



## 2008 Evaluation Form

Municipality: \_\_\_\_\_

Province: \_\_\_\_\_

Category: \_\_\_\_\_

The municipality is evaluated on the efforts of all sectors in the community in the following criteria:

Tidiness	0	/	125
Environmental Awareness	0	/	125
Community Involvement	0	/	125
Natural and Cultural Heritage Conservation	0	/	125
Tree/Urban Forest Management	0	/	125
Landscaped Areas	0	/	125
Floral Displays	0	/	125
Turf and Groundcovers	0	/	125
	0	/	125
Total Marks :	0	/	1000

**Percentage :** \_\_\_\_\_

**Bloom rating:** \_\_\_\_\_

**Mention :** \_\_\_\_\_

**Representative (s) of Community**

Name: \_\_\_\_\_ Function : \_\_\_\_\_

Name: \_\_\_\_\_ Function : \_\_\_\_\_

Name: \_\_\_\_\_ Function : \_\_\_\_\_

**Judges**

Name: \_\_\_\_\_ Name \_\_\_\_\_

**Evaluation date:** \_\_\_\_\_

**IMPORTANT NOTES:**

All criteria are adjusted to the climate and environmental conditions of the municipality.  
 Some aspects of a criterion might not be applicable: in such cases, scoring will be prorated.  
 The evaluation score may vary from the previous year based on the facts that the evaluation form is subject to modifications each year and that the evaluation is based on the perception of the current judges.

## Evaluation Checklist / Questions on organization:

Yes	No	N/A	
			Were the judges, upon their arrival, presented with the itinerary and the Community Profile
			Was there an initial orientation meeting with introductions ?
			Were the community representatives knowledgeable about the community and all criteria?
			Were the judges able to ask questions and modify the schedule if they thought that there was
			Did the judges meet with the media?
			Were the judges asked to give presentations?
			Were the judges able to meet with and talk with the volunteers?
			Did the community, with its allotted time, distribute it so there was adequate coverage for
			Was there enough time allotted to start the evaluation form in a quiet place?

## Description of the Community and Mention

**Total text of about 100 words should be:  
20% for the description of the community  
80% focused on mention and achievements of community**

## Special Projects

(names or list : description not required)

**List only for future reference**

## TIDINESS

Tidiness of green spaces, medians, boulevards, sidewalks, streets, ditches, road shoulders, signage, vacant lots and buildings, with regard to garbage, weeds, maintenance and repair, dog droppings, notices/posters, graffiti and vandalism.

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ Tidiness, order, cleanliness and first impressions	10	
☼ Community anti-litter awareness and support for community organizations in clean-up efforts	9	
☼ Effective bylaws / policies and their enforcement; effective programs in smaller communities; operational programs for notices, posters and graffiti prevention / removal, derelict removal	9	
☼ Maintenance of public roads and shoulders: weed – free sidewalks, curbs, streets and roads, regular hard surface / street sweeping program	9	
☼ Condition of buildings and urban furniture: benches, litter and recycling containers	8	
<b>Commercial / Industrial Sector</b>		
☼ Tidiness, order and cleanliness	7	
☼ Condition of buildings, grounds, sidewalks and parking lots	7	
☼ Condition of urban furniture: benches, litter and recycling containers	7	
☼ Support – financial and/or in-kind - for community clean-up programs	7	
<b>Service Clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind; involvement – organization, participation; impact on the	13	
☼ Tidiness, condition of buildings and yards of churches, schools and any other buildings	11	
<b>Residential / Citizens</b>		
☼ Tidiness, order and cleanliness	10	
☼ Condition of buildings and yards	10	
☼ Involvement in block or individual street tidiness	8	
<b>Tidiness</b>	<b>125</b>	<b>0.00</b>

## ENVIRONMENTAL AWARENESS

Sustainable development, policies and bylaws, waste reduction, landfill sites, hazardous waste collection, sewage disposal, transfer/recycle stations, recycling initiatives, Integrated Pest Management (IPM), water source, treatment and conservation, naturalization, environmental clean up activities and friendly transportation

