



**Corporate Services
Department**

Policy Name: Volunteer Policy

Developed By: Mary Ellen Truelove, Clerk
Reviewed By: Municipal Services Committee
Approved By: Council

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Policy Statement:

The Township of Rideau Lakes relies on volunteers to further the mission of the organization. The Municipality recognizes and appreciates the value of its volunteers and will utilize their skills and input to further the municipality's goal of creating a viable and inclusive sustainable community.

Policy Objectives:

To provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience with the Township of Rideau Lakes.

To provide staff and volunteers with a process for the Recruitment of Volunteers.

Reason for Policy:

1. To recognize the essential role that volunteers play in building a healthy and vibrant Rideau Lakes and in contributing to making a better community of choice for present and future generations.
2. To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the organization and to the municipal volunteers.
3. To provide framework for municipal volunteers to complement and/or supplement Township of Rideau Lakes programs, services and events.
4. To ensure that municipal volunteers understand their responsibilities and commitments to the Township of Rideau Lakes.
5. To minimize municipal volunteer turnover and increase retention of municipal volunteers for Township programs, services and events.
6. To outline the process for Volunteers Appointed to Committees and those volunteers carry out activities for the betterment of the Municipality.

The Township of Rideau Lakes maintains a volunteer program that is intended to provide strong, sustainable programs and activities that bring people of all ages and interests together, and provides an atmosphere of inclusion, participation and interaction for both volunteers and program participants.

Definitions:

1. Volunteer(s): is anyone who offers time, energy and skills of his or her own free will for the mutual benefit of the volunteer and the Municipality. Volunteer includes people assisting others, both formally and informally. Volunteers work without financial compensation or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.
2. Volunteer Appointment: is anyone who is appointed to a Committee of Council by Resolution and includes "Volunteer."
3. Volunteering: is any activities carried out by individuals, of their own free will, to shape and/or enhance their communities.
4. Municipality: is The Corporation of the Township of Rideau Lakes

Guiding Principles:

- Volunteers are a vital resource and the Municipality will provide appropriate mechanisms to support volunteers and commits to providing a safe and supportive environment for volunteers.
- Volunteers act as representatives of the Municipality and also have responsibilities. Volunteers make commitments to the Municipality and should act responsibly and with integrity.
- Volunteers are valued and respected by everyone in the Municipality. The Township of Rideau Lakes actively seeks the input of volunteers on programs and the concerns of the Municipality.

Recruitment/Expression of Interest Process:

The following process shall be followed with regards to the recruitment of Volunteers:

1. A Call for Volunteers for each new term will be put out at the beginning of October in each Election Year.
2. Individuals wishing to be appointed by Council in order to hold a position on a Committee must complete the Expression of Interest Form.
3. Expression of Interest Forms are to be submitted to the Clerk 30 days prior to the appointment of a new Council.
4. Expression of Interest Forms will be vetted by Council based on past volunteering experience and suitability.
5. Council will appoint individuals to Committees for the term of the Council.
6. Individuals who are appointed to sit on a Committee must also Complete the Volunteer Registration Form and submit to the Clerk.
7. Individuals not wishing to submit an Expression of Interest Form, but wish to volunteer their time, must submit a Volunteer Registration Form to the Clerk.

Responsibilities:

Volunteers:

- Shall follow the Health & Safety policies and procedures to the Municipality
- Shall report Health & Safety incidents to the Recreation and Volunteer Coordinator
- Shall be responsible to the Recreation and Volunteer Coordinator
- Shall work as a team member with staff and other volunteers
- Conduct themselves with dignity and courtesy
- Be respectful of Council
- Be respectful of staff, other volunteers and program participants
- May actively participate throughout the Municipality. This will ensure that services are responsive to the needs of the community members.

Municipality:

- Support volunteers and volunteerism in the Township of Rideau Lakes
- Provide positive, meaningful volunteer experiences for individuals who volunteer with the Municipality
- Work with the Community Groups in order to strengthen, recognize and support volunteerism in Rideau Lakes.
- Ensure that all volunteers working on behalf of the Municipality have completed a Volunteer Registration Form
- Provide General Liability Insurance Coverage for all volunteers working on behalf of the Municipality
- Council shall appoint volunteer members to Committees and Boards through Resolution of Council.
- The Clerk shall keep a copy of all Volunteer Registration Forms on file while maintaining a comprehensive list of all Volunteers

Scope:

This Policy applies to all Volunteers and Volunteer Appointments to Committees for the Township of Rideau Lakes.