



# THE ORDER OF MERIT OF THE POLICE FORCES

Briefing Package  
January 2019



Royal Canadian Mounted Police    Gendarmerie royale du Canada



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## BACKGROUND

Canada's System of Honours was created in 1967 to recognize outstanding individuals for their dedication to Canada in a variety of ways. The Order of Merit of the Police Services, patterned after the Order of Military Merit, was established in October 2000 as part of Canada's System of Honours.

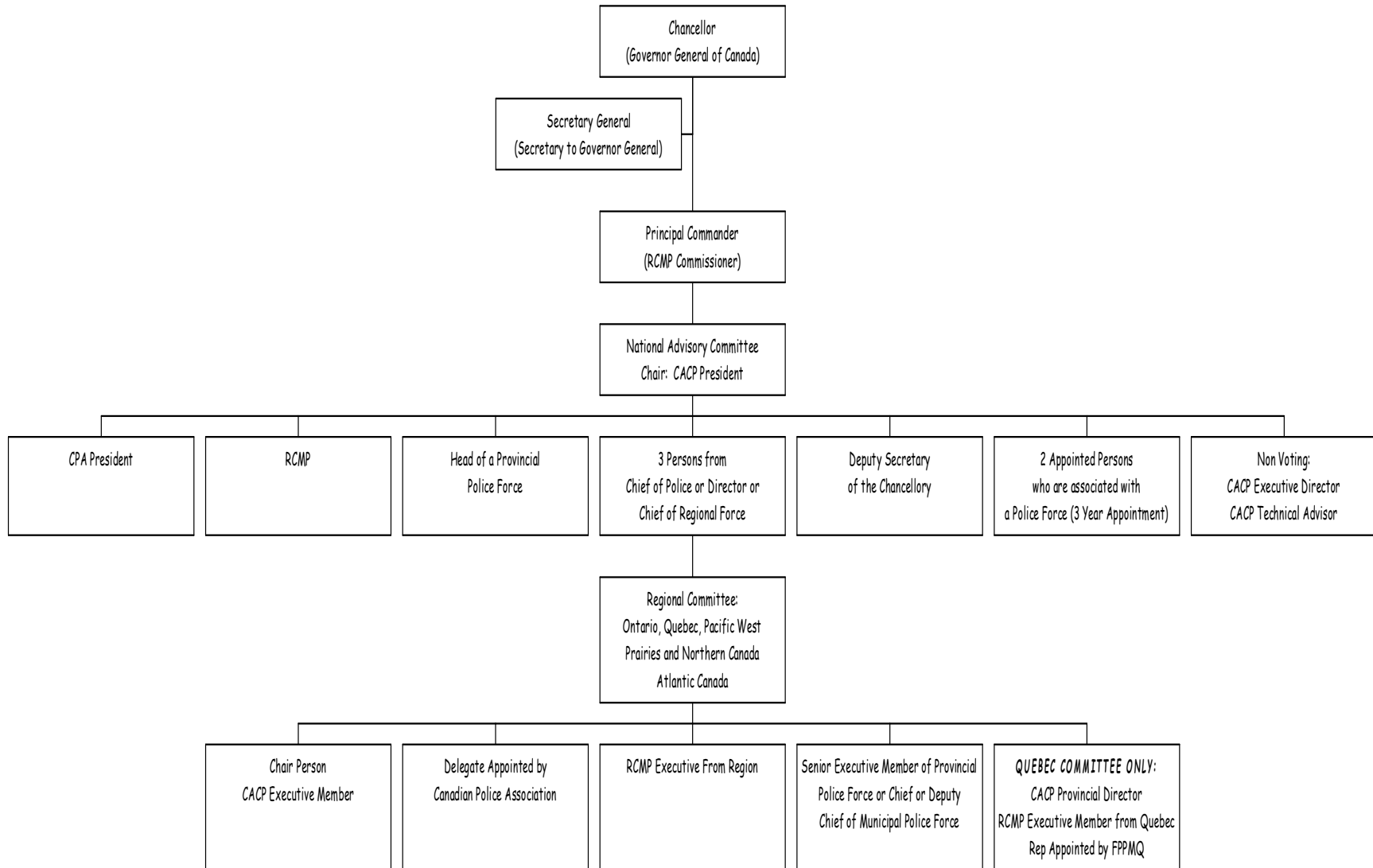
The Order of Merit of the Police Forces honours the leadership and long term exceptional service displayed by the men and women of the Police Services and recognizes their commitment to the country. Membership is based on the highest qualities of citizenship, service to Canada, to the police community, and to humanity at large. Recipients distinguish themselves in a myriad of ways, and stand out from among their peers because of their dedication and devotion to policing, their leadership, their irreproachable character, their innovation and inventiveness.

