



Community and Recreation Volunteerism

Procedure No.: PS-REC-7	Council Resolution No.: N/A
Department: Recreation	Authority: CAO
Effective Date: December 16, 2019	Revision Date: December 19, 2022
Review Date: December 2025	Repealed Date:
Supersedes: N/A	
Related Policy No.: PS-REC-7	
Related Policy Name: Community and Recreation Volunteerism	

1.0 PURPOSE

- 1.1 This procedure provides a guideline for the Recreation Facilities Volunteers and the Town of Taber staff regarding their volunteerism throughout the community.

2.0 OPERATING GUIDELINES

- 2.1 Definitions
 - 2.1.1 “CAO” means the Chief Administration Officer for the Town of Taber within the *MGA*;
 - 2.1.2 “Council” means the Mayor and Councilors of the Town of Taber;
 - 2.1.3 “MGA” means *Municipal Government Act* RSA 2000, C M-26 as amended and the regulations thereunder;
 - 2.1.4 “Municipality” means the Town of Taber governed by the *MGA*; and
 - 2.1.5 “Town” means the municipality Town of Taber
- 2.2 Scope:
 - 2.2.1 To apply to all volunteers who work with the municipality’s recreation facilities, and represent the Town of Taber.
- 2.3 Responsibilities:
 - 2.3.1 Council:
 - 2.3.1.1 To support the Community and Recreation Facilities Volunteers within the Town Taber
 - 2.3.2 Corporation:
 - 2.3.2.1 Recreation Department:



- 2.3.2.1.1 To provide an overview of the volunteer responsibilities with a specific department/event;
- 2.3.2.1.2 To keep volunteers informed of relevant policies and procedures;
- 2.3.2.1.3 To take all reasonable precautions to protect the health and safety of Volunteers while assisting the municipality; and,
- 2.3.2.1.4 To provide training to volunteers on items such as but not limited to – health & safety awareness, access customer service, responsibilities of the volunteer, policies and procedures.

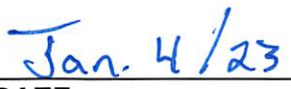
2.3.2.2 Volunteer:

- 2.3.2.2.1 Maintain confidentiality of information;
- 2.3.2.2.2 Represent the Town in a professional, respectful manner;
- 2.3.2.2.3 Speak with a Town representative when issues arise;
- 2.3.2.2.4 Read and follow the Community and Recreation Facilities Volunteer Acknowledgement Form and applicable policies and procedures; and,
- 2.3.2.2.5 Sign the Community and Recreation Volunteer Acknowledgement Form as per Schedule A.

2.4 Training

- 2.4.1 Volunteers will receive orientation and training, and any information that is specific to and appropriate to their volunteer role.


CHIEF ADMINISTRATIVE OFFICER


DATE



Schedule A Community and Recreation Volunteer Acknowledgement Form

WARNING: BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, CLAIM DAMAGES, AND SEEK COMPENSATION.

This document is to be signed by (*print name*)

_____ (the “**Community and Recreation Volunteer**”), in order to participate in the following activities with and through the **Town of Taber** on a voluntary basis:

- _____
- _____
- _____
- _____

The following is an acknowledgment by you, the Community and Recreation Volunteer, and the Recreation Department of the Town of Taber.

As a Community and Recreation Volunteer, (please initial):

1. _____ I am 18 years of age or older
2. _____ I will disclose any information regarding criminal charges or criminal activity that may affect my criminal record to my volunteer supervisor
3. _____ I will attend all training sessions unless alternatives have been arranged
4. _____ I will immediately report any incidents, concerns and/or accidents to the Town Liaison.
5. _____ I am aware of the Freedom of Information and Protection of Property Act of Alberta.
6. _____ I will not receive monetary compensation for my volunteer services or time
7. _____ I will not be considered an employee of the Town of Taber.

I also hereby agree as follows:

- (a) **To Waive Any and All Claims** of every nature and kind at law or equity or under any statute that we have or may have in the future against the Town;
- (b) **To Release the Town** from any and all liability for injury, death, property damage, property loss or any other loss or expense that I may suffer or that my next of kin or legal representatives may suffer as a result of my participation in the volunteer activities, due to any cause whatsoever, including negligence on the part of the Town;



(c) To Hold Harmless and Indemnify the Town from any and all liability for injury, death, property damage, property loss or any other loss or expense to any party, including myself, a result of participation in the volunteer activities or other financial loss or expense including, without restriction, legal expenses and costs on a solicitor-and-his-own-client full indemnity basis in defending against such claims or enforcing the terms contained within this document; and

(d) That This Agreement Will Be Effective and Binding Upon myself, and my heirs, next of kin, executors, administrators and assigns.

Recreation Department:

1. We will provide written information, training and support to you as a Volunteer
2. We will respect the skills, dignity, and individual needs of the Volunteer.
3. We will be receptive to feedback from you as Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
4. We will maintain our commitment to the health and safety of all volunteers, staff and patrons and conduct ourselves accordingly.

This information is being collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and may be used for the administration of Town of Taber volunteer programs. Your personal information is protected by the privacy provisions of FOIP. If you have any questions about the collection, use and disclosure of your personal information, please contact the Town of Taber FOIP Coordinator, at 403-223-5519 or admin@taber.ca.

X

Applicant

X

Town of Taber
Recreation Manager

