28. MUNICIPAL VOLUNTEER & MAINTENANCE SAFETY POLICY

This policy is adopted pursuant to Section 8 and Section 81 of *The Municipalities Act*, S.S. 2005, c. M-36.1, authorizing Council to establish policies governing municipal operations, committees, and the use of municipal property.

1. PURPOSE

The purpose of this policy is to:

- Protect the safety of volunteers, councillors, staff, and the public
  - Ensure compliance with provincial safety regulations and licensing requirements
  - Reduce municipal liability and insurance risk
  - Establish clear guidelines regarding work that may be completed by volunteers versus licensed professionals

The Village of Torquay values volunteer contributions but must ensure that all work performed on municipal property meets appropriate safety and regulatory standards.

2. SCOPE

This policy applies to:

- Municipal employees
  - Members of Council
  - Municipal committees and boards
  - Community organizations operating municipal facilities
  - Volunteers working on municipal property
  - Contractors hired by the municipality

It applies to work performed on all municipal facilities and infrastructure including buildings, utilities, parks, recreation facilities, and municipal equipment.

3. GENERAL PRINCIPLES

1. Public and volunteer safety is the municipality's highest priority.
2. All work on municipal infrastructure must comply with applicable legislation, permits, and inspection requirements.
3. Volunteers may assist with appropriate low-risk activities.
4. Work requiring licensing, certification, permits, or inspections must be completed by qualified professionals.

4. WORK REQUIRING LICENSED PROFESSIONALS

The following work must only be completed by qualified contractors or certified professionals:

- Electrical wiring, panel work, or electrical system modifications
- Natural gas or propane systems, including furnaces and gas appliances
- Structural modifications or load-bearing repairs
- Fire alarm, sprinkler, or emergency systems
- Boilers, pressure vessels, or specialized mechanical systems
- Water or sewer infrastructure repairs or connections

Such work may require permits, inspections, and regulatory oversight.

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5. PERMITTED VOLUNTEER ACTIVITIES

Volunteers may assist with low-risk activities such as:

- Painting and cleaning
- Landscaping and planting
- General maintenance
- Non-structural carpentry
- Event setup and facility organization
- Rink preparation or minor facility upkeep

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6. PROHIBITED VOLUNTEER ACTIVITIES

Volunteers shall not perform:

- Electrical or gas system work
- Furnace or heating system installation or repair
- Structural demolition or modifications
- Work requiring permits or inspections
- Operation of specialized equipment without certification
- Any activity requiring professional licensing

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7. PERMITS AND INSPECTIONS

Where required by legislation:

- Appropriate permits must be obtained before work begins
- Inspections must be completed where applicable
- Documentation must be maintained by the municipality

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8. INSURANCE AND CONTRACTOR REQUIREMENTS

Contractors performing regulated work must provide:

- Proof of liability insurance
    - Workers Compensation Board (WCB) coverage
    - Applicable professional licensing

9. ADMINISTRATION RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate shall:

- Provide guidance regarding safety, permits, inspections, insurance, and legislative compliance
    - Assist committees and community organizations in determining when licensed professionals are required
    - Maintain municipal records related to permits, inspections, and contractor documentation where applicable
    - Report significant safety concerns or policy violations to Council
    - Support committees in carrying out Council-approved projects and maintenance activities

10. COUNCIL RESPONSIBILITIES

- Council shall support enforcement of this policy and avoid directing volunteers to perform work requiring licensed professionals.
- Council may delegate operational authority to committees for routine facility maintenance and community projects, subject to municipal policies and applicable legislation

11. COMMITTEES AND COMMUNITY ORGANIZATIONS

Committees and community organizations responsible for municipal facilities may undertake routine maintenance, improvements, and projects within the authority delegated by Council, provided they comply with this policy.

Committees must:

- Ensure volunteer activities remain within approved safety limits
    - Seek guidance where permits, inspections, contractor requirements, or regulated work may be involved
    - Keep Administration informed of major facility projects or significant regulated work

12. NON-COMPLIANCE

Failure to comply with this policy may result in:

- Immediate suspension of the activity
    - Requirement that unauthorized work be corrected by a licensed professional
    - Removal of committee responsibilities where applicable

13. POLICY REVIEW

Council will periodically review this policy to ensure compliance with provincial legislation, insurance requirements, and municipal risk management best practices.

EFFECTIVE DATE This policy takes effect _____

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Terry Malaryk, Mayor Tammie Jackson, CAO