



Staff Report

Report Title: Volunteer Policy and RZone Policy

Prepared By: Jennifer White, Manager of Legislative Services/Clerk and Leanne Scott, Human Resources Generalist

Department: Legislative Services

Date: Nov. 6, 2023

Report Number: CLK-2023-11-64

File Number: C11 CLK 23

Attachments: Proposed Volunteer Policy, Proposed RZone Policy

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receive Report CLK-2023-11-64, prepared by Jennifer White, Manager of Legislative Services/Clerk and Leanne Scott, Human Resources Generalist;

AND FURTHER that the appropriate by-laws be brought forward to adopt the Volunteer Policy and the RZone Policy.

Background:

The *Municipal Act, 2001* permits municipalities to pass by-laws with respect to the health, safety and well being of persons, and the protection of persons and property. Staff have developed several policies to support the safety and well-being of staff and the public.

Discussion:

The Township promotes a positive, safe and supportive environment for all members of the public, volunteers and Township staff.

RZone Policy

Staff have been dealing with some incidences both in written correspondence and at various municipal properties where respect for staff and self have not been demonstrated. While the Township does have several policies, including a Violence and Harassment Policy, and Escort policy which assists Staff in dealing with incidences such as this, Staff noted a gap where clear direction could not be provided.

First implemented by Oakville, to address concerns at sporting facilities, a version of the RZone policy has been implemented in municipalities across the province to provide support and guidelines to ensure staff and the public are provided a positive, safe and supported environment.

The purpose of the RZone policy is to establish guidelines to enforce proper steps to be taken by Staff, volunteers, user groups and members of the public to address inappropriate behaviour or violence in Township owned facilities and properties. This policy will also include written and verbal communications with the Township.

This policy will encourage respect, commitment and considerate relationships between the Township and the members of the public. Guidelines for what types of behaviours would violate the policy, the roles and responsibilities of staff, municipal user groups, volunteers and other members of the public, and the consequences for violations have been included.

Volunteer Policy

The Township of Huron-Kinloss values and encourages the involvement of volunteers within all appropriate municipal services, programs and activities.

The Township recognizes volunteers as a vital resource to the community and is committed to providing opportunities for residents to volunteer in ways that enhance quality of life while providing service to the community.

Volunteers participate in social, recreational, sporting, cultural, environmental, civic activities, programs and community support and designated tasks that support a municipal emergency event.

This policy outlines the roles and responsibilities of the Township and volunteers with respect to involvement with municipal activities. The liability and insurance aspects of being a volunteer are outlined within the policy to ensure that volunteers have the information required to make informed decisions about any risks.

Staff are recommending that Committee of the Whole support these policies and that by-laws be brought forward to Council to adopt them.

Financial Impacts:

There are no financial impacts associated with this report.

Strategic Alignment / Link:

We are a spirited community that takes pride in calling Huron-Kinloss home and welcoming others By engaging in our community.

Respectfully Submitted By:

Jennifer White, Manager of Legislative Services/Clerk and Leanne Scott, Human Resources Generalist

Report Approved By:

Mary Rose Walden, Chief Administrative Officer