



Ontario Food Protection Association Standard Operating Procedures (SOPs) Awards

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OFPA AWARDS

1.0 OBJECTIVE

To outline the procedures for the yearly call-out for the OFPA annual award nominations. To outline the procedures for the presentations of the OFPA annual awards to recognize the outstanding achievements and contributions of professionals to the food safety in Ontario.

2.0 SCOPE

This SOP covers:

- content of "Call for OFPA Annual Award Nominations document.
- description of the OFPA annual awards.
- nomination process.
- eligibility criteria for award nominees.
- procedure for voting for award recipients by OFPA membership.
- selection criteria for award recipients.
- procedures for presenting awards.
- certificate and honorarium for award recipients.

This SOP covers the yearly OFPA Awards and does not include:

- **the nominations procedure for new Directors - this is chaired by the OFPA Administrator and the SOP for this procedure is on the OFPA website and is named "New Director Nominations.**
- **the submission by OFPA for IAFFP Awards - submission done by OFPA Administrator in consultation with the OFPA President.**

3.0 RESPONSIBILITY

Role	Activities
OFPA Administrator	<ul style="list-style-type: none">• To e-blast "Call for OFPA Award Nominations" as requested by Chair of Awards Committee.• To prepare as needed, the Award Certificates and the honorarium cheques (cheques must be signed by two of the four Executive Signatories).• To ensure that Award recipients receive an award letter, the award certificate, and the honorarium either in-person or by mail.• To update on the OFPA website, the list of Past Recipients of OFPA Awards.



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<p>OFPA President</p> <p>Chair of Awards Committee</p>	<ul style="list-style-type: none"> • To sign the Award letters. • In absence of the Committee Chair, to present in-person or virtually the OFPA awards to the successful recipients. • To review and update the SOP and secure approval on any required amendments. • To review and update on a yearly basis, the "Call for OFPA Award Nominations" which includes the "Nomination Form" (refer to Appendix D for the "Call for OFPA Award Nominations" document). To take major changes to BOD to ensure that BOD agrees. • To advertise the updated award information, including on the OFPA website. Any updates to the website must be done in consultation with one of the Website Co-Chairs and if needed, with help from OFPA Administrator. • To ensure that current "Call for OFPA Award Nominations" is e-blasted to all appropriate parties and is posted on OFPA Social Media platforms. OFPA Administrator and Chair of Social Media will assist. • To collect nominations, ensure that nominees meet eligibility criteria. • To ensure that eligible nominees are sent to OFPA membership (including BOD) to vote for award recipients. • To ensure award presentation materials are prepared - with help from OFPA Administrator. • To present in-person or virtually the OFPA awards to the successful recipients. • To ensure that the OFPA website is updated with current award recipients, including where possible, a photo and a short profile.
<p>Board of Directors</p>	<ul style="list-style-type: none"> • To advertise the call for award nominations to their colleagues and contacts. • To submit their own nominations (if they have any). • When called upon, the Board will vote for the award recipients from the list of nominees.... • To review, comment and approve any major changes to Awards SOP and/or to the "Call for OFPA Award Nominations" documents.

4.0 PROCEDURE

4.1 In January/February of every year, the Chair will review and update the "Call for OFPA Award Nominations" (Refer to all Appendices in this SOP). This will include updating here necessary:

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- dates.
- Eligibility criteria.
- description of Award Categories.
- nomination process.
- selection criteria
- voting procedures.
- presentation of awards.
- certificate and honorarium.
- details of the Nomination Form. " (refer to Appendix D for the "Call for OFPA Award Nominations" document).

4.2 Deadline date for nomination submissions starts as June 30th of the current year. If the response is poor, the Chair can move the deadline date to as late as October 15th. This date will still give the Chair enough time to collect nominations, ensure nominees meet eligibility criteria, send list of nominees to OFPA membership for a vote, and prepare for award presentations at the AGM at the OFPA Annual Fall event in November.

4.3 Chair will take to the OFPA Board of Directors (BOD) any major changes to the Award documents or procedures. This is to ensure BOD agrees with changes.

