



Policy on Institute Awards

Effective Date: May 2023

1. Purpose and Scope

The purpose of this policy is to outline the rules governing Institute Awards, in accordance with Institute Bylaw 26.

Gold Medal Award

2. Nominations for the Gold Medal Award

Nominators Any individual, group or organization in Canada may nominate any eligible person or persons. In even-numbered years, the gold medal is for achievement in a field other than pure or applied science, and in odd-numbered years, the gold medal is for achievement in the field of pure or applied science.

(BOD May 2023)

Previous Nominations Previous nominations for this award may be resubmitted.

Documentation Nominations, submitted in triplicate, must include:

- a) a concise summary, in non-technical language, of the nominee's achievement, including its significance and value to society;
- b) evidence of the nominee's qualifications, such as a paper or papers, a complete curriculum vitae including education, research, publication and work history, and the signatures, addresses and positions of at least two (2) qualified references.

Nominations must not exceed ten (10) pages. As supporting documentation will not be returned, original publications should not accompany the nominations. A list of publications is acceptable.

Nominations must be securely enclosed in two (2) wrappers or envelopes. For acknowledgment purposes, the outer wrapper or envelope must enclose a statement giving the names and addresses of the nominators. The inner wrapper or envelope must be sealed and clearly marked "Confidential", "Nomination for the (year) award of a Professional Institute Gold Medal".



Nominations, submitted by registered mail or by courier, must be addressed to, and received by, the Executive Secretary, The Professional Institute of the Public Service of Canada, no later than April 15 of the year in which the award may be made.

Late Submissions Submissions received after the deadline shall not be accepted and shall be returned to the nominators.

3. Panel of Judges for the Gold Medal Award

The evaluation of submissions shall be made by a Selection Panel comprising individuals not eligible for the award. The President's office will submit a letter of interest to various President's and Vice-Chancellor's of various Canadian Universities to serve on the Selection Panel.

(BOD May 2023)

4. Nature of the Gold Medal Award

The Gold Medal Award shall consist of a 14K gold medal engraved with the Institute logo.

In the event a group wins this medal, only one (1) medal, suitably engraved, will be presented. Each member of the group will receive a certificate and a suitable replica of the medal.

5. Number of Gold Medal Awards

A medal will not be awarded if, in the opinion of the panel, no submission worthy of an award has been received.



Life Membership Award

6. Nominations for the Life Membership Award

Nominators At least six (6) members in good standing may nominate any eligible member.

Nominations must be on the prescribed form and include:

- a) a list of the nominee's service to the Institute, including dates;
- b) a summary of the nominee's accomplishments, and
- c) a brief citation for use if and when Life membership is conferred.

Nominations must be addressed to, and received by, the Executive Secretary of The Professional Institute of the Public Service of Canada, no later than twelve (12) weeks prior to the Annual General Meeting for consideration in that year.

7. Panel of Judges for the Life Membership Award

The Executive Committee shall appoint a panel of three (3) judges consisting of Past Presidents, Past Vice -Presidents and Life membership award members in good standing with the Institute. The panel's decision shall be reported to the Board and to the nominators no later than the last Friday of September, as part of the report a review should be done by membership sections and General Counsel to ensure there are no outstanding issues with the proposed recipients. In the case of a negative decision, the reasons for the negative decision shall also be communicated to the nominators. The panel's decision shall be based on the most recent criteria approved by the Board of Directors plus any applicable by-laws and policies.

(BOD May 2023)



**8. Nature of the
Life Membership
Award**

The award shall consist of:

- a) a Life Membership certificate and
- b) cancellation of fees payable by the member or, if remitted to the Institute by compulsory payroll deduction, refunded to the member within a reasonable time.

Life Membership and the cancellation or refund of fees payable by the member requires approval of the Board of Directors.

Life Members shall be granted membership in one (1) of the categories listed in By-Law 6 Categories of Membership. When appropriate, the Institute shall determine the category of membership to be granted.

**9. Number of Life
Membership Awards**

A Life Membership Award will not be awarded if, in the opinion of the panel, no submission worthy of an award has been received.

To maintain the prestige and importance of this award the awards panel should try to limit the number of recipients on an annual basis.

(BOD May 2023)

**10. Presentation of
Life Membership
Awards**

The Life Membership Award (s) shall normally be presented at an Annual General Meeting.



The Professional Institute
of the Public Service
of Canada

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de la fonction publique
du Canada

Institute Service Award



11. Nominations for the Institute Service Award

Nominators Any five (5) members in good standing may nominate any eligible member or employee.

Nomination papers must be on the prescribed form and include:

- a) a list of the nominee's services to the Institute, including dates
- b) a summary of the achievements of the nominee, and
- c) a brief citation for use if and when the award is presented.

Nominations must be addressed to, and received by, and Executive Secretary of The Professional Institute of the Public Service of Canada, no later than twelve weeks prior to the Annual General Meeting for consideration in that year.

