



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

61 Gloria McCluskey Avenue  
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090  
Fax: 902-429-7481  
Email: [info@ns.legion.ca](mailto:info@ns.legion.ca)

[ns.legion.ca](http://ns.legion.ca)

## All Branch Mail Out # 49

**Date:** August 17, 2022

**TO:** NS/NU Branches  
NS/NU Executive Council  
NS/NU Zone Commanders  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Comrade Valerie Mitchell-Veinotte  
Executive Director  
NS/NU Command, RCL

**Subject:** **Reminder: Queen's Platinum Jubilee Medal**

### Message:

Comrades: As a Jubilee Medal program partner, through the Government of Nova Scotia, The Royal Canadian Legion Nova Scotia/Nunavut Command has been allocated 100 medals for the award.

Please find attached instructions on how to make application to nominate **1 recipient** from your **Branch** for the Platinum Jubilee Medal.

Also attached is the Partner Nomination Form. This is an Excel Spreadsheet, which you are required to enter in your nominee's details, given name, surname, home address, a short citation of why your Branch has nominated this Comrade and the field to which they have contributed.

Details such as the reason for the nomination of the individual and that your Branch made the nomination will become part of the public record.

Before filling in the nomination form, you are **strongly encouraged** to review the instructions to avoid any delay in the processing of your nomination.

Thoroughly completed applications are to be submitted to NS/NU Command office not later than September 15 2022 by mail to 61 Gloria McCluskey, Dartmouth, NS; B3B 2Z3, email [info@ns.legion.ca](mailto:info@ns.legion.ca) or by fax 902-429-7481.

Please do not nominate Comrades who are members of the Order of Nova Scotia (ONS), or who are members of the Order of Canada (CC, OC, CM) as they are being automatically recognized with the Platinum Jubilee Medal.

# HOW TO NOMINATE CANDIDATES (Program Partners)

## The Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia)



### Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia)

On February 6, 2022, Her Majesty Queen Elizabeth II marked the 70<sup>th</sup> anniversary of Her accession to the Throne as Queen of Canada, an unprecedented historic occasion.

In celebration of this event, a commemorative medal has been created by the Government of Nova Scotia. The Queen Elizabeth II's Platinum Jubilee Medal (Nova Scotia) is a visible and tangible way to recognize 5,000 outstanding Nova Scotians of all ages and from all walks of life, who have built and continue to build a caring society and Province through their service, contributions, and achievements.

To ensure that every field of activity is recognized, your organization has been invited to select residents of the province to receive this honour. Your organization may also receive nominations from the general public, and these candidates can be considered for nomination as part of your allotment.

Once a nomination has been submitted, an award package (medals, certificates and other information) will be forwarded to your office. Your organization will then be able to hold a presentation event to recognize the outstanding Nova Scotians and present them with their medals.

### Eligibility Criteria

To be eligible for this honour, a person:

- Must be a resident of Nova Scotia or have a tangible link to Nova Scotia, at the time the medal is granted;
- Have made a significant contribution to Canada, Nova Scotia, or a particular Nova Scotian region or community;
- Be alive on February 6, 2022, the 70<sup>th</sup> anniversary of Her Majesty's accession to the Throne. The medal may be awarded posthumously, as long as the recipient was alive on that date.



## Guidelines for the selection of recipients

The following guidelines have been developed to provide guidance in selecting deserving candidates:

- The awarding of the medal should focus on the achievements of persons who have helped to build the Nova Scotia of today, including seniors, volunteers, veterans, and youth;
- A focus of the program is also to recognize the contributions and services rendered by individuals throughout the pandemic;
- Those who through their achievements and sustained contribution, have distinguished themselves from others volunteering in/employed in the same field;
- Recipients should be highly respected individuals within their community. The recipients' names will be part of the public record;
- The list of recipients should be inclusive and reflect the diversity of the Province;
- The selection process should be merit-based;
- Organizations should ensure that medals are **not just given to those in leadership roles**;
- The medal is to be awarded to individuals only, not to groups or couples;
- It is not appropriate to nominate your spouse/partner or a member of your immediate family.

## Nomination Process

You should identify eligible candidates for the Jubilee Medal according to the criteria and guidelines covered in this document. You may also wish to establish a small selection committee to develop your list, and to consider any nominations you receive from members of the public; however this is not mandatory. Once potential recipients have been selected, please submit your list of candidates electronically via the **Partner Nomination Form** provided as an email attachment with this info sheet.

