



# Order of Orillia

## Nomination Package

Established in 2000, the Order of Orillia recognizes individuals and groups who dedicate their time and effort to bettering the community through volunteerism. The award is reserved for residents who have enriched the lives of others through a decade of service and who stand as shining examples in the community.

### Criteria

Chapter 124 – Commemorative Awards Committee of the City of Orillia Municipal Code outlines the criteria the Committee follows for any applications they receive.

#### 124.3.2 Criteria

Order of Orillia Award:

- (a) The Order of Orillia Award will provide recognition to individual(s), families and groups of people who have gone unrecognized for their long-term dedication and commitment in making a difference in the community.
- (b) The recipients shall have enriched the lives of others and stand as shining examples for others.
- (c) The recipients are not required to be a resident of the City of Orillia.
- (d) The recipients must have a minimum volunteer contribution of 10 years.
- (e) No elected Federal, Provincial or Municipal representative may receive the award while in office.
- (f) No person shall be appointed posthumously, unless the death occurs after their name has been selected.

### Application Requirements

A complete application must include the following items:

- Completed Application Form.
- A letter of support from the Nominator.
- Two (2) additional letters of support (addressed to the Committee).
- Any other additional information that may be helpful for the nomination.

Not sure where to start when writing your letter? Consider the following:

- Where has the nominee volunteered, and for how long?
- Has the nominee been instrumental in starting a volunteer based community initiative?
- How has the nominee's work made an impact on the community?
- How have others learned from or been inspired by this nominee and his/her actions?

### Contact Information

For more information, please contact Committee Secretary, Chelsea Ward, at 705-325-2301 or [cward@orillia.ca](mailto:cward@orillia.ca).

Additional nomination packages can be found on the City of Orillia's website at [www.orillia.ca/orderoforillia](http://www.orillia.ca/orderoforillia).



# Order of Orillia Nomination Package

<b>Nominee Information</b>			
Name			
Address	Street	City	Postal Code
Phone Number(s)		Email Address	
<b>Nominee Acceptance Clause</b>			
By signing below, I, the <b>Nominee</b> affirm I have read the completed nomination package and confirm the details of my volunteerism are true, and that I accept this nomination.			
Signature:			
<b>Nominator Information</b>			
Name			
Address	Street	City	Postal Code
Phone Number(s)		Email Address	
By signing below, I, the <b>Nominator</b> affirm I have read the accompanying information sheet and am satisfied the nomination I am submitting fits within the parameters of this award.			
Signature:			

Please submit completed nomination packages to:

Commemorative Awards Committee  
c/o City of Orillia  
50 Andrew Street South  
Suite 300  
Orillia, ON L3V 7T5

or: Via e-mail to the Committee Secretary  
[cward@orillia.ca](mailto:cward@orillia.ca)

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, any personal information that is collected is done so under the authority of the *Municipal Act*, S.O. 2001, c.25 and will be used to determine recipients of the Order of Orillia as issued by the Commemorative Awards Committee of the City of Orillia, or a consistent purpose. Questions about this collection should be directed to the Freedom of Information Coordinator at 705-325-1311.

**Please Note:** All applications become the property of the Corporation of the City of Orillia – No applications will be returned. Nomination packages of successful nominees will be kept for City Archives. The names of the nominees that did not receive the award will not be announced and shall remain confidential. The ownership of the award will remain with the City of Orillia. A medal will be awarded to the recipients.