



85th Annual General Meeting
Hilton Hotel –Markham Suites
8500 Warden Ave, Markham, ON L6G 1A5
Wednesday, January 24, 2018
3:40 pm to 4:58 pm

1. Welcome

Eric Shendelman

Eric Shendelman, the President of the Ontario Camps Association welcomed the membership to the 85th Annual General Meeting of the Association and asked the Association Executive Director, Heather Heagle, to act as the Recording Secretary for the meeting. Eric then asked OCA Members to state their name and the camp they represent for the record before they asked their questions or provided comments.

Eric recognized and welcomed Sam Mariucci, OCA's Auditor to the meeting.

2. Quorum

Eric Shendelman

At this time, Eric confirmed that the meeting had quorum.

3. Introductions & Remembrances

Eric Shendelman

The Members asked all Honourary Life Members to stand and be recognized. Once everyone was seated, Eric stated that he had no information of any Members' passing this year and he asked the audience if they knew of anyone. There was no response.

4. Approval of the 84th Annual General Meeting Minutes

Eric Shendelman

Eric referred to the minutes provided electronically to Members on OCA's website beginning November 28, 2017, and distributed at the meeting.

Eric read the following motion and asked for a Mover and a Secunder. Then he asked if there were any additions or changes.

Change: Marjory Booth, Camp Mooredale

Marjory pointed to an error on page 5, Motion # 6 that the language had been reversed and should state "that the ballots be destroyed in not less than a week and not more than a month."

MOTION #1: That the minutes of the 84rd Annual General Meeting held Tuesday, January 17, 2017, be approved as amended.

Moved by: Jeff Brown, Camp Otterdale

Seconded by: Karen Hartnett, C.Y.O. Camp Merrydale

CARRIED

5. President's Report

Eric Shendelman

Eric asked Members to refer to 2017 Annual Report distributed today and noted that the report had been available online since November 28, 2017.

Welcome to the 85th Annual General Meeting of the Ontario Camps Association. I would like to ask Heather Heagle, Executive Director, to act as recording Secretary for this meeting. If anyone has any questions or comments please approach the microphone, state your name and your camp/organization's name. Thank you!!

What an amazing year we have had. The OCA is clearly on the map with numerous government ministries, school boards, many organizations in the recreation industry, Ontario physical health education association, and numerous charitable organizations related to the wellbeing of children, youth and education. We have worked with various child protection agencies such as the Children's Aid Foundation, Jewish Family and Child Services, various departments in hospitals, religious institutions. We have amazing outreach, office staff and volunteers to complete this work commonly known as the Good Work of the Ontario Camps Association. We have become bigger and hopefully better. And where we can improve we need you, the membership to support us in any way you can. Join a committee, let your name stand to join the board if you feel that you have the knowledge, experience and time to do so, make suggestions and help see them through. The last thing any organization wants is for people to hold on to what might be concerning them if the OCA can address your concerns and help in any way; this year many people stepped up and have done just that.

We have been at the government tables this past year with regards to Temporary Foreign workers, labour relations, modernizing regulations 565 pools and 568 recreational camps. Many of you were instrumental in helping to make changes that were needed to these regulations. Also helping us is TACTIX, our government lobby group that has helped both at the provincial and national levels. They have drafted and submitted statements on our behalf and have helped get us a seat or two at various ministry tables.

At every Board meeting we receive and provide updates on many topics. This past year we have heard our Board Members discuss updates for the following committees: Archives, Awards, Environmental, Community Engagement, Educational Events, Government Relations, Health Care, LGBTQ+ Engagement, Outdoor Education, Nominations, Special Needs/AODA Grant, Standards and Standards Review and Canadian Camping Association. Meetings, discussions and work is done prior to each board meeting.

I'd now like to call upon Jonathan Nyquist to provide an update on Government Relations.

All of our committees who meet, discuss and create action plans in their areas of interest should be commended for their time and effort in helping our association move ahead. Jonathan explained that the OCA now has an LMIA exemption. The Government Relations Committee was successful and was informed in April of the three year exemption period. Currently, the committee is working towards attaining a one month grace period for international staff to have to travel after they have completed their camp staff contracts. At this time the Association is exempt for a three year period.

The committee is also working on a minimum wage exemption for non-student camp staff. We ask that you take the time to please write a letter supporting this exemption and send it to Jonathan via info@ontariocamps.ca.

Eric thanked Jonathan and the committee for all of their work.

The OCA has prided itself on what we used to call our Guidelines for Accreditation and are now called our Year Round Standards have received ongoing support from government, school boards and recreation based programs. They have helped clarify safety and health related questions that have been asked when it comes to inquiries and inquests that are going on outside of our industry. They are looking to us. The Lifesaving Society and Canadian Red Cross are looking to us, insurance is looking to us, legal is looking to us and we are well protected as long as the Standards Committee chaired by Matthew Bernardo, and the Standards Review Committee chaired by Miles Villneff, are working annually on this living document.

