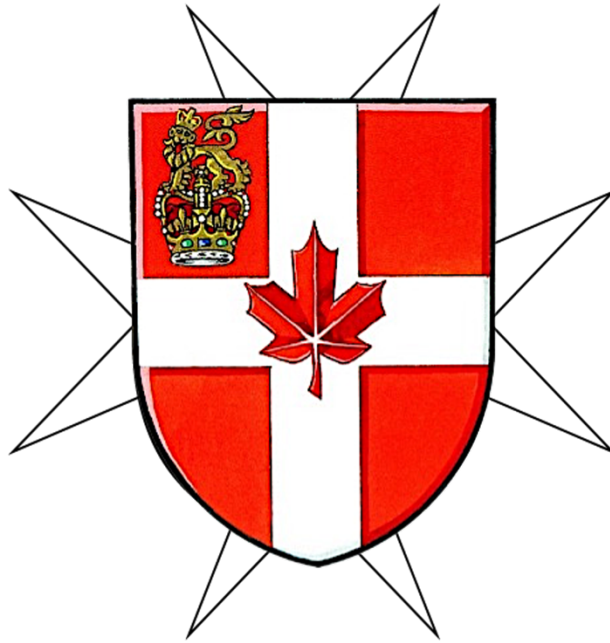


# THE MOST VENERABLE ORDER OF THE HOSPITAL OF SAINT JOHN OF JERUSALEM

## PRIORY OF CANADA



### Honours & Awards Guide

For St. John Ambulance use only

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## **Article 1 - Admission and promotion to the Order of Saint John**

### **Introduction**

Admission to The Order is an honour bestowed by the Sovereign Head of The Order. The high status of these honours can be maintained only if appropriate diligence is exercised at all levels to ensure that persons recommended are worthy and meritorious.

### **Complements and Quotas**

Within the Priory of Canada and in accordance with the Statutes, there are no quotas for each Grade within the Order.

### **Membership in The Order**

The Order is comprised of members in the following grades:

I	Bailiff and Dame Grand Cross	GCStJ
II	Knight and Dame of Justice and Grace	KStJ/DStJ
III	Commander	CStJ
IV	Officer	OStJ
V	Member	MStJ

Admission to the Order at any grade and promotion of members between grades is at the sole discretion of the Sovereign Head of the Order on the advice of the Prior. [The Grand Prior and the Secretary General will always be consulted before a final decision is made on any of the following processes.]

### **Nomination Process**

Admission to the Order of St John is discretionary and results from the exercise of the Royal Prerogative. Recognition of humanitarian service, consistent with the aims and objectives of the Order may be extended beyond the membership of St. John, recognizing individuals of quality who will enhance the Order.

### **Merit**

Nomination for admission or promotion in the Order is based exclusively on merit, which means on the candidate's past contribution to the aims and objectives of the Order, the quantity and quality of work, volunteer service, and contribution of time, skills and resources, as well as a sustained involvement and commitment to the Order of St. John and/or to St. John Ambulance.

Submissions should highlight the consequences of the work being recognized and demonstrate the impact the service being recognized has had since admission or the last promotion.

Admission or promotion in the Order will not be considered for a promise of future activities. Admission or promotion must be based on past activities that reflect ongoing involvement and a true commitment to the aims and objectives of the Order.

### **Age and probity**

Candidates must be 18 years of age to be considered for admission to any Grade in the Order. There must be nothing in the candidate's character or background which make them unfit to become a member of the Order.

### **Citizenship**

Candidates must be Canadian citizens or permanent residents of Canada to be considered for admission or promotion in the Order.

### **Inappropriate Conduct**

Active lobbying by a potential candidate for admission or promotion in the Order is inappropriate and will be discouraged. It may constitute grounds for denying admission to or promotion in the Order. A commitment or promise for admission or promotion in the Order is inappropriate and will not be honoured.

### **Employees**

Employees of St. John will only be considered for admission or promotion in the Order for their clearly demonstrated volunteer activity or exceptional service beyond what would be reasonably expected for their position.

### **Service to the Order**

Length of service does not justify admission or promotion in the Order. Service within St. John is recognized through the issuance of the Service Medal of the Order, providing the conditions of issuance are met.

