



## Policy / Procedure

### POL.ADM.25.001 Volunteer Policy

Policy Type:	Administrative
Date Approved:	July 14, 2025
Department:	Administration
Responsible Staff:	Chief Administrative Officer

#### **POLICY STATEMENT**

The Volunteer Policy has been developed to ensure a consistent process that supports the use of volunteers and volunteerism for municipal events, initiatives, and committees by establishing expectations, best practices and risk management efforts.

#### **1. PURPOSE**

The Township of Elizabethtown-Kitley has established this Volunteer Policy to:

- Provide staff and volunteers with clear guidance to ensure a safe, meaningful, and productive volunteer experience.
- Recognize the vital role volunteers play in fostering a healthy, engaged, and vibrant community.
- Develop systems and processes that support municipal volunteers by implementing best practices in volunteer management while minimizing risks to both the Township and its volunteers.
- Ensure that volunteers clearly understand their roles, responsibilities, and commitments to the Township.

#### **2. SCOPE**

This policy shall apply to all people who volunteer in any capacity with the Township of Elizabethtown-Kitley and all employees who oversee, supervise and/or work with volunteers. Volunteers are not considered employees of the Township of

Elizabethtown-Kitley. This policy does not apply to volunteer firefighters, emergency volunteers or educational placements.

Professional contractors or companies supporting Township projects or initiatives by providing in-kind or non-monetary donations of their time and services are not subject to this Policy. The in-kind work and activities of these individuals will be covered by their own insurance policies and Workplace Safety and Insurance Board (WSIB) coverage.

Volunteers will not be used to:

- Replace or take away paid work from employees.
- Backfill existing employee positions (vacancies, leaves).
- Offset or supplement workload pressures or activities that would typically be conducted by a paid employee.

### 3. DEFINITIONS

**Volunteer:** means a person who willingly contributes their time, energy, and skills for the mutual benefit of both the volunteer and the Township of Elizabethtown-Kitley. Volunteers do not receive financial compensation or expect payment, except for any pre-approved reimbursement of expenses.

**Township:** The Township of Elizabethtown-Kitley.

**Council:** The Council of the Township of Elizabethtown-Kitley.

**Chief Administrative Officer / Clerk:** The Chief Administrative Officer / Clerk of the Township of Elizabethtown-Kitley.

**Township Employee:** Any employee of the Township assigned to oversee or supervise the activities of volunteers.

**Committee Member:** Members of Committees of Council appointed by by-law.

### 4. RESPONSIBILITIES

Council of the Township of Elizabethtown-Kitley is responsible for:

- Approval of this policy and any amendments thereto
- Support of the Municipal Volunteer Program within the Corporation. Senior Management
- Responsibility and authority are delegated to the Chief Administrative Officer and Township Employees

The Chief Administrative Officer / Clerk is responsible for:

- Develop and maintain the volunteer policy and procedures and guidelines.
- Communicate the policy and procedures to Township employees.
- Provide advice and guidance to Township employees supervising volunteers.
- Ensure corporate policies, health and safety guidelines, and human resources related information, and guidance is readily available to Township employees supervising volunteers.
- Develop applicable forms, templates and tools for the effective administration of the volunteer program.

Township Employees supervising volunteers are responsible for:

- Manage, support and coordinate volunteers and their activities related to their assigned work or service being provided.
- Ensure that all necessary forms and documentation are completed prior to commencement of the placement (i.e. volunteer contract and waiver and determine if Police Record Check including Vulnerable Sector Screening is required).
- Provide thorough orientation and training, including health and safety training and any other necessary tools to prepare volunteers for a successful placement experience.
- Verify the understanding of the scope of the position with the volunteer.
- Provide necessary equipment, tools, and technology required for the volunteer to undertake their assigned work.
- Treat volunteers as respected members of the work team in accordance with the Township's Employee Code of Conduct, Respect in the Workplace, Violence & Harassment in the Workplace policies.
- Provide recognition and show appreciation for the contributions of volunteers on an on-going basis where possible.
- Accommodate accessibility needs as required.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.

