



## Program Guidelines

### Department of Municipal and Community Affairs Fire Service Merit Awards Program

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#### A. INTRODUCTION

1. The Department of Municipal and Community Affairs acknowledges and recognizes the important contributions made by firefighters and community fire departments through the Fire Service Merit Awards Program (“the Program”).
2. The Program includes length of service awards, fire service merit awards and an Honours award, all which may be awarded annually.

#### B. LENGTH OF SERVICE AWARDS

##### 1. General

The Department recognizes volunteer and paid firefighters who have served for lengths of two, five, ten, 15 and 20 years. Recognition takes the form of individual certificates and length of service pins for each period.

Firefighters recognized for 10, 15 and 20 years service receive a bronze (ten years), silver (15 years) or gold (20 years) medal recognizing their commitment to fire protection in the NWT.

Firefighters being recognized for 25 and 30 years of service receive a commemorative clasp along with service bars to be added to the 20 year medal ribbon.

##### 2. Eligibility

All volunteer and paid firefighters are eligible to receive length of service awards corresponding to the number of years served in the Northwest Territories.

##### 3. Application

As the Department does not keep records on community firefighters, it will issue a call annually to fire departments and community governments for applications for each level of award as firefighters become eligible. Length of service will be verified by the community Senior Administrative Officer or Fire Chief on each application.



## Program Guidelines

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Application forms are available from MACA regional offices and on the MACA website ([www.maca.gov.nt.ca](http://www.maca.gov.nt.ca)).

#### 4. Presentation

The Office of the Fire Marshal issues length of service awards as applications are received and verified. Awards may be sent directly to recipients or may be presented at an organized event by the Minister of Municipal and Community Affairs or his/her designate.

### C. FIRE SERVICE MERIT AWARDS

#### 1. General

Fire Service Merit Awards are presented to individual firefighters and/or community fire departments that have made significant contributions to the Northwest Territories' fire service and community fire protection.

An Honours designation may also be awarded annually in recognition of an individual and/or community fire departments' contribution to the fire service on a territorial basis.

#### 2. Eligibility

All community fire departments, volunteer and paid firefighters in the Northwest Territories are eligible to receive a Fire Service Merit Award or an Honours Fire Service Merit Award.

#### 3. Nominations

Any member of the public may nominate individual firefighters and/or community fire departments for a Fire Service Merit Award however individual firefighters cannot nominate themselves.

Nomination forms are distributed through MACA regional offices and community government offices.



## Program Guidelines

### Department of Municipal and Community Affairs Fire Service Merit Awards Program

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The deadline for nominations each year is established and announced by the Department of Municipal and Community Affairs.

#### 4. Selection Criteria

Nominees are considered for Awards based on their contribution to the Northwest Territories' fire service and/or community fire protection. This contribution may include but is not limited to an outstanding achievement in fire protection, an innovative idea/solution to a fire related issue, a high degree of personal commitment or a demonstrated improvement over the past year (including training achievements). The impact of achievements on the community and/or the territory may also be considered.

#### 5. Selection Committee

A selection committee may choose award recipients, including Honour Award recipients, from among all nominations received by the public. The selection committee consists of the Fire Marshal, the Assistant Fire Marshals and one representative each from the NWT Fire Chiefs' Association and the Local Government Administrators of the Northwest Territories.

#### 6. Presentation

Fire Service Merit Awards, including Honour Awards, may be presented to recipients at a public awards ceremony to be held each year to coincide with Fire Prevention Week (the week containing October 9th of each year). Awards are presented by the Minister of Municipal and Community Affairs or his/her delegate. The ceremony may be held in the Great Hall of the Legislative Assembly in Yellowknife or may be rotated to other communities at the discretion of the Minister of Municipal and Community Affairs.