

ATTACHMENT B

Community Excellence Awards 2023 Application Form

Please complete and return the application form by May 19, 2023. All questions are required to be answered by typing directly in this form. If you have any questions, contact awards@ubcm.ca.

SECTION 1: Applicant Information	AP- <i>(For administrative use only)</i>
Local Government or First Nation:	Complete Mailing Address:
Contact Person:	Position:
Phone:	E-mail:

SECTION 2: Category. Please select only one:
<input type="checkbox"/> Excellence in Governance. <i>Governance processes or policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking.</i>
<input type="checkbox"/> Excellence in Service Delivery. <i>Projects/programs that provide effective services in a proactive manner and demonstrate benefit to the community.</i>
<input type="checkbox"/> Excellence in Asset Management. <i>Projects/programs that demonstrate a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices.</i>
<input type="checkbox"/> Excellence in Sustainability. <i>Projects/programs that incorporate a long-term sustainability lens by considering cultural, social, economic and environmental issues in planning, policy and practice.</i>

SECTION 3: Project/Program Details
<p>1. Name of the Project/Program:</p>

<p>2. Project/Program Summary. Please provide a summary of your project/program in <u>150 words or less</u>.</p>
<p>3. Project timeline. Please indicate when the project/program was initiated and if it is now substantially complete.</p>
<p>4. Demonstrating Excellence. Please describe how your project/program demonstrates excellence in meeting the purposes of local government in BC and provides promising practices for others to follow.</p>
<p>5. Category Criteria.</p> <p>A. Please describe how your project/program meets the objectives of the <u>category you have applied under</u>. Refer to Section 3 of the Program & Application Guide.</p> <p>B. In many cases projects may meet the criteria of more than one category. If applicable, please describe how your project meets the criteria of one or more other categories.</p>

<p>SECTION 4: Program Criteria</p>
<p>6. Leadership. Describe the extent to which your local government acted as a local or regional leader in the development or implementation of the project/program.</p>
<p>7. Financial management and planning. Describe the degree to which the project and/or organization has implemented financial best practices that support long-term financial planning, value for money, financial sustainability and/or economic development.</p>
<p>8. Partnerships and collaboration. Describe the breadth and depth of community and/or regional partnerships that supported the project/program and the extent to which internal (e.g. inter-departmental and/or staff and elected officials) and/or external collaboration was evident.</p>

<p>9. Innovation and promising practices. Describe the degree to which the project/program demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.</p>
<p>10. Engagement and communications. Describe the extent to which internal and/or external engagement was foundational to the success of the project/program, including the use of communication tools such as social media.</p>
<p>11. Transferability. Describe the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members.</p>
<p>12. Performance measurement: Describe the extent to which the project has identified and/or utilized performance measures, benchmarks and/or standards to demonstrate benefit to the community.</p>

<p>SECTION 5: Additional Information</p>
<p>13. Please share any other information you think may help support your submission.</p>

<p>SECTION 6: Required Attachments</p>
<p><input type="checkbox"/> Council, Board or Band Council resolution indicating support for the project to be considered for a 2023 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing they are received by August 18, 2023. Please contact UBCM if the resolution cannot be submitted by the application deadline.</p> <p><input type="checkbox"/> Five representative photos of the project. Photos should be submitted as JPEG files at a resolution suitable for display.</p> <p><input type="checkbox"/> Links to any publicly available videos related to the project.</p> <p>Applications should be submitted as Word or PDF files. Submit applications to Local Government Program Services, Union of BC Municipalities.</p> <p>E-mail: awards@ubcm.ca</p>

SECTION 7: Signature

Applications are required to be signed by an authorized representative of the applicant.

Name:

Title:

Signature:

Date: