



# Exhibition Place

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## Item No. 16

August 16, 2011

FOR INFORMATION

To: The Board of Governors of Exhibition Place

From: Dianne Young, Chief Executive Officer

Subject: **Volunteers & Placements (Co-Ops / Mentorships / Internships) Program**

### Summary:

This report is to advise the Board that Exhibition Place staff has implemented a process to recruit and utilize the services of volunteers and placements of students connected with co-op, mentorship and / or internship programs related to specific services delivered by the Board. This program benefits both Exhibition Place and the individuals in the program who gain work / career related experience.

### Financial Impact:

There is no significant financial impact to the Board with the only potential costs being the provision of an honorarium and / or minimum wages being paid to some candidates as dictated by the specific circumstances.

### Decision History:

One of the Board's Strategic Goals is to *sustain a high-performing organization through alignment of people, processes and systems with an Outcome to recruit, develop and retain a highly-skilled and diverse workforce.*

### Issue Background:

In the past, Exhibition Place had an informal process to tap into the student / co-op market which process depended on the personal connections made by departments. However, the Exhibition Place Human Resources services has developed a more formal process with the intent in 2012 of developing further partnerships with a variety of school institutions.

### Comments:

Involvement with mentorship / co-op programs will provide Exhibition Place with new ideas and methods, participation in the educational process and an opportunity to start developing candidate pipeline / networks of talented employees for the future of Exhibition Place.

Exhibition Place Human Resources services established guidelines outlined in Appendix "A" to this report to be used in the engagement of persons in this program. As of August 2011 the table below provides details about participants to this program in 2011.

Service Area	Type of Placement	Paid / Unpaid	School / College / University / Institution	Term	Comment
Records & Archives	Volunteer	N/A	N/A	Jan - Dec	Scan photos, quality control on document imaging, assist in CNE exhibit area (Volunteers 2 days/wk.)
Operations	Coop	Unpaid	Michael Power / St. Joseph HS	Feb 22 – June 15	Gather data on electrical, gas consumption. (Hired on contract from June 27 – Aug 25 - 2 days/wk.)
Sales & Marketing	Internship	Unpaid	Humber College School of Hospitality, Recreation and Tourism	May 2 – June 24	Assist with event & marketing support i.e., Annual Client Golf Tournament
Archives & Records	Internship	Paid	University of Toronto Museum Studies	May 2 – July 22	Historical research & exhibit layout & design (Hired on contract from July 25 - Sept 5)
OH&S	Volunteer	N/A	N/A	July 21 – Aug 31	Assist with data entry to the training data base. (Volunteers 1 – 2 days/week)
Archives	Volunteer	N/A	N/A	CNE Period	Assist at CNE Archives Exhibit
Archives	Volunteer	N/A	N/A	CNE Period	As above
Archives	Volunteer	N/A	N/A	CNE Period	As above
Operations - Welding Shop	Coop	Unpaid	Sir Oliver Mowatt High School	Sept 2011 – June 2012	Working on assignments with the foreperson
Event Mgmt. Services	Internship	Unpaid	Trebas Institute	Sept	Assist Event Coordinators in administration of duties with shows / events.

Contact

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Submitted by:

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Dianne Young  
Chief Executive Officer



<b>DATE OF ISSUANCE</b>			<b>FORMERLY CALLED:</b>			N/A		
August	30	2011	<b>SUPERCEDES POLICY DATED</b>			<b>PAGE</b>		
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**Purpose:**

The purpose of these guidelines is to provide information about issues relating to the use of individuals who perform services for Exhibition Place in volunteer / placement (co-op / mentorship / internship) situations. The guidelines are intended to clarify roles and responsibilities and define lines of communication and accountability.

