

**THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL**

**BY-LAW NO. 2013-11**

**BEING** a By-law to establish a Volunteer Policy within the municipality that serves to complement and enhance the work of paid staff, and is intended to provide strong, sustainable programs and activities that bring people of all ages and interests together, and provides an 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 practices within the municipality.

**AND WHEREAS** Section 8. (1) of the *Municipal Act, 2001, c. 25*, as amended allows municipal powers to be interpreted broadly so as to confer broad authority on municipalities, enable them to govern their affairs as they consider appropriate; and enhance their ability to respond to municipal issue.

**NOW THEREFORE**, the Council of The Corporation of the Township of Tudor and Cashel **ENACTS AS FOLLOWS:**

1. The Volunteer Policy and Appendices attached hereto are hereby approved for use within the municipality.
2. This By-law shall come into force and take effect upon the passing thereof and that all former by-law governing such allowances are hereby repealed.

PASSED THIS 02<sup>ND</sup> DAY OF APRIL, 2013.

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REEVE: WANDA DONALDSON

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CLERK: BERNICE CROCKER

**Philosophy of Involvement:**

The Township of Tudor and Cashel maintains a volunteer program that serves to complement and enhance the work of paid staff, and is intended to provide strong, sustainable programs and activities that bring people of all ages and interests together, and provides an atmosphere of inclusion, participation and interaction for both volunteers and program participants.

**Policy Statement:**

The Township of Tudor and Cashel relies on volunteers to further the mission of the organization. The municipality recognizes and appreciates the value of its volunteers, and will utilize their skills and input to further the municipality's goal of creating a viable, and inclusive sustainable community.

**Volunteers have a right to:**

- Work that is meaningful and satisfying to them
- Proper orientation and/or training to enable them to complete their tasks
- The opportunity to be heard, to make suggestions and to be respected
- The opportunity to decline a suggested placement
- Recognition for work done as a volunteer
- Fulfill their tasks in a safe environment

**Volunteers are expected to:**

- Work as a team member with staff and other volunteers
- Be willing to learn and develop skills
- Be reliable in the performance of their duties, and perform their duties in a safe manner that meets the health and safety requirements of the municipality and other legislative authorities.
- Conduct themselves with dignity and courtesy
- Respect the confidentiality of information
- Not represent themselves as municipal employees, but as volunteers for the Township of Tudor and Cashel
- Be respectful of Council
- Be respectful of staff, other volunteers and program participants

**Definition of Volunteer:**

A volunteer is an individual or member of a group who freely and willingly contributes time, energy and support while performing a defined task on behalf of an organization. A volunteer contributes without compensation or expectation of compensation. Compensation may be provided for approved expenses incurred through volunteer activity, and excludes volunteer firefighters and employees of the Township of Tudor and Cashel.

A volunteer must be officially accepted and enrolled by the municipality prior to performing of any task. The services of volunteers and staff complement each other and one should not replace the valued work of the other.

Volunteers assigned to direct programs or working with committees or organizations affiliated with and approved by the Township of Tudor and Cashel, are covered by the Township of Tudor and Cashel against general liability claims made by another person as a result of their volunteer work for the municipality.

**Limited Exclusions:**

Although it is recognised that employees of the Township of Tudor and Cashel may perform duties on a volunteer basis from time to time, for the purposes of this policy, the definition of volunteer does not include volunteer

firefighters and employees for the reference to provision of liability insurance when they are performing volunteer duties on behalf of the municipality on a volunteer basis.

The municipality also recognises that in extraordinary/unusual circumstances the services of an unregistered volunteer(s) may be offered on an “as needed” or one-time basis, e.g. a participant in a program offers to assist in the setting out of tables, chairs, etc. This is acceptable on a case by case basis and the decision as to whether the offer of the assistance is accepted will be the responsibility of the registered volunteer who is in charge of the activity. Their decision to allow the volunteer to participate shall be based on the level of risk to the volunteer as well as the level of risk to the participants of the program, which has been previously determined and assigned to the activity in the risk assessment evaluation.

