



NEW
BRUNSWICK
CAMPING
ASSOCIATION

CAMPING STANDARDS

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Guidelines for Accreditation Visits

Between January and March (of your 4th year or prior to your summer) you must submit an electronic version of the accreditation manual with supporting documents including the agreement. This is considered your request for your accreditation.

In April of that same year, the board will assign to the Camp 2 inspectors.

It is up to the member camp to determine a visit date during that summer. The visit will be an exploratory analysis of the active camp program and facility.

The inspectors will review the original manual submitted, their findings during their visit, as well as any other additional supporting files that they may need between September and April of their last accreditation year.

The inspectors will make a recommendation to the board. The board will review the file and present the findings to the member camps at the AGM.

Each January 1st every member camp must re-sign their accreditation Agreement and submit any documents that would be relevant to accreditation. As well as business data, membership fees, and contact form.

Accreditation is active from April 30th for 5 years.



How to Use This Manual

The standards in this manual apply to all residential camps in New Brunswick and to day camps in the areas that are applicable.

Required Standards

These are the standards in **BOLD** type and represented with “**R**” in the Accreditation Standards Manual. They are building code standards, government standards for summer camps, Canadian Camping Association National Insurance Standards for summer camps and NBCA requirements. Camps must meet 100% of the required standards that are applicable to their camp in order to be accredited.

Desired Standards

These are the standards in normal type in the Accreditation Standards Manual. They are recommendations from government agencies, private organizations and the New Brunswick Camping Association. Camps must meet 60% of the desired standards that apply to their camp.

Variables

There are three possible answers to each of the standards questions: YES, NO and N/A. (meaning Not Applicable) Camps should put an X or a check mark in the appropriate box for each question. Camps should answer the questions as accurately as possible. Any questions that camps are not sure of should be noted for the visitation. Camps should be prepared to give a verbal explanation for N/A standards, especially if it is a required standard (other than programming). If there are compulsory standards that were not met then the camp will be given a time frame to meet those standards to complete the Accreditation. If they are not met within the time frame then the camp can re-apply whenever they are ready.

Supporting Documents

Please note (either yes or no) that you have attached a supporting document to the digital version you are submitting to the NBCA. Standards that require documentation will be represented with “**D**”.



New Standards

If any camps are under the process of adding new program elements, structures or activities that involve elements of risk and are not covered in this manual then we ask the following:

- Submit an explanation of the new program(s) that will be taking place before the AGM of the summer prior to summer.
- Submit a set of guidelines noting the required and desired standards for such a program before the end of April of the upcoming summer.
- Allow a few weeks after submission deadline for the standards to be reviewed by the NBCA board (with an understanding that standards could be accepted, modified or denied depending on the situation and circumstance of the request)

Once the NBCA Board has approved the standards, the new program will be available to all camps within the association. All new program standards that are accepted will have approval for implementation immediately upon the standards approval.

Accreditation certification will be voided for any camp implementing a new program before any standards have been developed and approved from the NBCA Board.

Provincial and Federal Laws

This manual and all of its standards are implemented to help any residential or day camps to obtain a high level of risk management and safety in their operation. These standards have always been created with the goal of complimenting provincial and federal laws, acts and standards. In no way do these standards take precedence over any provincial or federal laws. The first priority for any running residential and/or day camp is to adhere to all provincial and federal laws first and foremost.





1. Administration

1.1 NBCA Membership Requirements

Standard	Yes	No	N/A
® 1.1a. Has camp submitted their annual New Brunswick Camping Association registration package for the each year?			
® 1.1b. Has the camp paid the required annual membership fees?			
® 1.1c. Has the camp submitted agreement by the time of AGM each year?			
1.1d. Has the camp made all efforts to send a representative to the AGM?			

Comments/Concerns:

1.2 Camp Policy

Standard	Yes	No	N/A
® 1.2a. If the camp is run out of a Provincial Park, does it adhere to the Provincial Park Regulations as set by the Department of Natural Resources?			
® 1.2b. Does the camp provide all campers with an outline listing the activities and facilities available to them at the camp that involved high-risk, as well as any limitations that might apply?			
® 1.2c. Does the camp have a stated basic policy about the granting of refunds due to cancellation, sickness, leaving camp prior to the announced closing date, etc.?			
® 1.2d. Do the camp owners, operators and/or managers have access to legal counsel?			
1.2e. Is an inventory kept of non-expendable materials, supplies and equipment?			

Comments/Concerns:



1.3 Staff Policies

Standard	Yes	No	N/A
Ⓜ 1.3a. Is there a policy for alcoholic beverages and smoking in place?			
Ⓜ 1.3b. Is there a no illegal drug use policy in place?			
Ⓜ 1.3c. Does every staff member have at least 24 consecutive hours free of all responsibility each week? Is there documentation of hours worked/time off for all staff?			
1.3d. Have at least thirty percent of past staff returned to ensure continuity and stability?			
1.3e. Does every staff member have at least two hours each day free of all responsibility?			
1.3f. Are there opportunities for each staff member to express their feelings to the administration on matters such as policies and regulations so that these may be reviewed from time to time?			
1.3g. Is there a separate facility or area available for staff privacy and freedom from campers?			

