

Order of Vaughan 2023 Nomination Form

Submission Deadline: Friday, September 1, 2023

Purpose

The Order of Vaughan is the highest honour awarded by the City of Vaughan to recognize the achievements of its most accomplished residents, as nominated by their peers.

Eligibility

Candidates for nominees must:

- Have made a significant contribution to the City of Vaughan; and
- Be a living person at the time of nomination.

Nominations will not be accepted for staff currently employed by the City of Vaughan or for current elected public office holders at the federal, provincial or municipal level. Self-nominations will also not be accepted.

Selection Process

Nominations are considered by the Order of Vaughan Selection Committee, and are recommended to Council for appointment to the Order.

Award Presentation

The Order of Vaughan is awarded at an investiture ceremony conducted annually. Appointees receive an Order of Vaughan pin and certificate presented by the Mayor.

Nomination Requirements

- Completed and signed nomination form, which includes:
 - Nominee information and field of achievement
 - Description of nominee's achievements (maximum 3 pages)
 - Letters of reference and contact information for 3 unique individuals other than the nominator who have direct knowledge of the nominee's achievements
- Additional supporting materials (supplemental references, publications, media stories) are optional, but strongly encouraged to fully detail the nominees achievements

Submission

Nominations must be submitted by **11:59 P.M. on Friday, September 1, 2023**

E-mail: orderofvaughan@vaughan.ca

Fax: 905-832-8535

Mail: City of Vaughan
Order of Vaughan Selection Committee
c/o Office of the City Clerk
2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1

Nomination Checklist

For a nominee to be considered for the Order of Vaughan, the nominator must ensure that the nomination form is complete.

Please use the checklist below to verify that the enclosed nomination form is complete.

Nomination form checklist

- Nominee information
- Nominee's field of achievement
- Description of nominee's achievements
- Reference information (with 3 reference letters attached)
- Additional supporting material (optional but strongly encouraged)
- Nominator information (the nominator cannot also be a reference)
- Nominator declaration and signature

Nomination Guide

Nominee guidelines

Nominees for the Order of Vaughan are considered on the basis of having made a significant and enduring contribution to the City of Vaughan. To provide an indication of the calibre of nominees please consult the list of previous Order of Vaughan appointees here: <https://www.vaughan.ca/news/Pages/Inaugural-Order-of-Vaughan-Ceremony-honours-those-who-have-made-our-community-great.aspx>

Nominator requirements

The nominator should be someone who knows the nominee well and can provide a detailed description of the nominee and their achievements. The nominator is not required to be a current or former resident of the City of Vaughan.

References requirements

The nominator is required to **attach letters of reference** and provide contact information for a minimum of three (3) references, which cannot include the nominator. Reference letters should clearly highlight or comment on the achievements of the nominee. References are not required to be current or former residents of the City of Vaughan.

Optional supporting materials

At the nominator's discretion, additional materials may be provided to support a candidate's nomination if they give more insight into the nominee's achievements. The inclusion of additional materials must be indicated on the nomination form and must be submitted with the nomination form by the nomination deadline. Examples of acceptable supporting materials include supplemental references, publications by the nominee, or media coverage of the nominee. Supporting materials help the Committee understand the nominee's achievements.

Nominee Information

Salutation

Mr. Mrs. Ms. Dr. Other – *Please specify* _____

First Name <input type="text"/>	Last Name <input type="text"/>
Name of Organization <input type="text"/>	Position/Title <input type="text"/>
Home Address <input type="text"/>	
City <input type="text"/>	Postal Code <input type="text"/>
Home Telephone Number <input type="text"/>	Alternate Telephone Number <input type="text"/>
E-mail Address <input type="text"/>	

Nominee's Field of Achievement

Select one field from the drop down menu that most applies to the nominee's achievements.

Nominee's Additional Field of Achievement

You may select one additional field from the drop down menu that most applies to the nominee's achievements.

Description of Nominee's Achievements (Page 1 of 3)

Please provide a detailed summary of your nominee's achievements or contributions in the space provided. Maximum length: 3 pages.

Description of Nominee's Achievements (Page 2 of 3)

Description of Nominee's Achievements (Page 3 of 3)

Reference 1

Salutation

Mr. Mrs. Ms. Dr. Other – *Please specify* _____

First Name <input type="text"/>	Last Name <input type="text"/>
Name of Organization <input type="text"/>	Position/Title <input type="text"/>

Home Address

City

Postal Code

Home Telephone Number

Alternate Telephone Number

E-mail Address

Reference 2

Salutation

Mr. Mrs. Ms. Dr. Other – *Please specify* _____

First Name <input type="text"/>	Last Name <input type="text"/>
Name of Organization <input type="text"/>	Position/Title <input type="text"/>

Home Address

City

Postal Code

Home Telephone Number

Alternate Telephone Number

E-mail Address

Reference 3

Salutation

Mr. Mrs. Ms. Dr. Other – *Please specify* _____

First Name <input type="text"/>	Last Name <input type="text"/>
Name of Organization <input type="text"/>	Position/Title <input type="text"/>

Home Address

City

Postal Code

Home Telephone Number

Alternate Telephone Number

E-mail Address

Optional Supporting Materials

Please provide a brief description here and ensure any supporting materials are attached to the nomination form if submitting in hard copy, or to the email message if submitting electronically.

1. Supporting Material

2. Supporting Material

3. Supporting Material

4. Supporting Material

5. Supporting Material

Nominator Information

Please note that the nominator cannot also be a reference.

Salutation

Mr. Mrs. Ms. Dr. Other – Please specify _____

First Name <input type="text"/>	Last Name <input type="text"/>
Name of Organization <input type="text"/>	Position/Title <input type="text"/>

Home Address

City

Postal Code

Home Telephone Number

Alternate Telephone Number

E-mail Address

Declaration

I hereby declare that all information provided in this form is accurate and true to the best of my knowledge. I understand that any false information provided in this application may result in the invalidation of the nomination for consideration by the Selection Committee. I acknowledge that it is my responsibility to ensure this form is complete and that any incomplete nominations forms will not be considered.

Nominator Signature

Date

Personal information contained on this form is collected for the purposes of administering the Order of Vaughan under the authority of the Municipal Act, 2001 (S.O. 2001,c.25) and is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.M.56). Questions about this collection should be directed to the Office of the City Clerk, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1, (905) 832-2281.