

# REPORT

## Oakville Public Library Board

**Meeting Date: February 20, 2025**

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**FROM:** Oakville Public Library

**DATE:** February 11, 2025

**SUBJECT: Volunteer Policy – February 20, 2025**

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### **RECOMMENDATION:**

That the Volunteer Policy be approved.

### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- Volunteer Policy (Appendix A) has been updated from the previous version approved in February 2020 (Appendix B).
- More information has been provided regarding the requirement for volunteers, ages 18 and older, to provide a police record check prior to the commencement of their volunteer placement.
- This policy excludes Friends of the Library volunteers, as they are subject to the Friends of the Library Volunteer Policy.
- This policy excludes Library Board Members as board recruitment and eligibility/qualifications is subject to the Oakville Public Library Board Procedural By-Laws.
- At the Library Board meeting on January 16, 2025, there were no changes requested.

### **BACKGROUND:**

All policies are regularly reviewed to ensure that they reflect the values, intentions, and practices of the Oakville Public Library.

The Police Record Check Procedure applies to all candidates for, and employees and volunteers in, designated positions within OPL. This procedure was updated on September 3, 2024.

This policy excludes Friends of the Library volunteers, as they are subject to the Friends of the Library Volunteer Policy. Additionally, this policy excludes Library Board Members as board recruitment and eligibility/qualifications is subject to the

Oakville Public Library Board Procedural By-Laws and the Ontario Public Libraries Act.

**COMMENT/OPTIONS:**

The Volunteer Policy was updated to provide more information regarding the requirement for volunteers, ages 18 and older, to provide a police record check prior to the commencement of their volunteer placement.

Each volunteer placement will specify which type of police check is required, either a Criminal Record Check (CRC) or Vulnerable Sector Check (VSC) if they will work directly with or in the vicinity of vulnerable persons.

At the Library Board meeting on January 16, 2025, there were no changes requested.

**APPENDICES:**

Appendix A – OP-004 Volunteer Policy (2025)

Appendix B – OP-004 Volunteer Policy (2020)

Prepared by:

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Submitted by:

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