Comments/Concerns:

1.4 Publicity

Standard	Yes	No	N/A
Ⓜ 1.4a. Does the camp have written media release policy that is made aware to all legal guardians?			
1.4b. Are all published statements such as brochures and advertising accurate and complete?			
1.4c. Does the camp adequately provide all facilities and activities listed in its brochure and advertising material?			
1.4d. Is there equipment and staff in evidence to provide the stated activities mentioned in the camp's publicity?			
1.4e. Does the camp have adequate acreage to provide the program activities advertised?			

Comments/Concerns:



1.5 Media Protocol and Emergency Communications

Standard	Yes	No	N/A
Ⓡⓓ 1.5a. Does the camp have a crisis protocol in place (chain of communication and responsibilities)?			
1.5b. Does the camp have Media Protocol? (that includes the camp history, camp program and facilities and a media contact list)			
1.5c. Does the camp have a Parent/Guardian call form to document conversations from or to Parents/Guardians during any emergency?			
1.5d. Does the camp have a camp crisis incoming and outgoing calls log form?			

Comments/Concerns:

1.6 Registration Forms

Standard	Yes	No	N/A
Ⓡ 1.6a. Does the camp use registration forms for all campers and staff including: their names; addresses; date of birth; telephone numbers of persons to contact in an emergency; the name, address and signature of the camper's parent or legal guardian; any special dietary requirements and any special medical conditions pertaining to the individual?			
Ⓡ 1.6b. Does the registration form contain a written consent form giving camp staff permission to seek emergency medical treatment for the camper if required?			
Ⓡ 1.6c. Does the camp have the Medicare number for each camper, or Proof of Health Insurance for non-resident campers?			
Ⓡ 1.6d. Are records of registration forms and releases kept for the required amount of time as required by law.			
Ⓡⓓ 1.6e. Is a written policy in practice regarding the use and release of all personal information?			
Ⓡ 1.6f. Is camp in compliance with the Canadian Privacy Act? [see Appendix E]			
Ⓡ 1.6g. Are records kept of any incident where a camper is sent home before the end of a camp session (behaviors, homesickness, etc)?			



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Standard	Yes	No	N/A
Ⓜ 1.6h. Are written procedures in practice regarding the release of campers who are minors to persons other than legal guardians?			
1.6i. Are written procedures in practice regarding the verification of absentees?			
1.6j. Are current photos of all campers on file?			
1.6k. Are Staff and Camper files onsite kept in a fireproof safe or filing system?			

Comments/Concerns:

1.7 Medical Records

Standard	Yes	No	N/A
Ⓜ 1.7a. Does the camp have health records for campers and staff on-site which includes information about allergies, immunizations, significant illnesses, and any limitations that would affect activity in the camp?			
Ⓜ 1.7b. Has the medical history been obtained within the last six months?			
Ⓜ 1.7c. Does the camp keep a log of all medications administered by the camp to campers and staff including non-prescription drugs as required by law?			
1.7d. Are current anecdotal health care records kept by the health care staff indicating the frequency and type of care received by each camper and staff member?			
1.7e. Does the Director or person in charge of health care report promptly to the local medical officer all occurrences of unusual infections or maladies including food poisoning?			

Comments/Concerns:



1.8 Budget

Standard	Yes	No	N/A
® 1.8a. Does the camp have a written budget?			
1.8b. Are camp expenditures measured regularly against the budget?			
1.8c. Are financial statements of the camp's operation prepared annually?			

Comments/Concerns:

1.9 Workers' Compensation Insurance

Standard	Yes	No	N/A
® 1.9a. Does the camp have Workers' Compensation Insurance for all eligible staff?			
1.9b. Does the camp have accident coverage for any staff member, including volunteers, not covered under Workers' Compensation?			

Comments/Concerns:

1.10 Liability Insurance

Standard	Yes	No	N/A
® 1.10a. Does the camp have current liability insurance coverage that is a minimum of \$ 2 million and includes business interruption insurance?			
® 1.10b. Does the liability insurance cover both bodily injury liability and property damage liability?			
® 1.10c. Does the liability insurance cover personal accident and injury for campers, staff and volunteers (including volunteers, board or committee members)?			
® 1.10d. Is the insurance provider informed of any new program(s) that are being run at your camp?			



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Standard	Yes	No	N/A
® 1.10e. Does your insurance policy cover abuse allegations?			

Comments/Concerns:

1.11 Fire Insurance

Standard	Yes	No	N/A
® 1.11a. Does the camp have fire insurance and extended risk coverage on necessary buildings?			
® 1.11b. Does the camp have fire insurance that covers the contents of the buildings?			

Comments/Concerns:

1.12 Motor Vehicle Insurance

Standard	Yes	No	N/A
® 1.12a. Does the camp carry Motor Vehicle Insurance? If transporting campers do you have Private Bus Status insurance which gives coverage per person rather than a total for the vehicle?			
® 1.12b. Does the camp carry non-owner Motor Vehicle Insurance?			
® 1.12c. Does the camp, when hiring a bus from a bus company for the purpose of transporting staff and campers, ensure that the company carries passenger hazard insurance?			
® 1.12d. Do only people covered under the camp's Motor Vehicle Insurance drive the vehicle?			



Comments/Concerns:

1.13 General Insurance

Standard	Yes	No	N/A
® 1.13a. Is an annual review made of all the camp's insurance coverage?			
1.13b. When a non-owned camp is being leased out, is there a written agreement specifying responsibilities for use of the site, facilities, equipment and services?			

Comments/Concerns:

1.14 Privacy from Public

Standard	Yes	No	N/A
® 1.14a. Does the camp have a visitor policy?			
® 1.14b. Does the camp have an emergency procedure to deal with an intruder at camp?			
1.14c. Does the camp's site provide privacy from the general public?			
1.14d. Does the camp provide reasonable security to protect the campers from accidental or unwanted intrusion?			
1.14e. Is a security system installed in high value areas such as watercraft storage, rifle storage, office safe, etc.?			

Comments/Concerns:



2. Staff/Personnel

2.1 Hiring

Standard	Yes	No	N/A
® 2.1a. Is there a written application on file for each staff person?			
® 2.1b. Does the hiring process conform to Human Rights Commission Guidelines?			
® 2.1c. Is there a Criminal Record Check made for every staff person or volunteer over the age of 18 who is in contact with campers every year?			
® 2.1d. Is there a Vulnerable Sector Search done for every staff person or volunteer over the age of 25?			
® 2.1e. Does an approved member of the organization personally interview every staff member before being initially hired?			
2.1f. If the staff member has been associated with another camp, or children's organization, is every effort made to obtain a written or verbal reference from that source?			
2.1g. Are all applicants checked through the Child Abuse Registry, through the Department of Community Services?			
2.1h. Are all references, given by applicants, checked?			

Comments/Concerns:

2.2 Revenue Canada Regulations

Standard	Yes	No	N/A
® 2.2a. Does the camp comply and are all staff made aware of all of the regulations of Revenue Canada including: source deductions for Canada Pension Plan: employment standards, employment insurance and income tax; payroll records; and maintenance, filing and review of financial records?			
® 2.2b. Does the camp comply with all regulations affecting the employment of foreign staff?			



New Brunswick Camping Association - Camping Standards

Comments/Concerns:

2.3 Staff Descriptions and Qualifications - General

Standard	Yes	No	N/A
® 2.3a. Is there a written contract for each staff member including: salary or wages or lack thereof; terms of employment; benefits; and reference to job description and policies?			
® 2.3b. Are the provincial minimum wage standards being followed? [see Appendix C]			
® 2.3c. Does the camp have written job descriptions for each staff position?			
2.3d. Are personnel policies updated annually?			

Comments/Concerns:

2.4 Staff Descriptions and Qualifications - Camp Director

Standard	Yes	No	N/A
® 2.4a. Does the camp director have some post secondary education experience or a minimum of 5 years related work experience?			
2.4b. Does the camp director have at least two years experience in administration and leadership in an organized camp or related fields?			
2.4c. Is the camp director a graduate of college/university or does he/she have equivalent experience?			
2.4d. Is a specific person delegated "in charge" in the absence of the camp director?			

Comments/Concerns:



2.5 Staff Descriptions and Qualifications - Counsellors

Standard	Yes	No	N/A
® 2.5a. Are counsellors at least two years older than the oldest camper he/she is supervising?			
® 2.5b. Do counselors, paid or volunteer, attend a training session prior to commencement of camp?			
2.5c. Do counsellors have the appropriate education and experience for the activities they are responsible for?			

Comments/Concerns

2.6 Staff Descriptions and Qualifications - Evaluations

Standard	Yes	No	N/A
® 2.6a. Is there a written process in place for staff to evaluate each camp session?			
® 2.6b. Do counsellors and staff do regular reports on programming and objectives?			
® 2.6c. Are summer staff given an evaluation regarding job performance during the term of their contract?			
2.6d. Are reports and evaluations from previous years' programs kept and acted upon in order to evaluate and improve where required?			
2.6e. Does the camp use ongoing or continuous evaluation procedures to evaluate the administration process?			
2.6f. Are campers or their parents given evaluations for the camp?			

Comments/Concerns



2.7 Training - Staff Orientation

Standard	Yes	No	N/A
® 2.7a. Does the camp have a training manual that may include: objectives; personnel policies; job descriptions; and emergency procedures?			
® 2.7b. Is there pre-camp on-site training for all staff and volunteers?			
® 2.7c. Is the pre-camp training at least three days long?			
® 2.7d. Does the pre-camp training include emergency and safety procedures?			
2.7e. At the pre-camp on-site training program, is the training manual fully explained?			
2.7f. Is the person in charge of the health program given time during orientation to discuss the health program?			
2.7g. Are all staff instructed in proper procedures for providing all services as required by campers with special needs?			
2.7h. Does the camp have an ongoing in-service training program available to all staff at various levels?			

Comments/Concerns

2.8 Training - Counsellor-in Training Program (Leadership Development Program)

Standard	Yes	No	N/A
®D 2.8a. Has the camp developed policies in regard to its CIT/LIT/LDP program?			

