Draft Minutes
CIP Board of Directors Meeting
September 19-20, 2025
Hotel Le Germain, Ottawa

Present:

Janice Barry PhD, RPP, MCIP	Director
Paul Bell RPP, MCIP	Director
Beate Bowron RPP, FCIP	Director (videoconference)
Lesley Cabott RPP, FCIP	Director (videoconference)
Raida Chowdhury	Director
Jason Ferrigan RPP, MCIP	Director
Laura Hartney RPP, MCIP	Director
Dan Huang RPP, MCIP	Past President
Eliza Hydesmith	Director
Raymond Kan RPP, MCIP	Director
Olimpia Pantelimon urbaniste, RPP, MCIP	Director
Robert Priebe RPP, MCIP	Director
Andrew Ramlo RPP, MCIP	Director
Brandon Umpherville LPP, MCIP	Director

Staff:

Valérie Broadfoot	Director of Development
Kristen Harrison	Director, Policy and Government Relations
Marisa Lingard	Chief Operating Officer
Deborah Morrison	Chief Executive Officer
Amaka Obehi, CPA	Director, Finance and Administration

Guests:

Michael Fox	Indigenous and Community Engagement (videoconference)
Steven Pelletier, PMP	Indigenous and Community Engagement (videoconference)

1.0 In-Camera Session	***Action***
The Board held an in-camera session before calling the meeting to order.	

2.0 Call to Order	***Action***
Laura Hartney, acting as Chair, welcomed everyone to the meeting and confirmed quorum had been achieved. A land acknowledgement was made for the meeting location, and the meeting was called to order.	

3.0 Adoption of Draft Meeting Agenda	***Action***
Related material: September 19-20, 2025 Draft Meeting Agenda **<u>Motion 2025-2026/04</u>** **Moved: Paul Bell / Seconded: Olimpia Pantelimon**	

"That the agenda for the September 19-20, 2025 Board of Directors meeting be approved as presented."
CARRIED.

4.0 Declaration of Conflict of Interest	*Action*
Laura asked if there were any declarations of conflict of interest. There being none, the meeting continued to the next item.	

5.0 Board Business	*Action*
5.1 Election of Committee Members	

Lesley Cabott reported that she had spoken with board members to determine their interest in serving in various roles. She also reminded the meeting that the President is ex-officio to all of the committees. A summary of recommendations was presented to the group for consideration.

Motion 2025-2026/05
Moved: Janice Barry / Seconded: Brandon Umpherville
"That Olimpia Pantelimon, Beate Bowron, Bob Preibe, Raymond Kan, Raida Chowdhury, and Brandon Umpherville be appointed to the Governance Committee. The Vice-President (Laura Hartney) serves as Chair.

That Andrew Ramlo, Eliza Hydesmith, and James Chan (member at large) be appointed to the Finance Committee. The Treasurer (Jason Ferrigan) serves as Chair.

That [names be appointed to the Nominations Subcommittee.

That Beate Bowron be appointed Board Liaison to the Conference Planning Committee.

That Bob Priebe be appointed Board Liaison to the Plan Canada Editorial Committee.

That Lesley Cabott be appointed Board Liaison to the College of Fellows Committee.

That Olimpia Pantelimon be appointed Board Liaison to the EDI Subcommittee of the College of Fellows Committee.

That Dan Huang be appointed to the Discipline Committee.

That Janice Barry be appointed Board Liaison for ACUPP."
CARRIED.

Motion 2025-2026/06 **Moved: Andrew Ramlo / Seconded: Jason Ferrigan** *"That Dan Huang be appointed CIP representative to the Commonwealth Association of Planners to replace Wayne Caldwell at the end of his term in March, 2026."* **CARRIED.**	*Staff to send a letter of appreciation to Wayne Caldwell for his service*

advising that his term will not be renewed.

5.2 Draft Reconciliation Action Plan
Related materials: RAP Draft Report

The Chair invited board members to share some initial reactions to the report while waiting for the scheduled time for ICE representatives to join the call.

