



## Terms of Reference Indigenous Advisory Committee

### *Background*

The Canadian Institute of Planners (CIP) is a member-based organization for planning professionals across Canada and beyond. Our members work in both the public and private sectors, across fields such as planning, environmental resource management, land development, heritage conservation, social planning, transportation planning, and economic development. CIP advocates for planners and the priorities of the planning profession and offers a wide range of member services and career development opportunities. We also work closely with Provincial and Territorial Institutes and Associations (PTIAs), which regulate the planning profession and govern the rights and responsibilities of their members.

**Our Vision** - Inclusive and vibrant communities, respectfully connected to the natural world, for the well-being of current and future generations.

**Our Mission** - To support our members, add value to the larger Canadian planning ecosystem, and advocate on priority issues for greater collective impact.

### *Purpose*

CIP is committed to reconciliation. In 2024-2025, CIP worked with Indigenous & Community Engagement (ICE), an Indigenous-owned firm, and an initial Indigenous Advisory Committee (IAC) to help inform the development of CIP's Reconciliation Action Plan (RAP). The RAP reflects the roles of CIP and the Canadian planning profession in building and sustaining strong, respectful relationships between Indigenous and non-Indigenous people and communities, while recognizing the connections between planning and the historical and ongoing processes of colonization. The RAP provides direction and structure to support CIP's reconciliation journey and alignment with the aspirations of its Strategic Plan and the National Policy on Planning Practice and Reconciliation.

As CIP moves into RAP implementation, the IAC will provide guidance, recommendations, and perspectives to support implementation of the RAP and CIP's ongoing reconciliation work.

### *Relationship with Other CIP Bodies*

CIP's Indigenous Advisory Committee (IAC) operates alongside related National Policy Working Groups (NPWGs) on Reconciliation and Indigenous Planning. The IAC provides Indigenous advisory perspectives to support RAP implementation and relationship-building. The NPWGs provide planning, policy, and learning-focused advice within their mandates. These bodies are advisory in nature and do not serve as approval bodies. CIP will support coordination across these groups to reduce duplication and ensure alignment with RAP priorities.

### *Mandate*

The IAC is an advisory body. Its members' advice, guidance, and recommendations will be meaningfully considered by CIP to support progress in the implementation of the Reconciliation Action Plan (RAP) and CIP's ongoing reconciliation journey, including future updates to the RAP as a living document.

**cip-icu.ca**

CIP respectfully acknowledges it is located on the unceded territory of the Anishinaabe Algonquin Nation. CIP values the ongoing stewardship of all First Nations, Inuit, and Métis peoples.

Le bureau de l'ICU est situé sur le territoire non cédé de la Nation algonquine Anishinaabe. L'ICU accorde une grande importance à l'intendance continue de toutes les Premières Nations, des Inuits, et des Métis.

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CIP recognizes that the IAC does not represent all Indigenous peoples or communities, and its advice is provided from the perspectives and experiences of its members.

The IAC's mandate is to advise and bring perspectives related to:

- Considerations to support respectful engagement, accountability, and progress-tracking related to RAP implementation
- Indigenous knowledge, values, teachings, and worldviews to inform CIP's approach to RAP implementation and its work with and in service of the planning profession
- Opportunities for relationship-building between CIP, planners, and Indigenous communities
- Opportunities to strengthen Indigenous involvement in planning-related learning, practice, and dialogue (as applicable to CIP's role and mandate)

#### *Membership*

The IAC will consist of 8-10 members overall. While CIP welcomes the participation of Indigenous planning professionals within its membership, CIP membership is not required to apply for this opportunity.

*Application for this opportunity does not automatically guarantee a place on the Committee. References may be requested for shortlisted applicants.*

The IAC will strive to meet the following membership composition:

- Diverse representation, including but not limited to different Indigenous Nations, cultures, regions, genders, abilities, neurodiversity, and age groups
- At least one member who is an Indigenous Elder or knowledge keeper
- At least one member who is between the ages of 18 and 25

#### *Term*

Members will be appointed for a two-year term, beginning upon appointment/confirmation of membership. The IAC will meet quarterly during the term, with the potential for a limited number of additional shorter meetings as needed. Terms may be renewed at CIP's discretion.

#### *Qualifications*

IAC members should possess a combination of the following qualifications:

##### **Essential Qualifications:**

- Member of/demonstrated connection to a First Nations, Métis, or Inuit community
- Strong connection to and understanding of Indigenous communities, cultures, and traditions
- Demonstrated experience in community leadership, advocacy, or advisory roles
- Knowledge of Indigenous governance, traditional knowledge, Indigenous rights, reconciliation principles, and the Truth and Reconciliation Commission's Calls to Action
- Familiarity with planning processes, land use issues, community development, or Indigenous land stewardship practices



## **Desired Qualifications:**

- Experience working with government agencies, non-profit organizations, or private sector entities on Indigenous issues
- Experience working with government agencies, non-profit organizations, or private sector entities on planning projects
- Experience contributing to reconciliation strategies, action plans, and/or implementation work

## *Roles and Responsibilities*

### IAC members will:

- Attend quarterly meetings (virtual, up to 3 hours each) and participate in discussions, with the potential for a limited number of additional shorter meetings as needed
- Review meeting agendas and materials prior to meetings, and actively participate in discussions
- Provide advice and guidance to support RAP implementation priorities, including identifying opportunities for ongoing learning and potential future updates to the RAP
- Declare any real or perceived conflicts of interest, as required, to support respectful and transparent engagement

## *Leadership*

The IAC may choose to select a Chair and Vice-Chair from among its members. The Chair will facilitate meetings and act as the primary liaison with CIP.

## *Support and Resources*

CIP has retained Indigenous Community Engagement (ICE) to provide administrative and logistical support for IAC meetings and activities.

Meeting notes will be created and circulated to all members following each meeting for validation. The minutes will then be shared with CIP staff.

## *Compensation*

CIP recognizes the value of Indigenous knowledge and the contribution of IAC members' time and expertise. IAC members will be compensated for their time and expertise based on best practices. Details on honoraria (rates, eligibility, and process) will be confirmed by CIP and communicated to members in advance of the IAC commencing its work.

## **Established:**

**Last Revised: January 30, 2026**

