



2017 CAHP Awards – Guide for Submissions

The Canadian Association of Heritage Professionals | Association canadienne d'experts-conseils en patrimoine (CAHP|ACECP) Awards are presented annually to celebrate outstanding achievement in the heritage field across Canada. The Awards showcase completed projects demonstrating excellence in the conservation of heritage values, illustrate the viability of heritage buildings and sites for commercial, institutional and residential use, and recognize heritage professionals who have contributed to their success. Submissions are invited for the 2017 CAHP|ACECP Awards that demonstrate outstanding achievements in heritage conservation and the value of applying the highest professional standards in our work.

This Guide for Submissions has four parts:

- **Part 1: General Information**
- **Part 2: Submission Requirements**
- **Part 3: Additional Information**
- **Part 4: Required Forms**

PART 1 – GENERAL INFORMATION

Key Dates

- **Submissions Deadline: August 8, 2017 – 5:00 p.m. (EST)**
- Submissions Adjudication: September 8, 2017
- Awards Ceremony: October 13, 2017 at the APT-CAHP-National Trust Joint Conference in Ottawa

Eligible Projects

Projects must have been completed in the *2014, 2015 or 2016* calendar years or prior to *July 1, 2017*. Submissions are required to demonstrate outstanding achievement in the heritage field, and exemplify the principles described by the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).

Lifetime Achievement Award

In addition to the categories below, CAHP|ACECP invites nominations for the Lifetime Achievement Award to honour a CAHP|ACECP member who has made an outstanding contribution to the conservation of heritage in Canada over a period of not less than 20 years. The nominator is not required to be a CAHP|ACECP member.

Awards Jury

The Awards Jury for the 2017 includes professionals from a diversity of both geography and disciplines. Its composition includes CAHP|ACECP



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members as well as non-members. The Jury will receive Awards submissions in advance of an in-person adjudication in Toronto, Ontario. The members of the Jury will be announced in the August E-Forum.

Eligible Entrants

Entrants may only be CAHP|ACECP Professional or Intern members, with the exception of the Lifetime Achievement Award, which can be nominated by non-CAHP|ACECP members.

Entrance Fee

In celebration of Canada 150, the entrance fee has been waived this year.

Submission by Mail

CAHP|ACECP
190 Bronson Avenue
Ottawa, Ontario, K1R 6H4

Submission by Email

admin@cahp-acecp.ca

Awards Ceremony

The CAHP|ACECP Awards will be presented and celebrated at the APT-CAHP-National Trust Joint Conference on October 13, 2017 in Ottawa.

Award Categories

#	Award Category	Number of Potential Awards
1	Archaeology	• Award of Excellence (1)
2	Conservation – Architecture	• Award of Excellence (2) • Award of Merit (2)
3	Conservation – Engineering	• Award of Excellence (1) • Award of Merit (1)
4	Conservation – Landscape	• Award of Excellence (1) • Award of Merit (1)
5	Conservation – Materials, Craftsmanship and Construction	• Award of Excellence (1) • Award of Merit (1)
6	Conservation – Small and Lovely	• Award of Excellence (1)
7	Documentation and Planning	• Award of Excellence (1) • Award of Merit (1)



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8	Heritage Education, Awareness and Scholarship	<ul style="list-style-type: none">• Award of Excellence (1)• Award of Merit (1)
9	Skilled Partner	<ul style="list-style-type: none">• Award of Excellence (1)
10	Emerging Heritage Professional	<ul style="list-style-type: none">• Award of Excellence (1)
11	Lifetime Achievement	

Award Category Descriptions

Archaeology

Archaeology studies by an archaeologist (member of CAHP|ACECP) supporting the conservation of historic places; OR projects undertaken by members in any discipline to preserve archaeological resources in situ with support from any archaeologist. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Conservation – Architecture

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of architectural knowledge by a CAHP|ACECP member in any part of a conservation project. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Conservation – Engineering

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of engineering knowledge by a CAHP|ACECP member in any part of a conservation project. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Conservation – Landscape

Projects representing preservation, restoration and/or rehabilitation treatments that required the application of landscape knowledge by a CAHP|ACECP member in any part of a conservation project. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Conservation – Materials Conservation, Craftsmanship and Construction

Projects that highlight the work by a CAHP|ACECP member in the conservation of materials or works of art and for craftsmanship. Typically the member could be an art conservator, carpenter, mason, metalworker, etc. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.



