



Special Council Meeting Agenda

May 31, 2021, 4:30 pm

Location: <https://www.youtube.com/user/EssexOntario>

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

This meeting will be hosted and chaired from the Essex Municipal Building. Due to the ongoing COVID-19 pandemic this meeting is not currently open to the public for in person attendance. This meeting can only be viewed by the public electronically via livestream on YouTube at www.youtube.com/EssexOntario.

The purpose of this meeting is to discuss recommendations from Essex PSB regarding amalgamation of municipal Police Services Boards.

Pages

1. Call to Order

2. Declarations of Conflict of Interest

3. Adoption of Published Agenda

3.1. Special Council Meeting Agenda for May 31, 2021

Moved by _____

Seconded by _____

That the published agenda for the May 31, 2021 Special Council Meeting be adopted as presented / amended.

4. Public Presentations

4.1. Councilor Verbeek, Chair, Essex Police Service Board (EPSB) Verbal Report/Update

- Amalgamation of the County Police Services Boards

Moved By: _____

Seconded By: _____

That the verbal report from the Chair of the Essex Police Services Board be received;

That the minutes of the Essex Police Service Board (EPSB) meetings held on May 17, 2021 and May 26, 2021, be received and adopted as circulated; and

That Council supports the recommendation that the Town of Essex Police Services Board amalgamate with the respective police services boards of the Municipalities of Tecumseh and Lakeshore as further to the two-board Police Service Board system currently being recommended by the Essex County OPP Detachment Board as part of the planned amalgamation of the existing Police Service Boards in the County of Essex region

EPSB21-05-29

Moved by Katie McGuire-Blais

Seconded by Karen Robertson

Recommendation to Council: That the Essex Police Service Board supports a two-board system approximately divided between the Municipalities of Tecumseh and Lakeshore, and the Municipalities of Kingsville, Leamington and Pelee for the region with billing apportioned by municipality.

EPSB21-05-34

Moved by Member Tapping

Seconded by Member Robertson

Recommendation to Council: That the Essex Police Service Board amalgamate with the Municipalities of Tecumseh and Lakeshore as part of the two-board Police Service Board system being proposed as part of the planned amalgamation of the existing Police service Boards in the County of Essex region.

5. Unfinished Business

At the May 17, 2021 Regular Council Meeting, Council received correspondence from the Ontario Minister Responsible for Seniors Affairs which invited Council to participate in nominations for the 2021 Senior of the Year Award by forwarding the name of one outstanding local senior who, after the age of 65, has enriched the social, cultural or civic life of our community.

Seniors who qualify for the award may have contributed in many different fields, such as the arts, literature, community service, voluntarism, fitness and sport, or humanitarian activities.

Moved by _____

Seconded by _____

That the following person _____ be submitted as the Town of Essex nomination for Senior of the Year 2021.

6. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at _____.



Essex Police Services Board (EPSB)

Special Meeting Minutes

Thursday, May 17th, 2021 - 10:00 AM

Location: This meeting is being held electronically via Zoom

Accessible formats or communication supports are available upon request.

Please contact the Recording Secretary at saubin@essex.ca or 519-776-7336 extension 1128

Present: Councillor Kim Verbeek, Chair
Katie McGuire Blais, Vice Chair
Richard Tapping
Karen Robertson

Also Present: Chris Nepszy, Chief Administrative Officer
Doug Sweet, Director, Community Services/
Deputy CAO
Sarah Aubin, Recording Secretary

Regrets: Councillor Morley Bowman

1. Call to Order

The Chair Called the meeting to order at 10:00 AM

2. Closed Meeting Report

3. Declarations of Conflict of Interest

There were no declaration of conflict of interest noted at this time

4. Adoption of Published Agenda

4.1 Essex Police Service Board Special Meeting Agenda for May 17, 2021

EPSB21-05-27

Moved by Karen Robertson

Seconded by Richard Tapping

That the published agenda for the May 17 2021 Essex Police Service Board Special meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Police Service Board Regular Meeting Minutes for May 6th, 2021

EPSB21-05-28

Moved by Richard Tapping

Seconded by Karen Robertson

That the minutes of the May 6th, 2021 Essex Police Service Board Regular Meeting be adopted as circulated.

Carried

6. Public Presentations

7. Unfinished Business

8. Reports and Announcement from Committee Members

9. Reports from Administration

10. Correspondence

11. New Business

11.1 Two-Board System Police Service Board

EPSB21-05-29

Moved by Katie McGuire-Blais

Seconded by Karen Robertson

That the Essex Police Service Board supports a two-board system approximately divided between the Municipalities of Tecumseh and Lakeshore, and the Municipalities of Kingsville, Leamington and Pelee for the region with billing apportioned by municipality.

Carried

11.2 Essex Police Service Board Amalgamation

Chair Councillor Verbeek explains to the members that the Essex County Police Service Board at the direction of the Solicitor General in 2019 retained a third party consultation company Foresight Management Consulting in who recommended and advised the board of the benefits of amalgamating the six (6) police service boards within the County of Essex into one.

The County of Essex Police Service Board made a motion to May 13th 2021 meeting to have a two-board system. With the boards being divided between the Municipalities of Tecumseh and Lakeshore, and the Municipalities of Kingsville, Leamington, Pelee, and Caldwell Nations.

