



CITY PROCEDURES

SECTION: HUMAN RESOURCES

NO: HR-VO-02

REFERENCE: VOLUNTEER INVOLVEMENT

Date: October 9, 2020

**Next Review Date:
October 2022**

TITLE: Volunteer Recruitment, Intake, and Placement Procedures

1.0 Recruitment

- 1.1 Recruitment of Volunteers for the Corporation of the City of Dryden shall be conducted for specific, detailed position descriptions that are both meaningful to the volunteers/placements and complement and enhance the delivery of services and programs by the City of Dryden.
- 1.2 Recruitment shall be conducted through a variety of mediums including, but not limited to, advertisements, social media, website, presentations, referrals, or Public Notices through Council and/or Committee of the Whole meetings, employment and/or service agencies etc.
- 1.3 The following principles shall apply to this policy:

Merit – all selections, appointments and promotions shall be based on consideration of merit and ability to perform effectively in a position. Hiring decisions will be free of nepotism as outlined in **Nepotism HR-RE-03**.

Objectivity – selection criteria shall be developed in an objective and non discriminatory manner and will be based on bona fide position related requirements.

Consistency – selection systems and procedures will ensure that all candidates are treated in a fair and consistent manner.

Equal Opportunity – All City recruitment practices and procedures must comply with the Ontario Human Rights Code. All volunteers/placements will receive equal treatment with respect to their positions without discrimination.

Free From Discrimination - All applicant's or employee's age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), and sexual orientation shall not be considered a factor when appointing, assigning, upgrading or promoting. Selection decisions are based solely on an individual's qualifications, competencies, skills, training, experience and overall ability to perform the duties.

Accessibility – All City recruitment practices and procedures must comply with the AODA Standards for developing, implementing and enforcing accessibility requirements to accommodate volunteers who may have a disability. This includes advising applicants of the availability of accommodations upon request and identifying and removing barriers that may exist for persons with disabilities who apply for City positions. Upon request, accommodations will be made available for all parts of the recruitment process.

1.4 Age:

- (a) Depending on the program there are varying age requirements for volunteers based on the position and its related responsibilities and/or legislative requirements.
- (b) The minimum age is 14 years for volunteers and those who are on placement. Volunteers under the age of 14 may be considered for positions in specific Programs or events provided:
 - (i) They have been through the application process;
 - (ii) They are being directly supervised by a designated employee/supervisor.
- (c) Anyone volunteering under the age of 18 must have a Parent/Legal Guardian sign the application form and the Agreement/Waiver Release form.

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- (d) Volunteers under 16 years of age must be supervised.

2.0 Intake Process

2.1 Position Description:

Volunteers/Placements shall be carefully recruited, screened and selected based on those volunteers who meet the essential requirements of specific position descriptions.

- (a) All volunteer positions within the City of Dryden shall have a position description.
- (b) Departments or areas of the City utilizing volunteers or placements shall develop position descriptions in consultation with the Human Resources Department. **(See Appendix "A" Forms)**
- (c) Volunteers/Placements that have been formally accepted shall be given a copy of the Position Description prior to the commencement of their duties.
- (d) Position Descriptions shall be reviewed and updated as required.
- (e) The purpose of the position description is:
 - (i) To address risk management issues based on inherent risks to vulnerable persons;
 - (ii) To set out roles and responsibilities of both volunteers/placements and employees/supervisors;
 - (iii) To determine training and educational requirements;
 - (iv) To recruit appropriate volunteers for the position;
 - (v) To provide a framework for an evaluation process;
- (f) The position description should include;
 - (i) Position Title
 - (ii) Description (includes essential duties)

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- (iii) Requirement for Criminal Reference Check for a Volunteer or a Criminal Reference Check Release Form – Vulnerable Sector
- (iv) Time commitment
- (v) Skills, experience, and qualifications required
- (vi) Orientation and training
- (vii) Support, supervision and evaluation

2.2 Limitations:

- (a) City of Dryden Volunteers/Placements are not to be utilized to replace, displace or substitute for employees;
- (b) Volunteers/Placements are not permitted to operate City vehicles, equipment or machinery;
- (c) Volunteers/Placements are to be supervised as identified in their Position Description.

