



**FINAL MINUTES**  
**2023 ANNUAL GENERAL MEETING (AGM)**  
MAY 31, 2023  
VIDEOCONFERENCE

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**1.0 WELCOME CALL TO ORDER**

CIP President Dan Huang RPP, MCIP, greeted everyone to the 2023 virtual CIP Annual General Meeting (AGM), he honoured and recognized that CIP's office is located on the unceded territory of the Anishinaabe Algonquin Nation. Dan acknowledged that he was participating from the traditional territories of the Lekwungen People, as represented today by the Songhees and Esquimalt Nations, and welcomed attendees to pay respect and gratitude for the ancestral lands, wherever they were located across Canada and beyond.

Dan introduced the Treasurer, Doug Daniels RPP, MCIP, Beth McMahon CEO, and special guest, Petra Hurtado, PhD, Director of Research and Foresight, American Planning Association (APA). Dan also recognized that a majority of the current Board of Directors were also in attendance.

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**2.0 GUEST SPEAKER: PETRA HURTADO, PHD, DIRECTOR OF RESEARCH AND FORESIGHT, AMERICAN PLANNING ASSOCIATION**

Dr. Petra Hurtado thanked Dan for the opportunity to speak to the CIP members and guests and provided a thorough presentation on the APA 2022 and 2023 Trend Reports. She noted the Trend Reports are a tool for planners' work and they are free to download at <https://planning.org/foresight/>. The reports do not endorse anything, nor do they predict; however, they do provide future scenarios and priority topics.

Trends of the housing crisis were touched on and potential solutions to the crisis. Younger generations have new expectations regarding climate change impacts, technology, and action related to equity, diversity, and inclusion. Petra suggested planners look at how young people can be more involved in planning for their future. Transportation and accessibility were also mentioned, when thinking about emerging trends. Petra also mentioned trends that planners need to be prepared for issues related to the future of work, especially since COVID, with increased expectations of work-life balance, remote work, and the impact of automation. Petra concluded with the practice of foresight to make the future a better place.

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**3.0 CALL TO ORDER**

The President thanked Petra for her presentation. With quorum achieved, the CIP 2023 AGM was called to order, Dan provided housekeeping notes and mentioned there were over 250 voting members in attendance online.

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**4.0 CIP AGM BUSINESS**

The first order of business was to approve the agenda and the 2022 AGM Meeting Minutes. The following motions were approved:

- a. *Adoption of 2023 Annual General Meeting Agenda*  
**Motion**

**Moved: Jacqueline East RPP, MCIP / Seconded: John Jarvie RPP, MCIP**  
**“That the agenda for the 2023 Canadian Institute of Planners’ Annual General Meeting be adopted as circulated.”**  
**CARRIED**

b. *Adoption of 2022 Annual General Meeting Minutes*

**Motion**

**Moved: Peter Andersen RPP, MCIP / Seconded: David Gordon RPP, FCIP, AICP**  
**“That the minutes from the 2022 Canadian Institute of Planners Annual General Meeting be adopted as circulated.”**

**CARRIED**

## **5.0 PRESIDENT’S REMARKS & STRATEGIC PLAN**

Dan expressed gratitude for the opportunity to continue to serve as the CIP President since 2020. He provided a thorough report updating members and guests of the successes CIP has had in the last year. He highlighted CIP by the numbers and noted that CIP surpassed 8,000 members, a new milestone for the organization. Dan personally thanked the many dedicated volunteers who continue to support the CIP planning ecosystem across the country and with our international partners in 2022 and over the years.

Dan noted that the 2022 CIP/PIBC Conference in Whistler was a resounding success, after 2 years of in-person hiatus. CIP welcomed over 1,000 delegates who attended in-person and online. He also noted that the 2023 CIP/API Conference will be held in Halifax, and he wanted colleagues and friends in the Halifax Region to know that CIP is thinking of them, especially in Upper Tantallon and Hammonds Plains, where wildfires ravage communities. Dan extended this to all communities across Canada experiencing the effects of climate change, which highlights the importance of our work in creating sustainable, energy-resilient communities.

