

THE CREATION OF HONOURS

3 to 6
months

- PROPOSAL / CONSULTATIONS (3 TO 6 MONTHS).
- Stakeholders send proposals for new honours to the Chancellery of Honours for review.
- The Chancellery ensures the new honour is compatible with the national honours policy and does not duplicate any existing honours.
- Consultations are undertaken with key stakeholders prior to submission of a formal proposal to the Honours Policy Committee.

4 to 6
months

- APPROVAL OF PROPOSAL (4 TO 6 MONTHS).
- The proposal is presented for discussion and approval by the Honours Policy Committee, an interdepartmental committee that assists in the administration of Canadian honours.
- If approved by the committee, the creation of a new honour is recommended to the prime minister by an Order-in-Council, via the Privy Council Office.

4 to 6
months

- REGULATIONS / MEDAL DESIGN (4 TO 6 MONTHS).
- The Chancellery drafts the regulations, in consultation with Justice Canada and other interested parties, and prepares the *Letters Patent* for signature by Her Majesty Queen Elizabeth II.
- The Chancellery also develops the design of the new insignia in consultation with the Canadian Heraldic Authority.

2 to 4
weeks

- FINAL APPROVAL BY SOVEREIGN (2 TO 4 WEEKS).
- On the recommendation of the prime minister of Canada via the Governor General's Office, the *Letters Patent* and design paintings are sent to Buckingham Palace for approval by Her Majesty The Queen; it is only when The Queen signs the *Letters Patent* that the honour is considered officially created.
- The Office of the Registrar General of Canada affixes the Great Seal of Canada to the signed *Letters Patent*.

2 to 3
months

- COMMUNICATIONS AND PRESENTATION (2 TO 3 MONTHS).
- The new honour is announced in a press release by the governor general and the information is published in the *Canada Gazette*.
- An inaugural ceremony is held, with the governor general presiding, to present the first recipients with the honour.