



# Staff Report to Council - for Direction

**Title:** Volunteer Program Policy Report

**From:** Cathy McGirr, Director of Museum and Cultural Services

**Date:** April 4, 2024

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## Staff Recommendation:

That the revisions as outlined in the Volunteer Program Policy be approved.

## Report Summary:

Report outlines minor revisions and additions in the policy.

## Background:

The Museum is governed by standards outlined in the Ministry of Heritage, Sport, Tourism and Culture industries. The 10 standards for community museums represent the minimum requirement for the operation of a good community museum and are necessary to qualify for the Canadian Museum Operating Grant (CMOG). The Volunteer Program Policy is not part of these standards.

## Volunteer Program Policy Revisions

Section: Volunteer Application Process - add Volunteer Coordinator 3<sup>rd</sup> section

Section: Grounds for Dismissal - add Volunteer Coordinator 1<sup>st</sup> section

Section: Orientation and Training - add Volunteer Coordinator 1<sup>st</sup> section

Section: Responsibilities of the Volunteer Coordinator - add Volunteer Coordinator opening statement

Section: Rights and Responsibilities of Volunteers - new “Adhere to the volunteer BCM&CC Volunteer Code of Conduct”

Section: Related Forms & Policies - new policies added, Policy: H03 Social Networking, Policy: Anaphylaxis “Nut-Aware”. ITS-06 Generative AI Policy

## Financial/Staffing/Legal/IT Considerations:

There are no financial/staffing/legal/IT considerations with this report.

## Interdepartmental Consultation:

There was no interdepartmental consultation with this report.

**Link to Strategic Goals and Objectives:**

**Strategic Goals**

This report aligns with the County's value of Good Governance.

**Link to Departmental Plan Goals and Objectives, if any:**

Policy development and revisions are part of the overall best practice for community museums.

**Report Author:**

Matt Smith, Volunteer Coordinator

**Departmental Approval:**

Cathy McGirr, Director, Museum & Cultural Services

**Approved for Submission:**

Christine MacDonald, Chief Administrative Officer