deliverables (e.g., the content of the online learning modules) are completed on schedule

STAFF LIAISONS

The Housing Education 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, and guidance on processes and best practices.

TERMS

Unless otherwise specified, the terms of the Housing Education Working Group shall remain in effect until March 31, 2026.

MEETINGS

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

Members of the Housing Education Working Group are expected to attend a two-hour kickoff meeting during the week of January 12, 2026. Members are also expected to attend an additional 3 virtual meetings (90-120 minutes per meeting) between January 5, 2026, and March 27, 2026.

Each meeting shall have an agenda, prepared by the Chair, and distributed 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.

LEVEL OF COMMITMENT

In addition to working on the development of one of the four learning modules (either independently or in collaboration with another member), each member of the Housing Education Working Group 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

The total estimated time commitment for this working group is 25-30 hours.

- Kickoff meeting (2 hours)
- Research and content development (18-22 hours)
- Check-in meetings (3 hours total)
- Community of practice framework review and feedback meeting (1.5 hours)
- Reflection and insights for final report to CMHC (1.5 hours)

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: December 2025

Last Revised: December 2025