



— 2018 —

Canadian Home Builders Association Medicine Hat & District Awards of Excellence in Housing Entry Guide



Committee Message

Dear Member,

The Awards of Excellence in Housing program is a unique attribute of the highly respected Canadian Home Builders' Association – Medicine Hat & District. As such, the Association is delighted to publicly recognize its valued Members for their success in 2017. The Canadian Home Builders' Association – Medicine Hat & District will be accepting **Online entries** for the 2018 Awards of Excellence in Housing from **October 1, 2017 until November 30, 2017.**

The Awards of Excellence in Housing honors exceptional achievements and admirable service in the respective fields of the Associations' Members. Honors range from peer-evaluated awards to multiple judged categories as well the prestigious Builder of the Year and Renovator of the Year awards. The awards committee strongly encourages you to review the submission requirements for the Awards of Excellence in Housing as listed in the enclosed entry guide.

ENTRY DEADLINE:

All entries must be received Online by Midnight November 30th, 2017.

Thank you for your continued support of the Awards of Excellence in Housing program. The CHBA – Medicine Hat & District Awards Committee looks forward to announcing the winners on March 16, 2018 at the Medicine Hat Lodge.

If you have any questions, comments, or concerns, please contact our Association Office at (403) 977.6722 or via email at eo@chbamedicinehat.com.

Sincerely,

Stephanie Rann
CHBA – Awards Committee Chair
NewRock Developments Inc.
Tel: (403) 529-1023

Alana Young
CHBA – Executive Officer
CHBA – Medicine Hat & District
Tel: (403) 977-6722

Rob Young
CHBA – Awards Committee
Inland Concrete
Tel: (403) 527-1303

Sherry Brost
CHBA – Secretary/Treasurer
Brost Developments Inc.
Tel: (403) 526-5004

Julia Lacey
CHBA – Awards Committee
Realtor - Royal LePage Community
Realty
Tel: (403) 594-4242

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Awards Categories

Note: Values based on market value excluding land value and GST

Awards Category #1

Single Family

- SF1 Best Single Family: under \$300,000
- SF2 Best Single Family: \$300,001 - \$400,000
- SF3 Best Single Family: \$400,001 - \$500,000
- SF4 Best Single Family: \$500,001 - \$600,000

Single Family – Estate Home

- EH1 Best Estate Home: \$600,001 - \$800,000
- EH2 Best Estate Home: Over \$800,001

Awards Category #2:

Multi Family – Town House / Duplex / Apartment Style Condominiums (value based on per unit)

- MF1 Best Multi Family – Under \$250,000
- MF2 Best Multi Family – Over \$250,000

Awards Category #3

- BCK Best Kitchen
- BCE Best Ensuite
- GBA Greenest Builder

Awards Category #4

Renovation Awards

- RN1 Best Renovation under \$100,000
- RN2 Best Renovation \$100,001 - \$199,999
- RN3 Best Renovation \$200,000 - \$299,999
- RN4 Best Renovation over \$300,000

Awards Category #5

Community Awards

- PAO President's Award Outstanding Contribution
- PAM President's Award Member Recruitment
- MHC Medicine Hat College Student Design
- PRA Partnership Recognition Award

Awards Category #6

Member's Choice

- MC1 Supplier of the Year – Structural Category
- MC2 Supplier of the Year – Non Structural Category
- MC3 Service Professional of the Year – Onsite Category
- MC4 Service Professional of the Year – Offsite Category
- MC5 Trade of the Year – Large Category
- MC6 Trade of the Year – Small Category

Awards Category #7

Best of the Year

- RNY Renovator of the Year
- BOTY Builder of the Year

Eligibility Requirements

Entrants

- Entrants must be Members of the CHBA – Medicine Hat & District in good standing at the time of entry.
- It is the responsibility of each CHBA – Medicine Hat & District Member to ensure that their customer contact information can be provided to CHBA – Medicine Hat & District under the Freedom of Information and Privacy Act. CHBA – Medicine Hat & District will not be held responsible and/or liable for any information that is submitted incorrectly under this act.
- Entrants must provide a digital company logo as well as a company bio for use in the Awards program.
- Entrants agree to allow information contained in their application to be exhibited and published by the CHBA – Medicine Hat & District.
- Materials submitted become the property of CHBA – Medicine Hat & District and will not be returned.

