



Draft Minutes

2025 Annual General Meeting (AGM)

May 29, 2025
Videoconference

1. Welcome

CIP President Lesley Cabott RPP, FCIP welcomed everyone to CIP's 2025 Annual General Meeting (AGM). She recognized that CIP's office is located on the unceded territory of the Anishinaabe Algonquin Nation and welcomed attendees to pay respect and gratitude for the ancestral lands, wherever they were located, across Canada and beyond. She also noted that CIP was pleased to offer simultaneous translation of the AGM in French.

Lesley took a moment to acknowledge the communities affected by wildfires across the Prairies and recent state of emergency orders in Manitoba and Saskatchewan. On behalf of planners, she expressed our thoughts and prayers are with them.

Lesley introduced CIP's Vice-President, Laura Hartney RPP, MCIP, Treasurer, Gordon Smith LPP, MCIP, and CEO, Deborah Morrison, and special guests and keynote speakers from Indigenous Community Engagement (ICE), Michael Fox and Steven Pelletier. She announced that they would be speaking about "The Importance of Reconciliation for Planners" following the business portion of the meeting and that their address would be presented in English only due to the sensitive nature of the information. Lesley also recognized that most of the members of the current Board of Directors were also in attendance.

2. Call to Order

With quorum confirmed, the 2025 AGM was called to order, and Lesley provided housekeeping notes.

3. AGM Business

a. Adoption of 2025 AGM Agenda

Motion

Moved: Paul Bell RPP, MCIP / Seconded: Eliza Hydesmith

"That the agenda for the 2025 Canadian Institute of Planners Annual General Meeting be adopted as circulated."

CARRIED

b. Adoption of 2024 AGM Minutes

Motion

Moved: Beate Bowron RPP, FCIP / Seconded: Robert Priebe RPP, MCIP

"That the minutes from the 2024 Canadian Institute of Planners Annual General Meeting be adopted as circulated."

CARRIED

4. President's Report

Lesley stated that it was with gratitude that she was providing her report from Whitehorse, Yukon, situated on the shared traditional territories of the Ta'an Kwäch'än Council and the Kwanlin Dün First Nation. She acknowledged all First Nations, Inuit, and Métis peoples across Turtle Island, and honoured their stewardship of the lands and waters throughout the many communities across Canada in which we are privileged to work, live and play.

Lesley noted that her first eight months as President have been filled with new beginnings and that she was grateful for the confidence the Board of Directors has placed in her, as well as their continued commitment and dedication to helping CIP move towards being a more externally focused organization. CIP is representing and advocating for planners and planning from coast-to-coast-to-coast and members are encouraged to become involved.

Lesley thanked Karen Meades, who had stepped in as interim CEO following Beth McMahon's departure in the fall of 2024. She also noted that recent changes included the election of all new Officers last September.

Continued concerns over the present economic crisis and its impact on community building, the deepening affordable housing crisis, climate change, planner shortages, arctic sovereignty, and growing social divisions and inequities are all issues planners care deeply about and are anxious to take a greater part in helping to resolve. CIP is committed to providing support for all its members, both in professional training opportunities and care for their physical and mental well-being.

CIP's membership has grown to nearly 10,000 members, and the organization continues to build on its solid financial foundation. There is strong participation in our conference and webinars, other programs and initiatives, as well as CIP's sister charity, the CIP/ICU Planning Student Trust Fund, and its scholarship and bursary opportunities.

Lesley thanked all the conference organizers, speakers, and volunteers who participated in CONNECTION, the highly successful 2024 CIP/APPI national planning conference in Edmonton. She also recognized the contributions of over 100 dedicated volunteers whose ongoing dedication helps support the planning ecosystem both nationally and internationally.

In the past few weeks, the Board met with CIP's new CEO, Deborah Morrison, and senior staff to review progress on CIP's strategic plan, which focusses on three key priority areas: Integrated Action on Complex Issues; More Equitable Planning, Together; and Career Support for Life. In light of the changing operating environment and based on feedback from the member survey on election priorities, CIP is further refining its focus to bring planners into national conversations on complex issues, such as housing, healthy communities, and climate change, through advocacy and outreach. Outreach has been made to the new Federal Ministers, including offers of congratulations and support, and invitations to our joint conference with OPPI in Toronto.