## **Posthumous Honour**

Posthumous admission or promotion will be awarded only if the candidate was alive and accepted that their nomination be forwarded for the appointment which was recommended by the NHAC.

## **Admission to membership**

Admission to the Order is normally at the level of Member (Grade V), and then promotion may follow in accordance with the provisions of this regulation. Admission at a Grade higher than Member (Grade V) is exceptional and should be treated as such.

## **Authority to submit nominations**

The authority to submit nominations to the NHAC is restricted to the following persons:

- a. Chancellor
- b. Deputy Chancellor
- c. Chairs of Provincial/Territorial Councils and Adjunct Training Centres
- d. Priory Secretary, for the Ex-officio appointments to the Order

Nominations by the Chancellor, Deputy Chancellor, and the Priory Secretary are made under their own signatures and are submitted directly to the NHAC.

Nominations by the Chairs of Provincial/Territorial Councils must be approved by the Council Honours and Awards Committees, and must be signed by:

- a. the Nominator; and,
- b. Chair of the Provincial Council

## **Promotion Process:**

Promotions in the Order are based on the candidate's meritorious contribution to the aims and objectives of the Order since the date of the candidate's admission or last promotion.

The following broad guiding principles should assist the NHAC in assessing a nomination for promotion in the Order:

- a. Knight or Dame (Grade II). The Candidate must have successfully demonstrated leadership at a national or regional level, in a position carrying major responsibility; or have demonstrated exceptional leadership and performed meritorious service at a local level.
- b. Commander (Grade III). The Candidate must have successfully demonstrated leadership at a regional level, in a position carrying substantial responsibility or have demonstrated exceptional leadership and performed meritorious service at a local level.
- c. Officer (Grade IV). The Candidate must have successfully demonstrated leadership at a regional level in a position carrying substantial responsibility, or at a local level carrying major responsibility.
- d. Member (Grade V). The Candidate must have performed good and devoted service to the Order through sustained voluntary commitment of time, skills and/or resources to St. John.

More specifically, the quantity and quality of work, volunteer service, and contribution of time and skills are determining factors when considering a candidate for promotion – how has the individual made a difference worthy of such recognition.

Once the Prior (Governor General) sanctions the recommendations for admission or promotion, Provincial Councils are informed of the names of:

- a. Candidates who have accepted the honour; and
- b. Candidates who have declined the honour.

The Priory Secretary notifies the successful candidates that their admission or promotion has been sanctioned by the Governor General and informs them of the date of publication in the *Canada Gazette*.

To ensure transparency, after the publication of the list of successful candidates in the *Canada Gazette*, the Summary Citations supporting each of these admissions or promotions may also be made publicly available by the Priory Secretary.

## **Article 2 - Service Medal of the Order and Ultra Long Service Extension (USL)**

Pursuant to changes to the Service Medal design to update the inscription and the qualifying period for eligibility, and to the introduction of the Ultra Long Service Extension as approved by Her Majesty Queen Elizabeth II as Sovereign Head of the Order in July 2019, this section provides policy governing the awarding of the Service Medal of the Order and its Ultra Long Service Extension and related procedures to be followed. Changes are effective on the Appointed Day of January 1, 2020.

### **General**

The Service Medal of the Order, the Ultra Long Service Medal Extension and bars are recognized by the Canadian Honours System and therefore are honours of the Crown.

### **Eligibility**

The Service Medal of the Order is awarded to eligible persons who perform Qualifying Service each year, properly recorded and certified, for a determined number of years. Volunteers and staff who perform volunteer service on behalf of the Order are eligible to receive the Service Medal of the Order.

### **Service Criteria**

The Qualifying Period for an eligible person to be awarded a Service Medal shall be not less than ten (10) years of volunteer service on behalf of St. John, defined as follows:

- a. Only Active members as of the Appointed Day are considered eligible under the ten (10) year qualifying period. Active members are defined as volunteers who, as of December 31, 2019, have rendered sixty (60) hours of volunteer service as a minimum in that year;
- b. Not less than ten (10) years of Qualifying Service is to be interpreted as the equivalent of not less than sixty (60) hours voluntary service on behalf of St. John, for each and every year and for which no remuneration has been paid.
- c. Qualifying Service in one capacity may be added to service in any other qualifying capacity, provided they are not simultaneous;
- d. Qualifying Service need not be ten (10) continuous years and therefore may be cumulative;

- e. Prior to the Appointed Day, Qualifying Service under twelve (12) years will only be considered eligible if the the person is determined to be an Active member as of January 1, 2020.

