



# CITY POLICY

**POLICY NUMBER: C504**

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**REFERENCE:**

**ADOPTED BY:**

City Council

5 July 2006

**SUPERSEDES:**

New

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**PREPARED BY:** Community Services

**DATE:** 30 January 2006

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**TITLE:** **VOLUNTEERISM POLICY**

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**Policy Statement:**

The City of Edmonton values Volunteers and believes that Volunteerism:

- Promotes citizen involvement, social and civic responsibility, and civic pride.
- Contributes to healthy communities and a vibrant Edmonton.
- Improves Edmontonians' quality of life.

Thus, the City will:

- Support Volunteers and Volunteerism in Edmonton.
- Provide positive, meaningful volunteer experiences for individuals who volunteer with the City by adopting the Canadian Code for Volunteer Involvement (2001) as its standard for the City's volunteer management systems.
- Encourage all corporations in Edmonton, including the City of Edmonton, to support Volunteerism.
- Work with Voluntary Community Groups in order to strengthen and recognize Volunteerism in Edmonton.

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**The purpose of this policy is to:**

- Recognize the essential role that Volunteers, Civic Volunteers and Volunteerism play in building a healthy and vibrant Edmonton.
- Recognize the role that Volunteers, Civic Volunteers and Volunteerism contributes in making Edmonton a community of choice for businesses and individuals.
- Strengthen Volunteerism in Edmonton.

- Enhance the City's image and reputation as a socially responsible partner that supports Volunteers and Volunteerism in order to develop healthy and sustainable communities.
- Provide quality volunteer experiences for individuals who volunteer with the City.
- Develop systems and processes that support Civic Volunteers and Volunteerism by establishing best practices in the management of Civic Volunteers within the City.
- Harmonize and provide consistent volunteer practices for City programs, services, and events that involve Civic Volunteers.
- Minimize Civic Volunteer turnover and increase retention of Civic Volunteers for City programs, services, and events.
- Encourage corporations, including the City of Edmonton, to support Volunteerism by their employees.
- Strengthen relationships with and networks among Voluntary Community Groups.
- Provide framework for Civic Volunteers to complement and/or supplement City programs, services and events. Civic Volunteers will not replace Employees nor affect any Employee's job security.



# CITY PROCEDURE

**POLICY NUMBER:** C504

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**AUTHORITY:** City Manager

**EFFECTIVE DATE:** 05 July 2006

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**TITLE:** Volunteerism Policy

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## Definitions:

Canadian Code for Volunteer Involvement: developed during the International Year of the Volunteer in 2001, is a framework for decision making. The Code is based on values, guiding principles, and organization standards.

City: is the Corporation of the City of Edmonton.

Voluntary Community Groups: are nonprofit groups or organizations that exist to serve the public benefit, are typically governed by a voluntary board of directors, and depend on volunteers to carry out essential parts of the groups' or organizations' work.

Volunteer: is anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

Civic Volunteer: is a Volunteer that performs a task under the direction of the City of Edmonton.

Civic Volunteers complement and/or supplement City programs, services and events, and include:

- citizens who are appointed to Civic Agencies (as defined in Policy C473B).

Civic Volunteers do not include:

- volunteers involved in not-for-profit and or non-government organizations delivering services within Edmonton;
- Council appointments to external agencies (as defined by Policy C473B)

Volunteering: or voluntary action, refers to activities carried out by individuals, of their own free will, to shape and/or enhance their communities. Volunteer includes people assisting others, both formally and informally.

Volunteerism: is the involvement of Volunteers, especially in community service.