



**Board of Directors Meeting  
February 28, 2018  
10:00 am to 2:35 pm  
OCA Office – 70 Martin Ross Avenue  
Toronto, ON M3J 2L4**

## **Minutes**

**Present:** Eric Shendelman, President  
Jonathan Nyquist, Vice President  
Rob Carmichael, Vice President  
Brandon McClounie, Secretary/Treasurer  
Jeff Bradshaw, Director  
Heather Davidson, Director  
Mark Diamond, Director  
Julie Gallie, Director  
Karen Hartnett, Director (by phone)  
Kelly Mathews, Director  
Bev Unger, Director

**Absent:** Jeff Brown, Director

**Staff:** Heather Heagle, Executive Director

### **1. Welcome**

Eric welcomed everyone to the first Board Meeting since the election especially the following three new Board Members, Bev Unger, Heather Davidson and Jeff Bradshaw.

### **2. Confirmation of Agenda**

### **3. Approval of the January 17, 2018 Board Meeting Minutes**

i. Approval of the January 17, 2018 Board Meeting Minutes

**Motion #1:** Recommend, That the January 17, 2018, Board Meeting Minutes be approved as presented.

Moved by: Mark Diamond

Seconded by: Julie Gallie

**CARRIED**

ii. Approval of the January 17, 2018 In-camera Board Meeting Minutes

**Motion #2:** Recommend, That the January 17, 2018, In-camera Board Meeting Minutes be approved as presented.

Moved by: Rob Carmichael

Seconded by: Brandon McClounie

**CARRIED**

iii. February 2, 2018 In-camera Board Meeting Minutes

**Motion #3:** Recommend, That the February 2, 2018, In-camera Board Meeting Minutes be approved as presented.

Moved by: Jeff Bradshaw

Seconded by: Bev Unger

**CARRIED**

iv. February 16, 2018 In-camera Board Minutes

**Motion #4:** Recommend, That the February 16, 2018, Board Meeting Minutes be approved as presented.

Moved by: Heather Davidson

Seconded by: Mark Diamond

**CARRIED**

**In-camera Meeting** – President's Report, Item v. OCA Staffing

Moved by: Eric Shendelman

10:10 am – 11:05 am

Board Meeting resumed at 11:15 am

4. **President's Report**

i. Update - Recreational Camp Regulation 503/17

Eric and Mark had a conference call meeting with the Ministry of Health and Long Term Care last week. The Board of Directors has sent a letter to the Ministry confirming their discussion. The Ministry's new Regulation 503/17 requires camps to have a safety plan. The Safety Plan outlines in detail a camp's safety plan for all activities. This plan is to be given to the camp's local Health Inspector on an annual basis. There are still some issues under discussion around swimming and lifeguard ratios and certification for specific activities that need clarification.

OCA is working on providing Member Camps with a Safety Plan Template.

Eric Hoskins, Ontario Health Minister has just stepped down. There are always staff shuffles when this happens. It would be important to send a second response at this time.

ii. OCA New Proposed Standards/Best Practices

Eric thanked Brandon for providing to the Board of Directors a synopsis of the comments and questions that were recorded from members and from the community at large.

Respondents have provided the following remarks:

- that the time between receiving the new proposed standards, the discussion and the vote on March 29<sup>th</sup> is too soon
- that the Association is not moving fast enough to ensure that campers and staff are safe for the summer of 2018
- that some of the words used in the new proposed standards were not appropriate

- That there was a perceived lack of engagement or commitment from the Association's Members
- that Members did not have enough time to change their marketing materials for the summer of 2018, especially those camps being visited this summer
- that Visitors would not know how to distinguish and report whether or not camps were compliant with the two new proposed standards
- that there had not been enough consultations within the LGBTQ+ community and the camps community
- that an external expert(s)/ consultant(s) with expertise, not only with the LGBTQ+ community, but with other disenfranchised communities will be hired to work on a plan for education, training and for implementing standards and change strategies for the OCA
- that the messaging to the camps community is not strong enough

After much discussion the Board was in agreement with the following steps:

