

2019 Conference Committee

Terms of Reference

Approved: 02/12/2017

1. AUTHORITY

The 2019 Conference Committee is an ad hoc committee of the Canadian Institute of Planners. As such, it is mandated by and accountable to the CIP Board of Directors.

Please refer to the CIP Committee Manual for detailed information on policies and procedures.

2. MANDATE

The CIP 2019 Conference Committee shall be responsible for, among other things:

- Developing the conference theme and program, including the social and educational events and their content;
- Managing the conference logistics;
- Identifying potential conference speakers and keynotes;
- Providing guidance and direction in the development of the educational program;
- Developing and implementing the conference revenue plan, including setting the conference fees, exhibitor fees, sponsorship categories, and other sources of revenue;
- Identifying and inviting special guests, including international organizations; and
- Developing the key messages and concepts, which will in turn develop and implement the Conference communications plan.

Purpose

The purpose of the conference is:

- To celebrate the history and legacy of Canadian planning and the profession of planning.
- To highlight the role Canadian planners and the CIP have played on the international scene, and how we can continue to contribute in future (e.g. operationalizing Habitat III's New Urban Agenda, Canada in the Caribbean, etc.)
- To include a broad range of speakers to engage in discussions around some of the major issues/opportunities affecting Canadian communities over the next 100 years.
- To identify public policy, approaches, and techniques to address these issues/opportunities as a nation (e.g. Canada Urban Agenda)

Objectives

The objectives for the conference are:

- To raise the profile of planning in Canada by celebrating the contribution of the planning profession in shaping Canadian communities.
- To create opportunities for collaboration on major issues that will affect Canadian communities over the next century.
- To propose policy solutions that address the significant issues affecting Canadian communities, in collaboration with other organizations and agencies, particularly with the federal government.
- To provide a professional learning opportunity for members that links theory and practice, highlights leading and emerging methods, approaches and technologies, and stimulates creativity in the practice of planning.
- To advance the interests and profile of the CIP and Canadian planning with existing and future partners internationally.

3. APPOINTMENT

Members of the committee will be appointed in accordance with the CIP committee policies, as approved by the Board of Directors in accordance with the Institute's bylaws.

4. COMPOSITION

The Chair of the committee shall be appointed by the CIP Board.

A CIP Board of Directors liaison shall be appointed to the committee as a non-voting member.

If required and approved, a CIP staff member will be appointed in an ex-officio (non-voting) capacity.

A representative from the Fellows, the academic community, and a student, will be sought where possible.

Committees will strive to include members of diverse backgrounds and actively seek applicants from under-represented groups.

The Conference Steering Committee shall consist of no more than 5-6 members, including the Chair, who represent a cross section of the profession and membership. The members shall consist of individuals who have expertise in one or more of the following areas:

- Project management
- Program and content design
- Event planning
- Communications
- Fundraising and sponsorship
- Volunteer coordination

Subcommittees: additional volunteers will be selected for the program, sponsorship, and social subcommittees, as required.

5. TERMS

Each member's term of office shall be for a period of about two years and shall end following the conference.

6. ACTIVITIES AND WORK PLAN

Reflective of the committee mandate letter, the committee will develop and carry out an annual work plan and budget, subject to its approval by the CIP Board of Directors. Work of the committee may only commence upon approval of the Board. Generally, work plans and budgets will be developed in September-November, for the following year.

The Board may from time to time assign the committee with additional, specific undertakings.

7. MEETINGS

The committee shall meet at least four times a year. A meeting can mean an email where specific decisions are agreed upon, teleconference, or in-person (where budgets allow). Additional meetings will be scheduled as required.

Each meeting shall have an agenda, prepared by the Chair or their designate, distributed five days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

Annually, the committee will review its mandate and terms of reference.

A record of actions and decisions will be recorded by a committee designate. This will be maintained in the committee SharePoint folder.

8. SUBCOMMITTEES

The Chair may appoint subcommittees when necessary for the committee to effectively conduct its business. If external members of the subcommittee are required, the recruitment and selection process will be in accordance with the CIP committee policies.

9. GUESTS, ADVISORS, AND OBSERVERS

Committees may invite guests, advisors, and observers to their committees, who participate at the discretion of the committee.

10. QUORUM

A majority of the committee shall constitute a quorum for the transaction of business at all meetings of the committee.

11. VOTING

Each voting committee member shall have one vote at all committee meetings, and all questions shall be decided by a simple majority of votes cast.

12. LEVEL OF COMMITMENT

Generally, each committee member will be required to:

- Prepare for and attend meetings
- Report to the Chair
- Follow-up on assigned items within deadlines
- Where appropriate and desirable, lead a subsidiary working group or subcommittee
- Use the CIP intranet (SharePoint) to collaborate on committee related initiatives
- Participate in training for use of technology when applicable (web conferencing, SharePoint etc.)

Committees will be required to develop their own agenda and document action items.

The minimum level of effort/expectation is an average of 6 – 8 hours/month. Requirements for the Chair of the committee may be greater. During the last ten months leading up the conference, time commitments may increase substantially.

13. FINANCIAL AND HUMAN RESOURCES

The budget and staffing requirements of the committee will be developed by the Chair of the committee, in consultation with CIP staff, and subject to approval by the Board.

14. REPORTING

The committee will regularly provide reports to the Board of Directors, including details of their meetings and work plan progress, including their activities, issues, action items, knowledge and information transfer deliverables, and accomplishments. At minimum, committees will provide quarterly status reports, as well as the annual report summary, to the Executive Director to include in the Board meeting package. These documents will be kept in the committee SharePoint folder.

Recommendations for significant changes in direction or policy will require Board approval for implementation.

15. COMMITTEE RESOURCES

Board Liaison	Mary Bishop, Director	marybishop@bellaliant.net
Staff Liaison	Sherri Clair, Manager, Conference and Member Services	sclair@cip-icu.ca

SharePoint

The SharePoint site can be accessed through the CIP membership portal using your CIP login credentials. Each committee has a personalized site. Committee members are responsible for updating and maintaining the site.

Clarity Conferencing

Each committee will have their own tele-conference dial-in codes. Committee members are responsible for scheduling/initiating meetings, circulating meeting material and taking notes (posted on the SharePoint page).

Dial-in: 1.866.613.5223

Conference Access Code: 5983228

Policies

CIP Governance Policy and Procedure Manual

- CIP Code of Ethics
- Conflict of Interest Policy
- CIP Committee Manual and Procedures
- CIP External Representative Policy

Templates

- Project Charter
- Work Plan (WBS)
- Committee Reports to the Board
- Agendas
- Meeting Notes