The group discussed the draft Reconciliation Action Plan, with several members expressing concerns about the implementation plan's lack of precision and clarity. Leslie emphasized the need for accountability and felt CIP should continue to work with the advisory committee to ensure Indigenous oversight. The participants agreed that the document needed more detail on governance, decision-making frameworks, and resourcing plans. Others felt a need to be cautious about tone and language (e.g. terminology is sloppy in parts, e.g. thank you section – to ourselves?) They also discussed the possibility of focusing first on education and history of planning and its impact on Indigenous communities; amplifying success stories of projects that are Indigenous led or Indigenous collaborations. The plan needs to be supported with fact sheets about specific items related to the action plan. Some felt the plan was not bold enough, suggesting it could be strengthened in some areas such as decolonizing planning, addressing why we don't have Indigenous planners engaged in the organization.

Michael Fox and Steven Pelletier (videoconference) joined the meeting, and Steven Pelletier led the presentation.

The first draft of CIP's Reconciliation Action Plan was developed over the summer following extensive community engagement through national surveys, face-to-face meetings, and engagement with the Indigenous Advisory Committee. The plan is structured to move from understanding and vision to action, and includes sections on truth-telling, CIP's role and scope, and a vision for transformed planning that centers Indigenous knowledge and community well-being. While the Indigenous Advisory Council found the draft promising, they suggested bolstering the truth-telling section and strengthening accountability measures.

Steven presented a comprehensive plan with six pillars focused on reconciliation and Indigenous engagement in planning:

1. Healthy communities and sustainability, aims to integrate Indigenous knowledge systems and promote environmental justice.
2. Education and capacity building, seeks to enhance Indigenous perspectives in planning education and create resources for planners.
3. Partnerships and collaboration, aims to increase Indigenous representation in planning organizations.
4. Identifying barriers, involves assessing and addressing obstacles faced by Indigenous planners and communities.

5. Structural policy change, advocates for reforms that recognize Indigenous governance systems.
6. CIP's internal operations, ensures alignment with reconciliation commitments.

Steven emphasized the need for Board feedback and collaboration to refine the plan, particularly in terms of accountability measures and implementation strategies.

The board discussed how best to provide input and comments to the draft. They agreed to wait for Steven to incorporate Indigenous Advisory Committee (IAC) feedback (expected Oct 6th) before collecting and aggregating their own comments to ensure cohesive feedback (by Oct 16th).

Board to provide feedback to the updated draft plan from RAP by October 30th

Steven clarified that one of the strongly recommended actions in the plan was the continuation of the Indigenous Advisory Committee to provide accountability on progress, but this could take different forms and could meet less frequently (i.e. quarterly or semi-annually).

Michael and Steven were thanked for their presentation and left the meeting.

The meeting continued to discuss reactions to the plan and next steps. Further discussion was had about whether the plan pushed CIP far enough, and whether it appropriately addressed the harmful impacts of planning about which there is very little information available. Some noted there were recommendations that required careful thought – e.g. advocacy for legislative changes – this wasn't just a consideration of resources and impacts on operations but should also include a risk assessment.

The discussion also considered keeping the plan focused on what CIP could influence. The group agreed that CIP should advocate strongly for systemic changes, particularly at the PSB level, while focusing on areas where it has more control, such as research, education, and advocacy. It was generally agreed more on the history and impacts of planning was desired in the plan introduction.

Staff to work with ICE to ensure more is included in the introduction about planning as a colonial concept and the harms that planning has caused. Check with TRC for reference.

The board directed staff to coordinate feedback from the board via a google doc. Staff was also asked to take a closer look at what short term goals could be achieved within the next 12 months operating plan so that if CIP commits to the plan as anticipated in February 2026, resource implications for the first year will already have been included in the budget to be approved in November.

Staff to provide recommendations on budget, timelines, and risk assessment for the whole plan by February.

