



TOWN OF RAYMOND

Adopted By: Council

Motion: 2018-159

Authority to Administer: Directors of Community and Legislative Services

Policy Number: GP-2018-03

Policy Name

Council Committee and Special Events Volunteer Policy

Policy Purpose

To enhance the Town's image and reputation as a socially responsible organization that supports volunteers and volunteerism and to encourage greater citizen engagement and civic pride.

Policy Statement

The Town of Raymond recognizes the essential role citizen engagement plays in the health and vibrancy of our town. Volunteerism can strengthen relationships between council, public and administration, increase involvement in town activities, programs and services, and provide greater insight and expertise to inform council decision making. Consequently, this policy has been developed to facilitate proactive recruitment of volunteers for Council Committees and Boards and town special events.

Guiding Principles

- increase public involvement on town committees by attracting more volunteers, leading to less burn-out
- attract volunteers who have relevant experience and knowledge
- in cases where there are more applicants than vacancies, and applicants are similarly qualified, preference will be given to candidates who do not already serve on a town committee
- inclusivity – people should not be excluded due to lack of experience or knowledge. Willingness or desire to contribute to town committees and activities should be highly valued in recruitment process

Policy Procedures and Practices

Resignation of Volunteer on Committee or Board

- Vacancy becomes available and councilor informs administration
- Administration creates a recruitment brief and posts to social media, town website

Organizational Meeting and Special Events

- Every year prior to organizational meeting or special events (Ex. Heritage Days), administration will analyze committee and board needs, or special event needs, and prepare application form (Appendix A) accordingly.

- Council committee representatives may be asked if the committee bylaw or terms of reference need updating, ex. is the number of members adequate?

General Administrative Practices

- Establishment of volunteer page on town website, posting/advertising vacancy process, volunteer application process
- Maintain list of interested volunteers, with specific areas of interest
- Maintain volunteer website (<https://www.volunteersignup.org/JK7FM>)

Volunteer Appreciation

In the fall of every year Council will host a volunteer appreciation event that administration will help plan and coordinate.

Appendix A Committee/Board Application Form



PART 1

If you are interested in serving on any of the following Town Committees, please return this application form or submit a letter including your name, address, phone number, email and interests to the Town Office.

Open Positions:

Opening One	Opening Two
Opening Three	Opening Four

Name: _____

Civic Address: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Opening One: Description, including meeting schedule and function of board or committee

Opening Two: Description

Opening Three: Description

Opening Four: Description

Your name, home phone number, home address and postal code are collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. This information will be used in the administration of Town of Raymond programs. If you have any questions about this collection, contact the FOIP Coordinator, Town of Raymond, 15 Broadway S, T0K2S0, 403-752-3322

PART 2

Previous or current committee experience, if any.



Please provide any educational or work experience you feel will help you with committee or board service with the Town of Raymond.

Please tell us why you are interested in serving on a board or committee with the Town of Raymond.

Provide any additional information on your interests, education or experiences you would like to share.

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