

# **The Most Venerable Order of The Hospital of St. John of Jerusalem**

**PRIORY OF CANADA**



**NOMINATION GUIDEBOOK**

**A Guide on How to Prepare Submissions  
for Admission to and Promotion within  
the Order of St. John.**

Prepared by:  
NATIONAL HONOURS and AWARDS COMMITTEE

Effective February 2007

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## Current National Honours & Awards Committee Membership

### *Voting Members*

Richard Bruce, MOM, CStJ, BA, Chair, (MB)\*  
 Jacques Duchesneau, CM, KStJ, MPA, External Member\*  
 Jeffrey Gilmour, KStJ, CD, LLB, Immediate Past Chancellor,\*  
 Marc Jutras, CStJ, (QC)  
 John Mah, CStJ, CD, QC, Deputy Chancellor,\*  
 Paul Manson, OC, CMM, OStJ, External Member\*  
 René Marin, OMM, KStJ, OOnt, Chancellor\*  
 Elizabeth Neilson, DStJ, RN, (NB)  
 Emmanuelle Sajous, Chancellery  
 Alaric Woodrow, OStJ, CD, MEd, (ON)

### *Non-voting Members*

Patricia Kearney, Assistant Registrar  
 Paul Migus, CEO National Office  
 Dawn Roach, Priory Secretary, & Registrar of the Order

\* Term expires June 24, 2007

## 1. The Order of St. John – A Canadian Honour

The Most Venerable Order of the Hospital of St. John of Jerusalem (Order of St. John) is one of the oldest components of the Canadian Honours System.<sup>1</sup> The Order is a humanitarian order recognized as a national order in the Canadian Honours System since 1990.

What makes the Order of St. John unique in the Canadian Honours system is that it is a “**working order of charitable-minded men and women**” whose good work is expressed principally through its two foundations, the St. John Eye Hospital in Jerusalem and St. John Ambulance.<sup>2</sup>

## 2. The Mission of the Order of St. John

The Mission of the Order of St. John is “*to prevent and relieve sickness and injury and to act to enhance the health and well-being of people of all races and creeds anywhere in the world*”.

## 3. Guiding Principles of the Order of St. John

The Order of St. John, as a national honour, is committed to the principles of transparency and accountability. To this end, the Priory of Canada shall ensure that:

1. All nominees for admission to or promotion within the Order shall be evaluated using a clearly defined and published set of criteria.
2. All nominees admitted to or promoted in the Order shall have demonstrated achievement, successful discharge of responsibilities or notable and selfless service in furthering the mission of the Order, and encourage endeavours on that behalf.
3. **All nominations shall be kept confidential** with the exception of the Summary Citations of nominees admitted to or promoted in the Order. Summary citations may be published through external communications vehicles.
4. All members of the Provincial Honours and Awards Committee and the National Honours and Awards Committee shall comply with the Priory of Canada's Privacy Policy.
5. All nomination documents submitted to the National Honours and Awards Committee (NHAC) shall accompany the minutes of the NHAC's deliberations and all such documents shall be kept in perpetuity by the Priory Secretariat.

## 4. National Honours and Awards Committee

The National Honours and Awards Committee (NHAC) is the authority within the Priory of Canada of the Order of St. John that has been delegated the responsibility for making recommendations in relation to admissions and promotions within the Order of St. John.

The NHAC is governed by the criteria and guidelines adopted by Priory Council for the NHAC decision-making process. While it is accountable to Chapter, the NHAC is subject to the general oversight of Priory Council.

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<sup>1</sup> McCreery, Christopher. The Canadian Honours System. 2005, Dundurn Press, Toronto, page 115.

<sup>2</sup> Ibid

The NHAC consists of ten (10) voting members and meets annually to review all submissions.

## 5. Nomination Criteria Summary

The information provided herein is intended to complement the Honours & Awards Regulations defined in Appendix 5 of the Priory of Canada's Regulations on Admission and Promotion as approved by Priory Council (June 2005) and to provide guidance to those completing the Nomination Form. Please refer directly to this document for detailed regulations. You may obtain a copy of this document from your Provincial / Territorial Council office.

