



**CIP•ICU**

Canadian Institute of Planners  
Institut canadien des urbanistes

**CIP Emerging Planner Award  
2024 Nomination Guidelines**

## ABOUT THE CIP EMERGING PLANNER AWARD

The CIP Emerging Planner Award (previously the President's Award: Young Planner, established in 2011) celebrates the leaders of tomorrow. It recognizes the outstanding professional success and achievement – including leadership and/or service to the profession – of a Canadian planner within their first ten years of professional planning experience.

Individuals may either self-nominate or be nominated by an employer, colleague, or CIP member. The nomination is then brought before CIP's Honours and Awards Jury, which makes a recommendation to the CIP Board of Directors.

Award recipients are presented during the honours and awards ceremony at CIP's national conference. The conference registration fee, as well as up to \$2,000 in travel and accommodations costs, will be covered by CIP to allow the recipient to receive their award in person. Further opportunities to include the recipient in CIP programming may be identified; however, these are optional and subject to the recipient's interest and/or availability.

## 2024 KEY DATES

Nomination submission deadline	January 22, 2024 at 11:59 PM ET
Notifications sent to nominators and successful nominees	March 2024
Public announcement of Emerging Planner Award recipient(s)	May 31, 2024
Honours and awards ceremony – Edmonton, AB	July 10, 2024

## ELIGIBLE NOMINEES

To be eligible for the award, a nominee must meet the following criteria:

- 1) is a member of CIP in good standing in the category of student, candidate, or professional member (MCIP®)
- 2) is within their first ten years of professional planning experience

*CIP celebrates and promotes diversity, equality, and inclusion by offering equal opportunities to all qualified individuals, without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance.*

*CIP believes that honouring planners who reflect the diversity of our membership and the Canadian population makes us stronger.*

## SUBMIT A NOMINATION

Individuals may either self-nominate or be nominated by an employer, colleague, or CIP member.

In an effort to circumvent bias, CIP has enacted strict requirements outlining who is ineligible to nominate a candidate for the award. The following individuals cannot nominate an award candidate:

- a member of the CIP Honours and Awards Jury
- a member of the CIP Board of Directors

The nominator is responsible for the creation of a complete dossier package and its timely submission. Nominators are responsible for familiarizing themselves with the submission requirements and deadlines. They must be familiar with the nominee's work and have an ethical duty to ensure that the dossier is accurate.

The written submission is vitally important as the Honours and Awards Jury depends on the content of the dossier to make its recommendation. The jury does not seek other information.

## DOSSIER REQUIREMENTS

Each dossier must include:

1. A LinkedIn professional profile and/or a curriculum vitae, not exceeding 2 pages in length.
2. A 200-word statement demonstrating how the planner's work connects to CIP's vision statement: "Inclusive and vibrant communities, respectfully connected to the natural world, for the wellbeing of current and future generations."
3. A 200-word statement from the candidate, explaining their involvement in the profession, including voluntary leadership and/or service (can be formal or informal contributions).
4. (Optional) Up to two letters of support from colleagues or peers (maximum two pages each).

## SUBMISSION

The dossier, addressed to Beth McMahon, Chief Executive Officer, must be received by CIP by **Monday, January 22, 2024 at 11:59 PM ET** at [impact@cip-icu.ca](mailto:impact@cip-icu.ca).

## JURY PROCESS

Honours and Awards Jury members are appointed by CIP's Board of Directors and have combinations of experience in professional practice or academia. At least five members of the jury are CIP Fellows.

The tasks of the jury are to:

- review each completed dossier
- recommend nominees for the Emerging Planner Award based solely on the criteria below
- present recommendations to the CIP Board of Directors for ratification

When choosing a winner, the jury shall assess the application based on the following weightings:

- Contribution to the profession (35%)
- Connection and alignment with CIP's vision (35%)
- Professional achievement (30%)

In the event that the jury finds two nominees to be equally qualified, they may choose to award the Emerging Planner Award to up to two individuals.

## Emerging Planner Nominations Guidelines

CIP's President informs awards recipients that they have been selected. If they cannot attend the conference, an alternative venue for the presentation will be found.

### QUESTIONS

Questions related to the Emerging Planner Award selection process may be emailed to [impact@cip-icu.ca](mailto:impact@cip-icu.ca).