
Subject: FW: Queen's Platinum Jubilee Medal (QPJM (SK)) Program
Attachments: QPJM SK Municipal Info Package 01 June 22.pdf

From: Gogel, Brittany EC <brittany.gogel@gov.sk.ca>
Sent: Wednesday, June 1, 2022 10:03 AM
To: Honours EC <Honours@gov.sk.ca>
Cc: Coyle, Melanie EC <melanie.coyle@gov.sk.ca>; Quilliam, Jason EC <jason.quilliam@gov.sk.ca>
Subject: Queen's Platinum Jubilee Medal (QPJM (SK)) Program

Good morning:

Please find attached a letter and Q&A document explaining the rollout of the QPJM (SK). A news release announcing the design of the medal and the fact that the public will be able to nominate through their municipality will be going out tomorrow morning. Please look for that news release here: <https://www.saskatchewan.ca/government/news-and-media>

As always, I'm available for any questions you may have.

Thanks,

Brittany Gogel
Government of Saskatchewan
Protocol Officer, Intergovernmental Affairs

300 – 3085 Albert Street
Regina, SK S4S 0B1
Canada
Tel: 306-787-9917



CONFIDENTIALITY NOTICE:

This email (and any attachment) was intended for a specific recipient(s). It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient, do not copy or distribute it to another person or use it for any other purpose. Please delete it and advise me by return email or telephone. Thank you.



June 1, 2022

Dear Partner:

On February 6, 2022, Her Majesty Queen Elizabeth II marked the 70th anniversary of Her Accession to the Throne as Queen of Canada; an unprecedented historic occasion.

In celebration of this event, a commemorative medal is being struck by the Government of Saskatchewan. The Queen Elizabeth II Platinum Jubilee Medal (Saskatchewan) (QPJM (SK)) will be a tangible way to recognize 7,000 outstanding Saskatchewanians of all ages and from all walks of life, who have built and continue to build a strong, vibrant society and province through their service, contributions, and achievements.

To ensure that every geographical area of the province is recognized, Saskatchewan cities, SUMA, SARM, and New North have been invited to select recipients from their regions to receive this honour. Your allocation (number of medals) will be sent to you under separate cover by a Protocol Officer from my office.

A Government of Saskatchewan News Release will be issued on June 2, 2022, announcing the design of the medal, and informing residents that they may nominate deserving recipients through municipalities across the province.

I have attached a Q&A document that you may use for reference. Further questions concerning the QPJM SK program can be addressed by:

Email : honours@gov.sk.ca
Phone : 306-787-3001

Thank you for helping celebrate Her Majesty's Platinum Jubilee by recognizing the work of deserving Saskatchewan residents.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Quilliam", written over a horizontal line.

Jason Quilliam, C.D., FRCGS
Chief of Protocol

QPJM (SK): Q & A

Who is eligible?

To be eligible for this honour, a person:

- Must be a resident of Saskatchewan or have a tangible link to Saskatchewan, at the time the medal is granted;
- Have made a significant contribution to Canada, Saskatchewan, or to a particular region or community in the province; and
- Be alive on February 6, 2022, the 70th anniversary of Her Majesty's Accession to the Throne. Someone may be nominated for and receive the medal posthumously if the recipient was alive on that date.

What are the criteria of the QPJM?

- The awarding of the medal should focus on individuals who have helped build the Saskatchewan of today. They can be of any age, from any walk of life, and we encourage you to consider a wide variety of sectors for nominees in your community or constituency.
- Through their achievements and contributions, the candidates have distinguished themselves from others within their respective field or volunteer activity.
- The list of recipients should be inclusive and reflect the diversity of your constituency/community.
- The selection process should be merit-based.
- The medal is to be awarded to individuals only, not to groups or couples.
- Care should be taken to avoid any perception of conflict of interest. Those making decisions on recipients of the medal should not submit the name of their spouse, partner, family members, political associates, or close friends.

When can I start nominating individuals?

Nominations can be submitted to honours@gov.sk.ca beginning on June 15, 2022. Please note that it is not mandatory to submit all your nominations at once, as nominations may come in through the summer and fall to your office. We will provide your organization's main point of contact with an excel spreadsheet that you should use to submit your nominations.

