

2021 CAMA Awards of Excellence Program



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Each year CAMA recognizes the value of excellence and professionalism in municipal administration through the **Annual Awards Program in three areas of Program Excellence**. Awards are presented to local governments and their chief administrators in recognition of their creative and successful programs, projects or services.



Purpose and Objectives of Annual Awards Program

The Annual Awards Program has been designed to encourage excellence in professional municipal administration. The **Program Excellence Awards** recognize the achievements of local governments and their chief administrators in the development and implementation of successful **programs, projects or services**. Success stories are circulated widely to provide CAMA members and other local government managers with new ideas that may prove useful for implementation in their milieu.

Form of Awards

This year, *Program Excellence Award* recipients will receive their plaque by mail and will be recognized at a Virtual Awards Celebration on Tuesday May 11th, 2021 at 2:00 p.m. EST. Press releases are prepared by the CAMA National Office for all award winning submissions and circulated to local media. The CAMA Board member closest to the successful community will also attend a Council meeting (in person or virtually) to make the award presentation to the Mayor and Municipal Councillors.

Award winners will also be asked to submit a high resolution logo and fifteen to twenty photos of the project to be included in a professional video that will be shown at the Awards Celebration.

Awards Evaluation Committee

The Awards Evaluation Committee evaluates the nominations submitted to CAMA's Annual Awards Program and selects the recipients of the Program Excellence Awards. Each year the Board names a new Chair and strives to ensure that the rotation of the Chair reflects the various regions of Canada. The Chair is responsible for recruiting between three and five additional committee members with an interest in excellence in municipal administration. Committee members may be current or past members of CAMA.

This year's Chair is Marc Melanson, CAMA Board Representative for New Brunswick.



Awards Categories and Eligibility Requirements

Program Excellence Awards

Because Canada has a unique mixture of small and large communities, awards are granted according to population in **three categories**: for municipalities with a population under 20,000, for municipalities with a population between 20,001 and 100,000, and for those over 100,000. Three awards are granted in each of the following categories of professional development, environment and innovation for a total of nine awards.



The **Professional Development Award** recognizes a community that has developed a unique and innovative professional development program for their staff and can be replicated in other communities. Applicants should include documentation which outlines the program in all respects, and also shows evidence that the program has been successfully implemented.



The **Environment Award** recognizes the commitment of a municipality to environmentally sustainable governance, to protecting the environment and to combating climate change. Awards are granted to programs, projects or services that have made a significant and positive impact on the environment.



The **Willis Award for Innovation**, awarded in recognition of Jack Willis for his contribution to CAMA, is presented for programs, projects or services that demonstrate exceptional innovation or meritorious initiative.

Evaluation Considerations for all three award categories:

Nominators for the awards may wish to take into account the following evaluation criteria (used by the Evaluation Committee) when making a submission:

- the extent that the program, project or service involves innovation, creativity and exemplifies a significant change;
- its impact on the profession of municipal administration;
- the potential a program, project or service possesses to enhance the practices of administrators elsewhere and the degree of their transferability to other local governments;
- the impact of the program, project or service on the municipality and on the organization even if the innovation itself was not new to the profession;
- the sustainability of the results, their long lasting, positive, measurable effects on the success of the organization or milieu.

CAMA is not obligated to choose a winner in each category.



Program Excellence Awards Eligibility

All municipalities with staff members who hold a membership in CAMA during the year in which the municipality's program, project or service are nominated are eligible for consideration for the Program Excellence Awards.

Please note that it is possible to submit several nominations of different projects to the same category; however a nomination form must be completed for each with the appropriate fee being charged per application.

Program Excellence Awards Nomination Process

Nominations may be made by:

- CAMA Members
- Mayors of member municipalities

CAMA is pleased to offer a full on-line application package for this year's nomination process.

You will be able to save your submission and resume at a later date by filling in your e-mail address.

Please use the following instructions as a guide:

- Select the award for which you are submitting a nomination (Willis Award for Innovation, Environment Award, or Professional Development Award). If you are making multiple submissions, a nomination form must be completed for each one.
- Choose your population category (Under 20,000, between 20,001 and 100,000, or over 100,000).
- Complete the Nominee and Nominator sections. The Nominator can be a staff member or an elected official.
- The Project Overview section includes space for the executive summary. Because one of the key objectives of the Program Excellence Awards is dissemination of best practices to others, please provide **an executive summary (a maximum of 250 words)**, similar in nature to a media release, which succinctly describes the program, project or service in a manner that can be used for public communication.

- The Project Details section contains some questions relating to the evaluation criteria along with the opportunity to upload your submission (**a maximum of 2,000 words**) in Word or PDF format. Please note that appendices are **not** accepted. Your submission should include the following information:
 - *a brief description of the program, project or service;*
 - *time frames involved;*
 - *process of implementation;*
 - *results achieved; and*
 - *names and titles of officials with key involvement.*
- A fee of \$100 (plus 5% GST) for municipalities with a population over 20,000, or a fee of \$50 (plus 5% GST) for municipalities with a population under 20,000, is payable to CAMA for each nomination submitted. **Payment must be made by credit card on-line when submitting your nomination.**

Please submit all nomination information using the on-line system by 4:30 p.m. PST on **February 19th, 2021.**

Questions?

All questions can be directed to:

Ms. Jennifer Goodine
Executive Director
CAMA National Office
1-866-771-2262
admin@camacam.ca

[Click here to view on-line application](#)