



Guidelines – Urban Design Awards Program

**Information and Model Terms and Conditions
for use by Municipalities in conducting
an Awards Program for Excellence in Urban Design**

TIER 1 Municipal Level – RAIC Urban Design Awards

Table of Contents

- 1. Background**
- 2. The Royal Architectural Institute of Canada**
- 3. Administration of the Award**
 - 3.1 Professional Advisor
 - 3.2 Jury
 - 3.3 Call for Submissions
 - 3.4 Adjudication
 - 3.5 Communication and Celebration
- 4. Model Terms and Conditions**
 - 4.1 Preamble
 - 4.2 Urban Design – What is Urban Design?
 - 4.3 Categories
 - 4.3.1 Conceptual/Theoretical Urban Design Projects
 - 4.3.2 Approved or Adopted Urban Design Plans
 - 4.3.3 Urban Architecture
 - 4.3.4 Civic Design Projects
 - 4.3.5 Urban Fragments
 - 4.3.6 Community Improvement Projects
 - 4.3.7 Student Projects
 - 4.4 Submission Requirements
 - 4.5 Sponsors
- 5. Cost of an Awards Program**
- 6. Sample Forms**
 - 6.1 Sample “Call for Submissions”
 - 6.2 Sample Budget
 - 6.3 Sample Project Identification Sheet

1. Background

The Urban Design Awards of the Royal Architectural Institute of Canada is intended to recognize excellence in urban design and demonstrate its importance to the general public. The two-tiered program is a cooperative venture between the RAIC and most major metropolitan centres of Canada.

In the first year of a two-year cycle, major metropolitan centres will administer a local, RAIC-endorsed, Urban Design Award Program.

In the second or subsequent year, the RAIC will conduct a National Urban Design Award program. Participants will be the previous year's winners from major metropolitan centres, as well as invited participants from other municipalities. It will be an open competition so that worthy initiatives undertaken in other communities across Canada may also be recognized.

Awards may be given in the following categories:

- conceptual/theoretical urban design projects
- approved or adopted urban design plans
- urban architecture
- civic design projects
- urban fragments
- community improvement projects
- student projects

2. The Royal Architectural Institute of Canada

The Royal Architectural Institute of Canada (RAIC) was established in 1907 and is a voluntary association of architects from Canada and abroad. Members include licensed architects, intern architects and graduates from university programs in architecture. The RAIC provides a framework for the development, sharing and recognition of architectural excellence in both practice and education, and for the exchange of professional knowledge amongst its members.

The quality of buildings, cities, urban fabric and the future of downtown areas are of primary concern to the RAIC as is the sustainability of the built environment.

The RAIC and the RAIC Foundation have a long tradition of bestowing awards and honours and currently deliver more than seven distinct awards' programs. Each program includes between one and seven awards resulting in 84 to 113 awards in any given year. A group of peers, usually architects and members of the RAIC, who are selected to adjudicate the submissions and choose award recipients, jury most of these awards. Examples of some of these awards include the Governor General's Medal in Architecture, the RAIC Awards of Excellence, the RAIC Gold Medal and the RAIC Foundation Scholarships and Bursaries. This Urban Design Award will become a new award program for the RAIC.

3. Administration of the Award Program

The following information is to guide municipalities in the administration of an Urban Design Award program. Certain components may be adjusted to suit the needs of the municipality, however, the following characteristics should not be altered to ensure consistency across Canada:

- The **categories** - municipalities can choose to offer fewer than the 7 described categories, but not modify the intent of an individual category
- The **criteria for award** - there should be consistency in the categories and the criteria to ensure that all projects qualify consistently for the second tier national awards.

If you have questions concerning the administration of this Urban Design Awards program please contact the RAIC at info@raic.org and your questions will be forwarded to an architect or administrator who can assist you.

3.1 Professional Advisor

Municipalities should identify an in-house professional and support staff to direct and administer the Urban Design Award. This professional should be an architect, planner, or landscape architect who is familiar with the objectives of an urban design award. Alternatively, the municipality may wish to engage a Professional Advisor, who is an architect, to oversee the awards program. The duties and responsibilities of a Professional Advisor are listed below.

