



**DRAFT MINUTES
CIP BOARD OF DIRECTORS 2023-2024**

JUNE 26, 2023
HALIFAX, NS

PRESENT:

JANICE BARRY PHD, RPP, MCIP	DIRECTOR
PAUL BELL RPP, MCIP	DIRECTOR
AJ BIMM	DIRECTOR
LESLEY CABOTT RPP, FCIP, ICD D	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
LAURA HARTNEY RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
ADAM WRIGHT RPP, MCIP	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
KRISTEN HARRISON, MRAIC	NATIONAL DIRECTOR, POLICY AND PUBLIC AFFAIRS
MARISA LINGARD	DIRECTOR, MEMBER SERVICES
ANNA MURPHY-DOW	OFFICER, NATIONAL GOVERNANCE
MEREDITH LOW	FACILITATOR

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the in-person meeting to order in Halifax, NS, on June 26, 2023, at 9:14 am AT, and opened with a land acknowledgement. Dan acknowledged that the first 2023/2024 CIP Board of Directors meeting was being held in K'ijipuktuk, located within Mi'kma'ki, the ancestral and traditional lands of the Mi'kmaq people. The region is covered by the Treaties of Peace and Friendship, which Mi'kmaq and Wolastoqiyik Peoples first signed with the British Crown in 1725.

Dan welcomed Meredith Low as the facilitator providing governance training to the Board, and noted that the Board Business would reconvene after the governance presentation.

2.0 ADOPTION OF JUNE 26, 2023 DRAFT MEETING AGENDA

Action

Related material: June 26, 2023 Draft Agenda

A request for New Business was made by Jenna Schroeder, and two items in the Consent Agenda were requested to be added to the main agenda, by Lesley Cabott and Adam Wright.

Motion 2023-2024/01

Moved: Jenna Schroeder / Seconded: Adam Wright

“That the agenda for the June 26, 2023, Board of Directors meeting be adopted as amended.”

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 GOVERNANCE SESSION

Action

Meredith Low facilitated a session on the fundamentals of board governance and how governance currently works at CIP. She encouraged Directors to fully understand the current model and then to provide opportunities to build and/or modify the model from a common understanding.

Directors to provide their questions for Meredith Low and ideas for additional governance training in the meeting survey.

Meredith also noted the objectives for the session as:

CIP staff will plan for additional governance training at the next in person Board meeting.

- Develop a common understanding of the fundamentals of association board governance.
- Review and discuss the governance approach at CIP.
- Identify any areas for building on CIP's governance.

In the follow-up Board survey, Directors agreed to share their questions and ideas for areas for further governance training.

5.0 BOARD BUSINESS DISCUSSION

Action

5.1 Membership Overview & Strategy Presentation

Related material: June 2023 Board Presentation – Marisa Lingard

Marisa Lingard, Director Member Services, provided a presentation with updates regarding membership and strategy. Questions were received about CIP's French language services.

CIP staff will consider building membership in Quebec, as well as with land managers, in the CIP Membership Strategy.

Marisa was thanked for her presentation and contributions to CIP.

Directors will send names of Indigenous consultants to Kristen Harrison for consideration of the RFQ on the CIP Reconciliation Guiding Plan.

5.2 Policy Strategy Update

Related material: June 2023 Board Presentation - Kristen Harrison

Kristen Harrison, National Director Policy & Public Affairs, provided a presentation with updates on CIP policy activity, a decision-making framework aligned to CIP's organization values and priorities, and a new assessment matrix for making public statements.

CIP staff will post a copy of the RFQ on the CIP Reconciliation Guiding Plan to the CIP Board Basecamp.

Discussion ensued on the value of public statements, noting the range of issues that CIP is focused on and the expectations of members that CIP be more visible.

Adam Wright to be invited as a guest to the Executive Committee meeting to provide his perspective on the RFQ responses if additional Board consultation is required outside of the established policies and protocols.

Additional information was requested on the current RFQ related to a CIP Reconciliation Guiding Plan, including staff and Board roles and responsibilities, project scope and rationale, and a general discussion on the Institute's commitment to reconciliation and next steps.

5.3 Standards Committee Process Update

Dan provided an update on the Signatory Parties to the Standards Committee (SC) and advised the Board of the related meeting being held in Halifax over the next day and a half.

Copies of the two staff presentations will be added to the CIP Board Basecamp.

5.4 Annual General Meeting

CIP staff to prepare and circulate a poll with options for

Related material: 2023 CIP AGM Draft Minutes

A review of the Annual General Meeting (AGM) was provided by Beth and she noted the recommendation to continue with the same plan as the 2023 AGM while incorporating more French. Dan noted that new Board members are onboarded post AGM and then attend the first meeting of the new Board at conference.

Jenna Schroeder RPP, MCIP, highlighted that there will be a transition period for the Officers after the 2024 AGM and noted the President, Vice-President, and Treasurer will remain as Officers to the Board until replacements are elected. The AGM dates for the next two years were discussed and finalized.

