



LIEUTENANT GOVERNOR'S SILVER MEDAL



Lieutenant Governor's Silver Medal Award for Excellence in Public Administration



**Do you know an exceptional public servant
who deserves recognition from the
Lieutenant Governor of BC?**

We want to hear from you.

IPAC is a not-for-profit professional association dedicated to promoting excellence in public administration at all levels of government. With 18 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:



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 outstanding achievement of a public sector practitioner 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 exceptional contributions made over a sustained period rather than any single initiative.

Nominations

Nominations may be in English or French and must be submitted with the following elements by September 30, 2022:

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 information.

Accomplishments - a narrative based on the selection criteria for the award (not exceeding five pages), explaining the basis for the nomination, and examples of how the nominee meets each of the selection criteria noted in this brochure.

References - letters from a maximum of three persons in support of the nomination.

Eligibility

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

Executive Board members of IPAC, 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.

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The names of nominees and the ranking of the nominees by the Selection Committee are confidential.

Anyone may nominate a person for the Award, submitting their nominations to the e-mail address noted below.

Selection Process

The Selection Committee will consist of:

- Representatives from IPAC Vancouver and Victoria;
- A previous Medal winner;
- A provincial executive;
- A federal executive;
- A local government executive;
- 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 of 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 collated to ensure all materials are together when received.

Selection Criteria:

The Selection Committee will consider the following criteria:

- *Innovation
- *Integrity
- *Leadership
- *Accomplishments
- *Management
- *Effectiveness
- *Accomplishments
- *Impact or Legacy
- *Expertise and Ability

Nomination Deadline:

The deadline for receipt of nomination:
September 30, 2022, 5:00 pm

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

Submit Nomination Packages to:

E-mail: ipac@ipac-victoria.ca
Please ensure your submission is forwarded as one PDF file, not to exceed 4 MB in size. Photos, extensive graphics, and large attachments are to be avoided.