

## Eligibility Criteria, Application Process & Evaluation Criteria

### Eligibility Criteria

- The submitting body must be a government authority of a Canadian municipality.
- There are no minimum or maximum municipality population requirements to be eligible. Municipalities will not be sub-divided into population tiers and all municipalities, regardless of size, will be evaluated based on their respective submissions.
- For Circle of Excellence nominations to be eligible for evaluation, the submitting municipality must also apply for the Accessible Cities overall Award and their Circle of Excellence nomination(s) must have been referenced in this section of their application.
- There is no cost to apply.
- Online applications must be completed in full and submitted before the closing date and time of 11:59pm PST March 3, 2017.
- All supporting documentation such as photos, reports, policy documents, etc., must be submitted, either as attachments or as embedded links, along with the municipality's application by the closing date and time.
- Applications and supporting documentation can be in English or French.

## Application Process

- Municipalities complete the Accessible Cities Award application form online at [www.rickhansen.com](http://www.rickhansen.com).
- The Rick Hansen Foundation will assess applications to ensure they meet the Eligibility Criteria. Applications that do not meet the Eligibility Criteria will not be reviewed further.
- The Accessible Cities Award judges will evaluate and score the application after the application closing deadline, against the evaluation criteria outlined below.
- Winners will be announced in May of 2017.

## Evaluation Criteria

### A. Accessible Cities

- Applications should be written clearly and wherever possible claims should be substantiated with examples, qualitative and quantitative documentation, and timeframes for actions and deliverables.
- Municipalities will be evaluated on their demonstrated current and longer term commitment to removing physical barriers to access in the built environment, and their demonstrated improvements to accessibility.
- Municipalities should take into consideration both private and public places and spaces. This includes private sector buildings (office buildings, shopping and residential complexes, etc.), public spaces (galleries, museums, community centres, parks and playgrounds, etc.), educational facilities

(elementary, secondary, post-secondary, etc.), and public transportation (roads, sidewalks, public transportation systems, etc.).

- Specifically, municipalities will be evaluated in the following sections and assigned a score:

#### **A. Vision & Planning**

- a. Municipalities will be evaluated on how they champion accessibility in the built environment.
- b. Maximum number of words not including supporting documentation: 2300

#### **B. Program Implementation & Delivery**

- a. Municipalities will be evaluated on the impact of their policies and initiatives and how they have improved accessibility and quality of life for people with disabilities.
- b. Maximum number of words not including supporting documentation: 2300

#### **C. Continuous Improvement & Awareness**

- a. Municipalities will be evaluated for their demonstrated commitment and initiatives to create awareness of accessibility issues and their efforts to create longer-term improvements.
- b. Maximum number of words not including supporting documentation: 1200

- Based on final scoring, there will be winners of 1st, 2nd, and 3rd place.

## B. Circle of Excellence

- Each municipality may, at their discretion, nominate up to 5 different private or public places or spaces for evaluation of their extensive, thorough and best-in-class demonstration of accessibility in the built environment.
- Nominations must have been used as examples in the municipality's submission in the Accessible Cities section.
- For each nomination, the companies directly involved in the vision or design and construction (architects, developers, etc.) of the building or space are to be identified.
- Each nomination from all municipalities will be evaluated individually and assigned a score. Specifically, municipalities will be evaluated on their responses to the following questions, with each response allowed a maximum of 450 words:
  - A. Why have you nominated this place of space?
  - B. Did this place or space have any particular accessibility issues to overcome or be addressed?
  - C. What are the accessibility features? Are there features that exceed building code requirements?
  - D. How has this place or space improved quality of life for people with disabilities as well as the general public?
  - E. Why should this place or space be an example of best practices for others?
- Based on final scoring of all municipalities' nominations, there will be up to 5 nominations inducted into the Circle of Excellence.