



BCRPA Award Nomination Reference Guide for BCRPA Provincial Community Leadership Award

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

The **Community Leadership Award** recognizes an outstanding leader or organization that through their unique strengths and styles, effectively act and lead others working to build a healthier more vibrant community. The nominee responds to community needs by developing a vision for change that reflects shared values in the community and champions the power of recreation and parks.

About the Nomination Application:

Please budget up to 10 hours to collect the necessary information needed to apply for the Community Leadership Award, and up to 2 hours to complete the online nomination form.

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

- Assign a staff member 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 Felicitas Lutz, Partnerships and Events Coordinator [by email](#).

The deadline for nominations is: 11:59 PM, March 4, 2024.

Eligibility Requirements:

1. Nominee is an individual or group in recreation and parks leadership from local government or the community at large (volunteers, business, agencies).
2. Nominator must be a BCRPA Member or enrolled local government member. The nominee is not required to be a BCRPA member.

Selection Guidelines:

- Provides innovative services or approaches to community challenges that elevate the value of recreation and parks services in their community.
- Develops and maintains coalitions that have resulted in community health benefits with key partners in the community.
- Develops sustainable partnerships that will allow for ongoing provision of innovative services.
- Builds on the physical, social, environmental and economic assets of the community to develop health and well-being.



BCRPA Award Nomination Reference Guide for BCRPA Provincial Community Leadership Award

- Demonstrated ability to support creativity and innovation among a team or group to overcome barriers. Open to ideas and changing the course as guided by others.
- A big picture thinker who is forward thinking which is important to affect lasting social change

Additional Information for the Nomination Application:

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 for the Nominee
- Two (2) Letters of Impact** - one of which must be from a community member. Each file should not exceed 2 pages, and should not be larger than 2 MBs.
- Up to 2 supporting documents** you would like to be included as part of your nomination package (e.g. newspaper articles, press releases, letters of support etc.) Each file is not to exceed 10 MBs.
- Upload 3 to 5 high resolution images** (300 dpi in png, jpg, tiff or eps format - maximum file size of 10 MB each)
- You will also be asked to complete a **photography release form** (to be completed by the copyright holder or authorized individual) and an **application release form**. Both forms are integrated into the online nomination form.

Please refer to **page 3 to review the Nomination Questions and** to help you prepare your answers.

Submit your Community Leadership Award nomination online at:

<https://survey.alchemer.com/s3/7635995/2024-Nomination-Form-for-Community-Leadership>

If you have any questions or require assistance with the nomination form, please contact the 2024 Provincial Awards Review Committee, c/o Felicitas Lutz, Partnerships and Events Coordinator [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 achievements and contributions. (Word Limit: 300) (30 points)**
 - How is the nominee a champion for enriching the lives of British Columbians through the power of recreation and/or parks?
 - How does the nominee promote equity, diversity and inclusion of all abilities regardless of socioeconomic status, ages, race, gender, culture, Aboriginal status, and sexual orientation?
 - Describe how the nominee demonstrates skill at learning of and responding to community needs.
 - How has the nominee been involved with developing healthier, and sustainable communities?

- 2) Describe the nominee's mentorship and partnerships in the community. (Word Limit: 300) (10 points)**
 - Describe the nominee's history of mentorship and how the nominee actively promotes the transfer of knowledge between people and between organizations.
 - How does the nominee develop and maintain strong partnerships and networks that benefit the recreation and/or parks sector?

- 3) Describe how the nominee has made a significant impact in the community. (Word Limit: 300) (45 points)**
 - How has the nominee used the physical, social, environmental, and economic assets of the community to build capacity?
 - How does the nominee demonstrate creativity and innovation in a team or group setting to overcome challenges/barriers?
 - Describe how the nominee demonstrates success in leadership that builds a healthier and more vibrant community by aligning community initiatives, using existing structures and spaces, or renewing infrastructure.

- 4) Please provide 2 letters of impact. One letter must be from a community member. (10 points)**
 - Letters should be PDFs and should not exceed 2 pages.
 - Each file should not exceed 2 MBs.

- 5) Please provide up to 2 supporting documents you would like to be included as part of your nomination package (e.g. newspaper clippings, letters of support etc.) (5 points)**
 - Letters should not exceed 2 pages.
 - Each file is not to exceed 10 MBs.
 - The following file formats are accepted: png, gif, jpg, jpeg, and pdf