



**Honorary Citizen  
Award Committee**  
c/o Mayor's Office  
1 Centennial Square  
Victoria, BC V8W 1P6

250.361.0200  
[mayorandcouncil@victoria.ca](mailto:mayorandcouncil@victoria.ca)  
[victoria.ca/honorarycitizen](http://victoria.ca/honorarycitizen)

# Honorary Citizen Award Committee Nomination Package

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

## A. Honorary Citizen Award Criteria

1. An award is given in recognition of an individual's achievements or service to the community.
2. Honorary Citizen Award nominees must be a current or former resident of the local First Nations, the City of Victoria or the Capital Region whose exceptional contribution to the community or personal achievement has benefited the City of Victoria (Capital Region).
3. Those currently holding elected office, or those considering running for elected office in the 2022 local general election will be excluded from nomination.
4. Previous recipients of the Honorary Citizen Award who were recognized under the Inspirational Youth category are eligible for nomination once 10 years have elapsed. All other prior recipients are not eligible for nomination.

## B. Nominator's Checklist

The completed nomination package must include:

- Nomination Form (see below)
  - Please ensure the form is signed by two nominators
- A digital photo of the nominee suitable for publication
- Statement of Nomination (four pages maximum)
- Two support letters (one from each nominator)

Submit the complete nomination package by **11:59 p.m. on Sunday, August 8, 2021.**

There are three ways to submit your nomination package:

1. **Email:** [mayorandcouncil@victoria.ca](mailto:mayorandcouncil@victoria.ca)
2. **In Person:** Public Service Centre on the first floor of Victoria City Hall located on the corner of Pandora Avenue and Douglas Street. Please use the Pandora Avenue entrance and wear a face mask.
3. **By Mail:** Ensure the envelope is post-marked by the above date to:

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c/o Mayor's Office  
#1 Centennial Square  
Victoria, BC V8W 1P6



### **C. Statement of Nomination**

The Statement of Nomination is the most important part in the nomination package as it is the nominators' opportunity to describe the nominee. (Only one statement is required.)

In a **maximum** of four pages, please describe how the nominee:

1. Is a leader and/or role model
2. Has broken new ground or old barriers
3. Provides significant mentorship
4. Provides inspiration to others
5. Contributes to and helps build a strong community in the City of Victoria (Capital Region)
6. Brings honour and/or fame to the City of Victoria (Capital Region)

**Please be sure to include a photo of the nominee suitable for publication.**

Nominators can include information and dates describing organizational involvement, achievements, recognition, volunteer activities, as well as supporting documents such as photographs, news clippings, and/or Curriculum Vitae.

### **D. Letters of Support**

Each of the two nominators must submit a one-page letter in direct support of the nominee. Letters should be addressed to the Honorary Citizen Award Committee and include the writer's name, signature, mailing address, primary phone number and email address.

### **E. Selection Process**

The selection is based on the information specified above and submitted in the nomination package. If any of the above requirements and criteria are not met, the nomination package may not be considered.

### **F. Format Requirements**

1. Submissions must be on US Letter (8 ½" X 11") paper, in 12-pt Times New Roman font, single-spaced, and single-sided.
2. Please scan or photocopy all supporting documents before submitting. No original photos or newspaper clippings, please.
3. Electronic submissions must be saved as a DOC, DOCX, or PDF file(s) only.

### **G. Information**

1. Once submitted, all nomination forms and supporting documents become the property of the City of Victoria and will not be returned to the nominators or nominee.
2. Only those selected to receive an Honorary Citizen Award will be contacted.

### **Consent to Collect Personal Information**

The nomination form collects personal information for the purpose of selecting Honorary Citizen Award recipients. The selection process is conducted by the Honorary Citizen Award Committee and members of Council.

Section 26(c) of the Freedom of Information and Protection of Privacy Act is the legislated authority to collect your personal information. If you have any questions about the collection, use or disclosure of your personal information, please contact the Deputy City Clerk, Legislative and Regulatory Services Department at 250.361.0346, by email at [legislativeservices@victoria.ca](mailto:legislativeservices@victoria.ca) or in person at #1 Centennial Square, Victoria BC, V8W 1P6.

To comply with section 31 (Retention of personal information) of the Freedom of Information and Protection of Privacy Act, all applications are kept for one year from the date recipients are announced.



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**Honorary Citizen  
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 Nomination Package

**Honorary Citizen Award – Nomination Form**

**Nominee's Information**

Title:  Mr.  Ms.  Mrs.  Dr.  Other \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Address:  Same As Above OR:

Street \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Company/Organization (IF APPLICABLE) \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone:

Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Current Resident of Capital Region  Yes  No (If no, please provide dates nominee was a resident.)

Past Resident: From \_\_\_\_\_ To \_\_\_\_\_  
 (Month & Year) (Month & Year)

**Category**

(Suggested category for nomination – you may select multiple categories)

- Arts and Culture
- Business
- Communication
- Community/Volunteer
- Education
- Environment
- Heritage
- Indigenous
- Inspirational Youth  
(Up to and including 24 years of age)
- Multicultural
- Social/Health Issues
- Sports
- Other \_\_\_\_\_

There may be multiple winners in any given category.



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**Honorary Citizen  
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**Primary Nominator and Contact Person**

Title:  Mr.  Ms.  Mrs.  Dr.  Other \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Company/Organization (IF APPLICABLE) \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone:

Home \_\_\_\_\_ Mobile \_\_\_\_\_

**Secondary Nominator and Contact Person**

Title:  Mr.  Ms.  Mrs.  Dr.  Other \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Company/Organization (IF APPLICABLE) \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone:

Home \_\_\_\_\_ Mobile \_\_\_\_\_

*We the nominators, confirm that the individual we are nominating has consented to the collection, use and disclosure of their personal information for the purpose of determining their eligibility to receive an Honorary Citizen Award. Further, to the best of our abilities, we confirm that the personal information is correct.*

Primary Nominator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Secondary Nominator's Signature \_\_\_\_\_ Date \_\_\_\_\_