



Terms of Reference

Community of Practice (CoP) Stewardship Working Group

BACKGROUND

The Canadian Institute of Planners (CIP) is establishing a National Planning Community of Practice to support knowledge exchange, collaboration, and professional development among planners across Canada. As part of this initiative, CIP is developing an online platform that will include discussion forums, resource sharing, and curated learning opportunities.

With funding support from the Canada Mortgage and Housing Corporation (CMHC), the initial Community of Practice will focus on housing-related topics. Over time, the platform is intended to expand to include a broader range of planning topics.

A key feature of the platform will be a Resource Library, where members can access curated materials and submit resources for inclusion. To support the success, integrity, and usability of both the discussion forums and the Resource Library, CIP will establish a dedicated working group of volunteer moderators and reviewers.

AUTHORITY

The Community of Practice Stewardship Working Group is responsible for supporting the effective operation of CIP's National Planning Community of Practice by moderating discussions and overseeing the review and organization of submitted resources.

The Working Group will report directly to Rebecca Judd, Manager, Policy and Government Relations, and Quanah Traviss, Specialist, Policy and Government Relations serving as Staff Liaisons.

MANDATE

The Community of Practice Stewardship Working Group will provide ongoing support, oversight, and subject matter input to ensure the Community of Practice remains active, respectful, and valuable to members. This includes:

- Monitoring discussion forums to ensure productive, respectful, and relevant engagement
- Responding to member questions where appropriate, or directing inquiries to relevant resources, subject matter experts, or CIP staff
- Supporting member engagement by encouraging participation and knowledge sharing
- Reviewing resources submitted by members through the "submit a resource" function
- Establishing and applying a consistent review and approval process for Resource Library content
- Identifying and categorizing resources by topic area (e.g., housing, climate change, transportation) and resource type (e.g., case study, practice guide, report)

- Recommending improvements to the structure, usability, and governance of the Community of Practice and Resource Library to staff
- Supporting the evolution of the Community of Practice beyond housing-focused content over time

MEMBERSHIP

Up to 6 members representing the diversity of CIP's membership will be appointed by CIP's CEO.

Members should bring a mix of subject matter expertise, professional experience, and interest in knowledge sharing and community engagement.

All members must be MCIP members in good standing, unless otherwise approved by the Board.

The Association will strive to ensure diversity, equity, inclusion, and regional representation across Canada.

CHAIR

The working group will have one Chair or two Co-Chairs, appointed by CIP's CEO. Chair(s) are responsible for:

- Facilitating meetings as required to ensure productive, inclusive, and respectful discussion
- Working with the COO and Staff Liaisons to report on progress and emerging issues
- Encouraging active participation and coordinating contributions among members
- Supporting adherence to moderation and review processes

STAFF LIAISONS

The working group will be supported by CIP Staff Liaisons Rebecca Judd and Quanah Travis, who will provide administrative and operational support, including:

- Meeting scheduling and coordination
- Document preparation and record keeping
- Guidance on moderation practices and terms of reference and CIP policies
- Technical support related to the Community of Practice platform

TERMS

The term of the Community of Practice Stewardship Working Group will begin on June 1, 2026, and run for one year. Appointments may be renewed at the discretion of CIP.

MEETINGS

A meeting may include email-based decision-making or virtual meetings.

Members will be expected to attend:

- An initial onboarding session in June 2026
- Quarterly virtual meetings (approximately 60–90 minutes each)
- Additional meetings as required

Each meeting shall have an agenda prepared in advance.

Conflicts of interest will be declared at the beginning of meetings.

A record of decisions and actions will be maintained by Staff Liaisons.

LEVEL OF COMMITMENT

In addition to ongoing moderation and resource review activities, members are expected to:

- Regularly monitor and engage with discussion forums
- Review submitted resources in a timely manner
- Participate in meetings and working group activities
- Collaborate using CIP's designated platforms

The estimated time commitment is approximately 2-4 hours per month.

REPORTING

The Chair(s) will provide periodic updates (verbal or written) to the Staff Liaisons, as required, on Working Group activities, trends in member engagement, and any risks or recommendations related to the Community of Practice.

ESTABLISHED

April 2026

LAST REVISED

April 2026