



## British Columbia Reconciliation Award



# 2022 NOMINATION GUIDE & TIPS

“Reconciliation means equality and equity for our communities, relationships built on knowing truths about what has happened in our minds and hearts, and unwavering commitments to build brighter futures for our people, based on what we need.”

*Photo & Quote: 2021 British Columbia Reconciliation Award recipient, Carrier Sekani Family Services*

## AWARD PROGRAM OVERVIEW

The British Columbia Reconciliation Award recognizes individuals, groups and organizations who demonstrate exceptional leadership, integrity, respect, and commitment to furthering the [Calls to Action](#) outlined in the Truth and Reconciliation Commission of Canada’s report; and/or inspired others to do so.

This Nomination Guide includes important information that should be carefully reviewed before submitting a nomination and tips on how to present a compelling nomination package for the British Columbia Reconciliation Award program.

## DATES TO REMEMBER

**November 15, 2021** – Nominations **OPEN**

**January 15, 2022** – Nominations **CLOSE**

**April 2022** – Awardees **ANNOUNCED**

All nomination materials must be submitted online by **January 15, 2022 @ 11:59 p.m.**

Nominators have the option to start the online form and save it, however, the completed form and all nomination materials must be submitted by January 15, 2022 @ 11:59 p.m. for the nomination to be considered.

## WHO CAN NOMINATE

The Award program provides an opportunity to publicly acknowledge the work of individuals, groups and organizations committed to furthering the [principles of reconciliation](#) in British Columbia. Any person, group or organization may submit nominations for the Award with exceptions noted below.

## ELIGIBILITY

- Any British Columbian (or former long-term resident) or British Columbia-based group or organization that demonstrates an exceptional commitment to advancing the principles of reconciliation in British Columbia is eligible to receive the Award
- A sitting federal, provincial or municipal representative is eligible to receive the Award
- Chiefs or other members of a governing body of an Indigenous nation are eligible to receive the Award

- Nominations of any individual under the age of 19 must be accompanied by the permission of a parent or guardian
- A person may receive the Award posthumously only if the selection committee has recommended the nomination to the Lieutenant Governor before their passing
- If more than one nomination is submitted for the same nominee, both will be presented to the selection committee for their review
- A group or organization may submit a self-nomination

**Note:**

- An individual may not submit a self-nomination
- Current members of the selection committee, or members of the selection committee’s immediate family may not submit a nomination
- BC Achievement board members are not eligible for the Award
- A person who is a member of the judiciary is not eligible for the Award
- Nominations from the nominee’s immediate family are not eligible
- Incomplete nominations are not eligible
- Past recipients of the British Columbia Reconciliation Award are not eligible

**HOW TO NOMINATE / APPLY**

The nominator must complete the **online Nomination form** and include the following items:

**Nominee name & contact information** (i.e., street & mailing address, phone number and email. Nominators are encouraged to provide the nominee’s website and social media handles)

**Achievement Description** (2500 characters maximum)

- Provide a detailed description of the work the nominee has done to advance the principles of reconciliation in British Columbia
- If the reconciliation work is part of the nominee’s job, explain how the nominee rose above the expectations of the position and how the nominee is contributing to reconciliation in a meaningful way that has broader impact
- If the work occurs in the area of education, the nominator should explain how the nominee used the curriculum to amplify and revitalize Indigenous culture; provide examples of what communities can do together; and how their reconciliation work has transformed relationships between them

**Impact of the nominee’s achievements** (3000 characters maximum)

- Describe the outcomes of the work the nominee has done to advance the principles of reconciliation and in what way has the nominee’s work specifically impacted youth and/or Indigenous Elders

**Two support letters** from two separate individuals other than the nominator (2500 characters maximum per letter) and their contact information

**Nominator name & contact information** including the length and duration of the relationship with the nominee

**Additional Materials - Optional**

- Nominators have the option to submit additional materials such as a biography, curriculum vitae, newspaper articles, video or recorded testimonials, additional letters, links to YouTube videos,

photos, etc. **A maximum of five items (10 pages total and five minutes of video) will be accepted**). All materials must be submitted electronically.

**Note:** It is recommended that the nominator prepare the **Achievement Description & Impact of the nominee's achievements** in a word document, then copy and paste the contents into the online nomination form boxes provided (and check character count before doing so).