### **Volunteer Screening:**

Screening is an ongoing process designed to protect both participants and volunteers and will include the following elements:

1. Determining the risk
2. Application Form
3. Reference Checks – if applicable to position
4. Police Record Checks – if applicable to position
5. Participant Follow-up/on-going monitoring
6. Orientation and training
7. Supervision

### **Application/Interview Process:**

Volunteers will be selected using a predetermined process, which will consist of any or all of the following, with the exception of the exclusions outlined in the Exclusions Section of this Policy:

- Application Form (appendix A)
- Reference Checks (appendix C)
- Consent for Criminal Record Search/Pardoned Sexual Offender Database Search (appendix B)

### **Reduction of Liability:**

- The municipality will require a signed waiver from the volunteer, including those outlined in the Exclusions Section of this Policy. (appendix D)
- Vehicle, equipment, and/or tools that are not owned or leased by the township are not covered under the municipal insurance policy, and no compensation will be paid for loss or damages to the same.

### **Human Rights Code:**

The Township of Tudor and Cashel will adhere to the current Human Rights Code in regard to our work with volunteers.

### **Personal Information:**

The following statement will be added to all hiring/screening/volunteer registration forms:

“Personal information contained on this form is collected under the Authority of the Municipal Act 2001. This information is collected for the administration and management of the Township of Tudor and Cashel Volunteer Programmes. Questions about the collection and use of this information should be directed to the Clerk- Treasurer

of the Township of Tudor and Cashel at 371 Weslemkoon Lake Road, PO Box 436, Gilmour, ON, K0L 1W0. (613) 474-2583”

### **Orientation and Training:**

Volunteers must be given proper orientation to the position to which they have been assigned before beginning to work independently. This can be provided by either staff or a volunteer supervisor, but it is the responsibility of the staff person to ensure that the orientation is carried out. Upon the request of the volunteer, a record of their volunteer hours will be kept and provided to them by their supervisor. (Appendix E)

### **Supervision of Volunteers: Policy Statement**

Supervision of volunteers will address the needs of the Township of Tudor and Cashel. Volunteers will have an identified supervisor who will be responsible for consultation, feedback, support and direction. A volunteer File may contain:

- Volunteer Application/Registration Form (appendix A)
- Consent form to obtain Reference Checks and Police Records Check/Criminal Records Check (appendix B)
- Reference Check (appendix C)
- Copy of Police records check/criminal records check
- Training and orientation documentation (appendix F)
- Other pertinent information which is deemed necessary to the volunteer position; e.g. copy of specific skills-related certificate. (appendix G)

### **Volunteer Discipline and Dismissal:**

The volunteer will receive proper training and orientation to assist them in this task, however, it is recognized that issues that may arise from time to time that require disciplinary action on the part of the Township. The following progressive disciplinary actions will be taken in these instances:

1. Verbal Warning by Supervisor
2. Written Warning from Council – The written warning will contain a statement advising that the volunteer has the option of addressing the issue with Council.
3. Suspension – Council
4. Dismissal – Council

### **Immediate Dismissal:**

The Township of Tudor and Cashel recognizes the need for immediate action in certain circumstances, where continuing involvement of the volunteer in an activity would put the volunteer, the Township or the participants at risk. The following will result in the immediate dismissal of the volunteer:

- Stealing Money or Goods from the Township or another volunteer or Participant.
- Physically assaulting a Client, Family member, Staff, another Volunteer, or Councillor
- Possession or use of alcohol or drugs while working as a volunteer for the municipality.
- Volunteering a service without proper credentials

**Volunteer Recognition:**

In appreciation for their valuable contributions to the township, Township of Tudor and Cashel will endeavor to ensure that volunteers are recognized using methods such as recognition events, recognition items such as certificates, public acknowledgement in the local newspaper, township newsletter, website, or a letter of thanks from the township.

