

Volunteer Agreement Terms and Conditions

This document is a Volunteer Agreement outlining the terms and conditions for volunteering operations within the Township of Georgian Bay. The Township of Georgian Bay recognizes the positive impact that volunteers have on our community, and that volunteers assist with strong sustainable programming and often supplement the services provided by the municipality. The Municipality supports individuals to achieve their goals and objectives through Volunteer opportunities.

This document supports the online application process, including the required indemnification information presented to the application.

Volunteers will not be used to:

- a) Replace or take away paid work from employees.
- b) Backfill existing employee positions (vacancies, leaves) except in a declared emergency under the Emergency Response Plan.
- c) Offset or supplement workload pressures or activities that would typically be conducted by a paid employee except in a declared emergency under the Emergency Response Plan

Procedure/ Policy Goals of the Volunteer Program

- a) The overall goals of the Volunteer Agreement are to:
- b) Enrich and expand the services of the Municipality through the use of volunteers.
- c) Provide the opportunity for public participation that has safe and clear boundaries and expectations, to ensure a positive experience for all participants.
- d) Create an environment where qualified volunteers can acquire new skills and further education through selection, training, and experiences.
 - a. Create an environment where qualified volunteers can use their skills and experience to enhance programs and activities of the Municipality. Volunteer Application Process

Individuals who wish to volunteer within the Municipality are required to complete the online application located at www.gbtownship.ca. Resumes and cover letters may accompany the Application as applicable.

Municipal Responsibilities

Municipal staff requesting volunteers will develop volunteer role descriptions outlining scope of work, required training and resources for each volunteer position.

Volunteer role descriptions will be reviewed and updated as required and be attached to the online application for review at time of volunteer submission.

The Municipality will provide notice of active volunteer opportunities through a combination of the following: posting on the Municipality's website, through the Municipality's various social media outlets, Georgian Bay Times, etc.

Personal information collected by the Municipality with respect to volunteer involvement will only be used for administration and management of the volunteer program.

A volunteer file will be held by the Human Resources Department at the Township of Georgian Bay and held within the records management process.

1.Application: These terms and conditions apply specifically to volunteering operations within the Township of Georgian Bay, for example festivals and events, food bank, community gardens (Port Severn, MacTier), parks etc.

2.Promotion: Volunteers acknowledge that any photographs; video; sound recordings taken of them or by them may be used by the Township for any promotional purposes unless the volunteer states otherwise through the application.

3.Term: This Volunteer Agreement will begin on the date signed by Volunteer below and will continue until terminated by either the Township or the Volunteer.

4.Early Termination:

- a. Any failure on the Volunteer's part to meet the terms of these Volunteer Terms and Conditions will result in the termination of this Agreement and may lead to the Volunteer's removal from the activity.
- b. To cancel this Volunteer Agreement at any time, the Volunteer must email twalton@gbtownship.ca and put the word 'CANCEL' in the subject field as soon as possible.

5.Travel and Accommodation: Volunteers are responsible for their own travel and accommodation expenses even while volunteering for Township. It is important to note that the Township will not ask volunteers to perform

volunteer duties that require them to drive. For example: delivering food baskets to residents.

A volunteer is only volunteering, and therefore covered by Municipal insurance, after they have reported to the Volunteer Captain or Volunteer Coordinator on the day they are scheduled to volunteer.

Once the scheduled volunteer time is concluded, they cease to be a Volunteer.

Volunteers shall not be permitted to operate Municipal Vehicles or Equipment unless authorized by the CAO.

6. Volunteering Hours: There are no required minimum hours. Volunteer shifts may vary but will not exceed 8 hours long (including one 30 min break to be arranged at the supervisor's discretion, and two 15 minute breaks); the time it takes to sign-in and travel to and from the position is additional to the shifts.

7. Passes: All Volunteers will be issued with an appropriate pass. This pass will enable the wearer to access those areas relevant to the position and responsibilities allocated. Any pass is a functional tool for Volunteers required to carry out their duties. A sample of a pass could be a parking pass, an access pass to various buildings, or pass that will allow access to an event.

8. Code of Conduct: Any of the following, including the aiding and abetting of others, constitutes a breach of these Volunteer Terms and Conditions:

- a. Failure to comply with these Volunteer Terms and Conditions or any policies and procedures and instructions from the Township as notified during the volunteer briefings and whilst undertaking the voluntary role;
- b. Neglecting to complete a required task promptly and diligently, without sufficient cause or notice to the governing body of the status of the job.
- c. Leaving a position without permission or without sufficient cause.
- d. Divulging matters confidential to the Township, either past or present, without permission.
- e. Soliciting or receipt of gratuities or other consideration from any person, or failure to account for keys, money or property received in connection with the business of the Township or its partners.
- f. Incivility to persons encountered during duties or misuse of authority in connection with the business of the Township or its partners.
- g. Conduct in a manner likely to bring discredit to a fellow volunteer, the Township, or its partners.
- h. Use of Township equipment without permission.

