



# top one★ hundred

CANADA'S MOST POWERFUL WOMEN

Canada's Most Powerful Women: Top 100™

2024 NOMINATIONS SUITE

Categories and FAQs

[wxnetwork.com](http://wxnetwork.com)



# About the Awards

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WXN's Canada's Most Powerful Women: Top 100™ Awards is Canada's most recognized honour for the highest achieving female leaders in business, arts, food, community, entrepreneurship, not-for-profit ventures, skilled trades, science, service, philanthropy and so much more.

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.

**#BeBold**



## Award Categories

# Canadian Tire Community Impact

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The **Canadian Tire Community Impact Award** honours women leaders who strive to make a difference in their communities, which helps make life in Canada better for all of us. It celebrates women from many sectors including but not limited to sports, media, arts, philanthropy, literature, journalism, retail, education, and finance, who embrace community outreach, make connections, bring people together and amplify underrepresented voices. They support their community by helping to eliminate barriers to achievement and they demonstrate leadership by being changemakers, initiators and role models for others in their community.

**The Nominee must be actively in her role on or before December 31, 2023.**





## CANADA'S MOST POWERFUL WOMEN: TOP 100™

### Category: Canadian Tire Community Impact

## THE CRITERIA

Nominees are judged on the following criteria:

### Community Impact

- How does the Nominee demonstrate her sustained commitment to strengthen and invest in local communities?

### Career Accomplishments

- What actions has the Nominee taken in her career that have also impacted her community in a positive way?

### Vision and Leadership

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

### Impact on Life and Culture in Canada

- How has the nominee had a measurable impact on making life in Canada better?



## Award Categories

# Canada's Most Powerful CEOs, presented by Postmedia

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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, presented by Postmedia**, recognizes 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, 2023, 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, presented by Postmedia

### THE CRITERIA

Nominees are judged on the following criteria:

#### Customer and Shareholder Value Creation

- How has the Nominee demonstrated 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, 2023?  
If answering No, they are not eligible for this award category.



## Award Categories

# C-Suite Executives

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The glass ceiling may be shattering, but not quickly enough. Though more women have reached leadership levels than ever before, men still hold over three-quarters 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, 2023, be in a C-Suite role at any organization a minimum of three consecutive years. Reporting directly to the CEO is an asset not a requirement.**



# 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 and been in a C-Suite role at any organization for a minimum of 3 consecutive years, as of December 31, 2023?  
If answering No, they are not eligible for this award category.



## Award Categories

# Amex Emerging Leaders

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The **Amex Emerging Leaders Award** celebrates the professional achievements of women aged 30 to 40 (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 40 years old as of December 31, 2023.** The candidate may come from any professional background or discipline; however, she cannot be an entrepreneur, president, CEO, Vice President, Executive Vice President, Senior Vice President, Division President, Country President, Deputy, Partner, Group/Regional Head or the founder of her own business.





# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Amex 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, Vice President, Executive Vice President, Senior Vice President, Division President, Country President, Deputy, Partner, Group/Regional Head or Entrepreneur? If answering Yes, they are not eligible for this award category.
- Is the Nominee 30 to 40 years of age and born between January 1, 1983, and December 31, 1993? If answering No, they are not eligible for this award category.
- Does the Nominee hold a successive leadership position at their organization (Manager, Sr. Manager, Director, Sr. Director, Coordinator, Supervisor, etc.) If answering No, they are not eligible for this award category.
- Has the Nominee been employed at her current organization for a minimum of 3 years, as of December 31, 2023? If answering No, they are not eligible for this award category.



## Award Categories

# Compass Rose Entrepreneurs

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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 **Compass Rose 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, 2023.**





# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: Compass Rose 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

# Executive Leaders

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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 **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, Founder or Entrepreneur.

**This award is open to individuals of all ages.**



# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: 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, or Founder/Entrepreneur?  
If answering Yes, they are not eligible for this award category.
- Does the Nominee hold a senior position in her organization? (Examples: Vice President, Executive Vice President, Senior Vice President, Deputy, Partner, Group/Regional Head, Division President, Country President)  
If answering No, they are not eligible for this award category.



