



## BCRPA Award Nomination Reference Guide for BCRPA Award of Merit

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BC Recreation and Parks Association is pleased to host an annual Awards program that recognizes outstanding programs, facilities, parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

BCRPA's provincial Award of Merit provides recognition of an employee or elected official of a local government for their distinguished contributions and achievements in public recreation and parks. The award recipient has demonstrated acumen in strategic partnerships, forward and strategic thinking, and has designed a sustainable program or model to advance recreation and parks. Contributions and achievements of the nominee align with BCRPA's purpose: to lead the enrichment of individuals and their communities through the power of recreation and parks.

The number of awards offered in any given year will be at the discretion of the Awards Committee, based on the strength of the nominations received. The Awards Committee further reserves the right not to make an award in any given year.

### About the Nomination Application:

Collecting information for the Award of Merit nomination may take some time and completing the online nomination form may take up to 2 hours.

### **Prior to starting the online nomination form, we recommend the following:**

- Assign someone familiar with the nominee to take the lead on the application.
- Collect all the information listed in the **"Additional information for the Nomination Application"** section.
- Review the **Nomination Questions on page 3** and prepare and save your answers for copy and paste into the online nomination form.

**Note:** You will be able to save your progress and return to the nomination form at a later time. If you lose the URL link or need to make an edit to your nomination, please contact Connie Mah, Administrator [by email](#).

**The deadline for nominations is: 11:59 PM, Friday, February 24, 2023.**

### Eligibility Requirements:

- Nominee must be from a BCRPA enrolled local government but need not be a member (e.g. Mayor, Council, Planner, CAO, etc).
- Nominator must be a BCRPA Member

### Considerations:

- The Application may include recognition of the nominee by media, newspaper, other awards, etc.
- The Award may be granted posthumously.



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In addition to the questions listed below, you will be asked to provide:

- Contact information and BCRPA Membership status of the Nominator / Applicant
- Contact information and BCRPA Membership status for the Nominee
- Two (2) Letters of Impact - one of which must be from a community members. Each file should not exceed 2 pages, and should not be larger than 2 MBs.
- Up to 3 supporting documents you would like to be included as part of your nomination package (e.g. newspaper clippings, letters of support etc.) Each file is not to exceed 10 MBs.
- 3 to 5 high resolution images (300 dpi in jpeg, tiff, or eps format). Each file is not to exceed 10 MBs
- You will also be asked to complete a photography release form (to be completed by the copyright holder) and an application release form. Both forms are integrated into the online nomination form.

**Submit your Award of Merit nomination online at:**

<https://survey.alchemer.com/s3/7124107/2023-Award-of-Merit-Nomination-Form>

**If you have any questions, please contact the 2023 Provincial Awards Review Committee,**  
c/o Connie Mah, Administrator, [by email](#).



## Nomination Questions

Please use the questions below to tell the story of the nominee and to share with us why the nominee is deserving of provincial recognition.

Please ensure that you answer all the questions completely. Point form is acceptable.

**1) Describe the nominee's personal achievements and contributions. *Word limit: 300 (35 points)***

- How does the individual actively promote recreation and/or parks at municipal, regional, special interest, and/or other level?
- Describe their long-standing and active participation within public recreation and parks.
- How is the nominee strategic and forward thinking?
- How has the nominee been able to identify and help address a community need?
- Provide details on any awards and/or significant distinctions bestowed upon the nominee.

**2) Describe the nominee's partnerships and networks that contribute to the parks and recreation sector, and to the enrichment of individuals and the community through the power of recreation and parks. *Word limit: 300 (10 points)***

- Describe how the nominee has reached marginalized and hard to reach populations;
- Include how have the partnerships led to a strategic outcome.

**3) Describe how the nominee has made a significant impact in the recreation and/or parks, or specific interest, or at other levels. *Word limit: 300 (45 points)***

- What contributions has the nominee made towards the enhancement of the sector at regional, municipal, community or special interest level? For example: service, mentoring, philanthropy.
- How does the nominee support and advocate for the sector at municipal, regional, special interest, and/or other levels?
- Provide an example of a creative and sustainable program or model that the nominee developed. How has it been widely disseminated to other recreation or parks leaders?

**4) Additional Considerations**

**Letters of Impact (5 points)**

**Please provide up to two (2) letters of impact. One letter must be from a community member.**

- Letters should be PDF files and should not exceed 2 pages.
- Each file size should not exceed 2 MBs.

**Supporting Documents (5 points)**

**Please provide up to 2 supporting documents you would like to be included as part of your nomination package (e.g. newspaper clippings, press releases, letters of support etc.)**

- Each file is not to exceed 10 MBs.
- Letters should not exceed 2 pages.
- The following file formats are accepted: png, jpg, jpeg, and pdf