To enhance the novelty of this awards program, only one recipient per year is anticipated for each award category. However, if more than one submission is deemed by the evaluation committee to be equally unique and as warranted of the honor as another submission, both may be considered for award in the same category. Conversely, however, there is no requirement either for awards to be given in each category each year if nominations are not deemed by the evaluation committee to be sufficiently qualified.

An evaluation committee will be formed to review and discuss each nomination for the award categories. The evaluation committee will include representatives from across Canada and will be representative of the private and public sectors, and academia. Upon the closing of the "Call for Nominations", the evaluation committee will review each nomination and deliberate on the overall merits on the nomination. Winners will be selected through a qualitative judgment-based evaluation process, relying on the general criteria defined herein for each category. Where deemed appropriate, the evaluation committee may re-assign a nomination(s) into the most relevant award category, rather than under the category that the nomination was originally submitted. Should a conflict of interest arise between an evaluation committee member and a nomination submission, that committee member will be temporarily excused from participation in the evaluation for that corresponding award category.