She stated that the decision of the County of Essex Board is being presented to the Solicitor General by June 7th 2021.

She advised that the Essex Police Service Board needs to decide on which of the two boards proposed would Essex like to sit on.

Katie McGuire Blais advised that she can see the pros and cons of both boards.

Tecumseh and Lakeshore is like the Town of Essex, however with Kingsville and Leamington being neighbours it seems more logical she stated. But has concerns with the capacity of services Leamington requires and stated that Essex may get lost during the meetings.

Richard Tapping concurred with Katie McGuire Blais

Karen Robertson stated that Leamington's Mayor Hilda Macdonald advised that they would not be renewing the O.P.P contract and would therefor make the proposed board smaller in nature and a better fit for Essex.

Chair Verbeek advised that the decision to not renew the contract would be up to the Municipalities Council members. She advised that a meeting is to transpire in the near future to determine if the O.P.P contract will be renewed.

EPSB21-05-30

Moved by Karen Robertson

Seconded by Richard Tapping

That the Essex Police Service Board amalgamation decision be deferred to gather further information on the proposed amalgamation of police service boards until May 26th 2021 at 4:30 p.m.

Carried

12. Notices of Motion

13. Adjournment

EPSB21-05-31

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

That the meeting be adjourned at 10:34 AM

Carried

14. Future Meetings

14.1 May 26, 2021, at 4:30 PM, Location: Electronic Meeting



Essex Police Services Board (EPSB)

Special Meeting Minutes

Thursday, May 26th, 2021 - 4:30 PM

Location: This meeting was held electronically via Zoom

Present:

Councillor Kim Verbeek, Chair
Katie McGuire Blais, Vice Chair
Richard Tapping
Councilor Morley Bowman
Karen Robertson

Also Present:

Chris Nepszy, Chief Administrative Officer
Robert Auger, Clerk

1. Call to Order

The Chair called the meeting to order at 4:30 p.m.

2. Closed Meeting Report

3. Declarations of Conflict of Interest

No declarations of conflict of interest were noted.

4. Adoption of Published Agenda

4.1 Essex Police Service Board Special Meeting Agenda for May 26, 2021

EPSB21-05-32

Moved by Member Robertson

Seconded by Member McGuire Blais

That the published agenda for the May 26, 2021 Essex Police Service Board Special meeting be adopted as presented. **“Carried”**

5. Adoption of Minutes

5.1 Essex Police Service Board Special Meeting Minutes for May 17, 2021

EPSB21-05-33

Moved by Councilor Bowman

Seconded by Member Tapping

That the minutes of the May 17, 2021 Essex Police Service Board Special Meeting be adopted as circulated. **“Carried”**

6. Public Presentations

7. Unfinished Business

8. Reports and Announcement from Committee Members

9. Reports from Administration

10. Correspondence

11. New Business

11.1 Essex Police Service Board Amalgamation

The Chair reminded the Board that the purpose of the meeting was to provide a decision for Councils adoption in relation to the recent recommendation from the Essex County Police Service Board that the current six police service boards within the County of Essex region be amalgamated into a two board system with one board to represent the northern portion of the region and one to represent the southern portion of the region. The chair reminded the Board that the decision to make today is to consider which Board under the proposed two Board system the Town of Essex should form a part of.

The Board Members deliberated on the issue.

EPSB21-05-34

Moved by Member Tapping

Seconded by Member Robertson

RECOMMENDATION TO COUNCIL: That the Essex Police Service Board amalgamate with the Municipalities of Tecumseh and Lakeshore as part of the two-board Police Service Board system being proposed as part of the planned amalgamation of the existing Police service Boards in the County of Essex region. **“Carried”**

12. Notices of Motion

13. Adjournment

EPSB21-05-35

Moved by member Robertson

Seconded by Member McGuire Blais

That the meeting be adjourned at 4:55 p.m.

14. Future Meetings

14.1 June 3, 2021, at 4:30 PM, Location: Electronic Meeting

**Ministry for
Seniors
and Accessibility**

**Ministère des Services
aux aînés et de
l'Accessibilité**



Minister

Ministre

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5^e étage
Toronto (Ontario) M7A 1S5

May 7, 2021

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2021 [Senior of the Year Award](#).

Our seniors have worked hard to help to build this great province that all Ontarians enjoy today. This award gives each municipality in Ontario the opportunity to honour one of their outstanding local seniors and the contributions they've made to enrich the social, cultural, or civic life of their community.

This year, the nomination deadline has been extended to May 31, 2021.

For more information and to download the nomination form, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors' Month.

I would also encourage you to promote Seniors Month in your community, as much as possible. This year's theme is Stay Safe, Active and Connected. For more information, keep checking the Seniors' Month webpage: [Celebrating seniors in Ontario](#).

The government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live, and it is important we recognize those valuable contributions.

If you have any questions about the 2021 Senior of the Year Award, please contact the Volunteer Recognition team at OntarioVolunteerServiceAwards@ontario.ca.

Thank you in advance for your support of local seniors and Seniors' Month.