Who are the Protocol Office's partner groups?

Our partner groups include the Lieutenant Governor; the Premier; the Speaker; Cabinet Ministers, the Leader of the Opposition; all Members of the Legislative Assembly; the Saskatchewan Public Service; the FSIN and Metis Nation Saskatchewan; cities, SUMA, SARM, and New North; the Canadian Armed Forces, RCMP, and Protective Services.

It is also worth noting that members of the Table of Precedence, those with the Order of Canada, and Members of the Saskatchewan Order of Merit will automatically receive the medal. To see a full list of the table of precedence, please visit: www.saskatchewan.ca/government/visual-identity-and-protocol/protocol-guidelines/table-of-precedence.

What does it mean to be a partner group?

The Protocol Office is partnering with internal and external organizations to ensure the widest possible distribution of medals across the province. Others will be external. Each partner will be responsible for soliciting nominees, selecting recipients, sending names to the Protocol Office, and presenting medals to recipients.

Can anyone nominate?

Yes, there is an expectation from the public that they will be able to nominate. Those nominations will come directly to you, ideally to your main bureaucratic offices. You may also select recipients unilaterally, that is, without receiving a public nomination. A point of contact for nominations to your organization will be posted on the Protocol Office website: www.saskatchewan.ca/honoursawards.

How do I accept nominations?

A standardized nomination form will be placed on the Protocol Office website at www.saskatchewan.ca/honoursawards. Nominators can complete the form and send to your office by mail or email. You may also wish to publicize this link to encourage nominations from members of the public. It may be helpful to establish a small selection committee to develop your final list, and to consider any nominations you receive from residents; however, this is not mandatory.

It is important for the members of your community to feel the nomination process is fair and transparent. It is suggested that you engage and request feedback from your entire community when seeking deserving candidates. For instance, the medal program can be promoted via traditional media or social media campaigns to ensure wide visibility and awareness.

When you promote the medal program, please consider the following tips:

- Set a clear deadline for nominations (we suggest October 31, 2022).
- State the aim of the medal and its criteria (as provided in this document).
- Explain how to submit nominations (ideally to your main office email or by mail).
- List the candidate information that will be required (we suggest using our nomination form on the QPJM website).
- The nomination process must remain confidential. Nominees should not be informed that their names have been submitted for consideration unless they are a medal recipient.
- Self-nominations are not permitted.
- Nominations are only accepted for individuals, not groups or couples.
- Recipients will be accepted by the Protocol Office from you as they come into the office. After you reach your limit, other nominees can only be considered if additional medals become available, or if there are duplicate nominations.

Will I face criticism if I don't accept every nomination?

It is a reality that there are fewer medals available than there are potential recipients. The public will be excited to celebrate their neighbours and friends and it is cause for celebration. There may be disappointed individuals when they find that their nomination was not accepted.

When selecting recipients, please consider the following points:

- Please avoid announcing the names of committee members (if you use one) to prevent direct lobbying for individuals in an organization or community.
- Care should be taken to avoid any perception of conflict of interest. Organizers who are making decisions on recipients should avoid submitting the name of a spouse, partner, family members, political associates, or close friends. Committee members should recuse themselves from the discussion when the nomination under consideration is a close associate or relative.
- The selection process should be guided by the medal program criteria, ensuring those selected are the most deserving and representative of the demography of your constituency.
- Nominees deemed most deserving will be your primary candidates up to the above-mentioned number of medals allocated to you.
- It is recommended that you also select several alternate recipients, in order of priority, should primary candidates be removed from the list due to duplication or if additional medals become available. Please keep these names in reserve in the event the Protocol Office requires them.
- It is recommended that you do not inform nominees that they have been selected until the Protocol Office has confirmed that a medal will be sent. Ideally, they will be informed when you invite them to a presentation event.

What can I say if people question the list of recipients?

It is a very rewarding and yet difficult task to select recipients of a commemorative medal. There are so many worthy individuals make Saskatchewan a better place to work, live, and play. As mentioned previously, in any medal program there are always fewer medals available than potentially deserving recipients. Residents can be sent to www.saskatchewan.ca/honoursawards to see if one of the other medals in the provincial honours system may be an option.

