

THE CORPORATION OF THE TOWNSHIP OF EAR FALLS

BY-LAW NO. 2516-23

**A By-Law to Amend the Use of Volunteers Policy
for the Township of Ear Falls.**

WHEREAS Resolution No. 229-96, dated July 17th, 1996, adopted the Use of Volunteers Policy, and By-Law No. 1676-11, dated August 17th, 2011, authorized amendments to the Policy;

WHEREAS Council deems it to be in the best interest of the municipality to amend the Use of Volunteers Policy for the Corporation of the Township of Ear Falls;

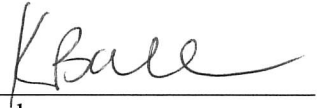
NOW THEREFORE, the Council of the Corporation of the Township of Ear Falls, **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the purpose of this By-Law is to amend the Use of Volunteers Policy for the Township of Ear Falls as per Schedule "A" attached hereto and forming part of this By-Law.
2. **THAT** Resolution No. 229-96 and By-Law No. 1676-11 are hereby repealed.
3. **THAT** this By-Law shall come into force and take effect upon the final passing hereof.

PASSED this 6th day of September, 2023.



Mayor



Clerk

**Policy Section:** Corporate**Policy Name:** Use of Volunteers Policy

122.VO

USE OF VOLUNTEERS POLICY**1. PURPOSE**

To set out guidelines for the use of volunteers in Municipal Departments for the benefit of both the volunteer and the community.

2. OBJECTIVE

The Council of the Township of Ear Falls recognizes that the use of volunteers by the municipality provides substantial benefit to the community as a whole and should be fostered and appreciated by the municipality.

3. DEFINITIONS (if any)

"Volunteer" means a person performing a work who is not an employee of the Township.

4. GUIDELINES AND PROCEDURES

Departments utilizing volunteers shall ensure that the following conditions are met:

- (i) No volunteer shall start to perform any work without the permission of the Department Head.
- (ii) No volunteers will be used to perform work to reduce the normal hours of work of any current employee.
- (iii) All volunteers must be qualified and capable of doing the work they will be assigned.
- (iv) Volunteers will be provided with adequate supervision.
- (v) Volunteers must be provided with an orientation on the work they are to perform.
- (vi) Volunteers must complete the Volunteer Health & Safety Orientation Package prior to commencement of volunteering.

Volunteers shall not expect payment from the Township of Ear Falls, or any other form of compensation in return for their services.

Cross Reference:**Date Approved: July 17th, 1996****Last Revised: September 6, 2023, August 17th, 2011****Committee Responsibility: Review: 2028****Page 1 of 2**



Policy Section: Corporate

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Volunteers must be advised that they are not covered under Workers Safety and Insurance Board, but that limited coverage is provided for injury under the existing Municipal Insurance Policy. Volunteers may review the Policy.

The volunteer must sign a copy of this Policy acknowledging that he/she is aware of these terms and conditions and in doing so agrees that no other promises have been made.

The volunteer shall not commence work until this authorization is signed by the appropriate Department Head.

_____ Name of Volunteer	_____ Date	_____ Signature
On Behalf of the Township of Ear Falls		_____ Department
_____ Date	_____ Authorized Signature	

Cross Reference:

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Page 2 of 2