4.4 Chair then advertises the Awards information, where possible:

- on the OFPA website - **Chair must ensure that all changes to OFPA Website are done in consultation with one of the Website Co-Chairs.**
- on the OFPA Social Media platforms by providing Chair Social Media with information for distribution on Social Media platforms.
- at the OFPA Annual Spring event - at the OFPA booth, in the participants' folder, by email to participants, etc.
- at the OFPA golf tournament - at the OFPA registration table and in the participants' folder.
- at the OFPA social mixer.
- by e-blasting to OFPA members, partners, and contacts - OFPA Administrator will help with this step.
- through the BOD to help get the word out to their colleagues and contacts.
- any other avenues that Chair and/or BOD can think of.

The distribution of information can be done at intervals through reminders and especially if information changes.



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Chair can also create different advertisements and can enlist the help of the Marketing Committee to help create these advertisements.

- 4.5 Chair collects the nominations.
- 4.6 As the deadline of June 30th for nomination submissions nears and if response is low, the Chair can change the deadline to as late as October 15th. Chair will ensure that this updated information is distributed (refer to 4.4 above).
- 4.7 Once the Chair has collected all the award nominations, the Chair will screen nominees against the eligibility criteria (refer to Appendix B in this SOP).
- 4.8 Chair will send list of eligible nominees along with their pertinent information to the BOD to keep them updated and to ask that they vote on the nominees they wish to be award recipients.
- 4.9 Chair will send out list of eligible nominees along with their pertinent information to the OFPA membership to ask that they vote on the nominee they want to be selected for an award. Voting is anonymous and voter replies with their selected nominees or a simple yes or no that a particular nominee be selected or not. OFPA Admin can help with distribution of this information to OFPA Membership.

Three weeks are given to the OFPA membership for this voting procedure. Voting and collection of votes should be ended by first week of November to give enough time to prepare for award presentations.

- 4.10 Chair will ask Admin to prepare certificate, award letter and honorarium cheque for each award recipient. (Refer to Appendices F and G for example of award letter and certificate).
- 4.11 Chair will prepare the announcement to be read during award presentations.
- 4.12 Chair will present awards in person or virtually at the AGM at the OFPA Annual Fall event. If Chair is not able to do the presentations, they will be done by OFPA President.
- 4.13 Chair will ensure that website is updated with current award recipients including photo and a short profile where possible - **Chair must ensure that all changes to OFPA Website are done in consultation with one of the Website Co-Chairs.**

5.0 DOCUMENTATION CONTROL

At least once per year the Chair will review this SOP and update it to reflect the activities to make sure that it encompasses the updated procedures.



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ISSUE DATE	REVISED DATE	STATUS
	January 2020	Several documents for the Awards procedures were drafted/updated by Rocio Morales. .
	February 11 to 21, 2021	Awards SOP was drafted by SM Chalouh by using the various documents drafted/updated by Rocio Morales.
	February 21, 2021	Drafted SOP sent to Joseph Myatt, President; Denise Horsemen, Administrator; and Laurie Sawyer, Chair for review and comment and if needed to present to BOD.
Mar. 30, 2021		SOP finalized and ready for posting on OFPA Website.

APPENDIX A: Award Categories

AWARD OF SANITARIAN AND FOOD SAFETY PROFESSIONAL OF THE YEAR

The Sanitarian and Food Safety Professional of the Year Award may be presented to an OFPA member (Professional, Honorary, Retired or Sustaining Corporate) deemed to have contributed outstanding service to the Food Industry in Ontario, e.g., demonstrated expertise on sanitation procedures, improved food safety culture at a company, conducted research that made an applied contribution to food safety, provided excellent educational or training activities to food companies. The award consists of registration to Annual General Meeting (AGM), a certificate and \$250 honorarium.

AWARD OF MERIT

The Award of Merit may be presented to a Professional, Honorary, Retired or Sustaining Corporate member of the Association deemed to have contributed outstanding service to the OFPA, e.g., provided high quality articles for the newsletter, supported administrative activities, increased visibility of the OFPA. The award consists of registration to AGM, a certificate and \$250 honorarium.



