



Canadian Rules for the Conduct of Architectural Competitions

Document Five

In Canada and of Provincial,
Interprovincial, National
and International Scope

January 1988 Revised 1990
Committee of Canadian Architectural Councils

Canadian Rules for the Conduct of Architectural Competitions

**This document has been endorsed by the following member associations of the
Committee of Canadian Architectural Councils (CCAC):**

**Architectural Institute of British Columbia
Alberta Association of Architects
Saskatchewan Association of Architects
Manitoba Association of Architects
Ontario Association of Architects
Ordre des architectes de Québec
Association des architectes en pratique privée du Québec
Architect's Association of New Brunswick
Nova Scotia Association of Architects
Architects Association of Prince Edward Island
Newfoundland Association of Architects
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Preface

These mandatory Rules for the conduct of architectural competitions are established under the Committee of Canadian Architectural Councils (CCAC), through the authority vested in that body by the various architectural associations in Canada.

Definitions

In this document, the following terms are given the meaning which follows:

1. **Architectural Association:** the Architectural licensing body, association or institute of
 - a) the Province of the project site when a built project is contemplated, or
 - b) the Province of the sponsor's offices when the contemplated project is outside Canada or in the case of an **Ideas Competition**.
2. **Ideas Competitions:** one that is intended to explore or to conduct research into possibilities of specific types of buildings, materials and construction methods.
3. **International Competition:** an invitation to compete is extended to Architects licensed by any recognized architectural licensing body who are licensed or eligible for licence or temporary licence by the **Architectural Association**.
4. **Interprovincial Competition:** an invitation to compete is extended to Architects licensed in at least one of the two or more specified provincial architectural licensing bodies; and licensed or eligible for license by the **Architectural Association**.
5. **Interprovincial Competitions Committee:** the committee given authority to review competitions on behalf of one or more Provincial **Architectural Association (s)**.
6. **Limited Competition:** an invitation to compete is extended to a restricted number of Architects who comply with the pertinent licensing requirements for an architectural practice (where applicable), for a competition otherwise satisfying definitions 3, 4, 7 or 9, or when restrictions as to qualifications or other limitations as to those eligible to compete are imposed by the Sponsor.
7. **National Competition:** an invitation to compete is extended to Architects licensed by any of the Provincial architectural licensing bodies, and licensed or eligible for licence by the **Architectural Association**.
8. **Open Competition:** an invitation to compete is extended to all Architects for a competition otherwise satisfying definitions 3, 4, 7 or 9.
9. **Provincial Competition:** an invitation to compete is extended to Architects licensed by one specific provincial architectural licensing body.
10. **Provincial Competitions Committee:** the committee given authority to review competition on behalf of the **Architectural Association**.

1.0 Intent of Rules

These rules are to regulate the conduct of architectural competitions under the following circumstances:

- (a) The contemplated project is to be
 - (i) designed and built within Canada, or
 - (ii) sponsored and designed in Canada, but built outside the country, and
- (b) Members of one or more architectural licensing bodies are eligible to compete.
- (c) Eligibility is not limited to pre-selected or invited architects in the case of **Open Competitions**
- (d) Eligibility is limited to pre-selected or invited architects in the case of **Limited Competitions**.

A two-stage competition may be held in accordance with these Rules, in which case the entire competition and each stage shall be consistent as to classification, intent and in compliance with these Rules.

2.0 Objective of the Competition

The objective of the competition may be for one of the following purposes:

- (a) Selection of a design and its architect for a project which is intended to be carried out.
- (b) Selection of a design intended to explore or to conduct research into the possibilities of specific types of buildings, materials and construction methods (an **Ideas Competition**).
- (c) Selection of an architect for a project which is intended to be carried out.

