



District of Lantzville

Policy No.: 3000-14

Date of Implementation: June 24, 2026

Council Resolution: C26-250

Amended:

Council Resolution:

Volunteer Programs Policy

PURPOSE

The District of Lantzville recognizes the essential role that volunteerism plays in building a healthy, caring, and vibrant community and contributes to the health and well-being of citizens. This policy outlines the relationship between the District of Lantzville [“District”] and volunteers to establish consistent practices and guidelines for District programs, services, and events that engage volunteers.

SCOPE

This Policy applies to all volunteers for a District-led initiative or for an external proposal from a District resident or a volunteer organization. This Policy does not apply to appointed Committee Members or external volunteer organizations that have an agreement with the District to perform volunteer activities on District property.

DEFINITIONS

<u>Term</u>	<u>Meaning</u>
Activity	a program, service or event in which volunteers are engaged
Agreement	a signed document between the District and an external organization
Attendant	a First Aid Attendant who holds a valid Standard First Aid for Industry certification (Occupational First Aid Level I equivalent) at a minimum.
Committee Members	members appointed by Council
District	the District of Lantzville

<u>Term</u>	<u>Meaning</u>
District Host	the employee responsible for the activity
District-Initiated Program	volunteer programs initiated by the District
Organization	an external, volunteer organization, group, or society that has obtained permission from the District to perform volunteer-run activities on District-owned property
Release and Waiver	the document that records the waiving of or right to a claim by a volunteer
Staff	an employee of the District
Volunteer	a person who freely offers their time, energy and skills without compensation, to the mutual benefit of the District and themselves, for a District-run program, event, and/or service
Volunteer-Initiated Program	volunteer programs initiated by District of Lantzville residents

KEY PRINCIPLES

- 1) The District celebrates volunteers and is committed to providing positive and meaningful experiences for volunteers.
- 2) The District is committed to the principles of diversity and equality of opportunity.
- 3) Volunteer activities are intended to enhance District programs, events, and services, and provide opportunities for citizens to connect with their community. They are not intended to displace District employees or be relied upon to provide critical ongoing infrastructure maintenance nor to fill vacant CUPE classifications.
- 4) Volunteers have the right to know the hazards related to their volunteer work and to refuse unsafe work.
- 5) Where an agreement exists between an external organization and the District related to volunteer activities, the terms of the agreement will prevail where there is a conflict with this Policy.

PROCEDURES

Volunteer Program Approval Process:

- 1) Proposals for volunteer-initiated projects from District of Lantzville community members can be submitted in writing to the Director of Corporate Administration. Each proposal will be reviewed by staff, and the applicant will receive a written response regarding the proposed volunteer project. The application will list the names of the volunteers to be involved in the project. If the applicant does not have volunteers chosen, the District may assist by advertising for volunteers on behalf of the applicant.
- 2) District-initiated volunteer projects will be posted on the District web site to solicit volunteers.
- 3) All programs must be approved by the District of Lantzville Council.

Volunteer Recruitment Process:

- 4) Each volunteer position or activity must be evaluated to determine the risks involved in the performance of expected duties. Appropriate volunteer screening procedures will be employed.
- 5) Details of volunteer activities including qualifications, required documentation, scope of work, date, time, and location, and the required personal protective equipment ("PPE") will be provided in the announcement for such activity.

Tools and Equipment:

- 6) All tools and equipment will be provided by the District for volunteer activities except when noted in the announcement to bring your own tools and equipment. Any personal tools and equipment used during volunteer activities are the sole responsibility of the volunteer and it is important to understand that in such cases, the District is not responsible for any lost, stolen, or damaged items of personal tools or equipment.

Records Management:

- 7) The release and waiver will be maintained in accordance with the District's records management program retention schedule and the *Freedom of Information and Protection of Privacy Act*.

Volunteer Age Guidelines:

- 8) Persons aged thirteen (13) years of age or under are eligible to volunteer if they are accompanied by and supervised by their parent or legal guardian.
- 9) Any persons under eighteen (18) years of age will be required to have their parent or legal guardian sign the Release and Waiver form.

RISKS AND SAFETY PROCEDURES

There are risks and hazards associated with some volunteer activities. Staff will advise volunteers regarding known risks and hazards and will provide direction to volunteers regarding the safety procedures that must be adhered to prior to the commencement of the event or volunteer activity.

