

# 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 - Urban Design Awards

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# 1. BACKGROUND

The National Urban Design Awards of the Royal Architectural Institute of Canada (RAIC), Canadian Institute of Planners (CIP) and the Canadian Society of Landscape Architects (CSLA) recognize excellence in urban design and demonstrate its importance to the general public. The Urban Design Awards program was established in 2006 to recognize individuals, organizations, firms, and projects that have contributed to the quality of life and sustainability in Canadian cities.

The two-tiered program is a cooperative venture between the RAIC, CIP and CSLA and Canadian municipalities.

In the first year of a two-year cycle, Canadian municipalities will administer a local, RAIC/CIP/CSLA endorsed, Urban Design Award Program.

In the second year, the RAIC/CIP/CSLA will conduct a National Urban Design Awards program. Participants will include the previous year's winners from Canadian municipalities and 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:

- urban design plans
- urban architecture
- civic design projects
- urban fragments
- community initiatives award
- student projects

## 2. NATIONAL URBAN DESIGN

### RAIC | IRAC

Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada

#### ABOUT THE RAIC

The Royal Architectural Institute of Canada is the leading voice for excellence in the built environment in Canada. Representing about 5,000 members the RAIC advocates for excellence, works to demonstrate how design enhances the quality of life and promotes responsible architecture in addressing important issues of society. [www.raic.org](http://www.raic.org)

#### ABOUT THE CANADIAN INSTITUTE OF PLANNERS



About the Canadian Institute of Planners The Canadian Institute of Planners (CIP) works on behalf of over 6,700 planning professionals nationally, and has served as the voice of Canada's planning community since 1919. Planners safeguard the health and well-being of urban and rural communities, by addressing the use of land, resources, facilities, and services with consideration to physical, economic, and social efficiency. Our members work in both the public service and the private sector, across fields such as land use planning, environmental resource management, land development, heritage conservation, social planning, Indigenous communities planning, transportation planning, and economic development. [www.cip-icu.ca](http://www.cip-icu.ca)

#### ABOUT THE CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS



The Canadian Society of Landscape Architects (CSLA) is a professional organization with over 2,000 landscape architects as members represented by provincial and territorial associations plus academic programs across the nation. The CSLA is an advocate for its members on issues such as urban renewal, sustainable development and cultural heritage. [www.csla-aapc.ca](http://www.csla-aapc.ca)

## 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 six 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](mailto:info@raic.org) and your questions will be forwarded to an 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. 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 at least 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, the Canadian Institute of Planners, the Canadian Society of Landscape Architects 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 Urban Design Awards to be adjudicated in 2018.

**Jurors for the 2017/18 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 six (6) 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 Urban Design Plans

This category is for a plan or a study of a significant area within a Canadian municipality that provides a development or redevelopment strategy for urban transformation in the mid-term to long-term. Urban Design studies, master plans, redevelopment strategies, and community plans 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, 2011**.

**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 Urban Architecture

This category is for a building or group of buildings that contribute to, and support, an urban design initiative. The submission may be for 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 **after January 1, 2011** within the boundaries of a Canadian municipality, and designed by an architect. Special consideration will be given to buildings that also achieve, or are capable of achieving, a green building rating (such as LEEDTM or BREEAM). This category is open only to registered architects. A license number and/or proof of registration is required.

#### **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** – how the urban design plan directed and influenced the building

### 4.3.3 Civic Design Projects

This category is for civic improvement projects such as a park, a public space, civil engineering or environmental infrastructure, street furniture and lighting elements, 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, 2011** within the boundaries of a Canadian municipality, and designed by an architect, landscape architect, or an engineer. This category is open to registered design professionals (architects, engineers, registered planners and landscape architects). A license number and/or proof of registration is required.

**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** – how the urban design plan/initiative directed and influenced the space or the objects.

#### 4.3.4 Urban Fragments

Urban fragments are single, small-scale pieces 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 but installed **after January 1, 2011**.

**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

#### 4.3.5 Community Initiatives Award

This category is for any built project, however modest, initiated and implemented by a community-based organization that enhances the public realm, streetscaping, public art, commemorative or interpretive installations, and environmental initiatives are examples of this category of submissions.

**Eligibility:**

The improvement must have been completed after January 1, 2011.