An area that has been a huge focus is to ensure that all camps are aligned with our core values. Each camp is entitled to their own mission statements, camp culture and value system as long as they are in line with our core values and the Ontario Human Rights Code. They are: integrity, respect, responsibility, inclusiveness, caring and openness

In my 11 or so years on this Board, it is rare that the association look at something so closely that affects us all as we did by upstarting what was originally called the OCA Inclusion Committee and settled as the LGBTQ+ Engagement Committee represented by all of our kindred groups (private, special needs, day, religiously affiliated, agency). The group worked together for a number of months discussing and trying to find a path that would be good for all but outside of discussion of potential resources, getting a legal opinion reached a point where the Board recognized that they would have to make some ultimate decisions related to a standard or standards amongst other pieces of this puzzle which I will share.

So here are the two proposed new standards that the Board is putting forward to you the Membership which will be sent out as a vote in February and if the membership votes FOR they will be in effect for July 1 2018

The Camp's core values must visibly align with the OCA's core values of: integrity, respect, responsibility, inclusiveness, caring and openness. These values must be demonstrated through providing positive affirming spaces for campers, staff and volunteers at camp (Mandatory)

Proposed New Standards

Draft #3.3 (Monday, January 22 @ 3:13pm)

(HR.2.x) – Human Resources: Hiring & Recruitment

Does the camp have written policy and practices that align hiring and training of staff and volunteers with the OCA’s core values of integrity, respect, responsibility, inclusiveness, caring, and openness? (mandatory)

Contextual education

Camps must incorporate these core values into their Hiring and Recruitment policy online. They should also be included visibly online, on staff applications, and in training manuals. Discriminating and denying employment or volunteer opportunities in a manner contrary to the Ontario Human Rights Code is prohibited, and would result in a failure to meet this standard.

Staff training must include the camp’s values of diversity and inclusion.

Compliance Demonstration

Standards Visitors must be able to review related policy either online, in camp manuals, and/or hiring/recruitment documents.

Camps may further demonstrate this by developing written policies to welcome staff and volunteers of all communities including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

Staff training must include the camp’s values and a review of the hiring and recruitment policy.

Standards Visitors will review all training materials (topics, training schedules, in-service training, staff development, etc.).

Relevant Regulations and Resources

Employment – Ontario Human Rights Commission - http://www.ohrc.on.ca/en/social_areas/employment

Creating Authentic Spaces – The 519 - <http://www.the519.org/education-training/training-resources/trans-inclusion-matters/creating-authentic-spaces>

Ontario Camps Association – Core Values - <https://www.ontariocampsassociation.ca/when-and-how-to-contact-the-oca/>

(MA.4.x) – Management & Administration: Safety Policies & Rules

Does the camp have written policy to provide positive, affirming spaces for campers, staff, and volunteers by aligning their core values with the OCA’s core values of integrity, respect, responsibility, inclusiveness, caring, and openness? (mandatory)

Contextual Education

Camps must have written policies that demonstrate their commitment to providing positive, affirming spaces for campers, staff, and volunteers. These policies must be posted visibly online, in brochures, and in a visible place on site.

Staff training must include the camp’s values and a review of the policy related to providing positive and affirming spaces for campers, staff and volunteers.

Compliance Demonstration

Standards Visitors will review a camp’s written policies.

Standards Visitors will review all training materials (topics, training schedules, in-service training, staff development, etc.).

Camps may further demonstrate adherence to this standard by developing an individual accommodation plan for persons of all identities including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. When requested by a participant (and/or a family/guardians), an individual accommodation plan would be developed by the camp and participant (and/or family/guardians) subject to a camp’s duty to accommodate.

This can also be further demonstrated through designating non-gender specific bathrooms, using gender neutral pronouns, or considering whether to request information on one’s gender identity rather than ‘sex’ on application forms, as examples.

Relevant Regulations and Resources

Creating Authentic Spaces – The 519 - <http://www.the519.org/education-training/training-resources/trans-inclusion-matters/creating-authentic-spaces>

Duty to Accommodate – Ontario Human Rights Commission - <http://www.ohrc.on.ca/en/policy-preventing-discrimination-based-mental-health-disabilities-and-addictions/13-duty-accommodate>

Ontario Ministry of Education - http://www.edu.gov.on.ca/eng/about/action_plan.html

Ontario Camps Association – Core Values - <https://www.ontariocampsassociation.ca/when-and-how-to-contact-the-oca/>

*Eric reads the Contextual Education and Compliance Demonstration information from overhead.

We know there have been challenging, charged and emotional aspects to all of this. I am confident that we will be a strong OCA. In fact, not to be funny but to illustrate where I think we are with this topic today: Imagine creating a new password on your phone or computer – you put in a few characters at the start and you may see that your password is ‘weak’. You work the characters around a bit more to make the password ‘stronger’ and eventually you may hit the ‘strongest’. I believe that the work that has been done here and the work and discussions still to be done will make us a stronger OCA. We will get there, we will get there!