- That the Board needs to address that there is movement and show the community that the Association does care
- That the OCA's Members be asked to embed the values of Integrity, Respect, Responsibility, Inclusiveness, Caring and Openness in their camps' core values
- that a consultant be hired to assist the OCA
- that deadlines and consequences will be given by the Board to camps practicing exclusionary registration or employment practices that are not aligned with the Human Rights Code
- that OCA Year-round Standards are "living documents" that may be changed according to the influences of the different levels of government regulations, camp industry best practices and cultural influences
- That contextual education and compliance demonstration for the two new proposed standards be provided in detail for both camps and visitors to understand the meaning of each new standard
- That a meeting will take place to draft a statement to be sent to Members the week of March 5<sup>th</sup> which will include details of the planned process, and that the opening statement be in strong support of marginalized communities and also include the revised new proposed standards for Members to review
- That the new proposed standards will be Recommended Standards for the summer of 2018 and Mandatory for the summer of 2019
- That the vote will take place March 20, 21 and 22, 2018
- That Members' comments and questions regarding the new proposed standards will be collected over the summer of 2018 and will be reviewed by the Board of Directors in the fall providing time for amendments, if appropriate, to the new proposed standards
- That further explanation and training be provided to Standards Visitors and Member Camps
- That a check box and/or an emoticon be developed for the OCA's Camps Guide and for membership renewal in the fall that will indicate that a camp is a safe and welcoming environment for campers and staff from the LGBTQ+ community

The Equity and Diversity Committee is going to play a huge role in what Members are asking for as far as training, resource materials and education are concerned.

Eric thanked representatives from Ten Oaks and OnePioneer for their time and for sharing their advice and support.

To prepare a statement for the Members, Eric asked if a Board Member would step forward to assist with the drafting of the statement. Heather Davidson indicated her interest in being part of this process.

**Action Item:** Heather Davidson and Eric Shendelman will meet with a consultant to draft a statement to be sent to OCA Members.

It was agreed that single-gendered camps are not affected by the new proposed standards. According to OCA's legal advisors, they have every right to offer camps for only girls or boys. Where their rights end is with kitchen staff or maintenance staff; their consideration should be for the best person for the job no matter how they identify.

The Board Members discussed reiterating the OCA Core Values at the bottom of all of the Year-round Standards pages. In addition, it was thought that a logo should be created that pops up on the home page outlining OCA's Core Values.

iii. Canadian Camping Association (CCA)/Ontario Camps Association (OCA)  
Rep Decision Making

The Board of Directors decided that issues regarding an increase in fees or any item that may have financial implications should be brought to the OCA Board first before an answer is provided to CCA. In addition, it was decided that if the CCA/OCA Rep was asked for an opinion, the Rep would be able to answer the question without referring it back to the Board.

iv. Committee Positions

Eric reviewed all of the OCA Committee Positions. The following positions are vacant, Committee Chair positions for Archives, Marketing and Mentorship. Eric will be speaking to a Member in the near future regarding the Chair position for the Archives Committee. He asked that Board Members let him know if they would like to change or add a committee position to their portfolio. In addition, the Preferred Vendors Committee is to be added to the list of OCA Committees.

**5. Treasurer's Report**

Brandon McClounie

i. January Month-end

Brandon presented the month-end report in detail stating that at this time there were no issues for discussion. The February month-end report will provide greater details and a bigger picture of the finances for the 2018 Annual Conference.

**6. Executive Director's Report**

Heather Heagle

The report listed all of the events completed and outlined the following events still

to be implemented:

- |                             |                              |                |
|-----------------------------|------------------------------|----------------|
| 1. AODA In-person Workshops |                              |                |
| Ottawa/Kingston             | National Capital Region YMCA | April 17, 2018 |
| London                      | London YMCA                  | May 8, 2018    |
| 2. Campfire of Inclusion    | Toronto Botanical Garden     | April 19, 2018 |
| 3. Health Conference        | Seneca College, King Campus  | May 5, 2018    |
| 4. Camp Summit              | Seneca College, King Campus  | May 26, 2018   |

**7. Business Arising**

Eric Shendelman

Items were covered in the President's Report.

**8. Committee/Event Reports:**

**Archives**

Kelly Mathews

The Chair position is vacant for this committee. Eric will be speaking to a Member in the near future about becoming the Chair.

**Awards & Environment**

Jeff Brown

Jeff was not in attendance to provide a report. However, other Board Members thought that bringing the Awards Banquet back to the conference was a positive experience for everyone.

The Board discussed that in the past current Board Members were not nominated for an award. The Board thought that this practice should be continued. It was suggested that Past Presidents be members of the Awards Committee which would be helpful for identifying Members for awards, especially for nominating Members for the Honourary Life Member Award. At this time two (2) Honourary Life Members are on the committee.

**Educational Events**

Karen Hartnett & Kelly Mathews

Eric asked if the Conference Committee had looked for a new venue for 2019. Kelly stated that at this time, the conference was staying at the Hilton Hotel – Markham Suites. The committee has reviewed the surveys from the conference and the surveys for the Affiliate Displays, the Speakers and the Keynote Speakers. The daily feedback did not have any strong suggestions or complaints. Having the Awards Banquet at the conference was very positive. It gave Members the opportunity to recognize their peers. Delegates liked the food.