The honour is presented on behalf of Her Majesty The Queen by the Governor General of Canada in a ceremony held each year. Nominations are received by the Canadian Association of Chiefs of Police and vetted by Regional Committees before being considered by the National Advisory Committee, which makes recommendations to the Governor General through the Principal Commander of the Order.

The three levels of membership—Commander, Officer and Member—reflect long term outstanding service with varying degrees of responsibility. Through their activities, Members, Officers and Commanders bring distinction to Canadian Police Services.

The badge of the Order is the same as that of the Order of Military Merit, with a distinguishing ribbon of three equal bands of blue, gold and blue. The badge is a blue-enameled, straight-end cross. It is edged in gold for Commanders and Officers, and silver for Members. The annulus, surmounted by a St. Edward's Crown, is red with gold lettering for Commanders and Officers and silver for Members. The centre is a red maple leaf for Commanders, gold for Officers and silver for Members.

# ORDER OF MERIT ORGANIZATIONAL STRUCTURE



# ORDER OF MERIT POSITIONS AND TITLES

<b>CHANCELLOR</b>	Governor General of Canada	<b>HER EXCELLENCY THE RIGHT HONOURABLE JULIE PAYETTE, GOVERNOR GENERAL AND COMMANDER IN CHIEF OF CANADA</b>
<b>PRINCIPAL COMMANDER</b>	Commissioner of the Royal Canadian Mounted Police	<b>COMMISSIONER BRENDA LUCKI, C.O.M.</b>
<b>SECRETARY GENERAL</b>	Secretary to the Governor General	<b>MS. ASSUNTA DI LORENZO</b>
<b>NATIONAL ADVISORY COMMITTEE</b>	Appointments made as outlined in the Constitution by respective agencies: CACP, CPA, RCMP, Provincial Police, Chiefs of Police, Chancellery etc...	
<b>REGIONAL COMMITTEES</b>	RCMP and Associations (CACP, CPA) select delegates and forward names to the National Advisory Committee for confirmation	

# NATIONAL ADVISORY COMMITTEE 2018/2019

(As of December 2018)

**Chair:** President of the CACP (2 Year Term)

**CHIEF CONSTABLE ADAM PALMER, O.O.M.**  
Vancouver Police Department

Deputy Commissioner of RCMP (2 Year Term Renewable)

**DEPUTY COMMISSIONER GILLES MICHAUD, O.O.M.**  
Royal Canadian Mounted Police

Head of a Provincial Police Service (2 Year Term Renewable)

**CHIEF JOE BOLAND**  
Royal Newfoundland Constabulary

Chief of Police or Director of Municipality or  
Chief of Regional Force (3 Appointments)  
(2 Year Term Renewable)

1. **CHIEF CONSTABLE BOB DOWNIE, O.O.M.**  
Saanich Police Department

2. **DIRECTRICE HELEN DION, M.O.M.**  
Service de police de la Ville de Repentigny

3. **CHIEF TROY COOPER, M.O.M.**  
Saskatoon Police Service

President of the Canadian Police Association

**MR. TOM STAMATAKIS, O.O.M.**

Acting Deputy Secretary of the Chancellery

**MS. SACHA RICHARD**

2 Appointed Persons who are associated with a Police Service  
(3 Year Appointment)

**CHIEF PETER MCISAAC, M.O.M.**  
Cape Breton Regional Police Service

**DIRECTEUR GÉNÉRAL DIDIER DERAMOND, O.O.M.**  
Association des directeurs de police du Québec

CACP Executive Director (Non-Voting, Coordinator)

**MR. WILLIAM (BILL) MOORE, O.O.M.**  
Executive Director, CACP

Technical Advisors (The President may appoint one or  
more who are Non-voting)