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5.3 Hill Day Debrief and Government Relations Strategy

The participating board and staff members debriefed on their successful meetings with government officials, where they presented ideas including an AI repository, youth planning corps, and planning services. The team reported positive reception to their proposals, particularly from parliamentary secretaries and opposition critics, with

Staff to provide recommendations for 2026 deliverables and incorporate those into budget and operating plans to be presented in

several showing interest in planning support to rural communities managing potential growth and economic development projects. The group discussed next steps, including the need to develop a government relations strategy and follow-up plan. First steps are to send thank-you notes to those we met with summarising the meetings, and communicating the outcomes to members through our newsletter. **5.4 Finance Committee Report** Jason introduced the financial presentations indicating that Amaka Obehi would lead the group through detailed presentations for the financial forecast, which was on track and in a strong position, to be followed by two discussions about changes to the reserve policy and recommendation for member fees for 2026. Lastly would be an update on recommendations for the implementation of the investment policy adopted in July. *a. Review Q2 Results and Forecast* *Related materials: Financial Forecast* Amaka presented Q2 financial results showing the organization was tracking at 101% of budget revenue and 64% of expenses, with member experience and career support being the largest revenue generators at 56% and 42% respectively. The current reserves stood at $3.9 million across various categories including operating, opportunity, and legal reserves, with $2 million being unallocated surplus. *b. Approval of Reserve Policy* *Related materials: Draft Reserve Policy* The board discussed a proposed update to the reserve policy, which aims to redistribute the current $3.9 million in reserves to better align with best practices for non-profit organizations and reduce CRA risk. The key changes include moving funds from the unallocated surplus reserve to properly fund other restricted reserves, specifically increasing the operating reserve to 12 months of expenses, doubling the legal reserve to $200,000, and increasing the opportunity reserve to 6 months of payroll costs. The board approved the new reserve policy, with the understanding that while this creates more fiscal discipline, future budget cycles will still allow strategic investments through the opportunity fund when needed. **<u>Motion 2025-2026/07</u>** **Moved: Brandon Umpherville / Seconded: Eliza Hydesmith** “That the amended Reserve policy be approved as presented.” **CARRIED.** *c. Approval of Membership Fees 2026* *Related Materials: Proposed Fee Increase Report*	*November and February respectively.*

The board discussed a proposed a $20 (8%) membership fee increase for 2026, with new rates of $268.74 plus tax for professional, candidate, and pre-candidate members, $99 for retired members (up 32%), and $149 for public subscribers (up 50%). The increase was justified based on budgetary needs, historical analysis, and comparison with other organizations like PIBC. Lesley Cabott and others expressed support for the increase, noting the relatively small amount and the organization's growing responsibilities. The board also briefly discussed potential communications strategies about budget changes and transparency. The Board inquired about opportunities to pay in installments, as well as consideration of a reduced fee for early career planners. Since PTIAs collect fees on CIP's behalf, this requires coordination with them. Staff undertook to raise both of these recommendations at the next JAG meeting. **<u>Motion 2025-2026/08</u>** **Moved: Beate Bowron / Seconded: Olimpia Pantelimon** *"That the membership fees for pre-candidates, candidates, and professional members be increased by $20.00 to a total of $268.74 for 2026 and that the membership fees for retired and public subscribers be increased to a total of $99 and $149 respectively for 2026."* **CARRIED.** *d. Investment Proposal & Report* *Related Materials: Investment Report* The board reviewed the current investment report and progress on reallocating the investment mix to take on more risk, consistent with an updated investment policy approved in July. The portfolio performance remains negative since inception due to the 2022 downturn, though there has been some recovery in Q2, with a $11,600 recovery as of June 30th. The Finance Committee identified potential equity investments that align with ESG criteria, which were presented to the board for information. **5.5 Key Initiatives/Operating Plan Preview 2026** *Related Materials: Key Initiatives PowerPoint* Marisa Lingard presented an overview of new initiatives identified from the May board meeting, integrated across the three pillars of the current strategy plan: career support, integrated action on complex issues, and equitable planning. Q4 2025 highlights include: • Integrating the Professional Standards Board database into CIP's AMS system • Increasing in-person conference attendance • Developing partnerships with organizations like Urban Minds and Recreate Place for youth engagement	*Staff to include notice of fee changes in upcoming member communications, incorporate into PTIA service agreements and coordinate implementation with PTIAs*

- Increased programming and support for students, including greater engagement of student liaisons and developing a new educational guide and directory to help promote planning programs to prospective students
- Development of new and expanded revenue-generating opportunities including a consultant directory and organization-wide sponsorships
- Ongoing advocacy work related to the pre-budget submission and housing brief and developing proposals for specific projects such as a community of practice; and AI driven national repository and the advisory service and young planner corps
- Continued work on the Reconciliation Action Plan and implementation strategy.

