

## Proposed changes to 2019 OCA Year-round Standards

Need a paragraph (intro) talking about the role of the board vs. committees/membership for standards approval

-regarding standards, committees/members can make recommendations to the Board

-the Board makes any final decisions related to standards and standards amendments (Board has been elected by Membership and has been granted the right to make decisions on behalf of Members)

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### **NEW Mandatory Standard: MA.2.7. Does the camp have a Camp Safety Plan?**

Contextual Education: **A Camp Safety Plan is required as per O. Reg. 503/17, s.10.**

### **NEW Mandatory Standard: MA.2.1. Does the camp follow all applicable provincial and federal laws in regards to any programs that it operates within these jurisdictions?**

Contextual Education: **E.g., in some situations, camps operate programs outside of Ontario. In these cases, it is necessary that the camp has considered all laws and regulations pertaining to camping and are certain they are in compliance with these relevant laws and regulations.**

**MA.4.7. Does the camp have written policies and practices to provide positive 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? → change from recommended to mandatory**

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**HR.2.8. Does the camp require a Criminal Record Check from each new staff member before commencement of employment? → split into two standards**

- 1. NEW Mandatory Standard: HR.2.8. For staff 18 years of age and older, does the camp require a Criminal Record Check from each new staff member before commencement of employment?**

Contextual Education: **[delete- A Criminal Record Check is another method of screening potential staff members. These checks are strongly recommended especially when the staff member is new to your camp. Some camps prefer to have all returning staff and returning LITs/CITs complete a voluntary disclosure statement, which asks the individual to attest that they do not have any type of criminal record.**

**Applicants under 18 years of age may have to apply in person as they fall under the provisions of the Youth Criminal Justice Act. The record must be given directly to the youth who may then choose to share the information with the camp. It is often difficult to get a Criminal Record Check done for anyone under the age of 18, and therefore a statement signed by the applicant and parent or guardian may be the next best solution.]**

- 2. NEW Mandatory Standard: HR.2.9. For staff younger than 18 years of age, is a voluntary disclosure obtained?**

Contextual Education: [~~delete-~~ A Criminal Record Check is another method of screening potential staff members. These checks are strongly recommended especially when the staff member is new to your camp. Some camps prefer to have all returning staff and returning LITs/CITs complete a] **A voluntary disclosure statement** [~~delete-~~, which] asks the individual to attest that they do not have any type of criminal record. [~~delete-~~ Applicants under 18 years of age may have to apply in person as they fall under the provisions of the Youth Criminal Justice Act. The record must be given directly to the youth who may then choose to share the information with the camp.] It is often difficult to get a Criminal Record Check done for anyone under the age of 19[~~delete-~~ 8], and therefore a statement signed by the applicant and parent or guardian may be the next best solution.

**HR.2.13. 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?** → change from recommended to mandatory

**HR.5.1. Have all staff completed required Occupational Health and Safety Awareness training through a qualified trainer or individual or online video?**

Contextual Education: The Occupational Health and Safety Awareness training videos [~~delete-~~ is] **are** available at: [labour.gov.on.ca/english/hs/elearn/worker/index.php](http://labour.gov.on.ca/english/hs/elearn/worker/index.php),  
<https://www.labour.gov.on.ca/english/hs/training/workers.php>,  
<https://www.labour.gov.on.ca/english/hs/training/supervisors.php>.

**HR.5.6. [~~delete-~~ If required,] Does the camp [~~delete-~~ have] **meet legislative requirements regarding a health and safety representative or health and safety committee?****

Contextual Education: [~~delete-~~ If the camp has 20 or more employees that work three months or more, a committee is required: [labor.gov.on.ca/english/hs/training](http://labor.gov.on.ca/english/hs/training);  
[labour.gov.on.ca/english/hs/elearn/supervisor/index.php](http://labour.gov.on.ca/english/hs/elearn/supervisor/index.php)] **If there are more than five workers, a representative or committee is required. See [ontario.ca/page/guide-health-and-safety-committees-and-representatives](http://ontario.ca/page/guide-health-and-safety-committees-and-representatives) for details.**

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## Campsite, Facilities and Equipment Relevant Regulations and Resources

Health Protection & Promotion Act, [~~delete-~~ R.R.O. 1990, Reg. 568 –] **O. Reg. 503/17: Recreational Camps; Reg. 565 – Public Pools**.....[e-laws.gov.on.ca](http://e-laws.gov.on.ca)

**CFE.1.8. Where tents are used for on-site, fixed accommodation, does the camp limit the number of occupants according to the manufacturer’s recommendations?** → change from mandatory to recommended because this is no longer the law

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

Contextual Education: As per [~~delete-~~ R.R.O. 1990, Reg. 568, s. 4,] **O. Reg. 503/17, s. 14(c)**, “Every operator shall ensure that **the recreational** [~~delete-~~ each] camp is [~~delete-~~ so located

and maintained as to be] free from any condition that may endanger the health or safety of the campers or **camp staff members** [delete- employees] of the camp.”