Entries

- There will be no on-site judging of homes. Entries will be judged by submitted photographs only. No artist's renderings will be accepted.
- Dwelling units submitted for consideration in previous years are not eligible.
- Remove all company names, logos and addresses from submitted materials, including photos.
- A maximum of two (2) submissions per Member will be accepted in each category.
- Qualifying date for all entries is from November 1, 2016 – October 31, 2017.
- Housing must be built or renovated in Medicine Hat and District (within 150 km radius of Medicine Hat).
- Home prices submitted to be current market value, EXCLUDING land value and GST. No discount can be given for lottery homes, staff purchases, trade discounts, sweat equity, and/or builder owner homes. CHBA – Medicine Hat & District reserves the right to review market values and request supporting documentation if deemed necessary.
- All entries must be submitted in full. Missing information may result in a deficient evaluation (No entry will be disqualified due to insufficient number of photographs).

Judging

- Decisions of the judges are final.
- The Board of Directors reserves the right to revise or cancel any of the Awards procedures that they deem necessary to keep fairness and equality in the Awards program.

Awards Winners

- Winners may publish their achievements but must include the winning year in the advertising / promotion of the Award.
- Winners in each category will be granted the use of the "Awards of Excellence" logo for advertising purposes.

Awards of Excellence Entry Checklist

Entry Requirements

Register Online at www.chbamedicinehat.com.

- Category of Submission Selected
- Model Name or Residence Name
- Address of Submission
- City/Town
- Date of Completed Construction
- Current Market Price (Do Not Include Land or GST)
- Total Home Square Footage, Above Grade

Submission Items

Digital Photos

- Photos must be 300 DPI; image size not to exceed 1 MB
- Digital company logo
- Digital photos to be submitted in JPEG format
- Company name and/or logo must not be listed on any photos

Floor Plans

- Clean and clear blueprints
- Digital files can be PDF or JPEG format
- Company name and/or logo must not be listed on any drawings

Waiver Form

- A homeowner waiver form must be completed, signed and returned to CHBA – Medicine Hat & District Office for each entry

Entry Fee Schedule

Builder/Renovator Categories

1 Entry \$200.00 each

2-5 Entries \$175.00 each

6+ Entries \$150.00 each

Member's Choice Categories

Entry \$150.00 each

Payment can be made by cheque, VISA or MasterCard.

Mail or drop off Entry Fees to:

CHBA – Medicine Hat & District
#5, 1311 Trans Canada Way SE
Medicine Hat, AB T1B 1J1

Make cheques payable to CHBA – Medicine Hat & District.

Single Family Award Categories (SF1 – SF4; EH1-EH2)

Single Family

- SF1 Best Single Family: under \$300,000
- SF2 Best Single Family: \$300,001 - \$400,000
- SF3 Best Single Family: \$400,001 - \$500,000
- SF4 Best Single Family: \$500,001 - \$600,000

Single Family – Estate Home

- EH1 Best Estate Home: \$600,001 - \$800,000
- EH2 Best Estate Home: Over \$800,001

AWARDS OBJECTIVE

To recognize excellence in housing by Association Members who build new homes and to proudly inform the public of these achievements.

JUDGING PROCEDURES/DETAILS

Each entry will be judged on its own merit by a panel of CHBA member judges from outside the Medicine Hat region. Entries will be judged according to the following criteria:

SF1 – SF4

- Curb Appeal (2 photos – 20%)
- Kitchen (2 photos – 20%)
- Ensuite/Main Bath (2 photos – 20%)
- Special Features (4 photos – 40%)

EH1 – EH2

- Curb Appeal (2 photos – 20%)
- Kitchen (2 Photos – 20%)
- Ensuite/ Main Bath (2 photos- 20%)
- Special Features (6 photos-40%)

Scoring percentage will be listed per category on entry form.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form
- Up to ten (10) (Twelve (12) for Estate Homes) different digital photos – at least one of each of the following:
 - Exterior
 - Kitchen
 - Ensuite/Main Bath
 - Special Features
- Floor Plans
- Waiver Form
- Entry Fee

These categories qualify for the **Builder of the Year Award**. Please refer to the [Builder of the Year](#) Submission Guidelines.