Motion 2023-2024/02

Moved: Ken Melanson / Seconded: Adam Wright

“THAT the 2024 CIP Annual General Meeting be scheduled for Thursday, May 30, 2024, and the 2025 CIP Annual General Meeting be scheduled for Thursday, May 29, 2025.”

CARRIED.

5.5 Meeting Schedules 2023/2024 and 2024/2025

Proposed meeting dates for the 2023/2024 and 2024/2025 were provided to the Board for discussion and approval.

Discussion ensued on balancing the carbon footprint with meeting in person; it was noted that the value of in-person meetings is created by members seeing the Board active in the various provinces. CIP staff will send a poll to establish a fall date for an in-person meeting in Ottawa. In-person meetings will be value-added in order to justify the expenses and, if possible, engagement on the Reconciliation Guiding Plan will be added to the February agenda. It was also agreed that the February agenda items will be added as a discussion item on the fall Board meeting agenda.

It was confirmed that the Board can make changes to future meeting dates, as required; however, it is beneficial to have its dates planned out well in advance, in recognition of busy schedules.

Motion 2023-2024/03

Moved: Ken Melanson / Seconded Gordon Smith:

“THAT the 2023/2024 meeting schedule be approved with an in-person meeting in February in Winnipeg, MB.”

CARRIED.

Motion 2023-2024/04

Moved: Ken Melanson / Seconded Jenna Schroeder:

“THAT the 2024/2025 meeting schedule be approved with an in-person meeting in September and February.”

an in-person meeting of the Board for the fall 2023 Board of Directors meeting.

CIP staff to add the February 2024 in-person meeting agenda items as a discussion item on the fall Board meeting agenda.

Staff will send out a poll for a fall 2023 meeting date.

On the fall Board meeting agenda, an agenda item to discuss the Winter in-person meeting will be included to ensure maximum value.

CARRIED.

5.6 2023 Annual Objectives

Related material: CIP 2023 Work Plan and Goals 06-26-2023

Dan reviewed the draft key objectives for 2023 with a goal to confirm the final list. The final objectives will be used for the CEO’s annual performance review and Executive Committee work prioritization.

In addition, the Board discussed amending the December 31, 2023, deadline for objectives to align them with the 2023/2024 Board calendar. The change in dates would further support the budget development process, as some objectives may require financial resourcing.

Motion 2023-2024/05

Moved: Daniel Mercer / Seconded: Jenna Schroeder

“THAT the CEO and Executive Committee annual objectives for 2023/2024 be approved as amended.”

CARRIED.

5.7 Standing Committees and Working Groups

Related material: CIP Committees Structure Chart and Work Plan.

Dan noted that Standing Committees are an essential requirement to support the Board’s role and fiduciary responsibilities; and they support all of CIP Values and advance the Strategic Plan. In addition, he noted there are openings on the Finance Committee, Governance Committee, and the Nominations Sub-Committee. The process for submitting expressions of interest was reviewed.

5.8 Finance Reports

Related material: 5.8.1 CIP Q1 2023 Budget vs. Actual; 5.8.2 CIP Q1 Narrative; 5.8.3 Reserves - Q1 2023

Doug Daniels provided a verbal update on the first quarter financial reports.

6.0 CONSENT AGENDA

Related material: as noted below.

6.1 Draft Meeting Minutes

Recommendation: That the draft minutes from the April 20, 2023 Board of Directors meeting be approved.

6.3 CEO’s Report*

6.3.1 CEO’s Report– June 2023

6.4 Executive Reports

6.4.1 President’s Report – June 2023

6.4.2 Vice-President’s Report – June 2023

**Items provided for information only; for questions related to these items, please use the chat feature in Zoom or email before/after the meeting.*

Item 1.05 of the CEO Annual Objectives to be amended to, “Launch The Path, and Reconciliation Guiding Plan process”.

Action

7.0 NEW BUSINESS

Action

Jenna Schneider requested that the Nominations Sub-Committee and the Board vacancy be added for discussion.

Staff to incorporate Action Items in the Work Plan spreadsheet, as appropriate.

The Governance Committee met June 23 and discussed the three options for the Fellows opening:

1. Hold a by-election
2. Appoint a Fellow for the remainder of the term
3. Leave the position vacant.

It was decided that the Fellows should be asked at their Wednesday, June 28 meeting if they want to put forward a name of a Fellow to be appointed by the Board. Jenna will report the outcome of the meeting to the Board. The individual would still have to meet the required bylaw and Director qualifications.

Jenna also noted that the Terms of Reference for the Interim Discipline Sub-Committee was created at the Governance Committee over many meetings. The term of the Sub-Committee is until the review is complete. A high-level update was provided to Beth that the Sub-Committee hopes the initial review will be completed with expediency.

6.2 Status of Action Items and Record of Motions

Adam Wright requested that agenda item 6.2 be removed from the Consent Agenda for clarification. Beth noted that the action items in the Status of Action Items come out of the Board meetings and the Work Plan items come directly from the work plan for Committees, Executive, the Board, and staff. It was agreed that Action Items will be incorporated into the Work Plan document.