**MS. JENNY LEFEBVRE**  
National Program Manager, RCMP - Honours and Recognition

## **DUTIES OF NATIONAL ADVISORY COMMITTEE**

- Promote the Order of Merit of the Police Forces
- Receive Regional Committee recommendations
- Confirm eligibility
- Apply Constitutional criteria
- Apply committee standards and ratio
- Make recommendations to the Principal Commander
- Verify disciplinary actions and record of service at December 31st of each year

# CHAIRS OF REGIONAL COMMITTEES 2018/2019

(As of December 2018)

## **ATLANTIC CANADA**

CHAIR: CACP Provincial Director

### **CHIEF PAUL SMITH, O.O.M.**

Charlottetown Police Service

## **THE PRAIRIES AND NORTHERN CANADA**

CHAIR: CACP Provincial Director

### **CHIEF MARLO PRITCHARD, M.O.M.**

Weyburn Police Service

## **QUEBEC**

CHAIR: CACP Provincial Director

### **DIRECTEUR GÉNÉRAL MARTIN PRUD'HOMME, O.O.M.**

Sûreté du Québec

## **ONTARIO**

CHAIR: CACP Provincial Director

### **CHIEF CHARLES BORDELEAU, O.O.M.**

Ottawa Police Service

## **BRITISH COLUMBIA**

CHAIR: CACP Provincial Director

### **CHIEF CONSTABLE DAVE JONES, O.O.M.**

New Westminster Police Service

ATLANTIC CANADA	THE PRAIRIES AND NORTHERN CANADA	BRITISH COLUMBIA	ONTARIO	QUEBEC
Prince Edward Island	Manitoba			
Nova Scotia	Saskatchewan			
New Brunswick	Alberta			
Newfoundland and Labrador	Nunavut			
	Northwest Territories			
	Yukon			



# REGIONAL COMMITTEE MEMBERS 2018/2019

(As of December 2018)

## **ATLANTIC CANADA**

**Chair:** Chief **Paul Smith, O.O.M.**, Charlottetown Police Service

Assistant Commissioner **Larry Tremblay, M.O.M.**, RCMP

**Dean Stienburg**, Halifax Regional Police Association

## **QUEBEC**

**Chair:** Directeur général **Martin Prud'homme, O.O.M.**, Sûreté du Québec

Assistant Commissioner **François Deschênes, M.O.M.**, RCMP

**Danny Lopez**, Fraternité des policiers de Longueuil

## **ONTARIO**

**Chair:** Chief **Charles Bordeleau, O.O.M.**, Ottawa Police Service

Assistant Commissioner **Joe Oliver, M.O.M.**, RCMP

**Bruce Chapman**, Police Association of Ontario

## **THE PRAIRIES AND NORTHERN CANADA**

**Chair:** Chief **Marlo Pritchard, M.O.M.**, Weyburn Police Service

Assistant Commissioner **Scott Kolody, M.O.M.**, RCMP

**Casey Ward**, CPA Director

## **BRITISH COLUMBIA**

**Chair:** Chief Constable **Dave Jones, O.O.M.**, New Westminster Police Service

Assistant Commissioner **Dwayne McDonald, M.O.M.**, RCMP

**Sean Plater**, President, Victoria Police Union

## **DUTIES OF REGIONAL COMMITTEES**

- Promote the Order of Merit of the Police Forces
- Invite participation and call required meetings
- Ensure that the regional process is efficient and timely
- Receive nominations from CACP National Office
- Review nominations for completeness and adherence to guidelines
- Confirm eligibility of nominee
- Apply constitutional criteria and established standards
- Ensure disciplinary standards are met
- Recommend individuals to NAC
- Return nominations to CACP National Office with appropriate comments within the prescribed timelines
- Respond to any and all requests from NAC

## **DUTIES OF CACP COORDINATOR**

- Manages Order of Merit process until hand-off to Secretary General (Secretary to the Governor General)
- Point of contact for Regional Committees and National Advisory Committee
- Responsible for liaison with Chancellery
- Receives all nominations
- Reviews for completeness and adherence to Nomination Guidelines
- Provides Regional Committees and National Advisory Committee with nominations for their review and recommendation
- Ensures that individuals nominated for appointment into the Order have not been sanctioned for serious disciplinary actions and that none is pending, through review at various times during the process
- Retains case documents until their scheduled destruction