Comments/Concerns



2.9 Food Service Personnel

Standard	Yes	No	N/A
® 2.9a. Are food service personnel clean and do they wear clean outer garments used for no other purpose than their work in the food service area?			
® 2.9b. Is there a separate room, compartment, locker or cupboard provided for keeping wearing apparel of the employees?			
® 2.9c. Do food service personnel wash hands with soap and hot water before starting work, after every use of the toilet or urinal, and as often as necessary while cooking?			
® 2.9d. Are there separate hand-washing facilities for employees, located in the food preparation area?			
® 2.9e. Are food service personnel free from any skin diseases or uncovered hand wounds?			
® 2.9f. Do food service personnel wear headgear that confines the hair and utilize rubber gloves and/or tongs when handling food?			

Comments/Concerns



3. Safety

3.1 Safety and Emergency Plans

Standard	Yes	No	N/A
Ⓜ 3.1a. Does the camp have emergency procedures that are pre-planned, known and understood by all camp personnel and practiced regularly for the following events, disasters and hazards: natural disasters; natural and accidental fires; lost campers; natural and man made hazards on or adjacent to the campsite; and out-trip accidents?			
Ⓜ 3.1b. Are emergency procedures clearly posted and explained to campers for all major facilities used by the campers?			
Ⓜ 3.1c. Are campers clearly made aware of what to do in the case of an emergency?			
Ⓜ 3.1d. Have water rescue and site evacuation drills been practiced with campers and staff?			
Ⓜ 3.1e. Is a telephone or other means of emergency communication available to the camp?			
Ⓜ 3.1f. Are all campers made aware of camp boundaries?			
Ⓜ 3.1g. Do the emergency procedures identify a central gathering area?			
Ⓜ 3.1h. Do the emergency procedures specify who will be assigned to provide directions to emergency vehicles?			
Ⓜ 3.1i. Do all camp participants and staff understand procedures to access or locate first aid or health care personnel?			

Comments/Concerns

3.2 Ratio of Staff to Camper by Age for Sleeping Supervision

Standard	Yes	No	N/A
Ⓜ 3.2a. For campers under age seven, is the ratio of staff to campers at least 1 to 5?			
Ⓜ 3.2b. For campers seven to ten years old, is the ratio of staff to campers at least 1 to 6?			
Ⓜ 3.2c. For campers eleven to fourteen years old, is the ratio of staff to campers at least 1 to 8?			



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Standard	Yes	No	N/A
® 3.2d. For campers fifteen years and over, is the ratio of staff to campers at least 1 to 10?			

Comments/Concerns

3.3 Ratio of Staff to Campers with Physical or Cognitive Disabilities

Standard	Yes	No	N/A
® 3.3a. For campers that are severely or profoundly cognitively disabled with multiple handicaps, is the staff to camper ratio 1 to 1?			
® 3.3b. For campers that are severely disabled, needing frequent or constant assistance in activities, is the ratio of staff to campers 1 to 2?			
® 3.3c. For mildly disabled campers, needing occasional assistance in activities, is the staff to camper ratio at least 1 to 4?			
® 3.3d. For mildly cognitively disabled campers, is the staff to camper ratio at least 1 to 5?			

Comments/Concerns

3.4 Child Abuse, Harassment & Discrimination

Standard	Yes	No	N/A
®D 3.4a. Has the camp or support agency adopted policies regarding accessibility, equity, inclusion, abuse and harassment?			
® 3.4b. Are all staff and staff volunteers familiar with these policies?			
® 3.4c. Does the camp staff manual include policies on accessibility, equity, inclusion, abuse and harassment?			
® 3.4d. Does the manual include the protocol for dealing with and reporting alleged abuse? [see Appendix D]			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 3.4e. Is the protocol for alleged abuse explained to all staff?			
® 3.4f. Does the training include information about dealing with abused children and the special considerations they might require in a camp program?			
® 3.4g. Does the camp staff know how to avoid situations in which they may be falsely accused of sexual abuse?			
® 3.4h. Are staff members aware of policies of harassment and discrimination?			
® 3.4i. Are campers and staff free to practice their religious customs and have the freedom to discuss spiritual matters?			

Comments/Concerns

3.5 Fire Protection - Fire Plan

Standard	Yes	No	N/A
® 3.5a. Is there a fire plan for each building posted with exits and escape routes clearly marked?			
® 3.5b. Has the staff practiced the fire drill during pre-camp training or at other appropriate times?			
® 3.5c. Are fire drills involving campers and staff held and documented at least once each session?			
® 3.5d. Does the camp have a written fire plan?			
® 3.5e. Does the camp have the telephone number of the local fire department, 911 number, civic number and call procedures posted?			
3.5f. Does the fire plan include a map of the camp with a meeting place and routes clearly marked?			
3.5g. Is fire fighting equipment placement designated in the fire emergency plan?			
3.5h. Is the priority of the camp fire response as follows: evacuating campers; calling firefighters; and reducing further hazards (i.e. shut off gas lines)?			
3.5i. If the fire response access is difficult, does the camp have its own fire fighting system?			
3.5j. Does the camp have access to the telephone number of the nearest Department of Natural Resources office in case the camp needs to report a forest fire?			



