

## **Volunteer Policy**

Adopted February 25, 2025

### **1.0 POLICY STATEMENT**

1.1 The Township values volunteers and is committed to fostering a culture of volunteerism by:

1.1.1 Promoting citizen involvement, social responsibility, community participation, and meaningful interactions.

1.1.2 Contributing to a healthy, engaged, and vibrant community.

1.1.3 Enhancing the overall quality of life within the Township.

1.2 To support this commitment, the Township will:

1.2.1 Encourage and support volunteerism across the community.

1.2.2 Provide positive and meaningful volunteer experiences for those who contribute their time and skills.

1.2.3 Collaborate with community and volunteer organizations to strengthen, recognize, and support volunteer efforts within the Township.

### **2.0 PURPOSE**

2.1 The Township of Asphodel-Norwood has established this Volunteer Policy to:

2.1.1 Provide staff and volunteers with clear guidance to ensure a safe, meaningful, and productive volunteer experience.

2.1.2 Recognize the vital role volunteers play in fostering a healthy, engaged, and vibrant community.

2.1.3 Develop systems and processes that support municipal volunteers by implementing best practices in volunteer management while minimizing risks to both the Municipality and its volunteers.

2.1.4 Ensure that volunteers clearly understand their roles, responsibilities, and commitments to the Municipality.

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### **3.0 DEFINITIONS**

3.1 **“Municipality”** refers to the Township of Asphodel-Norwood.

3.2 **“Volunteer”** refers to any individual who willingly contributes their time, energy, and skills for the mutual benefit of both the volunteer and the organization. Volunteers do not receive financial compensation or expect payment, except for any pre-approved reimbursement of expenses.

3.3 **“Vulnerable populations”** include youth under the age of 18, seniors, and individuals who are physically, mentally, or socially disadvantaged.

### **4.0 GUIDING PRINCIPLES**

4.1 The Township encourages citizen engagement through volunteerism and actively promotes opportunities for community members to contribute their skills and expertise.

4.2 The Township is committed to providing a safe, supportive, and well-structured environment for volunteers, ensuring they have the necessary resources and guidance.

4.3 Volunteers serve as representatives of the Township and are expected to fulfill their commitments responsibly and with integrity.

4.4 The Township will provide appropriate training and supervision to ensure that volunteers clearly understand their roles, responsibilities, and limitations, enabling them to carry out their duties safely and effectively.

### **5.0 VOLUNTEERS**

5.1 Volunteer applicants must complete an application form, as outlined in Schedule ‘A’, and will be evaluated based on their qualifications, suitability, and availability for the role.

5.2 The Township will conduct interviews with interested applicants when applicable.

5.3 All applicants will be notified in writing once a volunteer position has been offered and accepted.

5.4 Volunteers may receive training and safety equipment tailored to the specific requirements of their volunteer role.

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5.5 Each volunteer will be assigned a municipal contact who will provide support and guidance throughout their involvement.

5.6 Volunteers must adhere to the Municipality's Health and Safety policy, Code of Conduct, Workplace Bullying & Harassment policy, and Workplace Violence Prevention policy, as well as any other relevant policies.

5.7 Volunteers must maintain confidentiality and not disclose any personal information about others that they may encounter in the course of their duties.

5.8 Volunteers are not authorized to purchase goods or services on behalf of the Township unless explicitly requested to do so.

5.9 Volunteers have the right to end their involvement with the Township at any time, with or without reason, and may be asked to discontinue their involvement as well.

## **6.0 BACKGROUND CHECKS**

6.1 Volunteers under the age of 18 will not be required to undergo background checks.

6.2 Criminal Record Checks, Criminal Record and Judicial Matters Check, and Vulnerable Sector Checks will not be required for volunteers who will not be in an unsupervised environment with vulnerable populations.

6.3 Volunteers working directly with vulnerable populations in unsupervised settings will be required to provide a Vulnerable Sector Check, prior to the start of their duties. Updated checks must be submitted to the Township every three years.

6.4 The costs associated with these checks are the responsibility of the volunteer.

## **7.0 INSURANCE AND LIABILITY**

7.1 The Township's liability insurance provides protection for both the Township and volunteers against third-party claims while the volunteer is performing approved volunteer activities, in accordance with the terms and conditions of the policy. However, this coverage does not extend to the loss of, or damage to, the volunteer's personal property. There is no cost to the volunteer for this liability coverage.

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7.2 Volunteers are not authorized to operate Township-owned or Township-leased vehicles. Additionally, the Township does not provide auto liability coverage for any personal vehicle used by a volunteer during their duties.

7.3 The Township will keep an active list of volunteers.

## **8.0 EXCEPTION**

8.1 This policy does not apply to members of the public who are applying to be on, or have been appointed to, Committees of Council.

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**Schedule 'A'****VOLUNTEER APPLICATION FORM  
Township of Asphodel-Norwood**

Thank you for your interest in volunteering with the Township of Asphodel-Norwood.  
Please complete this application form and submit it for consideration.

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**APPLICANT INFORMATION**

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

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

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: (\_\_\_\_) - \_\_\_\_\_

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

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**AVAILABILITY**

Which days and times are you available to volunteer? (Please check all that apply)

- Monday  Morning  Afternoon  Evening
- Tuesday  Morning  Afternoon  Evening
- Wednesday  Morning  Afternoon  Evening
- Thursday  Morning  Afternoon  Evening
- Friday  Morning  Afternoon  Evening
- Saturday  Morning  Afternoon  Evening
- Sunday  Morning  Afternoon  Evening

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**AREAS OF INTEREST**

Please indicate the areas in which you are interested in volunteering:

- Special Events
- Parks and Recreation
- Community Outreach
- Other: \_\_\_\_\_

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### SKILLS AND EXPERIENCE

Please list any relevant skills, certifications, or previous volunteer experience:

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### EMERGENCY CONTACT INFORMATION

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

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

Phone Number: (\_\_\_\_) - \_\_\_\_\_

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### ADDITIONAL INFORMATION

Do you have any medical conditions or special accommodations we should be aware of?

No  Yes (please specify): \_\_\_\_\_

Are you over the age of 18?

Yes  No (If under 18, parental/guardian consent is required)

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### DECLARATION AND CONSENT

I, \_\_\_\_\_, certify that the information provided is true and complete to the best of my knowledge. I understand that submitting this application does not guarantee a volunteer position. If accepted, I agree to abide by the policies and procedures of the Township of Asphodel-Norwood. I also consent to a background check if required for the volunteer position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information contained on this form is collected under the authority of the *Municipal Act, 2001*. Information collected will be used and managed by the Township of Asphodel-Norwood in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for Community Market operations. If you require additional information, please contact the Clerk Department.

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### **FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Approved:  Yes  No

Position Assigned: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_