2.3 Screening Process:

- (a) Application:
 - (i) Interested applicants shall complete the City of Dryden Application Form for volunteers/placements and submit to the Human Resources Department.
 - (ii) The Application Form (**see Appendix "A" Forms**) shall be fully completed and signed accordingly.
 - (iii) Applicants who are under the age of 18 years of age must have parent/guardian consent and must complete and sign the appropriate section of the application form.
 - (iv) A minimum of two (2) reference checks are required. References such as relatives are not considered appropriate references. Professional or other Personal references should be used.
 - (v) Applicants must complete the Volunteer Reference Check section of the Application form giving the City of Dryden permission to contact references.

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- (vi) Personal interviews shall form part of the screening process to determine the applicant's suitability.
- (vii) If the applicant is a Placement, much of the screening is undertaken by the outside agency/educational institution prior to placement with the City of Dryden and this should be documented on the Application Form.
- (b) Criminal Reference Checks (CRC):
 - (i) Except at the discretion of the Manager of Human Resources, all applicants shall contact the Dryden Police Service to arrange for the completion of a "Criminal Reference Check Release Form for a Volunteer."
 - (ii) For Volunteer/Placement positions that involve working with the vulnerable sector, the City of Dryden is required to sign the appropriate section of the "Criminal Reference Check Release Form – Vulnerable Sector" indicating a Criminal Reference Check for a volunteer or placement working with a vulnerable sector is required.
 - (iii) A Criminal Reference Check Release Form Vulnerable Sector may be required for other positions of trust, which could include those dealing with the safety and security of people or protection of members of the public, enforcement of by-laws or require entering private/public residences; access to critical systems, information and/or responsibility for security functions; care and control of Corporate monies, or assets, and safety of documents and persons; authority to sign cheques, handle cash, transfer funds and/or perform internal audits within the City; or have access to confidential information.
 - (iv) Volunteers/placements transferring to another position or returning to a position (seasonal/summer volunteers) that require a Criminal Reference Check shall:
 - (aa) Use the same CRC if it is less than five (5) years old and meets the requirement of the position and sign a Declaration **(see Appendix "A" Forms)** stating that the original CRC status has not changed since its submission;

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- (bb) Submit a new CRC for vulnerable sector if new position requires working with the vulnerable sector;
 - (cc) Submit a new CRC if the original is older than five (5) years or the new position requires a CRC and the volunteer did not have a CRC in their previous volunteer assignment;
 - (dd) When a Declaration is required, the Corporation reserves the right to verify the Declaration, or to request a new CRC.
- (v) Costs for Criminal Reference Checks are waived for those individuals volunteering or for Ontario Secondary School students completing their community volunteer involvement hours. For any individual conducting a placement or mandatory community service work, the individual or referring agency is required to pay for the costs of completing the criminal reference check including vulnerable sector screening.
- (vi) For volunteers and/or placements, Criminal Reference Checks are forwarded to the City of Dryden Human Resources Department directly by the Dryden Police Service.
- (vii) Appointment of volunteer or placement is confirmed following successful completion of a Criminal Reference Check and, if necessary, the vulnerable sector screening (no findings).
- (viii) A Criminal Reference Check Release Form for Vulnerable Sector supersedes a Criminal Reference Check Release Form.
- (ix) Exclusions:
 - (aa) "Placements" are not required by the City to obtain a CRC as the supervising organization/agency is responsible for screening, accepting, and registering its volunteers and ensuring the appropriate CRC, if required, has been obtained and filed with that organization.
 - (bb) At the discretion and upon approval of the Manager of Human Resources, Volunteers or Placements who participate in one-day events that are under direct supervision at all times may not require a CRC.

