

# TOP100

CANADA'S MOST POWERFUL WOMEN

2021

## CANADA'S MOST POWERFUL WOMEN: TOP 100

NOMINATIONS SUITE | CATEGORIES AND FAQs

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WXN's Most Powerful Women: Top 100™ Awards is Canada's most recognized honour for the highest achieving female leaders in business, arts, sports, science, entertainment, entrepreneurship, not-for-profit ventures, skilled trades, armed forces and emergency services.

The Top 100 awards are about more than a title. They are about celebrating real power. The kind that's unselfish, humble, authentic and joyful; that manifests in quiet confidence; that lifts all others up around us; that's built through bravery and strength in the face of adversity.

The awards highlight and celebrate women who have:

- made groundbreaking achievements in advancing our economic and social health;
- demonstrated resiliency when faced with personal and professional challenges;
- meaningfully influenced change in the boardroom and in society;
- crashed through barriers, standing up for what's right and just; and
- an unwavering commitment to lead the way for the next generation of emerging leaders, who will, in turn, champion and change the country, and indeed the world, for the betterment of all.

**#powerfullyempowered**

# [AWARD CATEGORIES]

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## Arts, Sports and Entertainment

Category



Canada has a beautifully diverse culture, including a vibrant art scene, captivating architecture, engaging theater, world-renowned festivals, and enthralling sports.

The **MLSE Arts, Sports and Entertainment Award** recognizes women who have shaped our thinking and culture through a profound impact made in these significant areas, with contributions in one of the disciplines of the arts including, but not limited to: sports, journalism, literature, broadcasting, cinema and the performing arts.

The Nominee must be actively in her role on or before December 31, 2020.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: MLSE Arts, Sports and Entertainment

### THE CRITERIA

Nominees are judged on the following criteria:

#### Career Accomplishments

- What has the Nominee accomplished in her career that sets her apart?

#### Impact on Canadian Thinking and Culture

- How has the Nominee had a measurable impact on Canadian thinking and culture?

#### Vision and Leadership

- How has the Nominee demonstrated vision and leadership at her current organization and throughout her career?

#### Community Service

- How does the Nominee demonstrate her commitment to the community?

# [ AWARD CATEGORIES ]

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## Canada's Most Powerful CEOs

### Category

The research is in: companies win when women lead. Not only do female CEOs tend to boost the performance of their businesses, but they also attract more women to leadership roles, which leads to higher profits.

The **Canada's Most Powerful CEOs Award** recognizes three Canadian female CEOs who are the compelling force behind their organizations. These women demonstrably impact their industry and business, and drive equality in their sector and beyond.

Nominees exemplify all the attributes of a powerful visionary with a strong foundational character, sense of integrity and the ability to elicit public trust. They must hold positions in Canada's publicly traded or privately owned companies, the public sector or a not-for-profit organization; however they cannot be a Founder or Entrepreneur. **CEOs must be actively in their role on or before December 31, 2020, be in their position with the same organization for a minimum of three years and report directly to the Board of Directors to qualify.**

Detailed dossiers, including financial metrics, are prepared on the Nominees and provided to the members of the Judging Committee. Each award winner must agree to receive her award in person at the awards gala in Toronto.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Canada's Most Powerful CEOs

### THE CRITERIA:

Nominees are judged on the following criteria:

#### Customer and Shareholder Value Creation

- How has the Nominee demonstrated through value creation through external benchmarks?

#### Impact on Organization, Industry and Society

- How has the Nominee shown courage and guided the company through challenging periods?
- How has the Nominee shown compassion and credibility through socially responsible initiatives?
- What are examples of the Nominee's accomplishments as an agent of change in making a distinct and describable difference to the advancement of women in the Canadian workplace?

#### Innovation

- How has the Nominee brought about an innovative change in the market?

#### Financial Performance

- How has the Nominee contributed to sustained financial performance for their organization in the past five years?

#### Brand Ambassador

- How has the Nominee garnered public trust through their actions and reputation?

