



Meeting Date: December 6, 2023

Submitted by: Ruth Joyce, Manager of Human Resources, Heather Kepran,
Manager of Strategic Communications

Reviewed by: Tiffany Farrell, Director of Corporate Services

Report No: CPS-58-2023

Subject: Human Resources – New Volunteer Policy

Recommendation:

THAT Report CPS-58-2023 re: New Volunteer Policy be received;

AND THAT Council endorse the Volunteer Policy attached as Appendix A1.

Purpose:

The purpose of this report is to seek Council's endorsement of a new Volunteer Policy. This policy and the associated procedure outline the benefits volunteers bring to municipal programs, and how volunteers are to be recruited, trained and supervised during their time with Middlesex Centre.

Background:

This policy looks to formalize the involvement of volunteers in municipal programs.

We recognize that volunteers bring skills and experiences that can augment the services, programs and activities provided by the Municipality of Middlesex Centre. Further, by offering volunteer positions, we are providing an opportunity for residents to gain new skills and build new connections in the community.

Analysis:

The policy and procedure sets out how volunteers will be recruited, screened, trained and deployed within the municipality. This policy applies to anyone who volunteers in any capacity for the Municipality of Middlesex Centre and all employees who recruit and/or work with volunteers.

It should be noted that this policy is not applicable to members of Local Boards as defined under the Municipal Act, 2001 or public members appointed to Committees of Council.

Through the policy and procedure, Middlesex Centre is taking steps to ensure that volunteers are well-suited to their role and that they have the appropriate training and supervision. It lays out a consistent process for volunteer management within Middlesex Centre across all departments.

Financial Implications:

None.

Strategic Plan:

This matter aligns with following strategic priorities:

- Engaged Community

This policy supports our mission to deliver the highest standard in municipal services in a sustainable, professional and innovative manner.

Attachments:

A1 – Volunteer Policy HRS.P50.V1