

# Office of the Fire Commissioner



## Fire Services Exemplary Service Medal Nominations and Submissions

**PURPOSE:** To outline the award, requirements, and steps on filling out and submitting the Exemplary Service Awards Nomination form electronically.

### The Award

This award is administered by the Governor General of Canada's office. Canada's Exemplary Service Medals recognize the men and women 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 if the person if they fulfil 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 him or her during that period and has none pending.

No period of service that has been recognized by any other long service, good conduct or efficiency decoration or medal awarded by Her 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.

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, if the person has a record of exemplary service during that period.

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 Awards Nomination form electronically are outlined below. Please review the instructions below carefully. Your nomination forms may be returned to you for resubmission or be delayed in processing if any information is missing or incorrect.

A nomination of a person for the award of the Fire Services Exemplary Service Medal or Bar shall be made to the Director, Honours, The Chancellery of Honours, by the awards committee of the

jurisdiction in which the nominee is serving.

1. Please only 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>

- When you click on the Nomination form button, it will download automatically. A download bar should appear at the bottom of your web browser. Click on the form to open it, fill out as necessary. (You will be able to find it in your "Downloads" folder afterwards.)

2. The form must be in the original format that you got from the website. Do not print and scan back in, do not 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.

- From the download bar or "Downloads" folder, click on the form to open it, fill out as necessary.

3. Fill out the fields exactly as the examples on the form above each field shows.

**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 Randal Smith should be written J. R. SMITH)	Gender	Preferred Language (required)	Date of Birth (dd/mm/yyyy) (required)	City of Residence (required)	Provincial/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) (Box will expand in height) (required)
remove this nominee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. 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 but they are eligible for. See below for example Jo

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	M	E	30/11/1965	Winnipeg	Man.	Yes	2nd Bar (40 years)	MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held

5. 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

6. Nominator must be of higher ranking. In the case of a Fire Chief, a mayor, CAO, or reeve are acceptable nominators

7. All nominations made by the same nominator may be put on the same form. No more than 50 nominations on a single form.

8. Nominations are due April 30 and November 30 each year. Any submitted past the deadline will go towards the next batch of nominations.

9. Forms will only be accepted electronically going forward. If paper or scanned are received, they will be returned with direction to submit in the proper electronic format.

- Once the form has been filled out, save it to your computer, from there you can attach it to an email. Email nomination form and supporting letter to FireComm@gov.mb.ca.

10. You will receive an email when the nominations committee has made a decision

regarding your nominations.

**11. A follow up email will be sent out when your medals have arrived at our office and are being sent out for distribution.**

The completed nomination forms and letter of recommendation should be forwarded electronically to:

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

If you have any questions about the process or procedure please call our office at 204-945-3322.