Multi-Family Award Categories (MF1 – MF4)

Multi-Family – Town House / Duplex / Apartment Style Condominiums

MF1 Best Multi Family – Under \$250,000

MF2 Best Multi Family – Over \$250,000

AWARDS OBJECTIVE: To recognize excellence in housing by Association Members who build new homes and to proudly inform the public of these achievements.

JUDGING PROCEDURES/DETAILS

Each entry will be judged on its own merit by a panel of CHBA member judges from outside the Medicine Hat region.

Entries will be judged according to the following criteria:

- Curb Appeal (2 photos – 20%)
- Kitchen (2 photos – 20%)
- Ensuite/Main Bath (2 photos – 20%)
- Special Features (4 photos – 40%)

Scoring percentage will be listed per category on entry form.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form
- Up to ten (10) different digital photos – at least one of each of the following:
 - Exterior
 - Kitchen
 - Ensuite/Main Bath
 - Special Features
- Floor Plans
- Waiver Form
- Entry Fee

These categories qualify for the **Builder of the Year Award**. Please refer to the [Builder of the Year](#) Submission Guidelines.

Best Kitchen Award (BCK)

AWARDS OBJECTIVE

To recognize excellence in housing by Association Members who build new homes and to proudly inform the public of these achievements.

JUDGING PROCEDURES/DETAILS

Each entry will be judged on its own merit by a panel of judges from outside the Medicine Hat region. Entries will be judged according to the following criteria:

- Layout/Functionality – Working Space, Lighting, Creative Use of Space (2 photos – 40%)
- Special Features (2 photos – 30%)
- Overall Appeal (2 photos – 30%)

Scoring percentage will be listed per category on entry form.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form
- Up to six (6) different digital photos – at least one of each of the following:
 - Layout/Functionality
 - Special Features
 - Overall Appeal
- Floor Plan
- Waiver Form
- Entry Fee

Best Ensuite Award (BCE)

AWARDS OBJECTIVE

To recognize excellence in housing by Association Members who build new homes and to proudly inform the public of these achievements.

JUDGING PROCEDURES/DETAILS

Each entry will be judged on its own merit by a panel of judges from outside the Medicine Hat region. Entries will be judged according to the following criteria:

- Layout/Functionality – Creative Use of Space, Lighting, Storage (2 photos – 40%)
- Special Features (2 photos – 30%)
- Overall Appeal (2 photos – 30%)

Scoring percentage will be listed per category on entry form.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form
- Up to six (6) different digital photos – at least one of each of the following:
 - Layout/Functionality
 - Special Features
 - Overall Appeal
- Floor Plan
- Waiver Form
- Entry Fee

These categories qualify for the **Builder of the Year Award**. Please refer to the [Builder of the Year](#) Submission Guidelines.

Note: To be eligible to apply for the above categories, the Entrant must be the Prime Contractor for the project.

Greenest Builder Award (GBA)

A more efficient home is one of the ways Medicine Hat & District Builders are helping to shrink our environmental footprint as we endeavor to leave a better place for our children to grow.

AWARD OBJECTIVE

To recognize excellence in sustainable design.

JUDGING PROCEDURES/ DETAILS

Judging will be based solely upon the EnerGuide Rating.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- On-line Entry Form
- One (1) Digital Photo of the Exterior of the Home
- EnerGuide Rating Certificate
- Waiver Form

There is no entry fee for the Greenest Builder Category.

This category qualifies for the **Builder of the Year Award**. Please refer to the [Builder of the Year](#) Submission Guidelines.

Renovation Award Categories (RN1 – RN4)

Renovation

- RN1 Best Renovation under \$100,000
- RN2 Best Renovation \$100,000 - \$199,999
- RN3 Best Renovation \$200,000 - \$299,999
- RN4 Best Renovation over \$300,000

AWARDS OBJECTIVE: To recognize excellence in performance by Members who provide quality renovations, and to inform the industry and public of these achievements.

JUDGING PROCEDURES/DETAILS

Each entry will be judged on its own merit by a panel of judges from outside the Medicine Hat region. Entries will be judged according to the following criteria:

- Constraints/ Challenges 25%
- Design Solutions 25%
- Special Features 25%
- Overall Appeal 25%

Scoring percentage will be listed per category on entry form.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form. Only one submission per address (project) will be accepted.
- Digital Photos:

Under \$200,000	Over \$200,000
Before Photos – Four (4)	Before Photos – Eight (8)
After Photos – Four (4)	After Photos – Eight (8)
- Floor Plans (optional)
- Waiver Form
- Entry Fee

This category qualifies for the **Renovator of the Year Award**. Please refer to the [Renovator of the Year Submission Guidelines](#).

