



Honours and Awards Jury

Terms of Reference

1. Authority

The Honours and Awards Jury (HAJ) is a jury of the Canadian Institute of Planners (CIP), authorized by the Board of Directors.

2. Mandate

The HAJ is mandated to provide continuity and consistency in promoting and recognizing outstanding contributions to planning in Canada by:

- encouraging the nomination of honours and awards recipients
- reviewing nominations
- recommending candidates for selection as Fellows and Honorary Members of CIP and Emerging Planner Award recipients

3. Appointment

HAJ members are appointed by CIP's Board of Directors or designates.

4. Composition

The HAJ will be comprised of seven (7) to ten (10) individuals, one of whom will be selected by the jury to serve as Jury Chair. The number of members is not set and may vary from year to year.

HAJ members have combinations of experience in professional practice or academia. At least five members of the HAJ are FCIPs in good standing. Any non-Fellows selected for the jury will be MCIPs in good standing.

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 seven regions – British Columbia/YT, Alberta/NT/NU, Saskatchewan, Manitoba, Ontario, Quebec, and the Atlantic provinces (New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island).

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 Nominations Guidelines for Fellows, Honorary Members, and the Emerging Planner Award. Any related questions shall be directed to CIP's Chief Executive Officer.

The tasks of the HAJ are to:

1. Encourage nominations of outstanding planners and non-planners from across Canada in an inclusive manner
2. Review each completed dossier
3. Select nominees based solely on outstanding professional accomplishments and nationally significant contributions to Canadian planning
4. Prepare a jury report, including proposed bios for each recommended nominee
5. Present recommendations to the CIP Board of Directors for ratification

Jurors have the following responsibilities:

1. Mandatory attendance at each meeting (1 to 3 video/teleconferences)
2. Detailed familiarity with the qualifications required for each honour and award
3. Directing any inquiries regarding the jury's decisions to the Jury Chair

The Jury Chair 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 Board of Directors.

7. Meetings

The HAJ shall meet at least once a year, as scheduled. CIP staff will schedule meetings and distribute materials.

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

Each meeting will include a review and declaration of any real or perceived conflicts of interest. Jury members are responsible for taking meeting notes for the preparation of the jury report.

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 participate in the nomination of an honours or awards candidate. 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.

Jurors are asked to advise of potential conflicts, so that they are not asked to review those submissions. Jurors with conflicts are also excused from all discussion related to the submission(s) in question.

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 qualifications required for each honour and award
- Direct any inquiries regarding the jury's decisions to the Chair
- Use Basecamp to collaborate on jury related initiatives
- Participate in training for use of technology when applicable (e.g. Basecamp)

12. Reporting

The jury's report, including the recommendations for honours and awards recipients, will be sent by the Chair to the CIP staff liaison. The report will be reviewed by CIP's Chief Executive Officer, then presented to the Board of Directors for ratification.

13. Resources

Document Management

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

Meetings

CIP staff will schedule video/teleconference meetings and distribute materials. Jury members are responsible for taking meeting notes for the preparation of the jury report.

Administration

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

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