1. Admission to and promotion in the Order is based on the merit of the nominee's contribution to the Order through their voluntary service to the Order of St. John, St. John Ambulance or the Eye Hospital. All nominees for admission or promotion shall support and uphold the mission of the Order of St. John.

To be promoted to:

*Knight or Dame:*

The nominee shall have demonstrated successfully, leadership at a national or provincial / regional level, in a position carrying major responsibility.

*Commander:*

The nominee shall have demonstrated successfully, leadership at a national or provincial / regional level, in a position carrying substantial responsibility.

*Officer:*

The nominee shall have demonstrated successfully, leadership at either a regional level in a position carrying substantial responsibility, or at a local level carrying major local responsibility.

To be admitted as:

*Member:*

The nominee shall have performed good and devoted service to the Order, through sustained voluntary commitment of time, skills and/or resources to St. John Ambulance.

2. Nominees must be either Canadian citizens or permanent residents of Canada to be considered for admission or promotion in the Order.
3. Nominees must be 18 years of age to be considered eligible for admission, with the exception of the grade of Esquire.
4. It is expected that a person's contribution to the Order will be accomplished over a period of time to allow for that person's merit to be properly assessed. That period of time is likely to vary, according to the degree of responsibility held. Except in the most extraordinary circumstances, promotions within the Order shall be subject to the following minimum waiting period between grades;
  - 3 years from Member to Officer,
  - 3 years from Officer to Commander, and
  - 5 years from Commander to Knight/Dame.

5. Accelerated promotion (*admission to the Order at a grade higher than Member – or – promotion to a grade level higher than would normally be expected, e.g. Member to Commander*) may be considered where the nominee has assumed a significant degree of responsibility or contributed extraordinarily in a sustained philanthropic manner. Accelerated promotions are a “once in a lifetime” occurrence and cannot be at a grade higher than Commander.
6. The point in time at which a nominee is deemed to be admitted or promoted is the “sanctioned date”. This is the official date that the Governor General as Prior of the Priory of Canada signs the list of names that are being admitted or promoted. To inquire as to a nominee’s exact “sanctioned date”, contact your Council Office or verify the information in UNITY.

Nominations may be submitted in the last year of a nominee’s service. For example: if a nominee’s admission to the Order was sanctioned in 2000, an application for promotion could be put forward in 2003 for consideration.

7. If a nominee’s voluntary services are with a non-SJA organizations, and these services promote and support of the humanitarian work of the Order of St. John, St. John Ambulance or the Eye Hospital, the nomination may be considered eligible, provided that the Honours Nomination form clearly indicate how this association with a non-SJA organization benefits St. John.

Example:

Susie volunteers as a Girl Guide leader. She is also a certified first-aid trainer. She uses her skills as a trainer and voluntarily teaches first aid to the Guides. She uses only St. John Ambulance training materials and products. She also promotes the use of St. John products and other St. John training courses throughout the Girl Guides of Canada organization, in her region. This association with a non-SJA organization could be considered worthy of admission or promotion as the individual’s voluntary services promotes and supports the humanitarian work of the Order of St. John and St. John Ambulance.
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8. Posthumous awarding may only occur if the nominee has been approved by the NHAC prior to death. Councils shall inform National Office immediately upon hearing of a nominee’s passing.
9. Employees of the Order of St. John or St. John Ambulance shall not be considered eligible for admission or promotion within the Order for work(s) performed in the course of their duties for which they have received compensation, either monetary or time off in lieu. To be considered, the nomination must clearly indicate volunteer work or services above and beyond the employee’s normal work requirements and establish that the individual has rendered, over a substantial period of time, voluntary, unpaid services to the Order. **A copy of the employee’s position description must be attached to the Honours Nomination Form.**

## 6. Nomination Process

**The nomination process is confidential.** The person whose name is submitted for admission or promotion in the Order should not be made aware of this fact. Successful nominees shall be notified, in confidence, by the Priory of Canada Secretariat.