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Conservation - Small and Lovely

Small projects by a CAHP|ACECP member that fully demonstrate the power of heritage conservation. The project and CAHP|ACECP members will be listed on the Award certificate.

Documentation and Planning

Heritage recording studies, district inventories, impact assessments, histories, heritage evaluations, statements of value, etc. by a CAHP|ACECP member that contribute to the understanding of an historic place in advance of or as part of a conservation project. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Heritage Education, Awareness and Scholarship

Courses, interpretation projects and scholarly studies by a CAHP|ACECP member that contribute to greater knowledge within communities or in an academic field about heritage conservation. The project and CAHP|ACECP members directly involved in the project will be listed on the Award certificate.

Skilled Partner

This Award recognizes a project that involved a non-member, such as Indigenous Elders or craftspeople, with exceptional skills in heritage conservation as demonstrated through a project that involved a CAHP|ACECP member. The recipient, the project and the individual submitting the name of the skilled partners will be mentioned on the Award certificate.

Emerging Heritage Professional - NEW

This award is intended to recognize heritage projects completed by post-secondary students in fields such as conservation, architecture, urban planning, archaeology and history. The project should demonstrate understanding of heritage conservation principles, standards and guidelines. The nominator must be a CAHP|ACECP Professional or Intern member, but the student does not need to be a member.

PART 2 - SUBMISSION REQUIREMENTS

Submissions must be sent electronically in the required formats by email or through a file-sharing service to the CAHP Administrator at admin@cahp-acecp.ca by **5 p.m. EST on August 8, 2017. All entries larger than 15 MB must be sent via a file-sharing service.** Please ensure that any instructions for retrieving the document from a file-sharing site are clearly stated in a covering email to the Administrator. With the exception of the Lifetime Achievement Award,



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all entries have two parts: Adjudication Submission and Synopsis Submission.

Adjudication Submission

The adjudication submission must be in a single Adobe PDF format file, suitable for printing in colour on letter-size paper. The submissions will be printed by CAHP|ACECP and distributed to Jury members. **The submissions must not exceed 10 pages nor 3,000 words (excluding cover page and forms).** Portions over 10 pages will not be distributed to the Jury for consideration.

The cover page must clearly indicate:

- Project name.
- Award category.
- Location of the project (municipality and province/territory).
- Date (month and year) the project was completed.
- Name of the CAHP|ACECP entrant.
- Name, email address and telephone number of the entrant.
- Name, title, organization, contact information and CAHP|ACECP affiliation of the entrant.

The following project description requirements apply to these Award categories: Archaeology; Conservation – Architecture; Conservation – Engineering; Conservation – Landscape; Conservation – Materials, Craftsmanship and Construction; Conservation – Small and Lovely; Documentation and Planning; and, Heritage Education, Awareness and Scholarship.

- **Overview:** A clear and concise project overview.
- **Background Description:** Historical interest, and evolution of subject, location, and context.
- **Goals:** Client, Consultant and Heritage.
- **Challenges:** In meeting the stated goal and in overcoming unanticipated problem.
- **Public and/or Client:** A summary of media coverage or other means by which the client and/or the public perceived the success of the project.
- **Project Detail:** Demonstration of why the project should be judged as an outstanding achievement in the conservation of heritage places, referring specifically to the principles stated in the [Standards and Guidelines for the Conservation of Historic Places in Canada.](#)
- **Project Implementation:** Explanation of the specific roles played by CAHP|ACECP member(s) in the design, planning and execution of



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the project. Note: Some projects will not be construction projects, but they will still have design, planning and execution phases.