Lesley confirmed that CIP continues to work with the Provincial and Territorial Institutes and Associations and the Professional Standards Board to develop strategies to explore opportunities to recruit more planners and grow the profession.

In Fall 2023, CIP launched "The Path: Your Journey Through Indigenous Canada," an online Indigenous cultural awareness course developed by NVision, to support CIP and its members

on their journey towards reconciliation within the planning profession. In 2024, hundreds of members completed or were undertaking the training, and Lesley encouraged members who have taken the course to provide feedback to CIP staff to ensure that the material remains current and relevant to the work of planners and towards CIP's commitment to reconciliation.

This past year, an Indigenous Advisory Committee was formed as part of CIP's work with Indigenous and Community Engagement (ICE) to guide the development of CIP's Reconciliation Action Plan. Lesley thanked all participants for their thoughtful guidance, in anticipation of the release of the plan later this year.

CIP continues to provide opportunities for its members to stay informed about emerging issues and share insights from member experts through its popular webinars, *Plan Canada* magazine, and e-newsletter communications. This past year, CIP hosted 13 webinars, issued over 4,500 continuous professional learning units, and reintroduced the Canadian Awards for Planning Excellence, which highlight innovations and best practices across the profession.

Lesley thanked CIP staff for their hard work and welcomed Deborah Morrison to the planning community as CIP's new Chief Executive Officer. The staff team works closely with the Board and members to keep CIP's many programs and initiatives moving forward.

She also thanked her colleagues on the Board of Directors, especially those Directors whose current terms are expiring – Jenna Schroder, Gordon Smith, and Dan Huang. Their contributions have been instrumental in preparing the organization for the exciting next chapter that lies ahead.

Finally, thanked her fellow CIP members and colleagues, especially those on the front lines of the planning profession. The pace of change, especially with respect to housing policy, proposed federal building projects, and associated land-use reforms, is unprecedented. Never has the time been more crucial to demonstrate the value of planners as problem solvers and future proofers. Planners know that planners are best suited to see the whole picture and find the best solutions to not only support building faster, but also smarter and better.

Lesley then introduced CIP's new CEO, Deborah Morrison.

5. Introduction of the New CEO

Deborah stated that she's been looking forward to today's meeting and getting to know CIP's members. When she first learned about the Canadian Institute of Planners, she was particularly attracted by the priorities it proposed. Her five-year term on the Board of the National Capital Commission taught her how visionary planners can be, how much they try to anticipate, and how much they respect the people whose lives will be affected by their decisions.

Deborah recently visited the newly reopened Kewiki Point, formerly Nepean Point, the lookout located directly across from Parliament Hill, featuring the Statue of Champlain and the Astrolabe. For her, the finished result is inspiring work that demonstrates that good planning is more than creating a space where people want to be; it can also be an act of reconciliation, an effort to be more inclusive, and a means to educate visitors and connect them to nature. It's the kind of multi-dimensional thinking planners do every day, whether working on parks, housing, zoning, transit corridors, infrastructure, or other major projects. It is why she is so energized by her new role, which will help the profession continue to build its competencies and share innovations and best practices through CIP's many professional development programs. More

importantly, she aims to represent planners in bringing their knowledge and expertise to a broader public audience, starting with the federal government.

She stated that while she knows it may be a planner's nature to be cautious and skeptical, she believes CIP and planners have a real opportunity to participate in important national conversations on housing, climate change, and infrastructure. Last week, CIP took its first steps forward in shaping its approach, inviting members to participate in national working groups to help develop position statements in four key areas: Climate Mitigation and Adaptation; Housing and Healthy Communities; Economic Growth and Resiliency; and Reconciliation and Indigenous Planning.

While the timelines to develop CIP's first positions are tight, a lot of insight from the election membership survey has facilitated getting this work started. What is needed now is members' pragmatic input to help define the tangible actions to be taken and guidelines to follow, ensuring the best possible outcomes and efficiencies for planners to deliver their best work. If the goals is to have more planners at the decision-making table, CIP and its members need to be prepared and clear about what is needed and what can be contributed.

Deborah noted that this is an exciting time for planners, and that she looks forward to working with members to achieve the best possible results. Planners can and will play a significant role in finding solutions to today's challenges and their involvement will ensure that tomorrow's communities are safer, more inclusive, and more resilient.