All nominations must be submitted on the official Honours Nomination Form and received at National Office by midnight of the deadline date as determined by the Priory Secretary. Submissions must be typed. **Hand written submissions shall not be accepted.** Any late or incomplete submission shall not be reviewed by the NHAC. Any submission without the required 100 word maximum Summary Citation (suitable for public use) shall be returned to the submitting Council or Special Centre without allowance for deadline extensions.

### *Provincial / Territorial Councils*

Every recommendation for admission or promotion in the Order emanating from a Provincial / Territorial Council must go through the local Honours and Awards Committee and be signed by the Chair of the Honours & Awards Committee and by the Chair of the Provincial Council.

When the nomination of a successful individual does not originate from the Provincial Council of the nominee's province of residence, the Priory Secretary shall provide the name of that nominee to the relevant Council for their information.

Persons having the responsibility to undertake the initial review of the applications at the Provincial/Territorial level should review the nominee's profile as recorded in UNITY (if accessible) to ensure that the minimum criteria is met and to ensure the completeness and accuracy of information provided on the Honours Nomination Form.

### *St. John Special Centres*

The Chair of every Special Center Honours and Awards Committee is responsible to ensure that the criteria for admission and promotion are communicated and adherence to in accordance with the Regulations.

When the nomination of a successful individual originated from a Special Center, the Priory Secretary shall provide the name of that individual to the Provincial or Territorial Council of that person's province of residence for their information.

Persons having the responsibility to undertake the initial review of the applications at the Special Centre level should review the nominee's profile to ensure that the minimum criteria is met and to ensure the completeness and accuracy of information provided on the Honours Nomination Form.

- ***Royal Canadian Mounted Police (RCMP):***

The nomination of an active member of the RCMP shall be forwarded directly to the RCMP's Honours & Awards Committee for review, regardless of whether the nomination is based on activities performed with the RCMP or with a St. John Ambulance Division, Branch, etc.

- **Department of National Defence (DND):**

Any nomination of a member from DND whose nomination is based on activities performed while with a St. John Ambulance Division, Branch, etc., shall be submitted to the St. John Ambulance Provincial or Territorial Council concerned.

## 7. Approach

Members of the National Honours & Awards Committee base the evaluation of the submissions on the following factors:

1. that the nominee meets the criteria with respect to age, citizenship and length of time from admission or last promotion;
2. that the submission describes how the efforts of the nominee supports and upholds the mission of the Order of St. John;
3. that the submission demonstrates the nominee's achievements, successful discharge of responsibilities or notable and selfless service in furthering the mission of the Order, and/or how the nominee encourages endeavours on behalf of the Order, (as define in Section 5, paragraph 1), and;
4. that there is nothing in the nominee's character or background which would make the individual unfit to become a member of the Order.

## 8. Privacy Policy

The Order of St. John, Priory of Canada is committed to the privacy of personal information contained within the Honours Nomination form. The personal information within this form provided by the nominator shall be used to determine eligibility for admission or promotion of the nominee in the Order of St. John. The information is confidential, except for the Summary Citation which, if the nominee is approved for admission or promotion, will be made public. Following notification of the nominee of their admission or promotion, the information shall be retained at St. John Ambulance National Office indefinitely. For more information about St. John Ambulance's Privacy Policy, please contact the Privacy Officer at St. John Ambulance National Office, 1900 City Park Dr., Suite 400, Ottawa, ON, K1J 1A3 or by e-mail: [privacyofficer@sja.ca](mailto:privacyofficer@sja.ca).

## 9. Completing the Honours Nomination Form

The 2007-2008 Honours Nomination Form is available electronically in a form-fillable Word Template format with sections to type in the required information, tick boxes and pull-down menus for selection from a pick-list. You may also print a hard copy for manual typewritten completion, if required. Forms shall indicate which Council or Special Centre is submitting the nomination.

