



THE ST. LAWRENCE
PARKS COMMISSION
AN AGENCY OF THE
GOVERNMENT OF ONTARIO



**Parks of the
St. Lawrence**

POLICY DIRECTIVE - HONOURARY GUARD COMMANDER, FORT HENRY GUARD

FORT HENRY NATIONAL HISTORIC SITE (FORT HENRY) IS OPERATED AS A LIVING HISTORY MUSEUM IN KINGSTON, ONTARIO BY THE ST. LAWRENCE PARKS COMMISSION (SLPC), AN AGENCY OF THE GOVERNMENT OF ONTARIO. THE FORT HENRY GUARD, A HIGHLY DISCIPLINED GROUP OF UNIVERSITY AND COLLEGE STUDENT RECRUITS TRAINED AS BRITISH SOLDIERS FROM 1867, HAVE BROUGHT HISTORY TO LIFE AT FORT HENRY SINCE 1938.

THE FORT HENRY GUARD CLUB OF CANADA INCORPORATED (GUARD CLUB) IS AN ALUMNI ORGANIZATION OF FORMER STAFF THAT WAS FORMED IN 1988 TO PROMOTE AND SUPPORT THE FORT HENRY GUARD (FHG).

THE SLPC AND THE GUARD CLUB SEEK TO HONOUR DISTINGUISHED INDIVIDUALS WHO HAVE CONTRIBUTED TO THE PROVINCE THROUGH BUSINESS, MILITARY OR PUBLIC SERVICE. THE HONOURARY GUARD COMMANDER WILL SERVE AS A ROLE MODEL TO PRESERVE AND PROMOTE BOTH FORT HENRY AND THE LONG-STANDING TRADITIONS OF THE FORT HENRY GUARD IN A ROLE THAT IS VERY IMPORTANT TO THE MORALE AND ESPRIT-DE-CORPS WITHIN THE CEREMONIAL LIFE OF THE FHG.

1. HISTORY

THE POSITION OF HONOURARY GUARD COMMANDER OF THE FORT HENRY GUARD BEGAN IN 1955 WITH THE RECOGNITION OF GENERAL LEMUEL C. SHEPHERD WHO WAS A SIGNIFICANT FORCE BEHIND FOSTERING THE UNIQUE RELATIONSHIP BETWEEN THE FORT HENRY GUARD AND THE UNITED STATES MARINE CORPS. THE HONOURARY GUARD COMMANDER IS AWARDED A GUARD NUMBER, WHICH THEY RETAIN AFTER THEIR RETIREMENT FROM THE POSITION.

1955 – 1990	FHG #1, GENERAL LEMUEL C. SHEPHERD, FORMER COMMANDANT OF THE UNITED STATES MARINE CORPS
1992-2003	FHG #2, FORMER LIEUTENANT GOVERNOR OF ONTARIO, THE HONOURABLE HENRY N.R. JACKMAN
2003-2006	FHG #3, THE HONOURABLE PETER MILLIKEN, FORMER SPEAKER OF THE HOUSE OF COMMONS AND MEMBER OF PARLIAMENT FOR KINGSTON AND THE ISLANDS
2006 – PRESENT	FHG #4, THE HONOURABLE HUGH SEGAL, FORMER SENATOR REPRESENTING ONTARIO, AND THE FIFTH MASTER OF MASSEY COLLEGE AT THE UNIVERSITY OF TORONTO

2. DUTIES

THE APPROPRIATE DUTIES OF THE HONOURARY GUARD COMMANDER INCLUDE:

- A) SERVING AS GUEST OF HONOUR OR REVIEWING OFFICER AT VARIOUS PARADES AND OTHER FORT HENRY AND FORT HENRY GUARD CLUB EVENTS;

- B) ATTENDING THE ANNUAL GUARD CLUB AWARDS CEREMONY, HELD AT FORT HENRY EACH AUGUST;
- C) PARTICIPATING IN THE GUARD CLUB REUNION WEEKEND, WHICH OCCURS EVERY FIVE YEARS;
- D) PROMOTING, SUPPORTING AND ADVOCATING FOR FORT HENRY AND THE FORT HENRY GUARD.

ATTENDANCE BY THE HONOURARY GUARD COMMANDER WILL BE ARRANGED IN ADVANCE.

