



AWARD NOMINATION GENERAL INSTRUCTIONS

Instructions for the Nomination of an EP, EP Auditor or EPt Member

Thank you for your interest in submitting a nomination to celebrate the expertise and leadership within the environmental sector. The nomination form should take 3.5-4 hours to put together and must include the following:

1. Your relationship to the nominee.
2. In 200 words or less, tell us why you are nominating the certified member. *Estimated time to complete: 10 minutes.*
3. Submit a summary highlighting the members outstanding overall contribution to the sector and/or a project they led or contributed to over the last two years. The summary should be no more than eight pages in length and detail how they meet the criteria for the Impact Award. *Estimated time to complete: 1.5-2 hours.*
4. Comment on both the members quality of contribution to the environmental sector and the impact of their contribution using the relevant sections in the nomination form. *Estimated time to complete: 1 hour.*
5. Complete a summary of the members transferable skills and attributes. Specific examples are helpful, but not required. *Estimated time to complete: 1 hour.*
6. Member headshot and bio.

Once you have completed the nomination form in full, e-mail your submission to:
impactawards@eco.ca.

Thank you,

ECO Impact Awards Committee



AWARD NOMINATION TERMS AND CONDITIONS

Nomination Rules:

1. The member must not be nominated in any other designation category. For example, if the nominee is an EP and an EP(CEA), they cannot submit in both, but can submit as an EP or EP(CEA) and Top Employer.
2. The member or employer is not submitting the same project in any other category.
3. The member or employer is not submitting the same project that was submitted from a previous year.
4. The project must have been conducted/completed within the last two years.
5. The member submission must be supported by a minimum of two letters of support with the application form.
6. ECO Impact 2021 sponsors are not eligible for the Top EP Employer Impact Award (though their employees are eligible in the individual award categories).
7. Event speakers are not eligible for an ECO Impact Award.
8. Each member or employer submission must contain a summary of how they meet the criteria of the award, and should be no more than eight pages in length. Specific project/initiative details are required.
9. The employer submission must be supported by a minimum of two testimonials (from client, employee, etc.) with the application form.
10. If preferred, nominations can be submitted with all elements of the nomination in a single .docx or .pdf file in lieu of the file/application provided.

In your submission, please also remember to include:

1. Complete nomination form including anecdotal comments on each of the criteria
2. Summary/project description not exceeding 8-page limitation
3. Headshot and bio if nominating an individual or company bio and logo if submitting in the Top Employer category



AWARD NOMINATION EP AUDITOR, EP, EPt

Once you have completed the nomination form in full,
e-mail your submission to: impactawards@eco.ca.

1. NOMINATOR DETAILS (the person filling out the submission form)

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Date of Submission	Relationship to Applicant
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. NOMINEE DETAILS (the person being nominated for the award)

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Job Title	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to Applicant	<input type="text"/>	

3. THIS SUBMISSION IS FOR THE FOLLOWING IMPACT AWARD (select the box that applies)

- EP
- EPt
- EP Auditor - EP(EMSLA) or EP(CEA)

Nomination tips: For a strong submission, be sure to complete all responses thoughtfully and completely. Highlight the nominee's unique contributions to the profession.

4. REASON FOR NOMINATION

Why are you submitting a nomination for this individual?

5. SUMMARY OF CONTRIBUTION

Include your response as a .docx or .pdf file and attach it to your nomination.

Highlight the nominee's outstanding overall contribution to the sector and/or a particular project throughout the last year. The submission summary should be no more than 8 pages in length and detail how they meet the criteria for the Impact Award.

6. IMPACT ON SUCCESS

Please elaborate how the nominee performs where the following deliverables are concerned. Record this information in the subsequent 'Considerations/Comments' sections.

Quality of Contribution

Describe the quality of the nominee's contribution to the sector/a particular project. Keep the following points in mind for your response:

- Innovation, uniqueness and ground-breaking action
- Technical complexity
- Outstanding achievement in the environmental sector

Considerations/Comments

Impact of Contribution

Describe the nominee’s direct impact on the environmental sector, whether as a whole or provide an example from a particular project. Keep the following points in mind for your response:

- How the nominee’s work or project has contributed to a particular community, group, or initiative
- How the nominee’s contributions have improved the quality of life/work
- How the nominee’s contribution has positively impacted environmental protection, enhancement and/or sustainable development initiatives

Considerations/Comments

7. TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES

For the individual you are nominating, please complete a summary of their transferable skills and attributes according to the categories below.

In less than 200 words describe how the nominee upholds the following attributes related to **Professional Ethics and Work Style** (on the following page). Keep the following points in mind for your response:

- How the nominee demonstrates professional and ethical conduct such as trust, integrity, confidentiality and discretion during the conduct of all work activities
- How the nominee demonstrates attention to detail to ensure the thoroughness and accuracy of work results

In less than 200 words describe how the nominee upholds the following attributes related to **Learning and Creativity**. Keep the following points in mind for your response:

- How the nominee continuously pursues personal learning and development opportunities to promote professional growth and development
- How the nominee uses creative approaches to develop innovative ways of working, new designs and technologies, and cost-effective solutions to technical and business challenges



In less than 200 words describe how the nominee upholds the following attributes related to **Communicating Effectively**. Keep the following points in mind for your response:

- How the nominee prepares clear, well-formatted reports and other written communications that meet established protocols and are appropriate to the target audience
- How the nominee conveys technical information accurately, clearly and concisely, interpreting it appropriately and effectively for the target audience

In less than 200 words describe how the nominee upholds the following attributes related to **Critical Thinking and Judgement**. Keep the following points in mind for your response:

- How the nominee performs an objective and thorough analysis of information and data from multiple sources
- How the nominee distinguishes between facts, inferences and assumptions to establish the quality of the information collected and the reliability of its source

This section is for EP/EP Auditor nominations only. If nominating for EPt, skip to section 8.

Describe how the nominee upholds the following attributes related to **Leading and Influencing Others**. Keep the following points in mind for your response:

- How the nominee builds consensus and commitment to the team mandate, vision, goals, roles, responsibilities and processes
- How the nominee effectively manages the work of others, including project teams, working groups and contractors
- How the nominee facilitates solutions to barriers that affect individual, team and project performance
- How the nominee identifies the individual and/or team competencies that are required to accomplish work/project objectives and deliverables
- How the nominee mentors peers and team members to facilitate their technical competence and on-going professional development
- How the nominee creates an environment that promotes innovation, creativity and entrepreneurial thinking within the organization
- How the nominee navigates effectively through political and organizational complexities to avoid or overcome potential barriers to successful completion



8. NOMINEE'S BIOGRAPHY

Attach in submission email.

8. NOMINEE'S HEADSHOT

Attach in submission email.