Sincerely,



Raymond Cho
Minister for Seniors and Accessibility

**Ministry for
Seniors
and Accessibility**

**Ministère des Services
aux aînés et de
l'Accessibilité**



Minister

Ministre

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5^e étage
Toronto (Ontario) M7A 1S5

Le 7 mai 2021

Monsieur le Maire/Madame la Mairesse, Préfet et Membres du Conseil,

Je vous écris pour vous inviter à soumettre une candidature pour le [Prix de la personne âgée de l'année de l'Ontario](#) pour 2021.

Nos aînés ont travaillé fort pour bâtir la merveilleuse province dont peuvent profiter aujourd'hui tous les Ontariens et toutes les Ontariennes. Ce prix offre l'occasion à chaque municipalité de l'Ontario de rendre hommage à l'un des remarquables aînés de sa région et de souligner ses contributions ayant permis d'enrichir la vie sociale, culturelle ou citoyenne de sa communauté.

Cette année, la date limite pour la soumission des candidatures a été reportée au 31 mai 2021.

Pour en savoir plus ou télécharger le formulaire de mise en candidature, consultez la page Web du [Prix de la personne âgée de l'année de l'Ontario](#). Une fois que votre candidature est soumise, un certificat personnalisé, comprenant le nom de votre candidat ou candidate, vous sera envoyé. Je vous encourage à le présenter au récipiendaire en juin, dans le cadre du Mois des aînés.

Je vous encourage également à promouvoir le plus possible le Mois des aînés dans votre collectivité. Le thème de cette année est « Rester en sécurité, actif et branché ». Pour en savoir plus, consultez régulièrement la page Web du Mois des aînés : [Hommage aux personnes âgées de l'Ontario](#).

Le gouvernement de l'Ontario est fier de collaborer avec les municipalités dans le cadre de cette initiative. Les aînés offrent généreusement leur temps, leurs connaissances et leurs compétences pour faire de notre province un endroit où il est agréable de vivre, et il est important que nous soulignons leurs précieuses contributions.

Si vous avez des questions au sujet du Prix de la personne âgée de l'année 2021, communiquez avec l'Unité de la reconnaissance des bénévoles à OntarioVolunteerServiceAwards@ontario.ca.

Merci à l'avance du soutien que vous offrez aux aînés de votre région et de vos efforts visant à souligner le Mois des aînés.

Cordialement,

A handwritten signature in black ink that reads "Raymond Cho". The signature is fluid and cursive, with the first name "Raymond" and the last name "Cho" clearly distinguishable.

Raymond Cho
Ministre des Services aux aînés et de l'Accessibilité

Volunteer Recognition Nomination Forms

from Ontario.ca/honoursandawards

How to:

- [Download forms](#)
- [Using Adobe to open PDFs](#)
- [Complete online forms](#)
- [Submit forms online](#)
- [Get support](#)

HOW TO DOWNLOAD FORMS

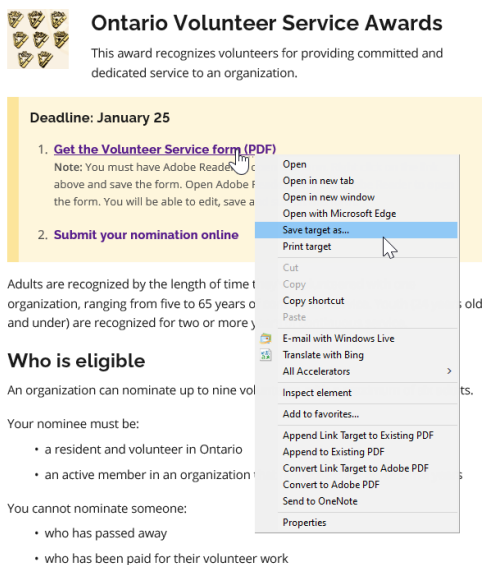
You will need Adobe to view the form. If you do not have Adobe, you can download Adobe Reader free on the [Adobe website](#).

If you have an updated version of Adobe, the plug-in for your browser may not have been updated. To fix this problem, **RIGHT CLICK** on the PDF link and download the form to your computer (see screen shots below).

Once you have downloaded the PDF, close your browser and open the file directly from your computer. If the file is still not opening, see instructions on [how to use Adobe to open PDF documents](#).

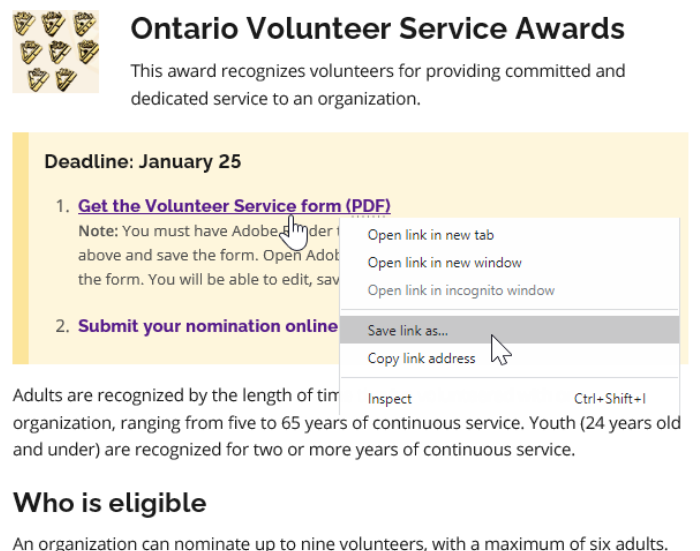
FOR PC USERS

Internet Explorer, Firefox or Safari (PC): Right click using the mouse click on “save target as.”