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ Sustainable development strategy: bylaws / policies and their enforcement or effective programs in smaller communities; guidelines and long-term planning/vision	10	
☼ Waste management programs such as recycling, re-use, composting, shredding of Christmas trees, hazardous waste including e-waste collection, waste water treatment , community outreach	10	
☼ Water conservation and reduction programs: efficient appliance incentives or promotion, reduced reliance and efficient irrigation and use of non-potable water, water restriction policies ☼ Watershed management plans and alternative storm water management: retention ponds, pervious hardscapes, green roofs, shoreline erosion control programs	10	
☼ Energy conservation programs such as: Alternate forms of energy: geothermal, biomass, wind, ☼ Conversion programs for efficient lighting and shielding for night skies issues ☼ Promotion of energy audits and energy efficient buildings and landscapes ☼ Greening of operations fleet: conversion to higher efficiency vehicles, use of alternative fuels ☼ Efficient use of vehicle fleet such as use of crew cabs, bicycles, any other energy-saving ☼ Conversion of older maintenance equipment to more efficient and reduced emissions ☼ Transportation management strategies: promotion and incentives of public transit and car pooling ☼ Conversion of roads to integrate new bike lanes, expanded recreational pathways ☼ Air quality programs: monitoring, anti-idling advisory / bylaws, promotion for the reduced reliance/use of high air polluting small engine equipment	14	
☼ Use of Integrated Pest Management / Plant Health Care principles: timing, policies / bylaws and/or effective procedures	6	
☼ Initiatives such as: Innovation: through green buildings, green roofs; reuse of sites and buildings Green procurement policies (use of local products, material energy lifecycle considerations) Brownfield redevelopment, remediation	6	
<b>Commercial / Industrial Sector</b>		
☼ Participation in the environmental effort	6	
☼ Corporate environmental innovation / stewardship, initiatives, activities	6	
☼ sustainable development strategies, safety and emergency preparedness	6	
☼ Energy efficient buildings / landscapes.	6	
☼ Greening of operational fleet and equipment.	6	
<b>Service Clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind	7	
☼ Involvement –organization, participation	7	
☼ Impact of efforts on community	7	
<b>Residential / Citizens</b>		
☼ Participation in the environmental effort	9	
☼ Involvement / support / direction to municipality	9	
<b>Environmental Awareness</b>	<b>125</b>	<b>0.00</b>

This version of the evaluation form does not include the comment pages that are added to each criterion in the formal evaluation

## COMMUNITY INVOLVEMENT

Citizens' involvement in various community projects, including horticulture and garden clubs, service groups, recreation and sports clubs, school children, teens, seniors, municipal workers and local businesses

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ Volunteer recognition	8	
☼ Support – financial and/or in-kind for volunteer activities	8	
☼ Information and educational programs	8	
☼ Promotion of local businesses, products, tourism	8	
☼ Organization/facilitation of local events/festivals, fundraising, support – financial and/or in-kind	8	
☼ Innovation; involvement with youth / seniors and other initiatives towards broader social inclusion	7	
<b>Commercial / Industrial Sector</b>		
☼ Involvement in community projects, volunteer initiatives, community outreach programs	10	
☼ Sponsorship – financial and/or in kind – of the local CIB program	10	
☼ Innovation; involvement with youth / seniors and other initiatives towards broader social inclusion	10	
<b>Service Clubs, Schools, Churches, Not-for- profit groups</b>		
☼ Support – financial and/or in-kind	8	
☼ Involvement –organization, participation	8	
☼ Impact of efforts on community	8	
<b>Residential / Citizens</b>		
☼ Support - financial and/or in kind - of projects / programs	8	
☼ Participation in community programs	8	
☼ Provision of ideas / initiatives for projects/programs	8	
<b>Community Involvement</b>		
	<b>125</b>	<b>0.00</b>