## ORDER OF MERIT TIMELINES

Call for nominations by CACP: **April 15<sup>th</sup> 2018**

Deadline for completed submissions to CACP: **September 30<sup>th</sup> 2018**

Deadline for CACP to forward submissions to Regional Committees: **October 15<sup>th</sup> 2018**

Regional Committees to review submissions and make recommendations to the National Advisory Committee: **October 15<sup>th</sup> to November 15<sup>th</sup> 2018**

National Advisory Committee to review and make recommendations to the Principal Commander:  
**December 15<sup>th</sup> 2018 to February 1<sup>st</sup> 2019**

Principal Commander recommendations to Chancellor by **February 15<sup>th</sup> 2019**

Announcement by the Chancellor of approved recommendations from the Principal Commander by **Spring 2019**

Investiture: **2019**

Announcement of Call for Nominations for next year: **April 15<sup>th</sup> 2019**

# MEMBERSHIP NUMBERS AND LEVELS

In any year, the Governor General may appoint as Commanders, Officers and Members of the Order, a number of eligible persons that does not exceed one tenth of one per cent of the average number of persons who were members of all Canadian Police Services during the immediately preceding year. Allotments will be made to the five regions in the same proportion as there are police officers serving in each region. In any year, the Governor General may appoint only one person as honorary Commander, Officer or Member.

## ***Levels of membership and criteria***

### **Commander of the Order**

Appointments as Commanders of the Order shall be made for outstanding meritorious service and demonstrated leadership in duties of great responsibility over an extended period. The contributions made are most likely at the national or international level.

### **Officer of the Order**

Appointments as Officers of the Order shall be made for outstanding meritorious service in duties of responsibility over an extended period. The contributions made are most likely at the regional or provincial level.

### **Member of the Order**

Appointments as Members of the Order shall be made for exceptional service or performance of duty over an extended period. The contributions made are most likely at the local or regional/provincial level.

### **Honourary Commanders, Officers and Members**

Persons who are not Canadian citizens and who are members or employees of a police service of a country other than Canada are eligible to be appointed as honorary Commanders, Officers or Members of the Order.

\*Persons admitted to one level of the Order may be appointed to a higher level in future years, based on a nomination that summarizes the contributions of the individual from the date of the original appointment. Nominations for appointment to a higher level are reviewed by the NAC without prior Regional Committee review.

## **NOMINATION STANDARDS**

All candidates for admission should be of irreproachable character exemplified by good conduct, industry, and efficiency that serves as a model for others. Candidates will go beyond the basic duties of a normal job description and expected standards of performance. Rank/position and length of service are not the most important points to consider.

Candidates should be reflective of the diverse population of Canada and of the men and women who serve through policing, and should be selected from those in the full range of successful careers in policing, including but not limited to criminal investigation, uniformed patrol, administration, police association/staff relations representative programs, training and development, community outreach, crime prevention, research and publication.

The primary focus is on exceptional merit through contributions to policing, community development and fostering relationships among police services in Canada and abroad and between police and the community. The focus is on the total contributions made over an individual's career to date and not on a single incident or achievement.

Volunteer work outside of a candidate's normal working life ought to be included as a positive factor, particularly if it supports the concept of a safer and more secure community. Positions held throughout a candidate's career could be noted, but more important are the person's accomplishments while in each position and what effect he or she is having on the betterment of policing and community development.

Appointment to the Order is not a right, a farewell gesture or a "consolation prize" in place of promotion. The submission must not recommend or specify a level of membership for the candidate; this is the purview of the National Advisory Committee.

A person may neither nominate himself or herself nor ask another person to nominate him or her.

A person nominated for appointment to the Order must be a serving member or employee of a police force as of December 31<sup>st</sup> of the year in which the nomination is made.

Nominations are made in confidence. A person must not be informed that they are being nominated, or any public release of this information made until final approval is granted by the Governor General and a list of appointments to all levels of membership is published.

# NOMINATION PROCEDURES

**Anyone** may nominate a member or an employee of a Police Service for an honour; this includes nominations from other police officers, members of police associations, police boards, elected government officials, community leaders at all levels and private citizens.