Comments/Concerns

3.6 Fire Protection - Equipment

Standard	Yes	No	N/A
® 3.6a. Are key staff members trained in the location, maintenance and operation of fire fighting equipment?			
® 3.6b. Does the camp director or designate inspect all the fire fighting equipment once a month and keep a log of the inspections?			
® 3.6c. Is the staff instructed in the location and use of all extinguishers?			
® 3.6d. Are there smoke alarms installed in all sleeping areas?			
® 3.6e. Are the smoke alarms mounted on the ceiling according to manufacturer's specifications?			
® 3.6f. Are dry chemical or 2A10BC (5lbs) extinguishers available in the kitchen?			
® 3.6g. Are all flammable liquid safeguard containers Underwriters Laboratories of Canada (ULC) approved, maintained in good repair, checked regularly, and not kept in the building?			
® 3.6h. Are fire extinguishers and other fire protection devices approved annually by trained persons, installed to meet local fire codes or other recommendations, operational and ready for use?			
® 3.6i. Are fire extinguishers located in all meeting rooms and other areas where fires are most probable, including workshops and kitchens and are they readily accessible?			
® 3.6j. Are all permanent buildings without extinguishers equipped with a pump tank, water pail, sand or fire blanket?			
® 3.6k. Is sufficient storage space for equipment available?			
® 3.6l. Is appropriate fire fighting equipment readily available (within 50 feet) to all tents, buildings, and appropriate activity areas?			
® 3.6m. Are the smoke alarms tested and approved to a Canadian standard?			
® 3.6n. Are smoke alarms tested and results recorded, every month?			
® 3.6o. Are smoke alarms replaced according to manufacturer's specifications?			
® 3.6p. Is second floor sleeping accommodation provided with alternate escape facilities?			



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Standard	Yes	No	N/A
® 3.6q. Are water or sand buckets readily available at all cook and camp fires?			
3.6r. Is a fire alarm installed in all major buildings and connected to a centralized location?			
3.6s. Is the alarm system serviced annually by a qualified contractor?			

Comments/Concerns

3.7 Fire Protection - Open Fires

Standard	Yes	No	N/A
® 3.7a. Does the camp monitor the fire index by checking with the Provincial Regulators?			
® 3.7b. Does the camp monitor local resources for information on fire hazard levels or fire bans and/or contact the Department of Natural Resources for updated information?			

Comments/Concerns

3.8 Transportation

Standard	Yes	No	N/A
® 3.8a. Does the person or persons whose duties include driving camp vehicles hold a current provincial driver's license?			
® 3.8b. Do the drivers hold licenses that are appropriate for the vehicles they are driving?			
® 3.8c. For buses that can carry more than 24 passengers, does the driver have a class 2 license?			
® 3.8d. For buses carrying more than 10 and up to 24 passengers, does the driver have a class 4 license?			
® 3.8e. Do all the buses (including passenger vans) used to transport campers have a current Department of Transport certificate and sticker of safety inspection?			



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Standard	Yes	No	N/A
® 3.8f. When using chartered or hired watercraft to transport people, are they certified by the Canadian Coast Guard to carry passengers (where vessels carrying more than 12 passengers, or five gross tonnes or larger, is considered a passenger vessel)?			
® 3.8g. Are there two lists kept of campers who are being transported, one in the vehicle and one at the camp?			
® 3.8h. Is the number of passengers in vehicles so equipped restricted to the number of seatbelts?			
® 3.8i. Does each transportation unit carry adequate first aid equipment?			
® 3.8j. Is there a policy in place regarding staff vehicles at camp? (parking)			
3.8k. Are camp vehicles kept out of the program area?			
3.8l. Is there written documentation of regular safety inspections and maintenance?			
3.8m. Is one person designated as in charge of camp vehicle maintenance?			
3.8n. Do all operators know the procedures for reporting/repairing mechanical defects?			
3.8o. Are campers, travelling in a camp vehicle, adequately supervised by someone other than the driver.			
3.8p. Is transportation forbidden in vehicles not designed for passengers.			
3.8q. Is every vehicle, used for transporting campers and staff, equipped with emergency accessories appropriate to the weather conditions (i.e. fire extinguishers, reflector blankets, shovels)?			
3.8r. Are there written safety procedures in practice for all vehicles used to transport all campers and staff which include: safety education; loading and unloading; safe seating; highway stops (planned and unplanned); adequate supervision based on age, mental ability and physical condition of all campers; and relief drivers when pertinent?			
3.8s. Is a circle check of road transportation equipment done daily before use and every time it is refueled?			
3.8t. Does the driver who is towing equipment check all of the following before departure: that the hitch size is appropriate; that the chains are fastened properly; that the trailer lights are properly connected and working and that the load is properly secured?			
3.8u. If transporting luggage, program material and safety equipment, are they stored in a manner such that it does not block the aisles or exits and that it does not present a hazard in the event of an accident (i.e. no luggage on empty seats or on the floor)?			
3.8v. Does the camp have policies in place regarding the safe operation of other vehicles? (ATV, Tractors, Motorcycles, etc)			

Comments/Concerns



4. Health & Hygiene

4.1 Medical Considerations

Standard	Yes	No	N/A
Ⓜ 4.1a. Do all staff members and volunteers, working with youth, hold a current standard First-Aid certificate?			
Ⓜ 4.1b. Does the camp have at least one of the following on-site and accessible at all times: a licensed physician; a currently registered nurse; a certified nursing assistant; a first aid attendant (EMT or Advanced First Aid); or a certified Standard First Aider?			
ⓂⓃ 4.1c. Is there any communication plan in place involving parents/guardian regarding camper medical emergencies or concerns?			
4.1d. Have all domestic animals that are likely to come in contact with campers been previously vaccinated for relevant diseases (i.e. rabies, distemper, etc.)?			
4.1e. Are health care staff involved in the yearly evaluation of the medical health program?			