### **Bars to the Service Medal**

Silver and Gold Bars may be awarded for each five years of satisfactory service, subject to the same criteria and application process as for the Service Medal. The Medal and Bars to the Medal are awarded as follows:

- a. **10** years – Service Medal
- b. **15** years – Service medal + 1 silver bar
- c. **20** years – Service Medal + 2 silver bars
- d. **25** years – Service medal + 3 silver bars
- e. **30** years – Service medal + 1 gold bar
- f. **35** years – Service medal + 2 gold bars
- g. **40** years – Service medal + 3 gold bars
- h. **45** years – Service medal + 4 gold bars

### **Ultra Long Service Medal Extension**

The Ultra Long Service (ULS) Medal Extension is intended to allow for continued recognition of voluntary service beyond 50 years. It will be awarded after 50 years of qualifying service and will replace the silver Service Medal of the Order and Laurel Leaf.

The ULS Medal Extension takes the form of the same medal as the Service Medal, but finished in gold with a distinctive thin gold stripe through the centre of the existing black and white ribbon to differentiate it from the silver Service Medal.

The awarding of the ULS Medal Extension will replace the Service Medal after 50 years of qualified service and beyond and is not to be worn along with the silver Service Medal. Any Active Member who currently has a silver Service Medal with Laurel Leaf decoration will be issued a ULS Medal to replace the Service Medal and will be entitled to receive a gold bar for each 5 years of qualifying service thereafter.

- a. **50** years - Ultra Long Service Medal Extension
- b. **55** years - Ultra Long Service Medal Extension + 1 gold bar
- c. **60** years - Ultra Long service Medal Extension + 2 gold bars
- d. **65** years - Ultra Long Service Medal Extension + 3 gold bars
- e. **70** years - Ultra Long Service Medal Extension + 4 gold bars



Please note: The Service Medal with Laurel Leaf decoration may be retained by the recipient, but not worn.

Miniatures of the Service Medal and its ULS Medal Extension may be purchased through the Priory Secretariat at National Office.

### **Article 3 - Sovereign's Medal for Merit**

The award is for outstanding merit in fields which lie within the Order's statutory objects:

- a. the encouragement of all that makes for the spiritual and moral strengthening of mankind in accordance with the first great principle of the order embodied in the motto "pro fide";
- b. the encouragement and promotion of all work of humanity and charity for the relief of persons in sickness, distress, suffering or danger, without distinction of race, class or creed and the extension of the second great principle of the Order embodied in the motto "pro utilitate hominum";
- c. to maintain and develop the St. John Eye Hospital in Jerusalem Foundation; and
- d. to maintain and develop the St. John Ambulance Foundation

The award will be made only in the case of exceptional merit. Save in the most exceptional circumstances, there would only be one award a year, and in some cases there might not be an award.

This award can be made to an individual, a group of individuals, an association or a corporate body.

Members of the Order are not eligible to receive the award.

The recognition takes the form of a Diploma, specially worded to record the person's achievements, accompanied by a medallion which is not designed to be worn.

## **Article 4 - Sovereign's Award**

### **Objects of the Award**

The Sovereign's Award is given to young St John Ambulance members in recognition of outstanding work in 3 key areas:

- a. Personal development;
- b. Benefit to St John Ambulance; and
- c. Benefit to the community.

It is the premier Youth award in St John Ambulance, as it is the only award to bear the personal signature of the Sovereign Head of the Order.

### **Entry Qualification**

The Award is open to members of St John Ambulance, aged 16-25, who have completed the Grand Prior's Award, or similar demanding projects in Establishments (such as the Amalfi Challenge (Priory of England)) or 1,000 hours of adult service.