#### Strategic Vision and Leadership

- How has the Nominee demonstrated strong leadership qualities and engagement?
- How has the Nominee created and shared a strategic vision for long-term growth and the determination to drive related events?
- How has the Nominee modelled the values, behaviour and culture of the organization?

### QUALIFYING QUESTIONS:

- Is the Nominee a CEO (Chief Executive Officer) at her current organization?  
If answering No, they are not eligible for this award category.
- Is the Nominee a Co-CEO, President, Founder or Entrepreneur?  
If answering Yes, they are not eligible for this award category. (Note: 'President & CEO' title is acceptable)
- Has the Nominee been active in her current role for a minimum of 3 years, as of December 31, 2020?  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## C-Suite Executives

### Category

The glass ceiling may be shattering, but not quickly enough. Though more women have reached leadership levels than ever before, men still hold 90 per cent of C-Level executive roles in Canada's largest publicly traded companies – despite the fact that full inclusion means better financial performance. The C-Suite Executives Award honours the women who break from that pattern and lead the way as chief operating, information, marketing, financial and human resource officers, and all other C-level executives.

The **C-Suite Executives Award** recognizes women who play a significant strategic role within their organization, have a strong record of innovation in their field, demonstrate outstanding performance, lead with a strong vision, commit to diversity in the workplace and contribute to their organizations and society. These women are powerful communicators, collaborators, influencers, trailblazers, innovators, leaders and strategic thinkers who break down barriers for Canada and our future generations.

C-Suite positions include but are not limited to: CTO (Chief Technology Officer), CFO (Chief Financial Officer), CIO (Chief Information Officer), COO (Chief Operating Officer), CCO (Chief Compliance Officer), CKO (Chief Knowledge Officer), CSO (Chief Security Officer), CDO (Chief Data Officer) and CMO (Chief Marketing Officer).

Nominees must hold positions in Canada's publicly traded or privately owned companies, the public sector or a not-for-profit organization; however, they cannot be a CEO, Founder or Entrepreneur. They must be an active member of the organization's executive leadership team that advises the CEO on key business decisions. **Nominees must hold an active role at the C-Suite level as of December 31, 2020, be in their position with the same organization for a minimum of three years and report directly to the CEO to qualify.**

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: C-Suite Executives

## THE CRITERIA

Nominees are judged on the following criteria:

### Corporate Growth

- How has the Nominee's expertise helped limit risks and boost profitability in the past five years?

### Innovation

- How has the Nominee demonstrated their agility and innovation to adapt to a shifting business landscape?

### Community Involvement

- How has the Nominee been involved with and shown leadership within the community?

### Strategic Vision and Leadership

- How has the Nominee demonstrated strategic vision and leadership at her current organization and throughout her career?
- What mentoring and other initiatives has the Nominee undertaken to assist women in the workplace through serving as a role model?

## QUALIFYING QUESTIONS:

- Is the Nominee a President/CEO, Founder or Entrepreneur?  
If answering Yes, they are not eligible for this award category.
- Does the Nominee currently have C-Suite in her title? (Examples: Chief Operating Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Legal Officer)  
If answering No, they are not eligible for this award category.
- Has the Nominee been active in their current role at the C-Suite level for a minimum of 3 years, as of December 31, 2020?  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## Emerging Leaders

### Category



#### The **Mercedes-Benz Emerging Leaders Award**

celebrates the professional achievements of women aged 30 to 45 (inclusive) who are at the mid-level stage of their careers. These women are seen as high-potential contributors within their organizations and have been targeted for successive leadership positions. They are passionate about learning and innovating and have accomplished a great deal in their chosen field.

**To qualify, a nominee must have been employed by the same organization for a minimum of three years and have been between 30 and 45 years old as of December 31, 2020.** The candidate may come from any professional background or discipline, however she cannot be an entrepreneur, president, CEO, or the founder of her own business.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Mercedes-Benz Emerging Leaders

### THE CRITERIA

Nominees are judged on the following criteria:

#### Vision and Leadership

- How has the Nominee demonstrated vision and leadership at her current organization? What part have her contributions played in taking her organization to the next level?

