



GREATER VICTORIA
CHAMBER OF COMMERCE

2019 Business Awards Award Nomination Procedure

STEP 1: NOMINATE

Deadline: 4:30 p.m. on January 23, 2019

You are entitled to nominate any member business, including your own. Please click [here](#) to complete a nomination form. Submission guidelines and a full list of awards are included below.

STEP 2: AWARD APPLICATION

Deadline: 4:30 p.m. on Friday, February 8, 2019

Upon the receipt of your nomination, The Chamber will notify nominees via email. Nominees will be asked to complete an award application. As this information is used by the judging panel, members nominated in more than one category must tailor their submissions to the specific award categories. **Generic submissions for more than one category are unlikely to be successful.**

The award application requires completion of the following items, which will be used by the judging panel to determine award winners.

- (a) Business Profile
Include a short biography of your business to provide background information for the judging panel.
- (b) Statement of Nomination
Indicate how you / your business meet the criteria for the award for which you have been nominated. Each award has different criteria, which are outlined in the list below. Please also include other noteworthy contributions and accomplishments.
- (c) Letters of Support
Nominees may provide a maximum of three letters in direct support of their nomination.
- (d) Include a copy of business license or license number.
- (e) Include your WorkSafe number.

N.B. When in doubt about which details to include, remember that when faced with applications that equally satisfy the criteria, judges will ask, “Why should this business win an award **this** year?” Highlight your business’ most recent accomplishments in your application.

STEP 3: JUDGING & NOTIFICATION

All complete submissions received by the deadline date (Friday February 8, 2019) will be forwarded to a judging panel comprised of diverse business leaders from the community. Representatives from a nominated business cannot sit on the judging panel. As a group, the panel will narrow the nominations to two finalists. At this point, a sealed ballot is received from each panel member to determine the winner. The results are not subject to appeal.

With two finalists determined, notification will be sent to all nominees as soon as possible, advising them of their status. Finalists will be asked to provide a copy of their company logo in either a .jpg or .eps format. Finalists will be contacted by film crews to film their business for promotional purposes, as well as for video presented during the awards night.

Please note: The Lifetime Achievement award is voted and judged upon by the Board of Governors and Chamber Board and the Chamber Member of the Year voted and judged by the Chamber Board.

SUBMISSION GUIDELINES

1. You are entitled to nominate any business, including your own. You are encouraged to nominate yourself for an award.
2. You do not have to be a Chamber member to be nominated, however, if you are selected as a finalist you must be a Chamber member, or join The Chamber, in order to qualify for the award.
3. 2018 winners (in any category) must take a year off, and are not eligible for nomination in 2019. Finalists from 2018 are free to re-submit nominations for 2019.
4. Finalists may receive only one award. If a business/person is a finalist for more than one award, the submission will stand for the award where the judging panel deems the business/person is strongest.
5. Award applications must be for one business only. Group applications are not eligible.

6. A separate award application must be submitted for each award for which the nominee is to be considered.
7. The Chamber may request further information based on your submission.
8. The Greater Victoria Chamber of Commerce reserves the right to limit the number of selected nominees, and/or withhold an award in any category.
9. Award applications will not be returned. Please do not include materials that you would like returned.
10. Tapes, videos or other additional information will not be accepted.
11. Staff, immediate family and current board members are not eligible to be nominated for any award other than for the Chamber Member of the Year award.

2019 Business Awards Judging Criteria

Business Leadership honours a business that:

- Provides leadership and inspiration;
- Makes a positive contribution to their business sector;
- Serves as a positive role model for other businesses; and
- Demonstrates a commitment to the community.

Innovation honours a business:

- That exemplifies successful innovation;
- Demonstrates vision in the development of new technologies, products and/or services;
- Demonstrates the ability to take risks; and
- Exhibits a commitment to the community.

Business of the Year honours a business:

- That demonstrates continual business excellence through positive business growth;
- Demonstrates a commitment to the community;
- Exemplifies superior customer service; and
- Embraces an outstanding commitment to quality.
- Divided into three separate awards based on number of employees in a business:
 - 1 – 10 Employees
 - 11 – 39 Employees
 - 40+ Employees

Non-Profit/Association of the Year honours a non-profit organization or association that:

- Is incorporated as a non-profit organization;
- Provides outstanding contributions to the community;
- Demonstrates how their service provides benefits to others and how they differentiate themselves;
- Show quantitative and qualitative results.

Chamber Member of the Year honours an engaged, passionate, and committed member (individual person, not company) who:

- Serves The Chamber through their volunteer participation on The Chamber's Board or committees or as a Chamber appointee;
- Demonstrates regular engagement at Chamber programs and events through attendance and interaction with new, prospective and existing member attendees;
- Promotes The Chamber and fosters positive relationships between The Chamber and the community;
- Is an advocate for member businesses by: doing business with member businesses personally and corporately; personally connecting members by introducing them at events or via email; and by recommending member businesses to others;
- Assists in the recruiting of new members by personally inviting businesses to join The Chamber and/or sharing referrals with staff; and
- Is a current member of the Greater Victoria Chamber of Commerce.

Outstanding Workplace of the Year honours a business that:

- Shows a commitment to a healthy work environment through practices that benefit employees physically, intellectually and/or emotionally;
- An exceptional commitment to its employees through competitive employment packages;
- A focus on workplace culture as well as employee recognition and reward programs;
- Is dedicated to providing professional development and/or advancement opportunities; and
- Shows diversity in the workplace; and
- Demonstrates their commitment to staff contributes to their success.

New Business honours a new business (3 years or less from the date of incorporation) that:

- Has achieved outstanding business performance in a short period of time;
- Demonstrates exceptional promise of continued growth;
- Serves as an inspiration for other new businesses; and
- Demonstrates a commitment to the community.

Outstanding Customer Service honours a business that:

- Demonstrates exceptional customer service;
- Serves as a role model, mentor or example of excellence to other businesses; and
- Exhibits a commitment to the community.

Can provide up to 10 testimonials from customers dated within the last 2 years.

Sustainable Business Practices honours a business that:

- Demonstrates sustainable business practices in their own operations (aside from the product or service for sale);
- Raises environmental awareness;
- Demonstrates leadership and commitment to sustainable development and energy conservation and shows how these practices benefit the regional environment; and
- Exhibits a commitment to the community.

Young Entrepreneur honours a business owner or founder under the age of 35 who:

- Has excelled in business;
- Demonstrates a commitment to the community.
- Exemplifies leadership and entrepreneurial skills; and
- Exhibits exceptional vision that contributes to business success.

Business Person of the Year honours a business person who:

- Is the founder, owner, CEO, President or Senior Executive of a company(ies)
- Exhibits business leadership and vision;
- Displays a significant commitment to the success of both his/her business and the region as a whole;
- Serves as a positive role model or mentor for other business people; and
- Demonstrates a commitment to the community.