In 2022, to support of the next generation of planners, CIP offered free student membership to post-secondary students in any field, to match the diversity of the profession and the many avenues towards entering the planning field. CIP supported 25 early-career stage planning professionals through the Emerging Leaders Program in 2022, with another cohort coming in 2023.

Thanks to the generosity of CIP members, the CIP/ICU Planning Student Trust Fund (CIP-PSTF) has been supported for over 30 years. Since 1989, the CIP-PSTF has awarded 154 scholarships and bursaries, totalling \$491,000 in financial support. Dan thanked members on behalf of CIP and the CIP-PSTF.

Dan highlighted that in Whistler, CIP’s 5-year Strategic Plan (2022-2027) was released with a refreshed Vision, Mission, and Values. The plan strives for “1,835 days of Impact” based on three key priority areas: Integrated Action on Complex Issues; More Equitable Planning, Together; and Career Support for Life. Since the launch of the Strategic Plan, CIP has had a number of notable successes, such as the Emerging Leaders Program. Dan mentioned other priority initiatives that will require long-term determination and investment, including Indigenous Planning Practice and Reconciliation and the EDI Roadmap, in order to hard-code these into CIP’s every day organizational and professional practices.

Dan mentioned that relationships on the international front remain very strong with APA, as well as around the globe with the Commonwealth Association of Planners and the Global Planners’ Network. Dan is looking forward to welcoming APA President, Angela Brooks FAICP, to the conference in Halifax and hopes members get a chance to meet and chat with her. Dan challenged CIP members to get #ItTakesAPlanner trending worldwide!

Dan ended his remarks by offering special thanks to CIP CEO, Beth McMahon, and CIP staff. He thanked Board colleagues for their contributions, and acknowledged all the volunteers who provide their expertise and knowledge to support CIP in moving forward its objectives and initiatives.

In conclusion, Dan thanked members and highlighted those on the frontlines of the planning profession, particularly during these unprecedented times with misinformation and disrespect being foisted on the profession, and on our members personally. He referenced the statement that CIP and the PTIAs recently released condemning these actions. CIP is looking into providing better supports, tools and techniques to help members better manage such situations.

Dan concluded by asking members to take care of themselves, to look out for each other, and to continue to practice their craft with integrity, based on good information and research, and with the best of intentions to help make communities the best that they can be.

## 6.0 TREASURER'S REPORT

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CIP Treasurer, Doug Daniels RRP, MCIP, noted the 2022 Financial Statements had been included in the meeting package.

2022's revenues were \$2,548,685, with expenses of \$2,137,359, for a net revenue of \$259,332 for 2022, including a loss on investments of \$151,994. This puts CIP with net assets of over \$1.9M at the end of 2022.

2022's expenses reflect increased costs related to the hybrid conference in Whistler, BC, and unanticipated technology costs and depreciation, as well as an investment of over \$200,000 for a new database system that supports most PTIAs and members.

Doug noted on the revenue side, CIP continues to see an increase in the number of members with a 4% increase over 2021. As per CIP policy, membership fees for Full, Candidate, and Pre-Candidate members increased to reflect the Consumer Price Index, which was 1.9%.

For 2023, the Board of Directors has approved a strategic budget that draws down some of the organization's reserve funds to advance CIP priorities. Two major factors forming the basis of the 2023 budget were: drawing-down CIP's growing surplus of unallocated reserves to ensure sound fiscal management and reinvest in CIP's activities; and secondly, allocating funding for new Strategic Plan-related investments.