RESPONSIBILITIES

- 10) The **District Host** will:
 - a) review, and ensure volunteers satisfy the requirements to safely participate prior to the event or volunteer activity. If the volunteer(s) do not meet the requirements the District Host will notify the volunteer(s), and ensure they do not participate in the event;
 - b) ensure all tools, equipment, safety equipment, technology, and supporting documentation are provided to volunteers;
 - c) provide a safe and positive environment for all volunteers including the right to dismiss volunteers for inappropriate behaviour or failing to adhering to direction provided;
 - d) provide orientation to volunteers that covers basic policies, rules, regulations, safety, risks, hazards, and emergency procedures related to the volunteer activity.
 - e) provide a qualified Attendant from District staff for the event or volunteer activity, as required.
 - f) ensure all volunteers have checked out before leaving the site at the end of the event; and
 - g) sweep the area for potential hazards following the activity and resolve appropriately.

- 11) The **Attendant** will:
- a) remain onsite for the duration of the event;
 - b) administer and/or coordinate first aid treatment in the event of an injury; And,
 - c) report the injury to the District's Human Resources Department via the Occupational Incident Report ("OIR"). If the attendant is not a staff member, report the incident to the **District Host**.
- 12) **Human Resources** will:
- a) prior to an event or volunteer activity, provide training to District Hosts about the Occupational Incident Report [OIR] process, if needed;
 - b) if applicable, obtain OIRs and file in accordance with the District's records management program retention schedule and the *Freedom of Information and Protection of Privacy Act* ; And,
 - c) Obtain the volunteer release and waivers and file them in accordance with the District's records management program retention schedule and the *Freedom of Information and Protection of Privacy Act*.
 - d) Ensure that proposals do not violate the Collective Agreement between CUPE 401 and The District of Lantzville.
 - e) Notify CUPE 401 of any Council approved programs or activities under this policy.
- 13) **Volunteers** will:
- a) Provide a Criminal Record Check prior to starting volunteer work.
 - b) Sign a release and waiver.
 - c) Comply with all applicable District bylaws, policies, and procedures and follow the direction of the **District Host**.
 - d) Report any health and safety concerns to the **District Host**.

REFERENCES

Not applicable.

**RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

**BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN
LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE**

PLEASE READ CAREFULLY!

INITIAL

TO: The DISTRICT OF LANTZVILLE, ("Lantzville"), and its directors, officers, employees, agents, representatives, volunteers, independent contractors, subcontractors, sponsors, successors, and assigns, (hereinafter the "RELEASEES")

Name	Last	First	Initial
Address	Street		
	City	Prov.	Code

INTERPRETATION:

I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of province of British Columbia. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

PHOTOGRAPHIC RELEASE:

I, grant and convey to Lantzville all right, title, and interests in any and all photographs, images, video or audio recordings of me or my likeness or voice made by Lantzville in connection with the volunteer activities, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

MEDICAL TREATMENT RELEASE:

I hereby release and forever discharge the Releasees from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Lantzville. I give my consent for Lantzville to provide, administer, or obtain medical treatment for me.

ASSUMPTION OF RISKS

I am aware that providing volunteer services to Lantzville may include activities that are hazardous to me including, but not limited to, inherently dangerous activities, activities which involve inherent risks, dangers and hazards, including, but not limited to: working in various environments which have inherent and/or hidden hazards, the actions of other volunteers, including negligent actions of other volunteers, hazards from traffic, hazards from arising from the use of equipment, negligence of others and **NEGLIGENCE ON THE PART OF RELEASEES, INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS.**

I am also aware that the risks, dangers, and hazards referred to above exist throughout the areas where I am volunteering. I freely accept and fully assume all risks, dangers and hazards set out above including the possibility of personal injury, death, property damage or loss resulting therefrom or from

any other cause whatsoever including **NEGLIGENCE, BREACH OF CONTRACT, AND BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE** by the **RELEASEES** arising from the services I provide as a volunteer or occurring while I am participating in events.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In consideration of the Releasees allowing me to participate as a volunteer and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against the **RELEASEES** and to release the **RELEASEES** from any and all liability for any loss, damage, expense or injury including death that I may suffer, or that my next of kin may suffer as a result of my volunteer activities, due to any cause whatsoever, **INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS' LIABILITY ACT, R.S.B.C. 1996 c. 337, ON THE PART OF THE RELEASEES, AND INCLUDING THE FAILURE ON THE PART OF THE RELEASEES TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**
2. **TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES** from any and all liability for any damage to property of or personal injury to any third party resulting from my volunteer activities;
3. This Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
4. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia; and,
5. Any litigation involving the parties to this Agreement shall be brought within the Province of British Columbia

I confirm that I am 19 years of age or older.

In entering into this Agreement, I am not relying upon any oral or written representations or statements made by the **RELEASEES** other than what is set forth in this Agreement. **I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.**

Signed this _____ day of _____, [**20**].

_____ Witness	_____ Signature of Participant
Please print name clearly:	Please print name clearly: