



MAYOR'S AWARD NOMINATION FORM

AWARD FOR EMPLOYERS - VOLUNTEER POSITIONS

Nomination Procedure:

1. Complete all applicable items in Section A and Section B, below.
2. Section C describes the purpose of the Mayor's Awards and the history of the Award for Employers - Volunteer Positions.
3. Attach this page (Page 1) to the nomination details that you will provide according to the instructions in Section D.
4. **The deadline for receipt of nominations is Friday, March 3, 2017.**

Send your nomination by mail, Email or FAX to:

Mail: Carissa Lamoureux
Accessibility Advisory Committee
Community Services
P.O. Box 2359
8th Floor, CN Tower
Edmonton, AB T5J 2R7

Phone: 780-496-4910

Fax: 780-577-3525

Email: Carissa.Lamoureux@edmonton.ca

5. The AAC will contact all nominees by Email or by letter to notify them of their nomination and the award process. Nominees will be required to sign a release form regarding use of their personal information and to provide consent for photography. **The recipient of the Award is announced at the Mayor's Awards presentations at City Hall on Thursday, May 25, 2017.**

SECTION A: Nominee

Name of nominee: _____

Email address: _____

Phone number(s): _____ FAX: _____

Mailing address: _____ Postal Code: _____

SECTION B: Nominator

Name of nominator: _____

Email address: _____

Phone number(s): _____ FAX: _____

Mailing address: _____ Postal Code: _____

SECTION C: Purpose and History

Presented annually, the Mayor's Awards promote awareness of the need for increased accessibility of services and employment for those with disabilities. Four award categories recognize individuals, organizations and businesses within Edmonton who use creative methods to ensure the dignity and inclusion of persons with disabilities.

This event is important because it not only thanks those who make significant contributions to Edmonton's livability but also informs others by highlighting innovations in accessibility that may not have received the attention they deserve.

On July 31, 2001, Edmonton City Council approved a Mayor's Award for Employers who support and accommodate persons with disabilities.

This Award honours employers, businesses or organizations that have provided opportunity for disabled persons to participate in a volunteer (unpaid) position.

SECTION D: Nomination Instructions

Provide **all** information that is important to **support** why your nominee should receive this Award including relevant facts not covered by the following questions.

1. Describe what motivated the employer to provide a volunteer position to a person with a disability.
2. Describe the volunteer position, including hours and tasks.
3. Does the employer provide a written description of volunteer duties?
4. Describe how the employer accommodates the volunteer, including support provided, physical accommodations, adjustments to job duties and other accommodations.
5. Describe how the volunteer is recognized within the organization such as through performance feedback, annual recognition or inclusion in special events.
6. What does the employer do to educate others within the organization on disability and accessibility issues?
7. What does the employer do to encourage an inclusive work environment and how has the volunteer and others benefited?

The personal information in this nomination package is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of selecting worthy recipients for the Mayor's Awards. Upon receipt of the signed consent waiver from the nominee, the City of Edmonton may disclose some of the nominee's personal information for promotional purposes. Please note that section 34(e) of the FOIP Act allows information about nominees to be collected indirectly from nominators. All personal information collected by the City of Edmonton's Accessibility Advisory Committee is protected by provisions of the FOIP Act. If you have any questions about the collection, use or disclosure of this personal information, contact the Event Planner of the Accessibility Advisory Committee at 780-496-1472.