## Filling in the Partner Nomination Form: Steps

- 1) Open the Partner Nomination Form (a Microsoft Excel spreadsheet)
- 2) Start with the column and if appropriate, select from the drop-down menu for one of the following **HONORIFICS**; Honourable, Chief, Keptin, Elder. NOT all nominees will require this
- 3) Enter the nominees **FIRST NAME** and **LAST NAME**
- 4) Enter the nominees **POSTNOMINALS** (only official honours such as Orders, Decorations, Medals and Appointments, CD, QC, MMM, MSM, MB, etc) **PLEASE DO NOT** enter in academic degrees, fellowships or professional designations, as these will not be printed on the certificate

- 5) Select the nominee's **GENDER** identity from the drop-down menu
- 6) Enter in the **TITLE/RANK** of the nominee if desired; Ms., Mr., Mrs., Miss., Dr., Professor., Corporal., Commander., etc.
- 7) Select the **LANGUAGE** preference, so the certificate can be printed in the appropriate language
- 8) Enter in the **HOME MAILING ADDRESS** and **E-MAIL** of your nominee
- 9) Enter your organization as a **NOMINATING PARTNER** i.e. "ABC Association of NS"
- 10) Enter a short **CITATION** about why you are nominating the individual (20-40 words)

### SAMPLE SUMMARY CITATION

*Jane Singh has been an outstanding volunteer with AB Charity over the past five years, and provided exemplary services to during the COVID-19 Pandemic to hundreds of people.*

*A veteran and long serving member of the Canadian Armed Forces, Francis Smith has done much to raise awareness of Remembrance Day in his community, working to restore the local war memorial and visiting school kids to share his experiences.*

*Elaine d'Entremont has been an active member of her community organization for more than a decade, working to preserve, promote and enhance the French language and Acadian culture in creative and accessible ways.*

*D'Arcy Chisholm, noted artist and performer who has contributed much to the cultural diversity of their community and Nova Scotia.*

- 11) Select the **FIELD** of contribution from the drop-down menu: COVID/Pandemic Champion, Architecture, Arts, Business/Commerce, Communication, Education, Engineering, Environment, Health Care, Heritage, Labour Relations, Law, Philanthropy, Politics, Public Service, Military, Protective Services, Reconciliation, Religion, Science, Social Services, Sport, Veterans, and Volunteer Services
- 12) Enter in your next nominee and make sure to **SAVE** your document
- 13) Submit your Nomination Form to the Protocol and Honours Secretariat [jubileemedal@novascotia.ca](mailto:jubileemedal@novascotia.ca) with the subject line: "**NOMINATION SUBMISSION: ABC Association of NS**"

We suggest you keep a separate list of alternate candidates to draw from, should the name of a candidate have already been submitted by another organization.

The Protocol and Honours Secretariat will be in contact with your office once your nominations have been processed or to let you know if one of your candidates has been nominated by another organization. It may take up to four weeks to receive confirmation.

Once the nominations have been submitted and validated, the medals and certificates will be delivered to your office, along with background information and a guide on the wearing of medals and how to hold a presentation event. Medal packages will begin to be sent out after September 1, 2022.

## Presentation Events (Investiture Ceremonies)

We encourage you to hold a presentation event for recipients. The format and the scale of these events are left to your discretion. It is also each organization's responsibility to contact and invite the recipients to presentation ceremonies. All medals should be presented by February 5, 2023.

Although there is no cost for the medal, no financial assistance will be provided to cover the costs associated with the presentation of medals.

Detailed information concerning the organization and preparation of presentation ceremonies will be sent to presenters in due course.

## Important Dates

- Nominations can be submitted on or after [June 2, 2022](#). Please note that it is not mandatory to submit all of your nominations at once.
- Medal packages will be sent out after [September 1, 2022](#).
- The deadline for submitting nominations is [October 21, 2022](#).
- All medals should be presented by [February 5, 2023](#), the date that the Platinum Jubilee program closes.

## For Additional Information

Questions concerning the Queen Elizabeth II Platinum Jubilee Medal program can be addressed by e-mail to [jubileemedal@novascotia.ca](mailto:jubileemedal@novascotia.ca) or by telephone at 902-424-4199.

## Protocol and Honours Secretariat

The Protocol and Honours Secretariat is part of the Department of Intergovernmental Affairs and in partnership with the Office of the Lieutenant Governor, is responsible for administering the Queen Elizabeth II's Platinum Jubilee Medal program. For more information on the program, please visit <https://novascotia.ca/jubileemedal>