### **Award Criteria**

To qualify for the award of the Sovereign's Award, candidates must submit evidence of significant achievement in 3 areas, in a format of the candidate's choice:

- a. Personal benefit as an individual and team member;
- b. Benefit to the work of St John Ambulance; and
- c. Benefit to the community, preferably over an extended period.

### **Assessment**

In each Establishment a panel of judges will examine all applications. The panel should be composed of people from a variety of backgrounds. The members of the selection panel may change from Establishment to Establishment, but will normally be expected to consist of:

- a. An independent external Chair;
- b. Two young people selected by their peers;
- c. Two experts in the field of assessing Youth work; and
- d. The Chief Commissioner (Youth) , or equivalent.

## **Assessment Criteria**

The panel will assess the applications based on the evidence presented to them, according to the following criteria:

- a. Completion of either the Grand Prior Award, or similar Establishment challenge, or 1,000 hours adult service;
- b. significant personal development;
- c. benefit to the work and vision of St John Ambulance; and
- d. service and benefit to the community, preferably over an extended period.

## **General Notes**

Details of successful candidates, together with outline details on the projects for which the Award is granted are to be submitted annually to the Secretary General, by the middle of November each year. Order-wide, these will then be collated within the International Office for submission to the Sovereign Head for approval, through the Grand Prior's office. The number of awards each year is likely to be limited Order-wide, for which there will therefore be significant competition. [The issue of numbers will need to be discussed in due course with Buckingham Palace, feedback on this will be provided in due course.]

Successful candidates will be awarded a certificate signed personally by Her Majesty, The Sovereign Head.

## **Article 5 - Grand Prior's Award**

This section provides the policy governing the awarding of the Grand Prior's Award, and related procedures to be followed. The Grand Prior's Award is awarded by The Order in the name of the Grand Prior. It is a vehicle for developing a broad range of skills within the youth programmes of the Community Service.

The Cadet Proficiency Programme and the SJA Connect program lead to the awarding of the Grand Prior's Award. These programs are designed to maintain the interest of youth and develop individual competencies, confidence and leadership abilities.

### **Eligibility**

Community Service youth who have earned twelve (12) Proficiency Certificates and have a minimum of three years' efficient service and are under 21 years of age are eligible for the Grand Prior's Award.

Youth aged 14 to 19 who enrol in the SJA Connect program are considered eligible to receive the Grand Prior's Award upon completion of three levels of Leadership certification and have engaged in a minimum of 30 hours of volunteer service in their communities. Participants are encouraged to volunteer with St. John Ambulance, but SJA Connect is a non-membership program. It is not mandatory for participants to join and volunteer with St. John Ambulance.

### **Procedure**

#### **Cadet Proficiency Programme**

On obtaining twelve Proficiency Certificates, the Proficiency Badge and numerals earned thus far will be relinquished, and the Grand Prior's Badge will be awarded.

Qualification must be obtained in at least one subject from each of the subject areas, as listed in the current version of the Cadet Proficiency Manual.

Not more than four Proficiency Certificates may be awarded to a single candidate in any calendar year.

Proficiency Certificates will be issued to successful candidates by Provincial/Territorial Commissioners. Proficiency Certificate counterfoils will be retained at Provincial/Territorial Council Offices until the candidate qualifies for

the Grand Prior's Badge, at which time they will be forwarded to National Office to support application for the award.

The Grand Prior's Badge replaces the Proficiency Badge and numerals, and is worn on the upper left sleeve of the uniform.

Individuals earning this award are entitled to wear the Badge on their uniform for as long as they remain entitled to wear the Community Service youth uniform.

### **SJA Connect Program**

SJA Connect Program was developed to work with the Grand Prior's Award program. Participants can apply the SJA Connect topics taken towards the Proficiency Certificates. The three levels of certifications must be completed successively. Participants may incorporate elective topics into their programming at the same time as core topics.

Upon successful completion, the participant will receive the Leadership Level III certificate and be eligible for the Grand Prior's Badge.