## NATURAL AND CULTURAL HERITAGE CONSERVATION

Heritage policies, bylaws and natural heritage management plans; preservation and restoration of buildings, homes, churches, monuments, artefacts, sites, parks, heritage gardens, trees; preservation of traditions and customs; festivals/celebrations; heritage foods and the arts; museums and history, archives, Architectural Advisory Committee

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ Heritage policies / by-laws and their enforcement or effective programs in smaller communities	10	
☼ Natural and cultural heritage management plan and preservation initiatives: cultural landscapes, use of native plants, heritage gardens, trees	10	
☼ Preservation, restoration and reuse programs	8	
☼ Information and support programs	6	
☼ Promotion of heritage by Historical Society / Heritage Committee / Tourism Association	5	
☼ Interpretative and signage programs, walking tours, museums, festivals/celebrations	6	
☼ Cultural heritage programs: first nations, explorers, first and subsequent settlers and more recent immigrants	5	
☼ New programs and initiatives to promote local heritage	5	
<b>Commercial / Industrial Sector</b>		
☼ Conservation, restoration and reuse of sites/buildings	7	
☼ Building façade and improvement plan. (original colours, styles, materials, lighting)	7	
☼ Participation in municipal, provincial or federal programs	7	
☼ Innovation and participation in promotion of local heritage	7	
<b>Service Clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind	7	
☼ Involvement –organization, participation	7	
☼ Impact of efforts on community	7	
<b>Residential / Citizens</b>		
☼ Conservation / restoration and reuse of sites / buildings	7	
☼ Preservation of traditions, customs, food, music, dance and crafts	7	
☼ Participation in heritage community events/activities	7	
<b>Natural and Cultural Heritage Conservation</b>	<b>125</b>	<b>0.00</b>

## TREE / URBAN FOREST MANAGEMENT

Written policies, bylaws and regulation plans both long and short-term. Distribution of trees, inventory, variety, suitability, new plantings, main street programs, new survey developments, preservation of heritage trees, commemorative trees, woodlots, succession planting, Plant Health Care and Integrated Pest Management, qualified/trained individuals (volunteer or on staff)

	Max	Actual
<b>Municipality / Public Properties</b>		
⊗ Policies, regulations and tree by-laws, tree protection and planting on public and private lands	10	
⊗ Plan of action: procurement, species diversity, selection of hardy species with potential to contribute to the plan	10	
⊗ Strategic Management, Operational and Emergency Plan in place, an inventory of trees, demonstration of good planting techniques and a maintenance program	8	
⊗ Measures to preserve, protect, manage and expand woodlots	7	
⊗ Qualified personnel and/or crew training	7	
⊗ Integrated Pest Management / Plant Health Care, plan of action for invasive pest detection and control, information on current infestations and diseases	7	
⊗ Participation and recognition in programs such as Green Streets Canada, Maple Leaf Day...	7	
<b>Commercial / Industrial Sector</b>		
⊗ Concept, design and planting for commercial enterprises	7	
⊗ Maintenance programs	7	
⊗ Existing tree protection and preservation during construction: in by-law and/or in practice	8	
⊗ Involvement and promotion of tree planting programs and conservation through groups such as Business Improvement Association	6	
<b>Service Clubs, Schools, Churches, Not - for - profit groups</b>		
⊗ Support – financial and/or in-kind and involvement – organization, participation	10	
⊗ Impact and maintenance	10	
<b>Residential / Citizens</b>		
⊗ Selection of varieties – inclusion of native, hardy species	11	
⊗ Maintenance	10	
<b>Tree / Urban Forest Management</b>	<b>125</b>	<b>0.00</b>

## LANDSCAPED AREAS

This criteria supports all efforts to create an environment wherein plants form an essential element of the overall surroundings; design and suitability for location and use; native and introduced materials; balance of plants, materials and constructed elements; harmony (colour, texture, shape); tasteful integration of hard surfaces and art elements; standards of maintenance.