Duties and Responsibilities of the Professional Advisor:

- become familiar with the Terms and Conditions of the Urban Design Award;
- prepare documentation for the Call for Submissions;
- answer questions in a timely manner during the Call for Submissions and prepare a single written summary of questions and answers for distribution to all entrants in advance of the submission deadline;
- direct staff with respect to receipt and cataloguing all entries;
- review all entries to ensure that they comply with the Terms and Conditions and Call for Submissions;
- prepare and obtain letters of agreement and confidentiality from all jurors;
- convene the jury and communicate with jurors as required;
- arrange for distribution of copies of submissions to juries, if necessary, prior to jury meeting;
- prepare for, and attend, all jury meetings to review charges to the jury and to assist jurors as required;
- provide a written report including jury comments and suggestions for improvements to the Urban Design Awards program; (Note: the Professional Advisor shall not be a jury member, shall not have a vote and shall not issue an opinion on the jury's report);
- prepare correspondence notifying all award winners and all unsuccessful entrants regarding the results of the jury selection;
- review media releases for accuracy; and,

- assist in preparation for any presentation ceremonies.

3.2 Jury

It is standard practice in the architectural profession to select award winners through an adjudication process undertaken by a group of peers. Normally the names of the jury members are identified before issuing the Call for Submissions so the jury names can be announced. It is suggested that the same jury adjudicate all categories of awards in a single year.

Juries should have three, five, or seven members and should include a majority of professionals who can competently judge submissions. The municipality will need to identify a Chair from amongst the jurors, and an odd number of jury members are essential to avoid a tie vote in selecting an award recipient. Professional members of the jury could include a mixture of architects, landscape architects and planners. At least two jury members shall be members of the Royal Architectural Institute of Canada. Other jury members may be selected at the discretion of the municipality. They may include an official or politician, a member of the public, or a real estate developer; however, each jury member should be someone who advocates for the quality of the city. To assist in assembling a jury, the RAIC will provide each municipality with a list of architects to contact.

3.3 Call for Submissions

After the jury is assembled and a date is chosen for receipt of the submissions, a Call for Submissions must be issued. The Call for Submissions can be communicated in a variety of media depending on the budget and communication preferences of the municipality. A sample “Call for Submissions” is included at the end of this document.

3.4 Adjudication

Once all submissions are received, the Professional Advisor, or municipal professional, should review them to ensure they comply with the Terms and Conditions. Any submission that does not comply should be rejected and returned. The Jury Chair, in coordination with the Professional Advisor, will then convene a meeting of the jury to adjudicate and select the submission(s) that will receive an award.

The Jury must be instructed on the number of awards and honourable mentions to be selected in each category. It is recommended that there be one award and one honourable mention selected for each category. The jury’s decision is final.

3.5 Communications and Celebration

Following the selection of the award recipients, it is important to develop a plan for communicating the results through the media. In addition, the municipality may wish to honour the award winners by means of a public event where the Mayor (or designate) presents the certificates to the award winners.

4. Model Terms and Conditions

4.1 Preamble

Urban Design and architectural excellence play an important role in maintaining and enhancing the quality of life in Canadian cities.

The Royal Architectural Institute of Canada and the City of _____ wish to promote public and private awareness of that role. For this reason, an Urban Design Awards program has been established to recognize individuals, organizations, firms and projects that have contributed to the quality of life in _____.

Designers, developers, sponsors, and owners of projects selected as award winners will receive a certificate for an Award or a certificate of Honourable Mention in one of the categories listed below.

The jury reserves the right to *not* award certificates in any category. In addition, winning submissions may be displayed in an exhibition and/or featured in a publication (optional).

The projects receiving an Award will be eligible for the National RAIC Urban Design Awards to be adjudicated in 2006.

Jurors for the 2005 City of _____ Urban Design Awards

- list the names of all jury members and the Chair of the jury

4.2 Urban Design

Urban Design involves comprehensive activities and plans that are used to integrate design quality into all processes that affect community and urban development. *Urban Design* is defined as the relationship between buildings; the relationship between buildings, streets, public spaces, and parks/open spaces that make-up the public realm; the nature and the quality of that public realm - in other words the complex relationship between all built and unbuilt space. *Urban Design* may include policy papers or zoning plans and regulations. *Urban Design* plans may also be marketing tools for cities. *Urban Design's* time frame for action tends to be longer-range and less defined than landscape architecture and architecture and it often includes social, regulatory, environmental, economic and public policy concerns.

Urban Design plans include detailed architectural illustration techniques that clearly define the physical results intended.