#### Authentic Leadership

- How does the Nominee demonstrate a strong sense of purpose? How has she earned the trust of her peers and driven engagement within her organization?

#### Innovative Thinking

- Is the Nominee willing to take risks in order to achieve her goals and does she demonstrate continuous learning and improvement?

#### Recognition

- Have the Nominee's contributions been recognized by senior leadership and has she been identified as a promising talent within her organization?

#### QUALIFYING QUESTIONS:

- Is the Nominee a President/CEO, Founder or Entrepreneur?  
If answering Yes, they are not eligible for this award category.
- Is the Nominee 30 to 45 years of age, as of December 31, 2020?  
If answering No, they are not eligible for this award category.
- Has the Nominee been employed at your current organization for a minimum of 3 years, as of December 31, 2020?  
If answering No, they are not eligible for this award category.

# [AWARD CATEGORIES]

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## Entrepreneurs

### Category



Women are leaving their mark on the world in amazing ways, embracing great risks to achieve even greater rewards. Female entrepreneurship is incredibly important for our future and for closing the gender gap but in many ways their challenges are greater than those experienced by male counterparts.

The **BMO Entrepreneurs Award** recognizes female founders who own and operate businesses and bring to the table their bold enthusiasm.

The criteria for this Nominee includes:

- **Actively manage the daily affairs of the company as the top executive;**
- **Own at least 25% of the shares of a private company** (if she is a Founder or Co-Founder and transferred equity for tax reasons to a life partner and children for example, these shares will be included in the equity calculation) **or own at least 5% of the shares of a publicly-traded company.**

The Nominee must be actively in her role on or before December 31, 2020.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: BMO Entrepreneurs

## THE CRITERIA

Nominees are judged on the following criteria:

### Management Role

- How has the Nominee grown her business and adapted to changing markets and customer needs?

### Vision and Leadership

- How has the Nominee built and grown her team to support her vision?

### Corporate Performance

- How has the Nominee delivered strong earnings in the most recent fiscal year?

### Community Service

- How does the Nominee demonstrate her commitment to the community?

## QUALIFYING QUESTIONS:

- Does the Nominee actively manage the daily affairs at their current organization?  
If answering No, they are not eligible for this award category.
- Does the Nominee own at least 25% of their private company or have at least 5% shares in their public company?  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## Executive Leaders

### Category



What makes a great leader? Passion. Open-mindedness. Ambition. Communication. Accountability. Creativity. Innovation. A drive to achieve ever-higher goals. A desire to help others along the way.

Women want to be great leaders – and they do it well. They’ve made steady progress moving into positions of leadership across many sectors and industries. Although it’s still an uphill battle, there’s momentum: as more women step into these roles, they inspire others to do the same.

The **CIBC Executive Leaders Award** recognizes women who not only exemplify what it means to be a great leader in their organizations and communities, but also build confidence, champion equality and break down barriers for the next generation of leaders to come.

Nominees must hold senior positions in Canada’s publicly traded and privately owned companies, the public sector and not-for-profit organizations; however they cannot be a CEO, C-Suite Executive, Emerging Leader, Founder or Entrepreneur.

**To qualify, a Nominee must have be 46 plus years of age as of December 31, 2020.**

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: CIBC Executive Leaders

## THE CRITERIA

Nominees are judged on the following criteria:

### Corporate Performance

- How did the Nominee contribute to the financial performance of her organization in the most recent fiscal year?

### Management Role

- How does the Nominee contribute to the management and strategic direction of her organization?

### Community Service

- How does the Nominee demonstrate her commitment to the community?

### Strategic Vision and Leadership

- How has the Nominee demonstrated strategic vision and leadership at her current organization and throughout her career?
- What mentoring and other initiatives has the Nominee undertaken to assist women in the workplace through serving as a role model?

