CELEBRATE YOUR POWER!

NOMINATIONS NOW OPEN FOR CANADA’S MOST POWERFUL WOMEN: TOP 100 AWARDS!
Canada’s Most Powerful Women: Top 100™ was created to recognize the incredible accomplishments of women, develop a community of support, and increase the visibility of strong leaders in order to inspire future generations. We celebrate those achievements every year at our Top 100 Summit & Awards Gala.

What makes the Top 100 Winners the most powerful women in Canada? Their personal power isn’t about title, it’s that they are resilient and strong. They inspire, learn and grow. They have faced professional and personal challenges and come out stronger. They are champions and advocates for others.

There are extraordinary and powerful women all around us. Nominate and empower someone today and help change the face of business in Canada.

Together we can make a difference.

### ABOUT THE AWARDS

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### AWARD CATEGORIES:

- Arts, Sports and Entertainment
- RBC Champions
- Mercedes-Benz Emerging Leaders
- BMO Entrepreneurs
- KPMG Future Leaders
- Intact Professionals
- CIBC Trailblazers and Trendsetters
- CP Industry Sector and Trades
- Manulife Science and Technology
- HSBC Corporate Executives
- Public Sector Leaders

“Being recognized as one of Canada’s Top 100 most powerful women is both humbling and hard to imagine. To be nominated, and then named, to this small list of amazing women is an honour.”

– Tina Jones, President, Banville & Jones Wine Co
Canada has a beautifully diverse culture, including a vibrant art scene, captivating architecture, engaging theater, world-renowned festivals, and enthralling sports.

The 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, 2018.

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?
Women and girls are facing direct challenges to their reproductive health, safety, economic rights, professional development, and so much more. A champion has the unique and special opportunity to become a role model to support, teach and become a visible advocate for the equitable treatment of women.

The RBC Champions Award recognizes these women who are currently making a distinct and describable difference to the advancement of women in the Canadian workplace.

The Nominee must be actively in her role on or before December 31, 2018.

**THE CRITERIA:**

Nominees are judged on the following criteria:

- **Role Model:**
  What mentoring and other initiatives has the Nominee undertaken to assist women in the Canadian workplace through serving as a role model?

- **Impact on Other Women:**
  How has the Nominee had a measurable impact on women at the local, regional, national and international levels?

- **Change Agent:**
  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?

- **Community Service:**
  How does the Nominee demonstrate her commitment to the community?
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, 2018. 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.

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?
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, 2018.

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?
From front-line activists to ideas that grow into global movements, young women in Canada are owning their ability to take action that changes the world, willing and able to do the hard work required to innovate in the face of ever-changing business challenges.

The KPMG Future Leaders Award recognizes exceptional young women who have distinguished themselves early in their careers, and who show tremendous potential to continue making their mark in the years to come.

Nominees must be 29 years of age or younger as of December 31, 2018 and may be from any professional background or discipline.

**THE CRITERIA:**

Nominees are judged on the following criteria:

- **Career Accomplishments:**
  What has the Nominee accomplished in her career that sets her apart?

- **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?
Through new innovations, laws and policy, professionals affect real change and progress in their fields. The Intact 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 firms, and/or who serve their profession in a leadership role at a provincial or national level.

For purposes of this category, “profession” means a vocation or occupation requiring special (usually advanced) education, knowledge and skill. “Professionals” may include, but is not limited to: Lawyers, Doctors, Engineers, and Accountants.

The Nominee must be actively in her role on or before December 31, 2018.

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?

- **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?
The advancement of gender equality requires powerful women who are creating landmark achievements, forging a pathway for future generations while achieving greatness for themselves.

The CIBC Trailblazers and Trendsetters Award recognizes women who are either the first in their field or have made a major impact on it, and who have made a great contribution to Canadian society in any field of endeavour.

The Nominee must be actively in her role on or before December 31, 2018.

**THE CRITERIA:**

Nominees are judged on the following criteria:

- **Breaking New Ground or Traditional Barriers:** How has the Nominee broken new ground or traditional barriers?

- **Impact of Contribution on Canadian Society:** How has the Nominee had a measurable impact on Canadian society?

- **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?
Women perform just as well as men in industry and skilled trades, and bring many additional skills and perspectives. The industry sector includes specialized fields of engineering within the manufacturing, transportation and energy sectors as well as the goods-producing segment of the economy, including agriculture, construction, fisheries, forestry and mining.

The CP Industry Sector and Trades Award recognizes women who have made significant contributions to the advancement of women through their inspiring work and advocacy in these underrepresented sectors.

The Nominee must be actively in her role on or before December 31, 2018.

THE CRITERIA:

Nominees are judged on the following criteria:

- **Empowerment Agent:**
  How does the Nominee create an environment that empowers women and improves the workplace in Industry and Trades?