Comments/Concerns

4.2 Medications

Standard	Yes	No	N/A
Ⓜ 4.2a. Are all medications handed over to the medical staff when campers arrive at camp, along with dispensing information?			
Ⓜ 4.2b. Are medications kept in a locked storage area?			
Ⓜ 4.2c. Are medications dispensed only by medical staff?			
Ⓜ 4.2d. Is the camp equipped with complete First Aid Kit(s)?			
Ⓜ 4.2e. Are the first aid kit(s) checked and re-stocked regularly?			
Ⓜ 4.2f. Does the camp dispose of used hypodermic needles in sealed appropriate containers (i.e. plastic sealable containers) for disposal and labeled "BIO-HAZARD"?			
Ⓜ 4.2g. Are all materials (such as materials for cleaning wounds) contaminated with blood products disposed of in sealed appropriate containers (such as plastic garbage bags) for disposal and labeled "BIO-HAZARD"?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
4.2h. Does the camp have an infirmary or isolation quarters?			
4.2i. Is the infirmary adequately equipped to handle all of the normal medical needs?			
4.2j. Does the infirmary have an entrance of adequate size to permit optimum ease of access for an ambulance stretcher?			
4.2k. Are medications dispensed in the presence of another staff member?			
4.2l. Has a list of required stock medications been prepared by the camp physician or nurse, giving indication for their proper use, the appropriate dosages, route of administration and frequency?			
4.2m. Does the camp have a written policy, known to all staff on the safe handling of infectious diseases such as AIDS and hepatitis, especially in regard to the handling of blood products?			
4.2n. Does the infirmary have one bed for every 50 campers?			
4.2o. Is there continual supervision of campers in the infirmary or health care shelter?			

Comments/Concerns

4.3 Incident Reports

Standard	Yes	No	N/A
® 4.3a. Is a complete written report made of any physical injury, traumatic experience or potentially dangerous situation that has occurred to campers and/or staff?(also including behavioral, near miss and property damages)			
® 4.3b. Are incident reports kept for at least seven years or until the camper has reached the age of 20?			
® 4.3c. Does the camp have written procedures for the follow-up to serious accident, illness or death?			

Comments/Concerns



4.4 Meals and Nutrition

Standard	Yes	No	N/A
® 4.4a. Does your camp's written menus follow the Canadian Food Guide, the food category chart for camps [see Appendix A] or a menu approved by a New Brunswick Registered Dietitian? (All menus will include all meals and snacks plus proper provision for hydration.)			
® 4.4b. Are efforts made to avoid materials and foods that may cause allergic reactions?			
® 4.4c. Does the camp cook have their Safe Food Handling Certification?			
4.4d. Are satisfactory arrangements made to identify and respond to special dietary needs?			
4.4e. Is all food purchased meeting provincial and federal food standards?			
4.4f. Does the camp maintain records of food supplies utilized during any one camping season including: such records as types of foods purchased; their costs; meal counts; menus served; and inventories on hand?			
4.4g. Is your canteen also offering healthy alternatives snacks?			
4.4h. Do all kitchen staff members have safe food handling certification?			

Comments/Concerns

4.5 Water Supply

Standard	Yes	No	N/A
® 4.5a. Has the Department of Health or a private Water Lab approved the source(s) of water?			
® 4.5b. Is the water supply sufficient to meet requirements of the campers and staff?			
® 4.5c. Has the water supply been tested for bacterial content at least two weeks before the camp opens?			
® 4.5d. Are records of water quality tests maintained?			
® 4.5e. Where a well is used is it located more than 25 meters away from any watertight septic tank, pump out tank or other water tight compartment of a sewage or wastewater system?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
4.5f. If treatment is required to make the water potable is one person knowledgeable of and responsible for an acceptable treatment operation?			
4.5g. Is the treated water tested at least once a month during camp operation for bacterial content?			
4.5h. Is chlorinated water tested daily to assess chlorine residual?			
4.5i. Does the camp have an alternative water source in case of contamination or if the well runs dry?			

Comments/Concerns



5. Program

5.1 Program Goals and Objectives

Standard	Yes	No	N/A
®D 5.1a. Does the camp have a stated purpose and objectives?			
® 5.1b. Does the camp know the general whereabouts of each camper at all times?			
®D 5.1c. Does the camp maintain a written daily program record that is kept on file?			
® 5.1d. Are all staff capable and trained to deliver appropriate programs?			
5.1e. Does the camp program stem from the stated objectives of the camp?			
5.1f. Are program activities geared to all ages, abilities, limitations and interests of the campers?			
5.1g. Is the camp program designed to foster understanding and appreciation of individual differences and group cooperation?			
5.1h. Are there identifiable opportunities for campers to develop socially in the following ways: developing communication skills; showing consideration for others; making new friends; and feeling comfortable relating to other campers and staff?			
5.1i. Does the camp program permit children to have progressive experiences by building on past knowledge?			
5.1j. Are there individual and small group activities, as well as whole camp activities?			
5.1k. Is there a written statement of goals with specific objectives in terms of camper development?			
5.1l. Is there a written outline describing how specific objectives for camper development are implemented?			
5.1m. Does the camp have a good record showing each camper's progress?			
5.1n. Are written rules and procedures in place for all identified programs and are all participants made aware of the rules and procedures for each activity prior to participation?			
5.1o. Is the type of activity and the amount of time spent on any one activity appropriate for the age of the child?			
5.1p. Are campers allowed to choose daily, on an individual or group basis, some of the activities in which they are able to participate?			
5.1q. Does the program provide for resting quiet periods during the days activities?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
5.1r. If campers decline to participate in a program, is adequate alternate supervision provided?			

