

# 34<sup>TH</sup> ANNUAL BUSINESS EXCELLENCE Awards

## **Overview**

2021 Business Excellence Awards nominations are received for the business and individual awards between June 1 - 30, 2021. This is where we ask you (the experts), to let us know who the exceptional businesses, not-for-profit organizations and community leaders in our community are.

You do not need to be a Chamber member to nominate a business, organization or individual.

A business does not need to be a Chamber member to be nominated or win.

Nominations are not accepted from the Penticton & Wine Country Chamber of Commerce staff.

The Business Excellence Awards Selection Committee (BEA) is made up of ten volunteer business and community leaders selected by the Penticton Chamber staff.

## **Nomination Process**

Once an individual and/or business is nominated for an award category their nomination is reviewed by the Chamber team to ensure they are eligible.

Nominees that meet the [general award criteria](#) will receive a phone call letting them know they have been nominated and confirming correct email. The nomination package includes an acceptance letter and nominee questionnaire specific to their award category in which they were nominated.

Once the nominee has accepted the nomination and signed the letter of authorization, they are responsible for completing the nomination package and returning to the Chamber by July 7, 2021.

The official list of nominees is presented to the selection committee to review and let the Chamber know if they have a conflict with any of the nominees.

The nominee's packages are kept confidential and only presented to the judges reviewing that award category.

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## **Judging Panel Process**

The Selection Committee is comprised of 8 business and community leaders, 2 Chamber Board of Directors and 2 alternate judges (2020 judges) who volunteer their time to support the selection process. The Selection Committee is chosen by Penticon Chamber of Commerce staff.

Members of the Selection Committee are asked to review, sign and return a confidentiality agreement to the Chamber.

If for any reason a judge is unable to continue with the selection process, we will ask one of our alternate judges to step in.

Judges only have access to their award category nominees.

Judges work in teams of two, and are assigned two award categories to judge.

The judges are provided a Judging Criteria & Matrix used to score and rank the nominees.

It is important to keep the criteria in mind at all times and they are asked to refer to the criteria descriptions in their package. The co-judges' discussion and connection is a vital part in selecting the finalists in each award category.

Supporting material such as media clips and reference letters only adds to the authenticity of the nominee and does not give more weight to the nomination rating.

We encourage the judges to visit social pages, websites, google reviews to learn more about the nominee's business.

Judges are to remain objective and to advise Chamber staff if they have a conflict of interest with the nominees and/or co-judge.

Judges are asked to review the submissions received, using their notes, award criteria and judging matrix they get to work to determine the top 3 finalists in each award category.

Award category finalists were announced at a media launch at Total Restoration Services.

Judges then conducted interviews with the finalists either in person or via zoom to learn more.

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Judges score each finalist based on the criteria of the specific award category and at the end of the process hand the results to the Chamber in confidence.

The judge's decisions are final and remain confidential.

The results remain top secret (between the Chamber and award category judges) until the time of the awards gala.

The 2021 Award Winners were announced at the 34<sup>th</sup> Annual Business Excellence Awards, Friday, November 19<sup>th</sup>, 2021.

## Important Dates

- June 1 Nominations Open
- June 30 Nominations Close
- July 8 Judging Criteria Review Q&A
- July 9 BEA Nominees Announced
- July 14 Receive nominee packages for review
- Aug 9 Last day to turn in award category finalists
- Aug 11 Chamber announces award category finalists
- Aug 12-Sept 12 Finalist Interviews
- Sept 13 Last day to turn in with award category winners and runners up
- Oct 2 Business Excellence Awards – Starry Nights (moved to November 19 due to Covid-19 restrictions)