

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

The 2018 awards will be presented at the APPI conference in Kananaskis, October 1, 2018. Recipients receive a Certificate of Planning Excellence or a Certificate of Planning Merit. The award winning plans and projects will be featured on the APPI website and distributed in a media release.

## **CATEGORIES**

The plan or project must be submitted for only one category and also meet the Eligibility and Submission requirements.

### **Comprehensive and Policy Plan**

- 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 inter-municipal development plan, also including a land use bylaw.
- A policy plan which addresses specialized areas such as 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.

**AWARDS for PLANNING EXCELLENCE and MERIT**  
**Call for Submissions – January 16, 2018**  
**Deadline – 3:30 PM April 30, 2018**

**ELIGIBILITY REQUIREMENTS**

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 APPI Regulated member (Registered or Candidate) 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 and/or built, within the calendar years 2015, 2016, 2017 (by December 31, 2017).
- (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 (i.e. phases) or substantially altered (i.e. updated).

**SUBMISSION REQUIREMENTS**

A complete submission is one electronic copy on disk or a download of that file to the APPI office with 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 APPI 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 that the client is aware and supportive of the submission;
- (6) use the file nomenclature specified on the submission form when sending the electronic files.

Please note:

- To be considered for an award **the submission must be complete** (see #1 – 6 immediately above) and received by the application deadline; if the submission does not include the first six 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 APPI.

**ENQUIRIES** regarding the APPI Planning Awards program may be made to:

James Mazak, Awards Committee Chair at [james.mazak@synplains.com](mailto:james.mazak@synplains.com) 403.400.7958

**ONLY the winners of an award will be required to submit:** a CD/DVD video or a power point presentation, with voice over – for use at the APPI Awards Ceremony and the actual plan/project items in a *compressed pdf format* to post on the APPI website to the APPI office by **August 24, 2018**. The winners will be recognized in PLAN North West.

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**EVALUATION CRITERIA**

The Awards Committee appointed by APPI Council will evaluate submissions based on the following criteria (the weighting for each criteria is shown in parentheses):

**Planning Process (20 %)**, 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 (20%)**, 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 (15%)**, 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 (20%)**, 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 (15%)**, 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 (10%)**, 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.

To be considered for a **Certificate of Planning Excellence**; the project must be outstanding, distinguished and demonstrate extraordinary merit **in many, if not all, of the evaluation criteria**.

A **Certificate of Merit** may be granted to submissions that are deemed to be great/very good and demonstrate value in **any one or a number of the evaluation criteria**.

Note: Evaluation weighting is provided as information to entrants; detailed scoring of submissions is at the discretion of the Awards Committee and will not be disclosed to any or all of the award applicants.