



ALBERTA
Association

CANADIAN
INSTITUTE OF
PLANNERS

AACIP 2009 AWARDS for PLANNING EXCELLENCE and MERIT

Each year the Alberta Association, Canadian Institute of Planners recognizes exemplary planning within the planning profession. Awards acknowledge meritorious plans and projects, undertaken in whole or in part by members of the Association, that significantly contribute to the livability of communities in Alberta, the Northwest Territories and Nunavut.

The awards are presented at the AACIP Annual Conference. Recipients receive a Certificate of Planning Excellence or a Certificate of Planning Merit. As well, the award winning plans and projects will be featured on the AACIP website and in a media release.

AACIP Council is calling for award submissions for 2008, being the twenty-fifth year of the Awards for Planning Excellence and Merit program. A 2008 award submission **must be received by 4:30 p.m. Friday August 15, 2009.**

CATEGORIES

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

Comprehensive and Policy Plan: includes

- 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 municipal development plan, area structure plan, area redevelopment plan or intermunicipal development plan, also including a land use bylaw
- A special plan which addresses the environment, housing, economic development, recreation and/or parks, social planning, roads or utility infrastructure of a municipality or region

Design Plan

- 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, park/trail plans, historic site/resource plans, revitalization plans, downtown improvement plan

Special 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 livability of communities or the sustainability of resources.

Emerging Technology

- A planning project or program which demonstrates significant advances in the use of technology to assist planning processes, including regulatory processes

Education

- Written or electronic materials and videos intended for use within or outside the planning profession to inform or educate the public or segment thereof about the benefits of planning, how planning makes a difference, how planning works and how to be effectively involved in planning processes

ELIGIBILITY

To be eligible for consideration of an award, the plan or project:

- (1) must have been prepared under the direction of and/or with the substantive involvement of an AACIP Member (Fellow, Full or Provisional) in good standing;
- (2) must apply to a community, resource, planning process, etc. located within Alberta, the Northwest Territories or Nunavut;
- (3) must have been adopted by bylaw, resolution or other form of acceptance by the appropriate authority; implemented, built, or accepted by a community group or other client within the years 2006, 2007 and 2008;
- (4) must be submitted for only one category and only once (i.e. the project may not be submitted in different years unless the project has been substantially added to or has completed additional phases).

SUBMISSION REQUIREMENTS

A complete submission must include *five* hard copies (assembled and collated) of:

- (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 AACIP 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);
- (5) certification (see Eligibility - requirement #3) that the client is aware and supportive of the submission.

Please note:

- To be considered for an award **the submission must be complete** (see # 1 – 5 immediately above) and received by the application deadline; if the submission does not include all five of the submission requirements listed above, the submission is incomplete and will not be evaluated
- No changes or additions to the submission will be allowed after the application deadline
- The Awards Committee may determine a submission is better suited to a category other than the category applied for by the applicant
- All submitted materials become the property of AACIP.

EVALUATION CRITERIA

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

Planning Process, in regards to an exemplary demonstration of:

- the observation of sound planning principles and knowledge
- demonstrating a thorough, appropriate and methodologically sound approach
- the relevant inclusion of the public, stakeholders and decision-makers
- support other related plans and planning objectives
- acknowledging/addressing effects on other plans, objectives and policies and/or effects on adjacent and nearby lands and resources.

Originality, Innovation/Creativity/Outstanding Application, in regards to an exemplary demonstration of process, product and/or solution:

- being original or uniquely visionary in its approach and/or solutions
- applying markedly innovative approaches to existing techniques, procedures or concepts
- being an outstanding application of existing techniques, procedures or concepts.

Transferability, in regards to an exemplary demonstration of:

- applicability of the plan, product or process to other jurisdictions and issues
- being instructive to other applications, issues and circumstances.

Results, in regards to an exemplary demonstration of:

- achieving the objectives the product set out to address
- being appropriate to the nature of the challenges and issues addressed by the product
- being supported by analysis and community/stakeholder input
- being carried out or feasible to be carried out
- being effective and making a difference.

Significance/Impacts, in regards to an exemplary demonstration of:

- furthering planning goals, principles and processes
- impact on the planning profession or approaches to community or resource planning.

Clarity of Presentation, in regards to an exemplary demonstration of:

- organization, conceptualization, thought, analysis, writing, graphics
- application of planning goals, principles and/or processes
- being appropriate to the targeted audience.

ENQUIRIES regarding the AACIP Planning Awards program may be made to:

Awards Committee Chair

Bill Shaw, FCIP, ACP
(403) 396-9906 or (403) 343-3866
bpsconsulting@telus.net

AACIP Office

(780) 435-8716 or 1-800-286-8716 (toll free)
aacip@aacip.com

**MAIL or COURIER SUBMISSIONS to
(Clearly marked AACIP Award Submission) to:**

Bill Shaw, FCIP, ACP
c/o Parkland Community Planning Services
#404 - 4808 Ross Street
Red Deer, AB T4N 1X5