Action

8.0 IN CAMERA

Motion 2023-2024/06

Moved: Jenna Schroeder / Seconded: Ken Melanson

“That the CIP Board of Directors meeting convene in-camera.”

CARRIED.

Motion 2023-2024/07

Moved: Ken Melanson / Seconded: Gordon Smith

“That the CIP Board of Directors in-camera meeting be adjourned.”

CARRIED.

Action

9.0 ADJOURNMENT

The next meeting of the Board of Directors will be held in-person in Ottawa and the date will be confirmed as quickly as possible.

Motion

Moved: Paul Bell / Seconded: Jenna Schroeder

“That the meeting be adjourned on June 26, 2023 at 5:49 pm AT.”

CARRIED.



FINAL MINUTES
CIP BOARD OF DIRECTORS 2023-2024
SEPTEMBER 28, 2023

PRESENT:

PAUL BELL RPP, MCIP	DIRECTOR
AJ BIMM	DIRECTOR
LESLEY CABOTT RPP, FCIP, ICD D	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
LAURA HARTNEY RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, URBANISTE, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the virtual meeting to order at 12:13 pm ET, and opened with a land acknowledgement. A moment of silence was taken for the National Day for Truth and Reconciliation and to remember residential school survivors and those who did not return to their families.

2.0 ADOPTION OF SEPTEMBER 28, 2023 DRAFT MEETING AGENDA

Action

Related material: September 28, 2023 Draft Agenda

Motion 2023-2024/08

Moved: Doug Daniels / Seconded: AJ Bimm

“That the agenda for the September 28, 2023, Board of Directors meeting be adopted as circulated.”

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 REVIEW OF BOARD MEETING PROCESS

Action

The Chair presented recommendations for advancing the business of the Board in the spirit of continuous improvement as a policy board, to better support Directors, and to adhere to the scheduled meeting times. The recommendations included:

- Committee reports and recommendations need to be submitted to the CEO at least two weeks before a Board meeting.
- The Board agenda should strive to have fifty percent of the time allocated to strategic and future-forward discussions, especially during in-person meetings.

- The CEO will post the Board meeting agenda two weeks in advance, with the full package provided to Directors one week in advance. This will provide time for questions and additional requests for agenda items. There will be no call for “New Business” at the Board meeting.
- The President, Vice-President, and CEO reports will be posted to Basecamp, as required. They will not be included in the Consent Agenda.
- The Consent Agenda will continue to be used in the Board’s meeting packages; however, questions related to consent items should be made in advance, using Basecamp. If a question can’t be resolved before the Board meeting, it can be moved to the regular agenda.
- Basecamp should be used for all Board communications, as much as possible.

Beth McMahon provided an overview of the Board of Directors Basecamp, tips for using it and finding resources, as well as for adjusting personal settings. The use of the mobile app was encouraged. Further training and support is available for those who are interested.

5.0 CLOSED MEETING SESSION

Related material provided in advance.

Motion 2023-2024/09

Moved: Jenna Schroeder / Seconded: Gordon Smith

“That the Board meeting move into a Closed Session.”

CARRIED.

Motion 2023-2024/10

Moved: Gordon Smith / Seconded: Doug Daniels

“That the Board meeting move out of the Closed Session.”

CARRIED.

Motion 2023-2024/11

Moved: Jenna Schroeder / Seconded: Daniel Mercer

“That Beate Bowron be appointed to the Board for the remainder of the unexpired term of the Fellows position.”

CARRIED.

Motion 2023-2024/12

Moved: Jenna Schroeder / Seconded: AJ Bimm

“That CIP’s Governance Policies and Procedures Manual be amended by December 31, 2023, to:

1. Provide additional clarity on the Board complaints and disciplinary review process, including complaints filed against the Board as a whole

Action

The Interim Discipline Sub-Committee will advance work on updates to CIP’s policies and procedures, as recommended

<p>and by third parties; 2. Include Terms of Reference for a Discipline Committee; and 3. Provide additional clarity around matters of Director and Board confidentiality.” CARRIED.</p>	
<p>6.0 PRESENTATION AND REVIEW OF UPDATED WORK PLAN</p>	<p>Action</p>
<p>Beth presented on the updated format of the Board and Standing Committee Work Plans, which include a colour-coded status and link to Board Business agenda items.</p>	
<p>7.0 STANDING COMMITTEES</p>	<p>Action</p>
<p><i>Related material: 7.0 Expressions of Interest</i></p>	<p><i>Staff to update the 2023/2024 Standing Committees</i></p>
<p>Expressions of Interest for the Standing Committees had been completed in advance of the meeting, and a call for volunteers from the floor was made.</p> <p><u>Motion 2023-2024/13</u> Moved: Doug Daniels / Seconded: Gordon Smith <i>“That the Finance Committee be approved as amended.”</i> CARRIED.</p> <p>The Finance Committee was confirmed as Doug Daniels (Chair), Daniel Mercer, Gordon Smith, and Ian Wong.</p> <p><u>Motion 2023-2024/14</u> Moved: Jenna Schroeder / Seconded: Paul Bell <i>“That the Governance Committee be approved as amended.”</i> CARRIED.</p> <p>The Governance Committee was confirmed as Jenna Schroeder (Chair), AJ Bimm, Karen Bolton, Lesley Cabott, Jason Ferrigan, Laura Hartney, and Ken Melanson.</p> <p><u>Motion 2023-2024/15</u> Moved: Jenna Schroeder / Seconded: Daniel Mercer <i>“That the Nominations Sub-Committee be approved as amended.”</i> CARRIED.</p> <p>The Nominations Sub-Committee was confirmed as Jenna Schroeder (Chair), Paul Bell, AJ Bimm, and Doug Daniels</p>	
<p>8.0 NOVEMBER MEETING AGENDA</p>	<p>Action</p>
<p><i>Related material: 8.0 November agenda</i></p>	<p><i>Directors requiring flights are to book their Board travel through CIP’s travel service</i></p>

