

Council Policy

Policy Name: Volunteer
Department Name: Community Services
Policy No.: PRL-080
Effective Date: March 19, 1990

Review Date:

STATEMENT:

The City of Fort McMurray will encourage volunteer participation on a City wide basis to enhance the service capacity of the City by supplementing and complementing the work of City employees.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Maximize the use of volunteers, where possible, in the delivery of municipal services.
2. Ensure appropriate civic recognition of the dedicated work performed by volunteers who serve on Council appointed Boards, Committees, as well as other Municipal Government Volunteers.

PROCEDURES:

1. Definitions

- 1.1. Volunteer - The free-will giving by individuals, groups or businesses of their time and resources in the interests of enhancing the needs of the community.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve amendments to this Policy.
 - 2.1.2. Approve in its annual budget, appropriate funds and resources to meet the needs of volunteer programmes.
 - 2.1.3. Ensure adequate recognition of all volunteers.
- 2.2. Board of Management to:
 - 2.2.1. Recommend to Council amendments to this Policy.
 - 2.2.2. Recommend approval to Council appropriate sums to meet the expenses of volunteer programmes.
 - 2.2.3. Ensure that appropriate training manuals are developed for volunteer programmes.

2.3. Department Managers to:

- 2.3.1. Consider and assess all opportunities for volunteer involvement in the delivery of services and programmes.
- 2.3.2. Ensure assigned jobs are meaningful and challenging and flexible enough so as not to limit the creativity energy of volunteers.
- 2.3.3. Budget appropriate funds to support any volunteer programmes.
- 2.3.4. Ensure volunteers are provided job orientation, training and supervision.
- 2.3.5. Ensure appropriate Departmental procedures are in place for the operation of a volunteer programme.
- 2.3.6. Ensure the Risk Manager is informed of any potential risk involving the City of Fort McMurray.
- 2.3.7. Ensure adequate recognition of volunteers in the delivery of department services.
- 2.3.8. Ensure that the use of volunteers will not result in the violation of the terms and conditions of City affiliated Union contracts.

2.4. Risk Manager to:

- 2.4.1. Ensure appropriate insurance coverage is obtained for all volunteer programmes within City wide operations.
- 2.4.2. Ensure that all insurance claims are processed by the insurance company.

2.5. Volunteers to:

- 2.5.1. Follow all relevant policies and procedures when carrying out any function for the City of Fort McMurray.
- 2.5.2. Exercise due regard for any confidential information that may be made available to them in the course of performing their duties.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: City Council
Approval Date: March 19, 1990

Revision Approval Dates:
Review Due:

Policy Manager: Director, Community Services
Department Contact: Manager, Community Services

Legal References:
Cross References: