



Thomas L. Everett

AWARDS OF EXCELLENCE

★ Thomas L. Everett, a highly respected municipal administrator and one of the founding fathers of the Association of Municipal Administrators of New Brunswick (AMANB), is the patron for this award that recognizes the exceptional achievement of a person who has shown distinctive leadership in local government administration in New Brunswick or who has made a significant contribution in the field of local government administration by writings or other endeavours.

The award pays tribute to local government employees whose career exhibits the highest standard of excellence, dedication, and accomplishment. It seeks to provide recognition of an outstanding individual and to underscore the need for creative, highly motivated, and skilled individuals in the local government sector. The award recognizes outstanding contributions to local government as a result of any single or sustained exceptional public service deed.

ELIGIBILITY REQUIREMENTS

The award is open to current or former members of the AMANB. The nominee must have a minimum of 10 years as a member of the AMANB and be (or have been) a member in good standing.

Executive members of the AMANB are not eligible to receive the award while holding office on the Board of the AMANB.

Service in any field of local government administration, including work of an administrative or professional nature, is considered relevant.

NOMINATION RULES AND GUIDELINES

1. Nominations may be in French or English, in electronic format, and submitted prior to April 15th of that particular year.

2. Nominations must include the following elements:

- Nomination Letter – a cover letter including the name, address, telephone number, and organization of both the nominee and nominator(s).
- Biography – a brief summary (not more than three pages) of the nominee's educational background, positions held, civic and professional involvement, and other relevant information.
- Accomplishments – a narrative based on the selection criteria for the award (not exceeding five pages) explaining the basis for the nomination that, in the opinion of the nominator(s), qualifies the nominee for the award with such supporting evidence as they may wish the Selection Committee to consider.
- References – letters of support for the nomination, which must include at least three from the following list:
 - member (or all) of the Council for the municipality for which the nominee is employed
 - employee of the nominee if he/she is a CAO or Manager (if not, an employee of the same municipality)
 - peers
 - member of the AMANB
 - business leader or community member from New Brunswick not employed by the nominee's municipal unit
 - employee of the provincial department responsible for local government

The Selection Committee will make its judgement solely on the basis of the information received and will not seek additional information about the nominee. It will, however, follow up with the nominator should one of the four elements from the nomination package be missing.

3. A minimum of 85 points is required to receive the Award of Excellence. The individual with the highest score will receive the award for that particular year at the Annual Conference and, in the case of a tie, two awards will be bestowed.

Nominations with a score of 85 and above that were not selected for that particular year will be kept and considered in the following year. The nominators will be contacted and provided an opportunity to update the submission.

4. Nominations received will be reviewed by the Selection Committee consisting of:

- President of the AMANB (Chair)
- Past-President of the AMANB (Vice-Chair)
- One (1) representative from the Government of New Brunswick's department responsible for local government
- Two (2) representatives from the municipal sector representing both linguistic groups
- Executive Director who shall serve as Secretary (non-voting member)

5. Members of the Selection Committee shall not be eligible for nomination or to nominate individuals.

6. All nominee information submitted will be kept strictly confidential unless the nominee is selected to receive the award.

SELECTION CRITERIA

Recipients of the award will have demonstrated unusual distinction in the following five categories:

- Leadership Skills
- Innovation and Creativity
- Accomplishments and Impact on Public Service
- Professional Development and Best Practices in Local Government Administration
- Participation in the AMANB

Leadership Skills

The nominee exhibits an exceptional level of professionalism and leadership in their discipline by:

- **Engagement:** Engaging people, organizations, and partners in developing goals, executing plans, and delivering results. They collaborate with key players, mobilize teams, communicate clearly and concisely, and invest time and energy to engage all stakeholders. They use their negotiation skills and adaptability to encourage recognition of shared concerns, support collaboration, and influence the success of outcomes.
- **Management Excellence:** Delivering results by maximizing organizational effectiveness and sustainability. They ensure that people have the support and tools they need and that the workforce as a whole has the capacity to meet current and long-term organizational objectives. They align people, work, and systems with the corporate strategy to harmonize how they work and what they do. The nominee must demonstrate an outstanding ability to communicate effectively with Council, staff, the public, and government stakeholders to plan, prepare, and deliver information; and establish and maintain a positive rapport with all parties.
- **Integrity and Respect:** Ensuring integrity in personal and organizational practices. They build respectful, diverse, and inclusive environments where transactions and decisions are transparent and fair. They hold themselves and their organizations accountable for their actions.
- **Strategic Thinking:** Advising and planning based on analysis of issues and trends and how these link to the responsibilities, capabilities, and potential of their organization. They scan an ever-changing, complex environment in anticipation of emerging issues and opportunities. They develop well-informed advice and strategies that are sensitive to the various needs of multiple stakeholders and partners.

Innovation and Creativity

The nominee demonstrates a strong commitment to developing and incorporating innovative practices in local government administration. He/she exhibits versatility in responding to needs and day-to-day activities; including problem solving, development, and the demonstration of an exceptional ability to affect and adapt positively to change. The nominee promotes improvement in local government administration and community through their initiatives and accomplishments.

Accomplishments and Impact on Public Service

The Award of Excellence rewards continued success in a wide range of accomplishments related to local government through writings or other endeavours. The nominee's achievements should show evidence of growth and increased scope over the years.

The nominee is held in high regard by their municipality, peers, and community. He/she has an ethical standard beyond reproach and goes above and beyond in their dedication and service to others, in addition to devoting time and energy to making a positive difference to their profession and community. The individual demonstrates continuous involvement in their community through participation in volunteer groups and/or local initiatives.

Professional Development and Best Practices in Local Government Administration

The nominee demonstrates a commitment to remaining up to date on legislation, policy, and best practices related to local government administration. He/she remains current by participating in professional developmental opportunities on a regular basis.

The nominee demonstrates a broad range of skills and is involved in a variety of activities that enhance and promote the values, skills, and knowledge base of local government.

Participation in the AMANB

- **Membership:** The nominee must have a minimum of 10 years as a member of the AMANB and be (or have been) a member in good standing.
- **Contributions:** The nominee has contributed to the AMANB through participation on committees, the Board of Directors, and/or the Executive.
- **Involvement and Promotion:** The nominee has demonstrated commitment and dedication to the AMANB through his/her involvement in a variety of capacities. The nominee promotes membership in the AMANB and the profession of local government administrators.

Download the Evaluation Form in PDF Format

EVALUATION

	Points	Maximum Points
Leadership Skills:		
• Engagement		5
• Management Excellence		5
• Integrity and Respect		5
• Strategic Thinking		5
Innovation and Creativity		20
Accomplishments and Impact on Public Service		20
Professional Development and Best Practices in Local Government Administration		20
Participation in the AMANB:		
• Membership		5
10-15 years = 1 16-20 years = 2 21-25 years = 3 26-30 years = 4 31+ years = 5		
• Contributions		10
Committee Participation = 2 Board of Directors = 3 Executive = 3 President = 2		
• Involvement and Promotion		5
<i>Total =</i>		<i>100</i>
A minimum of 85 points is required to receive the Award of Excellence.		