The LGBTQ+ Engagement Task Force was created in the spring of 2017 due to the issues that OCA received and hit the media (won’t get into details due to legal aspects) regarding hiring practices and emotional safety of campers from the LGBTQ+ community. This Task Force has worked tirelessly. We have had some healthy discussions which cultivated some amazing ideas.

In December the Board of Directors assumed the responsibility of carefully reviewing the issue and then drafting two new proposed Standards to be presented to the OCA Membership. Twelve Board Members sat at the Board Table for a long period of time to mull over the information at hand and to draft what was being presented at the Annual General Meeting.

The following 2 new draft Standards were distributed to Members prior to this meeting and were distributed at this meeting were presented are as follows:

1. (HR.2.x) – Human Resources: Hiring & Recruitment

Does the camp have written policies and practices that align hiring and training of staff and volunteers with the OCA’s core values of integrity, respect, responsibility, inclusiveness, caring, and openness? **(mandatory)**

2. (MA.4.x) – Management & Administration: Safety Policies & Rules

Does the camp have written policy and practice to provide positive, affirming spaces for campers, staff, and volunteers by aligning their core values with the OCA's core values of integrity, respect, responsibility, inclusiveness, caring, and openness? **(mandatory)**

We all need to work together to celebrate diversity within our association.

Our next step is to provide you an opportunity to review the new proposed Standards and address your concerns. We plan to have a vote in early March. If these new draft Standards are approved, they will be in effect in the summer of 2018 to ensure all camp and youth are welcome and included this summer.

Comment: Amanda Grassick, Easter Seals Ontario

Amanda strongly rejected the word "accommodation" being used in the proposed new Standards stating this word was disrespectful and demining. If was going to be used she would not be able to remain as a Member of this Association.

Eric thanked Amanda for her remarks and said that he would take her comments back to the Board.

Eric informed the Membership that a new committee had been created called Equity and Diversity. Also, he alluded to the great group of presentations on Friday at the 2018 Annual Conference for Members to attend.

Following this announcement, Eric introduced Jeff Bradshaw, Co-chair of the new Equity and Diversity Committee.

Jeff outlined that the Conference Committee had already scheduled workshops regarding inclusion for Friday. The Equity and Diversity Committee added a morning Breakout Session from 8:00 am to 9:00 am to provide further discussion on the two proposed new standards and to discuss in more detail the Terms of Reference for the new Equity and Diversity Committee.

Added to the list of Friday morning Breakout Sessions were an LGBTQ+ two-part workshop. The first part of the session is focused on inclusion strategy. We asked three (3) camp leaders to provide information about what they are doing in their communities. The second hour will be moderated by Michael Waxman, and is meant to facilitate conversation and, questions you may have in terms of resources, etc.

Eric thanked Jeff for his presentation and for his support and work on this new committee.

At this time, Eric asked for a Mover and Secunder for a Motion to receive the 2017 Annual Report.

MOTION #2: To receive the Audited Financial Statements for year ending September 30, 2017.

Moved by: Amanda Grassick, Easter Seals Ontario

Seconded by: Heather Davidson, City of Hamilton, Camp Kidaca

CARRIED

Eric introduced Howie Grossinger, Camp Robin Hood, Chair of the OCA's Bylaw Committee and Past President.

6. OCA Bylaws

Howie Grossinger

Howie congratulated Eric and the Board of Directors on their wonderful presentation.

Four years ago, on January 14, 2014, the OCA's Membership confirmed Bylaw #1. It is important for any organization to revisit their Bylaws on regular basis. OCA Bylaw #1 is approaching its fifth year and there are elements related to elections, process, etc. that should be reviewed.

Howie informed the Members that he would like to form a committee of interested members to complete this review. His thoughts were to hold a Town Hall Meeting on March 6, 2018. Further information will be sent to Members.

Eric thanked Howie and asked Leon Muszynski, OCA's Secretary/Treasurer to come forward to present his report.

7. Treasurer's Report

Eric thanked Leon for the many years that he has been on the OCA's Board of Directors and for his work as Secretary/Treasurer for the past eight years.

Leon stated that he was passing torch to Brandon McClounie and that he was retiring from the Board of Directors. Marjorie Booth had given Leon a very large calculator to work on the OCA financial and he pasted this calculator on the Brandon.

Leon reported that the OCA had a surplus of \$6,000.00 for this year. The OCA is in a good place with \$655,000 in revenues and \$454,000 in reserve. Last year there was an issue with the food expenses for the 2017 Annual Conference. Rob Carmichael and Heather Heagle picked apart the conference's expenses and arrived at a solution for this year.

Leon said he was thankful for all of the work completed by the Finance Committee. Just recently the committee reviewed the membership fee structure. Work will continue on the fee structure to make it more fair and reasonable.

