



The Order of Prince Edward Island was created to recognise individual Islanders' professional excellence, remarkable achievements and outstanding contributions to community, profession, or culture, and your nomination of a Canadian citizen and long term resident of PEI who has done so is appreciated.

To complete this nomination, you will need the following:

- **your (nominator's) contact information**
- **your nominee's contact information**
- **your reason(s) for nominating the person**
- **biographical summary for nominee** (*do not* submit a résumé)
- **three letters of support** (excluding you, the nominator)
- **contact information for the three letter of support writers**

The number of **pages attached** to the nomination **should not exceed is ten, one-sided, letter-sized pages.**

Nominations for each award year **close on the third Wednesday in March at 4:00 p.m.**

Please visit our website www.orderpei.ca for more information about the award and to read about previous recipients. Contact us by calling **902-368-5970** or emailing orderpei@assembly.pe.ca if you have any questions or require any assistance.

This nomination package is the only documentation presented to the Advisory Council on behalf of a nominee for consideration for this honour. To assist the Advisory Council with their selection:

Please ensure that:

- every effort is made to convey the importance and impact of your nominee
- all questions are answered, as an incomplete nomination package may result in your nominee not being put forward for consideration
- all attachments are included with your nomination
- your nomination package is received before the closing date

Please do not:

- tell the nominee about the nomination
- submit a résumé or cv for the biographical summary
- submit more than 10 single-sided, letter-sized attachments
- contact OPEI Advisory Council members to advocate for your nominee
- organise additional letters of support for your nominee or ask others to also submit nomination packages for your nominee

Personal information on this form is collected under the authority of clause 31(c) of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purposes of the Order of Prince Edward Island Advisory Council determining the suitability of nominees for investiture in the Order of Prince Edward Island, pursuant to the *Provincial Emblems and Honours Act*. Questions on the collection and use of this information can be directed to Laura Morrell, Secretary to the Advisory Council, at lemorrell@assembly.pe.ca, or 902-368-5970.

Nomination Form



Nominator's Information (Please print)

Full Name

Personal E-Mail

Home Address

Telephone Number

Alternate Telephone Number (optional)

County of Residence

Kings

Queens

Prince

Communication Language

French

English

Relationship with Nominee. Please check 1 option. If not listed, please specify.

Family Member

Friend of Family

Friend

Past or Current Colleague

Other (please specify below)

Nomination Form



Nominee's Information (Please print)

Full Name

Personal E-Mail

Home Address

Telephone Number

Alternate Telephone Number (optional)

County of Residence

Kings

Queens

Prince

Communication Language

French

English

Which field does your nominee's professional excellence, remarkable achievement or outstanding contribution fit in? Please check no more than 2 options. If not listed, please specify.

Arts

Island Culture

Business/Commerce

Natural Resources/Environment

Civic/Government Service

Protective Services

Community Volunteer

Science/Technology

Equity Seeking

Sport

Education

Other (please specify below)

Health



Reason(s) for Nomination

Provide your personal understanding or experience of your nominee's contribution and why you are nominating them for the honour.

Give examples of the effect this has had on you, your community, the nominee's profession or Island culture.

Please attach your answer to the nomination form, labeled as "**Reason(s) for Nomination.**" It should be no more than 500 words (two single-spaced, letter-sized pages).

If hand-written, please print.

Biographical Summary and Awards

Provide some biographical details of the nominee's personal and professional life.

Tell us about their background and highlight some of the awards they've received, if any, or details on how they've been recognized by others for their contributions. This should be a short list of activities, achievements and awards, if any, that you feel support your nomination.

Please attach your answer to the nomination form, labeled as "**Biographical Summary and Awards.**" It should be no more than 500 words (two single-spaced, letter-sized pages).

If hand-written, please print.

Letters of Support

Provide three letters of support from three different people, along with their contact information.

Ask your three letter of support writers to provide their personal experience of your nominee and how they believe your nominee embodies the spirit of the Order.

This could be the effect the nominee had on them or someone else, their effect on their community, their profession or on Island culture.

As the nominator, you are excluded from providing a letter of support.