## QUALIFYING QUESTIONS:

- Is the Nominee a CEO, C-Suite, Emerging Leader (age 30-45), or Founder/Entrepreneur?  
If answering Yes, they are not eligible for this award category.
- Does the Nominee hold a senior position in your organization? (Examples: Vice President, Executive Vice President, Senior Vice President, Division President, Country President, Deputy, Partner, Group/Regional Head)  
If answering No, they are not eligible for this award category.
- Is the Nominee 46+ years of age as of December 31, 2020?  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## Future Leaders

### Category



RBC Future Launch

These exceptional women are tomorrow's leaders TODAY!

They are confronting social and economic challenges to take meaningful action to move our communities, workplaces, country and the world forward.

The **RBC Future Launch Future Leaders Award** recognizes five exceptional young women who are transforming their communities through innovation, collaboration and courage. They are bold and courageous. They are artists, entrepreneurs, influencers, innovators, thinkers and consensus-builders. They forge relationships between communities to enable change in a positive manner and strive to ensure its success. As agents of change and advancing inclusion, they demonstrate a unique ability to guide and inspire others through their drive and commitment.

They are Canada's Future leaders.

**To qualify, the nominee must be a Canadian citizen between 15 and 29 years old as of December 31, 2020.** This award is not specific to any industry or sector, and does not require a post-secondary degree or a leadership position in the workplace.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: RBC Future Launch Future Leaders

### THE CRITERIA

Nominees are judged on the following criteria:

#### Innovation

- How has the Nominee created and executed an original bold idea(s)?
- What was its impact and what was the scale of change?
- How has the Nominee broken new ground or overcome barriers?

#### Advocacy

- How has the Nominee demonstrated advocacy as an effective way of driving social and economic change?
- How has the nominee demonstrated advocacy to influence decision making in their community?

#### Influence and Impact

- How has the Nominee demonstrated benevolence through volunteerism and philanthropy?
- How has the Nominee succeeded in amplifying their voice and following for change?
- How has the Nominee demonstrated an inclusive mindset?

#### Community Service

- How does the Nominee demonstrate an inclusive approach to community building?

#### QUALIFYING QUESTIONS:

- Is the Nominee 15 to 29 years of age, as of December 31, 2020?  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## Inclusion Vanguard

### Category

Presented by



The **Inclusion Vanguard Award**, presented by KPMG, will be awarded to an individual, regardless of their gender identity, who has demonstrated outstanding commitment to a broader diversity agenda within their organization. They are a champion for change and they have made a profound and measureable impact, bettering the experience of their colleagues and counterparts and a broader community of clients and contacts. This award honours a Canadian leader who has made a thoughtful and appreciable impact on diversity and inclusion in the workplace.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

Category: Inclusion Vanguard presented by **KPMG**

## THE CRITERIA

Nominees are judged on the following criteria:

### Change Agent

- How has the nominee been an agent of change and showcase examples of the individual making a distinct and describable difference to the diversity and inclusion agenda within their workplace and broader community.

### Role Model

- How has this individual acted as a role model to showcase and shape desired behaviours and outcomes?

### Disruption, Pushing the Status Quo

- Is this individual open to different perspectives? How do they act differently, show that they are open to disruption?

### Impact on Diversity and Inclusion

- How has the Nominee had a measurable impact at the local, regional, national and international levels?

# [AWARD CATEGORIES]

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## Professionals

### Category

Through new innovations, laws and policy, professionals affect real change and progress in their fields. The **Professionals Award** recognizes women who are professionals in practice and are leaders within their organizations. Nominees include women who serve on their firm's executive committee, have founded their own professional services firm or practice and/or who serve their profession in a leadership role at a professional or national level.

Professional means a vocation or occupation requiring special and advanced education, knowledge and skill. Professionals may include but are not limited to: Lawyers, Accountants, Actuaries, Architects, Engineers, and Airline Pilots, Medical Professions (Pharmacists, Psychologists, Psychiatrists, Veterinarians, Surgeons, and Physicians).

**Nominees must hold positions in Canada's publicly traded or privately owned companies, the public sector or a not-for-profit organization. Nominees must hold an active role as of December 31, 2020.**

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Professionals

## THE CRITERIA

Nominees are judged on the following criteria:

### Management Role

- How does the Nominee contribute to the management and strategic direction of her organization?