Deborah then invited CIP's Treasurer, Gordon Smith, to present the Treasurer's Report.

6. Treasurer's Report

a. Presentation of the Audited 2024 Financial Statements

Gordon Smith noted that the 2024 Financial Statements had been included in the meeting package. He confirmed that in the statements, the auditor wrote that they "present fairly" CIP's financial position and that no management letter was issued, therefore members can be confident that the statements provide an accurate representation of CIP's financial health and that its financial operations are running smoothly.

At the end of 2024, CIP had net assets of \$3.8 million. This is a reduction of approximately \$200,000 compared to 2023 and a result of the organization spending funds to provide services that are valuable to members. This money had come primarily out of our unallocated surplus, which are funds built up over time beyond CIP's three specific reserves: Operating Reserve, Opportunity Reserve, and Legal Reserve.

CIP's 2024 expenses totalled approximately \$3 million, resulting in a net loss of \$5,600. Approximately 58% of these expenses was allocated to operations, which primarily covers our staff, offices, and the AMS system. The annual conference is another big expense at \$640,000.

Gordon noted that some operational reserves went towards some exceptional governance expenses, which were due to the departure of former CEO Beth McMahan and related recruitment expenses. Two other major expenses were related to member services and national projects, items that support members through initiatives such as free webinars, tracking continuous professional learning units, and advocacy on behalf of the profession.

Gordon opened the floor to questions about the 2024 financial statements. A member asked how many voting members there are, and Deborah confirmed that CIP has 8,425 voting members. A member asked if CIP had received any requests for meetings with federal officials yet and Deborah responded that CIP had recently met with Housing and Infrastructure over zoning and building codes – members can email CIP staff if they wish to be involved in such consultations. A member asked what opportunities had been funded by the opportunities reserve so far. Gordon responded that that reserve has been preserved to date, but future opportunities funded by the reserve could include work around advocacy initiatives. A member asked about the funding levels for the three reserves. Gordon stated that there is a policy that sets the levels for each reserve, with the Operating Reserve set at 6 months of operational expenses and the Legal Reserve set at \$100,000, which will be reviewed to ensure it is still a sufficient amount. Information regarding the Opportunity Reserve was not immediately available and will be confirmed at a later date. A member asked if attending the AGM qualified for continuous professional learning (CPL) units and Lesley stated that it is the PTIAs who determine which activities qualify for CPL units. It was noted that staff would follow up with members whose questions could not be answered during the allotted time.

b. Appointment of Auditors for 2025

In keeping with CIP's financial policies, CIP undertook an RFP process earlier in 2025 to seek proposals for auditing services for the 2025 fiscal year.

Three proposals were received, including one from CIP's current auditing firm, Hendry Warren. All firms demonstrated strong experience with not-for-profit and charitable organizations, including national member-based associations. Each offered a dedicated local team, year-round access to audit staff, secure Canadian-based data handling, and valuable sector-specific resources, with Welch specifying training and webinars.

Given the similarity in services and expertise, the decision ultimately came down to cost, where Welch offered the most competitive pricing and additional training services without compromising quality.

Motion

Moved: Jason Ferrigan RPP, MCIP / Seconded: Olimpia Pantelimon RPP, MCIP
"That the firm Welch LLP be appointed as auditors for the 2025 fiscal year."

CARRIED

Gordon reminded members that CIP has a policy that membership fees will increase annually based on the Bank of Canada's Consumer Price Index, as well as consideration of other budgetary needs. For 2025, the increase had been limited to the Consumer Price Index. Any increase in fees above the Consumer Price Index will be carefully considered for 2026. Gordon stated that CIP has not yet received the 2026 Professional Liability Insurance rate from its provider and this is expected to be confirmed in September 2025.

Gordon then invited Vice-President Laura Hartney to review the proposed by-law changes.

7. Bylaws

a. Review of Proposed Amendments

Laura Hartney stated that the Board of Directors has been exploring options for building succession planning into its Officers model. The Officers, who must be Directors, comprise the President, Vice-President, and Treasurer. Under the current bylaws, there is no automatic succession established between the Officer roles, and Officers' terms can end at the same time.