These letters should be no more than 500 words, (two single-spaced, letter-sized pages), each. Please attach each of these letters to the nomination form, labeled as "**Letter of Support 1**", "**Letter of Support 2**", and "**Letter of Support 3.**"

If hand-written, please ask them to print.



Letter of Support 1 - Contact Information

Full Name

Personal E-Mail

Home Address

Relationship with Nominee

Family Member

Friend of Family

Past/Current Colleague

Friend

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words, (two single-spaced, letter-sized pages).

County of Residence

Kings

Queens

Prince

Communication Language

French

English

Letter of Support 2 - Contact Information

Full Name

Personal E-Mail

Home Address

Relationship with Nominee

Family Member

Friend of Family

Past/Current Colleague

Friend

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words, (two single-spaced, letter-sized pages).

County of Residence

Kings

Queens

Prince

Communication Language

French

English

Nomination Form



Letter of Support 3 - Contact Information

Full Name

Personal E-Mail

Home Address

Relationship with Nominee

Family Member

Friend of Family

Past/Current Colleague

Friend

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words, (two single-spaced, letter-sized pages).

County of Residence

Kings

Queens

Prince

Communication Language

French

English

Declaration

I hereby declare that all the information provided in this application is true and accurate.

Nominator's Name

Date



Checklist

An incomplete nomination form may result in your nominee not being considered.

Use the checklist below to ensure that all questions are answered and all attachments are enclosed or uploaded.

- your (nominator) contact information
- nominee's contact information
- your reason for nomination - no more than 500 words (two single-spaced, letter sized pages)
- biographical summary - no more than 500 words (two single-spaced, letter sized pages)
- three letters of support - excluding you, the nominator - no more than 500 words each (two single-spaced, letter sized pages)
- contact details for the three supporters
- total number of attachments is no more than ten single-sided, letter-sized pages

Submission

Please submit your nomination form and attachments using **one** method only:

Online www.orderpei.ca

Email orderpei@assembly.pe.ca

Mail Secretary to the Advisory Council of the Order of PEI
Office of the Clerk of the Legislative Assembly
PO Box 2000
Charlottetown, PE C1A 7N8

By Hand Secretary to the Advisory Council of the Order of PEI
Office of the Clerk of the Legislative Assembly
197 Richmond Street
Charlottetown, PE C1A 1J3

Contact

If you have any questions, please contact us.

Email orderpei@assembly.pe.ca

Phone 902 368 5970

Website www.orderpei.ca



Demographic Information & Feedback

As the highest provincial honour, the Advisory Council of the Order of Prince Edward Island wants the Medal of Merit known throughout the Island because it represents the excellence of its citizens.

Information and feedback from nominators would be of assistance.

The following are questions that will help us with:

- assessing and adjusting the Advisory Council's messaging and targeting; and
- assessing the Advisory Council's progress towards goals of equity and inclusion.

If you would take a few minutes to answer as many of the following questions you are able, it would be greatly appreciated!

Questions about the Nominee

Age

29 or under

60s

30s

70s

40s

80s

50s

90s

Gender

Unknown

Pronouns

Unknown

Ethnicity

French

Visibly Diverse

Unknown



Questions about you, the Nominator

Age

- | | |
|--------------------------------------|------------------------------|
| <input type="checkbox"/> 29 or under | <input type="checkbox"/> 60s |
| <input type="checkbox"/> 30s | <input type="checkbox"/> 70s |
| <input type="checkbox"/> 40s | <input type="checkbox"/> 80s |
| <input type="checkbox"/> 50s | <input type="checkbox"/> 90s |

Gender

Unknown

Pronouns

Unknown

Ethnicity French Visibly Diverse

When did you first become aware of the Order of PEI?

- This Year Last Year Have known for a number of years

Where did you see ads or how did you learn that nominations for the Order of PEI were open? Check all that apply

- | | |
|--------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Contact from OPEI | <input type="checkbox"/> TV Ad/Segment |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Website - Legislative Assembly |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Work Colleagues |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> YouTube |
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> Radio Ad/Segment | <input type="text"/> |

Do you have any feedback or suggestions on the Order of Prince Edward Island's: information availability - website - advertising - application form - anything else relating to the Order of Prince Edward Island?

Thank you for taking the time to provide this information!