### Vision and Leadership

- How has the Nominee demonstrated vision and leadership at her current organization and throughout her career?
- What mentoring and other initiatives has the Nominee undertaken to assist women in their profession through serving as a role model?

### Corporate Performance

- How did the Nominee contribute to the financial performance of her organization in the most recent fiscal year?

### Community Service

- How does the Nominee demonstrate her commitment to the community?

# [ AWARD CATEGORIES ]

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## Science and Technology

### Category



Investing in science and technology is important for driving innovation and productivity.

Science is the pursuit of knowledge and includes the natural sciences such as biology or physics, the social sciences such as economics, psychology or sociology, and the formal sciences such as mathematics and computer science.

The practical application of science gives rise to technology. The goal of technology is to create products that solve problems and improve human life.

The **Manulife Science and Technology Award** celebrates the female leaders in STEM roles who are challenging the status quo for knowledge and female empowerment.

**The Nominee must be actively in her role on or before December 31, 2020.**

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Manulife Science and Technology

## THE CRITERIA

Nominees are judged on the following criteria:

### Empowerment Agent

- How does the Nominee create an environment that empowers women in Science and Technology?

### Career Accomplishments

- What is the Nominee's biggest professional achievement to date?

### Influence of Work

- How has the Nominee had a measurable impact on their field/industry?

### Advocate for Women in STEM

- How has the Nominee demonstrated her commitment to, and advocacy for, other women in STEM?

# [ AWARD CATEGORIES ]

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## CP Skilled Trades

Category



The overall industry sector and skilled trades workforce is, and has always been, predominantly male. In fact, women represent only three to five per cent and this is unacceptable. Balancing the gender ratio is important because it brings many additional skills and fresh innovative perspectives, while creating a stronger and more diversified economy.

The **CP Skilled Trades Award** recognizes outstanding women who contribute immense value and demonstrate excellence in skilled trades, product or service innovation and community involvement.

**To qualify, a Nominee must be on a career path that requires hands-on and specialty knowledge in manufacturing, transportation, oil and gas, agriculture, construction, fisheries, forestry or mining. The candidate may come from any industry background or trade** and may include Plant Managers, Journeypersons, Construction or Project Managers, Entrepreneurs and Tradeswomen; however she cannot be a Corporate or Not-For-Profit President, CEO, C-Suite or an Executive Leader.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: CP Skilled Trades

## THE CRITERIA:

Nominees are judged on the following criteria:

### Empowerment Agent

- How does the Nominee increase awareness of careers in this category sector for women in her workplace and community?

### Difference Maker

- How does the Nominee respond to this sector's deficit in Canada through advocacy and build employability and marketability skills in female youth?

### Breaking Ground or Traditional Barriers

- How has the Nominee broken new ground or traditional barriers?

### Vision and Leadership

- How has the Nominee demonstrated vision and leadership at her current organization and throughout her career?

## QUALIFYING QUESTIONS:

- Is the Nominee a Corporate or Not-for-Profit President, CEO, C-Suite or Executive Leader?  
If answering Yes, they are not eligible for this award category.
- Does the Nominee actively work in the skilled trades industry? (Examples: Hands-on and specialty knowledge in manufacturing, transportation, oil and gas, agriculture, construction, fisheries, forestry or mining; from any industry background or trade and may include Plant Managers, Journeypersons, Construction or Project Managers, Entrepreneurs and Tradeswomen)  
If answering No, they are not eligible for this award category.

# [ AWARD CATEGORIES ]

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## Women of Courage

### Category

They face challenges head-on with bravery, courage, compassion and determination. They stand strong on the front lines of positive change against tides of dissent or even danger. They conquer their own battles, only to enter the ring once more for others who are still fighting.

The **Women of Courage Award** honours and celebrates role models who make a distinct and describable difference by risking their lives, careers and reputations to stand up for themselves and others, championing a cause, protecting our country and its values, and advancing us all through their dedication and bravery.

