



**POLICY NO. \_\_**  
**VOLUNTEER POLICY**

**1.0 POLICY STATEMENT**

1.1 The Municipality values volunteers and believes volunteerism:

1.1.1 promotes citizens involvement, social and community responsibility, participation and interaction;

1.1.2 contributes to a healthy community and a vibrant Municipality; and

1.1.3 improves the quality of life in the community.

1.2 Therefore, the Municipality will:

1.2.1 support volunteers and volunteerism in the Municipality;

1.2.2 provide positive, meaningful volunteer experiences for individuals who volunteer with the Municipality; and

1.2.3 work with community and voluntary groups in order to strengthen, recognize and support volunteerism in the Municipality.

**2.0 PURPOSE**

2.1 The Municipality of the District of Barrington has created this Policy regarding volunteering for the purpose of:

2.1.1 providing staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience with the Municipality;

2.1.2 recognizing the essential role that volunteers play in building a healthy and vibrant community;

- 2.1.3 developing systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the Municipality and municipal volunteers; and
- 2.1.4 ensuring volunteers understand their responsibilities and commitments to the Municipality.

### 3.0 DEFINITIONS

- 3.1 “Municipality” means the Municipality of the District of Barrington.
- 3.2 “volunteer” means anyone who offers time, energy and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation or the expectation of financial compensation beyond any previously agreed-upon reimbursement for expenses.
- 3.3 “vulnerable populations” means youth under the age of 18, seniors and physically, mentally or socially disadvantaged persons.

### 4.0 GUIDING PRINCIPLES

- 4.1 The Municipality encourages citizens to volunteer and contribute their expertise to improve their communities and will actively promote volunteer opportunities.
- 4.2 The Municipality will provide appropriate mechanisms to support volunteers and commits to providing a safe and supportive environment for volunteers.
- 4.3 Volunteers act as representatives of the organization and also have responsibilities. Volunteers make commitments to the Municipality and should act responsibly and with integrity.
- 4.4 Training and supervision is provided to ensure volunteers understand their roles, responsibilities and limitations and are able to undertake them in an appropriate and safe manner.

### 5.0 VOLUNTEERS

- 5.1 Volunteer applicants will complete an application form and will be evaluated based on qualifications, suitability and availability for the role.

- 5.2 The Municipality will interview interested applicants for the position(s) when applicable.
- 5.3 All volunteer applicants will be notified in writing once the volunteer position has been accepted.
- 5.4 Volunteers may receive training and safety equipment which is specific and appropriate to their volunteer role.
- 5.5 Volunteers will be assigned a municipal contact who will support their involvement.
- 5.6 Volunteers will follow the Municipality's Occupational Health and Safety Policy and any other policies that apply.
- 5.7 A volunteer shall not disclose personal information of others they may become aware of in the conduct of their responsibility as volunteer.
- 5.8 Volunteers will not purchase goods and services on behalf of the Municipality unless expressly requested to do so.
- 5.9 Volunteers may choose to end their involvement with, or can be asked to end their involvement with, the Municipality at any time without reason.

## 6.0 CHECKS

- 6.1 Checks will not be required from volunteers under the age of 18.
- 6.2 Criminal Record Checks, Vulnerable Sector Checks and Child Abuse Registry Checks will not be required from volunteers who will not be in an unsupervised environment with vulnerable populations.
- 6.3 Volunteers participating in activities working directly with vulnerable populations in an unsupervised environment will be required to provide a Criminal Records Check, Vulnerable Sector Check and Child Abuse Registry Check prior to commencement of duties. Updated checks shall be provided to the Municipality every 3 years.
- 6.4 Any charges relating to checks shall be the responsibility of the volunteer.

## 7.0 INSURANCE COVERAGE

- 7.1 The Municipality's liability insurance protects both the Municipality and the volunteer against claims from third parties while the volunteer is performing

volunteer activities, within the scope of the terms and conditions of the policy. This does not cover loss of, or damage to, the volunteer's property. There is no cost to the volunteer for this liability coverage.

- 7.2 Volunteers are not authorized to use municipally-owned or municipally-leased vehicles. The Municipality does not provide auto liability coverage to any volunteer's personal vehicle driven during their volunteering duties.

## 8.0 EXCEPTION

- 8.1 This policy does not apply to members of the public who are applying to be on, or have been appointed to, committees of council.