## Award Categories

# SkipTheDishes Food Industry Award

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The **SkipTheDishes Food Industry Award** honours and celebrates standout Canadian women from a diverse range of career paths within the food industry, including chefs, solely owned restaurants, franchisees, food retailers and food entrepreneurs. These individuals have demonstrated excellence within their career and are acting as agents of change to increase the representation of women in leadership roles within the food industry. They play an active role in championing diversity and are role models within their community and for others within their field.

**To qualify, a Nominee must actively work within the food industry in Canada (i.e. chefs, restaurant owners, franchisees, food retailers, food entrepreneurs) or be a small business owner/entrepreneur that provides a service that exclusively supports the food industry (i.e. sustainable packaging, POS, etc.).**

The Nominee must have hands-on experience within the industry and cannot be a Corporate or Not-For-Profit President, CEO, C-Suite, Executive Leader or Manager.





# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: SkipTheDishes Food Industry Award

### THE CRITERIA

Nominees are judged on the following criteria:

#### Career Accomplishments

- How has the Nominee demonstrated excellence within their field? What professional achievements is the Nominee most proud of?

#### Vision and Leadership

- How has the Nominee demonstrated strategic vision and leadership in her role and throughout her career?

#### Influence and Impact

- How has the Nominee demonstrated her commitment to having a positive impact in her community and within the industry?

#### Changemaker

- How is the Nominee acting as a role model for women in leadership roles in the food industry and beyond? How is the Nominee challenging the status quo?

#### QUALIFYING QUESTIONS:

- Does the Nominee actively work within the food industry in Canada as of December 31, 2023? (Examples: chef, restaurant owner, franchisee, food retailer, food entrepreneur, etc.) Alternatively, is the Nominee a small business owner/entrepreneur that provides a service that exclusively supports the food industry? (Examples: sustainable packaging, POS, etc.).  
If answering No, they are not eligible for this award category.
- Does the Nominee have hands-on experience within the food industry?  
If answering No, they are not eligible for this award category.
- Is the Nominee a Corporate or Not-For-Profit President, CEO, C-Suite, Executive Leader or Manager?  
If answering Yes, they are not eligible for this award category.



## Award Categories

# RBC Future Launch Future Leaders

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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, 2023.**

**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 and born between January 1, 1994 and December 31, 2008?  
If answering No, they are not eligible for this award category.



## Award Categories

# Professionals

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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, 2023.**

**Nominees will be required to provide proof of their professional designation.**



# 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?

**Nominees will be required to provide proof of their professional designation** (e.g. diploma, degree, proof of certification, transcripts, etc.).



## Award Categories

# BMO STEM

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The fields of Science, Technology, Engineering and Math impact our everyday lives in many ways. They shape both our present and our future through the way they drive new ideas, productivity, and improvements in human life. Women who participate in and influence these fields are an important way we discover new breakthroughs, disrupt old ways of thinking and drive innovation further than ever before.

The **BMO STEM Award** celebrates the female leaders in Science, Technology, Engineering and Math roles who are challenging the status quo for knowledge and female empowerment. They use their knowledge and skill to improve human life, while paving the way for better representation in accessing and advancing these important sectors.

**The Nominee must be actively in her role on or before December 31, 2023.**





# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: BMO STEM

### THE CRITERIA

Nominees are judged on the following criteria:

#### Agent of Innovation

- How does the Nominee use innovative thinking to solve real-world problems?

#### STEM Accomplishments

- What is the Nominee's biggest STEM-related achievement to date within her field, organization or community?

#### Advocate for Women in STEM

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

#### QUALIFYING QUESTIONS:

- Does the Nominee study or operate in at least one of the following fields: Science, Technology, Engineering and/or Math?  
If answering No, they are not eligible for this award category.
- Is the Nominee a student at a Canadian educational institution, volunteer with a Canadian organization or hold a position within a Canadian publicly traded or privately owned company, not-for-profit organization or the public sector?  
If answering No, they are not eligible for this award category.



## Award Categories

# CPKC Skilled Trades

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The overall industry sector and skilled trades workforce is, and has always been, predominantly male. In fact, women represent only three to five percent 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 **CPKC 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 Forewomen, Journeypersons, and Tradeswomen; however, she cannot be a Corporate or Not-For-Profit President, CEO, C-Suite, Executive Leader, Construction Manager, Plant or Project Manager, or Entrepreneur/Owner.