3.0 Eligibility of Entrants

- (a) At the time of entry in the competition, an entrant must be licensed, eligible to be licensed and /or meet the requirements for conducting an architectural practice, as applicable, in accordance with the appropriate requirements for the classification of competition as defined under "definitions", numbered 2, 3, 4, 6, 7, 8, and 9.
- (b) Multi-disciplinary and/or interprovincial teams may compete, provided there is no breach of applicable Provincial Regulations.
- (c) No sponsor of a competition, Professional Advisor, Technical Advisory Team, or Jury member engaged in the competition, nor any employee, partner or associate thereof, shall directly compete or assist a competitor.
- (d) In an **Ideas Competition**, students or others may be eligible as entrants when specific approval has been granted by the **Architectural Association**.

4.0 Approvals

The holding of any competition and the conditions thereof must be approved in writing by the **Provincial Competitions Committee** or by the **Interprovincial Competition Committee**. Proposed competitions that breach these Rules shall not be approved.

The Professional Advisor must be approved by the **Provincial Competitions Committee** or the **Interprovincial Competitions Committee** in advance of rendering service to the Sponsor. Jurors must be approved by the **Professional Competitions Com-**

mittee or by the **Interprovincial Competition Committee** prior to confirming and announcing their participation.

An Architect is forbidden to enter as a competitor or to participate as a Professional Advisor or Juror, or to provide technical assistance in any competition which has not received approval. An Architect who enters or participates in any role in a competition which has not received approval is subject to disciplinary action by the relevant architectural licensing body.

5.0 Conditions

The conditions of the competition shall be described in a published document drawn up by the Professional Advisor and issued to all competitors. The conditions and submissions in response thereof constitute a binding agreement between sponsor and competitors.

The conditions shall be specific as to the following items:

- (a) Sponsor: name, interest and responsibility.
- (b) Project: name, scope, location, site data, programme, budget and criteria.
- (c) Classification of Competition: International, National, Interprovincial or Provincial; open or limited; single or two-stage.
- (d) Eligibility of Entrants.
- (e) Approvals obtained.
- (f) Professional Advisor: name and qualifications; responsibilities.
- (g) Jury: names and qualifications, responsibilities, conduct, report.
- (h) Procedural Requirements: communications, questions and answers, schedule, delivery, receipt, holding, and return of submissions.
- (i) Submission Requirements: content, scale, size, format of drawings, models, media.
- (j) Considerations: registration requirements and costs; prizes and awards.
- (k) Consequential obligations and rights, publication, exhibition.
- (l) Anonymity of entries shall be maintained throughout the competition.
- (m) Non-complying or late entries shall be disqualified.
- (n) The Sponsor shall be bound by the Jury's decision.
- (o) The copyright of each design is to be retained by its entrant author who shall grant jointly to the Sponsor and the Professional Advisor the right to publish the entries with full accreditations in reports on the competition.
- (p) The Sponsor shall only make use of the winning submission for the intended project; and shall agree to engage the winning architect should the project proceed at any time within two years of the date of the award.
- (q) The Sponsor shall enter into a Client /Architect Agreement with the winner, which shall be described in the Competition Conditions and shall be in accordance with such terms and forms as are consistent with standard professional practice in Canada.
- (r) The Sponsor shall have the authority to award not only the prizes but also the commission. In the absence of the latter, the party on whose behalf the sponsor is acting shall provide a guarantee that they will be bound by the terms of the competition.
- (s) The conditions shall include a provision that should the Sponsor determine the winner to be lacking in experience or capability to carry out the commission, the winner may be required to associate with an architectural practice of recognized experience and capability, of the winner's choice, acceptable to the Sponsor. Such acceptance shall not be unreasonably withheld. The fee to be paid shall reasonably reflect added costs to the architect for this arrangement.
- (t) The winner shall comply with the governing legislation prescribing the requirements for licensing/ provision of professional services to the public of the **Architectural Association**.
- (u) Prizes and awards must be in the form of payment in Canadian currency to the entrant, and not any other form of "equivalent" consideration.