Am I required to nominate?

Between public nominations received and your own scan of your community, we are confident that there will be enough suitable nominees for the medal. Should you have any concerns, please contact the Protocol Office for assistance.

Can I nominate someone outside of my community?

Ideally, nominations will come from within your community/constituency to ensure a balance of medals distributed across the province. If you wish to nominate someone from outside of your city or organization, please contact the Protocol Office.

How do I submit nominees?

Once potential recipients have been selected, please submit your list of candidates electronically using the **ORGANIZATION MEDAL RECIPIENT FORM** that will be emailed to your organization's main point of contact.

The recipient form is an excel spreadsheet with information we require to process the medal package. Please fill out all the fields in the form. If you have any concerns, please contact the Protocol Office.

Once you have completed the excel spreadsheet, please email it to honours@gov.sk.ca with the subject line: **"NOMINATION SUBMISSION: NAME OF CITY/ORGANIZATION"**. Please ensure the names are spelled correctly as they will be printed directly on to a certificate.

When do I submit nominations?

You may submit nominations anytime beginning on June 15, 2022. You do not have to submit all nominees at the same time; however, we encourage you to send nominations in groups that make sense based off the number of medals you have been allocated. You may send the medal recipient excel spreadsheet multiple times to the Protocol Office.

When is the last day to send in nominations?

To ensure all medals are presented by the end of the Jubilee Year on February 5, 2023, we request that you submit your final nominations by November 30, 2022. Therefore, you may wish to communicate to your community/constituents that they must have their nominations in to your office by the end of October.

Will all my nominees be automatically accepted?

Not necessarily. There may be overlap amongst the partner groups in the nomination process. The Protocol Office will check all names received to ensure there are no duplicates. Additionally, while the Protocol Office will not be making value judgements on any nomination received, if there are any concerns with a particular nomination, we will contact you. 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 Office will not be able to completely screen all nominations for suitability. You are responsible for reasonably screening each of your nominees, and your selection must hold up to public scrutiny. Your selections should reflect, to the best of your knowledge, people of good standing within your constituencies. Controversial selections, such as those recently convicted of a criminal offence, or currently subject of a criminal investigation, should be avoided. If, after a selection has been sent to the Protocol Office, information comes to light that brings a nomination into question, please contact the office as soon as possible.

When will I know that my nominees have been accepted?

The Protocol Office 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. Please allow up to three weeks to receive confirmation of acceptance. **A best practice is to let a nominator know that their nomination was received, but not to inform them of the outcome until the presentation event is being planned.**

What happens once my nominees are accepted?

Once the nominations have been submitted and validated, the medals and certificates will be delivered to your city/organization's main point of contact, along with background information and a guide on the wearing of decorations and medals, with further information regarding hosting your presentation event.

When can I start giving out the medals?

Protocol Office is scheduled to receive medals from our manufacturer by the end of August. Medal packages will begin to be sent out after medals arrive and nominees have been validated by our office. The earliest you will be able to give out medals is September of 2022. More information on the distribution of medals will be provided when it is available, or if there are any delays in the manufacturing process. However, this should not hinder you soliciting nominations through the summer.

What is required to give out these medals?

To ensure the dignity of the program, 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 city/organization's responsibility to contact and invite the recipients to presentation ceremonies. All medals should be presented by February 5, 2023.

How do I conduct a presentation event?

When medal delivery begins, another information package with suggestions on how to conduct a presentation event will be provided to partners.

Who is covering the cost of the medal presentation event?

There is no cost to you or your office for the medal packages that will be sent to you by the Protocol Office. However, you are responsible for the cost of any presentation event.

Are other jurisdictions celebrating the Queen's Platinum Jubilee with commemorative medals?

Yes. In the absence of a federal program, Nova Scotia, Prince Edward Island, New Brunswick, Manitoba, and Alberta all have provincial medal programs for the Platinum Jubilee. Each of the provincial programs have similar themes, and each medal and ribbon have a common design, with provincial variations on the reverse.