## **Article 6 - Priory Vote of Thanks (PVOT)**

A Priory Vote of Thanks (PVOT) is a National Award, bearing the Seal of The Order and signed by the Chancellor. The PVOT is an expression of gratitude in recognition of exemplary, dedicated service, assistance or support to the Order of St. John in Canada on a particular occasion, or over a significant period of time.

### **Criteria**

A PVOT is not a prerequisite for admission to the Order. It is sometimes used as a first step before admission.

A member of the Order is not eligible for a PVOT.

Non-St. John individuals or organizations, who have given special service to St. John, outside of contractual arrangements, may be awarded a PVOT.

A PVOT may not be awarded for financial contributions of any kind, no matter how made, directly or indirectly.

More than one PVOT may be granted to an individual or organization but each PVOT must be for a separate contribution to the work of St John.

### **Procedure**

It is the responsibility of the Honours and Awards Committee for each Council or Adjunct Training Centre to determine whether service should be recognized at the national level through a Priory Vote of Thanks.

Citations must accompany each request for a PVOT using the approved form attached as Appendix 3.

### **Distribution**

Once processed, PVOTs will be sent to the Councils/Adjunct Training Centres for presentation.

## **Article 7 - Council Vote Of Thanks (CVOT)**

A Council Vote of Thanks may be awarded for service or assistance which has contributed to work of St John through a Council in some manner. This may include transportation, assistance for meetings, or other appropriate services; however a CVOT may not be presented for financial donations.

Design and production of CVOT certificates is a Council responsibility. Councils may arrange for their Vice-Prior to sign the certificates.

Councils are strongly encouraged to develop specific criteria for receipt of a Council Vote of Thanks, i.e., authorizing body, limit of awards granted to an individual or deadlines for submissions, etc.



## **Article 8 - Commendations**

In addition to Priory Votes of Thanks, Admission and Promotion within the Order, it is possible to recognize distinguished work on behalf of the Order by means of a Commendation. Commendations may be granted by the Chancellor, a Provincial or Territorial Council Chair or an Adjunct Training Centre Chair.

Commendations are distinct from Admission and Promotion within the Order and recognise extraordinary levels of performance on specific tasks on behalf of The Order.

Commendations are presented in the form of a certificate and a Gold or Silver bar bearing a Maltese Cross which is officially recognized in the Canadian Honours system and may be worn on the uniform centred below Medals and Decorations. Commendations may be worn on Military uniforms in accordance with Canadian Forces dress regulations.

The Chancellor is allotted 20 commendations, with up to 10 allocated for presentation within Councils if the contribution of candidates put forward merit such recognition, with the balance of commendations awarded at the Chancellor's discretion. In awarding commendations, the Chancellor should be sensitive to language, region and gender.

Councils with 500 or less volunteers are authorized to award a maximum of 5 Chair commendations and any Council with more than 500 will have a ratio of 1 commendation for every 100 volunteers to a maximum of 15 Chair Commendations.

The Priory Secretary may allocate, upon application from Adjunct Training Centres, on a discretionary basis, a reasonable number of Commendations but no more than five per calendar year.

All requests for commendations must be submitted using the nomination form.

All commendations are numbered, and the names of all recipients are recorded in a register maintained by the Priory Secretariat.

## **Article 9 - The St. John Medallion**

The St. John Medallion is presented to individuals and groups where an appointment or promotion to the Order or the award of a Commendation or PVOT would not be appropriate because of the status of the nominee, the honours and awards they may already have received or the nature of their function.

This award is divided into three categories to recognize volunteers, members of the paid staff of St. John or excellence in philanthropy.

### **Nomination Process**

A call for nominations will be made at the same time that the Priory is soliciting nominations for the Order of St. John. Deadlines for nominations are September 30 and March 31 of each year.

The nomination will be submitted on the current application form for the St. John Medallion which is available from the Priory Secretariat or on line at [www.sja.ca](http://www.sja.ca).

Nominations must be signed by the Chair of the Honours and Award Committee of a Council and the Council Chair prior to submission to the Priory of Canada.

The Chancellor and Deputy Chancellor, each, in their sole discretion, have the right to nominate candidates.

All nominations will be submitted to the NHAC for review and recommendation.

The NHAC may, in its sole discretion, recommend candidates who have been unsuccessful in the admission or promotion process for a St. John Medallion.

