

# Plan Canada Editorial Committee

## Terms of Reference

First Approved: 10/27/2017 (Updated and Approved June 21, 2023)

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### 1. AUTHORITY

The Plan Canada Editorial Committee is a Priority Committee of the Canadian Institute of Planners. As such, it is mandated by the CIP Board of Directors and accountable to the Chief Executive Officer (CEO).

### 2. MANDATE

The Plan Canada Editorial Committee is responsible for encouraging high-quality, timely, relevant, and engaging planning-related content for *Plan Canada* magazine, with consideration of the following CIP priorities:

- A. Diverse geographical representation is included;
- B. Diverse representation from different branches or aspects of the planning profession is presented, e.g. land use, social issues, transportation etc.;
- C. Perspectives include those from underrepresented authors, in support of CIP's EDI Roadmap;
- D. Content advances CIP's National Policies on Climate Change, Healthy Communities, and Reconciliation; and
- E. Variation in viewpoint and voice is fostered.

The Editorial Committee members work actively to:

- Select themes for the annual editorial plan (in consideration of CIP priorities) and assign issue leads
- Provide input on content and direction of each issue
- Solicit contributions (through their networks and beyond)
- Review and comment on submitted articles
- Edit assigned articles and book reviews
- Work collaboratively to support issue leads, including guest issue leads (see #8)
- Contribute to proofreading of final draft issues
- If required, lead a thematic article or issue
- Promote *Plan Canada* through their networks, CIP events, and professional practice
- Identify additional audiences, promotional opportunities, and potential advertisers for *Plan Canada*
- Provide advice and guidance to CIP staff on the strategic development of the magazine

### 3. CHAIRS

As determined by the CEO, Priority Committees may have a chair and/or co-chairs appointed by the members of the Committee. In some circumstances, committees may not require co-chairs or the Board may choose to name a chair or co-chairs.

### 4. STAFF AND BOARD LIAISONS

CIP's CEO, or designate, will serve as the Staff Liaison.

Priority Committees may be appointed a Board Liaison as a non-voting member. Board Liaisons are expected to provide: high-level oversight and, as needed, general guidance regarding scope, time, and quality.

Please refer to section 12 for specific staffing roles and responsibilities.

<b>Staff Liaison</b>	Lauren Murray	<a href="mailto:communications@cip-icu.ca">communications@cip-icu.ca</a>
<b>Managing Editor (Craig Kelman Publishing)</b>	Julie Waterer	<a href="mailto:julia@kelman.ca">julia@kelman.ca</a>

### 5. TERMS

The term of office for all Plan Canada Editorial Committee members is two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term.

Terms of the committee chair(s) is established for a defined term by the CEO, not to exceed normal committee terms.

### 6. SUBCOMMITTEES

The chair(s) (or CEO, if there are no chairs) may create a subcommittee to effectively conduct its business, and will be responsible for appointing members to the subcommittee. If additional members are required who are not currently on the Priority Committee, the selection process will be in accordance with the established CIP process.

### 7. MEETINGS

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

Each meeting shall have an agenda, prepared by the chair/co-chairs, or their designate, distributed three days in advance of the meeting.

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

A record of actions and decisions will be recorded by a committee designate. This

information will be maintained in the committee's SharePoint and/or Basecamp folder.

## **8. GUESTS, ADVISORS, AND OBSERVERS**

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

Guest issue leads/editors are responsible for guiding their assigned issue, with support from the Plan Canada Editorial Committee, Managing Editor, and Staff and Board Liaisons.

## **9. QUORUM**

Quorum is defined as a minimum of 60% of committee members. If a committee has quorum and during the meeting some members leave early, resulting in participation falling below 60%, the meeting will still be deemed to have achieved quorum.

## **10. VOTING**

Committee decisions require the majority support of those present (quorum).

If required, each voting committee member shall have one, and all questions shall be decided by a simple majority of votes cast. Board and staff liaisons do not vote.

## **11. LEVEL OF COMMITMENT**

Generally, each committee member will be required to:

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

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

The minimum level of effort/expectation is an average of eight to twelve hours per month. Requirements for the Chair(s) of the committee may be greater.

## **12. FINANCIAL AND HUMAN RESOURCES**

Budget has been established to cover the cost of conference/video calls for the committee.

CIP has a contract with Craig Kelman Publishing until December 2021 to publish *Plan Canada* magazine on a quarterly basis.

## Staffing Roles and Responsibilities:

Staff Liaisons ensure the coordinated production of *Plan Canada* magazine, according to the terms of the contract with Craig Kelman Publishing. Staff Liaisons maintain all institutional documentation for CIP and uphold CIP's policies and procedures in support of the Editorial Committee's Terms of Reference and Mandate. This includes, but is not limited to, maintaining the committee roster and terms, onboarding volunteers, maintaining the committee's Basecamp filing and archiving, maintaining editorial policies and procedures, providing guidance on process, assisting with Board reporting etc. Staff Liaisons coordinate the submissions for content that is outside of the Plan Canada Editorial Committee's responsibility (i.e., CIP content, College of Fellows Corner, and any additional content, as directed by the Board and/or CEO). Staff Liaisons provide Craig Kelman Publishing with member and subscriber mailing lists and coordinate the distribution of digital issues, as well as ensure issues are maintained on the CIP website and distributed to institutional partners.

Craig Kelman Publishing will develop production schedules in coordination with CIP's CEO; maintain exclusive rights to advertising (as per the contract); assist with the coordination and preparation of editorial content when required; edit content according to the Canadian Press Style Guide and CIP's requirements; provide layout, design, and production of the magazine for print and digital formats; distribute the magazine.

Members of a Priority Committee are responsible for identifying to the CEO any additional budget or human resource requirements they feel are needed to achieve their mandate.

## 13. REPORTING

Priority Committees: at minimum, will provide three status reports to the CEO to include in the Board meeting package using the Priority Committee Report template that summarizes activities, action items, and issues related to the committee's mandate. Recommendations for significant changes in direction or policy will require Board approval prior to implementation.

These documents will be kept in the committee SharePoint and/or Basecamp folder.

Committees may request additional human or budget resources from the Board to fulfill their mandate or to respond to an emerging issue or expectation that was not contemplated in the mandate letter.

## 14. RESOURCES

### Basecamp

Committee members are responsible for creating a Google Account (or using an existing Google/Gmail Account). Once the information is provided to the Managing Editor, committee members will have access to assigned documents and schedules. Manuals for Basecamp are available by request and they are also available in the Resources folder of Basecamp. Access will end with the end of the term.

## Policies

- CIP Committee Policy
- CIP Code of Ethics
- Conflict of Interest Policy
- Gender Equity Policy
- Equity, Diversity, & Inclusion Roadmap

## Templates

- Mandate Letter
- Agendas
- Meeting Notes
- Priority Committee Report