12. Panel of Judges for the Institute Service Award

The Executive Committee shall appoint a panel of three (3) judges consisting of Past Presidents, Past Vice-Presidents, and Life membership award members in good standing with the Institute. The panel's decision shall be reported to the Board and to the nominators no later than the last Friday of September, as part of the report a review should be done by membership sections and General Counsel to ensure there are no outstanding issues with the proposed recipients. In the case of a negative decision, the reasons for the negative decision shall also be communicated to the nominators. The panel's decision shall be based on the most recent criteria approved by the Board of Directors plus any applicable by-laws and regulations.

(BOD May 2023)

13. Nature of Institute Service Award

The Institute Service Award shall consist of a plaque.

14. Number of Institute Service Awards

An Institute Service Award will not be awarded if, in the opinion of the panel, no submission worthy of an award has been received.

15. Presentation of Institute Service Awards

The Institute Service Award(s) shall normally be presented at an Annual General Meeting.



Citation Certificate Award

**16. Nominations for
the Citation
Certificate Award**

Nominators At least two (2) members in good standing may nominate any eligible member or employee.

Nominations must be on the prescribed form and include:

- a) details of the nominee's service to the appropriate governing body or to the Institute as a whole, and
- b) a brief citation for use when a Citation Certificate is presented.

Nominations must first be forwarded to the appropriate constituent body or consultation team for comment and recommendation, following which they are to be forwarded to the Executive Committee of The Professional Institute of the Public Service of Canada, for due processing. A review should be done by membership sections and General Counsel to ensure there are no outstanding issues with the proposed recipients. The appropriate constituent body for Group or Sub-Group activities is the Group. The appropriate constituent body for Region or Branch activities is the Region. The appropriate constituent body for other activities is the Institute's Executive Committee.

(BOD May 2023)

**17. Nature of the
Citation Certificate
Award**

The Citation Certificate Award shall consist of a Citation Certification signed by an officer of the appropriate constituent body, committee, or consultation team, and, if applicable, the President.

**18. Number of
Citation Certificate
Awards**

There shall be no limit to the number of Citation Certificates that may be presented in any one (1) year.

**19. Presentation of
Citation Certificate
Awards**

Only members may present Citation Certificates to nominees.

President's Achievement Award



**20. Nominations for
the President's
Achievement Award**

Nominators: At least three (3) persons may nominate any eligible person.

Nominations not exceeding 1200 words, must be on the prescribed form and include:

- a) a summary, in non-technical language, of the nominee's achievement, including dates, its significance and value to the profession and/or professionalism; and
- b) evidence of the nominee's qualifications, such as paper or papers, and relevant work history, and the names, addresses and positions of at least two (2) references qualified in the nominee's profession.
- c) achievements within the previous two (2) years will be given greater weight in the selection process.
- d) The nominators may prepare a brief citation (optional and not included in the word count) that may be used if and when the President's Achievement Award is presented.

As supporting documentation will not be returned, original publications should not accompany the nominations. A list of publications is acceptable.

Nominations must be addressed to, and received by, the Executive Secretary, The Professional Institute of the Public Service of Canada, no later than twelve (12) weeks prior to the Annual General Meeting for consideration in that year.

Late Submissions: Submissions received after the deadline will not be accepted and nominators shall be so advised.

Previous Nominations Previous nominations for this award may be resubmitted.



**21. Panel of Judges
for the President's
Achievement Award**

The Executive Committee shall appoint a panel of three (3) judges consisting of Past Presidents, Past Vice-Presidents and Life membership award members in good standing with the Institute. No later than the last Friday of September, the Panel shall make recommendations to the President who shall make the final selection, as part of the report a review should be done by membership sections and General Counsel to ensure there are no outstanding issues with the proposed recipients. In the case of a negative decision, the reasons for the negative decision shall also be communicated to the nominators. The panel's recommendation shall be based on the most recent criteria approved by the Board of Directors plus any applicable by-laws and regulations.

(BOD May 2023)

**22. Nature of the
President's
Achievement Award**

The President's Achievement Award shall consist of a plaque engraved with the Institute logo.

**23. Number of
President's
Achievement
Awards**

An award will not be awarded if, in the opinion of the panel, no submission worthy of an award has been received.

**24. Presentation of
the President's
Achievement Award**

The President's Achievement Award shall normally be presented at the Institute AGM.



Honorary Membership Award

25. Nominations for the Honorary Membership Award

Nominators At least five (5) members may nominate a person for Honorary Membership.

Nominations must include:

- a) a list of the nominee's service to the Institute, and
- b) a brief citation to be used if and when Honorary Membership is conferred.

Nominations shall be forwarded to the Board of Directors of The Professional Institute of the Public Service of Canada, for due processing.

(BOD May 2023)

26. Nature of the Honorary Membership Award

The Honorary Membership Award shall consist of a certificate signed by the President and presented by the Board to the recipient. Honorary members shall not be charged any fees.

27. Number of Honorary Membership Awards

There shall be no limit to the number of recipients of Honorary Membership in any one (1) year.

28. References

PIPSC Bylaw 26
