



Signed Date: April 18, 2018	Motion: 72/18 Date: April 18, 2018
Title: Volunteer Policy	Policy No. 51

POLICY:

The Village of Bawlf wishes to recognize the essential role that volunteers play in building a healthy and vibrant community and in ensuring that the Village of Bawlf will be a community of choice for present and future generations.

PURPOSE:

The purpose of this policy is to provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience with the Village of Bawlf by:

- i. Developing systems and processes that support volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the Village, volunteer organizations and to volunteers; and
- ii. Providing framework for volunteers to complement and/or supplement Village programs, services and events; and
- iii. Providing high quality volunteer experiences for individuals who volunteer with the Village; and
- iv. To ensure that volunteers understand their responsibilities and commitments to the Village of Bawlf and our related volunteer organizations; and
- v. Attempting to minimize volunteer turnover and increase retention of volunteers.

DEFINITIONS:

Municipality means the Village of Bawlf

Paid Staff are people who receive financial compensation to assist your organization in fulfilling its mission.

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 organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed upon reimbursement for expenses.

Volunteer Organization(s) is any organization authorized by the Village of Bawlf to operate municipal owned facilities and related programs on behalf of the Village of Bawlf.

Volunteering or voluntary action refers to activities carried out by individuals of their own free will, to share and/or enhance their community. Volunteering includes people assisting others, both formally and informally.

PROCEDURE:

1. Guiding Principles:
 - a) Volunteers have rights. Volunteers are a vital human resource and the Village of Bawlf and associated volunteer organizations will provide appropriate mechanisms to support volunteers and commits to providing a safe and supportive environment for volunteers.
 - b) Volunteers act as representatives of the Village and volunteer organizations and also have responsibilities. Volunteers make commitments and should act responsibly and with integrity.
 - c) Volunteers are valued and respected by everyone in the organization. The Village of Bawlf actively seeks the volunteers' input on programs and the organization's concerns.
 - d) As representatives of the community-at-large, volunteers may actively participate in various levels of the organization; this ensures that services are responsive to the needs of the community members.
 - e) Volunteers will not be assigned to displace any Village employee from a paid position.
 - f) 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.
 - g) Persons wishing to work volunteer hours in response to a court-mandated work program will not be recognized as volunteers for the Village of Bawlf.
2. Policy Statement:
 - a) The Village of Bawlf values volunteers and believes that volunteerism:
 - Promotes citizen involvement, social and community responsibility, participation and interaction
 - Contributes to a healthy community and a vibrant Village of Bawlf
 - Improves the quality of life in our community
 - b) Thus, the Village of Bawlf will:
 - Support volunteers and volunteerism in Bawlf
 - Provide positive, meaningful volunteer experiences for individuals who volunteer with the Village
 - Work with community and voluntary groups in order to strengthen, recognize and support volunteerism in Bawlf.
3. Recruitment:
 - The municipality will assist volunteer organizations with the drafting of a brief recruitment message that includes volunteer position, duties and duration of commitment (when applicable)
 - As a volunteer is defined as an individual willing to perform their duties of their own free will, no individual required to complete court mandated community service work will be accepted as a volunteer by the Village of Bawlf or any related volunteer organization
 - Minimum age for volunteers is 14 years old. Anyone under 18 will require a parent to sign the volunteer agreement along with the volunteer.

4. Orientation, Training and Safety:

- Volunteers will receive an orientation and training which is specific to and appropriate to their volunteer role which may include health and safety or equipment related training programs at a cost to the municipality or volunteer organization, if applicable
- All volunteers working within the parameters of the volunteer job description, past or present, are insured through the Village of Bawlf General Liability Insurance Policy with respect to duties performed on behalf of the municipality or volunteer organization
- Volunteers may be assigned a supervisor with whom the volunteer is to report to
- Volunteers will follow the Village of Bawlf's Health and Safety policies, procedures and any other policies that the municipality may have
- Volunteers will report health and safety incidents to the Village of Bawlf CAO and/or volunteer organization
- If required to operate a municipal vehicle while volunteering, a driver abstract will be required. Volunteers will provide their drivers license and name and the cost of the abstract will be covered by the Village of Bawlf.

5. Recognition:

- Volunteers may be recognized by the Village of Bawlf, from time to time, based on the length of time they have been involved and the significance of their contribution.

MAYOR

DATE

CAO

DATE