



**British Columbia  
Reconciliation Award**



## NOMINATION GUIDE & TIPS

*Collectively, we need to lean into reconciliation, we need to really understand what our job is...and we need to keep doing that heavy lifting, because without it, we can't move forward and we can't heal all together, and heal these relationships with ourselves, with one another and with Mother Earth.*

*Photo & Quote: Award Recipient, Dr. Danièle Behn Smith*

**This Nomination Guide includes important information that should be carefully reviewed before submitting a nomination and tips on how to present a compelling nomination.**

### AWARD PROGRAM OVERVIEW

The BC 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

- **January 1 - February 15** – Official Call for Nominations period
- **February 15, 2025** – Deadline to submit for the 2025 award program
- **October** – Awardees Announced
- **January** – Presentation Ceremony

The completed nomination form and all materials must be submitted by **February 15, 2025 @ 11:59 p.m.** for the nomination to be considered for the **2025 award program**.

### SAVE AND CONTINUE LATER

- If you don't have all the information on hand, click on the **'Save and Continue Later'** button at the bottom of the online nomination form
- You will be prompted to **enter your email and will receive a link** that you can access and complete your nomination prior to the deadline

## CHECKLIST - BEFORE YOU START

- Review the **Nomination Guide** (this document) with tips for submitting a compelling nomination
- Ensure the nominator and nominee meet the eligibility criteria
- Prepare the Nominator Statement & Outcomes Statement **in a word document**, then copy and paste the content into the required field; **use bullet points and leave a line between points**
- Have all nominator and nominee contact information
- Have all documents ready to upload
- Schedule 15-20 minutes to complete the form

## NOMINATOR ELIGIBILITY

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

- Current members of the jury panel, or members of the jury panel's immediate family may not submit a nomination
- BC Achievement board members may not submit a nomination
- Family members (e.g., parents, grandparents, aunts, uncles, siblings, cousins) may not submit a nomination

## NOMINEE ELIGIBILITY

**An eligible nominee must:**

- Have demonstrated an exceptional commitment to furthering the principles of reconciliation in BC
- Have resided in British Columbia for at least three years; or be a former long-term resident; or a British Columbia-based group or organization

**An eligible nominee may be:**

- A sitting federal, provincial or municipal representative
- A Chief or other members of a governing body of an Indigenous nation
- A self-nomination for a group or organization

*A person may receive the award posthumously only if the jury panel has recommended the nomination to the Lieutenant Governor before the nominee's passing.*

**The following are ineligible to receive the Award:**

- Self-nomination by an individual
- Posthumous nominations
- Past recipients\*
- BC Achievement board members
- Current members of the jury panel or members of the jury panel's immediate family
- Members of the judiciary

\*Visit BC Achievement's [Awardees webpage](#) to see if your nominee is a past recipient of the award.

**Nominations of any individual under the age of 19 must be accompanied by a letter of permission from the nominee's parent or guardian stating that they are aware of the nomination.**

## HOW TO NOMINATE / APPLY

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

- Nominator name & contact information
- Nominee name & contact information
- Nominator Statement
- Outcomes & Impact Statement
- Two support letters from two separate individuals other than the nominator
- Additional Materials – optional, but strongly recommended (up to 5 items max.)

## TIPS FOR SUBMITTING A COMPELLING SUPPORT LETTER

**Strong nominations provide well-constructed Nominator and Outcomes & Impact statements, and support letters that:**

- Reflect a clear understanding of Indigenous rights
- Address economic barriers and knowledge sharing
- Include additional materials that provide further context to the nominee's work

### Nominator Statement

***We encourage you to make use of the full word count for the nominator statement to provide a well-rounded and engaging description of the nominee's achievements.***

- Describe how the nominee has demonstrated exceptional leadership, integrity, respect, and commitment to further reconciliation with Indigenous peoples in the province of BC and/or inspired others to continue reconciliation efforts
- 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
- Describe how things were in the community prior to the nominee's efforts and the sustainability of their contributions
- Explain how the nominee has become a role model or mentor to others
- Provide any additional reasons why the nominee should be considered for the award

*Please use bullet points & leave a space between points.*

*Max. 3000 characters including spaces or approx. 500 words.*

### Outcomes & Impact Statement

***We encourage you to make use of the full word count for the nominator statement to provide a well-rounded and engaging description of the nominee's achievements.***