Committee members supervising volunteers are responsible for:

- Manage, support and coordinate volunteers for activities that are manual in nature (i.e. raking, painting, shoveling, etc.) and **do not** require the operation of mechanical tools or equipment (i.e. chain saws, excavators, etc).

- Ensure that all necessary forms and documentation are completed prior to commencement of the placement (i.e. volunteer contract and waiver and determine if Police Record Check including Vulnerable Sector Screening is required).
- Provide thorough orientation and training to prepare volunteers for a successful placement experience.
- Verify the understanding of the scope of the position with the volunteer.
- Provide necessary equipment required for the volunteer to undertake their assigned work.
- Treat volunteers as respected members of the work team in accordance with the Township's Employee Code of Conduct, Respect in the Workplace, Violence & Harassment in the Workplace policies.
- Provide recognition and show appreciation for the contributions of volunteers on an on-going basis where possible.
- Accommodate accessibility needs as required.
- Maintain accurate records of volunteer information including the number of hours completed and rendered, if applicable.

Volunteers will:

- Complete all required forms and documentation prior to commencement of the placement, including but not limited to the Volunteer Contract and Waiver, and where applicable, a Police Record Check and Vulnerable Sector Screening.
- Adhere to applicable Township rules, policies, procedures, safety protocols, regulations and standards and complying with all directions issued by Township staff.
- Act with integrity and in a way that promotes the welfare, image and reputation of the Township
- Attend any required orientation and training sessions as provided and submit all required paperwork.
- Be prompt and reliable in reporting for duty; notifying the immediate supervisor as early as possible if unable to report as scheduled.
- Consult with assigned supervisor before undertaking any new responsibilities.
- Wear attire or assigned Personal Protective Equipment appropriate for safety and public perception while volunteering.
- Refrain from operating Township owned vehicles and only use the Township's facilities and equipment as authorized.
- Refrain from being under the influence of alcohol and/or drugs which impair performance and judgement while carrying out duties.

- Work in a manner to exercise due care to avoid risks that could result in injury, death loss or damage to person or property, and immediately report any risks, hazards, or concerns to their supervisor.
- Comply with all incident reporting requirements of the Township.
- Maintain the confidentiality of any information that is accessed, exchanged, or that they are exposed to through their volunteering with the Township.
- Provide a Police Record Check (including Vulnerable Sector Screening) as required.
- Refrain from receiving compensation or financial benefit from providing volunteer services with the Township, including accepting gifts, favours, or honorariums.

## **5. INSURANCE AND LIABILITY**

The issue of liability is based on the principle that people are responsible for their conduct in the course of their daily activities. Failure to conduct oneself in a responsible and reasonable manner could result in some injury to oneself or others. Negligent conduct can include acts of commission or omission. The resulting damage might be either to person or property. While acting in the capacity of a volunteer, individuals must conduct themselves in a responsible, safe and reasonable manner at all times.

The Township's liability insurance provides protection for both the Township and volunteers against third-party claims while the volunteer is performing approved volunteer activities, in accordance with the terms and conditions of the policy. However, this coverage does not extend to the loss of, or damage to, the volunteer's personal property. There is no cost to the volunteer for this liability coverage.

A volunteer is only volunteering, and therefore covered by Municipal insurance, after they have reported to the Township staff on the day they are scheduled to volunteer. Once the scheduled volunteer time is concluded, they cease to be a volunteer.

Volunteers are not authorized to operate Township-owned or Township-leased vehicles. Additionally, the Township does not provide auto liability coverage for any personal vehicle used by a volunteer during their duties.

The Workplace Safety and Insurance Board (WSIB) does not provide coverage for volunteers. Any person incurring injury or illness while volunteering will not be covered by the Township's WSIB policy.

Volunteers are not eligible to receive the Township's employer-provided health or medical benefits.

## **6. REVIEW**

The Policy will undergo a periodic review based on the evolving needs of the Township, legislative changes and changes within the Township and will be updated as required.