**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

#### 4.3.6 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 2016. 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

Submissions must be completed, and received before 4:00 PM,

\_\_\_\_\_  
[INSERT DAY / MONTH / YEAR]

All submissions must be sent to:

the City of \_\_\_\_\_,

[INSERT 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 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 electronically by email or by CD/DVD ROM or USB Key. The following information must be provided and combined in this order into a single PDF document saved as the project name: *(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.)*

- **Participant Identification Form** — See sample form below.
- **Summary Sheet** — A one-page description of the project or program that includes a statement of the problem and its goals, size, and cost, if applicable.
- **Project Descriptions** — Two descriptions are required:
  1. a 500-word maximum statement on one page outlining the objectives and significance of the project and summarizing for the jury why the project or program is considered worthy of a medal. This text should be conceived to be accessible to the general public.

2. a 100-word maximum media statement crafted for website postings and media campaigns.
- **Descriptive Data Sheet** — Including the Completion or adoption date, provide a brief (maximum two pages) statement outlining urban design issues and key urban design concepts that emphasize process and implementation with a description of the merits.
  - **Project Proposal Report** — This is the opportunity for the team to provide a narrative and tell the “story” of the project. In other-words the genesis of the project, how did it come to be what it is in the submission. The team can combine text, sketches, drawings and photos in a report format of no more than 15 pages.
  - **Publication Release Form** — see sample form below
  - **Disclaimer and Declaration Form** — see sample form below
  - **Key List of Images** — the Key List of Images should include image file name, a brief description and photographer credits where applicable for each image provided.

You may wish to consult with participating municipalities <https://www.raic.org/raic/municipal-urban-design-awards> to view their requirements.

## 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 Expenses
- 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. SAMPLES

## 6.1 SAMPLE “2016 CALL FOR SUBMISSIONS” AND FORMS

## 2016 National Urban Design Awards

### Participant Identification Form

#### Participation

(Check applicable boxes)

- Winner of a local urban design award
- At large submission
- Municipality with a population less than 500,000.

#### Category

(Check only one box for each project)

- Urban Design Plans
- Urban Architecture
- Civic Design Projects
- Urban Fragments
- Community Initiatives Award
- Student Projects

### Entry Fee and Method of Payment

Note: The entry fee does not apply to municipal award recipients and to student projects submissions.

Enclosed is my entry fee of **\$350CDN** plus applicable taxes.

- GST included (MB, AB, SK, YK, NWT, BC, NU) - \$367.50
- QST/GST included (QC) - \$402.41
- HST included (ON, NB, NF) - \$395.50
- HST included (NS) - \$402.50
- HST included (PEI) - \$399.00

Cheque (Made payable to The Royal Architectural Institute of Canada)

Visa     MasterCard    Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Project

Name:

Address:

Completion Date:

## Lead Firm (to whom urban design should be credited)

Name:

License Number and/or Proof of Registration:  
(Mandatory requirement for Urban Architecture and Civic Design Projects only)

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

## Associate Firm(s)

Name:

Contact Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

## Contact Person

Name:

Contact Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

### Media Contact Person

Name:

Address:

City/Province/Postal Code:

Telephone Number:

Fax Number:

E-mail Address:

### Owner, Agency, or Organization

Name:

Contact Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

### Others (if applicable)

**use additional sheets if required following a similar format**

Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

### **General Contractor (if applicable)**

Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

### **List of Individuals of the Project Team to be recognized**

Name:

Contact Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

### **Student Projects**

Name:

Contact Name:

Address:

City/Province/Postal Code:

Telephone Number:

E-mail Address:

Name of School or University:

Name of Professor:

Course Name and Number:

Session/Term Date:

**Photographer(s)**  
**(Should also be listed on the release form and submission materials)**

Name:

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Address:

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City/Province/Postal Code:

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Telephone Number:

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E-mail Address:

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## 2016 National Urban Design Awards

### Publication Release Form

The owners and copyright holders of the text, drawings, photographs, plans, graphics, books and brochures submitted to the 2016 National Urban Design Awards Program, hereby grant permission to the RAIC/CIP/CSLA to use and reproduce this material for the following purposes:

- Editorial and professional/educational use by the RAIC/CIP/CSLA in its own works in all media.
- Publicity in RAIC/CIP/CSLA publications media, including any releases (exclusive of advertising or other commercial use) to announce the awards, and in all materials used to educate the public about urban design.

Images will be retained for the RAIC/CIP/CSLA and all submissions will become the property of the RAIC/CIP/CSLA.

