



## BEST TIPS

### General information:

All letters and nominations must be written and submitted by a superior, such as Fire Chief, Deputy Fire Chief, Mayor, CAO or Reeve.

### Remember to:

- Fill in the PDF form (<https://www.gg.ca/en/honours/canadian-honours/directory-honours/exemplary-service-medals/fire-services-exemplary-service-medal>);
- **Not** modify the original PDF format;
- Provide nomination letter(s), including letters of support from previous employers where necessary;
- Send in the form and letters by email to [Firecomm@gov.mb.ca](mailto:Firecomm@gov.mb.ca) by December 31, 2024 – late submissions will **NOT** be accepted.

### Letters must include:

- Service start and end/current date;
- Number of years of service (must have **completed** 20 years of service);
- Confirmation that the nominee is in good standing (no serious disciplinary action and none pending);
- Confirmation that the nominee has at least 10 years of at risk service; and
- The nominee's outstanding achievement and exceptional qualities.

For more information, refer to the Bulletin – Exemplary Service Awards Nominations and Submissions or call us at 204-945-3322.