Nominations may be made in the nominator's official language of choice.

Submissions should be well researched, carefully documented and properly submitted. The CACP National Office, the Regional Committees and the National Advisory Committees stress quality of the nominee's achievements and presentation of those achievements in the submission.

A complete nomination consists of three pages:

The first is the approved one-page nomination form that contains three parts:

1. PART A is for information about the nominee and is prepared by the nominator.
2. PART B is prepared and signed by the nominator.
3. PART C is an attestation that is to be signed by the appropriate nominating authority. Refer to the Nomination Guidelines.

The nomination form is followed by an appended nomination rationale, which must be no longer than two typed pages (12 point font single-spaced in English, 11 point font single-spaced in French). A nomination template is to be used for the nomination rationale, following the instructions provided. A nomination rationale that is longer than two pages or incomplete will be returned. The nomination rationale should include a factual and concise career synopsis, including why the person is being nominated, what they have accomplished, time frames, and how they have made a difference to policing in their community/region/province or Canada and beyond. Do not submit a résumé or curriculum vitae as the nomination rationale.

Additional advice is provided in the Nomination Guidelines and Nomination Tips, available on the CACP web site.

# NOMINATION TEMPLATE AND INSTRUCTIONS

The 2-page nomination template is designed for the narrative nomination rationale. It is in four parts:

## A Introductory paragraph

Using the name and current professional position of the individual, state why you are nominating this person for appointment to the Order. Summarize this person's achievements in policing, community development and fostering positive relationships over an extended period of time to date.

## B Synopsis of achievement in policing

Use this section to summarize the exceptional policing achievements of the nominee over an extended period. The rank of the person and the length of service are not the most important points. The achievements should go beyond duties set out in a normal job description and expected as standards of performance for such a position. Outline how this person stands out as having performed at a higher standard than that expected from his or her policing peers.

Describe how these policing achievements qualify as exceptional and outstanding. Indicate the range of impact of this person's achievements: local/regional, regional/provincial to national, national to international.

## C Synopsis of contributions to community development

Use this section to summarize the contribution of the nominee over an extended period with an emphasis on the positive difference this person has made to date in community development. One aspect of contribution to community development is through the policing role. Another is involvement at a volunteer level.

## D Synopsis of contributions to fostering relationships

Emphasize the impact on relationships that the nominee has fostered both among police agencies and between police and other organizations and community groups, in terms of role modeling and building and maintaining working partnerships. Specify whether the impact is local/regional, regional/provincial to national, or national to international.



## ATTESTATION OF NOMINATING AUTHORITY

The appropriate nominating authority is to sign the attestation in Part C of the nomination form. This is to confirm

1. that the nomination rationale is true to the best of his/her knowledge,
2. that the nominee is an active member of a Police Service, and
3. that the nominee **has not** been sanctioned for serious disciplinary actions and that none is pending on the day the nomination is submitted, through the process until investiture.

Except as noted, a nominator who is a chief of police or a person of equivalent rank must personally sign all recommendations. Exceptions:

- a) In the case of the nominee being a chief of police or a member of equivalent rank, the attestation on the nomination form must be signed by the body or office to which the nominee is accountable, the police agency executive responsible within the region, or the responsible government minister.
- b) A nomination form from the RCMP or a Provincial Police Service may be attested to and signed by a commanding officer or deputy commissioner.

## **SUBMISSION PROCEDURES**

All nomination submissions are sent to the CACP National Office, which directs them to the appropriate Regional Committee or to the National Advisory Committee.

A complete nomination submission consists of the one-page nomination form and the appended two-page nomination rationale. Nominations must be received by the Canadian Association of Chiefs of Police by **email** at sara@cacp.ca or **mail** at 300 Terry Fox Drive, Suite 100, Kanata, ON K2K 0E3 by **September 30, 2018**.

Those nominations prepared by non-police nominators must be submitted to the police force of the nominee, for attestation and signing by the appropriate nominating authority. Each Police Service shall establish its own procedures pertaining to the submission of nominations to the CACP National Office.

