



THE CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

THE JUSTICE JAMES HIGGINS AWARD

Award Criteria and Nomination Procedures

In memory of the Honourable Justice James Higgins (1913–1974) — a distinguished Canadian jurist and Catholic School Trustee from St. John's, Newfoundland — the Board of Directors of the Canadian Catholic School Trustees' Association (CCSTA) annually presents this prestigious award to an individual or group who has made an outstanding contribution to Catholic education in Canada.

The Justice James Higgins Award is the highest honour conferred by CCSTA. It recognizes exceptional leadership, commitment, and vision in advancing Catholic education across the country.

Nomination Guidelines

The following information is provided to assist individuals and organizations in submitting nominations.

Award Criteria

1. The award is presented to a person or group who has demonstrated exceptional leadership, commitment, and vision in support of Catholic education in Canada.
2. Only the following may submit nominations:
 - A member provincial association
 - A Catholic school board in Canada
 - A member of the Canadian Conference of Catholic Bishops

Note: CCSTA Directors may not submit letters of reference.

3. The nominee must have made a significant contribution specifically to Catholic education in Canada.
4. The award recognizes sustained contributions over time, rather than a single exceptional act or event.
5. Previous recipients of the award are not eligible to be nominated again.
6. Current CCSTA Board members, employees, or individuals under contract with CCSTA are not eligible for nomination during their tenure.

Nomination Procedures

1. **Deadline:** All nominations must be submitted in writing by **January 15** for consideration at that year's Conference.
2. **Responsibility of Nominator:** The nominator is responsible for informing the nominee of their nomination **prior to January 15**.
3. **How to Submit:**
Nominations must be submitted by **completing the official Google Form**, which includes space to upload the required documentation.

👉 *The link to the Google Form can be accessed by clicking [\[here\]](#)*

4. **Submission Requirements (via the Google Form):**
 - A written nomination statement (maximum 400 words)
 - A photo of the nominee (if available)
 - Up to three single-page letters of reference

Submissions should address the following:

- Significant contribution to Catholic education in Canada
- Leadership qualities and witness to faith
- Length and breadth of service in Catholic education

5. **Review Process:**
 - Nominations will be reviewed by the Conferences and Finance Committee, which will make a recommendation to the Board at its winter meeting.
 - Voting will be conducted by secret ballot.
 - In the event of a tie, additional discussion and a second vote will occur. If a tie remains, the final decision will be made by random draw.
6. **Repeat Nominations:**
 - Individuals or groups may be nominated in multiple years.
 - However, a new nomination package must be submitted each year.
7. **Award Frequency:**
 - Typically, one award is presented annually.
 - In exceptional circumstances, two awards may be given, or the Board may choose not to present an award in a given year.

8. Notification:

- The Executive Director will inform both the selected recipient and all nominators of the Board's decision.

9. Presentation:

- Appropriate arrangements will be made for the presentation of the award, directly with the recipient. The award ceremony will take place during the Gala Banquet at the CCSTA Annual General Meeting and Conference. The recipient will receive public recognition at the event and will be profiled on the CCSTA website following the Board's decision.