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- (x) Interviews:
 - (aa) As part of the recruitment process, applicants shall be required to attend an interview.
 - (bb) All interviews shall include a Supervisor and Department Manager or Designate. If applicable, the Manager of Human Resources or designate may also participate.
 - (cc) Interview questions shall be prepared and identified prior to the interview in consultation with the Human Resources Department.
 - (dd) Interviews shall be conducted in accordance with the Ontario Human Rights Code.
- (c) Denial of Application:
 - (i) Applicants applying for a volunteer assignment or placement, may be denied because they were:
 - (aa) Unsuccessful in meeting screening process;
 - (bb) Unsuccessful in demonstrating necessary skills required for the position;
 - (cc) Refuse to sign all required documentation;
 - (dd) Unsuccessful in previous placement with the City;
 - (ee) Do not meet the eligibility criteria for the specific volunteer position.
 - (ii) Unsuccessful applicants may be considered for other volunteer assignments or placements within the Corporation if available or referred to another organization that may have volunteer/placement opportunities.

3.0 Placement

3.1 Successful Applicant Placement Process:

Based on consultation and an agreement between the Designated Department City Staff and the Department Manager that an applicant is a successful match for the position, the following shall be undertaken:

- (a) All successful applicants shall sign the Volunteer/Placement
- (b) Agreement/Release and Waiver Form
- (c) All successful applicants shall participate in an orientation and training session prior to commencing their volunteer assignment or placement.
- (d) All successful applicants shall execute all sign-off sheets indicating they have read and understand all applicable policies including but not limited to those relating to Human Resources, Health and Safety, Accessibility, Information Management and Code of Conduct.
- (e) Successful applicants shall be monitored and evaluated on a consistent basis throughout their volunteer assignment and provided with opportunities to provide feedback.
- (f) Provide all required documents as outlined in this policy, in particular all reference to requirements for Criminal Reference Checks.

3.2 Volunteer/Placement File:

- (a) A primary file shall be maintained in the Human Resources Department in a secure area for all volunteers/placements.
- (b) All information collected shall be governed under the Municipal Freedom of Information and Protection of Privacy Act, the Corporation of the City of Dryden Policies and Procedures regarding Corporate Records and Information and Chapter 186 Records Retention of the City of Dryden Municipal Code.

3.3 Volunteer/Placement Agreement/Release and Waiver:

- (a) The Volunteer/Placement Agreement/Release and Waiver form (**see Appendix "A" Forms**) shall be completed, signed, and dated by the Volunteer or parent/guardian (if under the age of 18 years of age) and the Manager of Human Resources on behalf of the Corporation of the City of Dryden.
- (b) The original Volunteer/Placement Agreement/Release and Waiver shall be maintained in the Volunteer/Placement file retained by the Human Resources Department.

3.4 Orientation and Training:

- (a) All new Volunteers shall participate in general orientation and department training for the Corporation of the City of Dryden. Orientation and training shall include but is not limited to the following:
 - (i) Introduction
 - (ii) Overview of the Corporation of the City of Dryden:
 - (aa) Municipal Government (in general)
 - (bb) Resources (website, by-laws, policies/procedures, department information, associations, etc.)
 - (iii) Corporate and Legislative Expectations
 - (aa) Attendance, Appearance, Reporting, Expectations
 - (bb) Code of Conduct (read and understand)
 - (cc) Corporate Policy and Procedures for Volunteer Involvement
 - (dd) Health and Safety Training
 - (ee) AODA Training
 - (ff) Information Management including Municipal Freedom of Information and Protection of Privacy Act (confidentiality)
 - (gg) Insurance and Liability Coverage
 - (hh) Recognition, Evaluations and Feedback
 - (iv) Departmental Specific Training:
 - (aa) Review of specific department duties
 - (bb) Supervisor and Staff Reporting Structure for Department
 - (cc) Site Specific Health and Safety Training and operational procedures
 - (dd) Department Tour

- (b) Attendance is mandatory and shall be documented in the volunteer/placement file prior to assignment.

