THE CORPORATION OF THE TOWNSHIP OF CARLING

BY-LAW 32 2018

Being a By-law to adopt a Volunteer Policy

WHEREAS a Volunteer Policy is intended to provide strong, sustainable programs and activities that bring people of all ages and interests together, and provides and atmosphere of inclusion, participation and interaction for both volunteers and program participants.

AND WHEREAS this policy is to be carried out to ensure the safety of the volunteers and to enforce practice within the municipality

NOW THEREFORE BE IT ENACTED as a By-law of the Corporation as follows:

1. That this Council does hereby adopt the Carling Township Volunteer Policy, attached hereto as Schedule "A".

2. That Schedule "A" forms part of this by-law.

READ and **FINALLY PASSED** in **OPEN COUNCIL** this **28th** day of **August, 2018.**

THE CORPORATION OF THE TOWNSHIP OF CARLING

Mike Konoval, Mayor

Kevin McLlwain, CAO/Clerk/Treasurer

SCHEDULE "A"

Township of Carling Volunteer Policy

Policy Statement

The Township of Carling is committed to creating an inclusive living environment through citizen engagement and providing opportunities for everyone to fully participate in the life of their community. The Township recognizes the positive impact volunteers have on making our community a caring, vibrant and unique place. As well, the township recognizes the importance of the role Volunteers can play in the achievement of its mission and mandate and enhancing the work of employees. The Township of Carling provides a wide range of volunteer opportunities for all ages throughout the municipality. The Township supports persons in achieving their goals and objectives through Volunteer opportunities.

Scope

Potential and current volunteers within the Township of Carling

Purpose

To provide staff and volunteers with guidance to ensure a safe, meaningful and productive volunteer experience within the Township of Carling

Values

The Township of Carling has adopted the following core values with respect to volunteer management:

- Volunteer involvement strengthens communities. It promotes change and development by identifying and responding to community needs;
- Volunteer involvement mutually benefits both volunteers and organizations. It increases capacity of organizations to accomplish goals and it provides volunteers with opportunities to develop and contribute.

Definitions

Police Background Check: A process where police conduct a check of their records and provide a report on their findings to the individual requesting the check. These finds may include information about criminal convictions, federal or provincial charges, discharges or pending probation or prohibition orders.

There are two forms of police background checks:

Criminal Records Check: A process conducted by the police force where the applicant resides. The check will reveal whether or not an individual has criminal convictions and/or outstanding criminal charges.

Vulnerable Sector Screening Check: In addition to the information provided in the criminal records check, the vulnerable sector screening identifies whether or not an individual has a sexual offence. This check is only used for individuals seeking employment or volunteer opportunities with children or vulnerable persons depending on the nature of the position.

Township: The Township of Carling

Volunteer: An individual or member group who freely and willingly contributes time energy and support to performing a defined task directly on behalf of the Township of Carling without compensation, or, other than for approved expenses incurred through a volunteer activity.

Vulnerable Persons: Persons who, because of their age, a disability, or other circumstances, temporary or permanent, are in a position of dependence on other, or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority.

Responsibilities

Council:

- Support Volunteer Programs within the Municipality.

Corporation

- Treat volunteers with dignity and respect;
- Keep volunteers informed of new polices and procedures;
- Provide training to volunteers on items such as but not limited to: health & safety, responsibilities of the volunteer, policies and procedures;
- Recognize volunteer's contribution to the Municipality;
- Promote volunteer opportunities within the Municipality;
- Recruit new volunteers as required;
- Match potential volunteers with volunteer opportunities;
- Coordinate volunteer intake process;
- Maintain and enhance the volunteer process.

Volunteer

- Identify areas of interest, availability and time commitment;
- Maintain confidentiality of information;
- Cooperate with staff and public;
- Offer advice, feedback and suggestions;

- Follow applicable policies and procedures.

Conflict Resolution Process

The Township of Carling encourages volunteers to bring concerns to the attention of the appropriate staff member. Concerns shall be dealt with in a timely fashion. If the volunteers concern is not resolved to their satisfaction the volunteer would contact the Township Chief Administrative Officer.

Determining Risk for Vulnerable Persons

Each volunteer position must be examined to determine its inherent level of risk. The determined level of risk will then dictate the screening procedures required. If it is determined that the risk of involvement is too great and consequences too serious the township may eliminate the opportunity for involvement, and/or modify the involvement to reduce the risk.

Involvement will be grouped according to the following risk criteria:

- Low Risk: Minimal or no contact with vulnerable persons;
- Medium Risk: Personnel who work with Vulnerable Persons;
- High Risk: Personnel who have the opportunity to be alone with Vulnerable Persons who are in a position to exert influence over participants in a program or service.

Volunteer standards will be based on the above risk criteria. To reduce the risk with regard to specific positions the following safeguards will be used. In high risk positions, Police Checks as well as a Vulnerable Person Sector Check will be required.

Police Background Checks

As the provider of public services it is incumbent on the Township to exercise due diligence by ensuring, to the extent reasonably possible, that volunteers do not pose a risk when working with vulnerable persons. In order to minimise its risk the Township requires that all volunteers in High Risk volunteer positions be required to provide a Criminal Record Check and a Vulnerable Sector Check before being permitted to volunteer for the Township. The terms and conditions for background checks are as follows:

- The Township determines which positions require a Police Background Check;
- All volunteers who are 18 years or older and working with vulnerable children in a high risk setting will require a police background check;
- Volunteers will require a Police Background Check on an annual basis or a frequency determined by the Township;

- Volunteers who fail to provide a police check when asked to do so will not be considered for volunteer opportunities involving vulnerable persons;
- No individual will be placed in a volunteer position with vulnerable persons until the required background checks have been completed.

Volunteer Management

- The Township of Carling will adhere to the Human Rights Code in all instances of involvement of volunteers;
- Personal information collected by the Township of Carling with regard to volunteer involvement will be used only for the administration and management of the volunteer program;
- Volunteers will be provided with orientation and training opportunities for each position to which they have been assigned before commencing work;
- In instances where continuing involvement of the Volunteer in a program or service would put the volunteer and/or the Township of Carling at risk, immediate dismissal of the volunteer is permitted. The following will result in the immediate dismissal of the volunteer: Stealing money or goods from the Township of Carling, another volunteer or the public; physically assaulting participants/public, family members, staff and /or another volunteer; and/or possession and/or use of alcohol or illegal drugs while working in their assigned position;
- Volunteers will be recognized both formally and informally for their contribution to the Township of Carling programs and services through methods that include: recognition event; certificates of appreciation and recognition; public acknowledgment in newspapers and on electronic media; posting on the Township website; and letters of thanks from the Township Council;
- The Township of Carling will make every effort to equip volunteers with the knowledge, equipment and supplies to perform the duties of the assigned position in the context of the Health and Safety Act;
- Volunteers will be required to follow the Township of Carlings Health and Safety policies, procedures and other polices the Township may have;
- Volunteers are expected to report health and safety incidents to the appropriate Township staff member.
- Volunteers are expected to volunteer in a specific position for a maximum of 5 years.

Insurance

Volunteers will be covered in accordance with the Township Insurance Policy and/or any other relevant amended policy.

Related Documents

- Ontario Human Rights Code;
- Municipal Freedom of Information and Protection of Privacy Act;

- Criminal Records Act;
- Police Record Check Reform Act;
- Health and Safety Act;
- Canadian Code for Volunteer Involvement.