4.3 Categories

Urban Design projects will be recognized in the following seven (7) categories. Each category has different requirements for eligibility and different criteria for selection of an award. Details for each category are outlined below:

4.3.1 Conceptual/Theoretical Urban Design Projects

This category is for a plan or a study of a significant area within the municipality that provides a development or redevelopment strategy for urban transformation in the mid-term to long-term that has no official status. Urban Design studies, urban design charrette proposals, master plans, redevelopment strategies, and a community plan of high inspirational value with the potential for significant impact on the city's sustainability or development may be submitted.

Eligibility: The plan or study must have been completed **after January 1, 2002**; however, it should not yet have been implemented.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **comprehensiveness**, -addressing a wide a range of factors affecting development including energy efficiency and other environmental factors
- **innovative approach** – proposals that highlight new ideas and/or approaches to interventions in the city
- **clarity of presentation** –understandable, readable and well-illustrated graphically

4.3.2 Approved or Adopted Urban Design Plans

This category is for an Urban Design Plan, or a Study that has already been approved or adopted by the Authority Having Jurisdiction **and** physical changes have already started to occur.

Eligibility: The plan, project, or study must have been approved **after January 1, 1999**; and there should be concrete examples of changes in the built-environment.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **evidence of success** – examples of quality improvements to the built environment
- **creative resolution** – proposed solutions that successfully addresses multiple objectives and competing interests
- **acceptance of the plan by the community** – evidence that the community supports the plan and its implementation

4.3.3 Urban Architecture

This category is for a building or group of buildings that contribute to, and support, an urban design initiative. It will be an individual building or group of buildings, of high architectural standard, which achieves urban design excellence through its unique relationship with its immediate surroundings because of its site, massing, and pedestrian amenities. The building will also contribute to defining a special relationship with the neighbouring urban fabric.

Eligibility: A new building, a renovated building, or complex of buildings completed or installed after January 1, 1999 within the municipal boundaries of the City of _____, and designed by an architect.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **compatibility** with the urban initiative
- **positive contribution** to the public realm
- **architectural excellence**
- **demonstration of the value of urban design** by showing how the urban design plan directed and influenced the building

4.3.4 Civic Design Projects

This category is for civic improvement projects such as a park, a public space, civil engineering or environmental infrastructure, etc which have been implemented as the result of an urban design plan or initiative.

Eligibility: A construction project completed or installed **after January 1, 1999** within the municipal boundaries of the City of _____, and designed by an architect, landscape architect, and/or an engineer.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **compatibility** with the urban plan
- **positive contribution** to the public realm
- **design excellence**
- **demonstration of the value of urban design** by showing how the urban design plan/initiative directed and influenced the space or the objects.

4.3.5 Urban Fragments

This will involve a single, small-scale piece of a building or landscape that contributes significantly to the quality of the public realm. This category includes small and modest elements such as street furniture, lighting elements, interpretation media, memorials, public art, or other form of intervention that contributes to the beautification, sustainability, enjoyment, and/or appreciation of the urban environment. Projects can be of a temporary (but not ephemeral) or permanent nature.

Criteria for Award:

The primary criteria for assessing the proposals will be:

- **positive contribution** to the public realm
- **design excellence**
- **innovation and uniqueness** of the element

4.3.6 Community Improvement Projects

This category is for any built project, however modest, **initiated and implemented** by a community-based organization that enhances the public realm. Streetscape, public art, special installations, environmental initiatives, a banner program are examples of this category of submissions.

Eligibility: The improvement must have been completed **after January 1, 1999**.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **wide community involvement** - demonstration of how the community-at-large was involved and supported the improvements
- **positive contribution** to the public realm
- **conceptual clarity and execution** of the improvement
- **innovation and uniqueness** of the built project

4.3.7 Student Projects

A student project is an urban design project established jointly by the City and a local school or faculty within a University, and carried out **after September 2004**. The City and the University shall select a maximum of five student projects that are to be submitted for adjudication by the jury.

Eligibility: This category is open to students in urban design, architecture, landscape architecture, and urban planning at the undergraduate or graduate level.

Criteria for Award:

The primary criteria for assessing the merit of the plan will be:

- **comprehensiveness** - addressing a wide a range of factors affecting development, and providing solutions to the stated problem
- **conceptual clarity and urban design excellence** – as demonstrated in the illustrations showing physical improvements
- **clarity of presentation** – understandable, readable and well-illustrated graphically

4.4 Submission Requirements

4.4.1 Submission Procedures

Entry forms and binders must be completed, and received before 4:00 PM, _____ *insert day /month / year*

All submissions must be sent to:

the City of _____,
address.....

to the Attention: City of _____ Urban Design Awards.

