



MUNICIPALITY OF ARRAN-ELDERSLIE

Staff Report

Council Meeting Date: March 24, 2025

Subject: CLKS.2025.08 – Volunteer Policy

Report from: Christine Fraser-McDonald, Clerk

Attachments: DRAFT Volunteer Policy

Recommendation

Be It Resolved the Council approves Report CLKS.2025.08 – Volunteer Policy;

And further that a by-law be brought back to the next available Council meeting to bring force and effect to the policy.

Background

The Municipality of Arran-Elderslie values the involvement of volunteers in committees, boards, community programs, activities and services where appropriate.

Volunteers play a valuable role in providing residents with a variety of services that support and enhance a vibrant community. Where volunteers are working directly with a Municipality, some additional structure (policies and procedures) have proven useful in ensuring the ongoing delivery of programs while protecting community members, volunteers and the Municipality from harm.

In vetting the policies and procedures outlined in the Volunteer policy, the Municipality's insurance company has been forwarded a copy for review and comment. They approved of the policy as presented and have indicated that this is a responsible policy for a Municipality to have. They noted that volunteers do have coverage under the Municipality.

Analysis

This policy outlines the terms and conditions to be adhered to for regular volunteers who are either completing work on behalf of the Municipality or work that is deemed of Municipal interest such as committees and boards. After consultation with our insurance provider, these volunteers already fall under the Municipality's insurance policy. This policy, however, will help to mitigate liability for the Municipality by creating a vetting process and mandating orientation and training for volunteers as required.

This policy excludes volunteers for events not associated with the Municipality, even if those events are using Municipal facilities. For example, an event being hosted by the Kinsmen Club, on Municipal Lands, would not require volunteers to adhere to this policy. The liability in this case would rest with the individual/organization renting the facility.

Special mention is included to emphasize "Volunteer Firefighters" and emergency volunteers are not affected by this policy.

This policy includes information on:

- Purpose
- Definitions
- Scope
- Responsibilities
- Adherence to corporate policies
- Compliance

Additionally, the Volunteer Policy requires forms to be filled out, including:

- volunteer application form
- volunteer contract
- volunteer emergency medical information
- volunteer waiver

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial implications regarding this report.

Approved by: Emily Dance, Chief Administrative Officer