<p>The Chair reviewed the timeline for the next Board meeting, including major elements for the meeting agenda.</p>	<p><i>Directors that have additional agenda items for the next Board meeting are to send them to the Chair</i></p>
<p>9.0 CONSENT AGENDA</p> <p><i>Related material: as noted below.</i></p> <p>9.0 (a) Draft Meeting Minutes Recommendation: <i>That the draft minutes from the June 26, 2023 Board of Directors meeting be approved.</i></p> <p>9.0 (b) Committee Policies Recommendation: <i>That the updated terms of reference for the standing committees be approved, as recommended.</i></p> <p>9.0 (c) Membership Fee Policy Recommendation: <i>That the updated membership fee policy be approved, as recommended by the Finance Committee.</i></p> <p>9.0 (d) Confirmation of 2024 CIP Membership Fees*</p> <p>9.0 (e) Standards Committee Report*</p> <p><i>*Items provided for information only.</i></p>	<p>Action</p> <p><i>CIP staff will post the approved minutes to Basecamp and the CIP website members area for information</i></p> <p><i>CIP staff will update the Governance Policy and Procedures Manual to reflect the updated policies</i></p> <p><i>CIP staff will update the 2024 fees schedules and notify the PTIAs</i></p>
<p>10.0 ADJOURNMENT</p> <p>The next meeting of the Board of Directors will be held in-person in Toronto.</p> <p><u>Motion</u> Moved: Gordon Smith / Seconded: Jenna Schroeder <i>“That the meeting be adjourned.”</i> CARRIED.</p>	<p>Action</p>



FINAL MINUTES
CIP BOARD OF DIRECTORS 2023-2024

NOVEMBER 17-19, 2023
TORONTO, ON

PRESENT:

JANICE BARRY PHD, RPP, MCIP	DIRECTOR
PAUL BELL RPP, MCIP	DIRECTOR
AJ BIMM	DIRECTOR
BEATE BOWRON RPP, FCIP	DIRECTOR
LESLEY CABOTT RPP, FCIP	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
LAURA HARTNEY RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH LPP, MCIP, FCSLA	DIRECTOR
BETH MCMAHON	CHIEF EXECUTIVE OFFICER
MEREDITH LOW	FACILITATOR
LATISSAH ELLEYNE (ARCHIPEL)	GUEST
SABRE PICTOU (ARCHIPEL)	GUEST

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the in-person meeting to order in Toronto, ON, on November 17, 2023, at 2:12 pm ET. Dan opened with a land acknowledgment that the CIP Board of Directors meeting was being held on the traditional and current day territory of many nations, including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples, which is also now home to many diverse First Nations, Inuit, and Métis peoples. Dan recognized the Dish With One Spoon Wampum Belt Covenant, an agreement between the Anishinaabeg and Haudenosaunee to peaceably share and care for the lands around the Great Lakes. He reaffirmed CIP's ongoing support for the UN Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Calls to Action.

Beate Bowron was warmly welcomed to her first CIP Board meeting

2.0 ADOPTION OF NOVEMBER 17-19, 2023 DRAFT MEETING AGENDA

Action

Related material: November 17-19, 2023, Draft Agenda

Motion 2023-2024/16

Moved: Jenna Schroeder / Seconded: Doug Daniels

"That the agenda for the November 17-19, 2023, Board of Directors meeting be adopted as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