6.0 Professional Advisor

6.1 Requirements

The Professional Advisor

- (a) Shall be an architect registered/licensed to practise architecture in one or more Provinces of Canada.
- (b) Shall be approved by the appropriate **Architectural Association**.
- (c) Shall have no vested interest whatsoever in the competition.
- (d) Shall not participate in the execution of any subsequent or derivative commission.
- (e) Shall act impartially throughout the entire competition process.
- (j) Shall arrange for the conditions to be published appropriately in English and/or French, indicating one as the legal document and the other a translation.
- (k) Shall arrange for questions and answers to be published appropriately and distributed promptly in English and/or French, indicating one as the legal document and the other a translation.
- (l) Shall acknowledge receipt of all submissions immediately.
- (m) Shall examine the submissions and ascertain whether they comply with the mandatory conditions. Submissions which do not comply with all the mandatory conditions shall be rejected by the Professional Advisor prior to presentation to the Jury, and the competitor so advised in writing. The Jury shall not see rejected submissions.

6.2 Responsibilities

The Professional Advisor

- (a) Shall ensure that both the sponsor's and the competitors' interests are safeguarded in keeping with these Rules.
- (b) Shall review the feasibility of the proposed project and the appropriateness of the competition. Should the competition be determined to be clearly inappropriate, he/she shall so notify in writing the sponsor and the **Architectural Association**.
- (c) Shall obtain from the sponsor written confirmation that the sponsor or alternatively the party on whose behalf the Sponsor is acting has the appropriate authority and financial resources to carry out the competition.
- (d) Shall advise the Sponsor on the choice and number of competitors in a **Limited Competition**.
- (e) Shall ensure that all competitors are placed under uniform conditions throughout.
- (f) Shall ensure that the anonymity of entries is maintained throughout the competition.
- (g) Shall submit proposed draft conditions to the **Provincial and/or Interprovincial Competitions Committee** for review and final approval. No changes to the conditions shall be made after approval has been given. No publication or distribution of conditions is to be made to the competitors prior to final approval. Adequate time shall be allocated for this approval process.
- (h) Shall arrange the time schedule of the competition so that the competitors are allowed sufficient time to respond to deadlines.
- (i) Shall arrange for the advertisement of the sponsor's decision to hold a competition and make the conditions and registration forms available. Immediately on the closing of registration, the names shall be checked for eligibility in the competition.
- (n) Shall draw up a checklist of mandatory requirements. Copies of this shall be attached to each prizeworthy submission and will be signed by the Professional Advisor. The certified checklist will be displayed with the designs receiving awards and honorable mentions.
- (o) Shall assist the Jury and instruct it in procedural matters.
- (p) The Professional Advisor shall review the Jury's decision on awards for compliance with the competition conditions. Should the decision on awards fail to comply with the conditions, the Professional Advisor shall return them to the Jury for a decision that complies with the conditions.
- (q) Shall advise the Sponsor, all competitors and the publicity media of the competition results in writing. The sponsor and the winners are to be notified in writing before notification of the media.
- (r) Shall take all reasonable steps to see that all materials are returned to the competitors promptly after the award. If a public exhibition of the submission is desired and so stated in the conditions, all material may be retained for a limited time for this purpose.
- (s) Shall secure a written report from the Jury containing its selection of the award-winning designs, with supporting reasons.
- (t) Shall endeavour to have the Sponsor promptly pay all awards to the competitors and all fees associated with the competition.

Note: The Professional Advisor shall not be a Jury member; shall not have a vote; and shall not issue an opinion as to the Jury's report.

6.3 Technical Advisory Team

Where capital or life cycle costing, energy use or any other technical issue forms a requirement of the competition conditions, the Professional Advisor may commission a technical advisory team, on behalf of and to be paid for by the sponsor, reporting through the Professional Advisor, to evaluate and inform the jury on the compliance of the entries. Such advice shall be taken into account in the Jury's final judgement. No member of

the Technical Advisory Team may be an employee of the sponsor or of any of the competitors. No member of the Technical Advisory Team may be affiliated in any way with any of the competitors in regard to their submission in the competition.