It was suggested that the Jasmine Room not be used because of the heat. This year the committee looked at the topics and estimated the number of people who would be in attendance; it didn't work. At times there were more people in the room than was estimated. It was suggested to look at rooms in the basement of the hotel which could be used for Breakout Sessions. Kelly will work with Karen on next year's room allocations and to consider looking for a new venue for 2020.

Jeff Bradshaw said in the past the Conference Committee would complete an audit every five years of everything to do with the conference. They would invite past Chairs to be part of this audit. Kindred Group activities, the role of Honourary Life Members and programing would all be taken into consideration.

Eric stated that at the Spring Tea being organized by the Community Engagement Committee it would be a good time to announce new information. Mooredale Day Camp offered space in their facility for the tea.

### **Equity & Diversity**

Jeff Bradshaw & Heather Davidson

Jeff distributed Minutes for the committee's first meeting on February 21<sup>st</sup> and the committee's proposed Mandate. New Members have stepped forward to be on this committee. The Mandate outlines exactly what the committee will be doing.

Jeff said that the Minutes and Terms of Reference speak for themselves. The committee will be establishing a Speakers' Bureau which will be under resources on the OCA website. The speakers will not just be for Members, but for campers, staff, etc. The committee is very happy with their accomplishments to date.

A few Board Members asked about number page #2 item #4 ( February 21.18 Terms of Reference) where the committee had written that they would be "Working with the Board and Office to establish a written grievance process to be communicated to all Members." The process at this time is that all complaints would be sent to the OCA office and forwarded to the President and Board Members.

Brandon suggested that the YMCA has an outlined grievance process and that the Crisis Response should also be included. In addition, the YMCA uses a third party for complaints which may be useful for the OCA.

There were also questions regarding page #2 item #5 (February 21.18 Terms of Reference). Jeff stated that what the Board looks like optically is important. There needs to be a more even balance.

Heather Davidson outlined that the Counsellor Conference's name has been changed to Staff Summit. Heather and Jeff will be meeting with Monica after this meeting to discuss marketing and registration. LGBTQ+ topics will be the larger part of the sessions. As in the past, the morning sessions will be serious topics and the afternoon will be hands on sessions.

The Staff Summit Committee is looking to develop an Ambassadors program. Camp staff attending the LGBTQ+ sessions will be given a certificate and provided with information that they can take back and share with their camps.

Next year's Annual Conference will be used to market the 2019 Staff Summit event.

The Equity and Diversity Committee will meet again in April to discuss their specific goals; everyone is very enthusiastic.

### **Government Relations**

Mark Diamond & Jonathan Nyquist

Jonathan informed the Board that there would be a meeting about Minimum Wage with the Ministry next Friday, March 9<sup>th</sup>.

The Board discussed the need for caution in this discussion and in any communications as this might be seen as a contradiction of what we are doing as an Association regarding inclusion. Many of the larger Associations within OCA's Membership are already paying everyone minimum wage.

### **Health Care**

Bev Unger

The Health Conference will be held at Seneca College, King Campus. The conference has grown too big for it to remain at Bayview Glen School. The cost of food is an issue this year. The committee would like to have some sponsorship funding from the Preferred Vendors. It was suggested that to elevate the committee having to use the caterer, that the delegates could have their meals on the island and bring in food or have it catered by an outside provider.

At this time, there is a discussion around having a First Aid Course on the Friday before the Health Conference. Bev said more information will be available in the next few weeks.

### **Outdoor Education**

Brandon McClounie

#### **i. TDSB – Vendor Package, Emergency Hotline**

An email from a representative of the Toronto District School Board (TDSB) asked if OCA and namely the Outdoor Education Committee would create a camp vendor kit, as a guide, with all of the information required for camps and schools.

In addition, they asked for a year round Crisis Response Hotline. The OCA already has a Hotline for its Accredited Camp Members during the summer. A new year-round hotline process should be developed and implemented.

#### **ii. Committee Update**

The Outdoor Education Committee has met three times. At this time they are working on Outdoor Education Standards, enhancing the Year-round Standards and developing standards appropriate to Outdoor Education. They are trying to recruit an OPHEA representative to be on the committee. Also, the committee is looking for direction from the Board regarding the use and referral to OPHEA Standards and other Outdoor Education Standards.

#### **iii. Outdoor Education Stakeholders**

Brandon stated that there has been good engagement from the committee and outside stakeholders. There is interest in having outdoor education programs at the 2019 Annual Conference. This committee would like to work with the 2019 Annual Conference Committee as early as possible. They were thinking to have an Outdoor Education Workshop as a pre-conference event for 2019.

