

# Municipality of Mississippi Mills

## COMMUNITY AWARDS INDIVIDUAL NOMINATION FORM

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility and notify recipients of the Municipality of Mississippi Mills. For additional information, please contact: the Clerk's Department, Municipality of Mississippi Mills, 3131 Old Perth Road, PO Box 400, Almonte, Ontario K0A 1A0. Telephone: (613) 256-2064.*

**PLEASE TYPE OR PRINT CLEARLY AND COMPLETE IN FULL**

---

### NOMINEE:

--	--	--

Title

First Name

Last Name

--

Address

--	--	--

Town

Province

Postal Code

--	--

Telephone

Email

---

### NOMINATION SUBMITTED BY:

--	--	--

Title

First Name

Last Name

--

Address

--	--	--

Town

Province

Postal Code

---

Telephone	Email

---

Does the Nominee know they have been submitted for a Community Award?

☐ YES

☐ NO

---

***As a nominator for a Mississippi Mills Community Award, I have carefully read the nomination information provided. I certify that the information contained in this nomination form and accompanying information is accurate and complete, to the best of my knowledge. I certify that the individual I have chosen to nominate has a character befitting this nomination.***

--

*Signature of Nominator*

Please include the following in your submission:

**1. Please indicate the category for which the individual is being nominated:**

- ☐ Welcoming Community Champion
- ☐ Business Champion Award
- ☐ Inspiring Youth Award
- ☐ Outstanding Senior Citizen Award Exceptional
- ☐ Volunteer Appreciation Award
- ☐ Community Builder of the Year Award
- ☐ Key to the Municipality

*Nominators are asked to carefully consider all categories and select the most appropriate for the individual they are nominating. All awards recipients are equally remarkable and will receive the same level of recognition. After reviewing all applications, the Community Awards Selection Committee may contact you to recommend a different category.*

## 2. Description of Contribution:

*Please review the award category description and definitions sections of the Community Awards Policy. Ensure your nominee meets the eligibility criteria, consider the purpose of the individual award you are nominating for. Please note that the selection of recipients is based solely on information provided in the nomination package. It is important that materials in the package tell a complete story.*

- a) Describe the contribution the nominee made in detail, including any background or historical information related to the contribution and the award category. Please add an additional sheet of paper if required.

- b) Describe what made this a unique contribution for your nominee, including any extraordinary circumstances or challenges the nominee faced.

c) Indicate how long you have known the nominee.

d) Detail the timeline for the nominee’s contributions.

### 3. Two Written Letters of Support

Nominations must include two support letters from individuals other than the principal nominator. Letters should be current and from people who can attest to the value and impact of the contributions of the nominee. Support letters are individual and should only be signed by one to two people. Additional support letters are welcome.

### 4. Additional Material (optional)

List any additional material provided to support this nomination. For example, additional letters of support, publications, media stories, etc.

**Note:** Please submit materials in 8-1/2” x 11” format. Please do not send originals of important or official documents, as they will not be returned.

**Please submit signed nomination form and support materials to:**

Municipality of Mississippi Mills  
Clerk’s Office  
PO Box 400,  
3131 Old Perth Road  
Almonte, ON K0A 1A0