



## CITY POLICY

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**SECTION: HUMAN RESOURCES**

**NO: HR-VO-01**

**REFERENCE: VOLUNTEER INVOLVEMENT**

**Date: October 8, 2020**

**Next Review Date:  
October 2022**

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**TITLE: VOLUNTEER INVOLVEMENT PROGRAM**

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### **1.0 POLICY STATEMENT**

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The Corporation of the City of Dryden, through the establishment of a Code for Volunteer Involvement, recognizes the fundamental value of Volunteers in all aspects of a healthy and prosperous community. The Code shall provide values, principles and standards that will foster a mutually positive and successful experience for volunteers and the City of Dryden. The ultimate goal is to foster partnerships based on trust and respect that will facilitate civic engagement, deliver and enhance our services, allow for collaboration with other agencies and volunteer groups, all for the betterment of our community.

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### **2.0 APPLICATION**

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All potential and current volunteers, placements, City of Dryden employees (regular, part-time, casual, or contract), members of Council, and any other Boards, Agencies, consultants, or contractors who recruit and/or work with volunteers or placements of the City of Dryden are subject to this policy.

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### **3.0 DEFINITIONS**

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See Appendix "A" Glossary of Terms and Definitions attached.

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### **4.0 CITY OF DRYDEN CODE FOR VOLUNTEER INVOLVEMENT**

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#### **4.1 Statement of Purpose:**

This Code, based on the Canadian Code of Volunteer Involvement, provides a foundation of core values, guiding principles, and standards that will govern volunteer involvement within the City of Dryden ensuring a mutually positive and rewarding experience for the City and all volunteers and placements.

#### **4.2 Values for Volunteer Involvement:**

- (a) Volunteer involvement is the foundation that fosters a process for a just and democratic society;
- (b) Volunteer involvement ensures our community is vibrant, inclusive and resilient;
- (c) Volunteer involvement provides opportunities for our community to diversify, build capacity to accomplish goals and remain sustainable;
- (d) Volunteer involvement provides opportunities to show our community's uniqueness and build our own identity that reflects the character of its citizens;
- (e) Volunteer involvement is dependent on relationships, both internal and external, that benefit the volunteer, the City of Dryden, and the community-at-large.

#### **4.3 Guiding Principles for Volunteer Involvement:**

The City of Dryden is committed to building a safe and vibrant environment where volunteers have the appropriate infrastructure and resources to facilitate a

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positive volunteer experience and where their valuable contributions are supported and appropriately recognized.

Volunteers make a commitment and shall act with integrity and respect and are accountable to the City of Dryden.

- 4.4 Organizational Standards for Volunteer Involvement:
- 4.5 The Corporation of the City of Dryden acknowledges the integral role of volunteer involvement in supporting the City of Dryden's Vision and Mission.
- 4.6 Volunteers shall be recognized as valued members of the City of Dryden team and, as such, must be formally accepted and registered with the City of Dryden prior to their performance of any task.
- 4.7 Volunteers and City of Dryden employees are valued members of the City of Dryden Team and shall be supported and provided with the appropriate resources to undertake their responsibilities successfully.
- 4.8 The City of Dryden shall adopt the appropriate policy and procedures that define and support a volunteer program.
- 4.9 The City of Dryden shall designate an appropriate department and staff to be responsible for the volunteer involvement program.
- 4.10 The City of Dryden shall ensure appropriate risk management procedures are in place to assess, manage, or mitigate potential risks to volunteers, the City of Dryden, and those who participate or who are involved in a volunteer program and/or the provision of services.
- 4.11 Appropriate screening and assessment of volunteer placement that is aligned with risk management practices shall be applied consistently.
- 4.12 Volunteer assignments address the guiding principles and involve volunteers in meaningful ways reflecting their various abilities, needs, interests, and background.
- 4.13 A volunteer recruitment strategy shall incorporate a variety of internal and external approaches to reach out to diverse sources of volunteers.
- 4.14 Volunteers shall receive an orientation to the City of Dryden, its policies and procedures, as well as training for their volunteer assignment.

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## 4.15 Organizational Standards for Volunteer Involvement:

- (k) Volunteers shall receive appropriate supervision according to their tasks and are provided with ongoing opportunities to provide and receive feedback.
- (l) Volunteers shall be appropriately recognized for their contributions through either informal or formal methods ensuring the value of the volunteer's contributions to the City is acknowledged and communicated to the volunteer.
- (m) Ensure an evaluation framework is in place to assess the performance of volunteers, gauge volunteer satisfaction, and the overall effectiveness of the volunteer involvement program in meeting the City's mission and vision.

History			
<b>Approval Date:</b>	October 20, 2014	<b>Approved by:</b>	By law 4250-2014
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Review			
<b>Review Date:</b>	October 8, 2020	<b>Approved by:</b>	CAO
<b>Review Date:</b>		<b>Approved by:</b>	

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## APPENDIX "A"

### GLOSSARY OF TERMS AND DEFINITIONS FOR THE VOLUNTEER INVOLVEMENT PROGRAM

**Volunteer** – A person who gives freely of their time, energy and skills, is officially accepted and registered with the City of Dryden and, without compensation or expectation of compensation beyond agreed-upon reimbursement, performs a task at the direction and on behalf of the City of Dryden.

**Direct Volunteer** – A volunteer who has been vetted through the volunteer recruitment, intake and placement process and officially accepted by the City of Dryden.

**Indirect Volunteer:**

- (a) Perform under the direction of and/or acting on behalf of a not-for-profit group affiliated with the City of Dryden.
- (b) Choose to undertake a service or activity of their own free will and do not receive monetary benefit for their service or activity.
- (c) Have been officially screened, accepted and registered by the affiliated group prior to the performance of the volunteer task.
- (d) When utilizing City of Dryden facilities and/or resources consult with the City of Dryden with respect to the City's policies and practices for volunteer involvement before placement is confirmed.
- (e) Community volunteers may be engaged from time to time to undertake projects within the community that have been authorized by the City of Dryden. Letters of agreement will be signed prior to the start of these projects. This level of volunteer screening will be assessed by the City of Dryden on a project by project basis and at times, volunteers may work independently and unsupervised.

**Placements (Mandatory Community Services)** - A temporary work assignment performed by an individual, without compensation:

- As part of a school/college/university program
- As part of a social agency program for the purpose of workplace exposure

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**“Informal” Volunteer** - Individuals who “pitch in” to help out in the community on their own volition, in a sporadic, unscheduled, not-structured way; and who are not monitored by an agency or governing body.

**Canadian Code for Volunteer Involvement** - Was developed by Volunteer Canada and provides voluntary and not-for-profit organizations with a philosophical framework for involving volunteers at the governance, leadership, and direct service levels. The Code, on which the City of Dryden Code is based, outlines values, principles, and standards for effective volunteer practices within organizations.

**Vulnerable Persons** - “a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a) is in a position of dependency on others; or
- b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.”