

# DECISION/DIRECTION NOTE

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**Title:** Canada Games 2025 Employee Volunteerism Policy

**Date Prepared:** January 16, 2025

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ron Ellsworth, Finance & Administration

**Ward:** Choose an item.

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## Decision/Direction Required:

Approval from council for Canada Games 2025 Employee Volunteerism Policy

## Discussion – Background and Current Status:

The 2025 Canada Games will take place from August 8<sup>th</sup> – August 24<sup>th</sup>, 2025. There will be several challenges associated with the coordination of the Games, one of which will be the recruitment of approximately 5000 games time volunteers. This policy is to assist in volunteer recruitment efforts and to provide Department Managers with the necessary guidelines to assist in the provision of leave and special leave to City Employees volunteering for the Games.

Employees will be required to commit to a minimum of thirty-two (32) hours of volunteer time as per the 2025 Host Society requirements to be an official volunteer. Employees who volunteer a minimum of (16) hours per week of their own regular worktime in a games-time volunteer position or as a Minor Official will be granted special leave with pay for a maximum of eight (8) hours per week.

## Key Considerations/Implications:

1. Budget/Financial Implications: Payroll implications as cited above
2. Partners or Other Stakeholders: Canada Games host committee
3. Is this a New Plan or Strategy: No

If yes, are there recommendations or actions that require progress reporting?

If yes, how will progress be reported? (e.g.: through the strategic plan, through Cascade, annual update to Council, etc.)

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# ST. JOHN'S

4. Alignment with Strategic Directions:

An Effective City: Achieve service excellence through collaboration, innovation and modernization grounded in client needs.

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

5. Alignment with Adopted Plans: N/A

6. Accessibility and Inclusion: N/A

7. Legal or Policy Implications: Yes new policy

8. Privacy Implications: N/A

9. Engagement and Communications Considerations: a communication plan to advise Employees of this policy will be developed.

10. Human Resource Implications: Yes

11. Procurement Implications: N/A

12. Information Technology Implications: N/A

13. Other Implications: N/A

**Recommendation:**

That Council approve the Canada Games 2025 Volunteerism Policy

**Prepared by: Leanne Piccott, Manager, Advisory Services**

**Approved by: Tanya Haywood, DCM Community Services**

**Report Approval Details**

Document Title:	Canada Games 2025 Employee Volunteerism Policy.docx
Attachments:	- Canada Games volunteer.docx
Final Approval Date:	Jan 16, 2025

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Sarah Hayward was completed by workflow administrator Theresa Walsh**

**Sarah Hayward - Jan 16, 2025 - 4:41 PM**

**No Signature - Task assigned to Derek Coffey was completed by workflow administrator Theresa Walsh**

**Derek Coffey - Jan 16, 2025 - 4:42 PM**