



Canadian Naval Memorial Trust - Honours & Awards Program

In January 2021 the CNMT Board of Directors approved the establishment of an Honours & Awards Committee (H&AC), with appropriate criteria and staffing, to review, approve and/or recommend honours and award submissions that recognize the good works of members of the Trust and, in some cases, those outside the Trust who have made a significant contribution to the preservation of HMCS *Sackville*. The program has been designed with different expressions of recognition, based on different levels of service or contributions. Unless otherwise stated, they are not considered mutually exclusive, however, it would be considered rare to have multiple awards for the same person in any one year. In addition, specific individual or team services or contributions should normally be recognized once per year.

It is important that all Honours & Awards be handled "**In Confidence**", i.e., correspondence strictly controlled on a need-to-know basis (verbally, in documents or via email). The nominee(s) should **not** be made aware of the nomination, until such time as it has been approved. A standardized nomination form is provided in the next document, which includes a sample nomination.

Routing of submissions.

For regular mail, send to:

CNMT Office Administrator
Canadian Naval Memorial Trust
PO Box 99000 Station Forces,
Halifax, NS, B3K 5X5

For email submissions send to:

co@canadasnavalmemorial.ca

The CNMT Office Administrator or CO will ensure each submission is routed internally to the correct office of responsibility.

The awards are:

Commanding Officer - HMCS Sackville Awards

The Commanding Officer's awards are meant to recognize individual or team service or contributions to the ship. There are two levels: CO's Certificate of Merit and CO's Commendation.

CO's Certificate of Merit

This award is sponsored by the CO for individuals or groups who have demonstrated, singular, multiple or a series of singular deeds or activities that has supported the ship and its objectives. These acts can include a high level of service, dedication, support, teamwork, camaraderie or continuously achieving excellence. An individual or group may be nominated by anyone with a submission to the CO or can be chosen by the CO.

Frequency of award - Open.

Award: Certificate.

Staffing Procedure - CO's Certificate of Merit: A completed nomination form is to be submitted via regular mail or email, as indicated above. The CO will send the nomination to the H&A Committee to confirm uniformity and commonality of application. The nomination is then returned to the CO for appropriate action. CO will retain a log book of awards, dates, recipients, and presenting CO.

CO's Commendation

This award is sponsored by the CO for individuals or groups who have demonstrated, singular, multiple or a series of singular deeds or activities that has supported the ship and its purpose, normally beyond a singular act. These acts can include a high level of service, dedication, support, teamwork, camaraderie or continuously achieving excellence. An individual or group may be nominated by anyone.

Frequency of award - Open.

Award: Certificate, a Bronze lapel pin, and a CNMT "For Excellence" coin.

Staffing Procedure - CO's Commendation: A completed nomination form is to be submitted via regular mail or email, as indicated above. The CO will send the nomination to the H&A Committee to confirm uniformity, commonality of application and a recommendation of support. The recommendation will be forwarded to the CNMT Board of Directors for ratification by simple majority vote. The nomination is then returned to the CO for appropriate action. CO will retain a log book of awards, dates, recipients, and presenting CO.

Chairperson - CNMT Awards

The Chairperson's awards are meant to recognize individual or team service to the Trust. There are two levels: Chairperson Certificate of Merit and the Chairperson Commendation.

Chairperson Certificate of Merit

This award is sponsored by the CMNT Chairperson of the Trust for individuals or groups who have demonstrated, singular, multiple or a series of singular deeds or activities that has supported the CNMT, ship and their objectives. These acts can include a high level of service, dedication, support, teamwork, camaraderie or continuously achieving excellence. An individual or group may be nominated by anyone to the CNMT Chairperson or can be chosen by the CNMT Chairperson.

Frequency of award: Open

Award: Certificate.

Staffing Procedure - Chairperson's Certificate of Merit: A completed nomination form is to be submitted via regular mail or email, as indicated above. The Chairperson will send the nomination to the H&A Committee to confirm uniformity and commonality of application. The nomination is then returned to the Chairperson for appropriate action. The Chairperson will retain a log book of awards, dates, recipients, and presenting Chairperson.

