

	<b>CORPORATION OF THE TOWN OF ENGLEHART</b>		
	<b>Volunteer Policy</b> Policy # CORP - 006 Policies and Procedures Manual		
<b>Drafted by:</b> Johanna Paradis	<b>Authority:</b> CAO-Clerk's Office	<b>Effective Date:</b> May 24 <sup>th</sup> , 2023	<b>Revision Date:</b>
<b>Approved by:</b> Municipal Council	<b>Date Approved:</b> May 24th, 2023	<b>Approved by Motion No.:</b> 2023-97	

**POLICY STATEMENT:**

The Corporation of the Town of Englehart recognizes the essential role that volunteers play in building a healthy and inclusive community. This policy will assist with recruitment and retention of volunteers that understand their responsibilities and commitments to the municipality, while providing a high-quality volunteer experience in which volunteers are supported and valued.

**PURPOSE:**

The purpose of this policy is to outline the framework for the recruitment and management of volunteers involved in the delivery of Town services, Committees of Council and/or special events. This policy will support municipal volunteers and encourage volunteerism by establishing best practices and minimizing risks to the organization and the volunteers.

This policy is designed to:

- Encourage the adoption of volunteer management practices in accordance with and consideration of the Town of Englehart's standards.
- Conduct recruitment, training, and management of volunteers in a manner that mitigates risk and enhances Town program delivery.
- Ensure volunteers are effectively recruited, managed, and supported during their tenure with the Town of Englehart, which includes accommodation of accessibility requirements and respect for differences.
- Provide guidance to paid employees for the facilitation of positive volunteer experiences.

**RATIONALE:**

1. The Town of Englehart recognizes that all citizens can contribute to improving their community.
2. The Town of Englehart acknowledges the essential role volunteers play in the organization, delivery and funding for community groups, activities and events.
3. The Town of Englehart appreciates the invaluable commitment and time given by volunteers.
4. The Town of Englehart believes that all parties benefit from clear guidelines and expectations.
5. The Town of Englehart trusts that providing volunteers with support, required training and/or materials will build confidence and sustainability in the community.

**GENERAL:**

In representing the Town of Englehart, a volunteer is required to maintain a high standard of personal and professional conduct, conduct themselves with integrity, competency and impartiality, and preserve the trust and confidence placed in them by the Town staff, Council and the community.

### **VOLUNTEER OPPORTUNITIES:**

The Town will actively solicit volunteer applications as needed. The Town will accept unsolicited applications with the caveat that unsolicited applications will be destroyed after six (6) months and the Town is under no obligation to review unsolicited applications received when considering volunteer recruitment.

The Town will provide notice of active volunteer opportunities through a combination of the following: posting on the Town's website, through the Town's social media platforms and posting notice at Town facilities. If the originating department wishes to advertise in a local paper, advertising costs must be funded through that department's budget.

### **INSURANCE COVERAGE AND IMMUNITY:**

During the volunteer term and in the performance of the volunteer activities, volunteers will have access to the insurance and immunity outlined below.

#### **General Liability Insurance**

The Town of Englehart's liability insurance protects both the Town and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover the loss of, or damage to, the volunteer's property. There is no cost to the volunteer for this coverage.

#### **Auto Liability Insurance**

Volunteers are not authorized to use Town-owned or Town-leased vehicles. The Town does not provide auto liability coverage to any volunteer's personal vehicle driven on behalf of the Town during their volunteer duties.

The Wheelchair Bus is excluded from the above, however, all drivers must submit the following:

- Driver's abstract every 5 years
- Declaration of fines, points, etc every year

#### **Workers' Compensation**

Workers' Safety Insurance Board (WSIB) does not provide coverage for volunteers. The Town does carry Volunteer Accident coverage which is in place while a volunteer is performing his or her duties for the Town.

### **VOLUNTEERS:**

The Town of Englehart requires volunteer assistance for a range of boards, committees, events and activities.

