



MEMORANDUM

TO: Heritage Markham Committee

FROM: Regan Hutcheson, Manager-Heritage Planning

DATE: November 9, 2022

SUBJECT: Awards
Ontario Volunteer Service Awards – 2023
Ontario Honours and Awards Secretariat

Subject: Heritage Markham Nominees – Ontario Volunteer Services Awards

Background:

- Organizations can nominate their volunteers for an [Ontario Volunteer Service Award](#) to recognize their continuous service ranging from five to 65 years of continuous service. Youth (24 years old and under) can be recognized for two or more years of continuous service.
- **The new annual deadline for nominations is November 15.**
- See Attachment A for details

Staff Comment

- Other than Ken Davis, who achieved a 5 year award in 2021, no other current volunteer members have five years of continuous service to Heritage Markham Committee. Shan Goel and Paul Tiefenbach have 3.5 years at this point

Suggested Recommendation for Heritage Markham

THAT Heritage Markham receive the information on the Ontario Volunteer Service Awards as information.

Attachment A

Ontario Volunteer Service Awards



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

Adults are recognized by the length of time they've volunteered with one organization, ranging from five to 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

Eligibility

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).

The nominee(s) must:

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

A youth nominee must:

- be under 24 years old and under
- have volunteered with one organization for at least two consecutive years

An adult nominee must have volunteered with one organization for at least five consecutive years.

Organizations with more than one branch can submit separate nominations for up to nine volunteers for each branch.

Required information

- Nominating organization name, address, email, phone number and year established
- Volunteer first name, last name, address, email, and phone number
- Head of organization (if applicable) first name, last name, email, phone number and position title.

How to nominate someone

1. Gather the required information:
2. Create an account (or sign in for returning users) on the Ontario Honours and Awards Portal.
3. Submit your nomination through the portal.

[Go to nomination portal](#)

If you don't want to apply online, you can download the [Ontario Volunteer Service Award nomination form](#) and submit it by mail to:

Volunteer Recognition Unit

Ministry of Citizenship and Multiculturalism
1075 Bay Street, 7th Floor
Toronto, Ontario M5S 2B1

Deadline

The deadline to nominate someone is **November 15 of each year**. Nominations received after the deadline will be considered in the following year.

Selection process

Recipients receive a personalized certificate and lapel pin acknowledging their years of service at a local award recognition ceremony.

Award presentation

Recipients receive a personalized certificate and lapel pin acknowledging their years of service at a local award recognition ceremony.