3. TERM

- A) THE TERM SHALL BE FOR A PERIOD OF THREE YEARS, COMMENCING MAY 1ST OF THE YEAR OF APPOINTMENT AND ENDING APRIL 31ST OF THE YEAR OF COMPLETION. ADDITIONAL THREE YEAR EXTENSIONS ARE POSSIBLE SUBJECT TO APPROVAL BY THE SLPC AND GUARD CLUB BOARDS AND ACCEPTANCE BY THE INCUMBENT.
- B) AT THE END OF THE TERM OF SERVICE, THE RETIRING HONOURARY GUARD COMMANDER WILL RETAIN HIS OR HER GUARD NUMBER AND SHALL BE AWARDED THE STATUS OF GUARD COMMANDER EMERITUS.
- C) IF, IN THE JUDGEMENT OF THE SLPC AND THE GUARD CLUB, IT IS DETERMINED THAT THE INCUMBENT HAS BROUGHT DISCREDIT OR DISHONOUR UPON THE POSITION, THEY SHALL BE REMOVED PROVIDED THEY HAVE BEEN GIVEN THE OPPORTUNITY TO BE HEARD.

4. CRITERIA FOR SELECTION

HONOURARY GUARD COMMANDERS ARE CHOSEN FOR THEIR DEMONSTRATED LEADERSHIP IN THEIR CHOSEN FIELD AND FOR THEIR ABILITY AND CAPACITY TO PERFORM THE PREVIOUSLY MENTIONED DUTIES.

5. PROCESS TO NOMINATE

- A) NOMINATIONS WILL BE CONSIDERED BY AN APPOINTMENT COMMITTEE (COMMITTEE) WHICH IS TO CONSIST OF AT LEAST FOUR PERSONS; TWO WILL BE APPOINTED BY THE GUARD CLUB AND TWO BY THE SLPC. THE COMMITTEE SHALL BE JOINTLY CHAIRED BY THE GUARD CLUB PRESIDENT (OR DESIGNATE) AND THE CHAIR OF THE SLPC (OR DESIGNATE).
- B) AS REQUIRED, THE COMMITTEE SHALL START THE PROCESS TO SEEK AND REVIEW NOMINATIONS NO LATER THAN THE MIDDLE OF NOVEMBER. NOMINATIONS MAY BE ADVANCED BY BOTH SLPC AND GUARD CLUB COMMITTEE MEMBERS.
- C) THE COMMITTEE SHALL PRESENT A LIST OF 3 RECOMMENDED NAMES, IN ORDER OF PREFERENCE, TO THE SLPC AND GUARD CLUB BOARDS AT THEIR RESPECTIVE FEBRUARY MEETINGS FOR APPROVAL. IF EITHER THE SLPC OR THE GUARD CLUB BOARDS DO NOT ACCEPT THE COMMITTEE'S RECOMMENDATION, THEN THE COMMITTEE WILL BE ASKED TO RECONVENE AND BRING FORTH A FURTHER LIST OF 3 NAMES UNTIL SUCH TIME AS A CONSENSUS BETWEEN THE SLPC AND GUARD CLUB BOARDS IS REACHED.
- D) UPON CONFIRMATION BY BOTH BOARDS, THE FIRST CANDIDATE ON THE APPROVED LIST WILL BE CONTACTED DIRECTLY BY LETTER. IF THE FIRST CANDIDATE DECLINES ACCEPTANCE OF THE POSITION THEN THE NEXT CANDIDATE WILL BE CONTACTED AND SO FORTH.

- E) TO ENSURE THE CONFIDENTIALITY OF THE PROCESS, NAMES OF THE NOMINEES AND APPROVED CANDIDATE WILL REMAIN CONFIDENTIAL UNTIL SUCH TIME AS A PUBLIC ANNOUNCEMENT HAS BEEN JOINTLY MADE.

6. PROCESS TO EXTEND

- A) THE GUARD CLUB AND THE SLPC BOARDS WILL CONSIDER AN OFFER TO EXTEND AN HONOURARY GUARD COMMANDER'S TERM AND WILL NOTIFY THE INCUMBENT NO LATER THAN SEPTEMBER 1ST IN THE FINAL YEAR OF THE INCUMBENT'S TERM.
- B) THE INCUMBENT WILL HAVE 30 DAYS TO RESPOND TO THE OFFER OF EXTENSION. SHOULD THE INCUMBENT DECLINE, THE COMMITTEE WILL START THE PROCESS TO SEEK AND REVIEW NOMINATIONS PER SECTION 5.

7. CORRESPONDENCE

ALL CORRESPONDENCE WILL BE JOINTLY SIGNED BY BOTH THE CHAIR OF THE SLPC AND THE PRESIDENT OF THE GUARD CLUB.

8. AMENDMENTS TO THE DIRECTIVE

- A) ALL AMENDMENTS TO THIS DIRECTIVE MUST BE APPROVED BY BOTH THE SLPC AND THE GUARD CLUB BOARDS.
- B) ANY FUTURE APPOINTEES WILL BE ADDED IN AN ADDENDUM TO THIS DOCUMENT.

APPROVED BY SLPC BOARD FEBRUARY 6, 2020
APPROVED BY GUARD CLUB BOARD JANUARY 16, 2020