At this time, Leon asked Sam Marinucci, OCA’s Auditor, Hogg, Shain and Scheck, to come to the podium to provide more detail regarding the 2017-18 Audited Financial Statements.

Sam explained that the Auditors Report was unqualified. This year’s audit began on October 25, 2017 and less than one month after year end; the process was completed and circulated to OCA staff, OCA’s Treasurer and to the Board of Directors for approval.

Leon thanked everyone and said he was lucky to work with Heather Heagle who was very fiscally responsible and did a tremendous job. Leon thanked Sam for all of his support and stated what a pleasure it was to work with him.

Leon thanked Sam and asks if there is any questions/discussion?
There was none.

Leon will read the following motion and election results:

MOTION #3: To receive the Audited Financial Statements for year ending September 30, 2017.
Electronic Votes: Motion #3 – received 92% of the votes cast
CARRIED

Then Leon read the following motion and election results:

MOTION #4: To approve the appointment of Sam Marinucci, Hogg, Shain & Scheck Professional Corporation as the Auditors for 2017-18.
Electronic Votes: Motion #4 – received 93% of the votes cast
CARRIED

Again Eric thanked Leon and Sam for their work.

8. OCA Standards Revision

Eric called upon Barb Gray, Easter Seals Ontario, and Standards Revision Committee Member, to discuss the proposed revisions to Year-round Standards posted online the last week of November 2017 and distributed today at the meeting. The following information was distributed at the Annual General Meeting and was posted on OCA’s website the last week of November 2017 for Members’ review.

Proposed Amendments to 2018 OCA Year-round Standards

Management and Administration – Relevant Regulations and Resources

[delete]-• Accessibility for Ontarians with Disabilities Act (AODA).....aoda.ca

- Accessibility for Ontarians with Disabilities Act (AODA).....aodacompliance.com]
- Accessibility for Ontarians with Disabilities Act (AODA).....
ontario.ca/page/accessibility

MA.1.3. Does the application form provide the necessary written terms of the contract between the parent **or guardian** and the camp?

MA.2.4. Pertaining to the requirements of your camp, are you complying [delete- Is the camp compliant] with the Accessibility for Ontarians with Disabilities Act (AODA)?

Contextual Education:

What is the Accessibility for Ontarians with Disabilities Act?

Enacted in 2005, the Accessibility for Ontarians with Disabilities Act (AODA) was set to establish a process for developing and enforcing accessibility standards to ensure that people of all abilities have the opportunity to participate fully in everyday life, with a goal of making Ontario more accessible by 2025.

How do I know if my camp needs to be compliant?

AODA applies to all camps that are public, non-profit or private sector organizations, have at least one (1) employee in Ontario and are provincially regulated.

Who is considered an employee?

The Ontario Government considers an employee to be all full-time, part-time, seasonal and contract workers. With most employees, you pay wages or a salary, have control over the work assigned and have a right to control the details of the work.

Do not count employees outside Ontario. Do not count volunteers or independent contractors, though you are responsible for ensuring that the services they provide on your behalf follow the rules of Ontario’s accessibility standards. You may also need to ensure these individuals are trained to meet the requirements.

Do I need to complete a compliance report?

In 2017, businesses and non-profits with 20 or more employees must file an accessibility compliance report with the Government of Ontario (<https://www.ontario.ca/page/completing-your-accessibility-compliance-report#section-1>).

<https://www.ontario.ca/page/accessibility-laws>

MA.3.3. Does the camp carry insurance for staff members’ personal vehicles used for camp business and/or for vehicles rented by the camp (e.g. non-owned motor vehicle insurance), if applicable? → split into two standards

1. Does the camp carry insurance for staff members’ personal vehicles used for camp business (e.g. non-owned motor vehicle insurance), if applicable?
2. Does the camp carry insurance for vehicles rented by the camp, if applicable?

MA.3.8. **Is your camp added to your rental groups'** [~~delete-~~ Are OCA Camps added to rental groups] insurance **policies as a** [~~delete-~~ (] third party insured [~~delete-~~)]? → move to section MA.6. Short Term Programmes or Rentals

HR.2.8. Does the camp [~~delete-request~~] **require** a Criminal Record Check from each new staff member before commencement of employment? → change from recommended to mandatory

Campfire, Facilities and Equipment – Relevant Regulations and Resources

- Workplace Hazardous Materials Information System..... ontario.ca/page/workplace-hazardous-materials-information-system-whmis

CFE.1.4. **Are hand washing facilities available near all toilets/privies and in food preparation areas?** → split into two standards

1. Are hand washing facilities available near all toilets/privies?
2. Are hand washing facilities available in food preparation areas?

CFE.2.5. **Are all facilities safe for use?**

Contextual Education: As per R.R.O. 1990, Reg. 568, s. 4, "Every operator shall ensure that each camp is so located and maintained as to be free from any condition that may endanger the health or safety of the campers or employees of the camp."

