

# 2025 HALIFAX URBAN DESIGN AWARDS

## Call for Submissions

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The Urban Design Awards aim to celebrate excellence in urban design and recognize the key role urban design plays in enhancing the quality of life for residents in the municipality. We invite members of the planning, design, development and non-profit community as well as students to submit applications in one or more of the award categories. For details on each award category, please visit [halifax.ca/urbandesignawards](http://halifax.ca/urbandesignawards).

The 2025 awards will be held in-person. Once the Call for Submissions is complete, a jury of urban design experts will consider submissions. Members of the jury or HRM staff may also request to visit the site and take photos or videos for jury reference. Projects or plans must have been completed after January 1, 2020 to qualify for the 2025 awards. Projects in all areas of the municipality are encouraged to apply, but previously submitted projects are not eligible to apply again.

### Submission Date & Entry Fee

Submissions must be completed and received before 11:59 PM, **February 10, 2025**. **Student projects will be accepted until April 20, 2025**. A non-refundable entry fee of \$402.50 (tax included) must accompany each project submission. Submissions by students, community and not-for profit organizations, as well as Heritage Restoration projects, are **exempt** from the fee.

### The Submission Package

Please fill out the forms on the following pages and submit them in a combined PDF with your Project Report. Please ensure that you have completed and included the following:

1. **Participant Information**
2. **Project Summary** – a one-page description of the project and a shortened description crafted for website posts and media campaigns.
3. **Publication Release Form**
4. **Disclaimer and Declaration Form**
5. **Key List of Images** – this list should include image file names, a brief description and photographer credits where applicable for each image provided.
6. **Project Report (attach to form)** – this report is the opportunity for your team to provide a unique representation of your project's narrative and story. This report should include details about the genesis of the project and highlight key elements that best represent the category your project is submitted under. Your team can combine text, sketches, drawings and photos in a report format of no more than 15 pages. We also welcome videos or links to videos as part of your submission.

### How to Submit Your Submission Package

1. **Online Form:** Visit [this page](#) to electronically complete the required forms and upload documents
2. **By email:** Send in PDF format via email to [urbandesign@halifax.ca](mailto:urbandesign@halifax.ca)
3. **By mail:** Mail an encrypted USB key to the following address:  
Halifax Regional Municipality Planning & Development, Community Policy  
Attention: Halifax Urban Design Awards  
PO Box 1749, Halifax, Nova Scotia, B3J 3A5
4. **In person:** Encrypted USB keys can be dropped off in person at the Planning & Development counter at 5251 Duke St, 3rd Floor, Suite 300, Duke Tower

### How to Pay the Submission Fee

1. **By mail:** cheques may be mailed to the PO Box address above (preferably included with the submission package, if also being sent by mail)
2. **In person:** the fee may be paid via debit, credit card or cheque at one of the following HRM Customer Service Centres:
  - Alderney Gate (1st floor, 40 Alderney Drive, Dartmouth);
  - Bayer's Road (Suite 262, Main level, 7071 Bayer's Road, Halifax); or
  - Duke Tower (3rd Floor, Suite 300, 5251 Duke Street, Halifax)

# 1) Participant Information

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## Project

Name:

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Address:

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Completion date:

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**(Project/plan must have been completed after January 1, 2020)**

## Category

(Check only one box for each submission. Read full category descriptions and criteria at [halifax.ca/urbandesignawards](http://halifax.ca/urbandesignawards) to ensure your project qualifies before selecting a box below.)

- Urban Design Plans
- Urban Architecture
- Landscape Architecture and Civic Design Projects
- Housing Solutions
- Urban Fragments
- Community Initiatives
- Heritage Restoration Projects
- Heritage Adaptive Re-use Projects
- Student Projects

## Entry Fee and Payment Method

Please indicate how the non-refundable entry fee of \$402.50 (tax included) will be paid.

**Note:** the entry fee does not apply to Student Projects, submissions by non-profit and community organizations or Heritage Restoration submissions.

