



Canadian Awards for Planning Excellence Jury

Terms of Reference

1. Authority

The Canadian Awards for Planning Excellence (CAPE) Jury is a Jury of the Canadian Institute of Planners (CIP), authorized by the Board of Directors.

2. Mandate

The Jury shall review and evaluate all eligible submissions in accordance with the criteria outlined for the Canadian Awards for Planning Excellence. The Jury is responsible for:

- Reviewing each assigned submission and submitting a complete evaluation based on the established rubric
- Determining the shortlist and recommending the final excellence award recipients based solely on the information submitted within the application process
- Preparing a Jury report to CIP's CEO that includes a "Jury Statement" for each submission being awarded an award for excellence
- Recommending improvements and providing feedback on the application and review process

3. Appointment

CIP's CEO or designate will be responsible for the appointment of members to the CAPE Jury from a pool of applicants pursuant to an open call for volunteers. Applications shall be submitted via an online form.

4. Composition

The CAPE Jury will be comprised of up to (10) individuals, two of whom will be selected by the Jury to serve as Jury Co-Chairs. The number of members is not set and may vary from year to year. Jurors must be professional members in good standing (Candidate, MCIP®, FCIP).

CAPE Jury members have combinations of experience in professional practice or academia. CIP is dedicated to providing meaningful volunteer opportunities and is committed to representing diversity. CIP will strive to include jurors from each of Canada's regions and will seek to ensure there is bilingual representation (French and English) on the jury.

5. Terms

A juror's term of office is two years, twice renewable, contingent upon satisfactory completion of a previous term, to a maximum of six consecutive years.

If a juror is unable to participate in the process for one year, they are able to postpone one of their years. CIP is responsible for tracking jurors' terms.

6. Responsibilities

The Jury will adhere to the Submission Guidelines for the Canadian Awards for Planning Excellence. Any related questions shall be directed to CIP's Chief Executive Officer or designate.

CAPE Jurors are expected to:

1. Understand the eligibility and evaluation criteria (rubric) of the Canadian Awards for Planning Excellence
2. Attend all scheduled videoconference meetings
3. Review and score all assigned applications through online evaluation software (Submittable)
4. Review all relevant documents assigned and uploaded to the CAPE Jury Basecamp
5. Direct any inquiries regarding the jury's decisions to the Co-Chairs

The Jury Co-Chairs will preside over meetings, assist with questions about the process, provide follow-up with unsuccessful nomination packages (as needed), and oversee the preparation of the Jury's report to the CEO.

7. Meetings

The CAPE Jury shall meet as required – there are generally three, one for orientation, one to determine the shortlist, and one for the final awards recommendations. CIP staff will schedule meetings and distribute materials.

Each meeting shall have an agenda, prepared by the Co-Chair or CIP Staff, distributed in advance of the meeting.

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

The Jury Co-Chairs are responsible for identifying a member of the jury to take meeting notes, to be shared with CIP Staff.

The Jury will review its guidelines and terms of reference annually.

8. Quorum

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

9. Voting

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

10. Conflict of Interest

Jury members cannot make a submission to the Awards program. Submissions from clients or the employer of a jury member (submitted with or without their knowledge) shall not be evaluated by that jury member due to conflict of interest, and will be excluded from evaluating all submissions in the category under which that submission was entered. Should it be discovered that a jury member has been personally or closely involved with any submission and has not disclosed that fact, that member will be withdrawn from the jury and a replacement member will be found.

11. Level of Commitment

Generally, each Jury member will be required to:

- Prepare for and attend meetings
- Follow-up on assigned items within deadlines
- Have detailed familiarity with the submission criteria
- Direct any inquiries regarding the Jury's decisions to the Chair or CIP Staff
- Use Basecamp to collaborate on Jury related initiatives



- Participate in training for use of technology when applicable (e.g. Basecamp, Submittable)

12. Process and Reporting

Step One: Applicants will submit an Executive Summary of a maximum 1,000 words. The jury will review all eligible submissions and determine the shortlist. All applicants will be notified of the review status, and those which are shortlisted, will be made public. Lead applicants of the shortlisted projects will be invited to submit a full application.

Step Two: Shortlisted applicants will submit the complete application by the stated deadline. The jury will review all applications in Submittable in accordance with the Evaluation Criteria as outlined in the Submission Guidelines.

The Jury's report, including the recommendations for CAPE recipients, will be sent by the Chair to the CIP staff liaison. The report will be reviewed by CIP's Chief Executive Officer for ratification.

13. Resources

Document Management

The CAPE Jury uses [Basecamp](#) for document management. This software can also be used for communications, task delegation, and scheduling.

Meetings

CIP staff will schedule videoconference meetings and distribute materials. Jury members are responsible for taking meeting notes.

Administration

On matters related to CIP office support, communication is through the CIP staff liaison.

Submittable

Jury scoring and evaluation are done through CIP's [Submittable account](#) and based on the established rubric.

