



PURPOSE

The Order of British Columbia was established by statute on April 21, 1989, to recognize persons from diverse backgrounds who have served with the greatest distinction and excelled in any field of endeavour benefiting the people of British Columbia or elsewhere. The Order represents the highest form of recognition the Province can extend to its citizens. The Order is bestowed on the most outstanding British Columbians possessing the above qualifications.

WHO IS ELIGIBLE?

Nominees must be:

- Residents or former long-term residents of British Columbia. They do not need to be a Canadian citizen.
- Living persons at the time of the nomination.
- A person may not be appointed to the Order posthumously unless the Advisory Council recommends the appointment to the Lieutenant-Governor-in-Council before the person's death.

Nominations will not be accepted if they are:

- Self-nominated.
- Elected federal, provincial, municipal representatives who are still holding office.
- For groups or organizations.

The Order is not awarded for acts of bravery.

HOW ARE RECIPIENTS SELECTED?

All nominations are considered by an independent Advisory Council that recommends the most outstanding nominees to the Lieutenant Governor-in-Council.

WHEN IS THE INSIGNIA PRESENTED?

Once a year, the Lieutenant Governor of British Columbia honours those chosen for appointment to The Order at an investiture ceremony. Appointees are presented with the Order of British Columbia insignia and receive a certificate and a lapel pin.

The information on this form is collected under the authority of the *Provincial Symbols and Honours Act* [RSBC 1996 c.380] and Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Order of British Columbia. By submitting this form you are confirming that the individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form.

If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at (250) 387-1616 or by e-mail at bchonoursandawards@gov.bc.ca. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

HOW DO I MAKE A NOMINATION?

Each nomination must include the following:

- A completed and signed nomination form.
- A brief summary indicating the reasons you believe your nominee is a worthy candidate (250 words maximum).
- A detailed description of the nominee and his/her achievements including background/history of the nominee (500 words maximum).
- A minimum of **two (2) signed** testimonials from two (2) separate individuals other than the nominator, who have direct knowledge of the value and impact of the nominee's achievement and who support the nomination. The letters must be signed by the testimonial writer and include his/her contact information (address, telephone number and email). An electronic signature or scanned copy of the signed letters will be accepted.
- Additional material such as supplementary testimonials, publications, media stories, etc., is optional.
- All materials submitted become part of the nomination and thus become the property of the Honours and Awards Secretariat and will not be returned. Do not send originals of important or official documents or photographs, as they will not be returned. All materials we receive will be kept confidential but may be disclosed to the nominee if requested. We reserve the right to limit the amount of supporting documentation accepted.

The deadline for nominations is the **first Friday in March** of each year and the nominee must be eligible as of that date. Eligible nominations received after the deadline will be considered in the following year.

Send completed forms and any additional materials to the following address:

MAIL:

Honours and Awards Secretariat
P.O. Box 9422 STN PROV GOVT,
Victoria, British Columbia V8W 9V1

COURIER:

2nd Fl., 620 Superior Street,
Victoria, British Columbia V8V 1V2

TO CONTACT US:

Telephone: 250.387.1616
Email: bchonoursandawards@gov.bc.ca
Website: orderofbc.gov.bc.ca

Your comments regarding the form and process are welcome. Please email your comments directly to us.

Nominee Information

PREFIX/SALUTATION FIRST NAME LAST NAME *(include post-nominals where applicable)*

ORGANIZATION POSITION/TITLE

ADDRESS TYPE: HOME BUSINESS

UNIT STREET NUMBER STREET NAME

CITY/TOWN PROVINCE POSTAL CODE

HOME TELEPHONE BUSINESS TELEPHONE (9-5) MOBILE TELEPHONE

EMAIL

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

My NOMINEE’S FIELD OF ENDEAVOUR (PLEASE CHOOSE THE MOST RELEVANT FIELD OF ENDEAVOR)