The committee would like to have a standalone Outdoor Education Conference in 2020.

### **Special Needs Resources & ADO Grant**

Julie Gallie

In February, five (5) case studies were submitted as per the requirements of the AODA grant. Grant money will be used for speakers at the Campfire of Inclusion taking place April 19<sup>th</sup> from 1:00 pm to 8:30 pm at the Toronto Botanical Garden

(Lawrence Avenue and Leslie Street). A save the date email will be sent out in the near future.

**Canadian Camping Association (CCA)**

Rob Carmichael

Rob reported that Stephané Richard had rescinded his resignation and that CCA would have a new working model which would introduce different projects to be developed and supported by the Provincial Associations.

At this time, CCA has the two following projects which they would like to have funded:

1. #thankstocamp

CCA would like to continue with this marketing project. At the moment, the project has been sent out to tender. The group monitoring this project think that it will cost somewhere in the neighbourhood of \$30,000.00. CCA will be asking the Provincial Associations for financial support.

The OCA Board would like to be provided with the details and any information or statistics that would illustrate a financial return or more community investment or interest in camps before they invest again in this project.

Rob will speak with the CCA Board this Friday and ask for information and statistics from the past marketing project.

2. 360 Impact Study

The American Camps Association (ACA) will be spending half a million dollars over three to five years on this study. The research is attempting to show that camp results in certain beneficial character traits. If they can prove this happened, there will be many benefits for the camps industry that will come from this research.

ACA came to the CCA with a presentation and provinces can piggy back on this research to acquire this information plus have their own research data completed. The cost to Canadian camps is \$20,000 USD. Thirty camps would take part in this project. Stephen Fine has already confirmed 15 camps. There are several PhD's working on this project which is survey based and is a multiple year process.

Two provinces have already committed financial support for this initiative.

Eric asked that Stephen Fine be invited to the Board Meeting on March 28<sup>th</sup> to give a presentation on this study.

Eric asked for the following motion to approve the funding of \$5,000.00 for the CCA's 360 Impact Study, with the condition that final approval will follow the presentation, by Stephen Fine, on March 28<sup>th</sup>.



**Motion #5:** Recommend, That the OCA Board of Directors conditionally approve funding in the amount of \$5,000.00, for the CCA's 360 Impact Study and that final approval will follow the presentation, by Stephen Fine, on March 28th.

Moved by: Jonathan Nyquist

Seconded by: Julie Gallie

**CARRIED**

**9. New Business**

i. Kids In Camp Banquet – March 28, 2018 Jonathan Nyquist

On Tuesday, February 27<sup>th</sup> there was a photo op with Joc Palm and Bob Smith from Kids In Camp (KID). On behalf of the Preferred Vendors, Jonathan and Bruce Phillips, Co-chairs of the Preferred Vendors Committee, presented KIC with a cheque in the amount of \$2,700.00, monies received from the Exhibit Hall Raffle.

At that time, Bob Smith suggested that OCA purchase a table for their banquet being held on March 28<sup>th</sup>. Each table has eight (8) guests and the cost for the table is \$875.00. OCA has advertised this event to all Members.

The decision of the Board was that if people personally wish to purchase a ticket they may. Jonathan will follow up with both Joc and Bob.

ii. Meetings and Timing

Jeff Bradshaw

Jeff suggested that in the past Board Meetings began at 3:00 pm and that an advisory council met twice a year, which included a potluck dinner. In addition, Committee Chairs and Board Members had two meetings a year which were scheduled before and after the conference. This timing meant you didn't lose a day's work and people would rather than drive home at 7:00 at night. Jeff said the May Board Meeting was always held at someone's camp which gave Board Members the opportunity of seeing other camp owners' operations.

The Board thought that changing the meeting time to 3:00 pm would be a problem. Today's meeting was unusually long; most times the meetings end at 1:00 pm. The Committee Chairs and Board Liaisons meet twice a year and so does the Preferred Vendors Committee.

**10. Next Meeting Dates:**

Wednesday, March 28, 2018,

Wednesday, April 25, 2018

Wednesday, May 9, 2018

Wednesday, September 26, 2018

Wednesday, October 31, 2018

Wednesday, November 28, 2018

Wednesday, December 12, 2018

**11. Adjournment:** 2:35 pm

**Motion to adjourn:** Rob Carmichael

**Date the Draft Minutes are approved:** \_\_\_\_\_

*March 28/18*

**Signatures:** \_\_\_\_\_

*E. Nyquist*  
OCA President

*J. Gallie*  
Executive Director