### **St. John Medallion for Dedicated Service**

The St. John Medallion for Dedicated Service may be awarded to any St. John volunteer. It is awarded by the Chancellor on behalf of the Priory of Canada to eligible individuals to recognize dedicated volunteer services over a significant length of time or under extraordinary circumstances which deserves recognition but yet is not eligible for other St. John honours and awards.

The St. John Medallion for Dedicated Service is antique brass in colour and may be awarded to a maximum of 15 individuals in any given year.

### **St. John Medallion for Distinguished Service**

The St. John Medallion for Distinguished Service may be awarded to:

- a. any person who is a paid employee of St. John Ambulance; or
- b. any group of persons who are paid employees of St. John Ambulance.

The St. John Medallion for Distinguished Service is awarded by the Chancellor on behalf of the Priory of Canada to eligible employees or groups of employees for service of a rare and exceptionally high standard, which accrues great benefit to the Priory as a whole.

The St. John Medallion for Distinguished Service is antique brass in colour and may be awarded to a maximum of 10 individuals in any given year.

### **St. John Medallion for Excellence in Philanthropy**

The St. John Medallion for Excellence in Philanthropy may be awarded to an individual, organization or industry.

It is awarded by the Chancellor on behalf of the Priory of Canada to eligible individuals, organizations or industries to recognize outstanding contributions in time, leadership or financial support to further the mission of the Order of St. John or its charitable foundations, St. John Ambulance or the St. John Eye Hospital.

The St. John Medallion for Excellence in Philanthropy is antique brass in colour and may be awarded to a maximum of 5 individuals, organizations or industries in any given year normally.

## **Article 10 - Life Saving Awards**

### **Life Saving Medals of the Order - Gold, Silver and Bronze**

There are three conditions for the award of the Life Saving Medal at any level, namely:

- a. The Nominee must have performed "a conspicuous act of bravery":
  - a. the circumstances must be dangerous
  - b. the nominee must be (a) aware of the risk; (b) have the opportunity, however brief, to assess the risk and make the choice whether or not to do the specified act and (c) deliberately and voluntarily decide to do that act. The specified act must go well beyond what might be expected of an ordinary citizen on corresponding circumstances.
- b. in performing the specified act, the Nominee must have endangered his or her own life:
  - a. in light of the actual circumstances, in performing the specified act the Nominee must have incurred a real risk that he or she would die in the process.
- c. And the Nominee must have performed the specified act in saving or attempting to save the life of another or others.

### **Certificate of Honour**

The basic conditions for the Award of the Certificate of Honour are:

- a. the Nominee must have performed "a conspicuous act of bravery"; and
- b. the Nominee must have performed the specified act in saving or attempting to save the life of another or others.

An example of the circumstances in which a Certificate of Honour may be awarded is that the Nominee did not expose himself or herself to a material risk of death, but did expose himself or herself to a material risk of injury.

The primary factors to which the Committee has considered are:

- a. the degree of risk, or so of the likelihood of death, which the Nominee knowingly undertakes; and
- b. the degree of persistence shown by the Nominee in voluntarily continuing with his or her endeavours.

In the following circumstances, it is likely that no award will be made or an award will be made at a lower level than would otherwise have been the case:

- a. if the Nominee is a close relative of the person in peril (husband and wife or parent and child);
- b. if the Nominee has available and uses lifesaving or protective equipment which reduces the risk of the Nominee's death; or
- c. if the Nominee is in remunerated employment and rescue activities are reasonably to be regarded as forming part of the duties of that employment.

### **Nominating Process**

A Nomination can be made by anyone in respect of any Nominee, whether or not the Nominee has any connection with the Order, St. John Ambulance or the St. John Eye Hospital or whether the specified act was done in the territory of Canada.

If the specified act was done in Canada, the nomination should be submitted to the Priory of Canada. The Committee will only consider a nomination if it is supported by the Priory.

