



## The Awards Process

The panel of judges involved in the Business & Community Achievement Awards selection process are carefully selected by a panel of their peers, for their integrity, and their demonstrated commitment to the betterment of our business and greater community. As an expression of our respect and gratitude for their contributions in this process, all judges will remain anonymous.

- 1) Nominations close on the date specified by the Chamber.
- 2) Nominees receive a call from staff/volunteers to confirm nomination acceptance, accuracy of information and to inform the nominee of the selection process.
- 3) Nominee Information Forms are sent to Nominees to collect additional information required in the selection process.
- 4) All Nominees who have accepted their nomination(s) are announced and celebrated in media.
- 5) All nominations go through level 1 judging process which entails a review and rating of their fit with the criteria – this rating/judging is based on the information submitted by the nominator and the nominee.
- 6) Top 3 rated nominees in each of the 10 categories move on to level 2 judging. The 2<sup>nd</sup> level of judging involves an in depth review and selection of Award recipients. Decisions will be based on the finalist packages and any other information a judge deems relevant.
- 7) Award recipients are announced at the Awards Gala held at Pinestone Resort.

## The Judging Process

The panel of judges are carefully selected by the Manager, President, and 1<sup>st</sup> Vice-President of the Haliburton Highlands Chamber of Commerce. Individuals are chosen based on their respected role in the community, integrity, expertise, and ability to remain objective.

Level 1 judges are a panel of three who will score each nominee based on how well they fit within the award criteria. No external research is done at this level. The top three scored nominees from each category are passed on to the level 2 judges.

Level 2 judges consist of a panel of three individuals who are provided two or three categories to judge. Each judge only receives the nomination form and nominee information form, not the scoring sheet completed in level 1. Judges are directed to take any means necessary to find out everything they can about the nominated business, individual or organization. Without

exposing themselves as the judge, they are encouraged to do online and in person research to ensure they make a well-informed decision. Each panel must also include a written explanation of why they chose the winner of that category, which will be read at the awards ceremony.

Judges in both categories are screened to ensure no conflicts of interest exist with any of the nominees. If a conflict of interest is established, the judge will not be allowed to score or judge that category.

Both the Awards and Judging Processes have been thoroughly planned in collaboration with previous judges, the Gala committee, business people in the community, and the HHCC Board of Directors. Through years of research and trials, the Haliburton Highlands Chamber of Commerce is confident that the processes set in place will result in a fair awards ceremony.