

LIEUTENANT GOVERNOR'S SILVER MEDAL

AWARD

The Victoria and Vancouver Regional Groups of the Institute of Public Administration of Canada (IPAC) are pleased to invite you to nominate exceptional public servants for the annual Lieutenant Governor's Silver Medal Award for Excellence in Public Administration in British Columbia (the Silver Medal)

The Lieutenant Governor of British Columbia is the patron of the award, which recognizes the exceptional achievement of a public servant who has shown distinctive leadership in public administration.

The Silver Medal pays tribute to public sector practitioners whose careers exhibit the highest standards of excellence, dedication and accomplishment. It recognizes an outstanding individual to underscore the efforts of creative, highly-skilled public administrators working in the public sector. Further, the Silver Medal recognizes outstanding contributions made over a sustained period rather than any single initiative.

ELIGIBILITY

The award is open to current or former federal, provincial or municipal practitioners or teachers of public administration.

Executive members

of the Institute, whether national or regional, are not eligible to receive the medal while holding office.

Persons actively engaged in politics are not eligible during their term.

Service in any field of public administration, including work of an administrative or professional nature, should be considered relevant.

NOMINATIONS

Nominations may be in English or French and must be typewritten and submitted with the following elements:

Nomination letter – a cover letter including the name, address, telephone number and organization of both the nominee and nominator(s).

Biography – a brief summary (not more than three pages) of the nominee's educational background, positions held, civic and professional involvement and other relevant data.

Accomplishments – a narrative based on the selection criteria for the award (not exceeding five pages) explaining the basis for the nomination that, in the opinion of the nominator(s), qualifies the nominee for the medal. Supporting material they may wish the Selection Committee to consider may be attached.

References – letters from at least three persons in support of the nomination.

SELECTION PROCESS

The Selection Committee will consist of:

- ~ Representatives from IPAC Vancouver and Victoria;
- ~ A Previous Award winner;
- ~ A provincial executive
- ~ A federal executive;
- ~ A local government executive; and,
- ~ An academic representative.

The Selection Committee will make its judgment solely on the basis of the information received and will not seek additional information about any of the nominees. It will, however, follow up with the nominator should one of the four elements from the nomination package be missing.

The Selection Committee attaches considerable importance to the nature and quality of the documentation submitted by the nominators. Accordingly, nominators should ensure packages are complete and address all of the selection criteria listed. Moreover, it is advisable for nomination packages to include a cover page, table of contents and be bound in a folder or binder to ensure all materials are together when received.

The names of nominees and the ranking of the nominees by the Selection Committee are confidential. Nominations are considered to be eligible for three years with the approval of the nominator.

Anyone may nominate a person for the Award, submitting their nominations to the mailing address / e-mail address listed on the back of this brochure.

SELECTION CRITERIA

The Selection Committee will pay close attention to the following criteria:

- Innovation
- Integrity
- Leadership
- Expertise and Ability
- Management Style
- Management Effectiveness
- Accomplishments
- Reputation

NOMINATION DEADLINE

The deadline for receipt of nomination packages is Monday, April 19, 2010.

Nominations should be submitted as soon as possible as the deadline will be strictly adhered to.

SUBMIT NOMINATION PACKAGES TO:

Co-Chairs, Lieutenant Governor's Medal Selection Committee
c/o IPAC Victoria
PO Box 38037
794 Fort Street
Victoria, BC V8W 1H2

Fax: 250-356-7150 (c/o Tanya Blacksmith)

E-mail:
events@ipac-victoria.ca

PRIZE AND PRESENTATION

The Lieutenant Governor will present the Award, a custom made silver medal and a citation, at a ceremony at Government House in mid-June 2009.



IPAC is a not-for-profit professional association dedicated to promoting excellence in public administration at all levels of government. With 17 regional groups across Canada, IPAC offers learning and networking opportunities for public servants, academics, and others interested in public administration.

The **Victoria Regional Group** is one of Canada's largest and most active IPAC chapters. They deliver an annual program of events on current topics in public administration in the Greater Victoria area. To learn more about IPAC Victoria, take part in local events, or become a board member please visit our website at: www.ipac-victoria.ca.