

Application and Evaluation Criteria – E.A. Danby Award Program

Background

With a vision of being the leading organization in fostering, promoting and sustaining excellence in municipal management and administration in Ontario, AMCTO's mission, as set out in its Strategic Plan, is "to provide professional development, engagement opportunities, advocacy and leadership in the sector which strengthens and supports the capabilities and performance of municipal professionals." By recognizing outstanding achievements, through innovations which result in the improved delivery of programs and services, within the municipal sector and promoting these achievements through an award program, the Association is helping to achieve its mission.

The objective of the E.A. Danby Award is to recognize and honour municipalities that have demonstrated outstanding achievement through innovation with respect to municipal management activities or practices implemented for the purpose of delivering improved municipal programs and services.

This award has been named to recognize the significant achievement of AMCTO's first President, E.A. Danby who was instrumental in establishing the Association and its commitment to improvements in municipal government through education, training and knowledge sharing.

The E.A. Danby Award is a tiered award program focusing on the three broad categories of municipal finance, municipal administration and the implementation of legislation. Awards may be presented to one municipality for each of these three broad categories within each of the following two tiers:

- Municipalities with a population of less than 20,000;
- Municipalities with a population of 20,000 or more.

Application Criteria

Applications may be submitted by any Ontario municipality wishing to be recognized for its use of innovative approaches in the delivery of municipal programs and services. The term "innovation" is interpreted broadly to include any new or creative approach affecting the delivery of municipal programs and services and could include:

- The introduction of innovative revenue enhancement programs or cost savings programs;
- Innovative customer service or citizen outreach programs;
- Innovative methods to improve the delivery of a particular service to the community or to a particular segment of the community;
- Innovative collaborations with other municipal departments, municipalities or government agencies to deliver services more efficiently or effectively.

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Application Parameters

In preparing an application, a municipality should ensure that the submission adheres to the following parameters:

- Only one application may be made for each project, program or service to be considered. However, municipalities may make separate submissions for more than one project, program or service within a given year.
- Projects, programs or services identified must have been predominantly implemented prior to the application deadline.
- Applications submitted must be able to demonstrate a tangible and measurable benefit to the municipality and/or its residents.
- Applications are to be accompanied by a completed electronic application form (prescribed by the Association) which can be found on the Association's website.
- Applications are to be submitted electronically to the Association by no later than **4:00 p.m.** on **May 1st** of each year. Late submissions may not be considered.

Evaluation of Applications

All applications received by the Association will be reviewed and evaluated by the AMCTO Awards Committee. The Awards Committee will assign each application received to one of the three broad award categories.

During the review and evaluation process, the Awards Committee will consider:

- The extent to which the application identifies innovative features;
- The degree of improvement to the delivery of municipal programs or services;
- The demonstrated tangible benefits to the municipality and/or its residents;
- The potential for the innovation to be applied to other municipalities.

Upon completion of the review and evaluation process, the Awards Committee may:

- Identify one municipality within each tier and category to be awarded an E.A. Danby Award;
- Identify one or more municipalities within each tier and category which should be awarded an Award of Merit for their application.

The Awards Committee may, in any given year, choose not to award the E.A. Danby Award and/or Awards of Merit within any specific category or tier.

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Presentation of Awards

The successful recipients of the E.A. Danby Award will be notified and invited to attend the awards presentation held in conjunction with the Association's Annual General Meeting and Professional Development Institute. For recipients of the E.A. Danby Award, a representative of the recipient municipality will be asked to make a brief presentation describing the award-winning initiative and its results.

Following the awards presentation, arrangements will be made for a separate presentation of the Award or Certificate of Merit to the Head of Council for each winning municipality. A profile of the municipality and the specific project, program or service will also be included in one or more of the following AMCTO communications:

- The Association's *Municipal Monitor* publication;
- AMCTO's *Pillars of Achievement* document;
- An AMCTO press release.