



# R.W. Hay Award for Rural Administrative Excellence

Nominee Information			
Name			
Employed By			
Professional Designation			
Address			
Telephone			
Nominator Information			
Name			
Title			
Municipality			
Address			
Telephone		Fax	
_____		_____	
Signature of Nominator		Date of Nomination	
Endorsement			
<p>The nomination of _____ for the <b>RMA R.W. Hay Award for Rural Administrative Excellence</b> is endorsed by the Council of _____.</p>			
_____		_____	
Signature of Reeve/Mayor		Date	

**Deadline for nominations: September 21, 2018**

### **Reasons for Nomination**

In a written submission of no more than 750 words, please state your reasons for nominating this candidate. **Please structure your comments to correspond with the following areas on which the nominations will be ranked:**

1. ***Community Involvement.*** Examples may include the following:
  - sports/recreation participation or leadership
  - public service
  - volunteer activities
  - involvement in community clubs or organizations
2. ***Exemplary Service.*** Please limit the response to five examples in support of the nomination. Examples may include the following:
  - instances of creative or inspirational leadership
  - contributions outside “normal” administrative duties
  - involvement in provincial organizations or professional groups
  - involvement in external service delivery groups
3. ***Innovations and Achievements on Behalf of Municipality.*** Please limit the response to five examples in support of the nomination. Examples should list the following:
  - specific achievements
  - enhancements to municipal services
  - municipal milestones
  - innovations in leadership
  - relationship with council or human resources
  - new approaches
  - new services
  - new efficiencies
4. ***Education and Training.*** Please list all education, training, professional development and certification held or being pursued by the nominee.
5. ***Other Comments.*** Please list any other comments you feel might be relevant and merit consideration.

### **Program Purpose and Objectives**

The R.W. Hay Award is awarded by the RMA Board of Directors on an annual basis in recognition of excellence in rural municipal administration. There is a maximum of one award granted per calendar year, but the award does not have to be granted if insufficient applications are received.

### **Eligibility**

Any chief administrative officer that served or is serving in the current calendar year in an RMA member municipality is eligible to be nominated. No individual may receive the award more than once. An individual who sits on the R.W. Hay Evaluation Committee may not be nominated.



## **R.W. Hay Award for Rural Administrative Excellence**

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### **Who Can Nominate**

Anyone is eligible to nominate a candidate for the award, but the nomination form must be endorsed by the Council of the employing municipality and signed by the reeve/mayor.

### **Nomination Deadline**

The nomination deadline is **September 21, 2018**.

### **Criteria for Nominators to Consider**

In evaluating the individuals nominated, consideration will be given to innovations or achievements on behalf of the municipality, examples of exemplary service, pursuit of education, training and professional development and areas of community involvement. Nominators are encouraged to include no more than five examples of exemplary service and innovation in support of the nomination. Neither impending retirement nor length of service will be the focus of the evaluation committee in determining the award recipient.

### **Evaluation Committee**

Nominations will be evaluated by a committee comprising three (3) past award recipients, three (3) representatives from the Society of Local Government Managers and one (1) member of the RMA Board of Directors.

### **Form and Presentation of Award**

A uniquely designed keepsake and a \$2,000 cash award will be presented to the winner at the Opening Ceremonies of the annual RMA Fall Convention.

### **Submission of Nominations**

Nominations must be submitted on or before **September 21, 2018** to Cindy Carstairs at:

RMA  
R.W. Hay Award Program  
2510 Sparrow Drive  
Nisku, AB T9E 8N5  
Telephone: 780.955.4095  
E-mail: [cindy@rmalberta.com](mailto:cindy@rmalberta.com)