<p>No conflicts were declared.</p>	
<p>4.0 STANDARDS COMMITTEE UPDATE AND DISCUSSION</p> <p>An update on the process of transitioning the Standards Committee to the Professional Standards Board was provided and general feedback was contributed by the Directors.</p> <p>At the next Board meeting, additional information will be shared, pending the in-person meeting of Signatory Parties in January 2024.</p>	<p>Action</p>
<p>5.0 BOARD SKILLS ASSESSMENT AND COMPETENCY PRIORITIZATION</p> <p><i>Background Material: Board Performance Matrix; CIP Directors Nominations Process 2024; 50-30 Challenge Information</i></p> <p>An overview and background were provided on the Board Performance Matrix Survey by Jenna Schroeder; Directors provided their suggestions and edits for consideration of the Governance Committee.</p> <p>Agenda Item 5b was tabled to Sunday’s agenda.</p>	<p>Action</p> <p><i>CIP staff will launch the Board Performance Matrix in its current form to the Board of Directors, with an opportunity for additional comments; survey results will be reviewed by the Governance Committee.</i></p>
<p>6.0 RISK REGISTER</p> <p><i>Background Material: Risk Report</i></p> <p>The semi-annual 2023 Risk Register was reviewed and a discussion was held on the most recent changes and trends, including steps taken to mitigate potential risks.</p>	<p>Action</p>
<p>7.0 GOVERNANCE ENGAGEMENT SESSION</p> <p>Dan welcomed Meredith Low, facilitator of the governance engagement session. Meredith’s content was provided as a continuation of the June 26 Board governance session in Halifax, NS.</p>	<p>Action</p> <p><i>CIP staff will post Meredith Low’s report in Basecamp.</i></p>
<p>8.0 RECONCILIATION ACTION PLAN</p> <p>Dan welcomed representatives from Archipel Research and Consulting, Sabre Pictou and Latissah Elleyne, and introductions were made. A presentation on Archipel’s preliminary research was provided (including an overview and timeline of the profession’s colonial impact on First Peoples), CIP’s efforts to advance reconciliation, overview of the environmental scan conducted, and guidance for developing an institutional Reconciliation Action Plan (RAP) was provided.</p> <p>It was noted that RAPs are relatively new in Canada and do require a significant organization investment and commitment, requiring several years of development. Generally, there are three stages to developing a RAP that Archipel recommended to CIP. The first being ‘Learning and Gathering’, which requires approximately 12 months and includes research, external interviews, survey collection, to understand CIP’s impact on Indigenous communities and specific recommendations. The second stage is ‘Innovative Implementation’, which takes up to 24 months and renews over time. It requires an oversight committee, the development of measures, timelines, and a roadmap to hold the</p>	<p>Action</p> <p><i>CIP staff to share the Archipel presentation with the Board of Directors.</i></p> <p><i>CIP staff will share Archipel’s final report with the Board of Directors for review at the next meeting.</i></p>

<p>organization accountable. It is a living document. The final stage is 'Elevation', which can start after the roadmap is complete. It focuses on growing inclusion within the organization, and developing partnerships with Indigenous organizations, and allied organizations to advance reconciliation.</p> <p>The concept of intention vs. impact was addressed by Archipel, who emphasized that reconciliation action needs to start from a basis of truth. Relationships need to be intentional and formed on a strong foundation.</p> <p>Following the presentation, a question and answer period with the Board took place.</p> <p>The Board thanked Sabre and Latissah for their thoughtful and comprehensive presentation.</p> <p>9.0 STRATEGIC PLAN REVIEW</p>	
<p><i>Background Material: Strategic Priority One-Pagers</i></p> <p>Beth provided a presentation on Key Performance Indicators.</p> <p>Dan provided a presentation on Issue Prioritization, focusing on the Strategic Plan's five policy priorities and three questions: <i>what do we want, what do we have, how do we get there?</i> Directors reviewed each priority and 'what could success look like in 1-3 years', which generated discussion and feedback.</p> <p>AJ Bimm departed the meeting.</p> <p>BOARD SKILLS ASSESSMENT AND COMPETENCY PRIORITIZATION (CONTINUED FROM 5.0)</p>	<p>Action</p> <p><i>CIP staff will share the KPI and Strategic Plan Issue Prioritization PowerPoint presentations in Basecamp.</i></p> <p><i>CIP staff will post the KPI report in Basecamp.</i></p> <p><i>Dan Huang will seek feedback from Planning Directors on how CIP can better support housing.</i></p> <p>Action</p>
<p>Jenna provided an overview of the policies on the eligibility requirements for the At Large position on the Board. Discussion centered on CIP's commitment to the 50-30 Challenge, and opportunities and strategies to meet the goals.</p> <p><u>Motion 2023-2024/17</u> Moved: Janice Barry / Seconded: Daniel Mercer <i>"That the At Large position be designated for a Candidate member in the 2024 nomination cycle."</i> FAILED.</p> <p>10.0 COLLEGE OF FELLOWS COMMITTEE TERMS AND MANDATE</p>	<p><i>Nominations Sub-Committee to reach outside of planning institutes to encourage Board nominations from non-members that support CIP's equity, diversity, and inclusion objectives.</i></p>