CFE.6.3. [delete- Where possible,] Does [delete- the] **your** camp compost , or in cases where the camp does not has the camp considered all animal and environmental factors and determined it's not feasible?

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## Health Care Relevant Regulations and Resources

Recreational Camps under the Health Protection and Promotion Act, [delete- Regulation 568 of the Revised Regulations of Ontario, 1990] **O. Reg. 503/17: Recreational Camps**..... [delete- ontario.ca/laws/regulation/900568] **ontario.ca/laws/regulation/170503**

**Ontario Human Rights Commission Policy on employment related medical information**..... **ohrc.on.ca/sites/default/files/attachments/Policy\_on\_employment-related\_medical\_information.pdf**

**Information and Privacy Commissioner of Ontario, Fact Sheet, Health Information Custodians Working for Non-Health Information Custodians**..... **ipc.on.ca/wp-content/uploads/Resources/fact-11-e.pdf**

**College of Nurses of Ontario: Confidentiality and Privacy—Personal Health Information**.....**cno.org/globalassets/docs/prac/41069\_privacy.pdf**

**The College of Physicians and Surgeons of Ontario - Confidentiality of Personal Health Information**..... **cpsoon.ca/Policies-Publications/Policy/Confidentiality-of-Personal-Health-Information**

**HC.1.5. Has contact been made with a local physician, medical clinic or hospital emergency department and/or other emergency services to notify them of the camp's operation and the possible need for future service?**

Contextual Education: This requirement is currently obligatory under the Health Protection and Promotion Act 1990, [delete- Regulation 568. s.7(2)] **O. Reg. 503/17**. Camps are required to be familiar with and adhere to current legislation or regulations that apply in their circumstances. Contact should be made on an annual basis upon the opening of a camp each season.

**HC.2.4. Does the camp have a health history giving the camper's and staff's health history, health care needs and limits of his/her participation?** → **split into two standards**

1. **HC.2.4. Does the camp have a health history giving the camper's [delete- and staff's] health history, health care needs and limits of their [delete- his/her] participation?**

Contextual Education: The personal health history is a current record of existent and past health information. This should be completed before the camper[delete-/staff] attends camp and updated within three weeks of the start of camp if there are any changes to the content. Refer to the OCA website for a Health History template.

The history should include:

1. Contact information including camper[~~delete-/~~staff] name, date of birth, home address and phone number, guardian's name(s) and contact information.
2. Health information including information about illnesses, communicable diseases, physical, mental or psychological, disabilities, immunization (in particular date of last tetanus vaccination), a list of current medications and medications that will be given at camp (both prescription and over the counter), treatments, allergies, dietary restrictions and all other conditions that may affect the individual while at camp.
3. Description of camp activities the camper should be exempt from due to health reasons.
4. Two different emergency contact numbers and information from the guardian(s).
5. Consent for treatment with parent/guardian signature and date.

The parent or guardian must notify the camp if their child has been in contact with a communicable disease within three weeks prior to arrival at camp.

- Camp should have protocols in place for those who do not have up-to-date immunizations.
- Camp should have knowledge of and be aware that the collection of health information is governed under the Personal Health Information Protection Act, 2004.

2. NEW Recommended Standard: HC.2.5. Where possible, and with the staff's consent, do camps collect any necessary health information for staff members?

The Contextual Education for HC.2.5. may need to be vetted by OCA's lawyer.

Contextual Education: The collection of medical information depends fully on the type of health staff employed at the camp and can only be requested after a job offer has been made.