The screenshot shows the top of the Ontario Volunteer Service Awards page. The header includes the Ontario coat of arms and the text "Ontario Volunteer Service Awards" and "This award recognizes volunteers for providing committed and dedicated service to an organization." Below this, a yellow box contains the text "Deadline: January 25" and two numbered steps: "1. Get the Volunteer Service form (PDF)" and "2. Submit your nomination online". A right-click context menu is open over the PDF link in step 1, showing options like "Open", "Open in new tab", "Save target as..." (which is highlighted), "Print target", "Cut", "Copy", "Copy shortcut", "Paste", "E-mail with Windows Live", "Translate with Bing", "All Accelerators", "Inspect element", "Add to favorites...", "Append Link Target to Existing PDF", "Append to Existing PDF", "Convert Link Target to Adobe PDF", "Convert to Adobe PDF", "Send to OneNote", and "Properties". Below the yellow box, there is text about eligibility: "Adults are recognized by the length of time..." and "Who is eligible".

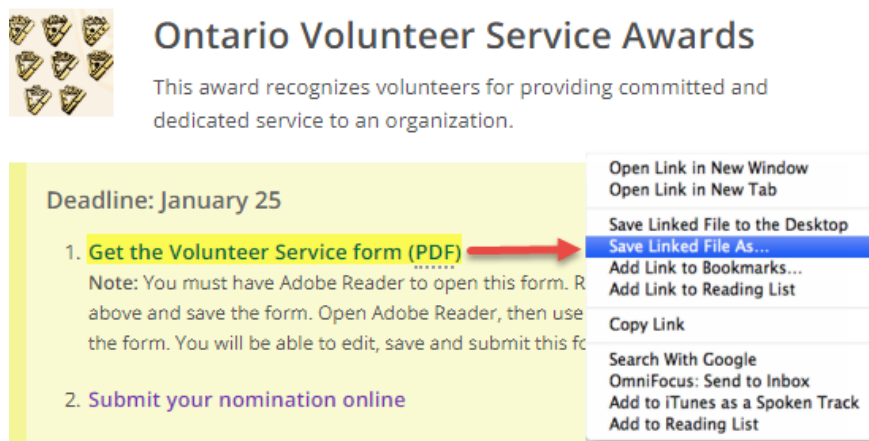
Chrome: Right click using the mouse click on “save link as.”



The screenshot shows the top of the Ontario Volunteer Service Awards page, similar to the one for PC users. It includes the header, the yellow box with the deadline and steps, and the eligibility text. A right-click context menu is open over the PDF link in step 1, showing options like "Open link in new tab", "Open link in new window", "Open link in incognito window", "Save link as..." (which is highlighted), "Copy link address", "Inspect", and "Ctrl+Shift+I".

FOR MAC USERS:

Safari: Press the <Command> button on the keyboard and click on the PDF link, then on “saved linked file as.”



The screenshot shows the 'Ontario Volunteer Service Awards' page. On the left, there is a grid of award icons. The main heading is 'Ontario Volunteer Service Awards', followed by a description: 'This award recognizes volunteers for providing committed and dedicated service to an organization.' Below this, a yellow box contains the text 'Deadline: January 25'. A list of instructions follows: '1. Get the Volunteer Service form (PDF)' (highlighted in yellow), a note about Adobe Reader, and '2. Submit your nomination online'. A right-click context menu is open over the PDF link, showing options like 'Open Link in New Window', 'Save Linked File As...', and 'Copy Link'. A red arrow points from the PDF link to the 'Save Linked File As...' option in the menu.

Ontario Volunteer Service Awards

This award recognizes volunteers for providing committed and dedicated service to an organization.

Deadline: January 25

1. **Get the Volunteer Service form (PDF)**
Note: You must have Adobe Reader to open this form. R
above and save the form. Open Adobe Reader, then use
the form. You will be able to edit, save and submit this fo
2. **Submit your nomination online**

- Open Link in New Window
- Open Link in New Tab
- Save Linked File to the Desktop
- Save Linked File As...**
- Add Link to Bookmarks...
- Add Link to Reading List
- Copy Link
- Search With Google
- OmniFocus: Send to Inbox
- Add to iTunes as a Spoken Track
- Add to Reading List