#### **Selection Screening**

Designated Town staff will evaluate volunteer applicants based on their expertise and experience in the Town of Englehart. Residency, either permanent or seasonal, within the Town is preferred. Those suitable will be selected as members of the board or committee for which they have applied. If there are more applicants than volunteer spaces, suitable applicants will be appointed on a first-come, first-served basis.

### **Personal Information**

Personal information collected by the Town regarding volunteer involvement will only be used for administration and management of the volunteer program. A volunteer file will include, but may not be limited to, the following:

- a) Expression of Interest or Application Form
- b) Signed Volunteer Declaration (Code of Ethics and Confidentiality)
- c) Vulnerable Sector Check (which includes Criminal Record Check)
- d) Any other pertinent information collected such as proof of training

### **Appointment**

Designated Town Staff will appoint a suitable applicant as a member of the appropriate board or committee for a specific period.

Each volunteer will be required to sign a Volunteer Declaration form with the Town. In the event the volunteer is under sixteen (16) years of age, the volunteer's Parent or Guardian will be required to sign the declaration on behalf of the volunteer. Each volunteer will be assigned specific tasks with clear direction from the supervisor.

### **Performance**

Volunteers will be encouraged to complete their duties and/or attend meetings regularly, for which the volunteer freely gives their time and expertise to the community, without financial compensation. If a volunteer is going to miss three (3) consecutive meetings, the committee shall be advised. If more than three consecutive meetings are missed without proper notice to the committee, the Town reserves the right to relieve the volunteer from their duties.

### **Safety and Security**

Volunteers are responsible for their own safety and the safety and security of all their individual property and possessions.

### **Expenditures**

Any expenditure on behalf of any committee must be made in accordance with the Town's Procurement Policy, with the Committee's concurrence and within the Town's approved budget for that year.

### **Vulnerable Sector Checks**

Vulnerable Sector Checks will be required for all board members, committee members and Wheelchair Bus Volunteers. These are available online, at no charge for volunteers, with a letter from the Town at [Ontario Provincial Police - Police Record Checks \(opp.ca\)](https://www.opp.ca).

## **Conflict of Interest**

It is recognized that volunteers have a broad range of interests that may occasionally lead to potential, actual or a perceived conflict of interest.

Volunteers will be considered to have a conflict of interest where their private objectives conflict with municipal objectives. As such volunteers shall not:

- Benefit financially from their membership other than an honorarium that may be paid in certain circumstances
- Place themselves in a position where they are under obligation to any person who may benefit from the circumstances.
- Deal with any application, agreement, or contract in which their spouse, child, grandchild, parent, grandparent, partner, or company has an interest.
- Gain personal benefit from any knowledge about a municipally related matter.
- Give preferential treatment to any person, partner, organization, or company where the member has a financial interest.

Where a conflict of interest exists, the volunteer shall declare the conflict, or conflict, and withdraw from direct involvement in the matter and refrain from any discussion or comment that might influence a decision.

Volunteers will ensure the conflict or conflict of interest is recorded in the minutes of the meeting.

Volunteers who are, or become involved in legal proceedings with the municipality, will be asked to step down from the appointed committee.

## **Privacy**

A volunteer shall not disclose any personal information they may become aware of in the conduct of their responsibility as a member of a board or committee.

## **Social Media**

It is recognized that volunteers may engage in social media including, without limitations, blogging, social networking, tweeting or other similar websites and services, photo sharing, video sharing or webcasting (collectively "social media"). Volunteers are not permitted to use the Town's information system for social media.

Volunteers should refrain from communicating about Town related business through their personal social media. If a volunteer chooses to do so, he/she must ensure that the information posted is accurate and consistent with Town information. The volunteer must also clearly disclose his or her affiliation with the Town and that the views expressed in the posting are their own personal views and do not reflect the views of the Town.

Derogatory or disrespectful language directed toward the Town, Town staff, Council member or fellow volunteer, by a volunteer on his or her personal social media regarding Town business is likely to cause deep or widespread offense and will not be tolerated. The Town reserves the right to relieve a volunteer of their duties and pursue legal action if warranted in the event such postings are discovered.