6.4 Remuneration

The Professional Advisor shall be retained by the sponsor and be paid at least an amount equal to the prevailing hourly rate for consultation work as stipulated by the recommended tariff of fees of the **Architectural Association**. All costs and expenses shall be reimbursed.

7.0 Jury

7.1 Membership

- (a) The Professional Advisor and the sponsor will select a Jury comprising an odd number of persons (at least three), including at least one architect registered/licensed by the **Architectural Association**. The names and curriculum vitae of proposed Jurors shall be submitted for review and approval prior to confirming and announcing their participation.
- (b) There shall be a majority of architects on the Jury. (At the discretion of the **Architectural Association** the number of architects **may** be reduced, but to not less than 1 in 3, 2 in 5, 3 in 7 or 4 in 9).
- (c) The Sponsor may appoint one or more of its own representatives to the Jury, but not to exceed 1 in 3, 2 in 5, 3 in 7 or 4 in 9.
- (d) The Jury shall be approved by the **Provincial and/or Interprovincial Competitions Committee**.
- (e) The Professional Advisor is not a member of the Jury and shall have no vote. The Jury shall elect one member as its Chairman and this Chairman shall have full voting privileges.
- (f) The Jury shall review the competition conditions and state agreement that they will act in accordance with the conditions.

7.2 Responsibilities

- (a) The Jury shall act in accordance with the conditions of the competition to:
 - (i) Assess the designs.
 - (ii) Select a winner; a majority view is sufficient.
 - (iii) Select other award winners and honorable mentions.
 - (iv) Inform the Professional Advisor in writing of the results of (ii) and (iii) above.

- (b) The Jury shall base its judgement only on the information contained in the submissions; in the conditions of the competition; the questions and answers published; and, if applicable, the report of the Technical Advisory Team. They shall refuse to consider any other information.
- (c) The Jury shall write a critical report once the majority view prevails. This report shall be written by the Chairman in collaboration with the other members of the Jury immediately following the judging of the competition.
- (d) The Jury shall be advised that the Jury report is the official statement of all the Jury. If a Jury member disagrees with the majority view of the Jury, a minority view may be included in the Jury report. A Jury member should not issue differing views other than in the Jury report.

7.3 Procedure/Judging

- (a) The Jury shall convene at the outset to elect a chairman who will assume the responsibility for conducting the judging of the entries and preparing the reports.
- (b) Each Juror shall make a personal, individual examination of all submissions.
- (c) By process of progressive elimination, the Jury shall make its selection of a winner and other prizeworthy designs. These proceedings shall be carried out in seclusion with no one present except the Jury and the Professional Advisor.
- (d) The Jury, using stenographic services provided by the Professional Advisor, shall prepare a concise report summarizing its decisions on the awards, giving brief reasons for these decisions. This report shall be presented to the Professional Advisor immediately following the judging of the competition.

- (e) The opening of the envelopes to determine the identity of the winners shall be done by the Professional Advisor in the presence of the Jury and the Sponsor.
- (f) The Jury shall meet with the Sponsor and the Professional Advisor immediately after the judging to disclose the results and make any explanations required.

8.0 Awards

- (a) The **Provincial** and/or **Interprovincial Competitions Committee** shall approve the number and value of the awards.
- (b) The first prize should approximate the fee for schematic design and the total value of prizes should approximate twice the fee for schematic design as defined in the Canadian Standard Form of Agreement Between Client and Architect and as calculated from the recommended minimum tariff of fees of the **Architectural Association**.
- (c) There shall be a winner and the winner shall receive the first prize which shall be considered as an advance on the fee for basic architectural services. The fee for the commission shall be in accordance with the recommended tariff of fees of the **Architectural Association**.
- (d) In a **Limited Competition** each of the invited competitors shall be paid equal remuneration by the Sponsor in an amount commensurate with the appropriate fees for the professional services

7.4 Remuneration

Architect members of the Jury shall be paid at least an amount equal to the prevailing hourly rates for professional services contained in the tariff of fees of the **Architectural Association**. All Jurors shall be reimbursed for all costs and expenses in addition to the fees paid to them.

rendered. Only the fee paid to the author of the winning entry may be credited against the resulting fee when the project proceeds. Fees paid to each invited competitor shall be the amount normally paid to an architect for the professional services rendered as though each were the only one commissioned.