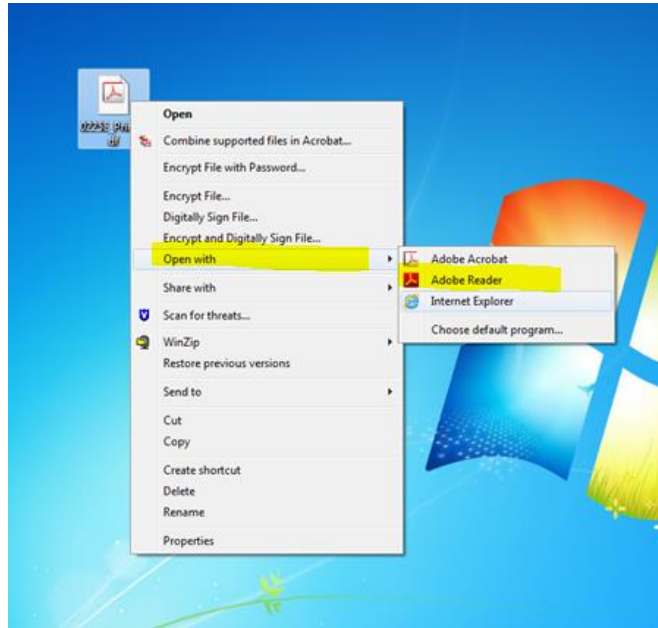
NOTE: Forms are not available on smart phones, iPads or tablets.

HOW TO USE ADOBE TO OPEN PDF DOCUMENTS

Sometimes, a file is not defaulted to use the correct program to open documents. To ensure that you use Adobe to open the form:

For PC users

RIGHT CLICK on the PDF file, go to “Open with” and click on Adobe Reader.




For MAC users

- Highlight the file
- Press the <Command> button + the <i> button (a window with the file information should pop up)
- Go to the “open with” section (you may need to reveal this section by clicking on the ▾ symbol)
- Select Adobe program to open files
- Click “Save” or “Apply”
- Go to the file and double click to open

HOW TO COMPLETE AN ONLINE NOMINATION FORM

1. Open the PDF and click on the “I confirmation....” boxes in the “How do I make a Nomination” section
2. Select “online form,” the blue button at the bottom of the page – **this will allow the you to submit the form online.**

 **Ministry of Citizenship and Immigration**
Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Purpose

To recognize individual volunteers for continuous years of commitment and dedicated service to an organization. Adults are recognized for five, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60 and 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

Who is eligible?

Youth and adult volunteers must:

- Be living persons residing and volunteering in Ontario.
- Be active beyond simple membership in an organization that has been in existence for a minimum of five years.
- Not have received payment for their volunteer work.
- Not have performed the services as part of their regular business or professional duties.

Nominations will not be accepted if: They are self-nominated; for elected federal, provincial, municipal representatives while in office; or political appointees if the achievements for which they are being nominated are related to their current appointment.

How are the recipients selected?

Nominations are checked to ensure criteria are met. The Ministry of Citizenship and Immigration then sends a letter to the organization confirming that the nominations have been accepted.

How are the awards presented?

The awards are presented at special ceremonies held across Ontario where recipients are presented with a stylized trillium service pin acknowledging their years of service. Recipients also receive a personalized certificate. Each recipient is invited to bring one guest. Nominating organizations are also invited to bring two representatives to the award ceremony.

How do I make a nomination?

Organizations that have been in existence for a minimum of five years may submit a nomination. Each organization may nominate up to nine volunteers (of which a maximum of 6 nominees may be adults).

This electronic process allows you to:

- Save your submission package as often as needed;
- Build your submission package as you go; and
- Submit your package now, or at a later date, when it is ready and complete.

☒ confirm that the nominee(s) are eligible as per the criteria below: *

1

- Must be living persons residing and volunteering in Ontario.
- Must not have received payment for their volunteer work.
- Must be active beyond simple membership in an organization.
- Must not have performed the services as part of their regular business or professional duties.
- Must not be the person submitting the nomination (nominator).

- Youth nominees:
 - Must be under 24 years old and under and have volunteered with one organization for at least two consecutive years.
- Adult nominees:
 - Must have volunteered with one organization for at least five consecutive years.

Organizations with more than one branch location can nominate up to nine volunteers, in the same manner as mentioned above, per branch.

Note

The deadline for nominations is **January 25** of each year and the nominee must be eligible as of that date. If this date falls on a weekend or holiday, nominations will be accepted the next business day. Eligible nominations received after the deadline will be considered in the following year.

In order to be able to submit electronically, you must save the submission package to your computer or other personal storage device first.

[View only](#) [Mail Form](#) [Online Form](#)

02156 (2017/11) © Queen's Printer for Ontario, 2017 Disponible en français

3. Complete the mandatory fields on the form marked by a red “*.” Once each page is completed, click on “**next**” for the next section.
4. If required, you can go back to correct information in a previous section by clicking on “**previous**.” It’s like turning the pages of a book!
5. Save the form anytime by clicking on “save.” This will save all pages.



**Ministry of Citizenship
and Immigration**
 Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Fields marked with an asterisk (*) are mandatory.

Nominating Organization Information - Step 1 of 4					
Salutation *		If other, specify			
First Name *		Last Name *			
Position/Title					
Name of Organization *			Branch/Division/Section *		
Organization Website *			Year Organization was established (yyyy) (e.g., 1980) *		
Address					
<input checked="" type="checkbox"/> City Address <input type="checkbox"/> Rural Route or PO Box Address					
Street No. *	No. Suffix	Street Name *		Street Type *	If other, specify
					Street Direction
Unit/Suite/Apt					
City *		Province *		Postal Code (e.g., M7A2R9) *	
		Ontario			
Telephone Type *		Telephone Number (e.g., 4163147526) *			
		Extension			
Alternate Telephone Type *		Telephone Number (e.g., 4163147526)			
		Extension			
Email (e.g. email@address.com) *					
Preferred language of communication * <input type="checkbox"/> English <input type="checkbox"/> French					


Clear Page

Save

Previous

Next

6. Once you complete the final step, click “next” and attest the information provided is correct by checking the **declaration box**.
7. Save the document to your computer by clicking on “**save**.” This will save all pages of the form.
8. You can review the information by clicking on “**review summary page**.”



Ontario
Ministry of Citizenship
and Immigration
Ontario Honours and Awards Secretariat

Volunteer Service Awards
Deadline: January 25

Fields marked with an asterisk (*) are mandatory.

Declaration

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the **Volunteer Service Awards**. This includes determining the nominee's eligibility and providing information to the selection body for review and recommendation. Under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4th Floor, Toronto ON M7A 2R9, or by email at OntarioHonoursAndAwards@ontario.ca, or by telephone at 416 314-7526, toll free 1 877 832-8622, or TTY 416-327-2391.

☒ I hereby certify that I have been a member in good standing in the above named organization and declare that all information provided in this application is true and accurate in every respect. *

Clear Page

Save

Previous

Review summary pages

9. Once in the “Review Summary Pages,” you can “**print summary page**” or click on “**Go Back to the Form**” to make edits to your form. Once back in your form, click “**Previous**” to reach section you wish to edit. Once you complete your edits, save the document again.

Submission Submitted By - Step 3 of 3

Salutation * Mrs.		If other, specify	
First Name * sdsds	Last Name * dsdsds		
Name of the School * dsdsds		Position/Title * sdsdsds	

School Address

☒ City Address ☐ Rural Route or PO Box Address

Street No. * 24	No. Suffix	Street Name * dsdsdsds	Street Type * Avenue	If other, specify	Street Direction
Unit/Suite/Apt					

City * DSDSDSDSDS	Province * British Columbia	Postal Code (e.g., M7A2R9) * B5B5B5
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Telephone Type * Home	Telephone Number (e.g., 4163147526) * 333 333-3333	Extension
Alternate Telephone Type	Telephone Number (e.g., 4163147526)	Extension

Email (e.g. email@address.com) *
dfdfdf@email.com

Preferred Language of Communication * ☒ English ☐ French

Declaration

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the Lieutenant Governor's Community Volunteer Award for Students. Under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4th Floor, Toronto ON M7A 2R9, or by email at OntarioHonoursAndAwards@ontario.ca, or by telephone at 416 314-7526, toll free 1 877 832-8622, or TTY 416-327-2391.

☒ I hereby declare that all information provided in this application is true and accurate in every respect. I understand that the nominee would be required to return the award if the information is found to be inaccurate for any reason. *

Once your submission package is ready and complete, save the final version and go to www.ontario.ca/honoursandawards to print your package electronically.

Go back to the form

Save

Print summary pages

10. Attachments (if required) are uploaded directly into the form. You can see them by clicking on the paperclip icon on the left-hand navigation bar.

0218E.pdf (SECURED) - Adobe Acrobat Pro

File Edit View Window Help

Create


1 / 1 125%

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

Attachments

Name

Test Document.docx

 10

Ontario Ministry of Citizenship and Immigration
Ontario Honours and Awards Secretariat

Ontario Medal for Young Volunteers
Deadline: January 15

Fields marked with an asterisk (*) are mandatory.

Testimonial Writers - Step 3 of 5

Testimonial Writer 2

Salutation *
Mr. If other, specify

First Name *
John

Last Name *
Doe

Name of Organization

Position/Title

Address

Address Type *
Home

☒ City Address ☐ Rural Route or PO Box Address

Street No. *
5

No. Suffix

Street Name *
Main

Street Type *
Square

If other, specify

Street Direction

Unit/Suite/Apt

City *
Anywhere


Province *
Ontario





Postal Code (e.g., M7A2R9) *
M6M5M5

Telephone Type *
Telephone Number (e.g., 4163147526) *
Extension

Email (e.g. email@address.com)
john@email.com

Attach Testimonial Letter (Maximum file size: 300 KB. Accepted file types: JPG, GIF, DOC, DOCX or PDF.) *



HOW TO SUBMIT THE NOMINATION FORM ONLINE

Please note that **nomination forms can only be submitted online if you use the “online form” version.** To select the correct version, click on the “online form” option on the PDF and follow the steps in the [How to Complete an Online Nomination](#) section.



Ministry of Citizenship
and Immigration
Ontario Honours and Awards Secretariat

Lieutenant Governor's Community Volunteer Award for Students

Purpose

The Lieutenant Governor's Community Volunteer Award for Students pays tribute to students who not only complete the required number of volunteer hours to graduate, but who go above and beyond.

Each year, an award is given to one graduating student at each of Ontario's secondary schools.

Who is eligible?

The award is for students who are graduating from an Ontario high school (public, provincial, private and demonstration).

How are the recipients selected?

School principals, or their designate, select one student from their school and complete and submit the recipient submission form.

A school committee dedicated to student recognition may also select the recipient. However, only the principal and/or his or her designate may complete and submit the form.

How do I make a submission?

