



# NOMINATION FORM

12th Annual Business & Community Achievement Awards  
*Celebrating excellence in 2017 across the Haliburton Highlands*

## 1) HOW... *Instructions*

- Complete one form for each Award category selected
- Attach a sheet if more space is needed
- Nominations will be reviewed and evaluated by an anonymous panel of judges
- Finalists will be determined based upon information provided
- For details on 'The Awards Process', view [www.haliburtonchamber.com](http://www.haliburtonchamber.com)
- Return this form to **The Chamber of Commerce** (address on back)  
No later than **February 15 at 4:00 p.m.**
- **If you return the form by email, you will receive a confirmation within 2 business days**
- **Winners will be announced at the Awards Gala on Saturday, March 17, 2018**

**Nominations  
CLOSE  
February 15 at  
4:00 p.m.**

## 2) WHO ... *I Nominate:*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

## 3) WHAT ... *select an Award Category*

- View full Award descriptions on page three
- *Select ONE Award category per form*

Business Achievement

Young Professional of the Year **NEW!**

Customer First - Business

Not-for-Profit of the Year

Customer First - Employee

Skilled Trades & Industry

Entrepreneur of the Year

Tourism & Hospitality

Innovation & Creativity

Highlander of the Year

New Business

*(in operation for 1—3 years)*

## 4) Nominator Info

Your Name: \_\_\_\_\_ Your Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check this box if you wish to remain anonymous

**\*\*NOTE: This is the most important part of your nomination. The details you provide here will determine whether the nominee will advance to the second level of judging (go to page four to see the explanation of the judging process). Please don't hesitate to contact the Chamber for help in creating a compelling nomination. Feel free to use an extra page to write your story.**

**5) WHY ... using the criteria for this award, please explain why this business/organization/individual deserves this award.**

***Using specific examples, what has this business/organization/individual done over the past year that has contributed to the vitality of the Haliburton Highlands?***

*Elements can include economic value, employment opportunities, providing service, filling a specific need in the community, etc.*





**Submit Nominations by 4:00 pm, Thursday, February 15th to:**


Haliburton Highlands Chamber of Commerce, Box 670, 195 Highland St. Ste L1, Haliburton, ON K0M 1S0

Fax: 705 457-4702 • Email: [admin@haliburtonchamber.com](mailto:admin@haliburtonchamber.com)

# Awards Criteria

## Key Attributes of Award Winners in Every Category:

 Success
  Innovation
  Leadership
  Community Betterment
  Concern for Social Issues

<p><b>Business Achievement</b></p> <p>This award recognizes a business that:</p> <ul style="list-style-type: none"> <li>• Demonstrates outstanding achievement in their industry, in the community, etc.</li> <li>• Maintains a workplace that is: healthy, productive, engaged and progressive</li> </ul>	<p><b>New Business</b></p> <p>This award recognizes a business that:</p> <ul style="list-style-type: none"> <li>• <b>Has been in operation for 1-3 years</b></li> <li>• Or has redesigned itself to meet the changing needs of the Haliburton Highlands.</li> </ul>
<p><b>Customer First - BUSINESS</b></p> <p>This award recognizes a business that:</p> <ul style="list-style-type: none"> <li>• Demonstrates exceptional performance resulting in quality service to customers</li> <li>• Provides customers with customized options (re: product, service, delivery) to best meet their needs</li> <li>• Ensures information, services, and complaint systems are easily accessible</li> </ul> <p>Exceptional performance may include compassion and caring that goes well beyond customer expectations.</p>	<p><b>Not-for-Profit of the Year</b></p> <p>This award recognizes a not for profit organization that:</p> <ul style="list-style-type: none"> <li>• Provides outstanding programs, services, events or campaigns that support the needs of the community and its residents</li> <li>• Successfully raises awareness of issues affecting the community</li> <li>• Successfully raises funds to support its mission and goals</li> </ul>
<p><b>Customer First - EMPLOYEE</b></p> <p>This recognizes an employee that:</p> <ul style="list-style-type: none"> <li>• Goes above and beyond to provide customers with exemplary experiences and interactions</li> <li>• Exemplifies exceptional customer service and is an asset to the business he/she is employed by</li> </ul>	<p><b>Innovation &amp; Creativity</b></p> <p>This award recognizes a business that demonstrates:</p> <ul style="list-style-type: none"> <li>• Innovation and creativity in their business practices, products and services</li> <li>• Sustainability or expansion that contributes to the local economy</li> </ul>
<p><b>Entrepreneur of the Year</b></p> <p>This award recognizes an entrepreneur who demonstrates:</p> <ul style="list-style-type: none"> <li>• Proficiency as a risk taker</li> <li>• Enthusiasm</li> <li>• Motivation</li> <li>• Creativity and originality</li> <li>• Dedication and commitment</li> <li>• Innovation and vision</li> </ul>	<p><b>Tourism &amp; Hospitality</b></p> <p>This award recognizes a tourism and/or hospitality business that has been instrumental in improving the allure of the Haliburton Highlands for tourists and residents. Examples of eligible businesses include, but are not limited to: spas, food services, accommodations, attractions/events, recreational facilities &amp; tour operators.</p>
<p><b>Skilled Trades &amp; Industry</b></p> <p>This award recognizes a business that demonstrates excellence in some or all of the following areas:</p> <ul style="list-style-type: none"> <li>• Trade skill development</li> <li>• Quality craftsmanship</li> <li>• Outstanding service</li> <li>• Innovation in product or service</li> <li>• Sustainability (financial performance, market growth, product development)</li> </ul>	<p><b>Young Professional of the Year</b></p> <p>This award recognizes an individual that: <b>NEW!</b></p> <ul style="list-style-type: none"> <li>• Is under 35 years of age</li> <li>• Exhibits great potential for leadership and/or innovation as an employee or business owner</li> <li>• Contributes to the overall wellbeing of the community</li> <li>• Chooses the Haliburton Highlands as their home where they live, work, and play</li> <li>• Is an ambassador for young people in the community.</li> </ul>
<p><b>Highlander of the Year</b></p> <p>This prestigious award recognizes a citizen for outstanding contributions and community leadership demonstrated for the benefit of the Haliburton Highlands. The 'Highlander of the Year' is a community enthusiast - a true Ambassador who has contributed in the areas of art, culture, heritage, community services, economic development, the environment, etc.</p>	<p><b>Warden's Award</b></p> <p>The recipient of this award is selected by the Warden of the County of Haliburton. The Warden's Award recognizes an individual, group, team, business or organization that has demonstrated significant achievements and contributions to the County of Haliburton and its residents.</p> <p><i>NOTE: This is not a nominated award</i></p> 

## **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 at 4:00 pm, February 15th, 2018
- 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 Input 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 second 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) Awards Gala on March 17, 2018 at Pinestone Resort will host the ceremony to celebrate both the nominees and announce the Award recipients.

## **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 one individual per category where they only receive the nomination 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 judge 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.