Comments/Concerns

5.2 Program Activities

This section's standards are to be included in all activities listed in this manual but are not limited to.

Standard	Yes	No	N/A
® 5.2a. Is there a first aid kit available at the site of the activity?			
® 5.2b. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			
® 5.2c. Are all campers and staff informed of the activities available, their location and restriction?			
® 5.2d. Does your general emergency plan cover these activities and are all staff familiar with the procedures?			

Comments/Concerns

5.3 Archery/Riflery

Standard	Yes	No	N/A
® 5.3a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			
® 5.3b. Are safety precautions taught as part of the program, and then followed at all times?			
® 5.3c. Are shooting lines and lanes clearly defined and strictly adhered to?			
® 5.3d. Is the target area clearly marked as off-limits with a net or hillside behind to control arrow flight?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.3e. Are targets firmly anchored to the ground or properly weighted to prevent their tipping over during a shoot?			
® 5.3f. Is all equipment put away after use in a secure area that is off limits except during range times?			
® 5.3g. Is the range situated in an area away from all campers, and is access prohibited to those not participating?			
® 5.3h. Is a clearly visible warning posted whenever the range is in use?			
® 5.3i. Are there written emergency plans for the shooting area and are all staff familiar with the procedures?			
5.3j. Are the following ratios of instructor to camper maintained: 1 instructor per 10 campers for basic lessons; and 1 instructor per 6 campers for practice lessons?			

Comments/Concerns

5.4 Canoeing

Standard	Yes	No	N/A
® 5.4a. Is the Instructor certified to at least Paddle Canada Tandem Advanced or equivalent with canoeing experience?			
® 5.4b. Are all Department of Transportation regulations adhered to? [see Appendix F]			
® 5.4c. Are the PFD's all CSA approved models in good working condition that fasten correctly?			
® 5.4d. Are all the canoes in good repair with flotation in place, where necessary, and no sharp edges?			
® 5.4e. Is the instruction venue in a protected area with no danger of weak participants being drifted away?			
® 5.4f. Is the Student, Instructor ratio 10 : 1 or less?			
® 5.4g. Are all unserviceable PFD's disposed of so they don't accidentally get used?			
® 5.4h. Is there a written camp policy on canoeing emergency procedures?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
5.4i. Are the participants aware of what they are each supposed to do in emergency conditions?			
5.4j. Are environmental and weather hazards taught to each group?			

Comments/Concerns

5.5 Horsemanship - Safety

Standard	Yes	No	N/A
® 5.5a. If the administration of riding services is not connected with the camp, is there a current signed agreement with the providers of riding services which specifies responsibilities?			
® 5.5b. Does the Horseback Riding Director have certification from an Equestrian or Riding School or 3 years equivalent experience?			
® 5.5c. Is a minimum ratio of 1 horseback riding staff to 5 campers established in writing and in practice at each horseback riding activity?			
® 5.5d. Do horseback riding instructors work with the horses and classify them as to their suitability for various levels of riding skill at least one week prior to camper use?			
® 5.5e. Is the following safety apparel in use by campers and staff: Closed shoes or boots with heels? Long trousers?			
® 5.5f. Are safety stirrups and CSA approved headgear used by all campers 18 years of age and under?			
® 5.5g. Is protective headgear required for other riders?			

Comments/Concerns



5.6 Horsemanship - Horses

Standard	Yes	No	N/A
5.6a. Is a daily check (according to established written procedures) made of the physical soundness of each horse in the riding program?			
5.6b. Does grooming occur prior to saddling and riding and at the end of the riding day?			
5.6c. Does cooling down occur after each working session?			
5.6d. Is protection (natural or constructed) from the elements available for all horses?			
5.6e. Is the maximum work day for a horse in the instructional ring not longer than 6 total hours and no longer than three continuous hours?			
5.6f. Is the maximum work day for a horse on the trail not longer than 8 total hours and no longer than 4 continuous hours?			
5.6g. Is there a written feeding schedule in effect that specifies times, amount and type of feed that will provide adequate nutrition for working horses?			

Comments/Concerns

5.7 Horsemanship - Insurance

Standard	Yes	No	N/A
® 5.7a. Does your liability coverage include horseback riding? (many policies have exclusion clauses)			
® 5.7b. Does each participant have written permission from parent or guardian specifically noting that they will be horseback riding?			

Comments/Concerns



5.8 Horsemanship - General

Standard	Yes	No	N/A
® 5.8a. Are there safety regulations which are made known to campers prior to their participation in horseback riding activities?			
5.8b. Is there a daily check of riding equipment including individual safety equipment and is it removed from service if not in good repair?			
5.8c. Is there a written agreement which specifies responsibilities for care and terms of use when horses are supplied by campers or staff, rented leased or borrowed?			