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ First impressions of the community including gateway / entrance treatments	10	
☼ Development of policies, standards and best practices	7	
☼ Plan of action: distribution through the community	8	
☼ Urban and civic design standards for streetscape and other public places: - flags, banners, public art, fountains, site furnishings, lighting design, walkways and paving materials, signage and accessibility	7	
☼ Specifications for planting (with suitable varieties) and maintenance	7	
☼ Sustainable designs: energy efficient, use of green materials, naturalization, xeriscaping	6	
☼ Site rejuvenation, rehabilitation and maintenance (life cycle management)	6	
☼ Qualified personnel (including seasonal staff) and/or training	7	
<b>Commercial / Industrial Sector</b>		
☼ Innovation in concept and design	6	
☼ Public involvement: support – financial and/or in-kind, participation	6	
☼ Sustainable designs: energy efficient, use of green materials, naturalization, xeriscaping	6	
☼ Contribution to urban and civic design and public greenspaces above and beyond requirements: such as public art, streetscape, site furniture, fountains	6	
☼ Adequate ongoing maintenance (life cycle management)	6	
<b>Service Clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind and involvement – organization, participation	8	
☼ Sustainable designs: energy efficient, use of green materials, naturalization, xeriscaping	8	
<b>Residential / Citizens</b>		
☼ Streetscape appeal of landscapes	8	
☼ Overall maintenance	7	
☼ Inclusion of sustainable plant materials	6	
<b>Landscaped Areas</b>	<b>125</b>	<b>0.00</b>

## FLORAL DISPLAYS

Arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses), originality, distribution, location, diversity and balance, colour, harmony, quality and maintenance. These pertain to flowerbeds, carpet bedding, containers, baskets and window boxes.

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ Diversity of displays: flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	12	
☼ Plan of action: programs, distribution through community. Concept and design including sustainable design	12	
☼ Diversity of plants: annuals, perennials, bulbs, grasses, woody plants, natural flora	12	
☼ Quality, maintenance, best practices	10	
☼ Qualified personnel (including seasonal staff) and/or training	7	
<b>Commercial / Industrial Sector</b>		
☼ Concept and design	9	
☼ Quality and maintenance	9	
☼ Contribution to overall floral program	9	
<b>Service Clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind and involvement – organization, participation	11	
☼ Concept, design, selection and maintenance on their own properties	11	
<b>Residential / Citizens</b>		
☼ Arrangement, diversity, colour	11	
☼ Quality and maintenance	12	
<b>Floral Displays</b>	<b>125</b>	<b>0.00</b>

## TURF AND GROUNDCOVERS

Quality, naturalization, use of groundcovers and wild flowers, turf management (manicured to rough), use of artificial turf, maintenance (mowing height and frequency), Integrated Pest Management (IPM) / Plant Health Care, fertilization programs, irrigation and water restrictions. Areas include private homes, public buildings, municipal and private sports fields and athletic parks.

	Max	Actual
<b>Municipality / Public Properties</b>		
☼ First impressions; plan of action, distribution of turf and ground cover areas	14	
☼ Diversity / species, types of plantings / drought tolerance	8	
☼ Turf Management / Integrated Pest Management / Plant Health Care, alternative solutions to diseases and infestations when appropriate	8	
☼ Review of maintenance plans to consider increased naturalization, alternate mowing frequency for reduced and more efficient operations	8	
☼ Information programs for water requirements, mowing frequency and height, rain gardens	8	
☼ Qualified personnel (including seasonal staff) and/or training.	7	
<b>Commercial / Industrial Sector</b>		
☼ Concept and design, use of alternative ground covers	8	
☼ Quality and maintenance on these properties	8	
☼ Site naturalization	8	
<b>Service clubs, Schools, Churches, Not-for-profit groups</b>		
☼ Support – financial and/or in-kind and involvement –organization, participation	12	
☼ Quality and maintenance on these properties	11	
<b>Residential / Citizens</b>		
☼ Concept and design, use of alternative ground covers	8	
☼ Quality and maintenance	9	
☼ Participation in lawn watering conservation programs	8	
<b>Turf and Groundcovers</b>	<b>125</b>	<b>0.00</b>