

R.W. Hay Award

Eligibility Criteria and Guidelines for Written Submission

The R.W. Hay Award, presented annually by the RMA Board of Directors, recognizes excellence in rural municipal administration. Only one award may be granted each calendar year; however, the committee may choose not to present the award if insufficient nominations are received.

Eligibility Criteria

To be eligible, the nominee must:

- be a Chief Administrative Officer who has served or is serving in the current calendar year in an RMA member municipality
- not have previously received the R.W. Hay Award
- not be a current member of the R.W. Hay Evaluation Committee

Evaluation Criteria Considerations

The Evaluation Committee will consider:

- innovations and achievements on behalf of the municipality
- examples of exemplary service
- pursuit of education, training, and professional development
- community involvement

Nominators are encouraged to provide no more than five examples for both exemplary service and innovation categories. *Length of service and impending retirement are not evaluation factors.*

Evaluation Committee

Nominations are reviewed by a committee consisting of:

- three past R.W. Hay Award recipients
- three representatives from the Society of Local Government Managers
- one member of the RMA Board of Directors

Guidelines for Written Nomination Submission

Reasons for Nomination

Please provide a written submission of no more than 750 words outlining the reasons for nominating this candidate. Structure your submission according to the evaluation categories below:

Community Involvement

Describe the nominee's **engagement and contributions within their community**. Examples may include:

- sports and recreation leadership: participation, coaching, or organizational roles
- public service: contributions that support community well-being
- volunteer activities: charitable, civic, or grassroots involvement
- community organizations: participation or leadership in clubs, boards, or associations

Exemplary Service

Provide **up to five examples** demonstrating the nominee's exceptional service. Examples may include:

- creative or inspirational leadership
- contributions beyond normal administrative duties
- involvement in provincial organizations or professional groups
- participation in external service delivery groups

Innovations and Achievements on Behalf of the Municipality

Provide **up to five examples** highlighting the nominee's accomplishments. Examples may include, but are not limited to:

- specific achievements
- enhancements to municipal services
- municipal milestones
- innovative leadership
- council or HR relationship improvements
- new approaches or service models
- efficiency improvements
- new approaches

- new services
- new efficiencies

Education and Training

List all relevant **education, training, certifications, and professional development** completed or currently being pursued by the nominee. Examples may include:

- post-secondary education
- SLGM or CLGM certifications
- leadership or management training
- specialized municipal courses

Other Comments

Please list any other comments you feel might be relevant and merit consideration.

Form and Presentation of Award

The recipient will receive:

- a **custom-designed keepsake**, and
- A **\$2,000 cash award**

The award will be presented during the **Opening Ceremonies of the RMA Fall Convention**.

Submission of Nominations

Please refer to <https://rmalberta.com/rw-hay-award> for the most current nomination form and all important dates for the current nomination year.