



Honorary Citizen Committee
1 Centennial Square
Victoria, BC V8W 1P6

T: 250.361.5711
E mayorandcouncil@victoria.ca
victoria.ca/honorarycitizen

2025 Honorary Citizen Nomination Package

A. Nomination Form

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

B. Honorary Citizen Award Criteria

1. Awards are 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 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 2026 local general election will be excluded from nomination
4. Prior recipients of the Honorary Citizen Awards are not eligible for nomination

C. Statement of Nomination

The Statement of Nomination is the most important part in the nomination package, as it is the nominator's opportunity to describe the nominee.

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 are welcome to 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

The two nominators must submit a one-page letter in support of the nomination. Letters should be addressed to the Honorary Citizen 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 is not submitted with the nomination package, the nomination package will 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 photocopy all supporting documents before submitting. Do not include original photos or newspaper clippings.
3. Electronics submissions must be saved as a DOC, DOCX, or PDF file only.



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G. Nominator's Checklist – Completed Nomination Package

The completed nomination package must include:

1. Nomination Form - ensure it is signed by both nominators
2. A digital photo of nominee approved for publication
3. Statement of Nomination (four pages maximum)
4. Two support letters (one from each nominator)

Deliver the complete nomination package by no later than 4:30 p.m. PST Monday June 30, 2025.

There are three ways to submit your nomination package:

1. Email: mayorandcouncil@victoria.ca
2. In Person: At City Hall – Protocol, City of Victoria #1 Centennial Square, Victoria, BC V8W 1P6
3. By Mail: print and mail package to:

City of Victoria
Honorary Citizen Committee
1 Centennial Square
Victoria, BC V8W 1P6

H. 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 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 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 – Nomination Form

Nominee

Title: Mr. Ms. Mrs. Mx. Dr. Other _____

First Name _____

Last Name _____

Mailing Address _____

City _____ Prov. _____ Postal Code _____

Home Address: As Above

Street _____

City _____ Prov. _____ Postal Code _____

Company/Organization (IF APPLICABLE) _____

Company Address _____

City _____ Prov. _____ Postal Code _____

Telephone: _____

Email Address _____

Category

(Suggested category for nomination)

Arts and Culture

Business

Communication

Community/Volunteer

Education

Environment

First Nations

Heritage

Multicultural

Social/Health

Sports

Youth (Up to and including 24 years)

Other: _____

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

Past Resident: From _____ to _____
(Month & Year) (Month & Year)



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2025 Honorary Citizen Nomination Package

Primary Nominator and Contact Person

Title: Mr. Ms. Mrs. Mx. Dr. Other _____

First Name _____

Last Name _____

Mailing Address _____

City _____ Prov. _____ Postal Code _____

Company/Organization (if applicable) _____

Company Address _____

City _____ Prov. _____ Postal Code _____

Telephone: _____

Email Address _____

Secondary Nominator and Contact Person

Title: Mr. Ms. Mrs. Mx. Dr. Other _____

First Name _____

Last Name _____

Mailing Address _____

City _____ Prov. _____ Postal Code _____

Company/Organization (if applicable) _____

Company Address _____

City _____ Prov. _____ Postal Code _____

Telephone _____

Email Address _____

We the nominators, confirm that the individual we are nominating has consented to the collection, use and disclosure of his/her 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 _____