Engineering Institute of Canada

Honours, Awards and Fellowships Program

POLICY, RULES AND GUIDELINES

Preamble

Since its creation in 1887, the Institute has established a number of awards to recognize meritorious contributions to the Institute, to the profession, and to the science, technology and management of engineering. In the early 1960s, the EIC Council also established the special honour of "Fellow of the Institute" to recognize excellence in engineering and service to the profession and to society.

During the period (1970's and 1980's) when the EIC morphed from the principal learned engineering society in Canada to a federation of constituent engineering societies, some of the original Institute awards ceased to be bestowed, while others recognizing best papers or best practices in a technical discipline were transferred to the most pertinent constituent societies. Those interested in the historical evolution of EIC awards will find an excellent summary in the Engineering History Paper #36, penned in 2006 by Andrew H. Wilson, Past EIC President and former Chair of EIC's Honours, Fellowships and Awards Cttee.

The following list presents the current awards of the Institute, and their principal criteria:

The Sir John Kennedy Medal, established in 1927, is awarded in recognition of "outstanding services rendered to the engineering profession, or of noteworthy contributions to the science of engineering, or to the benefit of the Institute". It is awarded once every two years and remains the most senior award of the Institute.

The Julian C. Smith Medal, established in 1939, recognizes "achievement in the development of Canada". It represents the second highest ranking award of the Institute and up to two medals may be awarded each year.

The K.Y. Lo Medal, established in 1997, recognizes significant engineering contributions at the international level. One medal may be awarded annually.

The John B. Stirling Medal, established in 1987, is awarded for leadership and distinguished service at the national level within the Institute and/or its Member Societies, by members of these Societies. Since 1993, one medal may be awarded annually.

The Canadian Pacific Railway Medal, established in 1987, recognizes many years of leadership and service by members of the Societies within the Institute at the regional, branch and section levels. Since 1990, one medal may be awarded annually.

Since 1963, exceptional members of EIC constituent societies are inducted as **EIC Fellows of the Institute** in recognition of their excellence in engineering and their services to the

profession and to society. The number of yearly FEIC inductees has varied over the years but have now settled around a target of 20 in recognition of the number of constituent societies belonging to the federation and total eligible memberships.

Honorary Memberships, established at the inception of the Institute in 1887, are still offered occasionally to non-members of Constituent Societies (mostly non-engineers) having achieved outstanding distinction through service to engineering and the profession of engineering in Canada. Exceptionally, on the occasion of its 125th anniversary in 2012, EIC Council decided to make an exception to the "individual of merit" rule in order to recognize/showcase what they considered to be five top Canadian engineering technology achievements.

Rules Governing the Bestowing of EIC Awards

Each year, nominations reflecting the broad diversity of the Canadian engineering community are sought from EIC constituent societies or their members to recognize outstanding individuals of any gender and any ethnicity group from the private or public sector, and who are most deserving of receiving a senior award or fellowship of the EIC. Nominations may be submitted year-round, though a Call for Nominations is distributed each summer to a broad list of past winners, Council members and constituent society administrators.

All nominations must strictly adhere to the rules and use the form prescribed on the EIC website. The current set is presented below, but these may be updated from time to time, so it is important to refer to the most current set published on EIC's website. Nominations that deviate from such rules/form will be rejected.

Each year, all nominations received by the set deadline (see Rule #1) will be checked for comprehensiveness and assembled into a package for consideration and voting by members of EIC's Honours, Awards and Fellowships Cttee, or HAF Cttee for short. Each constituent society is allowed to appoint one voting member on the HAF cttee (note that EIC's Executive Director strictly serves as a non-voting secretary, facilitating and documenting the work of the cttee). The bulk of the HAF cttee work is conducted over a two-week period each year (roughly from mid to end of November). HAF cttee members should also act to remind their society colleagues to prepare and submit strong compelling cases by the set deadline.

Rule #1

The Call for Nominations issued each year reminds everyone of this most important rule: the cut-off date for nominations to be considered for award in any given year does not vary - it is at the end of the day (midnight) on 25 October* of the preceding year. This annual deadline, promulgated on the desire to alert eventual winners prior to the end of December holidays and to hold the EIC Awards Gala in April, represents a clear, and steady cut-off date that allows sufficient time for all subsequent processes (cttee consideration, voting, ratification, announcement, promotional and organizational activities) that are necessary to ensure a well-attended and financially successful Gala event. Nominations that are received after the 25 October* cut-off date simply get recorded for consideration during the following cycle.