To qualify, a Nominee must have made a significant personal or professional sacrifice for herself or others, within or outside of her career. Nominees may include (but are not limited to) advocates for human rights issues, military personnel, emergency responders, law enforcement officers and those who demonstrate exceptional strength through times of crisis. There are no age, industry, role or tenure requirements for the Women of Courage Award. A nomination may be given posthumously.

WXN reserves the right to recognize and celebrate honorary Women of Courage award winners.

# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Women of Courage

### THE CRITERIA:

Nominees are judged on the following criteria:

#### Courage

- What significant personal or professional risks has the Nominee taken to stand up for herself and others?
- How has the Nominee demonstrated courage, bravery, compassion and determination through her actions?

#### Influence and Impact

- What measurable impact has the Nominee had at the local, regional, national and international levels?
- How has the Nominee succeeded in driving positive change for her field, community or cause?

#### Leadership

- How has the Nominee demonstrated a strong sense of purpose or commitment throughout her journey?
- How has the Nominee demonstrated leadership in her role and/or community?

# [ AWARD CATEGORIES ]



## WXN Hall of Fame

Hall of Fame Inductees are women who have won a Top 100 Award three times and who have been selected for a fourth time in recognition of their extraordinary accomplishments and noteworthy achievements.

A woman cannot be nominated for a Hall of Fame award. The honour will only occur upon their fourth time of recognition.

WXN also reserves the right to recognize and celebrate honorary Hall of Fame award winners.

# HOW TO NOMINATE

Our nomination platform is the world's number one awards software. Entrants will experience a fast and easy registration that auto saves, allows for changes throughout the submission process and simple access to multiple categories. Judges will be pleased with the intuitive process with the ability to share scores and comments. The platform is tablet enabled which is ideal for live, in-person judging evaluation days.

## **A completed Top 100 Nomination Package, will require the following:**

- 1. Completed Online Nomination package as per the requirements of the category**
- 2. Financial Data**  
Required only for Entrepreneurs and Canada's Most Powerful CEOs categories.
- 3. Ownership Position Letter**  
This is a letter under the signature of the organization's CFO or outside accounting firm verifying Nominee's ownership position (Required only for Entrepreneurs category).
- 4. Internal Letter of Reference**  
One page maximum, Word Document or PDF, which may be provided by anyone from the Nominee's organization, including a member of the board of directors.
- 5. Nominee's Digital Headshot**  
High-resolution, colour image, minimum 300 dpi resolution, min 1MB, max 5MB JPEG, PNG or TIFF.
- 6. Nominee's Biography**  
One page maximum, Word Document or PDF. Please note, should you be chosen as an Award Winner you will be required to provide a short biography, maximum 80 words, which will be used in publications.
- 7.** Nominees must review, adjust and accept the nomination and terms in order for the nomination to be complete.

**All Nominations must be received by 11:55 pm EDT on Monday, July 12, 2021.**

\*Note: Those nominated by others will have an additional 7 days to review and resubmit their nomination.

# [ NOMINATIONS FAQs ]

## ELIGIBILITY

### **Who can be nominated for a Top 100 Award?**

Any remarkable Canadian woman who you believe meets the criteria for the category in which you would like to nominate. Award Winners have included women from all walks of life. They range from businesswomen, bureaucrats and lawyers to doctors, journalists, scientists, arts administrators and not-for-profit executives. What Top 100 Award Winners have in common is they are proven achievers who are strong contributors to their organizations, their fields of endeavour and their communities. Powerful is not a title or income level. Power is the personal strength and ability to be accomplished, to advocate for change, to strive for more so we encourage you to nominate as many powerful, inspirational women you know.

### **I am transgender and identify as a woman. Am I eligible for a Top 100 award?**

Yes, we recognize and support the vast identities and expression on the spectrum of gender, and acknowledge those who identify as women in our Top 100 Awards.

### **Is there a nomination fee?**

There is no nomination fee. No nomination fee means we can attract a more diverse background of women from all industries.