# TERMINATION PROCEDURES

## ***TERMINATION OF MEMBERSHIP IN THE ORDER***

### ***A person ceases to belong to the Order when***

- a) the person dies;
- b) the person has been convicted of a criminal offence;
- c) the person has been subject to official/ formal/ serious sanction by an adjudicating body, professional association, or Police Service;
- d) the Governor General accepts the person's resignation from the Order, which resignation must be made in writing and given to the Secretary General of the Order; or
- e) the Governor General makes an ordinance terminating the person's membership in the Order.

**NOTE** –A Chief of Police, Director or Commissioner to advise the National Advisory Committee of the above. The National Advisory Committee to make recommendations to the Principal Commander. The Principal Commander will then make recommendations to the Governor General for termination of the person's membership. Termination will then be posted in the *Canada Gazette* through the Governor General's office.

### ***Status of insignia upon termination***

Appointments automatically end with the termination of membership for the reasons stated. In all cases, the insignia of the member remains the property of the Order. This provision is designed to prevent trafficking in the insignia of the Order, which would give them an unintended monetary value

Members are encouraged to make arrangements to dispose of their badge after their death either by returning it to the Chancellery through their last will and testament; passing it down as a family heirloom, never to be sold; or willing it to a reputable museum.

Termination due to other reasons requires the return of the insignia to the Chancellery.

# CONSTITUTION OF THE ORDER OF MERIT OF THE POLICE FORCES

## **INTERPRETATION**

1. The definitions in this section apply in this Constitution.

"Committee" means the National Advisory Committee established by subsection 7(1). (*Conseil*)

"Order" means the Order of Merit of the Police Forces. (*Order*)

"Police Service" means a Police Service established in Canada by or under an Act of Parliament or an Act of the legislature of a province. (*corps policier*)

## **COMPOSITION**

2. The Order shall consist of Her Majesty in right of Canada, the Chancellor, the Commanders, Officers and Members, and the honorary Commanders, Officers and Members.
3. (1) The Governor General of Canada is the Chancellor and a Commander of the Order.  
(2) The Commissioner of the Royal Canadian Mounted Police is the Principal Commander of the Order.  
(3) At the end of their respective terms of office, the Governor General ceases to be Chancellor and the Commissioner of the Royal Canadian Mounted Police ceases to be Principal Commander, but they continue to be Commanders of the Order.

## **ADMINISTRATION**

4. The Chancellor is responsible for the administration of the Order.
5. The Secretary of the Governor General is the Secretary General of the Order and shall maintain the records of the Order and of the Committee, arrange for investitures and perform any other duties in respect of the Order that the Governor General may request.
6. (1) The Governor General may appoint any other officials that the Governor General considers necessary for the administration of the Order.  
(2) A person does not belong to the Order by reason only of being an official of the Order or a member of the Committee.

## **COMMITTEE**

7. (1) There is a National Advisory Committee for the Order consisting of the following members:
  - a) the President of the Canadian Association of Chiefs of Police, who shall be the Chairperson of the Committee;
  - b) a Deputy Commissioner of the Royal Canadian Mounted Police;
  - c) one person who is the head of a provincial Police Service;
  - d) three persons each of whom is the chief of police of a municipal or regional Police Service;
  - e) the President of the Canadian Police Association;

- f) the Deputy Secretary of the Chancellery, Office of the Secretary to the Governor General; and
- g) two members appointed under paragraph (2) (b)

(2) The Governor shall

- a) appoint each of the persons specified in paragraphs (1) (b), (c), and (d) for a term of two years, which term is renewable; and
- b) appoint, on the recommendation of the members of the Committee referred to in paragraphs (1) (a) to (f), as members referred to in paragraph (1) (g) two persons who are associated with Police Services, which appointment is for a term of three years and is renewable for a further two years.

8. The Committee shall

- a) perform the duties referred to in subsections 11(2) and (3); and
- b) advise the Governor General on any other matters that may be referred to it.

### ***ELIGIBILITY***

- 9. (1) The only persons who are eligible to be appointed as Commanders, Officers or Members of the Order are Canadian citizens who are members or employees of a Police Service.
- (2) In any year, the Governor General may appoint as Commanders, Officers, and Members of the Order a number of eligible persons that does not exceed one tenth of one percent of the average number of persons who were members and employees of Police Services during the immediately preceding year.

