

# ROBERT-SAUVÉ AWARD

## Selection Criteria and Process

### 1. The Robert-Sauvé Award

The Commission des services juridiques created the Robert-Sauvé Award in order to recognize the exceptional contribution of individuals to promoting the rights of the less fortunate.

The first winner was Mr. Justice Robert Sauvé who received the Award posthumously on November 12, 1999 during a workshop for legal aid lawyers.

The Award may be awarded once each year.

It is comprised of a network component and a general public component.

### 2. Eligibility Criteria

#### (A) General criteria

- (1) The individual's contribution must have spanned several years;
- (2) The activities recognized as exceptional by the Award must have taken place in Québec;
- (3) The Award may only be conferred once to the same person;
- (4) The Award, although annual, need not be conferred every year;
- (5) The Award may be conferred during the winner's lifetime or posthumously.

#### (B) Network component

In order to be eligible:

- (1) The individual must be or have been employed by the legal aid network.  
and
- (2) The exceptional acts recognized by the Award must have been performed in the course of such employment.



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### (C) General public component

An individual whose continuous work and sustained commitment, over several years, has contributed in an exceptional manner to promoting the rights of the less fortunate is eligible.

A former legal aid employee is eligible to receive the Award for exceptional acts performed outside the scope of such employment.

## 3. Process

### (A) Robert-Sauvé Award Committee

The Award Committee shall be constituted annually by the Commission des services juridiques. It shall be comprised of three (3) individuals: a member of the Commission des services juridiques other than the person who holds the position of chairman, a lawyer who is a permanent legal aid staff member and is designated by the directors general, and an outside member, namely, a judge or an individual respected by the public, who is designated by the commissioners.

The person who holds the position of secretary of the Commission shall act as *ex officio* secretary of the Award Committee, but shall not participate in the decision-making process.

### (B) Submitting candidacies and preparing the application

Any person or organization who wishes to submit one or more candidates for consideration shall send a written candidacy application to the Robert-Sauvé Award Committee, which application shall include an introductory letter, a brief description of the career and exceptional acts of the candidate and two letters of support.

A sample application form is provided herewith.

Public calls for candidates may be used in order to complete the candidacy process.

Candidacy applications as well as the accompanying documents shall be delivered to the Award Committee before June 1st of each year at the head office of the Commission des services juridiques, 2 Complexe Desjardins, East Tower, Suite #1404, Montréal, Québec, H5B 1B3, to the attention of the secretary of the Commission des services juridiques.

The secretariat of the Committee shall gather and complete the candidates' files and obtain their consent to be candidates.



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(C) Meeting, review of applications and recommendation to the CSJ

The Committee shall meet at least once every year and sessions shall be held *in camera*.

The Committee shall receive and analyze the candidacy applications and carry out such verifications as it deems appropriate. Where applicable, it shall recommend one person to the Commission des services juridiques; such recommendation shall be unanimous.

The secretary of the Commission des services juridiques shall ensure that the persons who have submitted a candidacy application are informed of the results of the Award Committee's work.

All candidacy applications shall be handled confidentially until the moment the Award Committee makes its recommendation to the Commission des services juridiques.

All candidacy applications submitted to the Committee shall continue to be valid for consideration the next time the Award is conferred.

#### 4. Decision, presentation of the Award and publicity

The Commission des services juridiques shall receive the recommendation of the Award Committee and shall deal with it in accordance with the usual rules.

When submitting its recommendation, the Award Committee may suggest how the Award is to be conferred (timing, context, publicity, etc.). Presentation of the Award may take place publicly in the presence of the media. The ceremony may take place during the workshops for legal aid lawyers or during another meeting of the legal aid network.

The Robert-Sauvé Award shall be conferred with a plaque engraved with the winner's name, a certificate signed by the chairman of the Commission des services juridiques as well as a public plaque setting out the names of all the winners of the Robert-Sauvé Award, which plaque shall be kept and displayed at the head office of the Commission des services juridiques.



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## ROBERT-SAUVÉ AWARD CANDIDACY APPLICATION FORM

**The document shall be forwarded  
to the Robert-Sauvé Award Committee at:**

Commission des services juridiques  
2 Complexe Desjardins, East Tower, #1404  
Montréal, Québec, H5B 1B3

### Contact information for the proposed candidate

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Home: \_\_\_\_\_ Office: \_\_\_\_\_

Please attach a brief description of the career or exceptional accomplishment of the proposed candidate.



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**Contact information for two persons who support the application**

**NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Home: \_\_\_\_\_ Office: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Home: \_\_\_\_\_ Office: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