President's Award Categories

President Awards and Medicine Hat College Awards

PAO President's Award Outstanding Contribution
PAM President's Award Member Recruitment
PRA Partnership Recognition Award
MHC Medicine Hat College Student Design

Presented to Individuals in recognition of outstanding leadership, dedication, and lengthy service to the Association at the local level. The individuals must be an active Member of a local Committee and must have been active for at least three (3) years locally.

The **President's Award for Outstanding Contribution** is presented to a Member in recognition of their dedication and service to the Association at the local level.

The **President's Award for Member Recruitment** is presented to a Member in recognition of their efforts in Member recruitment at the local level.

The **Partnership Recognition Award** is presented to a Service Organization that has partnered with CHBA – Medicine Hat and District to provide services to members of CHBA – Medicine Hat and District.

Medicine Hat College Student Design Award (MHC)

Students in the Computer Aided Drafting and Design (CADD) residential architecture class at Medicine Hat College are mentored by Members of the CHBA – Medicine Hat & District.

The students work in teams to design a single family home that is not just esthetically pleasing, but also considers functionality, layout, and cost ratio to market, as well as curb appeal. Projects will be submitted from the class and two teams will be recognized.

The submissions will be judged by the CHBA – Medicine Hat & District Board of Directors.

Member's Choice Award Categories (MC1 – MC6)

Member's Choice (see Appendix A for category examples)

- MC1 Supplier of the Year – Structural Category
- MC2 Supplier of the Year – Non Structural Category
- MC3 Service Professional of the Year – Onsite Category
- MC4 Service Professional of the Year – Offsite Category
- MC5 Trade of the Year – Small Category (1-5 employees)
- MC6 Trade of the Year – Large Category (6+ employees)

Partner Members must go Online to enter their respective category to be eligible for the award(s).

AWARDS OBJECTIVE

To recognize the Member who demonstrated outstanding effort and quality of service delivery, and the individual's and/or team's dedication and service to the community and Association at the local level, and to proudly inform the public of these achievements.

JUDGING PROCEDURES/ DETAILS

If the CHBA – Medicine Hat & District Member is in good standing, they are sent a survey asking them to rate their experience with the Member business in ten separate categories. Responses to the ten categories on the survey are converted to numerical scores for each Partner Member. Partner Members with the highest overall score for their category win the respective Partner of the Year Award.

Staffing numbers will be used to determine the Large and Small winners in the Trade Category.

ENTRY REQUIREMENTS (Please refer to the [Entry Checklist](#))

- Online Entry Form
- One (1) Customer Contact list from November 1, 2016 – October 31, 2017, in electronic format, of up to 10 CHBA members for whom they provide goods and services.
- Entry Fee

CHBA – Medicine Hat & District will keep the contact list provided confidential and will only be used for survey purposes.

Renovator of the Year Award (RNY)

ELIGIBILITY

- Entrants must be a winner or one of the top three (3) finalists in at least one (1) Renovator of the Year qualifying categories.
- Four (4) customer surveys completed.
- Three (3) Supplier/Trade surveys completed.

JUDGING PROCEDURES/DETAILS

Entries will be judged on the following criteria:

- 30% Based on a point accumulation system drawn from the Renovator of the Year qualifying categories.
- 40% Customer Satisfaction Survey.
- 30% Supplier/Trades Survey.

Bonus Points

A finalist in one (1) of the Renovator of the Year qualifying categories = 10 points.

A winner in one (1) of the Renovator of the Year qualifying categories = 20 points.

QUALIFYING CATEGORIES

Renovation

- RN1 Best Renovation under \$100,000
- RN2 Best Renovation \$100,000 - \$199,999
- RN3 Best Renovation \$200,000 - \$299,999
- RN4 Best Renovation over \$300,000

ENTRY REQUIREMENTS

- One (1) Online Entry Form
- One (1) Customer Contact list from November 1, 2016 – October 31, 2017 in electronic format
- One (1) Supplier/Trade list from November 1, 2016 – October 31, 2017 in electronic format

There is no entry fee for the Renovator of the Year Category.