<p><i>Background Material: College of Fellows Proposed Changes to Terms of Reference</i></p> <p>Discussion took place on the revised committee terms of reference for the College of Fellows Committee, including a new mandate, proposed by the co-chairs of the College. Recommendations to the committee co-chairs included aligning the terms to CIP's policies and Strategic Plan.</p> <p>11.0 IN CAMERA</p>	<p>Action</p> <p><i>Jenna Schroeder will meet with the College of Fellows co-chairs to provide guidance on the Terms of Reference.</i></p> <p><i>CIP staff to request an update on the College's current work plan status.</i></p> <p><i>CIP staff to encourage the College of Fellows to take The Path at their next meeting.</i></p>
<p><u>Motion 2023-2024/18</u> Moved: Jenna Schroeder / Seconded: Daniel Mercer <i>"That the CIP Board of Directors meeting convene in-camera."</i> CARRIED.</p> <p><u>Motion 2023-2024/19</u> Moved: Jenna Schroeder / Seconded: Beate Bowron <i>"That the CIP Board of Directors in-camera meeting be adjourned."</i> CARRIED.</p>	<p>Action</p>
<p>12.0 FINANCE</p> <p><i>Background Material: 2024 Draft Budget and Narrative</i></p> <p>Doug Daniels presented the 2024 budget and key highlights and investments to support investments in the Strategic Plan, including funding for new student bursaries and the CIP-PSTF and the development of a Reconciliation Action Plan. The budget includes a planned drawdown of CIP's unallocated reserves.</p> <p><u>Motion 2023-2024/20</u> Moved: Doug Daniels / Seconded: Ken Melanson <i>"That the proposed 2024 budget be approved as presented."</i> CARRIED.</p>	<p>Action</p> <p><i>Finance Committee will review CIP's reserve policy and ensure its adequacy.</i></p> <p><i>Finance Committee will consider how drawdowns of the reserves are approached in budgeting.</i></p> <p><i>CIP staff will bring forward possible 2024 budget additions related to Board priorities, including The Path and travel needs for standing committees.</i></p> <p><i>Governance Committee will consider its needs for a consultant and possible in-person meeting, and the budget required.</i></p>

<p>13.0 SHORTAGE OF PLANNERS</p>	<p>Action</p>
<p>An initial discussion on the shortage of planners took place, including student enrollment, as well as employee recruitment and retention. The discussion will continue at the February Board meeting.</p>	
<p>14.0 FEBRUARY MEETING AGENDA</p>	<p>Action</p>
<p><i>Background Material: Draft February Board Meeting Agenda</i></p> <p>Based on the items raised during the November Board meeting, there was agreement that starting earlier on the Friday for the February Board meeting would be useful.</p>	<p><i>The Standing Committees will consider meeting in person at the February Board meeting.</i></p> <p><i>CIP staff will connect with Paul Bell about a possible facilitator to assist the Board's discussion on issue prioritization for the outstanding Action Items.</i></p>
<p>15.0 CONSENT AGENDA</p>	<p>Action</p>
<p><i>Related material: as noted below.</i></p> <p><i>a) Draft Meeting Minutes</i> Recommendation: <i>That the draft minutes from the September 28, 2023, Board of Directors meeting be approved.</i></p> <p><i>b) Honours and Awards Jury Member Confirmation</i> Recommendation: <i>That Samantha Murphy, Mary Bishop, Bob Lehman, and Leela Viswanathan be approved to serve on the Honours and Awards Jury. That David Brown, Dayna Edwards, Anne McIlroy, and Bill Shaw are each thanked for their six years of service on the Jury.</i></p> <p><i>c) Disciplinary Policy Updates</i> Recommendation: <i>That Motion 2023-2024/12 be amended to update the deadline of December 31, 2023, to February 23, 2024.</i></p> <p><i>d) Board Meeting Schedule Update</i> Recommendation: <i>That the Board's July 8, 2024 meeting date be amended to July 7, 2024.</i></p>	
<p>16.0 ADJOURNMENT</p>	<p>Action</p>
<p>Dan thanked Beth for her seventh work anniversary. The Directors were thanked for their volunteer time and contributions to the meeting.</p> <p>The next meeting of the Board of Directors will be held in Winnipeg, MB, February 23-25, 2024.</p> <p><u>Motion</u> Moved: Ken Melanson / Seconded: Doug Daniels <i>"That the meeting be adjourned on November 19, 2023 at 12:03 pm ET."</i> CARRIED.</p>	



FINAL MINUTES
CIP BOARD OF DIRECTORS 2023-2024

FEBRUARY 23-25, 2024
WINNIPEG, MB

PRESENT:

JANICE BARRY PHD, RPP, MCIP	DIRECTOR
PAUL BELL RPP, MCIP	DIRECTOR
AJ BIMM	DIRECTOR
BEATE BOWRON RPP, FCIP	DIRECTOR
LESLEY CABOTT RPP, FCIP	DIRECTOR
DOUG DANIELS RPP, MCIP	DIRECTOR
LAURA HARTNEY RPP, MCIP	DIRECTOR
DAN HUANG RPP, MCIP	DIRECTOR
KEN MELANSON RPP, MCIP	DIRECTOR
DANIEL MERCER RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR

BETH MCMAHON

CHIEF EXECUTIVE OFFICER

1.0 WELCOME AND CALL TO ORDER

Action

Dan Huang called the in-person meeting to order in Winnipeg, MB, on February 23, 2024, ET. Dan opened with a land acknowledgment that the CIP Board of Directors meeting was being held on the ancestral and traditional territory of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Peoples, and on the National Homeland of the Red River Métis, and recognized that Winnipeg has the largest Indigenous population of any major city in Canada. Winnipeg is also Treaty One Territory, and that as Treaty peoples, everyone has a shared responsibility for establishing and maintaining mutually respectful relationships.