3.5 Insurance Coverage and Immunity:

- (a) Volunteers are not covered under the Workplace Safety Insurance Board (WSIB) Legislation.
- (b) Volunteers are considered an insured under the City of Dryden Commercial General Liability as "Volunteer Workers, but only while acting within the scope of their duties as such." For more specific information, reference shall be made to the Insurance Policy.
- (c) All Volunteers are required to sign a Volunteer/Placement Agreement/Release and Waiver form, which outlines the volunteer/placement obligations and the City's in terms of the protection of their own safety. **(Refer to Appendix "A" Forms).**
- (d) The City of Dryden does not provide Accidental Death and Dismemberment (AD&D) Insurance, Personal Accident Disability Insurance, which would offer protection if a volunteer were to be injured or harmed in the course of his or her work with the City.
- (e) Volunteers are not authorized to use City owned or City leased vehicles, equipment or machinery. The City of Dryden does not provide auto liability coverage to any volunteer's personal vehicles driven on behalf of the City during their volunteering/placement hours.
- (f) Immunity:

Section 448 of the Municipal Act, 2001, S.O. 2001, as amended, provides volunteers with certain immunities from liability. If the volunteer is participating in the delivery of municipal services and is under the supervision of a municipal employee, the section establishes a statutory bar to claims against the volunteer unless the volunteer is guilty of dishonesty, gross negligence or malicious or willful misconduct, or has libeled or slandered another party.

(g) Placements:

Individuals on placements may not have the same benefits of coverage under the City's insurance policy as a volunteer; therefore, the Human Resources Department shall discuss with the placement agency or educational institution whether each potential placement has insurance coverage under another policy with their governing agency or are there other relevant agreements in place.

4.0 Accountability/ Customer Service

4.1 Code of Conduct:

All volunteers/placements shall be subject to the **City of Dryden Code of Conduct and the Code for Volunteer Involvement.**

4.2 Illness, Absence, Substitutions:

Volunteers/Placements are requested to contact their supervisor to advise when they will be absent. Whenever possible, reasonable notice should be given to allow sufficient time to replace the volunteer or reassign duties.

4.3 Volunteer Complaint:

- (a) Should a volunteer/placement have a complaint or concern, he/she shall convey this directly to his/her immediate supervisor. Appropriate follow-up or action shall be determined by the supervisor.
- (b) All complaints/concerns shall be treated as confidential and dealt with as quickly as possible.
- (c) All complaints/concerns and actions shall be documented by the supervisor.
- (d) If complaints/concerns involve the immediate supervisor, the volunteer/placement shall speak to the Department Manager or the Manager of Human Resources or designate.

4.4 Volunteer/Placement Benefits and Responsibilities:

(a) All volunteer and placements will be provided with the following benefits:

- (i) Be provided with a position that is of benefit to both the City and the individual;
- (ii) Participate in discussions with respect to position, where possible;
- (iii) Expect that training, direction, support, monitoring, and evaluations will be clear and consistent;
- (iv) To be recognized and appreciated for efforts.

(b) All volunteers/Placements have the following responsibilities:

(i) Health and Safety:

- (aa) Be familiar with and ensure compliance with the applicable requirements of the City of Dryden Health and Safety policies and procedures and the Occupational Health and Safety Act and/or the Canada Labour Code Part II.
- (bb) Protect themselves, fellow volunteers, workers, and public from health hazards and unsafe situations and promptly report to supervisor any health and safety hazards, unsafe acts or conditions, accident or injuries.
- (cc) Properly wear and use personal protective equipment where required.
- (dd) Familiarize themselves with the location and operation of all safety equipment and emergency plans as applicable to their program and placement.

(ii) Legislation, Policies and Procedures:

All volunteers/placements shall abide by all applicable City of Dryden by-laws, policies and procedures, and applicable legislation, as may be amended from time to time, including but not limited to the following:

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- (aa) City of Dryden Corporate Policies and Procedures pertaining to Health and Safety, Information Management, Human Resources Management, Accessibility, Finance Control, Municipal Government;
 - (bb) Ontario Human Rights Code;
 - (cc) Occupational Health and Safety Act;
 - (dd) Municipal Freedom of Information and Protection of Privacy Act;
 - (ee) Accessibility for Ontarians with Disabilities Act (AODA);
- (iii) Keep in confidence all information acquired and not to disclose personal, privileged, or proprietary information;
 - (iv) To follow directions and respond to feedback;
 - (v) To keep commitments of time and participation;
 - (vi) To participate in all relevant orientation and training.