### *Section A: Nominee Information*

All fields in this section must be completed, including the UNITY reference number, if accessible. *Please query UNITY to access nominee information. Do not add new record, as in most cases, the nominee will already be in the system.*

- Indicate if the nomination is for admission or promotion by selecting the appropriate box. Choose from the pick list which grade for which the individual is being nominated.
- If applicable, from the pick list, select the nominee's present grade in the Order and fill in the year the admission or promotion was sanctioned.
- Fill in the nominee's First, Middle and Last names, with their title or military rank (i.e., Mr., Mrs., Ms., Cpl., Sgt., Capt., Maj., LCol., Cdr., Dr., Rev., The Hon., etc.) and any applicable post-nominal letters.
- Provide the nominee's preferred mailing address in full, including the postal code. Please make every effort to ensure that this is the nominee's most current address.
- Date of Birth, Gender and Language preference are required information and must be filled in.
- Provide the nominee's telephone and cellular numbers, and E-mail address as appropriate.
- If the nominee is an active member of a St. John Special Centre for First-Aid, select which Special Centre from the pull-down menu.
- Indicate if the nominee is either a Canadian Citizen or Permanent Resident.
- Fill in the SJA Start Date – when the nominee first became involved with St. John.
- Include the year that the last PVOT (Priory Vote of Thanks, NOT a Provincial Vote of Thanks) was awarded to the nominee. Please note the awarding of a PVOT is not a pre-requisite to admission in the Order, in most Councils.
- Record the total number of volunteer hours served over the past three years.
- Indicate if the nominee is an employee of the Priory of Canada, Provincial or Territorial Council of St. John Ambulance.

### *Section B: Summary Citation*

A Summary Citation is required information. In a narrative of 100 words or less, describe how the aims and objectives of the Order of St. John have been supported by the nominee. This citation should explain the reason for the nominee's admission or promotion. The reading of this citation at an Investiture Ceremony shall serve to acknowledge the nominee's contribution to St. John. Summary Citations may be published through external communications vehicles.

Examples:

Admission as Member:

Through his dedication and teamwork as Divisional Superintendent, his division benefits from strong leadership which provides for an exceptional Cadet Program. The youth and officers in his program shall play an important role for the development of the Division in the future. Mr. Black's enthusiasm, dedication and leadership style are all contributing factors to the success of this Cadet Program.

Since, 1991, Ms. Green has been an active volunteer first-aid instructor for St. John Ambulance and the Special Centre for the Canadian Forces. She has been vital in the development and implementation of emergency procedures and presents courses geared towards the development of youth into model citizens. These courses give young adults an opportunity to learn about how they can contribute to the safety and well being of our society.



Under her guidance as Therapy Dog Coordinator for the Branch, the program has gained wider and more popular acceptance in the community. The number of dogs and handlers has increased, as has the number of senior residences served. Mrs. White has become a wonderful lifeline for those confined by age or infirmity.

Having joined St. John Ambulance in 1999 as a youth member, Mr. Young continues his dedication to St. John through his activities as Divisional Administrative Officer. As the Officer in Charge of services at public events held each year, he has mentored others and helped them develop self-confidence and leadership skills.

Mr. Elder's contribution to the Order of St. John has been through the implementation of a consolidated telecommunication program for his Division. This has included the assessment and upgrade of existing telecom hardware as well as a comprehensive training program for staff and volunteers. This restructuring has had considerable impact on the provision of public duty services within this community.

Promotion to:

Officer

Since being admitted to the Order, Major Smyth has been extensively involved in all aspects of SJA, supporting the Therapy Dog Program and Brigade training at the local level, as well as providing overseas assistance to the Canadian Forces. She has been an active participant at the Council level, providing valuable input into the search for and relocation to new facilities, ensuring a consolidated workplace for both community services and training activities.

Since his admission as Member in 1991, Mr. Snow has been an active member of Provincial Council. He has served in the dual capacity of Deputy Provincial Commissioner and Provincial Operations Officer since 2001. He was instrumental in raising the standards for all public duty participation and has worked diligently to enhance cooperation in the Region with Emergency Medical Services and SJA to further the development of the Council's Emergency Plan. Mr. Snow is highly respected by all members for his dedication and professionalism. He leads by example and provides inspiration to all in St. John.

As team leader, Mrs. Terry continues to demonstrate leadership at the local and regional levels as a volunteer member of the regional Emergency Medical Response Team. Since her admission as a Member, she has planned and coordinated several operational deployments with the EMR Team, as well serving as an instructor for team members. She also dedicates many volunteer hours to community service activities and local youth sporting events.