Each submission must include the following:

- ☒ A completed and signed submission form *
- ☒ Confirmation that the student is a graduating student selected for this award by their school principal or an awards selection committee for exemplary community contribution or outstanding achievement through volunteer activity. *
- ☒ Confirmation that the submission is made by the student's principal or his or her designate. *

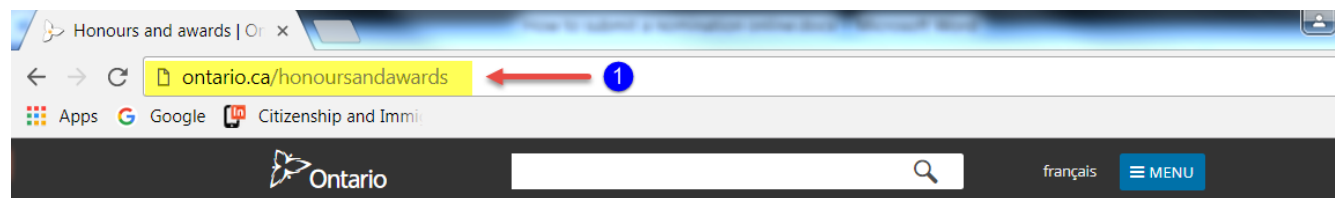
[View only](#)

[Mail Form](#)

[Online Form](#)

1. Go to the [e-filing portal](#) and skip to step 5.

2. You can also get there by going back to www.ontario.ca/honoursandawards to where you downloaded the form.



Honours and awards

Ontario's medal and recognition programs celebrate the people who make our province a better place to live.

Find out about the honours and awards given by the Government or Lieutenant Governor of Ontario.



Order of Ontario

The Order of Ontario is the province's highest honour. An Ontarian who has shown outstanding qualities of individual excellence and achievement in any field is eligible to be appointed.

[Learn about the Order of Ontario and how you can nominate someone.](#)

Volunteering

2

→ [Learn how to nominate someone](#) for honours and awards for achievements in volunteering.

This includes the:

- Ontario Medal for Young Volunteers
- Ontario Volunteer Service Awards
- June Callwood Outstanding Achievement Award for Voluntarism
- Lieutenant Governor's Community Volunteer Award for Students

Bravery

[Learn how to nominate someone](#) for an award for an outstanding act of bravery.

This includes the:

- Ontario Medal for Police Bravery
- Ontario Medal for Firefighter Bravery
- Ontario Award for Paramedic Bravery

3. Click on the program name.
4. Click on “**Submit your nomination online**”. This will bring you to the e-filing site where you can upload your form.

NOTE: There is only one portal for all submissions. You can go directly to this page by using the link: https://www.ohas.citizenship.gov.on.ca/ohas_enu/

The screenshot shows the Ontario government website's 'Honours and awards: volunteering' page. At the top, there's a navigation bar with the Ontario logo, a search bar, and a 'français' link. The main heading is 'Honours and awards: volunteering', followed by a subheading 'Learn how to nominate someone for honours and awards for achievements in volunteering.' Below this, there's a section 'On this page' with a list of four awards. The second item, 'Ontario Volunteer Service Awards', is highlighted with a yellow background and a red arrow pointing to it, with a blue circle containing the number 3 next to it. To the right, there's a 'Related' section with a link to 'Other honours and awards' and a 'Follow us' section with links to Facebook, Twitter, and Flickr. Below the main content, there's a section for 'Ontario Volunteer Service Awards' with a grid of award icons. This section includes a description: 'This award recognizes volunteers for providing committed and dedicated service to an organization.' Below this, there's a yellow box with the text 'Deadline: January 25'. Inside this box, there's a list of two steps. The first step is '1. Get the Volunteer Service form (PDF)' with a note about using Adobe Reader. The second step, '2. Submit your nomination online', is highlighted with a yellow background and a red arrow pointing to it, with a blue circle containing the number 4 next to it.

Ontario

français MENU

Honours and awards: volunteering

Learn how to nominate someone for honours and awards for achievements in volunteering.

On this page

1. Ontario Medal for Young Volunteers
2. **Ontario Volunteer Service Awards**
3. June Callwood Outstanding Achievement Award for Voluntarism
4. Lieutenant Governor's Community Volunteer Award for Students

Related

[Other honours and awards](#)

Follow us

- Facebook
- Twitter
- Flickr

Ontario Volunteer Service Awards

This award recognizes volunteers for providing committed and dedicated service to an organization.

Deadline: January 25

1. **Get the Volunteer Service form (PDF)**
Note: You must have Adobe Reader to open this form. Right click on the link above and save the form. Open Adobe Reader, then use Adobe Reader to open the form. You will be able to edit, save and submit this form.
2. **Submit your nomination online**

5. Once on the e-filing site, click on “I Agree” on the terms and conditions page.

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TERMS & CONDITIONS

- Declaration
- Disclaimer
- Privacy

Declaration

Welcome to the Ontario Honours and Awards Secretariat's e-Filing site. The interactive PDF application will help guide you through all sections of the form and help reduce errors and ensure all relevant information is provided.

Before you begin please read the following notices (disclaimer and privacy notice statement) and click on "I agree" at the bottom of the page to continue with your e-Filing.