Camps that hire Regulated Health Professionals (RHPs):

- Are able to collect medical information from its staff members following the Personal Health Information Protection Act (PHIPA). Staff should be made aware this information is being collected in accordance with the Ontario Human Rights Code. Keeping in mind the Ontario Human Rights Commission believes "that to protect the employer from allegations of discrimination, as well as the applicant or employee from discriminatory practises, medical information should remain with the physician [or in this case of camps, the RHP] and away from an employee's personnel file. When needed by the employer, the employee's physician can share relevant information (for example, restrictions in the ability to perform essential duties), while excluding any information that may identify a disability" with the permission of the employee only. ([ohrc.on.ca/en/iv-human-rights-issues-all-stages-employment/6-requesting-job-related-sensitive-information](http://ohrc.on.ca/en/iv-human-rights-issues-all-stages-employment/6-requesting-job-related-sensitive-information)). Simply this means the RHP is not able to share any health information with the employer without permission from the employee.
- All health/medical information must be stored, secured and maintained away from the staff member's employment record.
- As most camps do not have RHPs hired year-round, consideration must be given for how the information is collected, secured and stored when the RHP is not on site.
- If the camp is using electronic health records consideration must be given to how this

information is stored and who has access to the data.

Due to the PHIPA, you shall only collect any information necessary for staff to perform their job at camp. Consent must be obtained by the staff member and secure storage of these records must be considered.

Camps that hire Unregulated Care Providers (UCPs):

- Camps that hire UCPs (see definition, pg. 1) really should not collect any medical information about the staff member other than next of kin in case of an emergency and possibly any life threatening allergies and dietary needs.

In order to assist in collecting relevant health information, using a blanket statement in the camp staff medical form may be appropriate. Consider using wording along the lines of\*: *The position you are applying for is a physically demanding role working with children. This role requires you to be alert and able to respond to the needs of a child in your care at all times and during potential emergencies. Do you have any current conditions or limitations that may make it difficult for you to safely perform your job duties?*

Best practises should consider the following:

- Camps cannot ask if a staff member requires any accommodations prior to making a job offer.
- During the recruitment/application process camps can encourage a staff member to request assistance using wording along the lines of\*: *We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. If you require an accommodation in applying for a posting, please contact...*
- Camps should only ask staff for medical information that is necessary for the employee to perform their role at camp.
- The following are some of the types of information that should only be requested after making an offer (preferably in writing) of employment and only if it is a job requirement (for example, a driver's license only if the person will be driving as part of their duties):
  - driver's license (may reveal disability, age, sex and gender identity)
  - birth certificate (may reveal age, sex and gender identity)
  - Social Insurance Number (may contain information on date of arrival in Canada and residency status)
  - police record checks (may reveal information about a person's mental health)
  - next-of-kin or person to be notified in case of emergency (may reveal family status, marital status, sexual orientation)
  - accommodation needs

\*Please note that any recommended wording is just that and should be vetted by your camp lawyer and insurance agent.

## Food Service Relevant Regulations and Resources

Recreational Camps under the Health Protection and Promotion Act, [~~delete-~~ Regulation 568 of the Revised Regulations of Ontario, 1990] O. Reg. 503/17, applies to resident camps. Section 19, Food premises, directs to O. Reg. 493/17, Food Premises, Parts III, IV and VI.

### “Applies to:” list

Add Rentals to the “Applies to:” list for FD.1. Menus and Snacks, FD.2. Food Service Personnel, FD.4. Safe Food Handling and FD.5. Housekeeping and Cleaning.

#### FD.4.6. Is all frozen food stored at a temperature of -18°C (0°F) or lower?

Contextual Education: Frozen foods need to be kept at temperatures of -18°C (0°F) or lower. Temperatures of refrigerators and freezers are required by the Public Health Authority to be regularly monitored [~~delete-~~ with a daily log]. In the event of a refrigeration breakdown there should be access to maintenance service for timely repair.

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#### TR.1.1. Is the trip leader at least 18 years of age **at the time of the trip**?

TR.1.4. When the trip includes swimming or boating, does the swimming or boating supervisor hold a current Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate** or [~~delete-~~ equivalent] **certification approved by the Medical Officer of Health**?

Contextual Education: This Standard applies to all activities in or on the water. The minimum requirement for the swimming/boating supervisor is a Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate or equivalent**. An NL is suggested, where possible. Equivalency for the purposes of lifeguard certifications is determined by the camp’s local Medical Health Officer.

TR.1.5. When the trip includes swimming or boating, are there at least two swimming or boating supervisors who hold a current Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate** or [~~delete-~~ equivalent] **certification approved by the Medical Officer of Health**?

Contextual Education: Minimum of Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate** or equivalent (Medical of Health Officer approved) for at least two supervisors ensures that in an emergency there are enough sufficiently skilled individuals to respond appropriately.

TR.1.2. Is the assistant leader at least 17 years of age **at the time of the trip**?

TR.2.2. Does every camper/staff with a known medical condition bring their required medications on a trip?

