



# The Canadian Institute of Planners' Awards for Planning Excellence

2016-2017 Guidelines

## About the Awards for Planning Excellence

The Canadian Institute of Planners' Awards for Planning Excellence recognizes significant achievements in the field of professional planning. This program began in 1983 and has grown to include thirteen award categories. A jury of ten planning professionals from the public and private sector, representing every region, evaluate submissions against a strict criteria.

The awards program celebrates submissions that demonstrate innovation in planning, have a positive impact on the profession, have good implementation potential and stand out in quality of content and presentation. The submissions should clearly and effectively communicate the plan's process and results to members of the planning profession, related professions, and the public.

## Conflict of Interest

A project developed or directly funded by the Canadian Institute of Planners cannot be submitted. 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member has been personally or closely involved with any submission and has not disclosed that fact, that member will be withdrawn from the jury and a replacement member will be found.

## Fee

The fee for submitting a nomination is \$160. CIP is a not-for-profit, and incurs costs associated with running this awards program. As a result, this small fee is intended to offset the cost of the program. It is not refundable.

## Evaluation Criteria

Each submission must provide proof of the following criteria for consideration under their respective category in the Awards for Planning Excellence program:

- *Innovation and Contribution to the Profession:* The introduction of an original concept or refinement of an existing technique or procedure; the importance of the project's concepts to the profession; and the portability of ideas and ease with which they can be accepted.
- *Methodology:* How the project was conceived and developed to the point of implementation.
- *Clarity of Goals and Objectives:* The overall focus and degree of comprehensiveness relative to subject matter.
- *Implementation:* How the project can be implemented and the effectiveness of the implementation strategy and/or programming.
- *Overall Presentation:* The organization and clarity of the text and graphics as well as completeness of research and recommendations. Consideration will be given to the ease with which the contents and style would be understood by the target audience.
- *Public Engagement:* The rationale and effectiveness of specific techniques used to share information between the proponent and the public at various points in the development of a project.
- *Sustainability:* How the project contributes to the quality of life of residents in relation to the environmental, economic, social and cultural attributes of the plan, as well as its capacity to support good governance over the long-term.

Submissions that demonstrate excellence in all of the evaluation criteria as well as national transferability of concepts and best practices will be considered for an Award for Planning Excellence in their respective categories. Submissions which demonstrate excellence in some, but not all of the evaluation criteria, yet still excel in conception and transferability will be considered for an Award of Merit in its category.

## Categories

Submissions must be entered under ONE of the following categories. The Jury will only review a project under the category criteria in which it has been submitted. The submitter is responsible for ensuring that their project is submitted under the most appropriate category for the project.

### **ABORIGINAL COMMUNITY PLANNING AND DEVELOPMENT**

This category recognizes the increasing attention that the planning and development of urban and rural Aboriginal communities are receiving. Particular attention is given to: the comprehensiveness of the planning processes and their effectiveness in respecting and incorporating histories and traditions; developing capacity within the communities; and/or the preparation of land use plans that realize environmental, economic, and social sustainability.

## **CITY AND REGIONAL PLANNING**

This category recognizes the integral role planners play in adapting cities and regions in response to anticipated changes in urban form, retail environment and housing and business sectors, with consideration to heritage revitalization, re-urbanization and economic development.

Examples may include innovative and effective initiatives that enhance the social, economic, and environmental well-being of cities and regions. In addition, the application should identify the challenges and demonstrate a clear link between the challenges and the solutions.

## **INTERNATIONAL PLANNING**

This category encompasses two branches of international planning: international development and planning abroad by a Canadian planner or a Canadian planning firm.

International development refers to the planning, development, and implementation of capacity building initiatives in developing countries. Emphasis is given to the improvement of living conditions, in particular to projects that build local capacity through training of local populations, reinforcement of traditional values, establishment of healthy living conditions, and improvement of essential infrastructure. The category *International Development* is intended to address projects completed in underdeveloped areas of the world.

*International planning* refers to the planning, development, and implementation of plans which could be submitted under any of the Awards for Planning Excellence categories, but which were not carried out on Canadian soil. These plans must clearly demonstrate that their content can be easily adapted for Canadian planning practices.

Submissions must clearly explain/describe the role of the Canadian planner or firm on the international project.

## **NATURAL SYSTEMS PLANNING**

This category recognizes the plans that focus on natural systems, interpreted here as the ecosystem. Particular attention is given to projects developed to create greener communities, reduce the impact of development on the environment, and improve environmental quality.

Examples may include plans for the restoration, enhancement, or protection of natural systems; climate change initiatives; and/or environmental impact assessments.

## **NEIGHBOURHOOD PLANNING**

This category recognizes examples of neighbourhood-level land use plans, and specific neighbourhood-based planning processes that address the issues of housing, economic development, brown field redevelopment, city centre revitalization, and heritage planning.

Many planners believe that neighbourhoods are the foundation of community life. It is at this level that planning processes, policies, and tools are experienced most directly.

## **NEW AND EMERGING PLANNING INITIATIVES**

This category recognizes planning initiatives that supplement or precede more traditional planning efforts. The submissions must demonstrate how the planning initiative is helping to shape the community or public which it has been developed for.

Examples may include planning for healthy communities, educational or public outreach initiatives, local food systems planning or culture planning.