WARNING to all applicants and guarantors - Any false statement, misrepresentation or concealment of any material fact on the forms or any document presented in support of your application may lead to refusal or revocation of an honour or award.

Disclaimer

This Web site is available solely for the convenience of the public. Users assume the risk associated with any transfer of information to the Ontario Honours and Awards Secretariat and with any other use of this page. The Ontario Honours and Awards Secretariat has made all reasonable efforts to protect the confidentiality of the information you provide and to ensure that your electronic transactions with us are secure. However, the Ontario Honours and Awards Secretariat is not liable for any damages that may arise from interception, loss, theft or their action regarding your personal information while in transit.

Users are solely responsible for the accuracy of the information provided to the Ontario Honours and Awards Secretariat via this service.

The Ontario Honours and Awards Secretariat is not liable for any damage that may arise from any restriction, delay, malfunction or unavailability of the system and reserves the right to withdraw this service at any time without prior notice.

Privacy

The Ontario government is committed to ensuring the privacy of your personal information. Your privacy will be protected as required by the Freedom of Information and Protection of Privacy Act. Personal information collected for our programs will be used to determine eligibility, provide information to the selected bodies for review and notify recipients. For further information on our collection of information policies, contact us by mail at: Ontario Honours and Awards Secretariat, 400 University Avenue, 40th Floor, Toronto, ON M7A 2R9, or by e-mail at Ontariohonoursandawards@ontario.ca, or by telephone at 416-314-7526, toll free 1-877-832-8622 or TTY 416 327-2391.

You share responsibility for protecting your personal information. If you are using the e-Filing service or PDF forms in a public place (i.e. government information centre, library, educational facility or Internet cafe) please ensure that you:

- Do not leave the computer, workstation or terminal unattended while completing the nomination. If you must leave, close down the application or save your file in a secure personal storage device.
- Always end the session by closing down the application.
- Clear your browser's cache and close down your browser.
- When you print your application summary, be certain to collect all copies from the printer and keep it in a safe place. Shred any copies that you do not need.

We invite you to learn more about Ontario's privacy and online practices.

Please click on the "I agree" button to indicate that you have read and accept this declaration.

If you indicate that you "disagree" you will not be able to proceed with the online nomination.

5 → **I Agree** I Disagree

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6. To upload your form, click on “**Browse for Form**”. A pop-up window will open.
7. Click on “**Choose File**” and search for the saved file on your computer.
8. Click on “**Add**” to attach your form.

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Before you submit your nomination, please ensure you have:

- A current and valid PDF form. For list of current and valid PDFs, see our Medal and Recognition Program Nomination/Application Forms section.
- Completed all the necessary fields in the form - fields marked with an asterisk (*) are mandatory.
- Attached all the necessary supporting documents in your form.

SUBMIT YOUR FORM

- How do I submit a form?
- Technical Issues or Need Help?

SUBMIT YOUR FORM

File Name: **Browse for Form** 6

File Type:

Size (KB): **Submit**

HOW TO SUBMIT YOUR FORM

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage.
- Click on "Add"
- Click on "Submit"

NOTE: Depending on your computer and internet speed, this may take a few minutes. Once you receive a confirmation message, providing you with a case number.

TECHNICAL ISSUES OR NEED HELP?

If you are having technical issues or need help, contact the Ontario Honours and Awards Secretariat:

E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

Add Attachment

Please select a file:

File Name: **Choose File** **Add** **Cancel** 7 8

9. Click on “**submit**” to submit your form. It may take a few moments for the form to upload.

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SUBMIT YOUR FORM

- How do I submit a form?
- Technical Issues or Need Help?

SUBMIT YOUR FORM

File Name: * TEST SOTY 0210E (1) [Browse for Form](#)

File Type: pdf

Size (KB): 2321

[Submit](#) 9

HOW TO SUBMIT YOUR FORM

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage device and click "Open".
- Click on "Add"
- Click on "Submit"

NOTE: Depending on your computer and internet speed, this may take a few minutes. Once you have successfully submitted the form, you will receive a confirmation message, providing you with a case number.

TECHNICAL ISSUES OR NEED HELP?

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E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

10. Once the form has been submitted successfully, you will receive a **confirmation with a case number**. Please quote this number if you have any questions about your submission.

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CONFIRMATION [PRINT](#)

Thank you. Your form has been submitted successfully.
Case Number **17-408199771** **10**

Please keep this case number for future reference. For any inquiries about your application, please quote your case number and contact:

Ministry of Citizenship, Immigration and International Trade
Ontario Honours and Awards Secretariat
400 University Avenue, 4th Floor
Toronto ON M7A 2R9

Telephone: 416-314-7526
Toll-free: 1-877-832-8622
TTY: 416-327-2391

E-mail: ontariohonoursandawards@ontario.ca
Website: www.ontario.ca/honoursandawards

What do you think of our online nomination process? Please take a few moments to complete our survey.

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LAST MODIFIED: MAY 26, 2017.

NEED SUPPORT?

If you have question about your nomination or require technical support, please contact one of our staff members at the Volunteer Recognition Unit:

Telephone: 437 247-6234
437 247-1327
416 201-1538

Toll Free: 1 877 832-8622

Email: OntarioVolunteerServiceAwards@ontario.ca