



## 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.



## **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](mailto: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.
- i) 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.