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LIFETIME ACHIEVEMENT HONORARY AWARD

May be presented to a Professional or Retired member of the Association and recognizes individuals who have made substantial contributions to the objectives of the OFPA through more than 10 years of active service in the Association. The Lifetime Achievement Award grants the winner honorary lifetime membership in the Ontario Food Protection Association, registration to AGM, a certificate and \$250 honorarium.

APPENDIX B: Eligibility Criteria

The nominated candidate must be an OFPA member in good standing and can include OFPA Board Members and previous award recipients. Membership is not required for a nominator. There is no limit to the number of nominations a nominator can put forward. All nominations must be signed before the nomination form is submitted. Completed nomination forms must be received by email no later than the nomination deadline (nomination form is at the end of this document).

APPENDIX C: Nomination Process & Selection Criteria

Nominations may be made by completing the nomination form (refer to Appendix D for the nomination form). Forms must be received by the Committee Chair by the nomination deadline. The eligibility of the award candidates shall be confirmed by Awards Committee from the list of nominations submitted and using the eligibility criteria. The winners will be selected by the OFPA membership based on the outstanding contributions and their suitability for each category. Members will vote online through a link provided by email. Results of the vote will be presented to the board at their October or November meeting. An award shall not be made if submitted nominations do not meet eligibility nor suitability for the category. For any questions or concerns about the nomination process, please email the Committee Chair.



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APPENDIX D: 20XX (insert year) Call for OFPA Nominations (including Nomination Form)



20XX (insert date) CALL FOR AWARD NOMINATIONS

The OFPA is pleased to open the call for the 2020 award nominations to recognize the outstanding achievements and contributions of professionals to the food safety in Ontario and beyond. It is with great enthusiasm that the OFPA continues with its mission of improving the professional status of those involved with food safety.

NOMINATION DEADLINE: June xx, 20XX (insert date)

Contact: (insert name of Chair), Committee Chair

Email: (insert Chair's email)

ELEGIBILITY

The nominated candidate must be an OFPA member in good standing and can include OFPA Board Members and previous award recipients. Membership is not required for a nominator. There is no limit to the number of nominations a nominator can put forward. All nominations must be signed before the nomination form is submitted. Completed nomination forms must be received by email no later than the nomination deadline (nomination form is at the end of this document).

CATEGORIES

AWARD OF SANITARIAN AND FOOD SAFETY PROFESSIONAL OF THE YEAR

The Sanitarian and Food Safety Professional of the Year Award may be presented to an OFPA member (Professional, Honorary, Retired or Sustaining Corporate) deemed to have contributed outstanding service to the Food Industry in Ontario, e.g., demonstrated expertise on sanitation procedures, improved food safety culture at a company, conducted research that made an applied contribution to food safety, provided excellent educational or training activities to food companies. The award consists of the Annual General Meeting (AGM) registration fee, a certificate and \$250 honorarium.

AWARD OF MERIT



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The Award of Merit may be presented to a Professional, Honorary, Retired or Sustaining Corporate member of the Association deemed to have contributed outstanding service to the OFPA, e.g., provided high quality articles for the newsletter, supported administrative activities, increased visibility of the OFPA. The award consists of the AGM registration fee, a certificate and \$250 honorarium.

LIFETIME ACHIEVEMENT HONORARY AWARD

May be presented to a Professional or Retired member of the Association and recognizes individuals who have made substantial contributions to the objectives of the OFPA through more than 10 years of active service in the Association. The Lifetime Achievement Award grants the winner honorary lifetime membership in the Ontario Food Protection Association, the AGM registration fee, a certificate and \$250 honorarium.

NOMINATION PROCESS & SELECTION CRITERIA

Nominations may be made by completing the nomination form at the end of this document. Forms must be received by the Committee Chair by the nomination deadline. The eligibility of the award candidates shall be confirmed by Awards Committee from the list of nominations submitted and using the eligibility criteria. The winners will be selected by the OFPA membership on-the-basis of the outstanding contributions and their suitability for each category. Members will vote online through a link provided by email. Results will be presented to the board at their October or November meeting. An award shall not be made if submitted nominations do not meet eligibility nor suitability for the category. For any questions or concerns about the nomination process, please email the Committee Chair.

