

CELEBRATING AND RECOGNIZING EXCELLENCE IN BUSINESS



Since 1955, Whitby has had the distinct pleasure of honouring outstanding accomplishments in the community. This tradition continues with publicly recognizing local businesses that have demonstrated a passion for excellence, a commitment to their community and a strong entrepreneurial spirit. The Whitby Chamber of Commerce (WCC) is pleased to present the Peter Perry & Business Achievement Awards.

The awards will be presented at a prestigious gala dinner and awards ceremony hosted at Deer Creek Golf & Banquet Facility on Thursday, November 15, 2018.

BUSINESS ACHIEVEMENT AWARDS EVALUATION PROCESS

- Nominations are submitted to the WCC office and are reviewed for eligibility.
- Nominations may be submitted by individuals and/or businesses, including self-nominations.
- Both nominators and nominees will be contacted by telephone, by a representative from the Whitby Chamber of Commerce, providing information about the nomination process next steps, including details of the required submission packages.
- The evaluators for the Business Achievement Awards are comprised of past WCC Presidents and current committee chairs reporting to the board. The WCC facilitates the process only, and does not participate in the scoring or determination of finalists or winners.
- The evaluators' individual decisions remain confidential, independent and without any external influence. Evaluators review the submission packages individually to score via documented rubric for each category, and then meet for consensus scoring to determine the finalists and winner.
- In the case where an evaluator is also a nominee, they will be removed from the panel for that year and another evaluator will be identified from past Presidents or WCC committee chairs reporting to the board.
- If required, the evaluators can develop a short-list of possible finalists and request interviews to gather additional information.

GENERAL INFORMATION

- Awards in each category are not necessarily presented annually. If there are insufficient qualified nominees to meet a minimum of three nominees per category, the decision to not present an award is at the discretion of the evaluators.
- The evaluators decisions are based on information provided by the person making the nomination, a submission package provided by the nominee and possibly an interview (if requested by the evaluators).
- The review of the nominations is completely independent of the Chamber and the decisions of the judges are final. The final decisions will remain confidential until the evening of the awards gala.
- Finalists will be chosen and invited to attend the awards gala evening.



- All nominees must be, and continue to be throughout the process, a WCC member in good standing.
- A prior winner of a category is not eligible to win in the same category for three years.
- Receiving a business achievement award is not meant as a business endorsement by the Chamber.

SUBMISSION DETAILS

Produce a minimum of three packages in an addressed envelope clearly marked:

Peter Perry & Business Achievement Awards Nominations

To:
Whitby Chamber of Commerce
209 Dundas St. E., Unit B4
Whitby, ON | L1N 7H8

DEADLINE FOR NOMINATIONS IS 5 P.M. ON MONDAY, JUNE 25

DEADLINE FOR SUBMISSION PACKAGES IS 5 P.M. ON WEDNESDAY, SEPTEMBER 5

The package provided by the nominees should take into consideration providing data to demonstrate the criteria outlined in this document, for **each** of the categories for which they've been nominated.

The following information along with a completed submission form is highly recommended:

- Highlight community involvement, including names of groups and organizations, special projects and achievements.
- Applicable supporting materials such as relevant company literature, marketing pieces and annual report.
- Clear, concise submissions prepared jointly by the nominator and nominee are most effective.
- Packages with additional data that does not support the criteria is frowned upon.

Please note: packages provided for submission will not be returned; and **electronic submissions will not be accepted.**

AWARD CATEGORIES

In addition to the submission details above, the following criteria is provided to evaluators in a rubric to evaluate the individual submissions.

Please note: this does not require a large package be submitted, but fulsome enough to address each aspect of the award criteria.

Business Achievement Awards

Three distinct categories:

- **1-15 Employees**
- **16-49 Employees**
- **50+ Employees**

This award is presented for business excellence in any type of **for-profit business or service**; but is evaluated based on key principles and criteria below. These business awards celebrate and recognize businesses based on number of employees.

Please note: “employees” is defined as full-time or part-time (full-time equivalent). Students and volunteers are not included in the calculation of categories.

CRITERIA

- **Leadership and Business Management:** demonstrated through business results i.e. per cent of growth, customer base growth, industry standing etc.; in addition to interactions with customers, employee management (support, mentorship, engagement), community and entrepreneurial business spirit.
- **Outstanding Customer Service:** demonstrated by examples of customer satisfaction, practices, measurement and orientation i.e. customer service testimonials.
- **Continuous Improvement:** demonstrated through the ongoing management of continuous improvement, processes, quality control and the development of social responsibility programming.
- **Community Engagement:** demonstrated involvement in the community through WCC membership, active participation in other local activities and associations throughout the Durham Region including volunteerism, staff involvement and leadership in community affairs.
- **Achievements:** affiliation with professional organizations and experienced recognition and/or awards from organization or partners.
- **Environmental Efforts:** visible signs of environmental responsibility and sustainability, including supporting staff involvement in local ‘green’ efforts.