Dan stated that Winnipeg's drinking water comes from Shoal Lake 40 First Nation, in Treaty 3 Territory, a community that is seeking justice for historical and current day harms resulting from the expropriation of reserve lands for the aqueduct in 1915. He reflected on the role that the planning profession may have contributed to this historical decision and committed to CIP's continued learning and unlearning in pursuit of truth and reconciliation.

2.0 ADOPTION OF DRAFT MEETING AGENDA

Action

Related material: February 23-25, 2024, Draft Agenda

The Discipline Policy was moved from the Consent Agenda into Item 9.0, Review of the Board's Governance Policies.

Motion 2023-2024/21

Moved: Jenna Schroeder / Seconded: Doug Daniels

"That the agenda for the February 23-25, 2024, Board of Directors meeting be adopted as amended."

CARRIED.

3.0 DECLARATION OF CONFLICT OF INTEREST

Action

No conflicts were declared.

4.0 ELECTION OF OFFICERS

Action

Background Material: Election of Officers Policy

CIP staff to update the Elections of Officers section in the Governance Policies and Procedures Manual.

Jenna Schroeder provided context for the Governance Committee's recommended amendment to the Election of Officers process.

Directors discussed the 2024 election term and dates, and agreed to elect new officers *no later than the first order of business of the second Board meeting following the Annual General Meeting*. Nominations will be received by Directors 21 days in advance of the designated Board meeting.

Motion 2023-2024/22

Moved: Ken Melanson / Seconded: Paul Bell

"That the proposed policy be approved as amended."

CARRIED.

5.0 3-YEAR BUDGET REVIEW

Action

Background Material: 2024-2026 Draft Budget and Narrative

Doug Daniels provided an overview of the new three-year budget and strategy to reduce the unallocated reserves. The budget for 2024 was approved by the Board in November, and 2025 and 2026 were provided as an estimate, with the formal budget approval to follow the normal review cycle.

6.0 STANDARDS COMMITTEE UPDATE

Action

Background Material: Cover Note; Pre-Read for the January 2024 meeting; Report on January 2024 Meeting of Planning Signatory Parties

Dan provided an update and overview of the standards-setting model for the planning profession and feedback was received from the Directors.

Dan to provide feedback on the standards-setting model that CIP supports the inclusion of an academic RPP who is involved in the accreditation process, on the proposed PSB committee.

7.0 COLLEGE OF FELLOWS COMMITTEE WORK PLAN PROPOSAL

Action

Background Material: College of Fellows 2023 Work Plan Report to the CIP Board; College of Fellows Work Group and Work Plan Updates 2024

Jenna reviewed the 2023 College of Fellows Committee work plan report and proposed 2024 work plan. The Board expressed their appreciation of the committee's work to date and the efforts of the co-chairs, Paul Bedford and Mark Holland. Discussion on the work plan took place. Lesley Cabott volunteered to be the Board Liaison for the committee.

Lesley Cabott will share the Board's guidance on the 2024 work plan with the College of Fellows Committee co-chairs.

<p><u>Motion 2023-2024/23</u> Moved: Lesley Cabott / Seconded: Daniel Mercer <i>“That the proposed policy be approved as presented and to work with the Board Liaison to implement.”</i> CARRIED.</p> <p><u>Motion 2023-2024/24</u> Moved: Janice Barry / Seconded: Beate Bowron <i>“That Lesley Cabott to appointed as the Board Liaison to the College of Fellows Committee.”</i> CARRIED.</p> <p>8.0 GUIDANCE ON BOARD CONFIDENTIALITY</p>	
<p><i>Background Material: Board Confidentiality Scenarios</i></p> <p>Jenna provided an overview of the proposed training tool on Board confidentiality. Directors appreciated the approach and provided additional suggestions, including new scenarios and edits to the definitions.</p>	<p>Action</p> <p><i>CIP staff will update the Board Confidentiality Training Tool for review by the Governance Committee.</i></p>
<p>9.0 REVIEW OF THE BOARD’S GOVERNANCE POLICIES</p> <p>Jenna provided the Governance Committee’s recommended approach to update and modernize the Governance Policy and Procedures Manual in a timely manner. The work would include applying a consistent template across CIP’s policies and procedures, including the revised discipline and complaints process that is still in development. The budget proposed includes funding for an external consultant and an in-person Governance Committee meeting.</p> <p>Beate Bowron was thanked for her offer to volunteer on the Governance Committee.</p> <p><u>Motion 2023-2024/25</u> Moved: Jenna Schroeder / Seconded: Laura Hartney <i>“That \$36,000 of funding be directed to updating the Governance Policy and Procedures Manual.”</i> CARRIED.</p> <p><u>Motion 2023-2024/26</u> Moved: Jenna Schroeder / Seconded: Ken Melanson <i>“That Beate Bowron be appointed to the Governance Committee.”</i> CARRIED.</p> <p><u>Motion 2023-2024/27</u> Moved: Lesley Cabott / Seconded: Beate Bowron <i>“That Motion 2023-2024/12 be amended to update the deadline of February 25, 2024, to April 25, 2024.”</i> CARRIED.</p>	<p>Action</p>

