



**ATLANTIC  
PLANNERS  
INSTITUTE**

**INSTITUT DES  
URBANISTES DE  
L'ATLANTIQUE**

# **2019 PLANNING EXCELLENCE AWARDS PROGRAM GUIDELINES**

## PLANNING EXCELLENCE AWARDS

The Atlantic Planners Institute (API) was introduced at the Annual Conference in St. John's, Newfoundland Labrador in July, 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 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 four categories – *Comprehensive Policies and Plans*, *Physical Plans and Design*, *Special Research Studies*, and *Public Outreach and Communication*. The awards program will also help raise the profile of planning across Atlantic Canada.

### Awards Submission Process

Submissions for Planning Excellence Awards are sought every year, and the award recipients will be announced at the following Annual Conference in the early fall. In 2019, award recipients will be announced during the API Annual Conference In St. John's NL between October 2<sup>nd</sup> and 4<sup>th</sup>.

### Criteria for Planning Excellence Awards

All submissions for Planning Excellence Awards:

- Must be prepared under the direction of a Full Member or a Candidate.
- Must be a 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). The project does not have to be implemented to qualify.
- May be submitted only once.
- May not be submitted in two award categories.

## **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.

### **Public Outreach and Communication**

- Submissions in this category include tools, materials or publications used to communicate information about a planning process, to gather public input or stimulate discussion, to promote planning and the value of planning to create greater awareness among citizens or specific segments of the public. Submissions could include examples of the use of technology such as social media, to expand public participation in planning. Submissions can include but are not limited to publications (books or magazines); websites; models, podcasts; films/video.

## EVALUATION CRITERIA

The Awards Committee appointed by API Council will evaluate submissions on a scale of 1 to 10, with 10 being the highest, based on the following criteria. Total points for each project will be calculated as a proportion of total points available for that project:

- **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** *(if applicable) 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.*

### **Evaluation Criteria for the Public Outreach and Communication Award**

- **Innovation and Contribution to the Profession** *applicability of the idea, approach, technology, for use in other planning processes/jurisdictions;*
- **Overall Presentation** *judged on clarity of the message, quality, graphic presentation, content;*
- **Effectiveness** *consideration will be given to the effectiveness of the submission in conveying information and capturing the interests of the target audiences.*

## **SUBMISSION REQUIREMENTS**

Submissions should be made in English. If a full plan has been produced in French, applicants are asked to submit copies of the original plan (as per 4 below), and provide all other documentation outlined in 1,2,3 and 5, as well as a short synopsis of key elements of the product(s) in English.

The 2018 API Planning Excellence Awards application submission **must be received by Monday, September 9, 2018 at 9am.**

A complete submission must include the following:

- (1) a complete application form submitted through the website page below;
- (2) a signed cover 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) copies of: project documentation, including the plan, report or other 'product' together with supportive illustrative materials (if any);
- (5) a confirmation letter that the client is aware and supportive of the submission;
- (6) a short PowerPoint presentation (*3-minute maximum*); and
- (7) a short written presentation for a news release, etc.

**SUBMISSIONS ARE TO BE SUBMITTED ON-LINE AT: [www.atlanticplanners.org](http://www.atlanticplanners.org)**

**For any issues with the website forms or submission, contact [jay@atlanticplanners.org](mailto:jay@atlanticplanners.org).**