



Canadian Institute of Planners
Planning Student
Trust Fund

CIP-PSTF Bursary Jury

Terms of Reference

Authority

The CIP-PSTF Bursary Jury is a jury of the CIP/ICU Planning Student Trust Fund (CIP-PSTF), authorized by the Board of Directors.

Mandate

The jury shall review and evaluate all eligible submissions in accordance with the criteria established by the Board of Directors.

The jury is responsible for recommending to the Board the recipients of each of the following annual bursaries:

- CIP Diversity Impact Bursary
- Ages Foundation Diversity Impact Bursary
- SOAR Professional Services Indigenous Student Bursary
- College of Fellows Undergraduate Bursary
- David Palubeski Bursary
- Ted Fobert and Robert Tennant Planning Merit Bursary
- John Bousfield Bursary

As well as any additional bursaries assigned.

Composition

The CIP-PSTF Bursary Jury will consist of a minimum of five CIP members (MCIP, Candidate, Pre-Candidate, Retired). Due to the requirements of certain bursaries, one juror must be Indigenous and one must be a CIP Fellow.

CIP-PSTF Bursary jurors are also eligible to serve on the CIP-PSTF Scholarship Jury. CIP-PSTF Directors may not serve on juries.

CIP-PSTF will strive to populate the jury with individuals from a variety of professional backgrounds (academia, public and private sectors), geographic location, gender identity, and language skills (English and French).

CIP-PSTF celebrates and promotes diversity, equality, and inclusion by offering equal volunteer opportunities to all qualified individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance. CIP-PSTF believes that having volunteers who reflect the diversity of the Canadian population makes us stronger.

Appointment

CIP's CEO will be responsible for the appointment of members to the CIP-PSTF Bursary Jury from a pool of applicants pursuant to an open call for volunteers.

Applications shall be submitted via an online form, which will include the candidate's interests and skills. Upon receipt of the applications, CIP's CEO or designate shall review them and shall appoint members to the CIP-PSTF Bursary Jury.

Terms

Jurors shall serve two years from the date of their appointment. Jury terms are eligible for renewal twice, up to a maximum of six years.

Jury Co-Chairs

The Jury Co-Chairs shall be CIP members in good standing, and shall serve as Jury Co-Chairs for both the CIP-PSTF Scholarship Jury and the CIP-PSTF Bursary Jury. The co-chairs will be selected by jurors following a call for volunteers for the role, and will serve for a two-year term, renewable twice, for a total of six years.

The Jury Co-Chairs will preside over meetings and assist with questions about the process. The co-chairs may request a vote where a decision cannot be achieved by consensus and in the event of a tie vote, the co-chairs of the jury shall cast the deciding votes. In the event of a continuing tie, CIP's CEO and/or CIP-PSTF's President will make the final decision.

Quorum

A majority of the jury members shall constitute a quorum.

Time Commitment

While a kick-off orientation session will be scheduled in August or September, the bulk of the jury's work takes place in October and November, after the application deadline (mid-October).

The number of hours of work will be dependant each year on the number of eligible applications received.

Responsibilities

CIP-PSTF Bursary Jury members are expected to:

1. Understand the eligibility and evaluation criteria of each bursary
2. Attend scheduled videoconference meetings – two to three per jury cycle
3. Review and score assigned applications through online evaluation software (Submittable)
4. Review all relevant documents assigned and uploaded to the CIP-PSTF Bursary Jury Basecamp project
5. Make recommendations to the CIP-PSTF Board of Directors for bursary recipients and program amendments
6. Direct any inquiries regarding the jury's decisions to the Jury Co-Chairs
7. Provide feedback on the bursary application and review process

The submissions shall be scored to determine the successful recipient of each bursary. Where there is a score of equal value, the successful recipient shall be determined by a consensus decision of the members of the jury.

The jury will prepare a report to notify the CIP-PSTF Board of Directors of their selection of the recommended bursary recipients. The CIP-PSTF Board will provide final approval of the recipients through a resolution of the Board at a Board meeting. Should the timing of Board meetings not allow for an expedient approval process, the Executive Committee will have the authority to make the approval on the Board's behalf.

Conflict of Interest

Jurors must avoid or disclose all conflicts of interest, or what could be perceived as a conflict of interest. The Officer, Honours and Awards must be notified of a juror's conflict in scoring an individual applicant. Jurors are expected to comply with the CIP-PSTF volunteer Conflict of Interest and Code of Conduct policies.