Doug responded to questions from the membership regarding CIP finances, including those related to investments and expenses. At the conclusion of the Treasurer's report, the following motion was approved:

- a. *Appointment of Auditors for 2023*  
**Moved: Dallas Clowes RPP, MCIP / Seconded: Andrew Mok RPP, MCIP**  
*"That the firm Hendry Warren LLP, Chartered Professional Accountants be appointed as auditors for the 2023 fiscal year."*  
**CARRIED**

## 7.0 BOARD OF DIRECTORS 2023/2024

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Five positions were open for the 2023/2024 Board of Directors. One nominee for the Saskatchewan Region advanced directly to the slate and one position currently remains open for the Fellows. For the other three positions, an online vote was held for CIP voting members

between April 27 and May 17 to determine members' preferred candidates, which resulted in over 1,200 votes being cast. Dan thanked all nominees who put their name forward and members for voting online.

a. *Presentation of Slate*

*Director – Region 3: Saskatchewan*  
 Laura Hartney RPP, MCIP  
*Director – Region 4: Manitoba*  
 Paul Bell RPP, MCIP

*Director – Academic*  
 Janice Barry PhD, RPP, FCIP  
*Director – Director at Large*  
 Lesley Cabott RPP, FCIP, ICD D

b. *Election of Slate*

**Moved: Adetoun Osuntogun RPP, MCIP / Seconded: Pablo Golob MCIP, RPP**  
*“That the slate of the new CIP Directors be ratified as presented.”*  
**CARRIED**

Dan affirmed that CIP's Board positions are categorized by region or type of member and noted that these individuals are not representatives for those regions and categories, but rather Directors who must consider the interests of all members.

c. *Introduction of Full Board of Directors*

The members of the 2023/2024 Board of Directors were introduced.

Director – Region 1: BC/YK	Dan Huang RPP, MCIP
Director – Region 2: AB/NT/NU	Adam Wright RPP, MCIP
Director – Region 3: SK	Laura Hartney RPP, MCIP
Director – Region 4: MB	Paul Bell RPP, MCIP
Director – Region 5: ON	Ken Melanson RPP, MCIP
Director – Region 6: QC	Daniel Mercer urbaniste, RPP, MCIP
Director – Region 7: ATL	Gordon Smith LPP, MCIP
Director – Fellow	Vacant
Director – Academic	Janice Barry PhD, RPP, MCIP
Director – Student	AJ Bimm
Director-at-Large	Doug Daniels RPP, MCIP
Director-at-Large	Lesley Cabott RPP, FCIP, ICD D
Director-at-Large	Jenna Schroeder RPP, MCIP

**8.0 RECOGNITION OF OUTGOING BOARD MEMBERS AND VOLUNTEERS**

Directors from the 2022/2023 term were recognized: Tonii Lerat RPP, MCIP; Jeff Palmer RPP, MCIP; Erin O'Neill RPP, MCIP; Ren Thomas PhD, RPP, MCIP; and Mark Holland RPP, FCIP. In appreciation of their contributions, a donation was made to the CIP Diversity Impact Bursary in their names. The bursary was specifically created for Black students and students of colour to remove financial barriers to the profession.

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Dan also noted that the following Director openings will be open for the CIP Board for election in 2024: Regions 2: Alberta, NWT, & Nunavut, 5: Ontario, 6: Quebec; Director At Large and the Student Director, and encouraged members to think who would make an excellent CIP Director.

## **9.0 OTHER BUSINESS**

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Dan recognized a few members who have achieved important milestones in the journey with CIP and the planning profession. He noted there are four new inductees to the College of Fellows: Bruce Curtis RPP (Ret.), FCIP; Pierre Filion RPP (Ret.), FCIP; Samantha Murphy RPP, LPP, FCIP; and Eric Turcotte RPP, FCIP. He also congratulated the two members who are recipients of the Emerging Leaders Award: Nicholas Kuhl RPP, MCIP, and Joëlle Ouellette RPP, MCIP. In addition, the President recognized Gary Davidson RPP, FCIP, on his 51<sup>st</sup> consecutive attendance at the CIP AGM.

## **10.0 ADJOURNMENT**

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Dan thanked all members and guests for attending the AGM.

