Minister’s Awards for Municipal and Public Library Excellence

2024 Submission Form for Municipalities



# Submission Guidelines for Municipalities

* The program recognizes initiatives that demonstrate a first-time or unique use of an idea in Alberta. The sponsorship and the use of a purchased product or service are not eligible for submission.
* A municipality may submit a maximum of two initiatives per award year. Improvement districts and Special Areas are not eligible for the Minister’s Awards.
* An initiative may be submitted to only one category per award year.
* Submissions must demonstrate that the initiative has been in place long enough to produce verifiable results.
* Submissions will be evaluated by a Review Committee of municipal representatives which will recommend award winners to the Minister.
* Completed submission forms are only accepted electronically and can be sent by email to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca)
* The submitting municipality agrees to the publication of information related to their initiative by the Government of Alberta, including any documents, photos and videos of the recipients with their awards.

**The submission deadline is April 30, 2024.**

Award categories for municipalities

Award categories are open to all eligible municipalities, with the exception of the Smaller Municipalities category, which is restricted to municipalities with a population under 5,000.

## Building Economic Strength

Award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community and/or improves the attractiveness of the community to businesses, investors, and visitors.

## Enhancing Community Safety

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.

## Partnership

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

## Red Tape Reduction

Award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.

## Service Delivery Enhancement

Award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.

## Smaller Municipalities

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

# Selection Criteria

In addition to the criteria for each award category, submissions will also be evaluated on the following:

* **Sustainability** - impacts of the initiative in the short, medium, and long term, with sufficient results over time to indicate viability.
* **Relevance** - suitability of the initiative to the local conditions, size of municipality, and available resources.
* **Transferability** - effect the initiative has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the initiative.
* **Quality of submission** - clarity, logic and completeness of the submission.

# Contact

If you have any questions, please email the Capacity Services team at Municipal Affairs at [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or call 780-427-2225 (toll-free in Alberta by dialing 310-0000 first).

Submission form for municipalities

## Submitter Information

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| Date (MM/DD/YYYY) | Click or tap to enter a date. |
| Award Category | Please indicate which award category the submission should be considered under. |
| Name of Initiative | Please enter a concise title for the initiative. The title should have a maximum of 45 characters. Spaces, letters of the alphabet, numbers, and punctuation all count toward a character limit. |
| Name of Municipality | Please enter the name of the municipality submitting the initiative. |
| Municipality Website | Please provide the URL to your municipality’s website. |
| Name of Contact Person | Please enter the name of the person to be contacted if there are questions about the submission. |
| Email of Contact Person | Please enter the email address for the contact person. |

## Initiative Information

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| **1. Provide a brief description of your initiative (100 words or less).** |
| Click or tap here to enter text. |

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| **2. What challenge, issue, or community need did this initiative address?** |
| Click or tap here to enter text. |

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| **3. What were the goals, objectives, and/or desired outcome(s) of implementing this initiative?** |
| Click or tap here to enter text. |

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| **4. When did you implement this initiative? *Note: initiatives must have been in place long enough to produce verifiable results*** |
| Click or tap here to enter text. |

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| **5. What impact has this initiative already had in your community or on your organization? What statistics, data, or performance measures are available to demonstrate its impact to date?** |
| Click or tap here to enter text. |

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| **6. What advice would you share with other municipalities from your experience with this initiative (i.e. key learnings)?** |
| Click or tap here to enter text. |

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| ***Question 7 is for the Partnership Category Only – for all other categories, please proceed to the next question*** |
| **7.a. List the members of the partnership and their contributions.** |
| Click or tap here to enter text. |
| **7.b. Award items in the Partnership category will be given to the winning municipality and up to three partners, with the other partners receiving certificates for their contributions. Please list up to three partners you wish to have recognized should your municipality’s initiative be selected in this category.** |
| Click or tap here to enter text. |
| **7.c. Explain how this initiative could not have been accomplished by your municipality alone.** |
| Click or tap here to enter text. |
| **7.d. Include documentation demonstrating each partner has been informed and acknowledges the submission (e.g. email response or letter). See instructions for attachments at the end of this form.** |
| Click or tap here to enter text. |

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| ***Question 8 is for the Building Economic Strength Category Only – for all other categories, please proceed to Question 9*** |
| **8. Which stakeholders in your business community did you work with on this initiative (e.g. chamber of commerce, industry associations, business incubator)** |
| Click or tap here to enter text. |

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| **9. Is there anything else you would like the Review Committee to know about this initiative? (REQUIRED for ALL categories)** |
| Click or tap here to enter text. |

**Attachment 1 (Optional):** One supporting document related to the submission.

**Attachment 2 (Required for Partnership category):** One document that includes documentation of acknowledgement and/or support from all partners named in the submission (e.g. PDF of emails/letters from partners).

**Submit completed submission forms to** [**municipalexcellence@gov.ab.ca**](mailto:municipalexcellence@gov.ab.ca) **by April 30, 2024.**

**If you have any questions, please call the Capacity Services team at (780) 427-2225 or toll free: 310-0000**

**or email** [**municipalexcellence@gov.ab.ca**](mailto:municipalexcellence@gov.ab.ca)

The information provided on this form will be used in support of the Minister's Awards for Municipal and Public Libraries Excellence program. It is being collected under the authority of section 33 of the [Freedom of Information and Protection of Privacy (FOIP) Act](https://www.qp.alberta.ca/documents/Acts/f25.pdf) and will be managed in accordance with the FOIP Act. If you have any questions about this collection, please contact the Municipal Services Division, 17th Floor Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4, (780) 427-2225 (Outside Edmonton, call 310-0000 to be connected toll-free).