5.0 Reporting Functions:

- 5.1 The Manager of Human Resources is responsible for the overall Volunteer Involvement Program including policy and procedural development. In consultation with the Department Manager or designate, the Human Resources Department will develop position descriptions; facilitate the recruitment, screening, placement, orientation and training, supervision, record keeping, evaluation, and recognition of volunteers/placements.
- 5.2 All Volunteers and individuals on placement shall report to a staff person who has been designated as their supervisor. That staff member shall be responsible for the following:
 - (a) Assist in the development of position descriptions, recruitment, screening, placement, supervision, record keeping, evaluation, and recognition;
 - (b) Conduct orientation and training for volunteers/placement specific to the position assigned;

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- (c) Ensure accountability for the performance of assigned responsibilities from both the volunteer/placement and City employees;
- (d) Obtain volunteer input into program/event development;
- (e) Ensure volunteer/placement has completed and signed all appropriate documentation and placed in the assigned file;
- (f) Provide guidance and support to resolve conflict that may arise;
- (g) Complete incident/accident reports as required and in accordance with the City of Dryden Corporate Policies and Procedures;
- (h) Document actions taken to respond to incidents, complaints or other feedback.

5.3 Evaluations:

- (a) The Supervisor shall conduct an evaluation in a fair and respectful manner with the intent to assist with the development and growth of the volunteer;
- (b) Where applicable, supervisors shall maintain a system for regular communication and feedback using the position description as a reference point;
- (c) For placements, the evaluations may require a formal process as dictated by the governing agency that shall be over and above what has been established by the City of Dryden. Supervisors shall ensure all appropriate documentation is filed in accordance with this policy and that of the placement's governing agency.

5.4 Providing a Reference for Volunteers/Placements:

- (a) All requests for a City employee to act as a reference for a former volunteer or placement must be vetted through the Manager of Human Resources to ensure the City has been identified as a reference and the appropriate permission to contact has been obtained prior to releasing any information and that any responses are done in compliance with applicable legislation;

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- (b) The request must state the name(s) of a specific individual/corporation/organization to which the reference can be given.

6.0 Recognition:

- 6.1 The City acknowledges that volunteer recognition is an essential element of its Volunteer Involvement Program.
- 6.2 Methods of recognition shall be undertaken at an informal and formal level throughout the organization.
- 6.3 The City shall corporately recognize National Volunteer Week and be an active participant in recognizing the valuable contributions of volunteers within the City as well as the community-at-large.
- 6.4 Active participation by City Staff and Departments in undertaking informal acts of appreciation on an ongoing everyday basis is encouraged.
- 6.5 Through active discussion among City Staff, the Human Resources Department and Council, various methods of recognition will be undertaken that promote the City's strong belief that sincere recognition contributes to a rewarding volunteer experience, encourages volunteer retention, and promotes the City as a meaningful contributor to community volunteerism.

7.0 Resignation/Discipline/Dismissal:

- 7.1 Resignation:
 - (a) Should a volunteer/placement advise of their intention to resign, it is expected that the resignation be tendered in writing indicating the effective date and whether or not they wish an exit interview with the supervisor and/or Manager of Human Resources or designate;
 - (b) While a written notice is preferred, if the notice is verbal, the supervisor or Manager of Human Resources or designate shall document the information.

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7.2 Discipline:

- (a) The City of Dryden recognizes that all volunteers/placements shall receive the necessary training and orientation to ensure both the City and its volunteers/placements have a mutually positive and beneficial experience;
- (b) It is recognized that from time to time issues may arise that require disciplinary action on the part of the City. Disciplinary action is considered a corrective measure that is intended to inform the volunteer/placement that their actions or non actions are not acceptable. If the situation is not corrected, a more strict form of discipline can be expected;
- (c) Discipline will be administered in a fair and just manner and in accordance with the concept of progressive discipline as per City policy;
- (d) The Manager of Human Resources is to be advised and consulted in all discipline matters in order to provide assistance and direction.

