
Municipality of the County of Cumberland Policy 15-12
Volunteer Policy

General

1. This policy is entitled the “Volunteer Policy”.

Purpose

2. The Municipality of the County of Cumberland has created this Policy regarding volunteering for the purpose of:
 - (1) providing staff and volunteers with guidance to ensure a safe, meaningful, and productive volunteer experience with the Municipality;
 - (2) recognizing the essential role that volunteers play in building a healthy and vibrant community;
 - (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
 - (4) ensuring volunteers understand their responsibilities and commitments to the Municipality.

Definitions

3. In this Policy, unless the context otherwise requires:
 - (1) “Municipality” means the Municipality of the County of Cumberland; and
 - (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 an agreed-upon reimbursement for expenses.

Guiding Principles

4. The Municipality encourages citizens to volunteer and contribute their expertise to improve their communities and will actively promote volunteer opportunities.
5. The Municipality will provide appropriate mechanisms to support volunteers and commits to providing a safe and supportive environment for volunteers.
6. Volunteers act as representatives of the organization and also have responsibilities. Volunteers make commitments to the Municipality and should act responsibly and with integrity.
7. 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.

Policy Statement

8. The Municipality values volunteers and believes volunteerism:
 - (1) promotes citizen involvement, social and community responsibility, participation, and interaction;
 - (2) contributes to a healthy community and a vibrant Municipality; and
 - (3) improves the quality of life in the community.

9. Thus the Municipality will:
 - (4) support volunteers and volunteerism in the Municipality;
 - (5) provide positive, meaningful volunteer experiences for individuals who volunteer with the Municipality; and
 - (6) work with community and voluntary groups in order to strengthen, recognize, and support volunteerism in the Municipality.

Volunteers

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

11. The Municipality will interview interested applicants for the position(s) (when applicable).

12. All volunteer applicants will be notified in writing once the volunteer position has been accepted.

13. Volunteers may receive training and safety equipment which is specific and appropriate to their volunteer role.

14. Criminal record checks will be required for volunteers.

15. Volunteers will be assigned a municipal supervisor who will supervise and support their involvement.

16. Volunteers will follow the Municipality's Occupational Health and Safety Policy, and any other policies that may apply.

17. A volunteer shall not disclose personal information of others they may become aware of in the conduct of their responsibility as a volunteer.

18. Volunteers will not purchase goods and services on behalf of the Municipality unless expressly requested to do so.

19. Volunteers may choose to end their involvement with, or can be asked to end their involvement with, the Municipality at any time without reason.

Recognition

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

Insurance Coverage


21. The Municipality's liability insurance protects both the Municipality and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss of, or damage to, the volunteer's property. There is no cost to the volunteer for this liability insurance.
22. 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 on behalf of the Municipality during their volunteering duties.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to consider (7 days minimum): December 2, 2015

Date of Adoption of Current Policy: December 16, 2015

I certify that this Volunteer Policy 15-12 was adopted by Council as indicated above.


Municipal Clerk


Date