



**THE CORPORATION OF THE CITY OF VICTORIA
HONORARY CITIZENS
NOMINATION INFORMATION PACKAGE**

I. NOMINATION FORM

Please fill out the attached nomination form (*complete with all requested information*).

II. THE CRITERIA FOR HONORARY CITIZENS AWARDS

The criteria for Honorary Citizens Awards are, as follows:

1. Awards are given in recognition of an individual's service or achievements;
2. Honorary Citizens Awards nominees must be living residents or former residents of the region who have made an exceptional contribution to the City of Victoria (Greater Victoria Area); and
3. Currently elected officials are excluded from nomination while in office.

III. STATEMENT OF NOMINATION

In a maximum of four (4) pages, which may include photographs, news clippings, and/or Curriculum Vitae, describe the nominee's significant contributions and impact of the award category that best fits the nominee. The Statement of Nomination must address each of seven points listed below. A nominee must:

1. be a leader and/or role model;
2. have broken new ground or old barriers;
3. provide significant mentorship;
4. provide inspiration to others;
5. contributed to and helped build a strong community in the City of Victoria (Greater Victoria Area); and
6. brought honour and/or fame to the City of Victoria (Greater Victoria Area).

The Statement of Nomination is the most important part in the nomination package and is the nominator's opportunity to fully describe the nominee. The Statement of Nomination must:

1. meet the requirements of "*The Criteria for Honorary Citizens Awards*";
2. be supported with information and dates describing organizational involvement, achievements, recognition, volunteer activities and impact on the community in the City of Victoria (Greater Victoria Area);
3. meet the guidelines listed above.

IV. SUMMARY STATEMENT

A summary (maximum of 150 – 175 words maximum), which features the highlights to the Statement of Nomination and touches on the six points of nomination, is required. For consistency, we ask that you use the following paragraph structure:

1. *Opening paragraph* – sum up your nominee's contributions;
2. *Middle paragraph* – refer to the points of nomination; and
3. *Closing paragraph* – final accolades for your nominee.

V. LETTERS OF SUPPORT

Each of the three (3) nominators must submit a one-page letter in direct support of the nomination. Letters should be addressed to the Honorary Citizens Committee and include the writer's name, signature, mailing address, day and evening phone numbers, and e-mail.

VI. JUDGE'S DECISION

The judge's decisions are based on the information specified above and submitted in the nomination package. If any of the above requirements and criteria is not submitted with the nomination package, the nominee will be automatically disqualified.

VII. FORMAT REQUIREMENT FOR NOMINATION PACKAGES

The format requirement for nomination packages:

1. Paper submissions must be typed on 8 ½ " x 11" white paper using a 12-pt font and single sided (to facilitate reproduction for judging).
2. All newspaper clippings, photographs, etc. should be photocopied onto 8 ½ " x 11" white paper before submission. Do not send original photographs.
3. Please use paper clips only. Please do not use staples, binders or folders.
4. Black ink is preferred (light colour ink does not photocopy well).
5. Faxed submissions must not exceed 12 pages.
6. If you have access to a photocopier, you can help facilitate reproduction for judging by making nine (9) copies along with the original.
7. Electronic submissions will not be accepted.

VIII. NOMINATOR'S CHECKLIST – COMPLETE NOMINATION PACKAGE

The completed Nomination Package must include:

1. Nomination Form (complete with all requested information);
2. Statement of Nomination (maximum four pages);
3. Summary (150 – 175 words maximum);
4. Three letters of support (one from each nominator).

**DELIVER THE COMPLETE NOMINATION PACKAGE BY NOT LATER THAN
4:00 PM, FRIDAY, OCTOBER 13, 2006, TO:**

The Corporation of the City of Victoria
Honorary Citizens Committee
#1 Centennial Square, Victoria, B.C., V8W 1P6,
Attention: Ming Moodrey, Legislative Services Division
Facsimile: (250) 361-0348

IX. INFORMATION

1. Prior recipients of the Honorary Citizens Awards are not eligible for nomination (see City of Victoria Website, <http://www.victoria.ca/cityhall/boards.shtml> for names of Honorary Citizens Awards Recipients under "What's New – Honorary Citizens Awards").
2. All submitted nomination forms and other materials supporting the nomination become the property of The Corporation of the City of Victoria and will not be returned to the nominator(s) or nominee.
3. Personal information about the nominees provided to the City will only be used and retained in accordance with the Freedom of Information and Protection of Privacy Act.
4. Only the nominees selected by Victoria City Council to receive the Honorary Citizens Awards will be notified of their nomination.
5. For information, contact Ming Moodrey, Legislative Services Division, at (250) 361-0346.