### ***NOMINATIONS***

- 10. (1) Any person may submit the name of a member or an employee of a Police Service to the person responsible for that Police Service as a nomination for appointment to the Order.
- (2) The nominations that have the greatest merit, in the opinion of the responsible person referred to in subsection (1), shall be submitted to the Committee for consideration for appointment to the Order.
- (3) The National Advisory Committee shall recommend to the Governor General the nominees that the Committee considers as having the greatest merit in each category.

### ***CATEGORIES OF MEMBERSHIP***

Commanders of the Order:

- 11. Appointments as Commanders of the Order shall be made for outstanding meritorious service and demonstrated leadership in duties of great responsibility over an extended period.
- 12. In any year, the Governor General may appoint as Commanders a number of eligible persons that does not exceed six per cent of the total number of persons that may, under subsection 9(2), be appointed to all categories of membership in the Order in that year.

Officers of the Order:

- 13. Appointments as Officers of the Order shall be made for outstanding meritorious service in duties of responsibility over an extended period.

14. In any year, the Governor General may appoint as Officers of the Order a number of eligible persons that does not exceed thirty per cent of the total number of persons that may, under subsection 9(2), be appointed to all categories of membership in the Order in that year.

Members of the Order:

15. Appointments as Members of the Order shall be made for exceptional service or exceptional performance of duty over an extended period.
16. In any year, the Governor General may appoint as Members of the Order a number of eligible persons that does not exceed the difference between
- a) the total number of persons that may, under subsection 9(2), be appointed to all categories of membership in the Order in that year, and
  - b) the aggregate of the number of persons appointed as Commanders and Officers in that year.

Honourary Commanders, Officers and Members:

17. (1) Persons who are not Canadian citizens and who are members or employees of a police service of a country other than Canada are eligible to be appointed as honorary Commanders, Officers or Members of the Order.
- (2) In any year, the Governor General may appoint only one person as honorary Commander, Officer or Member.

**APPOINTMENTS**

18. Appointments as Commanders, Officers and Members and honorary Commanders, Officers and Members of the Order shall be made by instrument signed by the Governor General and sealed with the Seal of the Order and have effect as of the day the seal is affixed, unless another day is specified in the instrument.

**SUBSEQUENT APPOINTMENTS**

19. (1) The Governor General may
- a) elevate a Member of the Order, with the Member's consent, to the rank of Officer or Commander of the Order; and
  - b) elevate an Officer of the Order, with the Officer's consent, to the rank of Commander of the Order.
- (2) A person elevated to a higher rank in the Order is entitled to wear the insignia of that rank and to place the letters associated with that rank after the person's name.
- (3) No person shall
- a) hold more than one rank in the Order at a time; or
  - b) place after person's name, the letters or retain the insignia pertaining to the previous rank in the Order.

**DESIGNATIONS AND INSIGNIA**

20. Commanders, Officers and Members of the Order may
- a) wear any insignia that may be prescribed in the ordinances of the Order; and
  - b) place after their name the letters associated with their rank, namely,
    - i) "C.O.M.", in the case of a Commander
    - ii) "O.O.M.", in the case of an Officer, and
    - iii) "M.O.M.", in the case of a Member.

21. The insignia of the Order shall be worn in the sequence prescribed and in the manner described in publications issued by the Chancellery.
22. (1) Except as otherwise provided in an ordinance of the Order, the insignia of the Order shall remain the property of the Order.  
(2) When a person ceases, other than by death, to belong to the Order, the person shall immediately return the insignia to the Secretary General of the Order.

#### ***TERMINATION OF MEMBERSHIP IN THE ORDER***

23. A person ceases to belong to the Order when
  - a) the person dies;
  - b) the Governor General accepts the person's resignation from the Order, which resignation must be made in writing and given to the Secretary General of the Order; or
  - c) the Governor General makes an ordinance terminating the person's membership in the Order.

#### ***ORDINANCES***

24. (1) Subject to subsection (2), the Governor General may make ordinances respecting the administration and insignia of the Order and the termination of a person's membership in the Order.  
(2) No ordinance shall be made that is inconsistent with this Constitution.

#### ***SEAL***

25. (1) The Seal of the Order, an impression of which is set out in the schedule, shall be committed to the custody of the Governor General.  
(2) No appointment or ordinance shall have effect unless it has been sealed with the Seal of the Order.