



TOWN OF HIGH RIVER POLICY

Policy Number:	LEGSERV-POL-100-00
Policy Title:	Community Volunteer, Committee and Board Member Management
Related Procedure Numbers:	LEGSERV-PRO-100-00, LEGSERV-PRO-101-00
Related Procedure Name:	Volunteer Recognition Council Committee & Board Member Management
Approval Date:	
Revision Date:	
Responsible Department:	Corporate Services

Policy Statement

The Town of High River values the role that Community Volunteers, Committee and Board Members play in local governance as well as building a healthy, sustainable and vibrant Community that promotes a high quality of life for all Town residents.

Reason for Policy

The purpose of this Policy is to:

- Recognize the essential role that Community Volunteers, Committee Members, and Board Members play in building a healthy, vibrant, and sustainable Community.
- Establish best practices, including but not limited to:
 - Developing Council Committees and Boards with a clear purpose, and one which will make an effective use of the time and knowledge of the Committee Members and Board Members;
 - Ensuring purposeful integration of Community Volunteers, Committee Members and Board Members into Town of High River programs, services, and events;
 - Appointing individuals to Council Committees and Boards that have been recruited through a fair, equitable and inclusive process; and
 - Developing guidelines with respect to the ongoing maintenance and dissolution of Council Committee and Boards.
- Strengthen Volunteerism within High River.

Definitions

“Board Member” means an individual appointed to a Council Board who has donated his or her time, energy and skills to ensure effective local governance as well as building a healthy, sustainable and vibrant Community without receiving financial compensation for the same.

“Committee Member” means an individual appointed to a Council Committee who has donated his or her time, energy and skills to ensure effective local governance as well as building a healthy, sustainable and vibrant Community without receiving financial compensation for the same.

“Community” means the High River region.

“Community Volunteers” means an individual who may or may not be appointed to a Council Committee or Board but has donated their time, energy and skills to the Community without financial compensation.

“Council” means the Town Council for High River.

“Employee” means individuals employed by the Town.

“Employee Liaison” means an Employee of the Town responsible for advising a Council Board or Committee.

“Management” means the Town Manager, together with Managers and Directors employed by the Town of High River.

“Manager of Legislative Services” means the individual employed by the Town in the management role that oversees Legislative Services.

“Term” means the amount of time that Council shall hold office, pursuant to the *Municipal Government Act*.

“Town” means the Town of High River.

“Town Manager” means the individual appointed to the position of Chief Administrative Officer in accordance with the *Municipal Government Act*.

“Volunteerism” means the involvement of Community Volunteers, Committee Members, and Board Members in community services.

Responsibilities

- Council shall be responsible for:
 - Approving by resolution this Policy and any amendments thereto;
 - Considering the allocation of resources for successful implementation of this Policy in the annual budget process;
 - Recognizing the benefits of volunteers and volunteerism; and
 - Reviewing this Policy and providing direction to Administration once per Term.
- The Town Manager shall be responsible for:
 - Implementing this Policy;
 - Approving associated Procedures with this Policy;
 - Arranging or delegating Policy and Procedure reviews; and
 - Ensuring compliance with this Policy.
- Management shall be responsible for:
 - Understanding and adhering to this Policy and corresponding Procedures; and
 - Ensuring Employees are aware of this Policy and Procedure.
- The Manager of Legislative Services shall be responsible for arranging for training for all Employee Liaisons in relation to this Policy and corresponding Procedures.
- Employees shall be responsible for:

- Understanding and adhering to this Policy and corresponding Procedures; and
- Engaging Community Volunteers, Committee Members and Board Members effectively and respectfully.

Approval

This Policy shall come into force and effect upon adoption by Council at the Regular Meeting of Council on April 10, 2017.

MAYOR/DEPUTY MAYOR

TOWN MANAGER

DATE