- **Images:** The submission should include **'before and after' views**, principal elevations, character-defining details, and context-setting street photographs of the building/structure or, if another type of project, images that clearly illustrate the work.
- **A minimum of 8 images should be included, of high quality/resolution.**

The following project description requirements apply to these Award categories: *Skilled Partner* and *Emerging Heritage Professional*.

- **Overview:** A clear and concise project overview.
- **Background Description:** Historical interest, and evolution of subject, location, and context.
- **Goals:** Client, Skilled Partner and Heritage
- **Challenges:** How the skilled partner met the stated goal and overcame unanticipated problems.
- **Project Detail:** Demonstration of why the skilled partner's contribution to a project should be judged as an outstanding achievement in the conservation of heritage places, referring specifically to the principles of conservation stated in the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).
- **Project Summary:** A project summary of about **125 words** that describes the project, including start and finish dates.
- **Skilled Partner's Involvement:** A summary of about **100 words** (plus the names and firms of those involved) describing the role played by the skilled partner.

Synopsis Submission

The synopsis slides will be used by the Jury as a synopsis of your submission. The images and summary may be used at the Awards Ceremony and/or on the CAHP|ACECP website. As such, **all images must include: caption, credit, date, and any restrictions on use.** The slides must be in Microsoft PowerPoint (.PPT) format and contain the following elements:

- **The submission should include 'before and after' views**, principal elevations, character-defining details, and context-setting street photographs of the building/structure or, if another type of project, images that clearly illustrate the work.



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- **A minimum of 8 images should be included, of high quality/resolution.**
- **A project summary of 125 words** that describes the project, including start and finish dates.
- **A summary of 150 words (plus the names and firms of those involved)** describing the role played by CAHP|ACECP members directly involved in the project.

LIFETIME ACHIEVEMENT AWARD

Adjudication Submission

The submission for the Lifetime Achievement Award must be in Adobe PDF format, suitable for printing in colour on letter-size paper and combined in a single electronic file. The following elements are required:

- **The nominator's name**, address, telephone number and email address.
- **The nominee's name**, address, telephone number and email address.
- **An account** of the nominee's contributions as a heritage professional (**500-700 words suitable for publication**).
- **A minimum of two (2) testimonials from CAHP|ACECP members.**
- **Biographical notes about the nominee**, including a list of accomplishments in life, in other fields, and through their volunteerism to their community.
- **Two portrait photographs.**

The Award recipient(s) or nominator may be requested to provide additional material that would be suitable for presentation at the CAHP|ACECP Awards Ceremony.

PART 3 – ADDITIONAL INFORMATION

Language

Submissions may be prepared in either French or English.

Standards and Guidelines for the Conservation of Historic Places in Canada

All submissions for projects in categories 1 through 10 must demonstrate how the project conforms to the [Standards and Guidelines for the Conservation of Historic Places in Canada](#).



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Number of Entries

There is no limit to the number of different project submissions permitted by a single CAHP|ACECP entrant in one year. The \$50.00 entrance fee applies to each submission.

Projects with Multiple Phases or Parts

You may be eligible to submit a project for which another member or member team has won an Award for work on the heritage site, in the same or different category, if:

- There is a distinct difference between the work that you have done on the project and the work done on the previously Awarded entry, *and*
- The client recognizes your work as a separate project from that of the other Awarded entry. In these cases, please describe, in the appropriate location on the entry form, the relationship between the previous entry and your own. Please be clear and concise in your description so that the reviewer can, without undue effort, evaluate the situation and your entry.

Multiple CAHP|ACECP Members on a Single Project

Multiple entries for the same project in the same category should *not* be submitted by different CAHP|ACECP members who have worked on the same project, whether they were part of the specific team or not. The entry should include the names of all CAHP|ACECP members that worked on the project. All CAHP|ACECP members working on a project ***in a significant capacity*** will receive acknowledgement on the Award.

If more than one entry is received for the same project, it will be returned to the submitters for resubmission within one (1) week as a single submission identifying the members that worked on the project in a significant capacity.