(*Note: The previous deadline for submitting nominations was November 15 for many years. However, at its meeting on September 28, 2025, the EIC Council decided to change this annual deadline to October 25, applicable for the first time to nominations to be considered for the 2027 EIC awards.)

Rule #2

Members of constituent societies <u>cannot</u> nominate themselves – they must be nominated and supported by peers. In the case of two specific societies, the Canadian Dam Association and the Canadian Geotechnical Society, all nominations must be sanctioned and submitted by the

respective society. All other constituent societies allow their own members to submit nominations of their peers directly to the EIC.

Rule #3

To be eligible for an EIC award, a candidate must be a member in good standing of at least one of EIC's 15 constituent societies. An exception to this rule pertains to the Honorary Membership honour which is awarded strictly to non-members of constituent societies. Also, in the case of two constituent societies – the Canadian Society for Civil Engineering and the Canadian Society for Mechanical Engineering – one must already be a fellow of that society to be considered eligible for an EIC fellowship nomination.

Rule #4

To be eligible for an EIC award (incl. an EIC Fellowship), a candidate must be a permanent Canadian resident. This particularly affects/excludes IEEE members who are not part of IEEE Region 7 (i.e. IEEE Cda), IISE members who do not reside in Cda, and Canadians permanently living abroad.

Rule #5

Nominators must themselves be members in good standing of an EIC Constituent Society. They should discreetly attempt to secure the resume/curriculum vitae (CV) of a peer candidate or know/gather sufficient information concerning them to present a clear and compelling nomination case. If possible, the candidate/nominee should <u>not</u> know that he or she is being nominated.

Rule #6

Nominators must find/recruit a minimum of two, and a maximum of three, supporters who already know the candidate and their professional accomplishments very well. These 2-3 supporters need not be members of an EIC Constituent Society. The nominators are responsible for acquiring the letters of support which must each clearly indicate the supporter's name, e-mail address and their official pedigree, not exceed 2 pages in length, and convey their knowledge, experience and nature of professional interactions with the nominee.

Rule #7

Nominators must submit a completed Nomination Form (see below template) that is not more than four (4) pages in length and not be altered in font size, together with the 2 or 3 acquired support letters. In preparing their cases, nominators should note that the selection committee is less interested in the quantity of a candidate's work than it is in its quality as measured by the relevance and <u>impact</u> of their work on the profession and society. The completed form must also include a maximum 150-word bio/citation in the space provided for that effect. The citation should mention the nominee's educational and professional pedigree and more importantly the <u>impact</u> of their accomplishments on the profession and general society.

Rule #8

Medal nomination cases must refer to the relevant medal's principal criteria (see the above list) and describe <u>how</u> the nominee's work/accomplishments address those specific criteria.

Rule #9

At their sole discretion, nominators may include a separate cover letter that summarizes their professional relationship with the candidate and the main reason(s) for their nomination. Cover letters should not exceed one page in length.

Rule #10

Except for the sole exception where an Honorary Membership was bestowed on a recently deceased politician whose work was considered to have greatly contributed to engineering in Canada (i.e. the late Robert Bourassa), EIC recognitions are not to be awarded posthumously.

Submission Instructions

Once a nomination case or 'dossier' is complete, nomination cases should be e-mailed to EIC's Executive Director (ggosselin.eic@gmail.com). The various documents may be attached in MS-WORD format or unlocked PDF (note that some e-signing techniques sometimes locks a pdf file and prevents their compilation into awards cttee packages).

Eligibility and Conflict of Interest Rules

Long-standing experience has demonstrated that EIC's nomination and award selection processes can be considered fair, open and transparent to all concerned when the following rules of conduct are strictly observed. These also contribute to the great quality of received nomination cases and of the eventual winners.

1) Members of the HAF cttee cannot be nominated for an EIC award, nor shall they act as nominators, while serving on the HAF committee. Also, as of 26 Apr 2026, they can no longer write letters of support for any of the cases submitted by others *[amended]*.

   To clarify, if a member of the Awards Committee is nominated for an award, that member is automatically removed from the Committee and must refrain from all related considerations/decision making for awards that year. The society whose member is affected by such conflict will be asked to appoint a substitute representative on the HAF cttee as quickly as possible.