### **Supporting Documentation and Information**

Nominations should contain the following information:

- a. the full names, country of residence and date of birth of the Nominee;
- b. the date, place and time of the specified act;
- c. comment on such of the factors set out under the criteria that are relevant to the nomination and on any other factors which the nominator or the Priory consider material, including the number of casualties, the presence or absence of the emergency services and any other complications;
- d. the assessment by the nominator and the Priory (if applicable) of the achievement of the Nominee in doing the specified act; and
- e. details of any connection that the nominated person has with the Order, St. John Ambulance or the St. John Eye Hospital.

Nominations should be accompanied by documentary or other independent evidence of the specified act, including where police attended the incident, a copy of the police statement or report.

### **Time Limits**

Nominations will be considered only if they are received by the Priory within two years of the doing of the specified act.

## **St. John Ambulance Life-Saving Awards**

The following awards are applicable only in Canada.

**St. John Ambulance Life-Saving Award (Risk of Life)** - may be awarded to an individual who placed his/her own life in jeopardy in saving or attempting to save life by means of his/her knowledge and use of first aid, where the situation does not merit the recommendation of the award of the Life-Saving Medal. If approved, the recipient will be awarded a gold lapel pin and a St. John Life-saving Award Certificate.

**St. John Ambulance Life-Saving Award (Non-Risk of Life)** - may be awarded to an individual who saves or attempts to save life by means of his/her knowledge and use of first aid. Personal risk is not a condition of this award. If approved, the recipient will be awarded a silver lapel pin and a St. John Life-Saving Award Certificate.

## **Provincial or Territorial Certificate of Commendation for Life-Saving**

This award may be granted by the Chair of a Council to an individual whose attempts to save a life may or may not have been successful, but whose actions do not warrant receipt of a Priory of Canada award. Receipt of this award does not preclude a nomination for Life-saving Medals of the Order or Priory of Canada awards. A silver lapel pin may accompany the Certificate of Commendation for Life-Saving.

## **Conditions for Receipt of Life-Saving Awards**

An award by the Government of Canada, The Royal Life Saving Society of Canada or another agency does not preclude an application for a St. John Life-Saving Medal or Certificate.

## **Article 11 - Honorary Life Membership**

Honorary Life Membership is granted to a person who has rendered long and faithful service to the Order. It is not granted while persons are serving the Order in an active capacity, but is an honour which may be awarded only upon final retirement from active duty with St. John Ambulance in Canada. Previous recognition in the form of Admission to the Order, a Priory Vote of Thanks, or the Service Medal of the Order does not preclude the granting of Honorary Life Membership. No specific service requirements govern the award of Honorary Life Membership.

Honorary Life Members may not accumulate credit for volunteer service hours towards the Service Medal of the Order. If a person, who is in receipt of an Honorary Life Membership, wishes to accumulate credit for further volunteer service to the Order, he/she must temporarily relinquish Honorary Life Membership in order to do so.

### **Procedure**

The award is made upon the recommendation of a Chancellor, Council Chair or Chair of an Adjunct Training Centre after due consideration of the nature of service rendered by the retiring member. Recommendations are to be forwarded in writing to the Priory Secretary. A brief outline of the service and circumstances supporting the recommendation must be included.

### **Award**

The award will be in the form of an Honorary Life Membership certificate and a silver lapel pin bearing the Priory Shield on the Badge of the Order.

## **Other awards & points of contact**

Although these are not part of the Canadian System of Honours or the Priory of Canada Honours and Awards system of the Most Venerable Order of the Hospital of St. John of Jerusalem, he is at Note that other subordinate awards may be created, from time to time, by the Councils of the Provinces.

Commissioner's medallions or certificates of thanks are examples.

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For the full version of the information mentioned, please consult the :

*NATIONAL OPERATING POLICIES AND PROCEDURES -  
THE ORDER OF ST. JOHN*

Called

*PPNRE-2020-01-01-APPROVED*

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To nominate for one of the above awards, please contact the Honours & Awards Committee of the Quebec Council at the following address:

[honneurs.reconnaissances@asjquebec.ca](mailto:honneurs.reconnaissances@asjquebec.ca)

For questions about awards protocol and policies above, please contact the Provincial Protocol Officer of Quebec Council at the following address:

[thomas.morin-cabana@asjquebec.ca](mailto:thomas.morin-cabana@asjquebec.ca)