- 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
- Describe the outcomes of nominee's work that have furthered the principles of reconciliation
- Explain how the nominee's work has specifically impacted youth and/or Indigenous Elders together and how their reconciliation work has transformed relationships between them
- Explain how their efforts have positively impacted the community, region or province

*Please use bullet points & leave a space between points.*

*Max. 2500 characters including spaces or approx. 450 words.*

## OTHER SUGGESTIONS:

- Be specific about how the nominee's work contributes to reconciliation (i.e., What's the nominee's impact? Does the nominee's 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
- Highlight any extraordinary circumstances or challenges the nominee has faced (i.e., provide biographical or historical context, if helpful)

## Support Letters

Provide two support letters from **someone other than the nominator** which speak to the nominee's contributions and impact. Support letters should:

- Be written on letterhead, signed by the writer and addressed to the 'Jury Panel'
- Come from outside the nominee's immediate family
- Help to paint a complete picture of the nominee and what they have accomplished
- Describe why the nominee should be considered for the award and not simply state that an individual 'supports' the nomination
- Be written by individuals who know the nominee well enough to be able to talk about the nominee from first-hand experience (e.g., past award recipients, or other well-known people in a similar field to the nominee)
- Be current and written **specifically for the REC award program**

*Max. 2500 characters including spaces or approx. 450 words*

**Request support letters early on so the referee has time to write a strong letter.**

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.

**Strong nominations often use descriptive words such as:** leader, innovator, trailblazer, mentor, supporter, advocate, visionary, changemaker; resilience, perseverance, commitment, dedication, recognition, determination; exemplary, admired, motivated, passionate, inspirational, extraordinary, committed, dedicated, resourceful, tireless, resilient etc.

## Additional Materials – optional, but strongly recommended

- Include materials such as the nominee's biography, letters of support, links\* to articles, recorded testimonials, YouTube videos, photos, website links, etc.
- A maximum of five items will be accepted
- Jury members will review up to 10 pages total and five minutes of video

**\*Each link submitted is considered one additional material.**

## UPDATING A NOMINATION

**To update a nomination:**

- Click on the link for the nomination form
- Select 'yes' to the question 'Is this an update to a previous nomination?'
- Include the year the nomination was first submitted

- Complete the online nomination form and include updated information & materials about your nominee

Nominations are valid for three years including the first year of nomination and two subsequent years.

Nominators are **strongly encouraged to update their nomination** for consideration by the following year's jury panel if their nominee was not recognized in the previous year's awardee cohort.

**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.**

## SELECTION OF AWARDEES

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

## SELECTION CRITERIA

Award recipients are selected based on the material submitted by the nominator and the criteria of:

- Leadership and initiative
- Impact and influence
- Innovation and creativity
- Inclusivity and collaboration

## RECOGNITION

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 artist, Robert Davidson, OC, OBC, and artwork created by the Crabtree McLennan Emerging Artist in First Nations Art. The awards shall be presented to the recipients as arranged by the Office of the Lieutenant Governor.

## FREQUENTLY ASKED QUESTIONS

### 1. Can information be saved on the nomination form and completed at a later date?

Yes. If you don't have all the information on hand, click on the 'Save and Continue Later' button at the bottom of the online nomination form – you will be prompted to enter your email and will receive a link that you can access and complete your nomination prior to the deadline.

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

Support letters should be addressed to the 'Jury Panel'. All support letters must be signed by the writer; include their contact information.

### 3. What should be stated in the support letter?

The support letter should indicate the relationship between the writer and the nominee and the length of the relationship; provide details about the writer's knowledge of the nominee's contributions and their impact on furthering reconciliation; and be specifically written for the BC Reconciliation Award program.

### 4. 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, links to articles, video or recorded testimonials, links to YouTube videos, photos etc.

**5. Are congratulatory letters from other programs accepted in the nomination?**

Other congratulatory letters may be included as 'additional materials' but they may not serve as support letters.

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

Nominations begin a three-year program and may be reviewed by up to three juries. Nominators are given the opportunity to update their nomination each year prior to review by the current year's jury panel.

**7. 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.

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

Awardees will be notified following the deliberations of the jury panel. 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 BC Reconciliation Award program page or contact:

[info@bcachievement.com](mailto:info@bcachievement.com)