

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Brian Geerts Director, Community Services Andrea Short Manager, Human Resources	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 26, 2022		
Report No.:	Community Services-131-22		
Submit comments to Council			

Subject/Title: Volunteer Management Policy - Update

RECOMMENDATION:

THAT Council approve the updated Volunteer Management Policy.

1. STRATEGIC PLAN

Partnerships: Facilitate meaningful collaboration with Cobourg residents.

2. PUBLIC ENGAGEMENT

This report was published 10 days in advance as part of the standard Council public engagement process.

3. PURPOSE

The Town of Cobourg recognizes, encourages, supports, and values the involvement of volunteers to assist the Town of Cobourg in providing programs and services where appropriate. Volunteers enhance participant experience, increase community participation, and help to build positive relationships between the Town of Cobourg and its residents.

The Town of Cobourg supports and promotes volunteers to supplement the services performed by Town employees and local partners.

The Town of Cobourg ensures that appropriate procedures are in place for screening, training, and supervising of its volunteers for the safety of its employees, volunteers, residents, and participants, and for the integrity of its events and programs.

4. ORIGIN AND LEGISLATION

This policy establishes guidelines for staff and volunteers to ensure a safe, meaningful, and productive experience with the Town of Cobourg. This framework allows volunteers to contribute effectively while maintaining appropriate alignment with collective agreements, workplace safety regulations, and other human resource legislation.

5. BACKGROUND

The Town of Cobourg expects that all volunteers offer their services in ways marked by helpfulness, understanding, professionalism, and in ways that enhance community quality of life and reflect positively on the Town. The Volunteer Management Policy provides the framework for effective volunteer engagement with the Town's organizational structure.

6. ANALYSIS

One of the factors that initiated this policy update were multiple requests from the community to recognize the significant contributions that volunteers provide to the culture and operations of the Town. This policy provides an updated mechanism to recognize those efforts through the Civic Awards Committee. Furthermore, the Parks and Recreation Advisory Committee plans to expand the Facility Allocation Policy so that further opportunities can be explored at the Cobourg Community Centre for several overlapping requests for recognition space, including requests for a volunteer recognition wall, expanded Sports Hall of Fame area, and other requests.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

N/A

8. CONCLUSION

The updated Volunteer Management Policy provides an effective framework for management and engagement of volunteers who significantly contribute to the culture and operations of the Town.

Report Approval Details

Document Title:	Volunteer Management Policy - Update - Community Services-131-22.docx
Attachments:	- 11. All Personnel - Volunteer Policy Sept 26 2022.doc
Final Approval Date:	Sep 15, 2022

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Sep 15, 2022 - 8:57 AM