Commander:

Since his promotion to Officer in 2000, Mr. Evergreen served as First Vice-president of his Provincial Council and was elected President of the Council in 2002. Under his leadership, the Council achieved financial stability and developed and implemented a strategic plan, generating increased interest and awareness within the business and community services sector.

As Vice-chair of the Board of Directors, Mr. Oliver worked effectively with Branches and Community Service Divisions within the province. Through open and effective communication, he has gained the respect and cooperation required to successfully move the provincial restructuring process forward, advancing its financial stability, and increasing the level of training and community services provided.

Since her promotion in 1999, Ms. Chan has served as Provincial Administrative Officer. She has utilized her leadership skills and knowledge of St. John to improve the effectiveness and quality of training of Cadets at the divisional level and to inspire Divisional Officers to improved performance levels. Her non-judgemental approach and leadership style motivates young members to become better leaders, to operate successful programs and embrace the challenges of retaining and increasing membership in the Cadet Program.

Knight/Dame:

Since his last promotion, Mr. Vallée has continued to play a major role in accomplishing good works for the Order and has been unrelenting in his role with the Provincial Council. As one of the organization's largest fundraisers, he has planned, led and completed one of the largest fundraising campaigns in the history of St. John in the province. In addition to his fundraising abilities, Mr. Vallée is extremely respected in the community, keenly promoting the work of St. John. He is an inspiration to others within St. John and is viewed as a leader and role model for all who know him.

Since her promotion to Commander in 2000, Mrs. Glen was re-appointed Chair of the National Committee for a second term and made a Honourary Life Member of Priory Chapter. As Chair, she has overseen the revision of various forms and evaluation criteria. She has been instrumental in the launch of annual fundraising campaigns since 2000, successfully raising in excess of \$150,000. Under her stewardship, two new community service programs have been established with funding agreements in place. Her commitment continues as she now sits as Immediate Past Chair and volunteers in an administrative capacity with the Committee.

### *Section C: Basis for Nomination*

This section shall provide the nominator with the opportunity to describe how the nominee fulfills the criteria for admission or promotion. For admissions, detailed information regarding the nominee's achievements is required. For promotions, detailed information regarding the nominee's achievements **since the date of their admission or last promotion only** is required. Be accurate, brief and clear in this section. The information in this section must include concise details of the achievement, advancement or accomplishment and must directly correlate to the statement made in Section B – Summary Citation.

#### *C1 - Positions & Roles*

Identify the different positions and roles that the nominee has held during the defined time period, (see Section 5, paragraph 4) with dates and titles. Briefly describe the responsibilities that the individual has assumed in each role or position.

Examples:

- 2004 appointed Divisional Superintendent responsible for coordinating local administrative activities related to Community Service, including volunteer development, risk management and volunteer recognition activities.
- 2005 chaired Fundraising Committee responsible for developing and implementing a fundraising strategy to spearhead a capital building campaign.
- 2006 named member of Branch Executive Committee

*C2 – Initiatives & Accomplishments*

Identify the nominee's accomplishments and initiatives with St. John and describe what results or impact these accomplishments had on the organization.

Examples:

- As Training Officer, he was instrumental in the writing of new two teaching guides for use by St. John Instructors in the field. These guides helped to improve the instructor's ability to involve students because of the hands-on approach of the teaching guide.

- As Therapy Dog Coordinator in 2005, she was successful in introducing the program into 2 hospitals and 1 retirement residence, increasing the public profile of St. John Ambulance throughout the community.

- In May 2004, John Smith secured a funding grant in the amount of \$50,000 to purchase new uniforms for volunteers, improving the professional appearance of members at public events.

*C3 – Awards, Qualifications & Certificates*

List any awards, qualifications or certificates received by the nominee from St. John in the defined time period. Please include dates issued for each.

Examples:

2000 – Received Grand Prior's Award  
2001 – Received 3 year Service Bar  
2002, 03, & 04 – Recipient of Margaret MacLaren Bursary for Nursing Studies  
2004 – Awarded Queen's Jubilee Medal for Community Service  
2005 – Received PVOT for youth leadership

*C4 – Volunteer Activities Outside St. John*

If applicable, provide information on the nominee's volunteer activities with humanitarian organizations other than St. John Ambulance. Describe how these activities complement / support the work of the Order.