**Health & Safety:**

The Township will make every effort to ensure that orientation and training that is provided to the volunteer is sufficient to equip them to perform the duties inherent to the volunteer position to which they are assigned. If a volunteer becomes unable to perform the duties required by their volunteer position due to medical reasons, or if an existing medical condition changes with the result being that the volunteer is unable to perform the duties required by their volunteer position, they are required to notify the Township in writing as soon as possible. If volunteers are active in more than one position, they will be screened for the position with the highest level of risk. If volunteers change position, the township will ensure that the extent of the screening, training and orientation used for the previous position.

**Risk Assessment/Risk Management:**

The level of risk associated with activities will be assigned a risk factor rating based on the following factors:

- the participant – elderly, young children, people with special needs
- the setting/environment – where is the activity taking place and what is the level of risk
- the nature of the activity - direct, indirect, offsite supervision
- the nature of the relationship between the volunteer and the participant

If it is determined that the risk of providing an activity is too great and the consequences too serious, the Township has the option to eliminate the activity entirely, modify the activity so as to reduce the risk or mitigate the risk to the Township by having a third party assume part or all of the liability for a specific activity. Positions will be grouped according to their level of risk.

- Low risk: minimal or no contact with children, elderly or those with special needs
- Medium risk: personnel who work with children, elderly or those with special needs, but are never alone with them
- High risk: personnel who have the opportunity to be alone with children, those with special needs or the elderly; personnel who are in a position to exert influence over participants in the program

Screening standards are based on the risk factor (i.e. for low risk everyone shall fill out an application form and periodically meet with their supervisor; for high risk positions, all of the screening steps should be followed) (refer to appendix H)

To reduce risk in specific positions, the following safeguards will be implemented:

- In medium to high risk activities, volunteers will work in pairs
- Where possible, an experienced person will work with new volunteers

Students fulfilling their requirements for 40 hours of community hours, or others assigned community service hours, are required to work under the direct supervision of a volunteer supervisor or township staff person.

## Appendix A

### Volunteer Registration/Application Form

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Alternate No: \_\_\_\_\_

Emergency  
Contact: \_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

1. What interests you in applying for a volunteer position with our municipality?  
(i.e. To do something good for the community, to be social, to learn new skills, to have a voice in what is happening)

2. Do you have any medical or physical conditions that could affect your ability to fulfill the requirements of this volunteer position? Yes                      No

If yes please explain: \_\_\_\_\_

(If medical condition changes such that it would affect your volunteer placement, you are required to notify the township in writing.)

3. Have you volunteered before? If so, for what organization and in what capacity?

\_\_\_\_\_  
\_\_\_\_\_

4. What type of volunteer position are you looking for? What setting? Do you tend to like to work alone or with others?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of hours available per month: am \_\_\_\_\_ pm\_\_\_\_\_.

Photo ID received: \_\_\_\_\_

References: Name and Phone number (non-relative only)

1. \_\_\_\_\_
2. \_\_\_\_\_

I understand and agree that:

- I will not be paid for my volunteer work
- I must adhere to Township policies, guidelines and procedures, as well as the law of Ontario and Canada
- I will be covered under the Township's liability insurance.
- I will not be covered under the Township's health benefits program.

- I will not be covered under the Township's WSIB coverage.

I, \_\_\_\_\_ acknowledge that I am over under the age of 18 and will provide services to the Township of Tudor and Cashel on a volunteer basis.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Volunteer Waiver:**

I agree to release and discharge the Township of Tudor and Cashel from and against all claims and proceedings in respect of any damages or injury sustained by myself arising by reason of my provision of these services as a volunteer for the Township of Tudor and Cashel.

\_\_\_\_\_  
Signature of volunteer

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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**Appendix B**  
**Consent for Criminal Record Search/Pardoned Sexual Offender Database Search**

Full Name: \_\_\_\_\_

Surname

Given Names

Place of Birth: \_\_\_\_\_

City

Province

Country

Other Names: \_\_\_\_\_

(Maiden, birth, alias) surname

Given Names

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

Year/month/date



Current  
Address:

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Number

Street

Apt No.