## **Code of Ethics**

A volunteer will be required to adhere to the following:

1. Provide their time as a volunteer in the best interest of the Town of Englehart.
2. Conduct themselves with honesty and integrity while serving the Town of Englehart.
3. Pledge to treat members of the public, staff, and Council with respect.
4. Comply with all written policies and guidelines provided relevant to the board or committee on which they will serve.
5. Maintain an equitable, honourable and cooperative relationship with Council and Staff in matters relating to the board or committee activities.
6. Ensure their position as a volunteer will not be used to grant special privileges to any person or group and avoid all other conflicts of interest which may arise from their position as a volunteer.
7. Ensure their position as a volunteer will not be used for business or personal benefit or gain.
8. Not discriminate against or harass a member of the board or committee, Council, staff or public because of (including but not limited to) race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age marital status, physical or mental disability or record of offences.
9. Ensure that any personal use of social media regarding Town business is accurate and consistent with Town information and does not express a derogatory or disrespectful opinion of the Town, Town staff or any member of Council. The volunteer will also disclose his or her affiliation with the Town and that the views expressed in the posting are his or her own personal views and do not reflect the views or opinions of the Town.

### **Confidentiality Agreement**

A volunteer will be required to agree to the following:

1. That any written or oral information disclosed to them as “confidential” during their term will remain in the strictest confidence.
2. That all “confidential” material given to them as a result of their volunteering on the board or committee, will be maintained, and when necessary, disposed of in a secure and confidential manner.
3. Not to publicize any of the confidential aspects of their work orally or by written word or any other medium of communication.
4. To exercise due care to ensure that any information they may give to others in their term will be given only to people they believe are entitled to receive such information.

## **VOLUNTEER DECLARATION**

During my term as a volunteer appointed by the Corporation of the Town of Englehart, I agree to adhere to the following:

### **Code of Ethics**

1. I pledge to provide my time as a volunteer in the best interest of the Town of Englehart.
2. I pledge to conduct myself with honesty and integrity while serving the Town of Englehart.
3. I pledge to treat members of the public, staff, Council and fellow volunteers with respect.
4. I pledge to comply with all written policies and guidelines provided relevant to the board or committee on which I will serve.
5. I pledge to maintain an equitable, honourable and cooperative relationship with Council in matters relating to the board or committee activities of which I am a member.
6. I pledge to ensure my position as a volunteer will not be used to grant special privileges to any person or group, and to avoid all other conflicts of interest which may arise from my position as a volunteer.
7. I pledge to ensure my position as a volunteer will not be used for business or personal benefit or gain.
8. I pledge to not discriminate against or harass a member of the board or committee, Council, staff or public because of (including but not limited to) race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, physical or mental disability or record of offences.
9. I pledge to ensure that any personal use of social media regarding Town business is accurate and consistent with Town information and does not express a derogatory or disrespectful opinion of the Town, Town staff or any member of Council. I will also disclose my affiliation with the Town and that the views expressed in the posting are my own personal views and do not reflect the views or opinions of the Town. I understand that the Township reserves the right to relieve me from my duties as a volunteer if this policy is violated.

## Confidentiality Agreement

I agree to the following:

1. I agree that any written or oral information disclosed to me as “confidential” during my term will remain in the strictest confidence.
2. I agree that all “confidential” material given to me as a result of volunteering on a board or committee will be maintained, and when necessary, disposed of in a secure and confidential manner.
3. I agree not to publicize any of the confidential aspects of my work orally or by written word or any other medium of communication.
4. I agree to exercise due care to ensure that any information I may give others during my term will be given only to people I believe are entitled to receive such information.

I have received a copy of the Town of Englehart’s Volunteer Policy, and I confirm I understand and agree to adhere to the policy and the above statements, or as otherwise directed to me in writing by Council or Staff during my term.

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Name

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Signature

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Date