

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

SMALLER MUNICIPALITIES AWARD – SUBMISSION FORM

Submissions to the Minister's Award for Municipal Excellence are evaluated based on the information provided in this form. The submissions are evaluated by a Review Committee comprised of representatives from the AUMA, AAMDC, LGAA, ARMAA, SLGM, and GFOA.

The Review Committee is interested in how well the submitted practice has been planned, communicated, organized, implemented and managed. Information about the improvements experienced using the practice is very important as evidence of the success of the practice in achieving the stated goals. Submissions must demonstrate that the practice has been in place for a sufficient length of time to produce verifiable results.

The emphasis for the **Smaller Municipalities** category will be:

- **demonstrating creative solutions** to the challenges that smaller communities face, including and beyond, community safety, innovation and partnerships);
- Smaller municipalities are defined as those with a **population less than 3,000**; and
- Initiatives or policies that **identify targets/goals and demonstrate improvement** are especially significant.

NOTE: Points will be awarded for the degree of difficulty relative to available resources, scope of innovation and level of collaboration amongst partners as relevant

In addition to the specific evaluation criteria for this category, each submission is also evaluated on the following qualities:

- **Sustainability** - viability of the practice in the long run and documentation of efforts to evolve and improve the practice over time.
- **Relevance** – suitability of the practice to the local conditions, size of municipality and available resources
- **Transferability** - effect the practice has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the practice.
- **Quality of submission** - clarity, logic and completeness of practice document and supporting materials



2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

General Information

| | |
|-------------------------|--|
| Date | |
| Name of Practice | |
| Name of Municipality | |
| Municipality Website | |
| Municipality Email | |
| Name of Contact Person | |
| Email of Contact Person | |

INTRODUCTION

What is the practice you are submitting (brief description)?

Why do you believe this municipal practice should be considered for a Municipal Excellence Award? Please briefly list the reasons.

How does this practice demonstrate creativity?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

What were the goals, objectives and/or desired outcome of implementing this practice? What need was this addressing in your organization or community?

IMPLEMENTATION

What was the process you went through to implement this practice?

EVALUATION

How have you evaluated your practice? Are statistics, data, or performance measures available?

How has your municipality benefited from this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

KEY LESSONS

What key lessons did you/your municipality learn as a result of implementing this practice in your community?

ADVICE TO OTHERS

What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?

COMMENTS

Anything else you would like to mention about this practice?

2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

ADDITIONAL DOCUMENTATION (optional)

Please attach electronic versions of the **ONE** or **TWO** documents you feel the Review Committee should be aware of in relation to your practice. List the names of those documents here.

1.

2.

Please email your completed submission by noon on **March 31, 2017** to menet@gov.ab.ca.

IMPORTANT NOTES:

- *The Awards program is only open to submissions by municipalities.*
- *A practice may be submitted to one category only per Award year.*
- *A municipality may submit a maximum of two practices per Award year.*

If you have any questions, please call (780) 427-2225 or toll free: 310-0000, or email menet@gov.ab.ca

The information provided on this form will be used in support of the Minister's Awards for Municipal Excellence Program. It is being collected under the authority of section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the FOIP Act. If you have any questions about this collection, please contact the Municipal Excellence team, 17th Floor Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4, (780) 427-2225 (Outside Edmonton, call 310-0000 to be connected toll free).