

# WEB-BASED CONSULTANTS DIRECTORY: PROTOCOL FOR ENTRIES

## 1. Name

- Firm must have one full or provisional OPPI member on staff to be eligible.
- Firm name: An individual with no firm name would appear as "Jones, Esmerelda".

## 2. Address/Telephone/Fax/E-mail

- List each office separately
- Only Ontario offices are listed (exception: a non-Ontario office that employs an OPPI member and that does or expects to do business in Ontario).
- The first office listed should be the firm's main office, or should be considered by the firm to be an office of equal standing to any other listed, and should have a contact listed (see 3, Contact).
- The order of listing after the first office is up to firm.
- No distinctions ("main," "branch," etc.) are made among the offices that a firm chooses to list.
- Firms with more than one office do not have to have OPPI members currently employed at all Ontario offices listed.
- Please indicate if mail addresses and courier addresses are different; both will be shown.
- Only one website address is included for each firm; it will be listed under the firm name.
- One phone number, one fax number, and one e-mail address is permitted per office.

## 3. Contact

- A contact must be listed for the first or the only office; optional for subsequent offices.
- Only one contact per office, with title.
- The contact does not need to be an OPPI full or provisional member, but if he or she is a Full member, indicate with "MCIP, RPP."

## 4. Description of the Firm

- Length limit 75 words.
- The text will be edited by OPPI for grammar and spelling, and reviewed for conformity with OPPI Code. Any Code-related issues will be reviewed by the Recognition Committee. Any recommended changes other than clear

and obvious typos will then be reviewed with the firm.

- Otherwise, the content is entirely up to firm.

## 5. Services

- Category names must be selected by the firm from the list provided (to simplify your entry, you can use numbers, and we will convert to names).
- No category names not on the list will be used.
- The Firm's description may be used to indicate specializations not adequately reflected in the category names.
- The following list of categories is derived from key phrases frequently used by firms to describe themselves. Firms can select those that they feel best represent their practice. The categories are not intended to be mutually exclusive. At the same time, they are intended to be sufficiently specific that firms will focus on their individual strengths. To avoid having all firms list identical categories, categories such as "land use planning" or "land planning" are not included.

1. Aggregate Resource Planning
2. Commercial Planning
3. Conflict Resolution/Mediation/Negotiation
4. Cultural Heritage Planning
5. Demographic Analysis/Forecasting
6. Development Feasibility Analysis
7. Economic Development Planning
8. Economic/Financial/Market Analysis
9. Economic/Financial Impact Assessment
10. Environmental Assessment
11. Environmental Planning
12. Expert Testimony
13. Facilitation/Education
14. Geographic Information Systems
15. Industrial Planning
16. Institutional/Facilities Planning
17. Land Development Planning
18. Natural Heritage Planning
19. Official Plans
20. Policy Planning
21. Policy and Program Evaluation

22. Public Consultation/Participation
23. Recreation/Leisure Planning
24. Regional Planning
25. Residential Condominium/Cooperative Planning
26. Residential Subdivision Planning
27. Resource Planning
28. Rural/Recreational Community Planning
29. Site Planning
30. Social Impact Assessment
31. Social/Community Services Planning
32. Strategic Planning
33. Transportation Planning
34. Tourism Planning
35. Urban Community Planning
36. Urban Design
37. Waste Management Planning
38. Water/Sewage/Stormwater Services Planning
39. Water Resources/Watershed Planning
40. Zoning Bylaws

*OPPI will proofread entries against the information submitted.*

**The cost for the Web-based  
Consultants Directory is**

**\$75.00 + \$9.75 HST = \$84.75**

**Check our website at  
[www.ontarioplanners.on.ca](http://www.ontarioplanners.on.ca),  
go to**

**"Hire a Planner" and then  
"Consultants Directory"  
for samples of other entries.**

**Please e-mail your listing form  
to  
Robert Fraser at:  
[finance@ontarioplanners.on.ca](mailto:finance@ontarioplanners.on.ca).**

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