



2011 PLANNING EXCELLENCE AWARDS PROGRAM

PLANNING EXCELLENCE AWARDS

The Atlantic Planners Institute (API) will be introducing its 1st Annual Planning Excellence Awards at the Annual Conference in St. Johns, Newfoundland and Labrador in July of 2011. The awards program is modeled after similar Planning Excellence Awards in other Canadian Institute of Planners affiliate jurisdictions, as well as CIP's program. These awards will honour the best in professional planning work undertaken by members in communities and regions across New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador in three categories – *Comprehensive Policies and Plans*, *Physical Plans and Design*, and *Special Research Studies*. The awards program will also help raise the profile of planning across Atlantic Canada.

Awards Submission Process

Submissions for Planning Excellence Awards will be sought every year in March, and the award recipients will be announced at the following Annual Conference in the summer or early fall.

Criteria for Planning Excellence Awards

All submissions for Planning Excellence Awards:

- Must be prepared under the direction of a Full or Provisional Member in good standing.
- Must have commenced during the preceding two years, and have been approved by a board, council, planning department, educational institution, private sector firm, provincial or federal agency.
- Must represent a completed plan, design or study (phased projects should be submitted upon completion of all phases).
- May be submitted only once.

AWARD CATEGORIES

Applicants may make submissions for more than one category, but each entry must be applied for in only one of the following categories:

Comprehensive Policies and Plans

Submissions in this category include

- A strategic, long-range policy plan for a municipality, a portion of a municipality (e.g. neighbourhood, downtown) or multiple municipalities (a region), often in the form of a regional plan, municipal development plan, neighbourhood plan, rural plan, area structure plan, or area redevelopment plan, also including a land use / zoning by-law.

- A special plan which addresses the environment, housing, economic development, recreation and/or parks, social planning, transportation and infrastructure of a municipality or region.

Physical Plans and Design

- Submissions in this category include a physical land use plan or project focusing on design elements for a specific site or larger area, including but not being limited to site design plans, mixed use development, business / industrial park, park/trail plans, historic site/resource plans, revitalization plans, or downtown improvement plans with guidelines for implementation.

Special Research Study

- An original or clearly outstanding study/report, based on sound research and analysis through creative or outstanding approaches leading to findings, solutions and/or approaches of value to the planning profession, the liveability of communities or the sustainability of resources.

EVALUATION CRITERIA

The Awards Committee appointed by API Council will evaluate submissions based on the following criteria:

- **Innovation & Contribution to the Profession** *introduction of an original concept or refinement of an existing technique or procedure. Importance to the profession, and portability of ideas and ease with which they can be accepted;*
- **Methodology** *how the project is devised and developed to the point of implementation;*
- **Clarity of Goals and Objectives** *overall focus and degree of comprehensiveness relative to applicable subject matter and topics to be addressed;*
- **Implementation** *how the project can be implemented and effectiveness of the implementation strategy and/or programming;*
- **Overall Presentation** *judged on organization and clarity of the text and graphics as well as completeness of research and recommendations;*

- **Public Participation** *consideration will be given to 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; and*
- **Sustainability** *how the project contributes to the quality of life and healthy community relative to environmental, economic, social and cultural attributes over the long term.*

SUBMISSION REQUIREMENTS

The 2011 API Planning Excellence Awards application submission **must be received by email by March 31, 2011**. A complete submission must include electronic PDF copies of the following:

- (1) a complete, signed application form;
- (2) a signed covering letter which confirms the category for which the submission is made, states that the eligibility requirements are met, summarizes the merits of the project and the role(s) of API members therein (*two pages maximum*);
- (3) a summary of how the applicant feels the submission meets the evaluation criteria (*three pages maximum*);
- (4) project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any); and
- (5) a confirmation letter that the client is aware and supportive of the submission.

EMAIL SUBMISSIONS TO:

apiexecutivedirector@gmail.com
c/o Chairperson, API Awards Committee