

Volunteer Organizations Operation guidelines  
**PROPOSED POLICY STATEMENTS**

Rational: The village of Edgerton provides insurance coverage for those volunteer organizations that operate/ manage village facilities. Insurance companies are expecting (demanding) municipalities have in place policy to direct basic operating principles to control risk in facility, liability, fraud and to prevent criminal activity. This Policy will also help to protect individuals from wrongful accusations and maintain the integrity of all concerned if it is followed.

The Village of Edgerton in partnership with the Municipal District of Wainwright support volunteer organizations with grants given out from recreation tax money. These funds must be accounted for in a proper way. In order for this to happen the following operation guidelines are put in place.

All organizations receiving money from the village in the form of grants, payment of insurance or other means are required to follow this policy.

B. Organization requirements:

1. An elected executive is required made up of at least 2 persons; a chairperson and secretary- treasurer.
2. Define the minimum number of members/ directors required to have a quorum in order to conduct business of the organization.
3. All committees of the village operating village facilities and / or programs are to submit the names of director / members for council ratification.
4. Signing authority on all documents and cheques is to be appointed by resolution or motion of the organization.
5. A record of all decisions in the form of minutes is to be kept.
6. The names of members present at each meeting are to be recorded in the minutes.

C. Financial requirements:

1. A formal record of the financial affairs of the organization are to be maintained showing revenue amounts and sources plus detail of expenditures to whom for what and the amount.
2. All cash taken in should be counted by at least 2 persons, recorded with the record signed and turned in with the cash to the treasurer. Organizations may want to develop a form to use for this purpose.
3. A bank account is required with authorized signing authority signing all cheques
4. All income should be deposited in the organization's bank account.
5. All accounts payable should be paid by cheque.
6. Financial records are to be audited once a year by a qualified person appointed by resolution of the members. That person is to issue a statement summarizing the income and expenditures for the year.

D. Planning requirements: All planning documents are to be approved by formal resolution

1. An operating budget should be prepared each year.
2. A capital budget should be drawn up for any capital projects being planned.
3. It is strongly recommended long range capital plans be drawn up and revised yearly

E. Reporting requirements:

The village requires the following information yearly

1. A copy of the minutes of the organizational meeting or meeting where the executive is elected.
2. A list of all members/ directors with voting authority
3. A copy of the operating budget for the year
4. A copy of the capital budget for the year if a capital project is being done
5. A copy of the audited financial statement for the previous year.
6. A copy of the long range plan if a capital project over \$5000 is being contemplated.
7. Failure to provide the above items could result in requests for funding being rejected until they are provided and funding is still available.
8. The village also reserves the right to withhold statement of municipal support for a project if the reporting items are not provided.

F. Insurance Requirements:

Insurance coverage is expensive and in some situations not available at all. In order for groups to be insured as Additional Named Insured the following requirements must be met as requested.

1. Changes in buildings must be reported when completed. Invoices for labour & materials should be submitted with the report. Examples of items to report additions, new roof, new building.
2. All building projects require construction insurance coverage if grant money is used.
3. An inventory of all assets over \$2000 and normal life of more than 3 years should be maintained and an up to date copy filed off premises. (If a fire occurs a record is still available).
4. A record of maintenance done costing more than \$500 is to be kept; in particular maintenance done that corrects or eliminates a safety concern.
5. Regular inspections of facilities for safety concerns must be done at the beginning of each operating season or before annual event. A record of these inspections is to be kept with a plan of repair or upgrade to address risk factors cited. The record is to be updated when required work is completed and signed by person completing the work or work supervisor. Copies of all invoices related to work are to be attached to the report.

6. Any claims for property damage is to be reported to the village office within 2 working days of the incident. A reporting form is attached to this policy & available at the village office.
7. All groups must have liability coverage in place in order to operate or use village facilities.
8. Non affiliated non community facility users are to be required to provide written proof of liability insurance coverage to the board operating the facility. This information is to be kept on file for 5years.
9. Additional named insured are required to approve, by resolution of the organization, the signing of the formal understanding between itself and the village. (Appendix A of this policy).
10. Organizations using volunteers outside its listed membership are required to keep a record of the non members worked, when, how long. This list is to be approved by the executive before the work begins.

#### G. Responsibilities of Additional Named Insured.

Insurance coverage as an additional named insured is available only to non-profit Edgerton and District organizations that are set up and operate under the guidelines of village policy, in particular this policy.

Requirements to obtain insurance coverage as an Additional Named Insured with the Village of Edgerton: Organizations requesting insurance coverage:

1. Will not engage in any activity that differs from its current and regular course of operations, without written notification to the Village of Edgerton.
2. Will accept Village of Edgerton representation on their board of directors or as a member either as a voting or ex-officio as decided by the organization.
3. Will report all incidents, no matter how small they may appear, that occur at or through its 'operations or premises to the Village of Edgerton within 48 hours of detection. This report will be in the form prescribed by the village. (Appendix B).
4. Agree to have representation attend insurance seminars and/or risk management training and workshops if in the municipality and reasonable notice is provided.
5. Agree to participate in reasonable and effective risk management training and initiatives that address risk and exposure of their organization.
6. Agree to ensure and confirm that Host Liquor Liability coverage is obtained for all special event activities and facility rental functions at which liquor is to be served.
7. Will provide the information in the form requested by the village or its insurers in a prompt manner.

8. Understand that being carried as an Additional Named Insurer is at the privilege extended by the village and the village's insurer and can be withdrawn for reasonable cause including failure to follow the requirements of this policy.