Office of the Fire Commissioner



Fire Services Exemplary Service Medal Nomination and Submission Process

The award is offered by the Governor General of Canada's Office. Canadian Exemplary Service Medals recognize the men and women dedicated to preserving Canada's public safety through long and outstanding service.

More specifically, the Fire Services Exemplary Service Medal honours members of a recognized Canadian fire service who meet a specific set of requirements as set-out below.

The award recognizes 20, 30, 40, and 50 years of exemplary service awarded posthumously.

ELIGIBILITY

An individual **may** be awarded the Medal or Bar if they meet the following criteria:

- The nominee was a member of a fire service on or after August 29, 1985;
- The nominee has completed 20 years as a member of a fire service, at least 10 of which have been served in the performance of duties involving potential risk as determined by the advisory committee; and
- The nominee has a record of exemplary service during the required period with no serious disciplinary action taken against him or her during that period, with none pending.

A person who has been awarded the Medal is eligible to be awarded a Bar in respect of each additional 10-year period of service in a fire service after the 20-year period in respect of which he or she was awarded the Medal, provided the person has a record of exemplary service during that period.

EXCEPTION

No period of service that has been recognized by any other long service, good conduct or efficiency decoration or medal awarded by His Majesty in right of Canada shall count as service for the award of the Fire Services Exemplary Service Medal.

NOMINATION PROCESS

The Governor General's Office processes Exemplary Service Medals from all different types of categories from all across the Country. The steps to completing and submitting the Exemplary Service Medal nominations electronically are outlined below. Please review the instructions below carefully.





NOMINATION SUBMISSION PROCESS

A nomination of a person for the award of the Fire Services Exemplary Service Medal or Bar shall be made to the Manitoba Awards Committee.

Please review the following steps carefully, as failure to submit the nomination form(s) and letter(s) as set out may result in them being returned to you for resubmission or delayed in processing.

Step 1: Download and Fill-out Nomination Form:

 a) Please use the most up to date form provided by the Governor General's Office, which can be found on their website: https://www.gg.ca/en/honours/canadianhonours/directory- honours/exemplary-service-medals/fire-services-exemplary-servicemedal.

When you click on the Nomination form button, it will download automatically. A download bar should appear in the top right corner of your web browser. The form template will also be accessible in your "Downloads" folder.

- b) The form must remain in the original pdf format of the template from the website. Do not print and scan it, or flatten or remove the fillable fields. The Chancellery needs the form to be in this format in order for the information to be downloaded into their system.
- c) Open the pdf form from the download pop-up window or your Downloads folder. **Fill out all fields in sections A and B.**

	First Name as it should appear on Certificate (required)	Last Name as it should appear on Certificate (required)	on Meda	it should appear al (for example, stall Smith should en J. R. SMITH)	Preferred er Language (required)	Date of Birth dd/mm/yyyy (required)	City of Residence (required)	Territory	May we post this name on our website?	Nominated for (20, 30, 40, 50 years) (required)		Years of Service (MM/YYYY to MM/YYYY partment/Organization + Position Hei x will expand in height (required)	3)
Remove this nominee					•				•		•		
Add another naminee										P	referred Official Langua	ge (required)	
🔘 Mr. 🔘	Ms. 🔵 Miss									Y			
								Position / Title					
		First Nan	ne (required)		Last Name (required)		Position / Title	(required)		Fire De	partment/Organization (required)	

d) If a nominee is being nominated for the first time and they have already passed more than one milestone, you must include a line for the medal and each subsequent bar they are eligible for. See below for example:

John	Smith	Firefighter	J. R. Smith	M	E.	30/11/1965	Winnipeg	Man.][Yes 🗸	Medal (20 years) MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held
John	Smith	Firefighter	J. R. Smith	M	E.	30/11/1965	Winnipeg	Man. 💂]	Yes 🖡	1st Bar (30 years) MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held
John	Smith	Firefighter	J. R. Smith	Μ .	E.	30/11/1965	Winnipeg	Man. 🗣		Yes 🗸	2nd Bar (40 years MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held

All nominations made by the same nominator may be put on the same pdf form, with a limit of 50 nominees per form.

Once the form has been filled out, save it to your computer.





Step 2: Prepare Nomination Letter:

e) **A nomination letter must accompany the form.** This letter should be well thought out and individualized to each nominee. Try to avoid using a standard template.

The nomination letter MUST:

- Clearly indicate the day on which the period of service began and the day on which it was completed, including all positions held during the course of service;
- Clearly indicate that the nominee had a record of exemplary service and that during the period of service, no serious disciplinary action was taken in respect of the nominee, with no pending disciplinary action (cannot be implied);
- Clearly indicate that the nominee has completed at least **10 years of at risk service**;
- Clearly indicate the nominee's achievements and exceptional qualities; and
- Be signed by a superior of the nominee, either electronically or in ink.

Note that the nominator MUST be of a higher ranking than the nominee. In the case of a Fire Chief nominee, a mayor, CAO, or reeve are acceptable nominators.

Step 3: Review and Submit Nomination Form and Letter:

f) Review your nomination form to ensure all information is entered, and that the form is in the proper format as provided by the website. Note that forms will only be accepted electronically. Paper or scanned forms will be returned to be submitted in the electronic format (as outlined in step 1b above).

Review your nomination letter to ensure that all necessary eligibility requirements are clearly indicated (as outlined in step 2e above).

- g) Email your completed nomination form(s) and accompanying nomination letter(s) to the Office of the Fire Commissioner, Manitoba Awards Committee at FireComm@gov.mb.ca.
- h) **Nominations for the current intake are due by January 5, 2024.** Any submissions received past the deadline will be included in the next batch of nominations.
- You will receive an email when the Awards Committee has made a decision regarding your nominations. A follow up email will be sent when your medal(s) are received and distributed by our office.

If you have any questions about the Fire Services Exemplary Service Medal eligibility or nomination process, please call our office at 204-945-3322.