CFE.3.2. **Are smoke detectors located in all sleeping and assembly areas as required by local jurisdiction?** → split into two standards

1. Are smoke detectors located in all sleeping areas as required by local jurisdiction?
2. Are smoke detectors located in all assembly areas as required by local jurisdiction?

NEW Mandatory Standard: CFE.3.6. Does the camp have a written fire emergency plan?

Contextual Education: A written fire emergency plan should be known and practised by all campers and staff. [~~delete-~~ This plan should be posted throughout the site/facility, particularly beside telephones.] A written fire emergency plan includes 911 and/or the local emergency phone number, the municipal address of the camp, information on the alarm system, the procedure to be followed by each staff member and camper, a map showing the location and type of firefighting equipment, an assembly location, a method of accounting for everyone, and a procedure for evacuation. This contextual education has been moved from the 2017 Year-round Standard CFE.3.5's contextual education.

CFE.3.7. Are fire emergency procedures posted in key locations?

Contextual Education: **As per O. Reg. 213/07: FIRE CODE (filed May 25, 2007 under Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4), Section 2.8 Emergency Planning, Posting fire emergency procedures.**

CFE.7. WHMIS → move to Human Resources → new section HR.6. Workplace Hazardous Materials Information System (WHMIS)

CFE.7.2. Does the camp have [~~delete-~~ Material Safety Data Sheets (MSDS)] labels or Safety Data Sheets (SDS) for hazardous products used at camp, which fall under WHMIS?

Contextual Education: **CFE.7.1., 7.2. and 7.3. WHMIS is a Federal-Provincial government regulated hazard communication system meant to provide information about how to handle, store, use or dispose of hazardous materials in the workplace. There are provincial laws and regulations that govern the implementation of WHMIS in the workplace. Camps are required to be familiar with and adhere to any legislation or regulations that apply in their circumstances as they may apply throughout this section. The goal of WHMIS is to reduce accidents and prevent health hazards. [~~delete-~~ Hazardous] Materials can include, **but are not limited to**, cleaning products, laundry detergent, bleaches, **fire extinguishers, aerosol cans** and dishwashing detergents [~~delete-~~ ordered from a supplier, not material that is packaged as a consumer product in quantities normally used by the consuming public]. All hazardous products must be stored in safe and secure locations.**

CFE.8. Bear Wise/Wildlife Control → order of title to be switched to read CFE.8. Wildlife Control/Bear Wise

CFE.8. order of Year-round Standards switched:

CFE.8.1. Is the camp compliant with wildlife control regulations?

Contextual Education: **Dangerous wildlife can be an issue for both overnight and day camps. This might include a bear, moose, poisonous snake or rabid animal. In urban areas, this could include a racoon, coyote, or an off-leash dog. Training for this would include detailed policy explanation to both staff and participants as to proper methods for dealing with dangerous wildlife.**

CFE.8.2. Does the camp have bear and wildlife protection/deterrent protocols when required?

Contextual Education: **Camp employees are responsible for providing safe experiences for campers, as well as keeping themselves safe [~~delete-~~ while in bear country]. The best preventative tool to minimize [~~delete-~~ human-bear] conflicts is education. Camp directors, counsellors and staff should be taught to identify potential risks [~~delete-~~**

areas, how to keep camp areas clear of attractants,] and what to do in these given situations [~~delete-~~ a bear encounter and most importantly, how to effectively educate campers on how to be “Bear Wise”].

CFE.8.3. Does the camp provide Bear Wise and wildlife safety training for staff and participants when required?

Contextual Education (from 2017 Year-round Standard CFE.8.1.): The first and most important step to minimize human-bear conflicts is to remove what is attracting bears in the first place. A bear’s entire life revolves around food: when they are not hibernating, bears spend most of their time looking for food. Most conflicts between bears and people happen when bears are attracted by smells and rewarded with an easy meal (e.g. garbage that is easily accessible). When bears pick up a scent with their keen noses, they will investigate it. As long as the food source is available (e.g. bird food, garbage or pet food), bears will return.

A wide variety of commercially available ‘bear-resistant’ products exist, and can include in-camp small waste bins and large dumpsters. It is important to empty the containers as often as possible; MNRF recommends emptying small waste bins daily and emptying large dumpsters at least once a week (or more frequently if possible). To further eliminate odours, MNRF also recommends rinsing bins with water and/or a disinfectant.

Food Service General Notes

If your camp provides/prepares snacks or meals of any kind, even on an infrequent basis (e.g. [~~delete-~~ pizza days,] overnights, special programmes), you must answer and comply with the Food Service standards.

FD.1.2. If your camp provides snacks only or purchases food from a third party caterer that prepares food off-site, are they purchased, stored and served in a safe manner?