2) The HAF cttee is the body responsible for reviewing all eligible nominations submitted by the set deadline and to agreeing by vote or consensus on the selection of award recipients. Council members are then provided up to 5 days to express any dissenting voice or concern (with supportive information) regarding any of the proposed recipients. If no concern is expressed, the HAF cttee selections are considered final. If a concern is expressed, it is urgently fed back to the HAF cttee which will deliberate further and provide its response or resolution.

3) Since members of Council do not vote, i.e. are not asked to select the award winners, they are free to nominate candidates or write letters of support for candidates nominated by others. They can also be nominated for EIC awards while serving on Council, just like any other members of EIC constituent societies.

General Guidance to Nominators

Considering that the voting EIC Honours and Awards cttee representatives (one from each of the constituent societies) have quite different engineering backgrounds (academia or industry, and various technical disciplines), it is generally best that the nomination case talks about, in layperson's terms, the specific impacts that the nominee's achievements have had or are perceived to have had on the profession and society in general, i.e. be specific on the significance of the nominee's contributions and their impacts. Most if not all nominees have had long successful careers and many outstanding accomplishments. Hence, what might help sway a juror is them reading about the impacts that the nominee's accomplishments have had on the profession and society in general.

Also, each letter of support should ideally focus on attributes or aspects of the nominee's contributions that the supporter is very familiar with. The nominator should try to select referees/supporters who can write concretely and from personal experience about a candidate's contributions and their lasting impact on the profession and society (versus quoting facts from the CV). The country where the supporters work would not necessarily be of much relevance, but their world-wide reputation presumably is.

Language of Submissions

Considering that the primary operating language of EIC Council and its committees is English, it is recommended that award nomination forms be documented using this language. Nominating and support letters may be written in either of Canada's two official languages, however. If an English translation of any French letter is not submitted by the nominator, the EIC will arrange for such translation so that the material can be considered by the HAF cttee.

End of document

Prepared by:
G.C. Gosselin

Engineering Institute of Canada
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NOMINATION FORM (must not exceed 4 pages)

Nomination for (check one)**:**

Sir John Kennedy Medal	**[ ]**
Julian C. Smith Medal	**[ ]**
K.Y. Lo Medal	**[ ]**
John B. Stirling Medal	**[ ]**
Canadian Pacific Railway Engineering Medal	**[ ]**
Honorary Member	**[ ]**
EIC Fellow	**[ ]**

Information concerning the Nominee:

Full Name	Constituent Society	Membership #

Address		Communications	
Street (and Number):		**Tel #:**	
City:		**Cell #:**	
Province:		**E-mail:**	
Postal Code:			

Education (list the most recent degree first)		
Degree	**Year**	**Institution**

Work History (list the most recent employment first)		
Company/Institution	**Title/Position**	**Years**

NOMINATION FORM (cont'd)

Honours and Awards (list the most recent awards first)		
Award/Honour	**Awarded by**	**Year**

Most Notable Career Achievements and their Significance/Impact (may include professional/volunteer activities) (please describe briefly in the space provided)

NOMINATION FORM (cont'd)

Professional/Leadership Activities (most salient)	Year(s)

150 word Citation (including bio info)
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Information concerning the Nominator:

Full Name	Constituent Society	Membership #

Address		Communications	
Street (and Number):		**Tel #:**	
City:		**Cell #:**	
Province:		**E-mail:**	
Postal Code:			

NOMINATION FORM (cont'd)

Information concerning Supporters:

Full Name	Title/Position	Contact Info
		e-mail: **Tel :**
		e-mail: **Tel :**
		e-mail: **Tel :**

Attachments

Send the completed form in WORD and attach a minimum of 2 and a maximum of 3 **Letters of Support.** The Nominator may append a cover letter, but letters from 2 or 3 other supporters must be submitted. If sending pdf letters, please make sure they are unlocked to allow for proper assembly (adding a certified signature sometimes automatically locks a file).

Nominator's Signature: _____

Date: _____

N.B. Your signature means you have read the resume, compared it to the criteria for the Medal, Award or Fellowship, and vouch that the written citation accurately reflects the curriculum vitae. If you are not sure, please contact Exec Dir Gosselin for assistance prior to submission.

Send nomination package and attachments to:

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