## TIPS FOR SUBMITTING A COMPELLING SUPPORT LETTER

Strong applications provide well-constructed support letters that reflect a clear understanding of Indigenous rights, address economic barriers and knowledge sharing, and include additional materials that provide further context to the nominee's work.

All letters should be addressed to "the Selection Committee"

### To make a support letter stand out, it should:

- Indicate the nature of the relationship between the writer and the nominee and the length of the relationship
- Include concrete examples and details about how the nominee has demonstrated exceptional leadership, integrity, respect, and commitment to furthering reconciliation with Indigenous peoples in the province of BC and/or inspired others to continue reconciliation efforts
- Be specific about how the nominee's work contributes to reconciliation (i.e., What's its impact? Does the work rise to the occasion in a transformational way? How did the nominee 'change the system?')
- Highlight how actions and/or programs have enriched people's lives
- Speak to the inclusion of Indigenous people and sharing their knowledge
- Focus on the process of reconciliation not only the benefits to the nominee and/or community
- Describe the positive outcomes of the nominee's work
- Explain how the nominee's work has specifically impacted youth and/or Indigenous Elders
- Be current and written specifically for the British Columbia Reconciliation Award program

### Support letters may include other information such as:

- How things were in the community prior to the nominee's efforts
- The sustainability of the nominee's contributions (i.e., Will it have impact for a long time?)
- Mentorship provided to others
- Any extraordinary circumstances or challenges the nominee has faced (i.e., provide biographical or historical context, if helpful)

**Note:** Support letters are more powerful when they come from someone outside of the nominated group or organization. It is important that the nominee's reconciliation work occurred in British Columbia

## UPDATING A NOMINATION

Nominations are valid for three years including the first year of nomination and two subsequent years. Nominators are strongly encouraged to update their nomination package for consideration by the following year's selection committee if their nominee was not recognized in the previous year's Awardee cohort.

**To update your nomination package, please send the following items as an email attachment:**

- **A one-page document** (2500 characters maximum) in pdf format highlighting the nominee's contributions to the process of reconciliation this past year. Please include any updates to the nominee and/or nominator's contact information
- **Up to 5 additional materials.** Please indicate which additional materials from last year's submission you would like to replace (we are happy to send you the nomination package submitted last year for your immediate reference)

All updates should be sent by email to [info@bcachievement.com](mailto:info@bcachievement.com) by **Jan 15, 2022 @ 11:59 p.m.** Please use subject line: **2022 BC Reconciliation Award UPDATE + nominee's name**

### **BEFORE YOU BEGIN**

- Have ALL nominator and nominee contact information on hand (full name, street & mailing address, email and phone number)
- Have all documents ready to upload
- Budget 15-20 minutes to complete the online form

### **SELECTION OF AWARD RECIPIENTS**

The selection committee for the British Columbia Reconciliation Award includes representation by Indigenous Elders and BC First Nations leadership. The committee reviews the nominations and selects the award recipients. The decision of the committee is final. Nominees are notified only if selected for an award. The British Columbia Reconciliation Award is awarded by the Lieutenant Governor on the recommendation of the selection committee.

### **RECOGNITION OF AWARD RECIPIENTS**

The awards shall be presented to the recipients as arranged by the Office of the Lieutenant Governor. This may occur in community, or at other locations, to be determined during the year of the awards. Award recipients receive a commemorative certificate plaque signed and presented by the Lieutenant Governor and BC Achievement Board Member, the BC Achievement medallion and lapel pin designed by renowned First Nations artist, Robert Davidson, CM, OBC, and artwork created by the Crabtree McLennan Emerging Artist in First Nations Art.

### **PRIVACY POLICY**

BC Achievement is committed to protecting the privacy of people through responsible management of information received. Nominations are kept confidential between the nominator, BC Achievement and the Office of the Lieutenant Governor. Photographs and information about the award recipients may be used for the promotion of the British Columbia Reconciliation Award and other promotional activities (i.e., on BC Achievement's website, social media channels, in media releases etc.).

### **FOR MORE INFORMATION**

Visit the BC Achievement [website](http://www.bcachievement.com) to view the British Columbia Reconciliation Award program page or contact us at [info@achievement.com](mailto:info@achievement.com) (604-261-9777 ext. 101).