Contextual Education: If medication is required for the participant or staff then it must be taken on the trip and kept in a safe place (e.g., group first aid kit). Staff must ensure [~~delete-~~adequate] **appropriate** amount of medication is brought [~~delete-~~ to last the length of trip], **taking into account trip length, type of medication, conditions, etc.**

**TR.8.4. Are both trip leaders at least 18 years of age at the time of the trip?**

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PG.1.3. Does the camp have a written mandate, philosophy or mission statement? → move to section MA.2. Operations/Records

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Land Programmes General Notes

The Land Programme Year-round Standards apply to land programmes which occur within the normal camp facility, not an off-site trip or excursion.

This section of the Year-round Standards deals with specific land activities or programmes such as:

- challenge courses; ...

**LP.5.2. Is the riding director or senior instructor at least 18 years of age at the time of the program?**

~~LP.8.8. Is ambulance service available?~~

**LP.8.10. Are all dressing rooms supervised ~~by gender specific staff~~ while campers are present?**

LP.10.17. Are closed-toed shoes worn by all campers and staff?

Contextual Education: ~~Closed-toed shoes should be worn by all campers and staff.~~

**LP.10.18. Is a bike check performed on all bikes before each use?**

Contextual Education: ~~Bike checks should be performed on all bikes before use.~~

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**BT.1.2. Is there an activity head or designate with a minimum current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate or certification approved by the Medical Officer of Health at the activity site when the activity is in operation?**

Contextual Education: Each boating activity must have a designated “head”. In the absence of the head, a person who meets the qualifications for head must be designated acting-head. While boating, a leader with a minimum current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate or certification approved by the Medical Officer of Health must be actively with the group.

**NEW Mandatory Standard: BT.2.9. For any waterfront activities, are all participants assessed for their ability in the given boating activity and deemed suitable by the camp to participate?**

Contextual Education: Camps at their discretion may use a variety of assessment tools to assess the abilities of participants for their program depending on the size, scope and type of aquatic program(s), with the ultimate goal of understanding the limitations and needs of

**each participant to ensure safe participation.**

**BT.3.6. Does the camp have safety procedures to deal with a participant in distress?**

Contextual Education: [~~delete-~~ Prior to any emergency] **On an annual basis**, the camp will review their **emergency** water [~~delete-~~ programmes] **procedures** and the number of campers and staff for each programme to provide the appropriate number of emergency vessels that can accommodate the possible number of participants needing transportation. The camp should be aware of the safe number of passengers for each vessel that is recommended by the manufacturer.

**BT.3.7. If a Personal Watercraft (PWC) (e.g. water scooter) is used, is it equipped with double spotter mirrors and an automatic emergency shut-off?**

Contextual Education: [~~delete-~~ To shorten the time of recovery for a participant in distress, camps should annually review their emergency policies and procedures for power boating, water-skiing, tubing, wakeboarding or any other water sport. Areas for review and re-training may include vessel operators, land emergency staff and communications (e.g. between watercraft staff, land staff, emergency services, camp management, etc.).]

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## **Swimming Relevant Regulations and Resources**

Health Protection and Promotion Act [~~delete-~~ R.R.O. 1990, Regulation 568 Recreational Camps], **O. Reg. 503/17**. This regulation governs the operation of overnight camps that operate a waterfront area that is used for any aquatic activity.

**SW.1.1. Is the pool or waterfront director at least 18 years of age at the time of the program, experienced and certified as a current National Lifeguard (NL) or Canadian Red Cross Lifeguard?**

**SW.1.4. Is each swimming instructor at least 15 years old with a Canadian Red Cross Lifeguard certificate or 16 years old with a National Lifeguard certificate at the time of the program, and certified with the necessary instructor qualifications specific to the camp's advertised swim programme?**

### **Compliance Demonstration SW.3.1. to SW.3.5.**

- These procedures are documented in a written plan. Staff must provide certification to be part of the water search team (minimum Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate or certification approved by the Medical Officer of Health** – Submerged Victim skill highlighted during search).

### **Compliance Demonstration SW.4.1. to SW.4.5.**

- Staff must provide certification to be part of the water search team (minimum Bronze Cross, **Canadian Red Cross Assistant Lifeguard certificate or certification approved by the Medical Officer of Health** – Submerged Victim skill highlighted during search).

**NEW Mandatory Standard: SW.4.6. For any waterfront activities, including use of leisure equipment,**



are all participants assessed for their ability in the given waterfront activity and deemed suitable by the camp to participate?

