



## Order of Collingwood & Companion of the Order Nomination Package

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The *Order of Collingwood* was established in 1983, throughout the years the criteria has taken on many forms, but has always focused on recognizing exemplary volunteerism within the community. In 2003, the *Companion of the Order* was established to further recognize the volunteerism of previous recipients who continue to go above and beyond in their volunteer service to the community.

### Nomination Criteria:

#### 1) Order of Collingwood

- Must volunteer in the Town of Collingwood, to the primary benefit of the Collingwood community, and have received no remuneration or financial benefit from the volunteer participation or service;
- Nominees do not need to be a resident of the Town of Collingwood, as long as the volunteer contributions benefit the community and residents of the Town of Collingwood;
- Volunteer contributions of a nominee must have been made on a continuous basis over a period of time not less than two years with the exception of youth volunteerism;
- Must not be a member of the *current* Municipal Council;
- Awards may be awarded/presented posthumously.

#### 2) Companion of the Order

- Same as above, however, only awarded to **former Order of Collingwood recipients**, who through their continued volunteer efforts improve the overall character in Collingwood for a period not less than **five years**.

### Nomination Process & Requirements:

A complete nomination package must include the following items submitted digitally:

- ✓ Electronically Completed Nomination form
- ✓ A letter of support from the Nominator (digital format no more than 1 page / 500 words)
- ✓ Two (2) additional letters of support (digital format no more than 1 page / 500 words)

#### Please Note:

- Late submissions will not be considered
- Paper submissions will be considered, but electronic submissions are preferred
- Completed nomination packages should not exceed 4 pages

**Deadline for Nominations: Friday, October 29, 2021, submitted electronically to:**

Email: [orderofcollingwood@collingwood.ca](mailto:orderofcollingwood@collingwood.ca)

Town of Collingwood

Attn: Order of Collingwood Review Committee

97 Hurontario Street, Box 157 Collingwood, ON L9Y 3Z5



## Order of Collingwood & Companion of the Order Nomination Form

Deadline for Nominations: Friday, October 29, 2021

### Nominee Information: Order of Collingwood/Companion of Collingwood

Name

Mailing Address

E-mail

Phone Number

Please select one option listed below to confirm which award the nomination is for:

- Order of Collingwood**       **Companion of Collingwood** *\*must be a previous Order of Collingwood recipient*  
Please provide the year the Nominee received the Order of Collingwood: \_\_\_\_\_

### Nominator Information

Name

Mailing Address

Email

Phone Number

### Nomination Criteria – Check List (Evaluations are based on the following criteria)

Does the Nominee:

- Improve the social well-being, natural or cultural environment or recreational character in the Town of Collingwood
- Their contributions strengthen the Community Based Strategic Plan by fostering community goals for sustained healthy, active and compassionate living in the Town of Collingwood
- Receive no remuneration for volunteer participation or service
- Volunteer in the Town of Collingwood and for the primary benefit of the Town of Collingwood
- Volunteer contributions made on a continuous basis:
  - Order of Collingwood – not less than 2 years // Companion of the Order – not less than 5 years
- Not currently a member of Municipal Council

By completing this form, I, the Nominator, confirm that the nomination that I am submitting aligns with the nomination criteria of the award.

- I consent to my nomination package being considered for an additional year, should the nomination not be successful in the current year.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Nomination Submission Requirements:

- Completed Nomination form
- A letter of support from the Nominator (digital format no more than 1 page / 500 words)
- Two (2) additional letters of support (digital format no more than 1 page / 500 words)
- Completed nomination packages should not exceed 4 pages



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### THANK YOU FOR YOUR NOMINATION

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used solely in confidence for the purpose of reviewing and recommending the successful recipients in accordance with the Order of Collingwood Policy.

Questions about this collection should be directed to Clerk Services @ 705-445-1030 or  
[clerk@collingwood.ca](mailto:clerk@collingwood.ca)

**Deadline for submission: Friday, October 29, 2021, by 4:30pm**

Please submit completed nomination packages to:

Email: [orderofcollingwood@collingwood.ca](mailto:orderofcollingwood@collingwood.ca)

**Town of Collingwood**

**Attn: Order of Collingwood Review Committee**

**97 Hurontario Street, Box 157 Collingwood, ON L9Y 3Z5**