Not-for-Profit Organization of the Year

This award is presented to any type of **not-for-profit organization** excelling in its field (includes post-secondary educational facilities, associations and registered charities); but evaluates based on key principles and criteria below. It celebrates organizational excellence and community engagement.

CRITERIA

- **Not for Profit Attributes:** demonstrated objectives and program effectiveness; demonstrated budget management and future-planning.
- **Leadership and Business Management:** demonstrated through business results i.e. per cent of growth, customer base growth, industry standing etc.; in addition to interactions with customers, employee management (support, mentorship, engagement), community and entrepreneurial business spirit.
- **Outstanding Customer Service:** demonstrated by examples of customer satisfaction, practices, measurement and orientation i.e. customer service testimonials.
- **Continuous Improvement:** demonstrated through the ongoing management of continuous improvement, processes, quality control and the development of social responsibility programming.
- **Community Engagement:** demonstrated involvement in the community through WCC membership, active participation in other local activities and associations throughout the Durham Region including volunteerism, staff involvement and leadership in community affairs.
- **Achievements:** affiliation with professional organizations and experienced recognition and/or awards from organization or partners.
- **Environmental Efforts:** visible signs of environmental responsibility and sustainability, including supporting staff involvement in local 'green' efforts.

Todd Skinner Young Entrepreneur of the Year Award

This award recognizes a young business person 40 years of age or younger. It celebrates their entrepreneurial spirit and capabilities and is evaluated based on key principles and criteria below.

CRITERIA

- **Leadership and Business Management:** demonstrated entrepreneurial business spirit, business management and innovation of their product or service.
- **Outstanding Customer Service:** demonstrated by examples of customer satisfaction, practices, measurement and orientation.
- **Community Engagement:** demonstrated involvement in the community through WCC membership, active participation in other local activities and associations throughout the Durham Region including volunteerism, staff involvement and leadership in community affairs.
- **Career and Business Achievements:** highlighting the pivotal moments along their new business journey, including business accomplishments and professional development.
- **Employee and Partner Relations:** demonstrated employee management and enthusiasm, and engagement within strategic partners.

Business Person of the Year Award

This award celebrates the extraordinary business achievements of a business owner in the Durham Region and is evaluated based on key principles and criteria below.

CRITERIA

- **Leadership and Business Excellence:** demonstrated leadership capabilities that distinguishes this individual, focuses on business spirit, ongoing business management and workplace innovation.
- **Outstanding Customer Service:** demonstrated by examples of customer satisfaction, practices, measurement and orientation.
- **Community Engagement:** demonstrated involvement in the community through WCC membership, active participation in other local activities and associations throughout the Durham Region including volunteerism, staff involvement and significant leadership in community affairs.
- **Career and Business Achievements:** highlighting the pivotal moments along their career and business journey, including business accomplishments, professional development and recognition by community partners.
- **Employee and Partner Relations:** demonstrated employee management, mentorship, development and enthusiasm, and engagement within established strategic partners.
- **Corporate Social Responsibility:** visible signs of environmental responsibility and sustainability, a commitment to diversity, mentorship including supporting staff involvement in related efforts.

New Business of the Year Award

This award recognizes a new business owner operating within the past three years, with demonstrated excellence and extraordinary business achievement in the Durham Region; but is evaluated based on key principles and criteria below.

CRITERIA

- **Leadership and Business Excellence:** demonstrated leadership capabilities that distinguishes this owner and organization, focuses on business spirit, exceptional business management and workplace innovation.
- **Outstanding Customer Service:** demonstrated by examples of customer satisfaction, practices, measurement and orientation.
- **Community Engagement:** demonstrated involvement in the community through WCC membership, active participation in other local activities and associations throughout the Durham Region including volunteerism, staff involvement and significant leadership in community affairs.
- **Business Achievements:** highlighting the pivotal moments along their business journey, including business accomplishments and recognition by community partners.
- **Employee and Partner Relations:** demonstrated employee management, mentorship, development and enthusiasm, and engagement within established strategic partners.
- **Corporate Social Responsibility:** visible signs of environmental responsibility and sustainability, a commitment to diversity, mentorship including supporting staff involvement in related efforts.

Business Achievement Award Nomination Form

AWARD CATEGORY:	
BUSINESS SIZE:	
NOMINEE COMPANY NAME:	
FULL NAME OF NOMINEE:	
TITLE OF NOMINEE:	
PHONE:	
EMAIL:	
BUSINESS ADDRESS:	

FULL NAME OF NOMINATOR:	
PHONE:	
EMAIL:	

Nominee:

I, the undersigned, do hereby agree to being nominated for a Whitby Chamber of Commerce Business Achievement Award.

If selected as a finalist or winner, I understand my name and likeness as well as company logo may be used in media or promotional materials in perpetuity.

Signed: _____ Date: _____

Nominator:

I hereby nominate the above individual/company for the aforementioned awards and declare this information to be true and accurate to the best of my knowledge.

Signed: _____ Date: _____