Contextual Education: FD.1.1. This standard is to assure that camps serve meals that are nutritionally adequate. Menu planning should be guided by Health Canada’s standard on adequate amounts of essential food groups. Menus should also be created in recognition of the many health problems associated with a diet with excessive amounts of fats, especially trans fats and sugars. Where there is a choice to use non-trans fats cooking oils and fats the camp should be made aware of these alternatives and encouraged to do so. [~~delete-~~Recent medical research has identified diets with excessive amounts of junk food as contributing to childhood obesity and Type II diabetes along with a range of other health issues.]

If your camp serves only snacks, you are only required to answer FD.1.2. If your camp serves pre-prepared snacks **or food from a third party caterer that does not prepare the food at your camp**, for example, cheese and crackers, veggies and dip, cake bought from grocery store, **pizza**, you need to answer FD.1.2. If your camp serves pre-packaged snacks, for example, granola bars, chips, cheese strings, answer “NA” to FD.1.2. **It has been proposed for this paragraph to be moved above the Contextual Education heading.**

All Trips and Excursions – Relevant Regulations and Resources

- Canadian Coast Guard ccg-gcc.gc.ca/eng/CCG/Home
- OCA Crisis Response Resource Manual
- A Wilderness Medicine Manual
- Transport Canada.....tc.gc.ca/eng/menu.htm
- Ontario Ministry of Labour re: workplace harassment.....labour.gov.on.ca/english/hs/pubs/wvps_guide/guide_7.php
- **ORCKA.....http://www.orcka.ca/uploads/ORCKA_Recommended_Canoe_Trip_Leader_Standards_December_2012_v1.2.pdf**
- **Paddle Canada..... paddlecanada.com**

TR.1.4. When the trip includes swimming or boating, does the swimming or boating supervisor hold a current Bronze Cross or equivalent?

Contextual Education:

TR.1.4. This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor is a Bronze Cross. An NL is suggested, where possible. Equivalency for the purposes of lifeguard certifications is determined by the camp’s local Medical Health Officer.

NEW Mandatory Standard: TR.1.18. If your camp is using third-party off-site facilities for program, have you done your due diligence to ensure they follow industry best practises and relevant government regulations?

Contextual Education: Things to look for, but not limited to, include certifications, inspection certificates, training (staff – proper training and certification), emergency procedures, clean and safe grounds and insurance. For more information, please see acacamps.org/resource-library/campline/camp-contracting-service-providers-bigger-picture.

NEW Mandatory Standard: TR.1.19. Are the trip leaders aware of the swimming abilities of all participants?

Contextual Education: It is vital that trip leaders are familiar with their participants' swimming abilities. Knowledge of their participants' swimming abilities can be obtained by reviewing the written record completed by the staff member who conducted the swim test at camp or through a designated staff member who can convey this information.

TN.1.2. Does the driver or [~~delete-~~ assistant] camp staff have an accurate list of the names of campers and staff traveling while under the camp's supervision?

LP.3. Challenge Courses – Low Elements, Hebertism and Initiative Tasks

NEW Recommended Standard: LP.3.3. Are all low ropes and/or Hebertism elements safe for use?

Contextual Education: Low ropes or Hebertism elements should be kept in good repair and inspected regularly to ensure they are safe for use.

LP.3.4. Is the area below a bouldering wall appropriately and sufficiently padded according to manufacturer's recommendations to prevent injury to climbers?

Boating General Notes

Camp Marine Module Training/Statement of Completion Programme

In 2015 Transport Canada granted the Canadian Camping Association (CCA) through the Ontario Camps Association (OCA) the option of a Camp Marine Module for training camp staff who are transporting no more than 7 to 12 passengers plus 2 staff (one of which is the vessel operator) in a non-human powered vessels of 9.5 horsepower and over and that does not exceed 5 tons, gross tonnage. Following testing successful candidates will receive a Statement of Completion. This permission was given for 10 years.

Swimming – Relevant Regulations and Resources

- Health Protection and Promotion Act R.R.O. 1990, Regulation 565 Public Pools. This regulation governs the operation of pools at both residential camps (Class A pools) and day camps (Class B pools). If the camp pool is open to the public, it is a Class A pool.
- The Ontario Building Code, Section 3.11 Public Pools. This regulation governs the design and construction of indoor and outdoor pools, their surroundings and their required ancillary facilities.
- Health Protection and Promotion Act R.R.O. 1990, Regulation 568 Recreational Camps. This regulation governs the operation of residential camps that operate a waterfront area that is used for any aquatic activity.
- Canadian Red Cross.....redcross.ca/training-and-certification/swimming-and-water-safety-tips-and-resources
- Lifesaving Society.....lifesavingsociety.com/
- Ontario Physical Education Association (OPHEA) Safety Standardssafety.ophea.net/
- **Swim to Survive....** lifesavingsociety.com/swim-to-survive.aspx

SW.1.1. Is the pool or waterfront director at least 18 years of age, experienced, and certified [~~delete-with~~] as a current National Lifeguard [~~delete-Service~~] (NL[~~delete-S~~)?)