- **Difference Maker:**
  What are examples of the Nominee creating change and making a difference to the advancement of women in Canadian Industry and Trades?

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

- **Breaking New Ground or Traditional Barriers:**
  How has the Nominee broken new ground or traditional barriers?
Science and Technology

AWARD CATEGORIES

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, 2018.

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?
Women have made steady progress and are moving to positions of leadership however we continue to face an uphill battle. We celebrate those women who are forging the way and breaking down barriers for future generations. The HSBC Corporate Executives Award recognizes women who hold senior positions in Canada’s publicly-traded and privately owned companies, pension funds and co-operatives.

Nominees must hold a position at the Vice-President level or higher or report directly to the President. Nominees may be employed by organizations of all sizes.

The Nominee must be actively in her role on or before December 31, 2018.

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?

- 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?
Public Sector Leaders

Today’s public sector leaders are being asked to function with fewer resources and continually find new ways to tackle challenges. Women leaders are especially important to ensure the public sector is truly reflective of the demographic make-up of the communities they serve.

This category recognizes women who hold senior positions in Canada’s public sector organizations, including Crown Corporations and the Canadian Forces. They cannot currently be in public office.

Nominees will be selected from this category’s groupings:

- Federal government departments
- Provincial ministries
- Universities
- Municipalities
- Hospitals and regional health authorities
- Crown corporations
- Canadian Forces

The Nominee must be actively in her role on or before December 31, 2018.

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?

- **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?
In order to submit a completed online Top 100 Nomination Package, you will require the following:

1. **Completed Online Nomination Form**
   Completed with Nominator and Nominee information.

2. **Financial Data**
   Required only for Entrepreneurs Award 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, max 2MB, JPEG or TIFF.

6. **Nominee’s Biography**
   One page maximum, Word Document.

All Nominations must be received by 5:00 pm ET on Monday, June 17, 2019.
ELIGIBILITY

Who can be nominated for a Top 100 Award?
A 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.

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.

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.

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 Top 100 Diversity Champions 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 Top 100 Diversity Champions. 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.

**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 Diversity Champions 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 the Award up to three times. If she is nominated a fourth time, the Diversity Champions may choose to recommend her induction to Canada’s Most Powerful Women: Top 100™ Hall of Fame.

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

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 Diversity Champions and Proxy Committee. Our Diversity Champions 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 LGBTQ. Our Proxy Committee are made up of a select group of executives who support the vetting process. 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.
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 Diversity Champions reviewing candidates in one category, the Diversity Champion Chair and a two-person secretariat. 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. WXN uses SSL (Secure Sockets Layer) technology to establish an encrypted link between the server and the client. Data such as credit card numbers, login credentials and financial information will be transmitted securely.

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. The judges will note who provides the references. Only one internal reference letter written within the period of nominations, which are one page maximum each, will be accepted.

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

We invite you to join one of our Top 100 Nomination Q&A sessions to receive an overview of the Nominations process and to ask any questions. The dates are:

**April 26, 2019 at 2:00 pm ET**

Go to meeting: https://global.gotomeeting.com/join/140339253
or
dial in using your phone:
Canada: +1.647.497.9373
Access Code: 140.339.253

**May 24, 2019 at 2:00 pm ET**

Go to meeting: https://global.gotomeeting.com/join/140339253
or
dial in using your phone:
Canada: +1.647.497.9373
Access Code: 763.124.605
May I include my resume and/or articles along with my submission?
No. Any additional material other than what is requested will not be accepted and will be removed from the nominations package.

Once I submit the online Nomination Package, what’s next?
Once the online Nomination Package has been submitted, you will be taken to a confirmation page. You can review your submission(s) at any time by logging into your account. Please note that WXN cannot review a submission in progress, only completed and submitted Nominations are logged in the system. You will not be able to edit an application after submission. Nominees will be contacted in August 2019 and advised if their Nomination was successful or not. Nominators will also be contacted in August 2019 and advised if their Nominee has been selected or not.

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 5:00 pm ET on Monday, June 17, 2019.

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 page. You can review your submission(s) at any time by logging into your account. You will not be able to edit an application after 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 Top 100 Diversity Champions consider the Nominee’s achievements in the context of the Selection Criteria of the category in which the Nominee has been nominated.

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Once the Top 100 Diversity Champions have made their decisions, when will the Nominees be contacted?
Nominees will be contacted in August 2019 and advised if their Nomination was successful or not. Nominators will also be contacted in August 2019 and advised if their Nominee has been selected or not.

When will the Top 100 Award Winners be announced to the public?
The 2018 Top 100 Award Winners list will be made public in November 2019.