



Ontario Camps Association

Ontario Camps Association
Board of Directors Meeting – Tuesday, October 28, 2014
10:00 a.m. to 3:00 p.m.
70 Martin Ross Avenue, Toronto, ON M3J 2L4

Present: Adam Kronick, President
Howie Grossinger, Past President
Craig Perlmutter, Vice President
Jonathan Nyquist, Vice President
Pearl Bell, Director, Day Camps Subclass
Mark Diamond, Director, Private Camps Subclass
Erica Coutts, Director, Special Needs Subclass
Pam Lamont, Member-at-Large

Regrets: Luc Cousineau, Director, Agency Camps Subclass, Mike Greenfield, Director, Religiously Affiliated Subclass and Jeff Brown, Member-at-Large

Guests: Brian Edmonds, Standards Chair

1. Welcome & Introduction

Adam welcomed all Board Members and Brian Edmonds to the meeting.

2. Confirmation of Agenda

The Agenda was approved with four additions under new business.

3. Approval of September 16, 2014, Board Meeting Minutes

Motion#1: Resolved, That the May, 2014 Board Meeting Minutes be approved as presented.

Moved by: Craig Perlmutter

Seconded by: Pearl Bell

CARRIED

4. President's Report

Adam Kronick

a. The Connected Brand

Adam re-introduced the subject of contracting The Connected Brand to assist the OCA with building greater awareness of the value of families/guardians in selecting OCA Accredited Camps and to build a supportive constituency across Ontario for greater lobbying and overall understanding of how important the camp industry is to the Ontario population and economy. In addition, this initiative would be in keeping with the OCA's Strategic Plan and with Members' past requests.

The Board discussed organizing a Task Force or Committee of people with marketing expertise to oversee and recommend future steps for this initiative.

Motion #2: The OCA Board approves, in principle, to contract The Connected Brand.
Moved by: Leon Muszynski
Seconded by: Erica Coutts
CARRIED

Action Item: Heather to request from The Connected Brand a detailed framework of the process.

b. Committee Terms of Reference (formerly Committee Mandates)
Borden, Ladner and Gervais, LLP (BLG)-, OCA's lawyers, reviewed the Committee Mandates which were presented to the Board at the September 16th Board Meeting. Their revisions were mainly formatting and they re-named Committee Mandates changing it to Committee Terms of Reference.

Motion # 3: Resolved, That the Committee Terms of Reference, as amended by Borden, Ladner and Gervais, LLP, be approved.

Moved by: Leon Muszynski
Seconded by: Erica Coutts

CARRIED

Action Item: Heather to send a letter of congratulations to the President of the ICF regarding the successful ICC Conference in Turkey

c. Executive Director – Evaluation – In Camera

d. Summer Issues Report

In discussion with Nancy Brown, Nancy has agreed to provide an end-of-summer report outlining issues which had arisen at camps. The names and details or identifying factors will not be included. This report will assist the Board in recognizing arising areas for discussion and for sharing with Members.

5. Treasurer's Report

Leon Muszynski

a. September - Financial Report

Leon reviewed the September 2014 monthly financial report with the Board stating OCA was in a good financial position for the 2013-14 fiscal year. The OCA's Books will be audited beginning October 29th. Preliminary Financial Statements will be sent to Board Members for their review. Before the next Board Meeting in November, a conference call will be scheduled with the Auditor and Board Members. The call will be to discuss Board Members' questions and to make any amendments agreed upon during the call.

b. Meeting with YMCA

Leon began by stating that a meeting was held with John Schmitt, YMCA GTA, Vice President, Camping and Outdoor Education, Marjorie Booth, Rob Carmichael and Heather Heagle. The main reason for the meeting was to discuss the multiple camps fee structure. In addition, John added he would like to discuss the possibility for reducing the number of Standards Visits their camps have each summer (they are the largest area with camps: 1 Main Camp and 25 Day Camps). He also requested that OCA review their Standards to be more inclusive of Day Camps. Furthermore, a very important topic for both OCA and The Y is the topic of non-summer activities.

After much discussion, the following outcomes were agreed upon:

1. John was agreeable to review a new fee structure.
2. Leon would speak with the Chairs of the Standards Revision Committee and the Standards Committee regarding the request to reduce the number of YMCA GTA Standards Visits each summer.
3. A meeting with the other YMCA regions would be scheduled in the near future to discuss a fairer fee structure.
4. A Task Force would be struck to review the OCA Standards and how they apply to Day Camps. John suggested he would provide a Y staff member to sit on this committee.
5. A Task Force would be struck to review and implement Non-Summer Program Standards. The committee would include all stakeholders. John suggested he would provide a Y staff to sit on this committee.

6. **Executive Director's Report**

Heather Heagle

a. 2013-14 Annual Report is near completion. It will be sent for creative and then posted on the OCA Website at the end of November.

b. Online Virtual Library is currently being investigated by the office. There will be two virtual shelves with OCA's 2015 Guide, 2015 Annual Report, 2013-2014 Awards Booklet and 2015 Conference Guide. Viewers opening the home page can go to the Library, click on a book and open it by chapter or simply flip through the book pages. More information will follow.

c. A Crisis Response Plan Committee has been struck to revamp the 2006 Plan.

The following is a list of short-term committee members of experts:

Nancy Brown (Firstbrook, Cassie and Anderson Insurance Brokers)

David McKeon (McKeon & Associates Adjusting Company)

Eric Shendelman (Shendy's Swim School)

Bev Unger (R.N and Chair of the Health Care Committee)

Michelle Jubin (City of Toronto, Public Health-Mental Health Unit)

Larry Bell (OCA Past-President and originator of the first Crisis Response Manual)

Danny Roth (Brandon Communications)

Trevor Walker (R&F Construction)

Rod Piukkala (Sterling Backcheck)

Michael Shane (Lifesaving Society)

d. A Tripping Guide is being created to assist camps using Provincial Parks. Members of the committee are: Mike Sladden, Camp Pathfinder, Max Muszynski, Camp Arowhon, Craig Perlmutter, Camp Tamakwa and John Hissink, Camp Outlook. They will be working on creating this Safety Guide in November.

e. A Day Camp Standards Task Force was requested by the Executive Director. Working with Pearl Bell, Director Day Camps Subclass, the Task Force will review how the current OCA Standards meet the needs of Accredited Day Camp Members. The Board agreed to have a Day Camp Standards Task Force implemented.

7. **Business Arising**

At this time there were no items.

8. **Committee/Event Reports:**

Educational Events

a. Day Camp Workshop - November 7, 2014

Pearl Bell

Pearl reported the Day Camp Workshop, to be held at the Toronto Botanical Gardens, still needs a few more participants to register. The topics and speakers were selected from a survey sent to members in May 2014.

b. 2015 Annual Conference

Heather Heagle

The program for the Conference is now complete. All Exhibit Hall Booths have been sold. The guide is almost ready for artwork. Notices and updates have been sent on a regular basis to the membership about: Early Bird Registration, the deadline of October 31st for Early Bird Registration, Keynote Speaker's bios and presentations, Breakout Session Topics and Speakers, information on the Hilton Hotel Markham Suites and accommodation prices, and a room registration link for the event.

Government Relations

Mark Diamond & Craig Perlmutter

a. Temporary Foreign Worker Program

Mark Diamond, Jonathan Nyquist and Sol Birnbaum were in Ottawa to meet with government representatives when the lock-down was enforced because of the shootings taking place on Parliament Hill. The team did get to meet with officials who were on the same floor with them during the lock-down. Mark stated the representatives did understand that camps hire Temporary Foreign Workers for 8-12 weeks and seemed to be more sensitive to the camp industry's needs. The afternoon meeting was cancelled due to ongoing security measures. Next steps are to meet with MP's and work actively towards having some type of an exemption. There will probably be two or more trips to Ottawa for meetings.

b. Transport Canada

Craig reported that there wasn't any new news. He is waiting to hear from Transport Canada following the submission of amendments from the audited training which took place at the end of summer. Once he has confirmed information, Craig will provide the information to Members.

The Board congratulated all Members involved in this important initiative and thanked them for their continued efforts.

Health Care Educational Evening

Pearl Bell

Following the September Health Care Committee Meeting, Pearl informed the Board that the Committee will be presenting another workshop in February or March on "Infectious Diseases." Last year's workshop was focused on Mental Health.

Nomination

Howie Grossinger

Howie reminded the Board that this year's elections would not include Subclass Directors. In addition, this year would be unique as Members would be voting to replace 7 Directors rather than the usual number of 6. The reason for this change is that the Past President's position has been made redundant in the new By-laws which lead to an extra Director position being elected this year. Furthermore, OCA is unusual in its election process. A new value-added progression will be implemented this year where candidates running for Board positions will be asked to give a short presentation at the AGM.

Action Item: Howie will craft a letter of explanation regarding the election and election process.

Special Needs Resources

Erika Coutts

Following the SNR Committee Meeting, Erica explained that there was still a lot of confusion around Accessibility for Ontarians with Disabilities Act (AODA). There are five standards overall and everyone has to be compliant by 2025. To assist Members, the SNR Committee will provide further clarification by the end of the year.

Action Item: Julie Gallie, Erica Coutts and others will provide a succinct report to be distributed to Members.

Erica announced that the SNR Committee will be launching a new event in February or March. During the day, topics will focus on Director and Staff training. Following the training event, there will be a Special Needs Camp Fair for the Public in the evening, with the possibility of a keynote speaker.