SW.2.5. Does the camp [~~delete-~~ have some method of] identify[~~delete-~~ ing] and record the swimming abilities of all campers and staff? → change from recommended to mandatory

Contextual Education: The camp must assess and classify the swimming ability of both campers and staff by using a swim test [~~delete-~~ or an assessment form.] deemed suitable by the camp based on the size, scope and type of aquatic program(s) the camp offers. The swim test results must be clearly recorded, kept on file, and must be accessible at the camp.

Knowledge of a camper’s and staff’s swimming ability will help to ensure safe participation in [~~delete-~~ other water sports] all aquatic areas, which may require [~~delete-~~ non-swimmers] campers and staff to wear a lifejacket. [~~delete-~~ Records of swimmers’ abilities should be accessible at the pool/waterfront.]

SW.4.5. Is there supervision when campers and staff are using the diving board, platform, tower, slide, water trampoline or other water accessories?

SW.5.7. Are all pool lifeguards at least 16 years of age with a current NL[~~delete-S~~] certificate?

Compliance Demonstration: Lifeguards at least 16 with a current NL[~~delete-S~~] certificate. Wading/shallow water pool attendant hold a current Bronze Cross or higher.

SW.6.6. Is the waterfront director familiar with the relevant regulations and resources listed above?

Contextual Education: **The waterfront [delete- swim] director must be knowledgeable about all government regulations, OCA Standards and any other information that help to govern the waterfront. The waterfront [delete- swim] director will ensure that all of his/her staff are also well versed and trained under these regulations and standards.**

SW.6.7. Are all waterfront lifeguards at least 16 years of age with a current NL[delete-S] certificate?

SW.6.10. Does a qualified trainer provide additional instruction in supervision, positioning, accident prevention and intervention, and emergency response to waterfront supervisors who do not possess a current NL[delete-S] certificate?

Contextual Education: **“Qualified trainer” means a current NL[delete-S] Instructor/Examiner or current NL[delete-S]-certified lifeguard with waterfront experience.**

SW.7.6. Are long distance swims, outside the regular swim area and beyond 25 m of shore, directly supervised by at least one NL[delete-S] certified lifeguard?

Comment: Jocelyn Palm, Glen Bernard Camp

We are professionals of camping and I worked at the Lifesaving Society. When comes to make changes. One drowning incident has sent everyone into turmoil. Those people making changes must be careful of making changes based on statistics. Some of the proposed revisions will make a significant change. The onus is on committee. When standards are revised, Members need time to review the information and provide comments to the committee. It is difficult to insert new standards without discourse. We must look for ways in which to put stuff in. If this is way we do our business, we will put our foot in our mouths.

Comment: Lisa Wilson, Oconto

Lisa stated she appreciated the work of the Standards Revision Committee. Lisa went on to say that she is concerned about where we're going with the standards and the liability Standards Visitors. The standards are becoming more police like.

Reply: Eric Shendelman, OCA President

There has been much discussion at Board level regarding the revised standards and Standards Visits. At time, many of the Visits are too friendly. No one wants to be an auditor. The training for camps and visitors is meant to educate and create consistencies.

Comment: Matthew Bernardo, Camp Wabikon, and Standards Committee Chair

Questions that have arisen are what can we do to address this issue? How will we find middle

ground? At this time, the Standards Committee is drafting a “Standards Checklist” which will list a set of items to be reviewed by Visitors. This list will help both the camp and visitor and will hopefully ensure the same level of what is to be reviewed at camps during a visit. If Members have suggestions please contact me. .

Question: Sue Eckersely, Glen Bernard Camp

Does OCA insurance cover person doing visit? YES

Comment: Jocelyn Palm, Glen Bernard Camp

Joc said let’s get back to swimming. She suggested that the assessment form should be deleted from the recommendation. Can the Standards Review Committee review the wording in SW.2.5. asking someone who has Bronze Cross to do swim test?

Reply: Eric Shendelman, OCA President

A lot of discussion has taken place regarding swim tests. There is a big difference in completing a swim test in a pool and lake. There has to be further discussion around this topic.

- JOE RICHARDS – consultation. Comments feature. Move forward before asking for another vote (see comments first)
- ERIC – time in Feb
- MARJ – would consult go to every voting member? YES
- Motion – approve proposed amendments as presented (64% votes, 341 votes for) CARRIED

MOTION #5: To approve the proposed amendments for the Year-round Standards as presented.

Electronic Votes: Motion #5 – received 64% of the votes cast

CARRIED

Eric thanked Barb for her presentation and also Members for their questions and comments. Then he asked Heather Heagle to come forward to provide the election results.

9. Election Report - Nomination and Governance Committee Chair

On behalf of Mark Diamond, Chair of the Nomination and Governance Committee, I would like to thank all of the candidates who stood for election this year. Every year OCA has an election where six (6) positions are available.

