2019 Minister’s Awards for Municipal Excellence

Award Submission Form: Smaller Municipalities

*Recognizes an innovative practice developed by communities with less than 3,000 residents*

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, RMA, LGAA, ARMAA, SLGM, and GFOA.

For the **Smaller Municipalities** category, submissions will be evaluated on how well they demonstrate:

* **Creative solutions** to the challenges that smaller communities face.

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

* **Sustainability** – impacts of the practice in the short, medium, and long term, with sufficient results over time to indicate viability.
* **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 the submission.

**Program Guidelines:**

* A municipality may submit a maximum of two practices per Award year.
* A practice may be submitted to one category only per Award year.
* Partnership Category:  one municipality submits on behalf of the partnership. All organizational partners to be recognized should be named (individuals will not be recognized). Each partnership is restricted to one submission.
* Submissions must demonstrate that the practice addressed a community need and has been in place for a sufficient length of time to produce verifiable results.
* Submissions will be evaluated by a panel of municipal representatives, which will recommend award winners to the Minister.

**Submission deadline: March 29, 2019**

**Send to:** [**menet@gov.ab.ca**](mailto:menet@gov.ab.ca)

**General Information**

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| Date (MM/DD/YYYY) | Click or tap to enter a date. |
| Name of Practice | Please enter a concise title for the practice. The title should have a maximum of 45 characters. |
| Name of Municipality | Please enter the name of the municipality submitting the practice. If the practice is a partnership between municipalities, please enter the name of the municipality submitting on behalf of the partnership. |
| Municipality Website | Please provide the URL to your municipality’s website. |
| Name of Contact Person | Please enter the name of the contact person for the submission if there are questions about the submission. |
| Email of Contact Person | Please enter the email address for the contact person.. |

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| 1. Provide a brief description of your practice (This description may be used in future media announcements and on the website). Click or tap here to enter text. |
| 2. What did the municipality hope to accomplish with this practice (e.g. goals, objectives, and/or desired outcome)? Click or tap here to enter text. |
| 3. What impact has this practice had on your community or your organization in the short, medium and long term? Are statistics, data, or performance measures available? Click or tap here to enter text. |
| 4. What are the key lessons you learned as a result of implementing this practice? Is there anything you might have done differently? Click or tap here to enter text. |
| 5. How does this practice demonstrate excellence? Click or tap here to enter text. |
| 6. Is there anything else you would like the Review Committee to know about this practice? Click or tap here to enter text. |

Submit completed submission forms to [menet@gov.ab.ca](mailto:menet@gov.ab.ca) by **March 29, 2019.**

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