At its meeting on March 20, 2025, the Board decided to propose the creation of a formal Past President role for the immediately preceding President. This would be an ex-officio role and not an Officer position. The Past President may still be a Director, but in cases where their terms have ended as a Director, they would be invited to attend Board meetings at the discretion of the Board.

The Board would also establish any other duties of the Past President. This approach was selected by the Board because it facilitates succession planning, it aligns with the term lengths of Directors and Officers, and it is consistent with the Canada Not-for-Profit Corporations Act and the Canada Not-for-Profit Corporations Regulations that apply to CIP.

Laura noted that the amendments to CIP's Bylaw No. 1 (or 'the bylaws') were prepared by a legal consultant and are now being recommended for adoption by the membership. She reviewed the specific sections being amended, with some related to the Past President role and others being housekeeping modifications to reflect current practices.

b. Adoption of Bylaw Amendments

Motion

Moved: Raymond Kan RPP, MCIP / Seconded: Janice Barry RPP, MCIP

"Be it resolved that the amendments to the Corporation's bylaws as set out in the draft document circulated to members be approved."

CARRIED

8. Board of Directors 2025/2026

Four positions were open for the 2025/2026 Board of Directors. An online vote was held between April 25 and May 15, 2025 to determine CIP members' preferred candidates for the final slate. Lesley thanked all nominees for their interest in CIP and also thanked all members who voted.

a. Presentation of Elected Officers

Region 1: BC/Yukon:	Andrew Ramlo RPP, MCIP
Region 7: Atlantic:	Brandon Umpherville LPP, MCIP
Director-at-large:	Raida Chowdhury
Fellow:	Beate Bowron RPP, FCIP

b. Ratification of New Directors

Motion

Moved: Janice Barry RPP, MCIP / Seconded: Paul Bell RPP, MCIP

"That the proposed new CIP Directors be ratified as presented."

CARRIED

c. Introduction of the Full Board of Directors

The members of the full 2025/2026 Board of Directors were presented:

Director – Region 1: BC/YK:	Andrew Ramlo RPP, MCIP
Director – Region 2: AB/NT/NU:	Robert (Bob) Priebe PhD, RPP, MCIP
Director – Region 3: SK:	Laura Hartney RPP, MCIP
Director – Region 4: MB:	Paul Bell RPP, MCIP
Director – Region 5: ON:	Jason Ferrigan RPP, MCIP
Director – Region 6: QC:	Olimpia Pantelimon urbaniste, RPP, MCIP
Director – Region 7: ATL:	Brandon Umpherville LPP, MCIP
Director – Fellow:	Beate Bowron RPP, FCIP
Director – Academic:	Janice Barry PhD, RPP, MCIP
Director – Student:	Eliza Hydesmith
Director-at-large:	Lesley Cabott RPP, FCIP, ICD D
Director-at-large:	Raymond Kan RPP, MCIP
Director-at-large:	Raida Chowdhury

9. Recognition of Outgoing Board Members

Outgoing Directors from the 2024/2025 term were recognized: Dan Huang RPP, MCIP, Jenna Schroeder RPP, MCIP, and Gordon Smith LPP, MCIP. Lesley thanked them for their leadership and significant contributions to CIP. She highlighted and also thanked the institute's great network of dedicated volunteers.

In appreciation of Dan, Jenna, and Gordon's contributions, a donation will be made to the CIP/ICU Planning Student Trust Fund (CIP-PSTF), Canada's national registered charity for planning students. Lesley noted that in recent years, CIP has increased its financial support to CIP-PSTF, including funding new scholarships and bursaries that reflect CIP's strategic priorities. She encouraged all CIP members to donate to CIP-PSTF as they can and help provide critical financial support to the next generation of planners who may face financial barriers to entering the profession.

Looking ahead to 2026, there will be five open positions on the CIP Board: Region 3: Saskatchewan, Region 4: Manitoba, Director-at-large, Student, and Academic. Lesley urged those interested in serving on the Board to connect with current Directors or the CEO to discuss these opportunities.

10. Adjournment

Lesley thanked everyone for attending the AGM and welcomed them to stay for the upcoming presentation by special guests Michael Fox and Steven Pelletier from ICE.

Motion

Moved: Eliza Hydesmith / Seconded: Jason Ferrigan RPP, MCIP

"That the Canadian Institute of Planners 2025 Annual General Meeting be adjourned."