



British Columbia  
Reconciliation Award



## 2023 NOMINATION GUIDE & TIPS

Photo: Cole Speck, Reconciliation Paddle 2021

*Bridging the gap between the two worlds through the reconciliation efforts of both Indigenous and non-Indigenous peoples builds the relationships needed for the journey. By recognizing the truths of past wrongs and showcasing examples of how to make things right, others will be inspired to follow.*

Quote: Cloy-e-iis, Dr. Judith Sayers, BC Achievement Foundation board member

**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.**

### 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.

### WHY 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.

### DATES TO REMEMBER

**November 22** – Nominations **OPEN**

**January 20** – Nominations **CLOSE**

**Spring 2023** – Awardees **ANNOUNCED**

**Nominators may start the online form, save it, then return to complete and submit it by the closing date.**

**The completed form and all nomination materials must be by submitted by:**

**January 20 @ 11:59 p.m. for the nomination to be considered.**

### WHO CAN NOMINATE

**Any person, group or organization may submit nominations for the award with exceptions noted below:**

- Current members of the selection committee, or members of the selection committee's immediate family may not submit a nomination
- BC Achievement board members may not submit a nomination

## 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 REC award and include:

- Sitting federal, provincial or municipal representatives
- Chiefs or other members of a governing body of an Indigenous nation

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.

### Self-nominations:

- A group or organization may submit a self-nomination
- An individual may *not* submit a self-nomination

### The following nominations are not eligible:

- Past recipients of the British Columbia Reconciliation Award
- BC Achievement board members
- Members of the judiciary
- Nominations from the nominee's immediate family
- Incomplete nominations

**Note: Nominations of any individual under the age of 19 must be accompanied by the permission of a parent or guardian**

## HOW TO NOMINATE / APPLY

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

**Nominator name & contact information and statement about the length and duration of the relationship with the nominee** (1000 max characters including spaces or approx. 175 words)

**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, if applicable

**Achievement Description** (2500 max characters including spaces or approx. 450 words)

- 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
- **Please use bullet points in this section – add a space between points**

**Impact of the nominee's achievements** (2500 max characters including spaces or approx. 450 words)

- 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
- **Please use bullet points in this section – add a space between points**

**Two support letters from two separate individuals other than the nominator** (2500 max characters including spaces or approx. 450 words)

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.

**Support letters should:**

- Be written by individuals who are able to speak about the impact of the nominee's achievements from first-hand experience
- Come from outside the nominee's immediate family (e.g., colleagues, civic or other community members)
- Be current and **written specifically** for the award program
- Include the writer's name, organization, address, phone and email

**\*All letters should be addressed to "the Selection Committee"**

**\*Review "Tips for Submitting a Compelling Support Letter" noted below**

**Additional Materials – Optional, but strongly recommended**

- Nominators have the option to submit materials such as a biographical overview, curriculum vitae, newspaper articles, video or recorded testimonials, additional support letters, links to YouTube videos, photos, website links etc.
- **A maximum of five items (10 pages total and five minutes of video) will be accepted**
- All materials must be submitted electronically
- **Note: each link submitted is considered one additional material**

**Selection committee members are asked to review up to a maximum of 10 pages total and five minutes of video – anything beyond that may not be reviewed.**

**It is recommended that the nominator:**

- Prepare the Achievement Description & Impact statements in a word document
- Check character / word count; then
- Copy and paste the contents into the online nomination form boxes provided

## **TIPS FOR SUBMITTING A COMPELLING SUPPORT LETTER**

**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

**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 a nomination:**

- Scroll down to the nomination form on the award program page on the website
- Review the eligibility criteria, then select "I agree that the nominee meets the eligibility criteria"
- Indicate if the nomination is for an individual or group/organization
- **Select 'yes' for the question "Is this an update to a previous nomination?"**
- Select the year the nomination was first submitted
- In the box provided, list what information is being updated or replaced (i.e., nominee contact info, new support letters, additional materials, updated Achievement Description / Impact statement)

**All updates should be submitted by January 20 @ 11:59 PM**

**We are happy to send the documents previously submitted for your nominee. Please email [info@bcachievement.com](mailto:info@bcachievement.com) to make your request.**

### 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 (i.e., letters, additional materials)
- Budget 15-20 minutes to complete the online form

### REMINDERS

- Request support letters early on so the referee has time to write a strong letter
- Adhere to the character count provided
- Keep explanations clear and to the point when describing the nominee
- ***Please use bullet points and leave a space between paragraphs in the Achievement Description and Impact sections – thank you!***

## 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, OC, OBC, and artwork created by the Crabtree McLennan Emerging Artist in First Nations Art.

## FREQUENTLY ASKED QUESTIONS

### **1. What should be stated in the support letter?**

The support letter should explain: how the nominee has demonstrated exceptional leadership, integrity, respect and commitment to furthering reconciliation in the province of BC and / or inspired others to follow their lead; indicate the relationship between the writer and the nominee and the length of the relationship; describe the outcomes of the nominee's work and what the nominee has done to advance the principles of reconciliation and how their work has specifically impacted youth and/or Indigenous elders.

### **2. To whom should support letters be addressed?**

Support letters should be addressed to "The Selection Committee". All support letters must be signed by the writer; include their contact information; and be current and specific to the BC Reconciliation Award.

### **3. Can more than two support letters be submitted?**

Other support letters may be submitted as 'additional materials'. A maximum of five items (10 pages total and five minutes of video) will be accepted. These five items may also include biography, curriculum vitae, newspaper articles, video or recorded testimonials, links to YouTube videos, photos etc.

### **4. Are congratulatory letters from other programs accepted in the nomination package?**

Other congratulatory letters may be included as additional material, *but they may not serve as support letters.*

### **5. Is a nomination considered for more than one year?**

Submitted nominations begin a three-year program and may be reviewed by up to three selection committees. Nominators are given the opportunity to update their nomination each year prior to review by the current year's selection committee.

### **6. Should the nominator tell the nominee about the nomination?**

Generally, the nominee is not told of the nomination. It is up to the discretion of the nominator whether or not to inform the nominee about the nomination.

### **7. When are the awardees notified and where are the names of the awardees published?**

Awardees will be notified following the deliberations of the selection committee. Their names will be announced through the Lieutenant Governor's and BC Achievement's respective media channels.

## 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](#) to view the British Columbia Reconciliation Award program page or contact us at [info@bcachievement.com](mailto:info@bcachievement.com) (604-261-9777 ext. 103).