



Award Nomination

Attention: Property Managers

We are honoring individuals who have made unique, exceptional contributions and outstanding achievements in the past year. We have created more categories under Employee of the Year - Site Operations and Building of the Year which include:

Award Objectives - Employee of the Year -Site Operations to include:

- **Building Manager of the Year**
- **Superintendent of the Year**
- **Maintenance Personnel of the Year**
- **Leasing Agent of the Year**
- **Administrator of the Year**
- **Building of the Year - under 150 units**
- **Building of the Year - over 150 units**

Awards Program:

MetCap Living Management Inc. invites all Property Managers to honour MetCap's Employee of the Year of the above categories. These awards were initiated to pay tribute to those exceptional individuals and communities who through their efforts and skills, made outstanding and extraordinary contributions towards the betterment of the MetCap Living Management team.

Submission Process:

We have designed a new electronic format. Upon completion of each category that is required to be accomplished by Property Managers you can simply hit the `Submit by Email' button located at the very end of the nomination form. Then you can begin your next nomination form and repeat the above-mentioned step. This will ensure all your nominations are received. If by chance you have any complications please be sure to contact Ryan Santos of Human Resources and he will be more than happy to assist you.

Please Note: Property Managers will have to complete this process 7 times.

Eligibility for Employee of the Year:

- All permanent, full-time employees who have served for at least twelve months are eligible for the honor.
- No employee is eligible for any of the awards for two consecutive years.

Eligibility For Building of the Year:

- All buildings that have been under the management of MetCap Living since May 15, 2007.
- The Building that won last year (125 Parkway Forest) is not eligible.
- No Building is eligible for any of the awards for two consecutive years.

Changes to Award Nominations Employee of the Year - Site Operations:

- In past years nominations were open to all employees to nominate their colleagues.
- We are asking each Property Manager to nominate one Building Manager, one Superintendent, one Maintenance Personnel, one Leasing Agent and one Administrator

Changes to Award Nominations Building of the Year:

- This year, we are asking each Property Manager to nominate one Building per above category. If you don't have a building that doesn't meets the criteria, it is important to communicate this information with your VP of Operations.
- This year Property Managers will not be asked to present their nomination at Head Office to the Award's selection Committee. Instead, all Property Managers are asked to fill out the electronic form they receive and submit with corresponding photographers, letters of recommendations and any other supporting documentation. Attention: H/R Ryan Santos.

Nomination Procedure Employee of the Year - Site Operations:

The MetCap awards program nominations are mandatory from all Property Managers. Please follow formatted questionnaire, answer boxes will calculate 50% and 50% will be calculated from your support comments. We have designed a new electronic format. You will notice that we have two parts to the form, a questionnaire portion and supporting comments portion. The First portion includes 11 questions where you rate your nomination choice individual 1 being the least and 5 being Best. The document box below is for you to include supporting comments that will encourage the voting committee to highly consider your recommendation. Upon completion of each category you can simply hit the 'Submit by Email' button located at the end of the form.

Please nominate **one employee** and **one Building** from each category. If you require assistance, please contact Ryan Santos from Human Resources and he will help guide you.

Nomination Deadline: Nomination applications must be received by Head office, Human Resources **no later than May 30, 2008**

Award Presentations: Will all be presented at the 2008 MetCaptivating Event being held at the Fairmont Royal York Hotel, Concert Hall on June 12, 2008.

Nominations form for Employee of the Year - Site Operations:

This program is to recognize a permanent, full-time employee of MetCap who demonstrates consistent, exemplary performance.

Submit this nomination form with supporting comments to the recognition committee c/o Human Resources.

Date	<input type="text"/>
Name of nominee	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>

I nominate the above-mentioned individual based on the following criteria within the time frame of May 15, 2007 - May 15, 2008:

	Rate	1	2	3	4	5
1. Makes significant contributions to MetCap Living Management Inc.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Suggests improvements of methods and procedures to increase overall efficiency.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Is consistently courteous and helpful to customers and fellow employees.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrates exceptional ability in the tasks associated with his/her position.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Displays consistently a high level of motivation.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Willingly assumes additional responsibilities.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Practises excellent interpersonal and communication skills.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Works diligently in fulfilling MetCap's mission and vision.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Improves performance through professional development.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Exhibits excellence in work quality and quantity.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Punctual and maintains great attendance.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Nominated by	<input type="text"/>
Title:	<input type="text"/>
Department	<input type="text"/>

Please use below box to document your reasons for you nominations. Point form is acceptable.

Reasons	<input type="text"/>
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Nomination Procedure for Building of the Year:

The MetCap awards program nominations are mandatory from all Property Managers. Please follow the formatted questionnaire.

The Selection Criteria:

- Financial Performance - 20 Points
- Maintenance - 20 Points
- Curb Appeal - 10 Points
- Cleanliness - 10 Points
- Suite Preparations - 10 Points
- Occupancy - 20 Points
- Customer Service - 10 Points

Nomination Form for Building of the Year:

Building Address:

Name of building

Building Management Team:

Number of Units:

Financial

2007 NOI Actual vs. Budget Rate 1.0- 20.0

YTD (Jan-Mar 2008) NOI Actual vs. Budget

Supporting Numbers

Maintenance

Comments - Please indicate approx. number of maintenance requests and whether they are completed in a timely manner. Rate 1.0- 20.0

Supporting Comments

Curb Appeal

Comments - Pictures are mandatory - signage, Grounds, Entrance, Full Building Pictures (If you need help with pictures, please request aid from Sonia-Michelle, Marketing Manager) Rate 1.0- 10.0

Supporting Comments

Cleanliness

Comments - Pictures are mandatory - Pictures of common areas, lobby, laundry room, hallways, office. Rate 1.0- 10.0

Supporting Comments

Suite Preparation

Pictures of turnover unit - if unit isn't available, use descriptive commentary

Rate 1.0- 10.0

Supporting Comments

Occupancy

Vacancy Rate for 2007
YTD (Jan-Mar 2008) Actual Vacancy

Rate 1.0- 20.0

Supporting Comments

Customer Service

Complimentary Letters are accepted

Rate 1.0- 10.0

Supporting Comments

Please use below box to document your reasons for you nominations. Point form is acceptable.

Nominated by

Title:

Department

Supporting Comments