**Moved: Ken Melanson RPP, MCIP / Seconded: James McKnight RPP, MCIP**

*“That the Canadian Institute of Planners 2023 Annual General Meeting be adjourned.”*



**FINAL MINUTES**  
**CIP BOARD OF DIRECTORS 2023-2024**  
 APRIL 25, 2024

**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 URBANISTE, RPP, MCIP	DIRECTOR
JENNA SCHROEDER RPP, MCIP	DIRECTOR
GORDON SMITH RPP, MCIP, FCSLA	DIRECTOR
 BETH MCMAHON	 CHIEF EXECUTIVE OFFICER

**1.0 WELCOME AND CALL TO ORDER**

**Action**

Dan Huang called the online meeting to order at 11:08 am ET. Dan opened with a land acknowledgment and a moment of reflection.

**2.0 ADOPTION OF DRAFT MEETING AGENDA**

**Action**

*Related material: April 25, 2024, Draft Agenda*

**Motion 2023-2024/31**

**Moved: Jenna Schroeder / Seconded: Daniel Mercer**

*“That the agenda for the April 25, 2024, Board of Directors meeting be adopted as presented.”*

**CARRIED.**

**3.0 DECLARATION OF CONFLICT OF INTEREST**

**Action**

No conflicts were declared.

**4.0 HOUSING STRATEGY REVIEW**

**Action**

*Background Material: CIP Housing Aspiration and Role; Housing Strategy*

Beth McMahon provided an overview of CIP’s work to date on housing and the three key strategies recommended for advancing the Institute’s work – Targeted Advocacy/Government Relations, Partnerships of Influence, and Continuous Professional Development and Education. Directors provided feedback and suggestions, as well as commendation for the achievements realized to date.

Doug Daniels joined the meeting.

## 5.0 HONOURS AND AWARDS CRITERIA AMENDMENTS

*Background Material: CIP Emerging Planner Award and College of Fellows Nominations Guidelines*

Beth provided an overview of the Honours and Awards Jury recommendations and feedback received from the 2024 adjudication process. She also provided a recap of the work previously undertaken to review CIP's awards programs for alignment to the new mission, vision, and values. All awards programs have all been updated with the exception of the College of Fellows nominations criteria.

Directors provided comments on the recommended next steps to complete the full review of CIP's honours and awards programs.

### **Motion 2023-2024/32**

**Moved: Jenna Schroeder / Seconded: Beate Bowron**

*"That the amendment to the CIP Emerging Planner Awards be approved as presented."*

**CARRIED.**

## 6.0 REVIEW OF 2023 AUDITED FINANCIAL STATEMENTS

*Background Material: Draft 2023 Financial Statements*

Doug Daniels reviewed the 2023 draft financial statements, with additional comments provided by members of the Finance Committee. The audit process went well and no issues were identified by the auditors in their meeting with the Finance Committee.

### **Motion 2023-2024/33**

**Moved: Laura Hartney / Seconded: Janice Barry**

*"That the draft 2023 audited financial statements be approved as presented and that Hendry Warren LLP be recommended as CIP's 2024 auditor at the Annual General Meeting."*

**CARRIED.**

## 7.0 ESTABLISH 2024/2025 PRIORITIES FOR EXECUTIVE COMMITTEE AND CEO

*Background Material: CIP 2024 Work Plan*

Beth reviewed her three recommended priorities submitted to the Board for inclusion in the 2024/2025 annual CEO performance process. The items were selected based on their level of involvement and implication for the Institute's governance, strategy, and reputation:

- Launch the Reconciliation Action Plan development project;
- Implement the Housing Strategy; and,
- Update the Governance Policy and Procedures Manual.