### **May I nominate myself?**

Absolutely! Individuals can submit a self-nomination.

### **May I nominate someone in more than one category?**

No. You may not nominate the same woman in more than one category.

### **May I nominate someone outside of my organization?**

Yes, you can nominate any powerful women. Please note that the Nominee must review and accept the nomination before it can move forward for final submission.

### **Can an organization of any size nominate an employee?**

Yes. Employers range in size from over 40,000 employees to one in the case of a self-employed individual.

# [ NOMINATIONS FAQs ]

## **Are women from not-for-profit or public sector organizations eligible?**

Yes. All powerful women are eligible.

## **How many employees may I nominate from my organization?**

The WXN Diversity Council of Canada will receive from WXN a maximum of three Nominations from the same organization within the same category, regardless of the Nominator. If WXN receives more than three employee Nominations from the same organization within the same category, WXN will contact the organization and ask them to withdraw one or more Nominations so only three are received. These three Nominations (per category) are then brought forward to the WXN Diversity Council of Canada. You may nominate any number of individuals outside of your organization. If you are nominating an individual that is outside of your organization please be sure to reach out to that organization to ensure they haven't completed and submitted their maximum of three nominations.

## **What happens if an individual is nominated by several people, including nominating herself?**

Only one nomination per individual can be sent through the judging process. All duplicate entries are identified in the system. We will contact the Nominator(s)/Nominee of each duplicate submission to determine which application is to be used as the primary application in the judging process. The final decision will be made by the Nominee.

## **May I nominate someone who is a previous Top 100 Award Winner?**

Yes. An individual may win the Top 100 Award up to three times. If an individual is nominated a fourth time, the WXN Diversity Council of Canada may choose to award the individual through an induction into Canada's Most Powerful Women: Top 100™ Hall of Fame.

## **What are the criteria for induction into the Canada's Most Powerful Women: Top 100™ Hall of Fame?**

An individual may win a Top 100 Award up to three times. If she is nominated a fourth time, the WXN Diversity Council of Canada may choose to recommend her induction to Canada's Most Powerful Women: Top 100™ Hall of Fame.

## **Are the nominee's achievements based on the current year?**

No, the selection process reviews the nominee's lifetime actions and achievements, previous to January 1, 2021.

# [ NOMINATIONS FAQs ]

## **The person I have in mind has recently left their role. May I still nominate her?**

Unless stipulated otherwise in the category criteria, Nominees must be in the role for which they have been nominated as of the end of the most recent calendar year.

## **Does the Nominee have to be a Canadian citizen?**

Nominees are not required to be Canadian citizens but her achievements must be making a significant contribution in Canada. Canadian citizens do not have to be working in Canada at the present time, allowing women to be honoured for their achievements who happen to be on a global assignment.

## **Can the Nominee be in public office?**

Yes.

## **Who will be vetting the nominees for Canada's Most Powerful Women: Top 100™?**

Our vetting process is completed by our WXN Diversity Council of Canada. Our WXN Diversity Council of Canada serve as brand ambassadors and act as an advisory board to help our organization impact change in Canada in respect to gender diversity, visible minorities, Indigenous persons, persons with disabilities and the LGBTQ2+ community. Women's Executive Network reserves the right, in our sole discretion, to extract an Award from a Top 100 Winner in the cases of criminal investigation, allegation, accusation or charges.

# [ NOMINATIONS FAQs ]

## NOMINATION PACKAGE

### How is the Nominee's privacy protected?

All information provided during the nomination process is confidential to ensure that the privacy of those individuals and the companies they represent is upheld. The detailed financial information provided in the Nomination Package is shared only with the two to three WXN Diversity Council of Canada members reviewing candidates in one category and the WXN Diversity Council of Canada Chair. All of these individuals have signed a confidentiality agreement in accordance with the Nomination process to ensure that the privacy of each Nominee is upheld. If a Nominee is selected as a Top 100 Award Winner, all private information (financials, contact details etc.) provided in the Nomination Package will remain confidential. The awards portal is one of the most secure platforms which uses best practice security measures to protect entrants, judges and their personal data. The platform operates their own high-resilience Virtual Private Cloud (VPC). All application stack physical infrastructure and data storage is within Amazon Web Services (AWS) data centres in the EU. AWS data centre and network architecture are built to comply with stringent global standards and meet the requirements of the most security-sensitive organizations.

