

The Corporation of the Township of Huron-Kinloss



BY-LAW No.

2023 - 114

Being a By-Law to Adopt a Volunteer Policy for the Township of Huron- Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Township of Huron-Kinloss desires to establish a policy to outline the roles and responsibilities of the Township and volunteers with respect to involvement with municipal activities, as per Report CLK-2023-11-64;

AND WHEREAS the Council of The Corporation of the Township of Huron-Kinloss deems it expedient to adopt the Policy by By-law;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That The Corporation of the Township of Huron-Kinloss Council hereby adopts the Volunteer Policy as contained in Schedule "A" attached hereto and forming a part of the by-law.
2. That this by-law shall come into full force and effect upon its final passage.
3. That this by-law may be cited as the "Adopt Volunteer Policy By-law".

READ a FIRST and SECOND TIME this 20th day of November, 2023

READ a THIRD TIME and FINALLY PASSED this 20th day of November, 2023

Original signed by Don Murray

Mayor

Original signed by Jennifer White

Clerk



Policy

Section: 3.0 Human Resources

Policy: Volunteer Policy

By-Law: 2023-114

Date: 6 November 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



Volunteer Agreement and Waiver of Liability

I, [Click to enter name](#) understand that I will be volunteering for the Corporation of the Township of Huron-Kinloss (Township) and that while volunteering I will be under the direction of a Township staff member.

As a volunteer I fully understand and agree as follows:

General:

1. That I will not receive any remuneration, salary, wages, payment or any employee benefits or be covered by Workers' Safety and Insurance Benefits.
2. That except as authorized I will not use the Township's facilities or equipment.
3. I will conduct myself in a conscientious and responsible manner in accordance with the Township's Employee Code of Conduct.
4. I will comply with all written policies and procedures that have been provided and are relevant for my position.
5. I will maintain the confidentiality of information gained through serving as a volunteer, both during and after my term as a volunteer.

I have received a copy of the Township's Volunteer Policy and I confirm that I understand and agree to adhere to the policy and the above statements.

Date: [Click to enter a date.](#)

Name: [Click to enter name](#)

Signature

To be signed by a parent/guardian if volunteer is under the age of 18

Parent/Guardian Signature