

## Peter J. Marshall Municipal Innovation Awards 2024 Call for Submissions

Please read this document in full before submission.

<http://www.amo.on.ca/YourAssociation/Awards/PeterJMarshallAward>.

Submissions must be received electronically on or before Friday, May 24, 2024.

For submissions or questions, please contact: Victoria van Veen,  
[Vvanveen@amo.on.ca](mailto:Vvanveen@amo.on.ca)

### Award Description

The Peter J. Marshall Municipal Innovation Award celebrates municipal governments in Ontario that implement new and innovative ways to make public services, facilities, and infrastructure better for Ontarians. By recognizing and sharing these innovations, we aim to encourage creativity and strengthen municipal governance.

The Selection Committee may award up to three municipal projects each year. Recipients are showcased at the AMO Annual Conference in August during main stage plenary programming.

Award Sponsors include:

- Association of Municipalities of Ontario
- Ontario Ministry of Municipal Affairs and Housing
- Association of Municipal Managers, Clerks & Treasurers of Ontario
- Canadian Council for Public Private Partnerships
- Municipal Finance Officers' Association
- Ontario Municipal Administrators' Association



The Selection Committee is comprised of one individual appointed by each of the Award Sponsors.

## **Project Eligibility**

The award is open to all Ontario municipal governments. Eligible projects or activities encompass innovative approaches and collaborations in municipal capital projects, maintenance programs, and service delivery. This includes but is not limited to:

- Administrative innovations (e.g. front desk services, elections administration, information technology systems, etc.)
- Water and wastewater systems
- Transit or transportation initiatives, including roads development and maintenance
- Waste management
- Community and human services delivery (including housing and other community facilities)

Eligible projects must have been predominately completed/implemented before the submission deadline so as to provide clear and measured outcomes.

## **Notes**

- If a municipality wishes to submit more than one project for consideration, please provide a separate submission for each project to be considered.
- If a project involves more than one participating municipality, please coordinate for one municipality to submit and accept the award on behalf of participating municipalities. Only one entry may be made for each project.

## **Evaluation Criteria**

Submissions are evaluated by the Selection Committee according to the following criteria:

### **Innovative features:**

- Clearly outline the unique and groundbreaking aspects of the project. Emphasize how these features distinguish the project from conventional approaches.
- Clearly describe the local context and challenges that the innovation helps to overcome.

### **Tangible outcomes and benefits:**

- Specify the key performance indicators and measurable results achieved by the innovation.
- Highlight how the innovation benefits municipal operations and/or the community-at-large. Where possible, quantify improvements in service delivery and/or cost-effectiveness.

### **Insights and transferability:**

- Highlight the long-term viability and/or financial sustainability of the new model.
- Share insights and lessons learned from the project.

- Describe the potential for other municipalities to adopt the innovative features and adapt for local context.
- Provide examples, if applicable, of adoption and implementation of this project or approach by other municipalities.

## Submission Requirements

Provide a PDF document of no more than five (5) pages (minimum 11 pt. font; inclusive of pictures, diagrams, appendices, etc.) to [Vvanveen@amo.on.ca](mailto:Vvanveen@amo.on.ca) by Friday, May 24, 2024. All materials and information in the submission will be treated as public information; do not include confidential information in your submission.

The submitted document should include:

1. A one-page covering letter signed by the head of administration (e.g. Chief Administrative Officer, City Manager, etc.) which includes the following:
  - Name of applicant municipality (i.e., the nominee)
  - Project title as it is to appear in public communications
  - Project summary as it is to appear in public communications (150 words or less)
  - Contact information (name, title, email address, and telephone number) of designated municipal employee(s) for notification and coordinating awards ceremony participation
  - The following declaration: “I confirm that the information provided in the submission is – to the best of my knowledge – complete, true, and can be shared publicly as submitted or in modified form as part of communications related to the awards.”
2. A project overview document (maximum of four pages) that describes the project, organized by the evaluation criteria. Please do not provide links to additional information or resources.

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