

**CANADIAN INSTITUTE OF PLANNERS**  
**COLLEGE OF FELLOWS**  
**CRITERIA AND PROCEDURES**  
**FOR**  
**ELECTION AS A FELLOW**  
**OF THE**  
**CANADIAN INSTITUTE OF PLANNERS**

(Approved by CIP Council, October 28, 2006.  
Further amendments were made in March/April 2009 .)

## **OVERVIEW**

Election as a Fellow of the Canadian Institute of Planners is the highest honour that can be bestowed upon a Canadian planner. This honour, and with it the right to be designated a Fellow of the Canadian Institute of Planners (FCIP), recognizes professional achievement of an exemplary nature to Canadian planning and society.

The designation of FCIP may be granted to a planner who is a Member<sup>1</sup> of the Canadian Institute of Planners (CIP), and has achieved national excellence and exhibited a breadth of experience in more than one of the following categories:

- (i) professional practice;**
- (ii) teaching and mentoring of planners;**
- (iii) planning and community research; and**
- (iv) community service and leadership in the profession.**

The following are nomination criteria and procedures for electing a Member as a Fellow of CIP, including required qualifications, categories of excellence, responsibilities of the nominator, features of support documents, and roles of the Fellows Selection Committee, Affiliate Councils, and CIP Council.



<sup>1</sup>A "Member" of CIP is defined as either a full Member or a retired Member.

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## QUALIFICATIONS FOR NOMINATIONS

Fellows of the Canadian Institute of Planners must have achieved excellence in the profession of planning, and made a significant difference to planning in Canada. Influencing Canadian practice is important, along with breadth of experience, because this honour is bestowed by the national planning organization. The nature and importance of a nominee's contributions to Canadian planning are the main foci of the Fellows Selection Committee.

Nominees should exhibit excellence, breadth of experience, and have made a nationally significant contribution in more than one of the following four categories:

- **Professional Practice**
- **Teaching and Mentoring of Planners**
- **Planning and Community Research**
- **Community Service and Leadership in the Profession**

### **WHO CAN BE NOMINATED AS A FELLOW?**

Any Member of CIP can be nominated, provided that:

- the person has been a Member of CIP or an Affiliate for a minimum of ten years<sup>2</sup>; and
- he or she is in good standing as a Member of CIP. All Members of CIP are bound by the Code of Ethics and Standards of Professional Practice; and
- he or she is deemed by peers to have made an outstanding contribution to the profession.

### **WHO CAN NOMINATE?**

Nomination for FCIP may be made by:

- any Member of CIP in good standing;
- the president of CIP, on behalf of the Council of CIP; or
- the president of an Affiliate of CIP on behalf of the Affiliate's Council.

Neither the Fellows Selection Committee of CIP, nor any member of that Committee, may nominate or write a letter of support for any nominee.

A Member who nominates a candidate is responsible for ensuring that all qualifications and nominating procedures are met. The Fellows Selection Committee counts on the nominator to provide all the required supporting material. The nominator also acts as a liaison with the Committee while the nominee is being considered.

<sup>2</sup> Consideration may be given in the case where membership in CIP is not automatic with affiliate.

## CATEGORIES OF CONTRIBUTION

Election as a Fellow of the Canadian Institute of Planners is the highest award the Institute can give to a planner. It is given only to those Members who exhibit the highest professional attainment and exhibit a wide breadth of experience. Such professional attainment and experience must be significant within the Canadian or international planning context of planning. The categories below set out the criteria against which nominations are evaluated. These categories are not mutually exclusive and accomplishments in more than one category are required.

Typically a person is nominated in two categories, occasionally more. Please keep in mind that this is a national award. The national significance of the nominee's contribution to planning must be clearly demonstrated. It is at the discretion of Affiliates to recognize exceptional work done at the regional scale.

### **1. Professional Practice**

The nominee demonstrates excellence in planning practice and the mastery of planning theory, approaches, and techniques. These will be illustrated in the development and implementation of plans, projects, or policies, in communities of any size and at any jurisdictional level. Within this category, the main criteria are:

- i. exceptional accomplishments in professional practice over an extended period of time;
- ii. planning contributions that demonstrate a mastery of the principles of planning;
- iii. having been responsible for planning contributions that make a significant, positive change in a community;
- iv. demonstrated ability to transfer Canadian-based planning knowledge and practice gained in one location to others.

