

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 18, 2014

Item 3, Report No. 4, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on March 18, 2014.

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VOLUNTEER POLICY

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Strategic & Corporate Services and the Director of Human Resources, dated March 3, 2014, be approved;**
- 2) That staff report back on a process/protocol to allow for volunteers/mentoring in Council offices in time for the new Council term 2014-2018; and**
- 3) That staff investigate the possibility of creating a program similar to the 'Page' program used in Ottawa that could be used to provide community service opportunities.**

Recommendation

The Commissioner of Strategic & Corporate Services and the Director of Human Resources, in consultation with the Interim City Manager and the Senior Management Team, recommend:

1. That the Volunteer Policy be approved subject to any additional comments and/or direction from the Committee.

Contribution to Sustainability

The Volunteer Policy will support the City in attracting and retaining volunteers for the various programs and special events in our community.

Economic Impact

There is no economic impact associated with this report.

Communications Plan

The City of Vaughan new Volunteer Policy will be communicated to all City staff once the policy has been approved by Council. Training on the policy will also be provided to front line staff involved in the recruitment and management of volunteers as appropriate.

Purpose

The purpose of this report is to seek approval of the Volunteer Policy.

Background - Analysis and Options

The City of Vaughan and its citizens have benefited from the services offered by volunteers for a number of years. The establishment of a Volunteer Policy is a critical step in recognizing the essential role that volunteers play in building a healthy and vibrant City and in contributing to making a community of choice for current and future generations.

As the City is growing, it is important to establish a policy that addresses volunteers for the following key reasons:

- To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and minimizing risk to the organization and to the municipal volunteers;

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- To provide a framework for municipal volunteers to complement and/or supplement City programs, services and events;
- To provide high quality volunteer experiences for individuals who volunteer with the City;
- To ensure that municipal volunteers understand their responsibilities and commitments to the City of Vaughan; and
- To assist in connecting volunteers to the larger organization and its mission.

Noting that the City has been using volunteers for a number of years, staff consulted with all departments, especially ones that recruit a high volume of volunteers such as Recreation and Culture, reviewed policies from other municipalities and in an effort to create a draft policy that addresses the City of Vaughan's needs and captures essential elements of the City's current practices.

In addition to the policy, a 'procedures for managers' has been developed to address all aspects of implementation of the policy. The procedures will cover the City's vision, mission, benefits of volunteering and all components of a successful volunteer program.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council and supports the City's objective to demonstrate excellence in service delivery and promote community safety, health and wellness.

Regional Implications

There are no Regional implications associated with this report.

Conclusion

The City of Vaughan recognizes the value of volunteers in supporting City programs and has developed the draft Volunteer Policy to ensure consistency, sound management, equitable practices and overall sound volunteer management practices.

Attachments

1. Draft Volunteer Policy

Report prepared by:

Demetre Rigakos, Director of Human Resources

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)