# CPKC



# CANADA'S MOST POWERFUL WOMEN: TOP 100™

## Category: CPKC 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?

#### Breaking New 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, Executive Leader, Construction Manager, Plant or Project Manager, or Entrepreneur/Owner?  
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



## WXN Hall of Fame

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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 and/or a detailed dossier**  
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. Proof of Professional Designation**  
E.g. diploma, degree, proof of certification, transcripts, etc. (Required for Professionals category only)
- 5. Internal Letter of Reference**  
500 words maximum, Word Document or PDF, which may be provided by anyone from the Nominee's organization, including a member of the board of directors. The judges will not be required to view anything longer than 500 words.
- 6. Nominee's Digital Headshot**  
High-resolution, colour image, minimum 300 dpi resolution, min 1MB, max 5MB JPEG, PNG or TIFF.
- 7. 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.
- 8.** 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 **AM** EDT on Tuesday, May 28, 2024.**

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

# Nomination FAQs

## ELIGIBILITY

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

Any remarkable 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 candidates 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 woman. 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.

# Nomination 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. Please note that if someone is a previous Top 100 Award winner, there is space in the nomination package for them to describe what has changed since they were last awarded. This section is mandatory for previous Top 100 Award winners.

## **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, 2024.

# Nomination 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. The exception to this is the RBC Future Launch Future Leaders category; Nominees must be Canadian citizens to be eligible for this category.

## 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 with respect to gender diversity, equity-seeking groups such as Black, Indigenous and People of Colour, persons living with disabilities and the 2SLGBTQ+ community. **Women's Executive Network reserves the right, at our sole discretion, to decline a nomination and/or extract an Award from a Top 100 Award Winner in the cases of criminal investigation, allegations, accusations or charges.**

## 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.

# Nomination FAQs

## 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.

## 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. The judges will not be required to view anything longer than two pages.

## What extra pieces may I be required to submit for a Nomination package?

**Financial Data and/or a detailed dossier** - Required only for Entrepreneurs and Canada's Most Powerful CEOs categories. Financial data will be for the last three years. A detailed dossier includes, but is not limited to: financial statements, ratios, highlights, capital structure, auditors report, etc.

**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).

**Proof of Professional Designation** - E.g. diploma, degree, proof of certification, transcripts, etc. (Required for Professionals category only)



# Nomination FAQs

## 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 edit 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 **Tuesday, May 28, 2024 at 11:55 AM EDT**. 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 re-submission/acceptance deadline for those nominated by someone else is Tuesday, June 4, 2024. The date that Winners will be contacted is Monday, July 22, 2024.

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

No. The entire Top 100 Nomination Package must be submitted online, through our Awards Portal:

<https://top100women.wxnetwork.com/>.

## What is the final Nomination deadline?

All Nominations must be received by **11:55 AM EDT on Tuesday, May 28, 2024**.

If nominated by someone else, the Nominee will receive notification to review and resubmit.

The resubmission must be received by **11:55 AM EDT on Tuesday, June 4, 2024**.

## Deadline Example 1:

Joanne from ABC Company is nominating herself. This is a 'self-nomination'.

Joanne has until **Tuesday, May 28 at 11:55 AM EDT** to submit her nomination.

Upon submitting her nomination, Joanne receives an email confirmation of her nomination being received. No further steps need to be taken by Joanne. She may view her nomination at any time but can no longer edit it once submitted.

## Deadline Example 2:

Bob from XYZ Co is nominating Sally from WRV Co.

Bob has until **Tuesday, May 28 at 11:55 AM EDT** to submit his nomination for Sally.

Upon submission, Bob receives an email confirmation of his nomination being received. Bob must contact Sally to be sure that she received an email about her nomination. If she hasn't Bob should contact [Top100@wxnetwork.com](mailto:Top100@wxnetwork.com).

Sally receives an email on May 28 (or sooner) alerting her that Bob has nominated her for a Top 100 award.

Sally has until **Tuesday, June 4, at 11:55 AM EDT to review** her nomination, make any changes or additions, and accept or decline the nomination. The nomination will not go to judging until Sally accepts her nomination.



# Nomination 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 by Monday, July 22, 2024 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 2024 Top 100 Award Winners list will be made public **Monday, October 30, 2024 at 12:00 pm EDT**.

The Canada's Most Powerful Women: Top 100 Awards Gala will take place on **Wednesday, November 27, 2024** in Toronto.