



## **CITY POLICY**

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**SECTION: HUMAN RESOURCES**

**NO: HR-VO-01**

**REFERENCE: VOLUNTEER INVOLVEMENT**

**Date: October 20, 2014**

**Next Review Date:  
October 20, 2016**

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**TITLE: VOLUNTEER INVOLVEMENT PROGRAM**

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### **POLICY STATEMENT**

The Corporation of the City of Dryden, through the establishment of a Code for Volunteer Involvement, recognizes the fundamental value of Volunteers in all aspects of a healthy and prosperous community. The Code shall provide values, principles and standards that will foster a mutually positive and successful experience for volunteers and the City of Dryden. The ultimate goal is to foster partnerships based on trust and respect that will facilitate civic engagement, deliver and enhance our services, allow for collaboration with other agencies and volunteer groups, all for the betterment of our community.

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### **1.0 APPLICATION**

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All potential and current volunteers, placements, City of Dryden employees (regular, part-time, casual, or contract), members of Council and any other Boards, Agencies, consultants, or contractors who recruit and/or work with volunteers or placements of the City of Dryden are subject to this policy.

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### **2.0 DEFINITIONS**

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See Appendix "A" Glossary of Terms and Definitions attached.

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### **3.0 CITY OF DRYDEN CODE FOR VOLUNTEER INVOLVEMENT**

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#### 3.1 Statement of Purpose:

This Code, based on the Canadian Code of Volunteer Involvement, provides a foundation of core values, guiding principles, and standards that will govern volunteer involvement within the City of Dryden ensuring a mutually positive and rewarding experience for the City and all volunteers and placements.

#### 3.2 Values for Volunteer Involvement:

- (a) Volunteer involvement is the foundation that fosters a process for a just and democratic society;
- (b) Volunteer involvement ensures our community is vibrant, inclusive and resilient;
- (c) Volunteer involvement provides opportunities for our community to diversify, build capacity to accomplish goals and remain sustainable;
- (d) Volunteer involvement provides opportunities to show our community's uniqueness and build our own identity that reflects the character of its citizens;
- (e) Volunteer involvement is dependent on relationships, both internal and external, that benefit the volunteer, the City of Dryden, and the community-at-large.

#### 3.3 Guiding Principles for Volunteer Involvement:

The City of Dryden is committed to building a safe and vibrant environment where volunteers have the appropriate infrastructure and resources to facilitate a positive volunteer experience and where their valuable contributions are supported and appropriately recognized.

Volunteers make a commitment and shall act with integrity and respect and are accountable to the City of Dryden.

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### **3.0 CITY OF DRYDEN CODE FOR VOLUNTEER INVOLVEMENT**

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#### 3.4 Organizational Standards for Volunteer Involvement:

- (a) The Corporation of the City of Dryden acknowledges the integral role of volunteer involvement in supporting the City of Dryden's Vision and Mission.
- (b) Volunteers shall be recognized as valued members of the City of Dryden team and, as such, must be formally accepted and registered with the City of Dryden prior to their performance of any task.
- (c) Volunteers and City of Dryden employees are valued members of the City of Dryden Team and shall be supported and provided with the appropriate resources to undertake their responsibilities successfully.
- (d) The City of Dryden shall adopt the appropriate policy and procedures that define and support a volunteer program.
- (e) The City of Dryden shall designate an appropriate department and staff to be responsible for the volunteer involvement program.
- (f) The City of Dryden shall ensure appropriate risk management procedures are in place to assess, manage, or mitigate potential risks to volunteers, the City of Dryden, and those who participate or who are involved in a volunteer program and/or the provision of services.
- (g) Appropriate screening and assessment of volunteer placement that is aligned with risk management practices shall be applied consistently.
- (h) Volunteer assignments address the guiding principles and involve volunteers in meaningful ways reflecting their various abilities, needs, interests, and background.
- (i) A volunteer recruitment strategy shall incorporate a variety of internal and external approaches to reach out to diverse sources of volunteers.
- (j) Volunteers shall receive an orientation to the City of Dryden, its policies and procedures, as well as training for their volunteer assignment.

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

**3.0 CITY OF DRYDEN CODE FOR VOLUNTEER INVOLVEMENT**

3.4 Organizational Standards for Volunteer Involvement:

- (k) Volunteers shall receive appropriate supervision according to their tasks and are provided with ongoing opportunities to provide and receive feedback.
- (l) Volunteers shall be appropriately recognized for their contributions through either informal or formal methods ensuring the value of the volunteer’s contributions to the City is acknowledged and communicated to the volunteer.
- (m) Ensure an evaluation framework is in place to assess the performance of volunteers, gauge volunteer satisfaction, and the overall effectiveness of the volunteer involvement program in meeting the City’s mission and vision.

History			
<b>Approval Date:</b>	October 20, 2014	<b>Approved by:</b>	By law 4250-2014
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	
<b>Amendment Date:</b>		<b>Approved by:</b>	

Review			
<b>Approval Date:</b>		<b>Approved by:</b>	
<b>Next Review Date:</b>		<b>Approved by:</b>	
<b>Next Review Date:</b>		<b>Approved by:</b>	

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