- Cheque (made payable to *Halifax Regional Municipality*) - enclosed OR proof of payment provided
- Proof of payment for payment by debit or credit card\*
- Fee waived (Student Projects, Heritage Restoration or non-profit/community organizations)

\*Note: Payment by debit or credit can be made at any HRM Customer Service Centre. Proof of payment can be submitted to [urbandesign@halifax.ca](mailto:urbandesign@halifax.ca) or attached to your submission package. If an applicant is paying for multiple submissions, each submission must have a separate proof of payment. Submissions that have not provided proof of payment will not be considered. Please email [urbandesign@halifax.ca](mailto:urbandesign@halifax.ca) if you have any questions about payment.

**Lead Firm (to whom urban design award should be credited)**

Name:

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

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Address:

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Municipality/Province/Postal Code:

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Telephone Number:

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E-mail Address:

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**Primary Contact Person\***

Contact Name:

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Telephone Number:

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E-mail Address:

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\*Note: The municipality will only communicate with the primary contact person listed on the application form. The contact person is responsible for passing along any communication or relevant information from the municipality to any interested parties.

**Media Contact Person\***

Name:

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Telephone Number:

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E-mail Address:

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\*Note: Any inquiries the municipality receives from the media will be passed along to the media contact person. If the media contact person is the same as the primary contact person, leave the above section blank.

**Owner, Agency, or Organization (the commissioner or owner of the project)**

Contact Name:

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Telephone Number:

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E-mail Address:

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**Others**

Please list any other associated firms\*, general contractors, photographers or individuals to be recognized. Please ensure that all individuals are aware that they are listed on this form.

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\*Note: Additional awards can be ordered for associated firms at an additional cost. If you would like additional awards ordered, provide a letter indicating how many and the names to be included on the awards. If your submission is successful, the municipality will follow up with an invoice for the additional cost.

## 2) Project Summary

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Two descriptions are required in this section:

1. A Media Statement (100-word maximum) that summarizes your project and is crafted for website postings and media campaigns.
2. A Project Description (500-word maximum) outlining the objectives and significance of the project and summarizing for the jury why the project is considered worthy of an award. This text should be written using publicly accessible language (free of jargon and overly technical language).

1. <b>Media Statement</b> (100-word maximum)

**2. Project Description (500-word maximum)**

### 3) Publication Release Form

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The owners and copyright holders of the text, drawings, photographs, videos, plans, graphics, books and brochures submitted to the 2025 Halifax Urban Design Awards Program, hereby grant permission to the Halifax Regional Municipality to use and reproduce this material for the following purposes:

- Editorial and professional/educational use by the Halifax Regional Municipality in its own works in all media.
- Publicity in Halifax Regional Municipality 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 Halifax Regional Municipality and all submissions will become the property of the Halifax Regional Municipality.

For all materials submitted, the copyright notice and the credits must appear on the Participant Identification Form. The Halifax Regional Municipality 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 Halifax Regional Municipality 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 Halifax Regional Municipality 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 Halifax Regional Municipality 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, video, slide, plan, graphic, book, brochure, transparency)

Print name/date:

## 4) Disclaimer and Declaration Form

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### 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 Halifax Regional Municipality and its 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 Halifax Regional Municipality, 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 Halifax Regional Municipality, 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 Halifax Regional Municipality 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 Halifax Regional Municipality.

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 Halifax Regional Municipality, 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 Halifax Regional Municipality, which is presently accessed through [www.halifax.ca](http://www.halifax.ca)



Halifax Regional Municipality  
PO Box 1749, Halifax, Nova Scotia  
Canada B3J 3A5

[halifax.ca](http://halifax.ca)



## 5) Key List of Images

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Include image file name, a brief description and photographer credits where applicable for each image provided. Please submit at least 5 images of your project (submit as files separate from your submission package) that we may use in publications and reports related to the Urban Design Awards.

<b>Image File Name (##_Project):</b>	<b>Brief Description:</b>	<b>Photographer Credit:</b>

## 6) Project Report

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This report is the opportunity for your team to provide a unique representation of your project's narrative and story. This report should include details about the genesis of the project. As well, your report should highlight key elements of your project that best represent the category your project is submitted under. Your team can combine text, sketches, drawings, and photos in a report format of no more than 15 pages. We also welcome videos or links to videos as part of your submission, if available.

\*Attach Project Report after this page in a combined PDF file.