

ORDER OF PRINCE EDWARD ISLAND NOMINATION FORM



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 nominee's contact information**
- **your (nominator's) contact information**
- **your reason(s) for nominating the person** (no more than 500 words)
- **biographical summary for nominee** (no more than 500 words - *do not* submit a résumé)
- **three letters of support** excluding the nominator (no more than 500 words each)

The maximum number of pages that should be attached to this form is ten, one-sided, letter-sized pages. Nominations for the 2025 award year close on **Wednesday, March 19, 2025, 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 opei@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
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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.

ORDER OF PRINCE EDWARD ISLAND 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

Health

Business/Commerce

Island Culture

Civic/Government Service

Natural Resources/Environment

Community Groups/Events

Protective Services

Community Volunteer Group

Science/Technology

Ethnic/Equity Seeking Groups

Sport

Education

Other (please specify below)

ORDER OF PRINCE EDWARD ISLAND 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/Friend of Family

Past or Current Colleague

Other (Please specify below)

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Reason(s) for Nomination

Tell us the reason(s) for your nomination by answering the question below. Include your personal understanding and/or experience of your nominee's contribution.

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.

What significant or unique achievement, contribution or observable change has resulted from the nominee's accomplishment(s) that sets them apart from others in the same field? Provide examples of the effect this has had on the community, profession or culture of PEI.

Biographical Summary and Awards

Provide a summary of the nominee's achievements, both in and outside of their field. Include approximate timelines along with professional occupations and awards, where possible. If available, include some biographical details about the nominee.

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.

ORDER OF PRINCE EDWARD ISLAND NOMINATION FORM



Letter of Support 1 - Contact Information

Full Name

Personal E-Mail

Home Address

Relationship with Nominee

Family Member

Friend/Friend of Family

Past or Current Colleague

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words.

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/Friend of Family

Past or Current Colleague

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words.

County of Residence

Kings

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Prince

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French

English

ORDER OF PRINCE EDWARD ISLAND NOMINATION FORM



Letter of Support 3 - Contact Information

Full Name

Personal E-Mail

Home Address

Relationship with Nominee

Family Member

Friend/Friend of Family

Past or Current Colleague

Other (please specify below)

Telephone Number

Please tell the Supporter their letter should be no more than 500 words.

County of Residence

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Declaration

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

Nominator's Name

Date

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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.

- nominee's contact information
- your (nominator) contact information
- your reason for nomination - no more than 500 words
- biographical summary - no more than 500 words
- three letters of support - no more than 500 words each
- contact details for the three supporters (excluding you, the nominator)
- 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 opei@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 opei@assembly.pe.ca

Phone 902 368 5970

Website www.orderpei.ca

ORDER OF PRINCE EDWARD ISLAND NOMINATION FORM



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

- | | |
|--------------------------------------|------------------------------|
| <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

Unknown

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Questions about you, the Nominator

Age

- 29 or under 60s
 30s 70s
 40s 80s
 50s 90s

Gender

Pronouns

Ethnicity

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

- Facebook Friends Website - Legislative Assembly
 Instagram Work Colleagues
 Newspaper Ad YouTube
 Radio Ad/Segment Other (please specify below)
 TV Ad/Segment

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!