7.3 Dismissal:

- (a) Volunteers/placements who do not follow policies and procedures of the organization, or who fail to satisfactorily perform their agreed upon volunteer responsibilities may be subject to dismissal.

8.0 References:

- 8.1 All references to legislation, including any portion thereof, City By-laws, Corporate Policies and Procedures referenced or used in the development of this Procedure should be interpreted to include and refer to the most current version, as may be amended from time to time or any subsequent replacement.

9.0 Related Documents:

9.1 Related Documents include, but may not be limited to:

- (a) Policy HR-V0-01 Volunteer Involvement Program
- (b) Appendix "A" HR-V0-01-"A" Glossary of Terms and Definitions for the Volunteer Involvement Program
- (c) Appendix "A" HR-VO-02-"A" Forms
- (d) Policy HR-DI-01 Discipline
- (e) City of Dryden Health and Safety Policies and Procedures
- (f) MU-AC-01 Accessibility Standards for Customer Service
- (g) MU-AC-02 Integrated Accessibility Standards Policy
- (h) Appendix "A" MU-AC-02-"A" Glossary of Terms and Definitions for the Integrated Accessibility Standards Policy
- (i) Respect in the Workplace Policy Part I (HR-HS-69) and Part II (HR-HS-70)
- (j) Volunteer Handbook
- (k) City of Dryden Information Management Policies and Procedures.

History			
Approval Date:	October 20, 2014	Approved by:	By law 4250-2014
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

Review			
Review Date:	October 9, 2020	Approved by:	CAO
Next Review Date:		Approved by:	
Next Review Date:		Approved by:	

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APPENDIX "A"

Volunteer Involvement Program Forms

The following list of forms, which are attached hereto, shall be used in conjunction with the City of Dryden Volunteer Involvement Program:

- (a) Volunteer Application Form
- (b) Criminal Reference Check Declaration
- (c) Volunteer/Placement Orientation and Training Sign-off Form
- (d) Volunteer/Placement Agreement/Release and Waiver Form
- (e) Volunteer Position Description Form
- (f) Volunteer Employee Evaluation

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City of Dryden
Human Resources Department
 30 Van Horne Avenue
 Dryden, ON P8N 2A7
 www.dryden.ca

Volunteer Application Form

Personal Information

First Name		Last Name		Gender	☐ M ☐ F
Address		City	Postal Code		
Phone Number Home: Work/Cell:		Email			
Education:				Last Grade Completed:	
Age ☐ 14-17 yrs ☐ 18 yrs & Older					

Special Skills, Training, Certificates, Hobbies, Spare-time Activities

Previous Volunteer Experience/Employment (most recent first)

Organization	Position or Major Responsibilities	Dates: Start/Finish

Availability

When would you be able to Start: _____

When would you be available:

☐ Weekends

☐ Weekdays

☐ Mornings

☐ Afternoons

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Areas of Interest

- | | | |
|---|---|---|
| ☐ Administration | ☐ Accessibility | ☐ Animal Control |
| ☐ Daycare | ☐ Elections | ☐ Library |
| ☐ Museum | ☐ Parks | ☐ Police |
| ☐ Recreation | ☐ Special Events | ☐ Seniors |
| ☐ Translator | ☐ Other: _____ | |

Type of Placement/Volunteer

- | | |
|---|--|
| ☐ High School (volunteer hours) | ☐ Social Agency/Workplace Program |
| ☐ Volunteer | ☐ Informal Volunteer |
| ☐ Co-op/College/University Program | |
| ☐ Other: _____ | |

Consent and Authorization for Reference Check

Please list 3 references (i.e. teacher, coach, employer, last place you volunteered – personal and professional references required). Relatives are not to be used.

By submitting reference names and contact information, I authorize the City of Dryden and its agent(s) to contact these individuals for the purposes of completing a thorough review of my past employment, education, and/or my suitability for a volunteer role with the City of Dryden. I also agree to release from liability all persons and companies providing this information. I also understand and acknowledge that any offer for a volunteer position is conditional upon the City of Dryden being completely satisfied with the information provided as a result of their review.