Chairperson Commendation

This award is sponsored by the CNMT Chairperson for individuals or groups who have demonstrated, singular, multiple or a series of singular deeds or activities that has supported the CNMT, ship and their objectives normally beyond a singular act. These acts can include a high level of service, dedication, support, teamwork, camaraderie or continuously achieving excellence. An individual or group may be nominated by anyone.

Frequency of award: Open

Award: Certificate, a Silver lapel pin, and a CNMT "For Excellence" coin.

Staffing Procedure - Chairperson's Commendation: A completed nomination form is to be submitted via regular mail or email, as indicated above. The Chairperson will send the nomination to the H&A Committee to confirm uniformity, commonality of application and a recommendation of support. The recommendation will be forwarded to the CNMT Board of Directors for ratification by 2/3 majority vote. The nomination is then returned to the Chairperson for appropriate action. The Chairperson will retain a log book of awards, dates, recipients, and presenting Chairperson.

CNMT Roll of Honour

Only persons who are CNMT Life or current Annual members and who provide exceptional service through a singular act or over a long period of time, that improves, enhances, promotes or advocates for the ideals of the CNMT, the ship or associated entities, may be nominated, by anyone, for inclusion on the CNMT Roll of Honour. Every person so accorded will be given a Roll of Honour member number in the form of RH four digit year of the honour - two digit sequential number followed by their name (i.e. RH 2020-01 title, first name, last name). The award can be bestowed posthumously and can be presented by the CNMT Chairperson at any frequency.

Frequency of Award: Annual (Annual General Meeting (AGM) timeframe)

Award: Certificate, Gold lapel pin and a CNMT "For Excellence" coin.

Staffing Procedure - Roll of Honour: A completed nomination form is to be submitted via regular mail or email, as indicated above. The H&A committee will review for uniformity and commonality of application, and make a recommendation to the Board of Directors where it needs to be ratified by unanimous approval. The nomination, date, name, and Board decision will be recorded. Approved nominations will normally be announced at the AGM.

CNMT Honorary Life Membership

Only persons who are not CNMT members and who provide exceptional service through a singular act or over a long period of time, that improves, enhances, promotes or advocates for the ideals of the CNMT, the ship or associated entities, may be nominated, by anyone, for a Honorary Life Membership.

Honorary Life Members shall be accorded all privileges of membership and shall be exempt from making the normal Life Membership donation. Every person so accorded will be given an Honorary Life Member number in the form of HLM four digit Year of the honour - two digit sequential number followed by their name (i.e. HLM 2020-02 Title. First Name, Last Name). The award can be bestowed posthumously and can be presented by the CNMT Chairperson at any frequency.

Frequency of Award: Annual (AGM timeframe)

Award: Honorary Life Membership Plaque, a Gold lapel pin and a CNMT "For Excellence" coin.

Staffing Procedure - HLife Membership: A completed nomination form is to be submitted via regular mail or email, as indicated above. A proposal for election to Honorary Life Membership must be submitted to the CNMT Honours and Awards Committee using the approved nomination form. The recommendation from H&A committee will be made to the CNMT Board of Directors where it needs unanimous approval. The nomination, date, name and Board will be recorded. This award will be decided annually just prior to the AGM and announced at the AGM, but may be presented, as necessary to approved individuals.

CNMT Membership (Complimentary)

Those who do significant volunteer work for the Trust or ship or provide services in kind and who are not currently members of the CNMT, may be nominated for a complimentary Annual membership. Duration of an annual complimentary membership would normally be for a year but might be awarded for a specified number of consecutive years depending on the nature and significance of the contribution.

Frequency of award: Open

Award: Ship Photograph, Lapel pin.

Staffing Procedure - Complimentary Annual Membership: A completed nomination form is to be submitted via regular mail or email, as indicated above. The H&A committee will confirm uniformity, commonality of application and make a recommendation of support to the CNMT Board of Directors for ratification by 2/3 majority vote. The nomination is then sent to the Chairperson and Director - Memberships for appropriate action.