

## PROCEDURE

**TITLE:** Volunteer Training

**NUMBER:** PRO-R-2009-0006

**CATEGORY:** Corporate

**DATE:** February 2009

**REFERENCES AND RELATED DOCUMENTS:**

***Policy:***

- [Municipal Assistance Program](#)

***Procedure:***

- [How to Apply for the Municipal Assistance Program](#)

***Forms:***

- [Course Subsidy Form](#)

***Note:***

- The Municipal Assistance Proposal Form is not required for this category of assistance.
  - *If you have a questions regarding this procedure, please contact [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca) or 905-873-2601 ext. 2261*
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### **PURPOSE:**

To provide the related documents and process for proposals seeking funding/support from the area of Volunteer Training of the Municipal Assistance Program.

### **DEFINITIONS:**

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

## **SCOPE/STAFF PRIMARILY AFFECTED:**

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

## **PROCEDURE:**

Education/training specifically designed to improve the skills of volunteer leaders, coaches, trainers, Board members that is required to improve the quality of the program(s) provided to the Halton Hills community by volunteer organization(s). Volunteers serving Halton Hills organizations are eligible for a 50% rebate to a maximum of \$25.00 for the successful completion of an approved training program.

## **Requirements:**

- a) A Course Subsidy form is required and can be downloaded at [www.haltonhills.ca](http://www.haltonhills.ca)
- b) A Municipal Assistance Program Proposal Form is not required.

## **Eligible:**

- a) Active volunteer in good standing with a Registered Halton Hills community organization.
- b) Request must be received within the year course was taken. Rebate costs will take place upon successful completion of course and/or submission of invoices.

## **Ineligible:**

- a) Courses not related to the core programs/services of the Halton Hills volunteer organization.
- b) First Aid, CPR.
- c) Recertification and Refresher Courses.

## **MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:**

- A. Applications for Course Subsidy will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. All proposals are subject to available funds.
- C. All applicants will receive written notification regarding the decision of their request.
- D. Special consideration may be granted to applicants at the discretion of the Community Affairs Committee of Council.

## **RESPONSIBILITIES:**

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.