Applicant's initials: _____

Name	Phone No. Email	Relationship to Applicant (ie. supervisor, teacher, etc)
Name	Phone No. Email	Relationship to Applicant (ie. supervisor, teacher, etc)
Name	Phone No. Email	Relationship to Applicant (ie. supervisor, teacher, etc)

Conditions of being a Volunteer (please read carefully before signing).

- I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.
- The City of Dryden has the authority to conduct a Criminal Reference Check for those applying for specific positions. Volunteers being considered for these positions will be required to complete a Criminal Reference Check Release Form for Volunteers or for the Vulnerable Sector.
- All statements become part of my personal file.
- I authorize The Corporation of The City of Dryden to make such inquiries respecting the above information, as is deemed necessary.

Volunteer's Signature

Date

Signature of Parent (if applicant under 18 yrs)

Date

My child wishes to be considered for volunteer work with the City of Dryden. I hereby give my permission for his/her involvement.

For Office Use Only:		
Criminal Reference Check Required:		Approved: ☐ Yes ☐ No
☐ Yes ☐ No	Date:	
Interviewed:		Start Date:
☐ Yes ☐ No		
Training Completed:		Supervisor:
☐ Yes	Date:	Department:

City of Dryden documents are available in alternate formats upon request. Please fill out the Accessibility Request for Alternate Formats Form at www.dryden.ca or contact the Human Resources Department at 807-223-2225.

Personal information on this form is collected under the authority of the Ontario Municipal Act and will be used to maintain a record of individuals in volunteer activities. Questions can be directed to the Human Resources Department, attn. Jennifer Peekhaus, (807) 223-1119.



City of Dryden
Human Resources Department
 30 Van Horne Avenue
 Dryden, ON P8N 2A7
www.dryden.ca

Volunteer/Placement Position Description

Position Title:	
Description:	
Department:	Supervisor:
Minimum Age:	Time Commitment:
Location:	
Duties/Responsibilities:	
Skills/Experience/Qualifications:	
Orientation and Training/Supervision	
Benefits:	
Screening Requirements: • Criminal Reference Check: ☐ Yes ☐ No • 3 References (not relatives) • Signed application form • Training and Orientation Attended and Completed • Signed Volunteer/Placement Agreement/Release and Waiver Form • If under 18 years of age, all appropriate documents signed by Parent/Guardian Vulnerable Sector: ☐ Yes ☐ No	
For More Information Contact:	

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OFFENCE DECLARATION FORM

This form is to be completed and signed on an annual basis by all employees (permanent or casual) and placement students/volunteers who have previously completed a Criminal Reference Check for the City of Dryden.

NAME:	
DEPARTMENT:	
POSITION:	
STATUS:	Permanent _____ Casual _____ Placement/Volunteer _____
☐ I DECLARE, since the last Criminal Records Check collected by the City of Dryden, or since the last Offence Declaration given by me to the City of Dryden, that I have no convictions under the <i>Criminal Code of Canada</i>, up to and including the date of this declaration, for which a pardon has not been issued or granted under the <i>Criminal Records Act (Canada)</i>. OR ☐ I have the following convictions for offences under the <i>Criminal Code of Canada</i> for which a pardon under the <i>Criminal Records Act (Canada)</i> has not been issued or granted.	

List of Offences:

1. a) Date:

b) Court Location:

c) Conviction:

2. a) Date:

b) Court Location:

c) Conviction:

3. a) Date:

b) Court Location:

c) Conviction:

NOTE: The provision of false or misleading information is an offence that may result in discipline or loss of employment.

Employee Signature: _____ **Date:** _____

DISTRIBUTION: Original to Human Resources Department

Personal Information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of determining eligibility for employment. Questions with respect to the collection of personal information should be addressed to the Human Resources Department, City of Dryden, 30 Van Horne Avenue, Dryden, ON P8N 2A7 (807) 223-1125.

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City of Dryden Volunteer/Placement Orientation and Training Sign-off Form

Confirmation of Receipt and Understanding

I have undertaken the training and orientation and received/reviewed copies of the City of Dryden's Policies/Procedures and have read them or have had them read to me or am aware of them and I fully understand their contents and requirements.