Examples:

• As an active member of her local volunteer fire department (since 1986), Ms Jones has been able to use her St. John first aid training to assist casualties. In addition, Ms. Jones voluntarily provides first aid training to other volunteer fire fighters.

• Mr. Black volunteers as a youth counsellor at a local drug re-habilitation centre. He is able to use this experience to give workshops on the dangers of drug use to youth members of Division Y1234.

*Section D: Signature Block*

All Honours Nominations Forms must be signed and dated, with the names clearly printed for the following persons:

1. Nominator
2. Branch Chair (if applicable)
3. Council / Special Centre Honours & Awards Chair
4. Council / Special Centre Chair

Exceptions:

If a Branch Chair is being nominated, the Honours and Awards Chair would sign the Nomination Form and it would then be submitted to the Provincial Council Chair for signature.

If an Honours & Awards Chair is being nominated, the Immediate Past Chair would sign the Nomination Form at the Council / Special Centre Honours & Awards Chair level.

If a nomination is put forward by the Priory of Canada, after the nominator has signed, the nomination would require the signature of the Chair of the NHAC at the Council / Special Centre Honours & Awards Chair level and then the form is submitted to the Priory Secretary for signature at the Council / Special Centre Chair level.

Failure to have the Honours Nomination Form signed by the appropriate individuals shall result in the forms being returned to the submitting Council or Special Centre, without provision for deadline extension.



**THE ORDER OF ST. JOHN -- PRIORY OF CANADA**  
**Honours Nomination Form**  
**2007 FOR 2008**

<b>SUBMITTING COUNCIL / SPECIAL CENTRE</b>	<b>ALL NOMINATIONS MUST BE KEPT CONFIDENTIAL</b>
Pull Down Menu	
<i>Please refer to the 2007 Nomination Guidebook for assistance when completing this form. Detailed Eligibility Criteria is provided in the Priory of Canada's Governance Regulations for Admissions and Promotions in the Order – Appendix 5 (June 2005)</i>	

## SECTION A: NOMINEE INFORMATION

<b>NOMINATION FOR</b>	ADMISSION <input type="checkbox"/>	PROMOTION <input type="checkbox"/>	<b>TO GRADE OF:</b>	Pull Down Menu
<b>PRESENT GRADE IN ORDER</b> (IF APPLICABLE)	None		<b>YEAR ADMITTED OR LAST PROMOTED</b>	
<b>FULL NAME &amp; MAILING ADDRESS</b> (INCLUDE RANK IF APPLICABLE)			<b>BIRTH DATE:</b>	<b>UNITY REF #</b>
			MONTH / DAY / YEAR	
			<b>GENDER:</b>	Pull Down Menu
			<b>LANGUAGE:</b>	Pull Down Menu
			<b>TEL (H):</b>	
			<b>TEL (W):</b>	
			<b>CELLULAR :</b>	
			<b>E-MAIL :</b>	
<b>IS NOMINEE AN ACTIVE MEMBER OF A ST. JOHN SPECIAL CENTRE FOR FIRST AID? IF YES, PLEASE IDENTIFY:</b>		Not Applicable	<b>IS NOMINEE A CANADIAN CITIZEN OR PERMANENT RESIDENT ?</b>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SJA START DATE</b>		<b>YEAR LAST PVOT ISSUED ?</b>	<b>VOLUNTEER HOURS IN PAST 3 YEARS</b>	<b>St. JOHN EMPLOYEE?</b>
MONTH/ DAY /YEAR				<input type="checkbox"/> Yes <input type="checkbox"/> No

## SECTION B: SUMMARY CITATION

IN 100 WORDS OR LESS DESCRIBE HOW THE AIMS AND OBJECTIVES OF THE ORDER OF ST JOHN HAVE BEEN SUPPORTED BY THE NOMINEE. (MUST BE SUITABLE FOR PUBLIC USE)

*Privacy Policy – please refer to the 2007 Nomination Guidebook*