- | | | |
|---|---|--|
| <input type="checkbox"/> ARTS/CULTURE | <input type="checkbox"/> ENVIRONMENT / CONSERVATION | <input type="checkbox"/> PUBLIC SERVICE |
| <input type="checkbox"/> BUSINESS | <input type="checkbox"/> INDUSTRY | <input type="checkbox"/> SCIENCE/TECHNOLOGY |
| <input type="checkbox"/> COMMUNICATIONS/MEDIA | <input type="checkbox"/> LABOUR | <input type="checkbox"/> SPORTS AND RECREATION |
| <input type="checkbox"/> COMMUNITY LEADERSHIP | <input type="checkbox"/> PROFESSIONS AND OTHER | <input type="checkbox"/> VOLUNTEER SERVICE |
| <input type="checkbox"/> EDUCATION | OCCUPATIONS | <input type="checkbox"/> OTHER |
-

Brief Summary (250 words)

Provide a brief summary of the reasons you believe your nominee is a worthy candidate.

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Achievement Description (500 words)

Provide a detailed description of your nominee's achievements. This includes background information/history, achievements and the results they have had in the community, province or country. Just tell us what you know and what you think is particularly noteworthy about your nominee's service and achievements. You can include:

- Examples of how they have demonstrated outstanding qualities.
- What they have done to make things better for others.
- What they have done that sets them apart.
- The role(s) or area(s) in which they have excelled.
- How well they're known outside of British Columbia or Canada for their contributions.
- Whether their contribution has been sustained over a number of years.
- Evidence of other awards or recognition received by the nominee.

The statement should be typed and should not exceed one page (maximum 500 words). You can also access our document "[How to Write a Compelling Nomination](#)".

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Nominator Information

PREFIX/SALUTATION FIRST NAME LAST NAME (*include post-nominals where applicable*)

ORGANIZATION POSITION/TITLE

ADDRESS TYPE: HOME BUSINESS

UNIT STREET NUMBER STREET NAME

CITY/TOWN PROVINCE POSTAL CODE

HOME TELEPHONE BUSINESS TELEPHONE (9-5) MOBILE TELEPHONE

EMAIL

PREFERRED METHOD OF COMMUNICATION EMAIL TELEPHONE CANADA POST

Submitting Your Completed Application

Please review and acknowledge the following. The completed nomination form signed, testimonial letters, and any supporting material must be submitted electronically as one package by email to the Honours and Awards Secretariat at bchonoursandawards@gov.bc.ca. Note that supporters may be contacted to validate their testimonials.

- The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours and Awards Secretariat.
 - All questions about the nominee have been answered.
 - Two people or organizations have been identified for testimonial letters –testimonial letters must be signed.
 - The Freedom of Information requirements as specified are understood.
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Would you also like your nominee considered for the [Medal of Good Citizenship](#)?

note: If you select yes, you do not need to fill out another nomination

- Yes
- No

ORDER OF BRITISH COLUMBIA – NOMINATION FORM

Feedback

Finally, to better understand our customers, please answer the following questions:

1. HOW DID YOU HEAR ABOUT THE ORDER OF BRITISH COLUMBIA?

2. WHAT PROMPTED YOU TO NOMINATE?

EVENT OR PUBLIC FORUM

SOCIAL MEDIA

WEBSITE

WORD OF MOUTH

NEWS MEDIA

3. HOW LONG HAVE YOU KNOWN YOUR NOMINEE AND WHAT IS YOUR RELATIONSHIP?

Declaration

The B.C. government is committed to ensuring the privacy of your personal information. The information on this form is collected under the authority of the *Provincial Symbols and Honours Act* [RSBC 1996 c.380] and Section 26(c) and 27(1)(c) of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996 c.165] and will help us to assess the eligibility and to notify recipients of the Order of British Columbia. By submitting this form you are confirming that individuals who have agreed to submit letters in support of this nomination have authorized you to provide their information as disclosed on this form. If you have any questions about the collection, use or disclosure of this information, please contact the Honours and Awards Secretariat at (250) 387-1616 or by e-mail at bchonoursandawards@gov.bc.ca. Knowledge of a proposed nomination should be restricted to the individuals compiling the nomination.

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE IN EVERY RESPECT. I UNDERSTAND THAT THE NOMINEE WOULD BE DENIED MEMBERSHIP IN THE ORDER IF THE INFORMATION IS FOUND TO BE INACCURATE FOR ANY REASON.

NOMINATOR SIGNATURE

DATE

Email Form