<p>10.0 RECONCILIATION ACTION PLAN</p>	<p>Action</p>
<p><i>Background Material: CIP Reconciliation Action Plan Phase 1</i></p> <p>The Board discussed the report prepared by Archipel Research and Consulting, <i>CIP Reconciliation Action Plan Phase 1</i>, and its release. The Board reviewed the recommended approach and timeline for a Request for Proposal (RPF) to develop a Reconciliation Action Plan for CIP.</p>	<p><i>CIP staff will work with Archipel to finalize the report for release.</i></p> <p><i>CIP staff will prepare the RFP to engage a consultant/firm to lead in the development of a Reconciliation Action Plan.</i></p>
<p>11.0 THE PATH</p> <p>Directors discussed their individual experiences of completing <i>The Path: Your Journey Through Indigenous Canada</i> and agreed that it has broad value across the membership. Discussion ensued on how to increase registrations in the program.</p> <p><u>Motion 2023-2024/28</u> Moved: AJ Bimm / Seconded: Janice Barry <i>“That \$9,000 be added to the budget to incentivize participation in <i>The Path</i>.”</i> CARRIED.</p>	<p>Action</p> <p><i>CIP staff determine the best approach to offer free registrations to <i>The Path</i> in support of the national conference.</i></p> <p><i>CIP staff to consider further customization of CIP’s content in <i>The Path</i>.</i></p>
<p>12.0 HOUSING ASPIRATION AND OBJECTIVES</p> <p><i>Background Material: CIP Housing Aspiration and Role; The Role of CIP same initiatives</i></p> <p>The Board discussed the draft aspirational statement and provided suggestions for further consideration. There was agreement that the drafted Role of CIP was appropriate. Once finalized, the new text will be updated in the Strategic Plan.</p>	<p>Action</p> <p><i>CIP staff will revise the aspiration statement based on Board suggestions and share with the Executive Committee. The final recommendation will be shared with the Board.</i></p> <p><i>CIP staff to develop strategies that align with the Role of CIP and Housing for the April Board meeting.</i></p>
<p>13.0 STATE OF THE PROFESSION</p> <p><i>Background Material: 2024-02-25 State of the Planning Profession - CIP Board Presentation</i></p> <p>Dan presented key facts and report findings related to the planning profession, including data on the shortage of planners, statistics from accredited university enrollment, and reports from other organizations. Directors discussed the trends and data gaps, identifying possible approaches to collect additional information and insights.</p>	<p>Action</p> <p><i>CIP staff to share the State of the Profession PowerPoint on the Board’s Basecamp.</i></p>
<p>14.0 ANNUAL BOARD WORK PLAN</p> <p><i>Background Material: CIP Board Work Plan and Goals</i></p> <p>Beth McMahon presented the 2024 Board and Standing Committee work</p>	<p>Action</p>

<p>plans, as well as additional resources for Director oversight and project tracking. The documents are updated regularly throughout the year.</p>	<p>Action</p>
<p>15.0 APRIL MEETING AGENDA</p> <p>Directors reviewed the discussion and decisions items identified for the April Board meeting agenda. Due to the number of items identified, Directors requested the meeting be scheduled for three hours.</p>	<p><i>CIP staff to adjust the April Board meeting time to add an additional hour, and to send an updated calendar invite.</i></p>
<p>16.0 IN CAMERA</p> <p><u>Motion 2023-2024/29</u> Moved: Jenna Schroeder / Seconded: Daniel Mercer <i>“That the CIP Board of Directors meeting convene in-camera.”</i> CARRIED.</p> <p><u>Motion 2023-2024/30</u> Moved: Jenna Schroeder / Seconded: Beate Bowron <i>“That the CIP Board of Directors in-camera meeting be adjourned.”</i> CARRIED.</p>	<p>Action</p>
<p>17.0 ADJOURNMENT</p> <p>The next meeting of the Board of Directors will be held online, April 25, 2024.</p> <p><u>Motion</u> Moved: Ken Melanson / Seconded: Jenna Schroeder <i>“That the meeting be adjourned on February 25, 2024.”</i> CARRIED.</p>	<p>Action</p>
<p>18.0 CONSENT AGENDA</p> <p><i>Related material: as noted below.</i></p> <p>a) <i>Draft Meeting Minutes</i> Recommendation: <i>That the draft minutes from the November 19-21, 2023 Board of Directors meeting be approved.</i></p> <p>b) <i>CIP-PSTF Bursaries</i> Recommendation: <i>That CIP’s three funded CIP-PSTF bursaries be directed to the CIP Diversity Impact Bursaries, as presented.</i></p> <p>c) <i>Risk Register</i> Presented as information.</p> <p>d) <i>KPI Report</i> Presented as information.</p> <p>e) <i>Carbon Neutrality Report</i> Presented as information.</p>	<p>Action</p> <p><i>CIP staff will post the approved minutes to Basecamp and the CIP website members area for information.</i></p>