Standards

Brian Edmonds

The Board discussed the process for Visits and the communication process by Visitors or Camps if there was a concern or a serious issue with a Visit. In addition, Standards Training Workshops/Sessions may become mandatory as there is a direct correlation between camps who have not attended training sessions and issues with the Visit and completion of the Standards Answer Sheets.

Action Items: Heather to provide the process of communications from December, when the camps are notified about their visit, to the end of the process in the fall.

The OCA office will add to Visitor and Camp training, and to the letters sent to Visitors and Camps being visited, the communication process regarding concerns or issues about the Visit.

Motion # 2: To accept the recommendation of the Standards Committee that, based on the results of the recent standards visits, the following camps be re-accredited for four years:

Arrowhead Day Camp	Tapawingo - YWCA
Centauri Summer Arts Camp	Timberlane
Circle Square Ranch - Arden	Towhee
Elite Basketball Camps - Crescent School	Tropicana
Elite Basketball Camps - Junior Academy	Variety Village Camps
Frenda	Wahanowin
Girl Guides of Canada, Ontario Council: Adelaide	Whitchurch Riding Academy
Girl Guides of Canada, Ontario Council: Doe Lake	Willow Springs Camp
Hidden Bay Leadership Camp	YMCA Brockville and Area YMCA Adventure Camp

Kettleby Valley Camp & Outdoor Centre	YMCA GTA- Humber College Day Camp
Mansfield	YMCA GTA- Queen Elizabeth Day Camp
Pearce Williams Christian Centre: United Church	YMCA GTA- West End Day Camp
Quality Eastern Ontario	YMCA Niagara - Port Colbourne
Rideau Hill Camp: United Church	YMCA Simcoe/Muskoka - Collingwood
Ryde Lake Camp	YMCA Simcoe/Muskoka - Innisfil
Salvation Army Camp - Jacksons Point	YMCA Western Ontario - Bob Hayward Branch Day Camp
Solelim	YWCA Camp Clover
Tamakwa	

Moved by: Leon Muszynski

Seconded by: Mark Diamond

CARRIED

Motion #3: To accept the recommendation of the Standards Committee that, based on the results of the recent standards visits, the following camps become Accredited Members and be accredited for four years:

Five Oaks Centre: Overnight Camp	YMCA of Simcoe/Muskoka - Gravenhurst
Take Action Camp	YMCA of Simcoe/Muskoka - Parry Sound
U-Turn Ranch	YMCA of Simcoe/Muskoka - Wasaga Beach
YMCA of Simcoe/Muskoka - Barrie	

(a) To accept the recommendation of the Standards Committee that, as a result of clarification of the camp's 2014 Standards Visit Answer Form received since September 16, 2014, **Disciples Conference Grounds** become an Accredited Member and be accredited for four years.

(b) To accept the recommendation of the Standards Committee that, as a result of clarification of the camp's 2014 Standards Visit Answer Form received since September 16, 2014, **Hidden Acres Mennonite Camp & Retreat Centre** become an Accredited Member and be accredited for four years.

Moved by: Mark Diamond

Seconded by: Howie Grossinger

CARRIED

Canadian Camping Association

Jonathan Nyquist

Jonathan announced that the deadline for nominations for CCA Awards was October 31st. In addition, he informed the Board that CCA had passed their new By-laws and that they were now posted on the CCA website. He also reminded the Board of CCA's National Meeting taking place on November 17th and 18th in Toronto.

9. New Business

a. Committee Chairs – OCA Members

The Board confirmed that all OCA Committee Chairs must be OCA Members. One or two Committees have an acceptable combination of Non-Members and Members.

b. Ontario Hockey League (OHL) Lawsuit

Employers were found in violation of the Labour Laws for not paying their players minimum wage. OCA will be following this story closely.

c. Standards Review

Currently, the OCA Standards requires camps to meet a 90% average for each category to become reaccredited. The Board discussed recommending to the Standards Review Committee an 80% overall percentage to become reaccredited.

The Board also discussed the likelihood of moving some Mandatory Bolded Standards to Recommended Standards.

Motion # 4: The OCA Board of Directors recommends to the Standards Review Committee to consider that the percentage required for Recommended Standards be changed to 80% overall achievement of the current percentage of 90% for each category.

Moved by: Mark Diamond

Seconded by: Craig Perlmutter

CARRIED

d. Ebola – Infectious Diseases

With infections such as Ebola spreading to other countries, it is important that the Board review Infectious Disease Procedures and provide appropriate education to the Membership.

10. Next Meeting Dates:

Thursday, November 20, 2014

Tuesday, December 16, 2014

Tuesday, January 20, 2014 - Board Meeting, AGM & Awards Dinner

11. Adjournment – 2:55 pm

Motion to Adjourn: Jonathan Nyquist

Date the Draft Minutes are approved:

November 20/14

Signatures:

[Signature]

OCA President

[Signature]

Executive Director