At this time, Heather read the names of Board Members who had completed their terms of office and were not running for re-election. Eric presented each of the following Members with a token of appreciation:

Secretary/Treasurer, Leon Muszynski, Camp Arowhon
Director, Mike Stewart, Ryerson Summer Day Camps

The following Members of the Board of Directors will complete their terms of office in January 2019:

President, Eric Shendelman, Shendy's Swim School
Vice President, Rob Carmichael, CampBrain
Directors: Mark Diamond, Camp Manitou
Karen Hartnett, C.Y.O. Camp Marydale – With the approval of the Board, Karen will complete the one year term of office remaining for Christina Bonner
Kelly Mathews, Seneca College: King Day Camp & Outdoor Centre

The following positions have been filled by acclamation:

Vice President, Jonathan Nyquist, NYQUEST Training and Placement Inc.
Secretary/Treasurer, Brandon McClounie, YMCA GTA: Cedar Glen Outdoor Centre
Directors: Jeff Bradshaw, Camp Wenonah
Heather Davidson
Julie Gallie
Bev Unger

Eric thanked Heather and asked Adam Kronick, OCA Past President, and the new Board of Directors to come forward for their Induction.

10. Induction of 2018 OCA Board of Directors

The new 2018-19 OCA Board of Directors includes the following Members:

President	Eric Shendelman, Shendy's Swim School
Vice President	Rob Carmichael, CampBrain
Vice President	Jonathan Nyquist, NYQUEST Training & Placement Inc.
Secretary/Treasurer	Brandon McClounie, YMCA GTA: Cedar Glen Outdoor Centre
Director	Jeff Bradshaw, Camp Wenonah
Director	Jeff Brown, Camp Otterdale
Director	Heather Davidson, City of Hamilton: Kidaca Camps

Director Mark Diamond, Camp Manitou
Director Julie Gallie, City of Toronto
Director Karen Hartnett, C.Y.O. Marydale
Director Kelly Mathews, Seneca College: King Day Camp and Outdoor Centre
Director Bev Unger, Camp Robin Hood

Adam stated that the OCA Board of Directors will address some very complex issues. All of these Members are smart and dedicated people. Every January is filled with momentous occasions, the golden globes, the Screen Actors Guild Awards; the Grammy's and yes the OCA Annual General meeting. It is a tradition at our Annual General Meeting (AGM) that a seasoned Board Member and camp owner welcome in the new Board.

Since salaries to Board of Directors were cut in half after I left, I know that you are here for the right reasons. On a serious note welcoming the board this year is an easy job as we have incredible individuals joining an already spectacular group. Being inducted to the OCA board will impact both you and camping as a whole. YOU are being entrusted with becoming the conscience and foundation of camping in Ontario. It is a lot of weight to carry on your shoulders. Knowing each of you, I am so excited for OCA and what each of you has to offer the camping community as a whole. We face ever-changing and challenging times and the OCA and its board will address so many new issues that are complex. I believe that being a Board Member is all about character. If we stand up for what we believe in, camping will prevail and thrive in our changing world. You are joining a group of smart, dedicated board members who give so much. You will gain much from your collaborations with the Board, the office staff, and the Members.

Please let me thank you for serving as an OCA board member. Your commitment and efforts are much appreciated. Good luck.

At this time, a photo was taken of the new Board of Directors.

Adam moved the following motion:

MOTION #6: That the election ballots associated with this election be destroyed in not less than a week and not more than a month after this meeting.

Moved by: Adam Kronick, Past President

Seconded by: Leon Muszynski, Secretary/Treasurer

CARRIED

Eric thanked Adam for his support and again thanked Leon and Sam for their work and support.

11. Feedback/Ideas

Eric asked if there is any feedback or new ideas Members would like to present at this time.

Comment: Lisa Wilson, Oconto

Why was it necessary to vote for people who were acclaimed?

Reply:

Legally, Members have to have a vote whether there is a true election with several candidates running for election for one position or whether they are all acclaimed.

Comment: Amanda Grassick, Easter Seals Ontario

Some of the language in the proposed new standards, such as accommodation plan, is very insulting. I no longer feel safe here. I am going to vote against the new standards. These standards don't help anyone.

Reply: Eric Shendelman, OCA President

All camps are looking to provide a safe, positive environment. If I am using the wrong language we will work on it to get it right. The language in the new standards is based on discussions in the consultation process.

12. Announcements

Eric announced the 2018 following important events:

1. Annual Conference – January 24th to 26th - Hilton Hotel – Markham Suites
2. 2018 Awards Banquet – following the Annual General Meeting – tickets are available outside the meeting room
3. Health Conference - date and location to be announced
4. 2018 Counsellor Conference – date and location to be announced

13. Adjournment

Eric will ask for a Motion to Adjourn.

Motion to Adjourn: 4:58 pm

Moved by: Scott Creed, Camp Muskoka