### Who can provide an internal reference?

The internal reference letter may be provided by anyone within the organization of the Nominee including a member of the organization's board of directors. If the Nominee is self-employed, the internal reference letter may be provided by someone who works closely with the Nominee, for example, someone from their leadership team or a board member. A Nominator (not a self-Nominator) may provide the reference letter providing they meet the stipulations required in order to speak to the capabilities, qualities and accomplishments of the Nominee. The judges will note who provides the references.

### While I am preparing the Top 100 Nomination Package, I may have questions. Who may I contact with my questions?

Please email [Top100@wxnetwork.com](mailto:Top100@wxnetwork.com) and we will get back to you with a response within 24 hours.

# [ NOMINATIONS FAQs ]

## **If I am nominating someone, do I set up the account in my name or the name of the person I am nominating?**

If you are nominating an individual, you will need to set up the account in your own name, and set up your own user name and password. During the beginning of the nomination process, you will be asked if you are self-nominating or if you are nominating someone else. From there, all questions will be set according to your answer.

## **May I include my resume and/or articles along with my submission?**

You will have an opportunity to provide up to 5 additional pieces of information that you feel may enhance the judges understanding of your skills and achievements. You will also have an opportunity to provide any links to videos or websites.

## **Once I submit the online Nomination Package, what's next?**

Once the online Nomination Package has been submitted, you will receive a confirmation email. You will not be able to go back into your nomination package once it has been submitted. **If you think you will want to go back in to review or make changes it is recommended that you hold off on submitting your nomination package until the deadline of July 12, 2021.** If you are nominating someone else, that Nominee will have an additional 7 days past the deadline to ensure they have time to review and resubmit their package. Their final submission deadline is July 19, 2021. The date that Winners will be contacted is August 23, 2021.

## **May I submit my Top 100 Nomination Package by email?**

No. The entire Top 100 Nomination Package must be submitted online.

## **What is the final Nomination deadline?**

All Nominations must be received by 11:55 pm EDT on Monday, July 12, 2021.

If nominated by someone else, the Nominee will receive notification to review and resubmit. The resubmission must be received by 11:55 pm EDT on Monday, July 19, 2021.

### **Example:**

Bob from XYZ Co is nominating Sally from WRV Co.

Bob has until July 12 at midnight to submit his nomination for Sally.

Sally receives an email on July 12 alerting her that Bob has nominated her for a Top 100 award.

Sally has until July 19 at midnight to review her nomination, make any changes or additions, and accept or decline the nomination.

# [ NOMINATIONS FAQs ]

## SELECTION PROCESS

### **How do I know you have received my Top 100 Nomination Package?**

Once the online Nomination Package has been submitted, you will be taken to a confirmation screen and you will receive an email confirming your submission.

### **How are the Top 100 Award Winners chosen?**

We review each Nomination Package to verify that the Nominee meets the selection criteria for the category in which they were nominated. WXN will contact the Nominator if we require any clarification. In selecting the Award Winners, our WXN Diversity Council of Canada consider the Nominee's achievements in the context of the Selection Criteria of the category in which the Nominee has been nominated.

### **Once the WXN Diversity Council of Canada have made their decisions, when will the Nominees be contacted?**

Nominees will be contacted August 23, 2021 and advised if their Nomination was successful or not. Nominators will also be contacted and advised if their Nominee has been selected or not.

### **When will the Top 100 Award Winners be announced to the public?**

The 2021 Top 100 Award Winners list will be made public October 25, 2021 at 12:00pm EDT. The Top 100 Virtual Leadership Summit will take place on November 24 and 25, 2021 and the Top 100 Virtual Awards Gala will take place on November 25, 2021.