



Policy

Section: 3.0 Human Resources

Policy: Volunteer Policy

By-Law: **DRAFT**

Date: 31 October 2023

Revision: [Click here to enter text.](#)

Coverage:

This policy shall cover all persons and volunteer groups participating as volunteers for Township events in support of our community.

Policy Statement:

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. Our volunteer program offers opportunities:

- To collaborate with volunteers in developing the community;
- To impart life experiences and develop civic pride through the giving of time and expertise;
- For the community to benefit from the value of voluntary and community service.

Legislative Authority:

[Click here to enter text.](#)

Contents:

Definitions

A Volunteer is any person who of their own freewill without compensation or expectation of compensation, chooses to offer their time, energy and skills for the mutual benefit of the volunteer and the Township, while under direction of the Township to complete the tasks, as assigned.

Responsibilities of the Township

The Township shall ensure that appropriate procedures are in place for screening, training and supervising its volunteers for the safety of its employees, volunteers, residents, and participants and for the integrity of its events and programs.

The Township shall provide each volunteer with a position description or a clear list of tasks for the task/assignment to be carried out.

The Township shall arrange volunteer participation under the direction of municipal staff to ensure safety and security of the public, volunteers and staff.

The Senior Manager of the participating department shall ensure the volunteer is oriented to the work area, the necessary Township policies and procedures (including The Corporate Health & Safety Policies and Procedures, Employee Code of Conduct Rzone Policy) and that the volunteer receives all necessary training in order to perform the tasks for the position.

The minimum age to volunteer is 14 years of age, but the minimum age may be adjusted higher based on the responsibilities of the position.

Responsibilities of Volunteer(s)

The Employee Code of Conduct policy applies to all volunteers. Failure to comply with the Code of Conduct may result in disciplinary action, up to and including termination of the volunteer relationship.

Volunteers may be required to complete a Criminal Reference Check as per the Township's Criminal Reference Check Policy.

Volunteers are responsible for respecting and maintain the confidentiality of the information they may gain through serving as a volunteer. Volunteers are required to keep all confidential information and relevant knowledge regarding the Township confidential both during and after their term as a volunteer. Any materials provided to complete the task/assignment remain the property of the Township.

Volunteers shall fulfill their assignments in a conscientious and responsible manner, to the best of their ability with an understanding and support of the goals of the department to which they are assigned. Volunteers are expected to be neatly and appropriately dressed during work assignments.

In the event of necessary absence from a scheduled shift, the volunteer shall inform the Senior Manager as soon as possible.

Volunteer selection for Advisory Committees and Local Boards shall refer to the Procedural By-Law 2022-62 Section 12 Appointments of Members to External Committees, Boards, and Authorities, as amended.

Liability

The Township liability insurance regarding negligence will apply to volunteers during any municipal sponsored activity or emergency event. Volunteers should be aware that the Township's insurance does not include loss of income provisions should the volunteer sustain an injury that prevents the volunteer from resuming their normal employment, nor does it cover loss or damage to a volunteer's property.

Volunteers are not authorized to use Township owned or leased vehicles of any kind. The Township does not provide any automobile liability coverage to a volunteer personal vehicle driven on the behalf of the Township during their volunteer duties. Should a volunteer use a motor vehicle to travel to, from or during their duties it is the volunteer's sole responsibility to ensure that their own insurance is in place with adequate coverage.

Volunteers are not workers as defined by the Workplace Safety and Insurance Act (WSIA) and therefore workers compensation coverage will not be provided. Volunteers assume the risk in cases of injury and should consult their personal insurance as precautionary measure.

Notwithstanding any other parts of this policy, the Manager of Legislative Services/Clerk is authorized to make administrative changes and other legislatively required changes to this policy and associated forms, as necessary.

Appendix A – Volunteer Agreement and Waiver