Health and Safety:

- HR-HS-58 – Training Orientation
 - Employee Health and Safety Orientation Checklist (attached)
- HR-HS-01 – Health and Safety Policy
- Respect in the Workplace (Part I & II)
 - HR-HS-69 Harassment/Bully Free in the Workplace
 - HR-HS-70 Violence in the Workplace

Accessibility:

- HR/MU-AC-01 Accessibility Standards for Customer Service
- HR/MU-AC-02 Integrated Accessibility Standards Policy
 - IASR Training

Human Resources:

- HR-VO-01 Volunteer Involvement Program Policy (including Appendix "A")
- HR-VO-02 Volunteer Recruitment, Intake, and Placement Procedures (including Appendix "A")
- HR-CO-01 Code of Conduct
- Volunteer/Placement Handbook

Information Management:

- Corporate Records and Information Management
- Social Media
- E-mail
- Accessible Use of Electronic Communication

Employee Name (please print): _____

Employee Signature: _____

**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

Date of Orientation/Training and Review: _____

Supervisor's Name (or designate)

or Trainer's Name: _____

Original to the Human Resources Department and a copy to the Health and Safety Coordinator



Volunteer/Placement Agreement/Release and Waiver Form

I, _____ understand that I will be volunteering for the City of Dryden and that during that time I will be under the director supervision of a staff member from the City of Dryden .

As a volunteer/placement, I fully understand and agree to the following:

1. That I will not receive any remuneration, salary, wage, payment or any employee benefit whatsoever, or be covered by Workers' Safety and Insurance benefits.
2. In consideration of being permitted to participate as a volunteer, I agree to assume all risk of loss or injury, including death to myself or damage to my property while on any of the premises of the City of Dryden and elsewhere resulting directly or indirectly from my activities and performance as a volunteer. In the event that I am injured and my next of kin cannot be contacted, I give my permission to the attending physician to render such treatment as would be normal.
3. That I release the City of Dryden and its employees, agents and assigns for any and all claims for personal injury and/or property damage that may arise from or be in any way connected to my participation as a volunteer for the City of Dryden. I understand that this release applies to both present and future injuries and that it binds my heirs, executors and administrators. I have read this release and understand all of its terms. I sign it voluntarily and with full knowledge of its significance.
4. That in the course of participating in the volunteer/placement program, I may be in receipt of confidential information including but not limited to client identities, materials, records, memoranda, data and results pertaining to, arising from or containing particulars of confidential information. I agree that I shall not at any time while I am providing volunteer/placement services for the City of Dryden or at any time after those services are completed, disclose to anyone such confidential information, except as may be required or permitted by law or at the request of the City of Dryden or as required to perform the volunteer/placement services.

**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

5. That all material prepared by me, in the performance of my volunteer/placement services, including copyright therein, shall become the sole property of the City of Dryden. I waive any moral rights I may have with respect to all material prepared pursuant to this Agreement in favour of the City of Dryden and any of its assignees and licensees.
6. I understand that I am representing the City of Dryden's public image when undertaking my volunteering duties. I will diligently carry out my volunteering duties and follow the directions provided by City of Dryden staff or other authorized personnel.
7. If I am permitted to use City of Dryden equipment, I will only use it for its intended purpose, following all directions and instructions, and in a safe and cautious manner.
8. I grant permission to the City of Dryden and its agent(s) to use without compensation any photograph, videos, or any other record of me taken during my volunteering duties or related activities for the purposes of promotion of City activities or programs.
9. Liability Insurance: I understand that the City of Dryden carries liability insurance which may apply to me in the event of a claim brought by a third party arising out of my performance in good faith of my volunteering duties. My coverage under the City's liability insurance policy will be subject to the term, conditions and exclusions of the policy. If I want more information about this policy, I will contact my City of Dryden Supervisor noted above.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE CONDITIONS, RELEASE AND WAIVER.

Signed at _____ this _____ day of _____, year _____

Volunteer/Placement signature

If under 18, Parent/Guardian signature

Address

City

Postal Code

Contact Number (s)

E-mail Address

**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**