Significant Capacity

A significant role on a project means that the member or a skilled partner worked on the project for its duration (or a major portion of the project) and that they planned, managed or implemented the work that contributed to the project.

Background Studies Outside the 2014-2017 Period

Some projects rely on research and analysis work undertaken in earlier phases of a project. In some cases, the client may not have allowed disclosure of the research work in advance of the project. In those cases, the involvement of a CAHP|ACECP member that undertook the research and analysis should be included in the list of CAHP|ACECP members contributing to the project.



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Archiving of Submissions

All materials submitted will be retained by CAHP|ACECP for publication, exhibition, and/or archival purposes.

Award Certificates

Recipients will be provided with one Award. Each additional copy is \$20.00. Up to a maximum of three (3) copies may be requested:

PART 4 - REQUIRED FORMS

Awards submissions must include the following completed forms, included with the submission as a single Adobe PDF file.

Awards Entry Form

Each Award submission must include the *CAHP|ACECP Awards Entry Form*.

Client Acknowledgement Form

Each Award submissions must include the *CAHP|ACECP Awards Client Acknowledgement Form*, or proper reasoning as to why one is not provided. This form is not required for the Lifetime Achievement Award.



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Awards Entry Form

Please complete and create a PDF of the completed form. Only current CAHP|ACECP members in good standing may be listed as Team Leads or Members.

AWARDS CATEGORY *(Check the category)*

- 1 - Archaeology
- 2 - Conservation: Architecture
- 3 - Conservation: Engineering
- 4 - Conservation: Landscape
- 5 - Conservation: Materials, Craftsmanship and Construction
- 6 - Conservation: Small and Lovely
- 7 - Documentation and Planning
- 8 - Heritage Education, Awareness and Scholarship
- 9 - Skilled Partner
- 10 - Emerging Heritage Professional
- 11 - Lifetime Achievement

ENTRANT INFORMATION

Submission by: (CAHP ACECP member: Name, Title, Organization)	
Address :	
Contact Email:	
Contact Telephone:	



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IDENTIFYING INFORMATION FOR THE AWARD

Name of Project or Person (Skilled Partner or Lifetime Achievement) Being Nominated:	
Project Address:	
Completion Date of Project:	

CATEGORY 1-8: CAHP|ACECP MEMBERS DIRECTLY INVOLVED IN THE PROJECT

Name and Title:	Organization/Company:	Role in the Project (information to be supplemented in the documentation text):



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Client Acknowledgement Form

The Canadian Association of Heritage Professionals | Association canadienne d'experts-conseils en patrimoine (CAHP|ACECP) is a national organization that highlights the work of Canadian heritage professionals. Each year, CAHP|ACECP presents Awards to recognize outstanding achievement in the heritage field across Canada. Awards submissions are considered by a jury of professionals from a diversity of geography and disciplines, including CAHP|ACECP members and non-CAHP|ACECP members.

As part of the submission process, CAHP|ACECP requires acknowledgement from clients that a project can be submitted for consideration for an Award. Please complete this brief CAHP|ACECP form before the Awards deadline of **August 8, 2017 at 5 p.m. EST**, and return it directly to the Awards entrant who has approached you as part of their submission.

Client Name:	
Client Organization (if applicable):	
Client Email:	
Client Telephone:	

As a representative of _____
I acknowledge the submission of the work of _____
for consideration for a 2017 CAHP|ACECP Award for the _____
_____ project within the _____
Award category.

Name:	
Position:	
Signature:	
Date:	



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Although eligibility for most Awards is exclusive to CAHP|ACECP members, please note that the clients of successful projects are also recognized at both the Awards ceremony on October 13, 2017, as well as in CAHP|ACECP publications. Should you prefer not to be mentioned, simply let CAHP|ACECP know by checking the appropriate box below.

INCLUDE MENTION IN SUCCESSFUL PROJETS: **YES** **NO**

CAHP|ACECP thanks you for your acknowledgement.
For more info about CAHP|ACECP, please visit www.cahp-acecp.ca.