### **2. Teaching and Mentoring of Planners**

The nominee demonstrates excellence in advancing planning knowledge and practice through teaching planning and/or mentoring planners. Within this category, the main criteria are:

- i. exceptional accomplishments in teaching and mentoring over an extended period of time;
- ii. influence on the practice of planning within Canadian and/or international contexts;
- iii. leadership in advancing the teaching of planning or mentoring of planners;
- iv. longstanding and exceptional commitment to planning education.

### **3. Planning and Community Research**

The nominee demonstrates excellence through a significant contribution to the theoretical basis of planning and its practice. Within this category, the main criteria are:

- i. exceptional accomplishments in research over an extended period of time;
- ii. innovation in planning and community research;
- iii. applicability of research to planning practice in Canadian and/or international contexts.

### **4. Community Service and Leadership in the Profession**

The nominee demonstrates excellence and breadth of experience in advancing the planning profession and the principles of planning in the public domain. Within this category, the main criteria are:

- i. exceptional accomplishments in community service in planning through leadership over an extended period of time;
- ii. exceptional accomplishments in leadership in the profession over an extended period of time;
- iii. influence of that work on advancing planning in the public domain and the planning profession.



## **SUBMITTING A NOMINATION**

**Each nominee is championed by a nominator. The role of the nominator is to prepare a complete dossier which is sent to the Fellows Selection Committee. The nominator should:**

1. be familiar with the process and requirements for the nomination of a Fellow;
2. be familiar with the nominee's work;
3. indicate the categories in which the nominee is being put forward;
4. provide an overview of the nominee's accomplishments and how they meet the criteria established for selection as a Fellow;
5. describe how the nominee's work has influenced planning at the local, national, and, if applicable, international level. Ensure that the overview and letters provide evidence of the nominee's influence, such as via prizes, citations, or honours awarded, or by other means by which professional excellence is recognized. A list of accomplishments does not by itself help the Committee decide their importance. Show the Committee what sets this person apart from CIP's many, many active and skilled planners;
6. ensure the dossier accurately describes the nominee's contributions;
7. ensure all nomination materials are complete.

**The nominator takes charge of compiling the dossier which must include:**

1. a one-page overview of the submission outlining the categories in which the nominee is put forward, a brief synopsis of the nominee's contributions to planning in Canada or internationally, and a list of supporters who have written letters included in the dossier;
2. an up-to-date résumé of the nominee;
3. a maximum 10-page description of the nominee's contributions in the selected categories, giving evidence of excellence of his or her accomplishments;
4. a minimum of five letters from CIP Members supporting the nomination of the person as a Fellow. These Members should be familiar with the nominee's work and not be from the same firm or immediate employer. Letters of support from across Canada are encouraged but are not a requirement. Also, up to five additional letters from non-members of CIP may be included. Each letter should include:
  - (i) the identity of the writer;
  - (ii) the length of time and in what capacity, or capacities, the writer has known the nominee;
  - (iii) the writer's knowledge of the nominee's work;
  - (iv) a professional opinion of the work of the nominee, explaining why it is exemplary.
5. a statement from the nominator that the nomination process has remained confidential and that to his or her knowledge the nominee is unaware of being considered for FCIP status.

***The nominator sends the dossier to the Fellows Selection Committee by March 15th 2010 for consideration in the coming year.***

## SELECTION AND NOTIFICATION

The election of Fellows is the responsibility of the Council of CIP. Election is based on recommendations from the Fellows Selection Committee. The tasks of the Fellows Selection Committee are:

1. to encourage nominations of outstanding planners from across Canada in an inclusive manner;
2. to review each completed submission;
3. to recommend nominees for election as Fellows based solely on professional excellence and outstanding accomplishments in planning;
4. to consult with the Councils of Affiliates where recommended nominees practice;
5. to present its recommendations to the Council of CIP.

Once a nominee has been elected as a Fellow by CIP Council, the new Fellow will be informed by telephone and congratulated by the CIP President. A congratulatory letter will then be sent to the Fellow with a copy to the Chair of the Fellows Selection Committee, the nominator and his/her home Affiliate.

The induction ceremony will be held at the national conference of CIP following the election of the Fellow. At that time, an award will be presented. If the Fellow cannot attend the national conference, an appropriate venue for the presentation will be determined by the Fellow's Affiliate.

All planners who hold the designation "Fellow of the Canadian Institute of Planners" become members of the College of Fellows. The purpose of the College is to provide advice to the profession, to mentor planners, and to support planning students.

## ADMINISTRATION

Fellows Selection Committee  
Canadian Institute of Planners  
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Ottawa, ON  
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For enquiries, please contact the Secretary of the Fellows Selection Committee at:  
800-207-2138.