ANNOUNCEMENT

The Committee Chair will notify winners in October or November. The Chair shall present the awards in person at the AGM or at a virtual AGM in November at the OFPA annual Fall event. Profiles of award recipients will be posted at www.ofpa.on.ca

PAST RECIPIENTS OF AWARDS

YEAR	PRESIDENT	SANITARIAN & FOOD SAFETY	AWARD of MERIT	HONORARY LIFETIME MEMBERSHIP
2019	Angela Bernoski	Chris Chanas		
2018	Ananth Kasic	Jessica Burke	Joseph Myatt	
2017	Katherine Di Tommaso	Karen Schroder		
2016	Moustapha Oke			
2015	Peter Stein/ Lynne Fruhner	Trophy Foods Inc.	Sani Marc Company	Mike Brodsky



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2014	Keith Warriner	Nel Pereira	Richard Meldrum	Jeff Farber
2013	Jeff Hall	Steve Pereira	Jeff Hall	
2012	Marc Charlron	Larry Taves	Victoria Rosa	
2011	Paul Baxter	Joe Pereira	Joseph Odumeru	Marilyn Lee
2010	Judy Greig	Ian Culley	Joanne Boudreault	
2009	Mike Cassidy	Sherif Morcos		
2008	Joseph Odumeru		Debra Bradshaw	

See form example attached



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APPENDIX E: EXAMPLE of an Advertisement Calling for Award Nominations (for e-blasting and posting on OFPA Social Media Platforms)



2020 CALL FOR OFPA AWARD NOMINATIONS

The OFPA is pleased to open the call for the 2020 award nominations to recognize the outstanding achievements and contributions of professionals to food safety in Ontario and beyond. It is with great enthusiasm that the OFPA continues with its mission of improving the professional status of those involved with food safety.

NOMINATION DEADLINE: June 30, 2020

Contact: Rocío Morales, Committee Chair
Email: rmorales@alumni.uouelph.ca

FOR MORE DETAILS AND NOMINATION FORM, PLEASE CLICK
www.ofpa.on.ca/about/awards

AWARD OF SANITARIAN AND FOOD SAFETY PROFESSIONAL OF THE YEAR

The Sanitarian and Food Safety Professional of the Year Award may be presented to a member (Professional, Honorary, Retired or Sustaining Corporate) deemed to have contributed outstanding service to the Food Industry in Ontario; e.g. demonstrated expertise on sanitation procedures, improved food safety culture at a company, conducted research that made an applied contribution to food safety, provided excellent educational or training activities to food companies. The award consists of the Annual General Meeting (AGM) registration fee, a certificate and \$250.

AWARD OF MERIT

The Award of Merit may be presented to a Professional, Honorary, Retired or Sustaining Corporate member of OFPA deemed to have contributed outstanding service to the association, e.g., provided high-quality articles for the newsletter, supported administrative activities, volunteered at events, increased visibility of the OFPA. The award consists of the AGM registration fee, a certificate and \$250.



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APPENDIX F: EXAMPLE of AWARD LETTER Sent/Given to the Recipient of the OFPA Sanitarian and Food Safety Professional of the Year Award in 2020



Ontario Food Protection Association
P.O. Box 53128
RPO Royal Orchard
Thornhill, Ontario
L3T 3G9
Tel: 647-573-4940
Email: info @ofpa.on.ca
Website: www.ofpa.on.ca

November 19, 2020

Dear Dr., Tewari,

On behalf of the Ontario Food Protection Association (OFPA), I would like to congratulate you on receiving the 2020 OFPA Sanitarian and Food Safety Professional of the Year Award.

The Sanitarian and Food Safety Professional of the Year Award is given to a person or a company that is deemed to have contributed outstanding service to the food industry.

The OFPA Membership has chosen you because of the dedication you have given to your promotion of food safety in the Ontario food industry.

Please accept the OFPA award certificate and a small token of our gratitude for your contribution.

Sincerely,

Joseph Myatt
OFPA President 2020



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APPENDIX G: EXAMPLE of Award Certificate

Obtain certificate example from Board Administrator