- I. Reporting for duty under the influence of alcohol or restricted drugs or use of these whilst on duty; and
- i. Failure to notify Township immediately of any:
 - ii. Conviction for a criminal and/or motoring offence for which a pardon was not granted. Please note, the Township will ask volunteers exposed to any vulnerable sector to complete or provide proof of a Criminal Records Check conducted the Ontario Provincial Police that is no less than 2 years old.
 - iii. Indictment for any offence that may affect their work with the Township.
 - iv. Police caution or legal summons that may affect their work with the Township.
 - v. Permitting unauthorized access to premises, Township site, or place of work; and
 - vi. Carrying of equipment not issued as essential to an individual's role or duties.

9. Volunteer Obligations: Volunteers shall:

- i. Abide by these Terms and Conditions.
- ii. Acknowledge that they are not employees of the Township of Georgian Bay.
- iii. Represent the Township in a positive and appropriate way and demonstrate their commitment by fulfilling their role to the best of their ability in line with the briefing and any training provided.
- iv. Attend all the on-site briefing and training sessions.
Be on site and available to work on the days required.
- v. Arrive to shifts on time and participate fully for the period of time specified.
- vi. Always wear any relevant uniform whilst on shift.
- vii. Keep personal items out of view, reach or access to any other volunteer or resident.
- viii. Will not be visibly on their phone or device without a clear reason for the interaction. For example: Operating a google search to assist a resident.

- ix. Be well presented and polite to members of the public whilst on shift and carry out duties with maturity, honesty, and reliability.

- x. Not consume alcohol or drugs whilst (or immediately prior to) volunteering. The Township reserves the right to have any volunteer found to be volunteering under the influence of drink or other substance or behaving in a manner that might bring the Township into disrepute, removed from the Township site.

- xi. Volunteers who feel at risk of any health related issues shall wear a personal protective equipment (PPE) such as a mask, gloves, face shield or any other such item provided by the Township of Georgian Bay.

- xii. Volunteers who feel unwell for any reason should advise their supervisor immediately, and not compromise their own health or the health of those whom will receive the benefit of their volunteer time.

11. Electronic Communications: Volunteer contact details will be added to the Township database electronic mailing list so that they may be contacted for future volunteer opportunities at the Township of Georgian Bay or electronic Township of Georgian Bay newsletters and event promotions. Volunteers may ask to be removed from this mailing database at any time after completion of the activity by emailing twalton@gbtownship.ca.

12. Volunteer Acknowledgement: Volunteers acknowledge and understand that:

- a. These Terms and Conditions are subject to change and in light of any changes an update will be sent to volunteers directly via the email provided in the application process. Volunteers are asked to subscribe to the volunteer page to be updated of any changes to the volunteer agreement.
- b. The Township will collect and hold personal data in accordance with the Township's privacy policy found on the Township website.
- c. If their behaviour falls outside any of the obligations in Section 11, it may lead to their eviction from the volunteer activity. The Township reserves the right to initiate this process without first giving a warning if a volunteer has clearly broken the above obligations.
- d. They must be 18 years old or over on the first day of the Festival.
- e. The Township is not responsible for the personal possessions of any Township volunteer.
- f. The Township management reserves the right to conduct reasonable and with consent searches on entrance and exit to the festival site whether you are on or off shift.
- g. in consideration for being allowed to volunteer with the Township, they, on behalf of themselves, personal representatives, heirs, next of kin, successors, and assigns.

Volunteers agree to forever:

I Waive, release, and discharge the township, its agencies, officers, and employees from any and all negligence and liability for their personal injury, death, disability, property damages, property theft, or claims of any nature which may hereafter accrue to the Volunteer, and their estate as a direct or indirect result of their participation in the volunteer activities; and

defend, indemnify, and hold harmless Township, its agencies, officers, employees, from any and all claims of any nature, including all costs, expenses, and attorney's fees, which may in any manner result from or arise out of this agreement.

By submitting a Volunteer Application with the Township of Georgian Bay and by signing below, Volunteers acknowledge all points stipulated within this document.

Full Name: _____

Signature: _____

Date: _____