2026 Initiatives were also presented with fewer details and will be part of the operating plan scheduled for discussion at the February board meeting.

Board members provided comments and feedback on the presentation, notably:

- Consultant's directory can add value by including information about what to look for in a planner, best practices for working with Indigenous communities
- Ensure compensation survey planned in 2026 with PTIAs is created with HR users in mind (vis a vis questions asked, information gathered)
- MITACS can provide funding support for researchers
- Approach Macleans' about potential editorial feature in their University Guide
- CIP should consider more fee-for-service educational services as it builds its educational offerings
- Consider strategies/offers for special pitch/collaboration among smaller planning firms for sponsorships, particularly at conference
- UN-Habitat has a community assessment tool that identifies needed infrastructure projects that the UN then helps to fund. Could CIP develop a Canadian equivalent?

5.6 International Strategy

Deborah Morrison spoke to the briefing provided in the board package acknowledging that during the May board meeting, several board members raised the matter of an international strategy as a means to raising the profile and awareness of the profession within Canada. At the same time, CIP needs to balance both staff resources and budgets and member expectations against an already expanded national advocacy agenda.

The strategy allows CIP to continue to build its engagement with key international organizations at a manageable pace with the goal of revisiting the plan in a couple of years time. The proposal includes maintaining partnerships with the Commonwealth Association of Planners (CAP) and a network of seven international planning institutes. With respect to the National Planning Institutes network –

areas of focus will concentrate on restoring and establishing reciprocal credential agreements between member countries.

Most costs in the plan were already budgeted, with only an incremental increase of approximately $5,000 for international travel. The group endorsed the strategy and suggested to also include potential future international engagement opportunities, including World Urban Forum and UN-Habitat as CIP looks to longer term global engagement opportunities.

The board also encouraged staff to research other planning institutes worldwide (i.e. France, Germany, non-Commonwealth countries in Africa) that may not be part of these existing networks. Olimpia Pantelimon referenced ISOCARP as a potential lead-in to those other countries.

Staff to include proposed budget amounts in the 2026 draft budget for review at the November board meeting.

5.7 Post-Hill Day Action Plan

The board returned to a discussion about Hill Day and next steps for CIP 3.0: Advocacy and Government Relations. Deborah reviewed the next steps discussed the day prior, and recommended CIP begin working on a roster of subject matter experts who could be candidates for appointment to new entities like Build Canada Homes, should CIP be invited to make such recommendations. The group felt that board members should serve as the primary source for expert recommendations in the short term. The group also discussed the possibility of forming a standing committee for advocacy and governance relations and agreed to move forward with its establishment once the advocacy plan had been developed and reviewed.

Deborah to meet with Executive Committee to prioritize next steps.

Staff to develop an advocacy and government relations strategy and present to the board at the next meeting (November).

6.0 Consent Agenda

Relevant Materials: 2025-07-06 CIP Draft Board Meeting Minutes, President's Report, CEO Report, Risk Register, Board Meeting Schedule

The contents of the consent agenda were approved during the approval of the meeting agenda (item 3.0).

Staff to post the approved July 6, 2025 Board meeting minutes in Basecamp and in the member portal.

7.0 In-Camera Session

The board held an in-camera session before calling for adjournment. The group indicated they liked the shorter two-day format for board meetings and directed staff to continue with that structure for the February meeting.

The group decided it wants to meet in another location than Ottawa for the February meeting and staff are directed to work with the Chair to finalize a plan.

8.0 Adjournment

The next meeting of the Board of Directors will be held via teleconference on November 27th, 2025 at 12:00 p.m. ET.

Motion	
Moved: ??? *"That the meeting be adjourned at 12:10 p.m."* **CARRIED.**	