For all materials submitted, the copyright notice and the credits must appear on the Participant Identification Form. The RAIC/CIP/CSLA will include credit and any notice of copyright on all drawings, photographs, graphics, brochures, plans, books that are published and will include this information with all material distributed to other media or retained in its library archives. However, the RAIC/CIP/CSLA will not be responsible for the failure of other persons or media to identify this information in their publications.

No royalties or other amounts shall be payable by the RAIC/CIP/CSLA for use of these materials.

I affirm that I am the sole owner of the materials identified in this Publication Release Form; that they are original works; that I, as a copyright holder, have granted my permission to the RAIC/CIP/CSLA to use these materials for the purpose stated in this Release; and that neither these materials, nor the permission granted hereby infringes upon the copyright, moral right, trademark, or related intellectual property rights of others.

Signature (Copyright holder of the text, drawing, photograph, slide, plan, graphic, book, brochure, transparency)

Print name/date

## Disclaimer and Declaration Form

### Disclaimer Terms and Conditions Governing the Application and Award Process

By submitting an application for consideration for an Award, the individual architect/applicant and any affiliated partnership or corporation involved in the application or in any project that is the subject of the application, (herein collectively referred to as the "Applicant") agree to the following terms and conditions governing the application and the Award process.

**RELEASE:** The Applicant releases and discharges the Royal Architectural Institute of Canada (RAIC), the Canadian Institute of Planners (CIP), and the Canadian Society of Landscape Architects (CSLA) and their directors, officers, agents, jurors, and representatives (herein collectively referred to as the "Releasees") from any existing or future claims of any kind whatsoever in connection with the application, the Award process or any project that is the subject of the application (the "Project"), including but not limited to any claims relating to any plans, designs, specifications, or documents relating to the Project or any review or comment upon same; and the Applicant agrees not to commence any legal proceedings against any person who may claim contribution, indemnity or other relief against any of the Releasees in respect of any such matter.

**NO REPRESENTATION OR WARRANTY:** Notwithstanding that the receipt and review of applications and related materials may involve an assessment or opinion as to the architectural merits of the work submitted, neither the RAIC, CIP or CSLA, nor their directors, officers, agents, jurors, or representatives, makes any representation or warranty or assumes any responsibility whatsoever, to the Applicant or to any Third Party, with respect to the Project that is the subject of the application, or with respect to any plans, designs, specifications, or documents relating thereto.

**DISCLAIMER OF LIABILITY TO APPLICANT AND THIRD PARTIES:** Any comments and any awards that may be made or given by or on behalf of the RAIC, CIP or CSLA, their directors, officers, agents, jurors, or representatives, with respect to any Project that is the subject of an application for an Award, are for the sole purpose of determining the successful applicant(s) in the Award process, and are not intended to be relied upon by the Applicant or by any Third Party, for any other purpose whatsoever. Any use which a Third Party makes of any such comments or awards, and any reliance placed thereon, or decisions to be made based on any such comments or awards, are the responsibility of such Third Parties. The RAIC, CIP and CSLA and their directors, officers, agents, jurors and representatives accept no responsibility for damages, if any, suffered by any Third Party as a result of decisions made or actions based on any comments or awards made by or on behalf of the RAIC, CIP or CSLA.

Declaration I certify that the information in this submission is accurate and that where required the roles of the project team are accurately identified and described.

Signature

Print name/date

**AMENDMENTS** These terms and conditions may be amended from time to time by the RAIC/CIP/CSLA, at their sole discretion. Notification of any amendment to these terms and conditions shall be deemed to have been given to the Applicant, by 10:00 a.m. on the first business day after publication of the amended terms and conditions on the web site of the RAIC/CIP/CSLA, which is presently accessed through [www.raic.org](http://www.raic.org).

## 6.2 SAMPLE BUDGET

### Sample Budget for Administration of a Program for Awards of Excellence in URBAN DESIGN

REVENUE	
Entry Fee (100 x \$150)	\$15,000
Sponsorship	\$15,000
Municipal Contribution	\$5,500
	<b><u>\$35,500</u></b>
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
	<b><u>\$20,500 to \$35,500</u></b>

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**RAIC | IRAC**  
Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada

  
**CANADIAN INSTITUTE  
OF PLANNERS** | **INSTITUT CANADIEN  
DES URBANISTES**

  
**CSLA | AAPC**  
Canadian Society of Landscape Architects  
Association des architectes paysagistes du Canada