- (e) In the event that within two years of the date of the award the winner has not received instructions to proceed with the commission, he shall be paid an additional sum which shall reasonably compensate him for any consequent costs or losses of potential revenue that he has incurred as a result of being named the winner or awarded the commission.
- (f) Honorable Mentions (with or without nominal monetary value as spelled out in the Conditions) may be awarded at the discretion of the Jury.
- (g) The sponsor shall guarantee that payment of cash prizes shall be made in a timely fashion coincident with the announcement of awards.

Appendix A: Planning a Competition

Competitions typically require from 3 to 12 months to hold, depending upon the size and complexity of the project. The Sponsor and Professional Advisor should calculate the amount of time required for the following steps. Note that several tasks can proceed simultaneously.

1. Architectural Association Liaison

- (a) Contact the **Architectural Association** and obtain information and guidance
- (b) Decision to consider proceeding with a competition
- (c) Advise the **Architectural Association** of the decision to consider a competition
- (d) Approval of **Architectural Association**

2. Preliminary Discussion and Formulation

- (a) In-house discussion by Sponsor
- (b) Fact finding
- (c) Interviewing and selecting a Professional Advisor
- (d) Approval of **Architectural Association**

3. Competition Planning

- (a) Program development
- (b) Competition documents preparation
- (c) Jury selection
- (d) Architectural Association approval of competition documents and Jury.

4. Competition Initiation

- (a) Announcement in professional press and other media
- (b) Receive inquiries and registrations
- (c) Log inquiries and registrations
- (d) Distribute program on a specified date

5. Competition Operation

- (a) Time interval for competitors to prepare designs
- (b) Receive "questions" from competitors
- (c) Prepare and distribute "answers"

6. Receipt of Entries

- (a) Receive all design entries
- (b) Unpack and arrange all entries for Jurors' examination.
- (c) Maintain security of designs
- (d) Arrange for public display if required
- (e) Examine designs for compliance
- (f) Photograph all designs for historical record

7. Jury Operation

- (a) Jury examines designs
- (b) Selects winner

8. Announcement of Winner

- (a) Notify competitors
- (b) Press release and conference
- (c) Public exhibition

9. Follow Through

- (a) Prepare competition publications
- (b) Pay all bills
- (c) Return or dispose of unsuccessful submissions.

Note: *When a two-stage competition is held, steps 5–7 are repeated.*

Appendix B: Cost Estimating Guide

The cost of holding competitions has generally tended to fall in the range of 0.5% to 1.5% of the construction budget. The expense of holding a competition may be calculated by assigning costs to the following:

1. General Sponsor Overhead

- (a) Time and cost of organizational personnel involved in running the competition.

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 (Note A)
- (c) Mailing (can be contracted)
- (d) Printing and mailing questions and answers

4. Jurors and Technical Consultants

- (a) Fee or honorarium
- (b) Travel and subsistence
- (c) Communications allowance

5. Exhibit Space for Design Submissions

- (a) Receive designs
- (b) Storage space
- (c) Exhibit space (Note B)
- (d) Handling expenses
- (e) Jury assistance (can be done by students)

6. Prizes

- (a) Prize schedule – 1st, 2nd, 3rd
- (b) Honorable Mentions

7. Publications of Results

- (a) Press kit
- (b) Public exhibit
- (c) Competition publication – book or booklet

Note A: *Entrants often pay an entrance fee, which can be applied to some costs. It should be minimal, only enough to discourage the idly curious, not to pay for the competition (e.g. \$25 to \$100).*

Note B: *Adjustments must be made for a two-stage competition.*