CHBA – Medicine Hat & District will keep the contact list provided confidential and will only be used for survey purposes.

Builder of the Year Award (BOTY)

ELIGIBILITY

- Entrants must be a winner or one of the top three (3) finalists in at least one (1) of the Builder of the Year qualifying categories.
- Four (4) customer surveys completed
- Six (6) Supplier/Trade surveys completed

JUDGING PROCEDURES / DETAILS

Entries will be judged on the following criteria:

- 30% Based on a point accumulation system drawn from the Builder of the Year categories
- 40% Customer Satisfaction Survey
- 30% Supplier/Trades Survey

Bonus Points

A finalist in one (1) of the Builder of the Year qualifying categories = 10 points.
A winner in one (1) of the Builder of the Year qualifying categories = 20 points.

QUALIFYING CATEGORIES

Single Family

- SF1 Best Single Family: under \$300,000
- SF2 Best Single Family: \$300,001 - \$400,000
- SF3 Best Single Family: \$400,001 - \$500,000
- SF4 Best Single Family: \$500,001 - \$600,000

Single Family – Estate Home

- EH1 Best Estate Home: \$600,001 - \$800,000
- EH2 Best Estate Home: Over \$800,001

Multi Family – Town House / Duplex / Apartment Style Condominiums

- MF1 Best Multi Family – Under \$250,000
- MF2 Best Multi Family – Over \$250,000

- BCK Best Kitchen
- BCE Best Ensuite
- GBA Greenest Builder

ENTRY REQUIREMENTS

- One (1) Online Entry Form
- One (1) Customer Contact list from November 1, 2016 - October 31, 2017 in electronic format
- One (1) Supplier/Trade list from November 1, 2016 - October 31, 2017 in electronic format

There is no entry fee for the Builder of the Year Category.

CHBA – Medicine Hat & District will keep the contact list provided confidential and will only be used for survey purposes.

CHBA – Medicine Hat & District reserves the right to contact the builder's warranty provider to verify the total number of homes enrolled into the warranty program for the 2018 Award year

2018 Awards of Excellence in Housing

Medicine Hat



You are Invited!

The Awards of Excellence in Housing celebrate our Industry's finest and applaud them for their efforts. Please join CHBA – Medicine Hat & District at our gala event to applaud Members who will be recognized for their achievements in the Housing Industry.

DATE: Friday, March 16, 2018

TIME: Cocktails - 5:30 p.m. Dinner - 6:30 p.m.

LOCATION: The Medicine Hat Lodge Hotel & Convention Centre

DRESS: Business / Semi-Formal

RSVP: March 9, 2018

TICKET PRICES

CHBA Members: \$70.00 each + GST

Non-Members: \$90.00 each + GST

Tickets will be available at <https://www.eventbrite.ca/>

For more information, please contact the CHBA - Medicine Hat & District office at 403.977.6722 or via email at eo@chbamedicinehat.com

Appendix A

SUPPLIERS

Structural Category

Concrete
Lumber
Trusses

Non Structural Category

Appliances
Cabinets
Central Vacuum
Countertops
Drywall
Finishing Supplies
Fireplaces
Flooring
Furniture
Garage Doors
Glass
Granite / Quartz
Gravel and Dirt
Home Automation
Lighting
Paint
Plumbing
Specialty Stairs
Sprinklers
Upholstery
Window Coverings
Windows & Doors

TRADES

Carpentry
Concrete Finisher
Countertop Installer
Concrete Pumping
Cribbing
Deck Covering
Deck Railing
Drywall
Duct Cleaning
Eavestroughing
Electrician
Excavator
Fencing
Finisher
Floor Installer
Framers
Heating
Landscaping
Masonry
Painter
Plumber
Roofer
Safety Supplies & Education
Siding
Stucco
Stone
Tile Installer

SERVICE PROFESSIONALS

Onsite Category

Architects
Appraisers
Cleaners
Draftsmen
Energy Advisors
Engineers
Garbage Removal
Soil Testing
Staging / Decorators
Surveyors

Offsite Category

Accountant
Banks
Insurance Providers
Lawyers
Mortgage Brokers
Printing
Realtor
Warranty Providers