Contextual Education: **Camps at their discretion may use a variety of assessment tools to assess the abilities of participants for their program depending on the size, scope and type of aquatic program(s), with the ultimate goal of understanding the limitations and needs of each participant to ensure safe participation.**

**SW.5.7. Are all pool lifeguards at least 16 years of age at the time of the program with a current NL or Canadian Red Cross Lifeguard certificate?**

Contextual Education: **Lifeguards at least 16 years of age with a current NL or Canadian Red Cross Lifeguard certificate. Wading/shallow water pool attendant holds a current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate, certification approved by the Medical Officer of Health or higher.**

**SW.5.8. Are all pool assistant lifeguards at least 16 years of age at the time of the program with a current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate, [delete- or], Award of Distinction or certification approved by the Medical Officer of Health?**

Contextual Education: **Pool assistant lifeguards are at least 16 years of age and hold a current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate, [delete- or], Award of Distinction or certification approved by the Medical Officer of Health or Award of Distinction.**

**SW.5.11. When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in Regulation [delete- 568] 503/17?**

Contextual Education: **For example, current [delete- Ontario Regulation] O. Reg. 503/17, 24(3) provides: "Despite the supervision required under subsection (2), the [delete- waterfront director] lifeguard shall ensure that, where non-swimmers, [delete- mentally or physically handicapped persons] campers with special needs or campers under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the [delete- waterfront director] operator, is adequate having regard to the [delete- type] characteristics and number of [delete- children] campers using the waterfront area. [delete- R.R.O. 1990, Reg. 568, s. 34 (3).]" Camps are required to ensure that they are up-to-date with all current government regulations.**

**Compliance Demonstration SW.6.1. to SW.6.13.**

**SW.6.7. and 6.8. Lifeguards at least 19 years old with current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate, certification approved by the Medical Officer of Health or Award of Distinction.**

**SW.6.1. Do the waterfront practices and equipment comply with the current Government of Ontario [delete- R.R.O. 1990, Reg. 568] O. Reg. 503/17?**

**SW.6.7. Are all waterfront lifeguards at least 16 years of age at the time of the program with a current**

NL or Canadian Red Cross Lifeguard certificate?

**SW.6.8. Are all waterfront supervisors at least 16 years of age at the time of the program with a minimum of a current Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate or [delete- equivalent] certification approved by the Medical Officer of Health?**

Contextual Education: **No matter the waterfront activity (e.g. sail, canoe, kayak, water bikes, water trampoline, water-skiing, boating, etc.), waterfront supervisors must hold a Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate or equivalent (approved by the Medical Officer of Health).**

**[delete- SW.6.9. Are all waterfront assistant lifeguards at least 16 years of age with a minimum current Bronze Cross or equivalent?]**

**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 or Canadian Red Cross Lifeguard certificate?**

Contextual Education: **“Qualified trainer” means a current NL Instructor/Examiner or current NL or Canadian Red Cross certified lifeguard with waterfront experience.**

**SW.6.12. When non-swimmers take part in recreational swimming, does the camp adhere to the minimum standards of adults in the water to non-swimmers ratios, in addition to the lifeguard requirements as quoted in [delete- Regulation 568] O. Reg. 503/17?**

Contextual Education: **For example, current [delete- Ontario Regulation] O. Reg. 503/17, 24(3) provides: “Despite the supervision required under subsection (2), the [delete- waterfront director] lifeguard shall ensure that, where non-swimmers, [delete- mentally or physically handicapped persons] campers with special needs or campers under five years of age are using the waterfront area in the recreational camp, additional supervision is provided that, in the opinion of the [delete- waterfront director] operator, is adequate having regard to the [delete- type] characteristics and number of [delete- children] campers using the waterfront area. [delete- R.R.O. 1990, Reg. 568, s. 34 (3).” Camps are required to ensure that they are up-to-date with all current government regulations.**

**SW.6.13. During recreational swimming does the number of lifeguards equal or exceed the number of assistant lifeguards?**

Contextual Education: **As outlined in the government regulations (Recreational Camps [delete- Reg. 568] O. Reg. 503/17), lifeguards at the waterfront must meet and/or exceed the regulations.**

**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 or Canadian Red Cross certified lifeguard?**

Contextual Education: **It is recommended that long-distance swims beyond 25 metres of shore be led by waterfront director(s) or designates. The qualifications of the staff supervising the event and its participants should be no less than a Bronze Cross, Canadian Red Cross Assistant Lifeguard certificate or equivalent (as approved by the Medical Officer of**

Health). The swims must be well organized and all participants should know who their qualified supervisor is. The supervisor to number of swimmers ratio must be considered and appropriate as well as written into the camp's safety plan.