**Principles**

Volunteers / Placements (Co-Ops / Mentorships / Internships)

- have distinct but complementary roles from permanent / full time employees
- are not recruited to replace or displace permanent / full time employees
- are not deployed to replace paid employees during labour disputes

**Standards**

- Individual departments / divisions / service areas are responsible for any and all costs associated with placements.
- The program must have clear objectives and involve the individual placements in meaningful ways
- Recruitment and selection may come from a variety of recognized sources and databanks (i.e. colleges, universities, social agencies and includes outreach to diverse sources within the community)
- Individuals receive an orientation to the department/ division / service area, its policies and procedures, and receive appropriate training for their participation
- Individuals receive adequate levels of supervision according to their participation and are given regular opportunities for feedback
- Individuals are welcomed and treated as valuable

**Roles and Responsibilities**

Reporting Function - It is advisable that an individual working in a placement reports to a specific staff supervisor or supervisors. That staff member will be responsible for any divisional files and ensure that the individual receives adequate orientation and training before the start of the assignment.

**Management of Those Who Work in Placements**

Supervisors are responsible for:

- ensuring that those who work in placements have been given adequate information on policies, procedures, and practices and monitoring their compliance
- providing ongoing support, monitoring, evaluation and advocacy
- providing ongoing and periodic recognition of those who work in placement
- providing guidance and support to resolve any conflicts that may arise in the work environment
- providing a mentor to assist with orientation
- orientation to health and safety procedures and legislation

**Orientation and Training**

Supervisors are responsible for providing adequate orientation and training of placements to the specific work site so that they understand the boundaries of their participation.

**Application Forms**

All those who work in placements are required to sign Placement Application Forms certifying that they have read and will comply with terms and conditions, before the start of their placement service.

**Job Descriptions**

Departments that use volunteers and / or individuals in placement are responsible for developing job descriptions. Job descriptions are to be in place for every assignment. Those who work in placements will be given the job descriptions before the placements begin and should be familiar with their assignments and supported so that they can quickly become comfortable in the duties assigned. Job descriptions state both placement responsibilities and describe situations that require the consent of their immediate supervisors. The job descriptions are reviewed and updated as required.

**Police Reference Check**

A Police Reference Check may be required for those who work in placements where their primary responsibilities require direct contact with children, vulnerable adults or finances / cash transactions. The job descriptions will indicate the requirement for a Police Reference Check. In situations where Police Reference Checks are required for those who work in placements, the prospective candidates must be advised of the reason for the check and that it is a condition of their appointment. Where there is a cost, Exhibition Place pays the cost of the Police Reference Check.

Where a Police Reference Check is required, it is obtained in accordance with departmental guidelines and procedures, before those who work in placements begin their assignments. A successful check must be documented on the placement file. Appointment(s) are confirmed following successful completion of a Police Reference Check (no findings). In circumstances where Exhibition Place is advised of "findings" on the placement, they may choose not to proceed at that time.

**Management of Resources**

**Photo Identification & Access Cards** - It is recommended that all those who work in placements who are on Exhibition Place premises be issued with an Exhibition Place identification or access card. Individuals should wear their cards at all times while undertaking service for Exhibition Place. These cards remain the property of Exhibition Place and must be returned when placements complete their assignments. When an individual in a placement leaves, the supervisor retrieves the Exhibition Place identification or access card and any other Exhibition Place property.

**Placement Departure** - Placements may leave their assignment with Exhibition Place at any time. Placements are requested to provide advance notice of their departure and a reason for their decision to their immediate supervisors. The supervisor may request the HR Department to conduct an exit interview with the placement to confirm reasons for their departure, to ask for feedback about the placement assignment, to identify any areas of concerns or issues that may improve services in order to retain future placements.

**Conflict of Interest** - Those who work on placements must follow the Conflict of Interest policy; the policy should be distributed and explained to them during the orientation.

Access to Equipment - Those who work in placements may have access to various pieces of Exhibition Place equipment in the performance of their duties. All equipment is to remain on site and not to be removed, unless the supervisor has granted approval. Placements must be made aware of Board policies as they relate to the use of any Board owned electronic device.