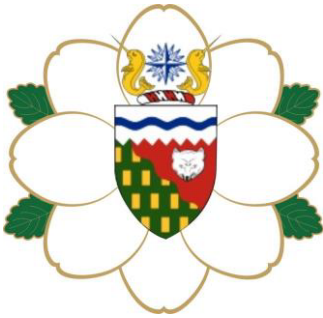


# Nomination Form



## Order of the Northwest Territories

The Order of the Northwest Territories was established in 2013 by the *Territorial Emblems and Honours Act* to recognize individuals who have served with the greatest distinction and have excelled in any field of endeavour benefiting the people of the territory. It is the highest honour awarded to residents of the Northwest Territories.

Anyone can nominate someone for the Order of the NWT. Nominations are open year-round, but the current closing date will be updated on the website each year.

## Eligibility

### The nominee must:

- Be a current or former resident of the NWT
- Have made extraordinary contributions to the North
- Have served with distinction while benefiting the people of the North

### The nominee must NOT:

- Nominate themselves
- Be a group or organization
- Be a current:
  - elected representative (federal, provincial, territorial, or municipal) or judge
  - elected leader of an Indigenous government

### To complete this form, you will need:

- Your name and contact (as the nominator)
- The nominee's
  - name and contact
  - any dates of service you are aware of
  - at least three (3) letters of support from individuals or organizations
  - description of what they have done to set them apart
  - description of their contributions to the NWT or elsewhere, how it is unique or innovative, and how it made significant improvements to the lives or culture of people in the NWT







## Nominator Information

Preferred Method of Contact:    **Email**    **Phone**    **Mail**

Mr.	Mrs.	Miss	Ms.	Dr.			
Prefix	First Name			Last Name			
Title	Organization						
Apt.	Street Address						
City	Province/Territory			Postal Code			
E-mail	Telephone			Mobile			

**Please review and acknowledge the following. Hard copies should be sent to the address below or alternatively, email your completed nomination to [Speaker@ntassembly.ca](mailto:Speaker@ntassembly.ca).**

The Nominator (the person completing this form) is clearly identified and the contact information is complete to allow correspondence from the Honours Advisory Council.

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.

All questions about the Nominee have been answered.

### How did you hear about the Order of the NWT Nominations?

Social Media                      Radio                      Newspaper                      Poster

**Mailing Address:**  
Honours Advisory Council of the  
Order of the Northwest Territories  
4570-48th Street  
Yellowknife NT X1A 2L9  
867-767-9130 ext. 12005

## **Important Information**

- Everything you submit for the nomination will remain confidential and will not be shared with third parties.
- Documents will not be returned (please do not send important original documents).
- Please do not notify the nominees until the NWT Honours Advisory Council has made the names public.

## **Frequently Asked Questions**

### **What can I do to give the person I am nominating the best chance to be recognized?**

- The Order is merit-based. Try to include as much info as you can, the more facts and dates you include, the easier it will be for the Council when they review.
- Support letters are very important, please let the references know their letters are a key part of the review.

### **What happens after I submit a nomination?**

- You will receive an acknowledgment that the nomination has been received and the date of the next Council meeting.
- The Council will advise both successful and unsuccessful candidates once the decisions are made.

### **Who decides the outcome of a nomination?**

- The Honours Advisory Council considers all nominations individually and then collectively before submitting their recommendations to the Commissioner of the NWT.
- The Council must all agree on each nomination and their deliberations are confidential.

### **Why are some nominations unsuccessful?**

- The Council receives several nominations per year and only (up to) 3 people can be chosen each year.
- If a nomination is unsuccessful, it doesn't mean they haven't made a positive contribution to the NWT. There are several factors that might influence success, some listed below:
  - The level of support provided by the support letters
  - The length of time they have been making their contribution to the community/territory
  - If their contributions were part of working life, or if it extended outside of that as well
  - Possible findings against the person nominated identified at the time the nomination

### **Can an unsuccessful nomination be reviewed?**

- Unfortunately, there is not an appeal process for the Order of the Northwest Territories.
- There is no limit to how many times a person can be nominated. The Council encourages unsuccessful nominees to submit the nomination in future years.

### **What happens when a person becomes a Member of the Order of the NWT?**

- The Commissioner will invite the successful nominations to a special ceremony where they are presented with an insignia and are formally invested into the Order.
- New members also receive a lapel pin and a Certificate of Appointment.
- Members are entitled to use the post-nominal letters O.N.W.T. after their names.

**If you have any questions about the collection, use or disclosure of this information, please contact the Secretary to the Honours Advisory Council at (867) 767-9130 ext. 12005 or email [Speaker@ntassembly.ca](mailto:Speaker@ntassembly.ca)**