Facility Excellence

BC Recreation and Parks Association is pleased to host an annual Awards program that recognizes outstanding special events, programs, facilities, parks, and dedicated individuals whose ideas, innovation, and services make an impact in the recreation and parks sector.

The **Facility Excellence Award** recognizes outstanding facility design that reflects community culture, is innovative in addressing community needs, is accessible to all patrons, serves as a community gathering hub, incorporates green design elements to reduce or eliminate negative impacts on the environment, and ultimately enhances the well-being of the community.

About the Nomination Application:

Please budget up to 10 hours to collect the necessary information needed to apply for the Facility Excellence Award, and up to 2 hours to complete the online nomination form.

Prior to starting the online nomination form, we recommend the following:

☐ Assign a staff member familiar with the facility to take the lead on the application.

☐ Collect all the information listed in the **"Additional information for the Nomination Application"** section.

☐ Review the **Nomination Questions starting on page 3** and prepare and save your answers for copy and paste into the online nomination form.

Note: You will be able to save your progress and return to the nomination form later. If you lose the URL link or need to make an edit to your nomination, please contact Connie Mah, Manager of Operations and Sustainability by email.

The deadline for nominations is: 11:59 PM, March 6, 2025.

Eligibility Requirements:

1. Either the **nominator** or **applicant** must be a BCRPA member.
2. The Nominee (the Facility) must be owned and operated by a currently enrolled Local Government, Affiliate, or Corporate Member.
3. Whether renovated, refit, retrofitted, or new, the facility **must be open for a minimum of one year** following the launch.
4. The facility can either be outdoor or indoor but **must be a physical structure**.

Additional Information for the Nomination Application:

In addition to the questions listed below, you will be asked to provide:

☐ Contact information and BCRPA Membership status of the Nominator / Applicant

☐ Contact information and BCRPA Membership status for the Nominee

☐ Capital cost of the project (less than $6 million, or more than $6 million)

☐ **Upload 3 to 5 high resolution images** (300 dpi in jpg, png, or eps format - maximum file size of 10 MB each)

☐ **Submit 3 to 5 testimonials from community members** who have experience with the facility (please limit each testimonial to 2 to 3 sentences each). **Refer to Community Impact question 1, page 5.**

☐ **You are welcome to** include media releases, or news articles (written/print media, or video) as URL links.

☐ You will also be asked to complete a **photography release form** (to be completed by the copyright holder or authorized individual) and an **application release form**. Both forms are integrated into the online nomination form.

Please refer to **page 3 to review the Nomination Questions and** to help you prepare your answers.

Submit your Facility Excellence nomination online at:

https://survey.alchemer.com/s3/8149390/2025-Nomination-Form-for-Facility-Excellence

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If you have any questions or require assistance with the nomination form, please contact the 2025 Provincial Awards Review Committee, c/o Connie Mah, Manager of Operations and Sustainability, by email.

Nomination Questions

Please use the questions below to tell the story of the nominee why the nominee is deserving of provincial recognition.

Please ensure that you answer all the questions completely. Point form is acceptable.

About the Community

The following questions are to provide BCRPA with additional context for the project.

1. **Name of the facility**
2. **Name of the municipality / organization that manages the facility**
3. **What is the capital cost of the project?** A) Less than $6 million   B) More than $6 million
4. **Does your facility serve an urban or rural community?** A) Urban   B) Rural
5. **What is the approximate population size of your community?** (Enter a number)

About the Facility

The following questions are to provide BCRPA with additional context for the facility.

1. **Please provide a brief description of the facility.** (Facility size, features, programs offered, etc.) **(Word Limit: 200)**
2. **Who does the facility serve?** (Demographics, immediate area or region-wide, etc.)
3. **Where in the community is the facility located?** (Physical location and address)
4. **Was the project within budget?** (Yes/No)
5. **Was the project on time?** (Yes/No)
6. **How was the project funded?** (Funding sources)
7. **Briefly describe the facility design process. (Word Limit: 150)**

About the Project Scope

Describe your project and outcomes.

This section has a weight factor of 25% towards total score.

1. **What community needs did this facility fulfill? What role does the facility play in the vision of the city/neighbourhood/region? (Word Limit: 300)**
   - Facility aligns with local or regional, provincial or federal strategies.
   - Facility fills or addresses a gap or need.
   - Facility responds to a trend, movement or a cultural opportunity.
   - Funding opportunity existed - partner funding or grant funding.

2. **Describe how this facility is unique or innovative?** (Word Limit: 300)
   - Facility used green or innovative technologies or practices considering design, construction, and operations (e.g. Climate resilient features, sustainability etc.)
   - Facility is creative and innovative in how it addressed community need.
   - Facility reflected the community uniqueness, history or culture.
   - Facility attracts a unique/new audience.
   - Facility features, funding or technologies were not previously used in the area, region, province, nation.
   - The creative or innovative aspects of the project are transferable to another community (small, medium, and/or large).

3. **Describe how this facility is inclusive?** (Word Limit: 300)
   - Facility removed barriers to participation and/or accessible elements were incorporated.
   - Consideration given to minority populations and/or truth and reconciliation.
   - Accessibility is considered for all ages, abilities, ages, cultures, etc. (e.g. facility features, transportation/walkability etc.)

Community Engagement / Communication Initiatives

Describe how your community has shaped your facility.

This section has a weight factor of 20% towards total score.

1. **Describe how the population(s) you're seeking to serve were involved in the decision-making and delivery of your project.** (Word Limit: 300)
   - Consultation was inclusive and considered EDI principles.
   - Changes or adaptions to the plan considered community input.
   - Stakeholders and right-holders were engaged in the design and development.
   - Residents were engaged.
   - Awards, recognition, media coverage. **(URL links only)**

Facility Excellence

Community Impact

Describe the impact of the facility.

This section has a weight factor of 55% towards the total score.

1. **Describe how the facility was received by or impacted the community**

   Please provide information on the following: (Word limit: 300)
   - Expectations of the community were met.
   - Wellness and social wellbeing of the community was impacted.
   - Targeted demographic was reached.

   Please provide testimonials from attendees. (Minimum 3, maximum 5; Limit 2 to 3 sentences each)

2. **What made this facility a success? (Word Limit: 300)**
   - Performance indicators of success provided.
   - Client attraction beyond traditional boundaries.
   - Facility promotes community connection or placemaking.
   - Facility has created an economic impact to the community.

Lessons Learned

1. **What are three learning outcomes you can share with others? (Word Limit: 150 for each learning outcome)**

   For example, did you experience any significant challenges or successes? If yes, how they were overcome? What were the lessons learned in developing and delivering the project? How will this facility inspire others?