Dan reviewed the two items that the Executive Committee would prioritize in 2024/2025:

- Support CIP's Officer Succession; and,

## **Action**

*CIP staff to update the Emerging Leaders Awards guidelines.*

*CIP staff to engage a third-party consultant to conduct a review of the College of Fellows nominations criteria and adjudication process with recommendations to be presented to the Board of Directors.*

## **Action**

*CIP staff will upload all financial audit documents and letters to the Board Basecamp.*

*The final 2023 audited statements will be presented to the membership at the AGM.*

## **Action**

*CIP staff will update the 2024 Work Plan with the new priorities.*

<ul style="list-style-type: none"> <li>Engage the Board to review CIP's Officer roles and terms.</li> </ul> <p><b>Motion 2023-2024/34</b>  <b>Moved: Doug Daniels / Seconded: Ken Melanson</b>  <i>"That the CEO and Executive Committee annual objectives for 2024/2025 be approved."</i>  <b>CARRIED.</b></p>	<p><b>Action</b></p>
<p><b>8.0 DISCUSSION OF NATIONAL CONFERENCE</b></p> <p>Beth reviewed the daily activities and priorities for Directors attending the national conference in Edmonton.</p>	<p><i>CIP staff will send Directors the calendar invites for required conference activities.</i></p> <p><i>CIP staff will provide an update on the 2025 conference in Basecamp.</i></p>
<p><b>9.0 JULY MEETING AGENDA</b></p> <p>The draft meeting agenda for the first meeting of the 2024/2025 Board of Directors was reviewed.</p>	<p><b>Action</b></p> <p><i>CIP staff to add a Strategic Plan Overview to the draft July agenda.</i></p> <p><i>CIP staff to add the three-year budget to the Board Resource Manual.</i></p>
<p><b>10.0 RECOGNITION OF OUTGOING BOARD DIRECTORS</b></p> <p>The Directors with terms ending at the 2024 Annual General Meeting were individually recognized and thanked by the Chair and other members of the Board.</p>	<p><b>Action</b></p> <p><i>CIP staff to coordinate a donation to the CIP-PSTF in honour of the Directors who are completing their Board terms.</i></p>
<p><b>11.0 IN CAMERA</b></p> <p>No In Camera session was held.</p>	<p><b>Action</b></p> <p><i>The Chair will send out a meeting invite for a meeting with Directors to review the process for the annual CEO performance review.</i></p>
<p><b>12.0 ADJOURNMENT</b></p> <p>The next meeting of the Board of Directors will be held July 7, 2024.</p> <p><b>Motion</b>  <b>Moved: Ken Melanson / Seconded: Doug Daniels</b>  <i>"That the meeting be adjourned on April 25, 2024."</i>  <b>CARRIED.</b></p>	<p><b>Action</b></p>



### 13.0 CONSENT AGENDA

*Related material: as noted below.*

*a) Draft Meeting Minutes*

*Recommendation: That the draft minutes from the February 23-25, 2024 Board of Directors meeting be approved.*

*b) Ratification on Honours & Awards Jury recipient recommendations*

*Recommendation: That the Board of Directors approve the recommendations of the CIP Honours and Awards Jury, as circulated.*

*c) Ratification on Housing Aspiration*

*Recommendation: That the Board of Directors approve the recommendations of the CIP Honours and Awards Jury, as circulated.*

*d) Approval of the Discipline and Complaint Resolution Policy*

*Recommendation: That the Discipline and Complaint Resolution Policy be approved as presented.*

### Action

*CIP staff will post the approved minutes to Basecamp and the CIP website members area for information.*

*CIP staff will update the Record of Motions.*

*CIP staff will provide an update to the Honours and Awards Jury on their recommendations, as well as thank the jury members on behalf of the Board of Directors.*

*CIP staff will update the Strategic Plan with the new Housing Aspiration.*

*CIP staff will format the Discipline and Complaint Resolution Policy, including numbering, and embed it in the Governance Policy and Procedures Manual.*

*CIP staff will remove GPPM 3.8.2.7 "Board Member Discipline Policy".*

*The Governance Committee will draft and present the draft CIP Disciplinary Committee Terms of Reference at the next Board meeting.*