4.4.2. Entry Fee

An entry of \$----- plus GST/HST must accompany each submission. Please make cheque or money order payable to _____. (Note: the Municipality may wish to waive the fee for the Category: Student Projects)

4.4.3. Format

Each entry is to be submitted in a standard, black, three-ring binder with a transparent plastic sleeve in the front containing the project identification sheet. All sheets must be inserted in the binder in "portrait" format. The following information must be included in the binder: (Note: a municipality may wish to deal with submission requirements differently than described herein. In such an eventuality, award winners would need to submit material in the prescribed format at the national tier.)

- *project identification sheet* within a transparent plastic sleeve;
- *summary sheet* (one page maximum) within a transparent plastic sleeve;
- *descriptive data sheet* (one page maximum) within a transparent plastic sleeve;
- *participant identification form* within a transparent plastic sleeve;
- a maximum of 10 (two) project *photographs* 8in X 10in – high quality colour prints or high resolution digital images *or graphic illustrations*;
- *publication release form*;
- 2 - 11in. X 17in (280mm X 432mm) *presentation boards* numbered 1 & 2 – containing any graphic or photographic technique that best illustrates the merits of the project.

4.5 Sponsors

The City of _____ wishes to acknowledge the invaluable contribution of _____ in sponsoring the Urban Design Awards.

Insert logo or other information as required

5. Cost of an Awards Program

An estimate of the cost of conducting an awards program may be calculated by assigning costs to the following:

1. General overhead
 - a) Time and cost of in-house organizational personnel involved with managing the award.
2. Professional advisor
 - a) Fee (time rate, contract fee, etc.)

- b) Expenses (office, travel, hotel, telephones)
- c) Clerical assistance.

3. Publicity and Publications

- a) Publicity costs
- b) Publications, printing
- c) E-mail
- d) Mailing
- e) Printing and mailing Questions and Answers

4. Jurors

- a) Fees or honoraria
- b) Travel and subsistence
- c) Communications allowance

5. Exhibit Space for Awards Submissions

- a) Receive designs
- b) Storage space
- c) Exhibit space
- d) Handling expenses
- e) Jury assistance

6. Awards

- a) Mounting of Certificates or plaques
- b) Awards ceremony (optional)

7. Publications of Results

- a) Press kit
- b) Public exhibits (optional)

6. Sample Forms

Sample “Call for Submissions”

Refer to the attached:

Call for Submissions for the 2003 RAIC Awards of Excellence

Sample Budget

Sample Budget for Administration of a Program for Awards of Excellence in URBAN DESIGN	
Revenue	Budget
Entry Fee (100 x \$150)	\$15,000
Sponsorship	\$15,000
Municipal contribution	\$ 5,500
	\$35,500
Expenses	
Professional Advisor	\$ 5,000
Publicity (includes printing advertising, etc.)	\$10,000 to \$25,000
Jury (includes meeting venue, honoraria and disbursements, etc.)	\$ 5,000
Exhibition	optional
Awards	\$ 500
Press Conference and Ceremony	optional
	\$20,500 to \$35,500

Sample "Project Identification Sheet"

Project Information/Credits:

All credits on certificates, medals and publicity will be based on this information. Any errors or omissions will be the responsibility of the entrant. All information must be typed.

Full credit must be given. If more than one architect or consultant is credited for a single project, the order in which names are listed will be the official sequence. The following information must be typed on one side of an 8 1/2" x 11" sheet. Please use the indicators A - F as shown below. Insert the sheet in the front plastic sleeve of the black binder.

A) Name of Plan or Project:

Name

Location (City, Province,)

Date of Completion

B) Architect or Prime Consultant:

Lead Architect

Firm Name

Street Address, City, Province, Postal Code

Telephone and Fax Numbers

E-mail Address

C) Client:

Name

Street Address, City, Province, Postal Code

Telephone and Fax Numbers

E-mail Address

D) Consulting Team:

Primary Consultants

Architects

Planners

Landscape Architects

Engineers

Specialist Consultants

E) Signature of Architect or Prime Consultant

F) Urban Design Project Description:

A short statement must be provided which outlines the objectives and significance of the plan or project and summarizes for the jury why the urban design plan or project is considered worthy of an award. This must be typed on one side of an 8 1/2" x 11" sheet and inserted behind the Project Information/Credit sheet in the front plastic sleeve of the binder.