# VOLUNTEER CONTRACT

## VOLUNTEER INFORMATION

Name (Print):	
Address:	
Telephone number(s):	
E-mail Address:	

### As a volunteer with the Township of Elizabethtown-Kitley I will:

- Complete all required forms and documentation prior to commencement of the placement, including but not limited to the Volunteer Contract and Waiver, and where applicable, a Police Record Check and Vulnerable Sector Screening.
- Adhere to applicable Township rules, policies, procedures, safety protocols, regulations and standards and complying with all directions issued by Township staff.
- Act with integrity and in a way that promotes the welfare, image and reputation of the Township
- Attend any required orientation and training sessions as provided and submit all required paperwork.
- Be prompt and reliable in reporting for duty; notifying the immediate supervisor as early as possible if unable to report as scheduled.
- Consult with assigned supervisor before undertaking any new responsibilities.
- Wear attire or assigned Personal Protective Equipment appropriate for safety and public perception while volunteering.
- Refrain from operating Township owned vehicles and only use the Township's facilities and equipment as authorized.
- Refrain from being under the influence of alcohol and/or drugs which impair performance and judgement while carrying out duties.
- Work in a manner to exercise due care to avoid risks that could result in injury, death loss or damage to person or property, and immediately report any risks, hazards, or concerns to their supervisor.
- Comply with all incident reporting requirements of the Township.

- Maintain the confidentiality of any information that is accessed, exchanged, or that they are exposed to through their volunteering with the Township.
- Provide a Police Record Check (including Vulnerable Sector Screening) as required.
- Refrain from receiving compensation or financial benefit from providing volunteer services with the Township, including accepting gifts, favours, or honorariums.

The Township will:

- Provide written information, training and support to you as a Volunteer.
- Ensure adequate supervision is in place and provide constructive feedback on volunteer performance.
- Respect the skills, dignity, and individual needs of the Volunteer, and adjust to accommodate individual requirements whenever possible.
- Be receptive to feedback from you as a Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
- Maintain our commitment to the health and safety of all volunteers, staff and patrons and conduct ourselves accordingly.

By signing the following I acknowledge that as a volunteer I will follow the Township's requirements detailed above.

Volunteer Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Township Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*



# VOLUNTEER WAIVER

## VOLUNTEER INFORMATION

Name (Print):	
Address:	
Telephone number(s):	
E-mail Address:	

**All volunteers** must complete and sign the Volunteer Service Waiver prior to volunteering for the Township of Elizabethtown-Kitley.

I acknowledge having read the terms and conditions of the volunteer position and I understand and agree to abide by these terms and conditions and to work safely in accordance with the safety training and/or safety materials provided to me.

I understand that my participation as a volunteer does not make me an employee, agent, or contractor of or for the Corporation of the Township of Elizabethtown-Kitley ("Township"). Although I am covered by the Township's General Liability Insurance, I understand that the Township will not assume any responsibility for any personal injury or material losses, damages, claims, liabilities, or suits whatsoever arising from my participation as a volunteer for the Township.

I understand that participation as a volunteer requires the exercise of due care to avoid risks that could result in injury, death or loss or damage to person or property. I acknowledge the inherent risks involved with the volunteer position, which activities I am being allowed to undertake freely on my own volition, without pay or compensation of any kind and without any liability of any nature on behalf of the Township. I understand that all services I perform during my volunteer service are undertaken at my own risk.

I, for myself, my heirs, executors, administrators, successors, assigns, agents, or anyone else who may claim on my behalf, hereby release and agree to defend, indemnify and hold harmless the Township, its elected officials, officers, employees, agents, or anyone acting on behalf of the Township, from and against any and all losses, liabilities, damages, injuries, actions, causes of action, claims, demands, costs and expenses of every kind and nature whatsoever arising from my participation in the

volunteer program including but not limited to liability for personal injury, sickness, disease, death, damage to property or loss of any kind and however caused, whether foreseen or unforeseen and whether arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Township, its elected officials, officers, employees, agents, or anyone acting on behalf of the Township, or any of them, in connection with or in any way related to the volunteer program.

I confirm that I have been advised to obtain independent legal advice prior to signing this Volunteer Service Waiver.

**\*If Volunteer is under the age of 18, this Waiver must be signed by a parent or guardian.**

Volunteer Signature:		Date:
Parent/Guardian Signature: *		Date:
Witness:		Date:

*Personal information contained on this form is collected in pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*