## **PLANNING PRACTICE**

This category recognizes the creative and practical work required to overcome the challenges in the development processes of a plan's implementation. Examples may include creating a new zone, district or bylaw which supports aspirational policy and to make it implementable and publicly acceptable; assembling a team of diverse professionals to process a complex development project that has competing public interests, context-sensitive features or special areas such as view sheds, heritage areas or main streets, or the need to process multiple applications due to disaster mitigation, special events (e.g. international sporting competitions), or time sensitive projects (e.g. emergency homeless shelters); as well as developing a new evaluation process to speeds up, support or create synergies within a project for the public.

## **PLANNING PUBLICATIONS AND MEDIA**

This category recognizes the contributions to the planning profession by research and policy publications, multi-media resources and interactive tools.

Examples may include: articles, reports, books, videos, Web sites, podcasts or other media that promote the planning profession, educate planners and the public at large on planning practices or implement innovative planning policies or practices.

## **RECREATION PLANNING**

This category recognizes healthy and inclusive municipal plans such as urban parks planning, recreation systems planning, and planning for open space and natural features. The Jury also seeks examples of regional-scale park and conservation area planning.

## **RURAL / SMALL TOWN PLANNING**

This category recognizes planning in agricultural and natural settings; urban-rural interface; housing; heritage issues; social consequences of economic change within rural and small urban areas; and maintaining community identity in times of rapid change and scarce resources. These plans are based more on geography than on specific planning themes, thus encouraging professionals working in rural and small urban areas with a population of less than 50,000 to submit projects from a wide range of topic areas.

## **SOCIAL PLANNING**

This category recognizes plans focused on the improvement of the well-being of a community's residents and the creation of opportunities for individuals in this environment. Demography, arts and culture, multiculturalism, gender, housing and income issues have, among many other factors, a direct and significant impact on a community and its residents' quality of life, health and sustainability. Planning interventions could include examples of relevant applied research, strategies or policies. Provision of safer places through crime prevention should be considered.

## **SUSTAINABLE MOBILITY, TRANSPORTATION, AND INFRASTRUCTURE**

This category recognizes projects that not only establish lasting solutions to single-occupancy vehicle use but also those that demonstrate a healthy integration of transportation planning and land use. Mobility is a key condition for economic development. But, in a world under increasing constraint by the consumption of fossil fuels, transportation will change in its function and its energy use characteristics. Moreover, examples of infrastructure may include waste management, potable water and wastewater, utilities planning and communication networks. Application on an international level maybe explored.

## **URBAN DESIGN**

This category recognizes planning and design that address public outdoor spaces and the interface between public and private spaces and structures. Submissions should demonstrate how urban design principles and land use policy have been applied to improve the quality of life in the urban environment, considering: physical character, physical and social integration with the existing urban fabric, adaptability of spaces, pedestrianism and alternative transportation modes, sustainability and healthy living.

Examples may include public spaces, ceremonial spaces, plazas, urban waterfront developments, streetscapes, campuses, and other major groupings of buildings featuring planned public outdoor spaces.

## Presentation of the Awards for Planning Excellence

The Awards are presented during CIP's national conference. This year the awards presentation will take place during the *Building Resilience 2017* luncheon in Calgary on June 19, 2017. CIP will cover the cost of one ticket to the luncheon, however we will not cover the cost of travel, accommodation or conference attendance.

## Award Recognition

CIP promotes the awards through a number of channels. Winners are named on our website, in a news release, and in a newsletter distributed to our membership.

## Archive of the Award Submissions

CIP makes digital copies of the winning submissions available on the CIP website.

## Submission Criteria

CIP encourages submissions from communities of all sizes as well as projects of all sizes. Entries may consist of a plan or a policy; a physical design concept; applied research; or communication materials.

The projects being submitted for award consideration must have been carried out during: **January 1, 2015 to December 31, 2016**. For statutory plans, the eligibility timeline will begin from the date the appeal was lifted (between January 1, 2015 and December 31, 2016). The original submission date of the plan will not be considered.

- Entries must be submitted by Fellows and Full Members (FCIP/MCIP), and Candidate members in good standing of the Canadian Institute of Planners.
- Submissions that have been accepted by a client or community group but not necessarily been adopted by legislation or other formal mechanisms will be accepted.
- Resubmissions from previous years will not be accepted.

CIP administers this awards program using Submittable, an online application tool. Each complete submission must include:

- A completed [application form](#).\*
- A one page Index listing all the files loaded for review; the file extension names as well as their actual titles and purpose for easy review by the jury.

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- All documents must be submitted individually, as CIP will not accept submissions loaded as one complete PDF.
- The maximum size of each file is 400 MB.
- A two-page summary of the submission.
- An explanation (maximum six pages) demonstrating how the submission meets each of the *Evaluation Criteria*.
- A letter of support from the client. This letter is not required for submissions by municipalities, Provincial or Federal bodies.
- The project documentation, which should include or be supported by plans or other illustrative material(s).
- ***One hard copy of the submission and 1 electronic copy on a USB key must be received at the CIP office before 4:30 PM Eastern Standard Time on February 17, 2017.***
- The submission deadline is: **FEBRUARY 10, 2017 AT 11:59 PM EASTERN STANDARD TIME.**

\*Content under “Additional Support Material” in the Submittable.com form does not need to be included with the physical project documentation parcel. However, we require all submitters to include these electronic files with their online submission.

**Please mail the parcel to:**

**Canadian Institute of Planners**

Attn: Awards for Planning Excellence  
141 Laurier Avenue West, Suite 1112  
Ottawa ON K1P 5J3

For more information, please contact Michelle Brynkus, CIP’s Communications and Marketing Manager by email at [mbrynkus@cip-icu.ca](mailto:mbrynkus@cip-icu.ca).