---

City

Postal Code

Province

Telephone

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Whereas I am interested in being considered for a volunteer position for the Township of Tudor and Cashel, and I am required by the Township to disclose whether or not I have been charged or convicted under and federal or provincial enactment for which no pardon has been granted, and I have been registered on the sexual offender database;

And whereas I understand that disclosure of a criminal record may not necessarily preclude me from performing duties/functions/responsibilities that I am interesting in volunteering for;

And whereas I understand that, if the Township of Tudor and Cashel should decide that any conviction or charge disclosed might preclude me from being a volunteer, I will be given an opportunity to see and discuss that criminal record to assist the township in determining whether or not my criminal record indicates that I present a risk to participants in their volunteer program.

I therefore authorize the RCMP, other Provincial or Municipal Police Services on my behalf to inquire into and determine whether or not I have a criminal record, and also to make to the Township of Tudor and Cashel a full disclosure of any criminal record that they may find. I also make this authorization with the understanding that I may be required to provide my fingerprints to verify a criminal record and the fingerprints will be returned to me when the record is adjudicated.

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Signature

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Date Signed

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## **Appendix C**

### **Reference Check Authorization Form**

I hereby authorize staff from the Township of Tudor and Cashel to conduct a reference check of the references that I have provided on my application for a volunteer position with the Township of Tudor and Cashel.

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Name (please print)

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Signature

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Date Signed

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## **Appendix D WAIVER OF LIABILITY**

### **PLEASE READ CAREFULLY BEFORE SIGNING**

As a volunteer, I fully understand and agree to the following:

- In consideration for receiving permission to participate as a volunteer in different programs and activities on Township property at 371 Weslemkoon Lake Road, Gilmour, Ontario with the Township of Tudor and Cashel (hereinafter referred to as "Township"), I hereby release, waive, discharge and covenant not to sue the Township their officers, agents, servants, or employees( hereinafter referred to as "Releasees") from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releasees, or otherwise, while participating in volunteer activities, or while in, or upon the premises where the volunteer activities are conducted.
- I will not receive and enumeration, salary, wage, payment or any employment benefits whatsoever, and I further understand that there is no employment relationship as a result of my volunteer activity. Further, I understand that the Township may in its sole discretion reassign me or terminate my services as a volunteer, without notice or compensation.



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|  |  |

**Signatures:**

\_\_\_\_\_ (supervisor)

\_\_\_\_\_ (volunteer)

\_\_\_\_\_ (date)

**Appendix F  
Training and Orientation**

| Training Objectives   | Supervisor | Volunteer |
|---|------------|-----------|
| Volunteer is aware of where the emergency exits are located   |            |           |
| Volunteer is aware of where the first aid kits are located  |            |           |
| Volunteer is aware of the location of Fire Alarms   |            |           |
| Volunteer is aware of the location of Fire Extinguishers  |            |           |
| Volunteer has been given a copy of the Health and Safety handbook   |            |           |
| Volunteer have filled out all necessary forms and Documents   |            |           |
| Volunteer is aware of what is expected of them in respect to their position with the Township of Tudor and Cashel |            |           |
| Volunteer is aware of who to contact if there are any questions or concerns in regards to the position            |            |           |
| Volunteer is comfortable with the position that they are working in   |            |           |

**Signatures:**

\_\_\_\_\_  
**(supervisor)**

\_\_\_\_\_  
**(volunteer)**

\_\_\_\_\_  
**(date)**

**Appendix G**  
**Volunteer Position Description**

Position Title: \_\_\_\_\_

Reports To: \_\_\_\_\_

Position Summary:

Qualifications and Skills:



|                        |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Nature of Relationship |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|

Participant: elderly, young children, special needs?

Setting/Environment: where is the activity taking place and what is the level of risk?

Nature of Activity: handling money, selling tickets?

Level of Supervision: supervision of activity lowers the risk

Nature of Relationship: position of trust (coaching)

**Levels of risk:**

- Low risk: minimal or no contact with children, elderly or those with special needs
- Medium risk: personnel who work with children, elderly or those with special needs, but are never alone with them
- High risk: personnel who have the opportunity to be alone with children, those with special needs or the elderly; personnel who are in a position to exert influence over participants in the program