



# Fire Services Exemplary Service Medal Nominations and Submissions

**Nominations for this award will only be accepted during the intake period. The deadline for this period is June 30, 2024.**

The Exemplary Service Medal is administered by the Governor General of Canada's office in recognition of the people dedicated to preserving Canada's public safety through long and outstanding service.

The Fire Services Exemplary Service Medal, created on August 29, 1985, honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks, and were employed on or after the date of creation of the Medal. Recognized fire services include Canadian fire departments, fire marshals' offices, fire commissioners' offices and the Canadian Forces fire services. Exemplary service is characterized by good conduct, and efficiency. Consideration is given only to periods of service for which no other long service, good conduct or efficiency decoration or medal has been awarded by the Crown. The medal is awarded for 20 years of exemplary service, with bars for 30, 40, and 50 years of service and may be awarded posthumously.

### **ELIGIBILITY**

An individual may be awarded the Medal based on the following criteria:

- The firefighter was a member of a fire service on or after August 29, 1985;
- The firefighter has completed 20 years as a member of a fire service, of which at least 10 years have been served in the performance of duties involving potential risk as determined by the advisory committee,
- The firefighter has a record of exemplary service during the required period with no serious disciplinary action taken against them during that period and has 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 they were awarded the Medal if 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. Full-time unrecognized exemplary service in a profession whose members are eligible to be awarded another exemplary service medal may count as qualifying service for the award of the Medal.

### **NOMINATION PROCESS**

The Governor General's Office processes exemplary service medals from all different types of categories from across the country. The steps to completing and submitting the Exemplary Service Awards Nomination form electronically are outlined below. **Please review the instructions carefully. If your nomination forms are incomplete, they will be returned for resubmission. A processing delay may occur if any information is missing or incorrect or the form is incomplete.**

## 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. Failure to submit the nomination form(s) and letter(s) as directed below will result in a processing delay or require a resubmission.**

1. Use the most up to date form provided by the Governor General's office found on their website.  
<https://www.gg.ca/en/honours/canadian-honours/directory-honours/exemplary-service-medals/fire-services-exemplary-service-medal>

2. Download the form from the download bar or "Downloads" folder. Click on the Nomination form button and it will download automatically. A download bar should appear at the bottom of your web browser. Click on the form to open it.

**Note: Do not modify the original PDF format of the template.**

3. Fill in the required fields. All nominations made by the same nominator may be included in the same PDF form, with a limit of 50 nominees per form.

**Note: If a firefighter 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 example in table below.**

### A. Recipient:

	First Name as it should appear on Certificate (required)	Last Name as it should appear on Certificate (required)	Position	Name as it should appear on Medal (for example, Joseph Ronald Smith should be written J. R. SMITH)	Gender	Preferred Language (required)	Date of Birth (dd/mm/yyyy) (required)	City of Residence (required)	Province/Territory (required)	May we post this name on our website?	Nominated for (20, 30, 40, 50 years) (required)	Years of Service (MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held) (required) <small>Box will expand in height (required)</small>
Remove this nominee	John	Smith	Firefighter	J. R. Smith	M	E	30/11/1965	Winnipeg	Man.	Yes	Medal (20 years)	MM/YYYY to MM/YYYY + Fire Department + Position Held
Remove this nominee	John	Smith	Firefighter	J. R. Smith	M	F	30/11/1965	Winnipeg	Man.	Yes	1st Bar (30 years)	MM/YYYY to MM/YYYY + Fire Department + Position Held
Remove this nominee	John	Smith	Firefighter	J. R. Smith	M	E	30/11/1965	Winnipeg	Man.	Yes	2nd Bar (40 years)	MM/YYYY to MM/YYYY + Fire Department + Position Held

add another nominee

### B. Nominator:

Mr.  Ms.  Miss

First Name (required)  Last Name (required)  Position / Title (required)  Fire Department/Organization (required)

No (required)  Street Address (required)  Apt.  City (required)  Province/Territory (required)  Postal Code (required) A0A0A0 (no space)  Telephone (required) (000) 000-0000  Fax (no spaces)  Cellphone (no spaces)

email (required)

I certify that the above named in Part A has served the organization(s) listed for the period(s) stated; that, during this service, no serious disciplinary action has been taken against him/her; and that he/she is eligible to receive the Exemplary Service Medal or Bar(s).

Recommended  Date (dd/mm/yyyy)

4. A support 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 Support Letter **MUST** include these points:

- Specify 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 their service;
- The nomination must state 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 and that none is pending;
- The nominee has completed at least 10 years of at risk service;
- Outlining their achievements and exceptional qualities.

5. Nominator must be a superior. In the case of a Fire Chief, a mayor, CAO, or reeve are acceptable nominators.

6. Nominations are due on June 30. Submissions past the deadline will **NOT** be accepted.
7. Only completed original PDF forms will be accepted. If paper or scanned are received, they will be returned with direction to submit in the proper electronic format. **A processing delay will occur if the original form has been modified.**
  - Once the form has been filled out, save it to your computer, and attach the form to an email with the support letter(s).
8. An email will be sent once the nominations committee has approved the nominations.
9. A follow up email will be sent when the medals have arrived at our office and are ready for distribution.

The completed nomination forms and letters of support should be forwarded electronically to:

FireComm@gov.mb.ca  
Manitoba Awards Committee  
Office of the Fire Commissioner

For any questions, please call our office at 204-945-3322.