



PARKS & TRAILS VOLUNTEER POLICY

Applicability: Parks & Trails Division

Effective Date: July 26, 2019

PURPOSE:

To establish a policy to support Volunteer opportunities in Electoral Area Community and Regional CVRD Parks & Trails.

DEFINITION:

Parks & Trails Volunteer (“Volunteer”)

This policy applies to any individual, 16 years of age or older, who offers time, energy and skills of their own free will and without compensation for the benefit of the CVRD who signs a Parks & Trails Volunteer Application and whose application to become a Volunteer is accepted.

An individual who is less than 19 years of age may apply to become a Volunteer with the consent of their parent or legal guardian.

An individual who is 15 or younger may act as a Volunteer however they must be accompanied by their parent or legal guardian at all times.

Unless the person has signed a formal Parks & Trails Volunteer Application and received a signed copy back from a Parks & Trails staff person, that person is not a Volunteer of the CVRD and is not authorized to participate in the Parks & Trails Volunteer Program.

Parks & Trails Volunteer Application Form

The Parks & Trails Volunteer Application form prepared by the CVRD must be signed by the Volunteer and an authorized representative of the CVRD in order for a person to become a Volunteer.

Parks & Trails Volunteer Activities (“Volunteer Activities”)

Volunteer Activities will be consistent with relevant Parks & Trails Master Plans and operational standards and will take into account the impact of activities on natural and built parks and trail features.

Volunteer Activities can be identified by the Parks & Trails Division or Volunteers. Volunteer Activities proposed by individual Volunteers or Volunteer groups must be submitted as a detailed plan of scheduled works and activities for approval by the Parks & Trails Division.

No Volunteer Activities may be undertaken without the advance written approval of an authorized representative of the Parks & Trails Division.

CVRD will schedule, coordinate and supervise all approved Volunteer Activities. Activities may include and are not limited to invasive plant removal, habitat restoration planting, garbage pickup and trail building.

POLICY:

Declaration

The objective of the Parks & Trails Volunteer Policy is to provide standardized direction on the engagement and management of Volunteers to ensure that:

1. A safe working environment is provided for Volunteers;
2. Volunteers are treated fairly, with respect and are valued and recognized for their contribution to the work of the CVRD;
3. The management of Volunteers and Volunteer Activities is consistent with CVRD policies, standards and bylaws such as but not limited to work safety, purchasing and privacy; and
4. Opportunities are provided for people to become active supporters and promoters of Parks & Trails initiatives that complement the work of staff.

Principles

In providing opportunities for community Volunteering in Parks & Trails the following principles will be adhered to:

1. Volunteers will not be used for work that would normally require the employment of a paid public sector employee.
2. Volunteers will not be used for any role or activity that has an enforcement or regulatory basis or are considered high risk activities.
3. The CVRD is not obliged to accept any person's application to act as a Volunteer. The CVRD may at any time cancel a person's registration as a Volunteer where such Volunteer is in breach of the Standard of Conduct Policy.
4. Volunteers will be provided a pre-activity orientation before commencement of any Volunteer opportunity and must be provided with the necessary training and equipment to undertake tasks in a safe and legal manner. Volunteers must follow all reasonable directions by staff.
5. Individuals who are engaged as Volunteers by third party organizations or contractors working on Parks & Trails projects do not act in the capacity of a Volunteer. In such circumstances the CVRD is not responsible to supervise the activities of those individuals, and the contractor or organization that engages the individual is responsible for supervision and for ensuring the safety of the individuals engaged.
6. Volunteers will be issued with the appropriate personal protective equipment (PPE) and safety clothing appropriate to the Volunteer tasks they are assigned to.
7. Volunteers are required to act in accordance with CVRD policies regulating conduct, including Confidentiality Policy, Health and Safety Policy, Respectful Workplace Policy and

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Standard of Conduct Policy. Without limiting the foregoing, Volunteers are expected to:

- a. Act lawfully;
- b. Be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests;
- c. Follow the letter and spirit of CVRD policies and procedures; and
- d. Treat people with courtesy and respect.

Responsibilities

1. Volunteers will actively participate in assigned activities under the oversight of the CVRD.
2. Volunteers must comply with all applicable CVRD policies and procedures and are required to carry out any work they volunteer to perform under the direction of the Parks & Trails Division.
3. Volunteers make a commitment to the CVRD and will contribute in ways that support the Corporate Strategic Plan.

Volunteering Benefits

1. The CVRD recognizes and supports the activities and contributions of Volunteers.
2. Volunteers support the evolution of parks and trails in the community.
3. Volunteering provides for participation in the CVRD's delivery of a valued community service.
4. Volunteers have the opportunity to gain knowledge and experience associated with parks and trails.
5. Volunteering provides for connecting with the community through networking and social interaction.
6. Volunteering supports individual and community mental and physical wellness.

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| Approved by: Board Approval date: July 26, 2019 |
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