Comments/Concerns

5.9 Swimming

Standard	Yes	No	N/A
® 5.9a. Does anyone acting as the Head Lifeguard have a minimum certification of National Lifeguard Service(NLS) – Pool?			
® 5.9b. Do all other assistant Lifeguards have at least Bronze Cross Certification?			
® 5.9c. Is a Head Lifeguard on duty at all times when people are swimming?			
® 5.9d. Is there an assistant Lifeguard present if the swim group is greater than 30 and additional assistant if the group is greater than 60?			
® 5.9e. Is there a written procedure for quickly evacuating the swimming area? Is the drill performed during each camp change-over?			
® 5.9f. Are swimmers restricted to clearly established swimming areas?			
® 5.9g. Is swimming alone forbidden?			
® 5.9h. Is swimming in the dark forbidden?			
® 5.9i. Do all waterfront areas have life saving equipment readily accessible?			
® 5.9j. Are all potentially dangerous water conditions eliminated, or are activities near such conditions carefully controlled and supervised?			
® 5.9k. Are all lifeguards out of the water in positions from which they can continuously observe and quickly assist any swimmers?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.9l. Are any water toys thoroughly supervised and used according to manufacturer's specifications and instructions?			
® 5.9m. Is a systematic check of campers used when people are in the swimming area?			
® 5.9n. Are water rescue procedures practiced regularly?			
® 5.9o. Are waterfront rules clearly posted at the swimming area?			
5.9p. Are individuals tested to establish their swimming ability?			
5.9q. Does anyone acting as the Head Lifeguard have National Lifeguard Service (NLS) – Waterfront certification if swimming takes place elsewhere than a pool?			

Comments/Concerns

5.10 Out-trips

Standard	Yes	No	N/A
® 5.10a. Is a route plan filed with camp administration including: departure time, route, participants, medical information, transportation requirements, and line of communication and time of return?			
® 5.10b. Are there clear emergency procedures to be followed on out-trips?			
® 5.10c. Do trip leaders have knowledge of: appropriate clothing for thermal regulation, importance of hydration and proper eating, survival skills, weather, hypothermia, group maintenance, navigation, mode of transportation used and route traveled?			
® 5.10d. Is there a first-aid kit on every out-trip?			
® 5.10e. Is all water consumed on out-trips appropriately treated?			
5.10f. Does the camp have a philosophy of minimum impact camping?			
5.10g. Do staff leading the out-trip have wilderness first aid?			
5.10h. Do campers learn proper stove or fire cooking before the trip?			
5.10i. Are campers taught about wilderness hygiene before an out-trip?			



Comments/Concerns

5.11 Mountain Biking

Standard	Yes	No	N/A
® 5.11a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and safety precautions required?			
® 5.11b. Do all riders wear CSA approved bike helmets, which fit their head properly?			
® 5.11c. Are helmets checked on a regular basis and any damaged helmets repaired or discarded?			
® 5.11d. Are bikes inspected before every trip and maintained on a regular basis?			
® 5.11e. Are all bikes used on out-trips fitted with a water bottle?			
® 5.11f. Are riding techniques taught to ensure safety and maximum enjoyment of the activity?			
® 5.11g. Is there a first-aid kit, a tool kit and whistle present on all trips?			
5.11h. Is the instructor – biker ratio 1:6 or better?			

Comments/Concerns

5.12 Rappelling/Climbing

Standard	Yes	No	N/A
® 5.12a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			
® 5.12b. Is all the equipment regulation equipment that is checked before every use?			
® 5.12c. Are rescue equipment and a first-aid kit always on site?			
® 5.12d. Are all participants belayed for all events?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.12e. Are helmets worn by all participants when on a cliff or at the base of a cliff?			
® 5.12f. Is all the staff familiar with rescue procedures and who does what in an emergency situation?			
® 5.12g. On a climbing wall are all the holds secure and checked before each days use?			
® 5.12h. When climbing on cliffs are routes inspected carefully for loose rocks or other dangers?			
® 5.12i. Are all participants aware and following safety precautions each session.			
5.12j. Is the instructor – student ratio 1:6 or better?			

Comments/Concerns

5.13 High Elements Challenge Course

A challenge course is considered to be an educational and skills training program. It includes a series of individual, group, physical, social and emotional challenges that require a combination of teamwork, skills, and individual commitment. Challenge courses are constructed indoors or outdoors, using trees , utility poles, ropes, nets, cables, and/or wood ect. A challenge course can fall under two categories: High elements and low elements.

High elements require a person to engage in the activity higher than can be safely spotted (generally, above shoulder height) from the ground and require a belay system to protect the participant. High elements also include ziplines, large scale swings, or any amusement devices used to entertain persons by moving them or causing them to be moved by means of the device.

Low elements are non-belayed activities where participants engage at heights below shoulder height. Low elements includes indoor and outdoor bouldering walls and temporary low-height structures.

Standard	Yes	No	N/A
® 5.13a. Do any new installation built/created meet or exceed the current industry standards?			
® 5.13b. Is a full inspection of the course completed prior to each seasonal use and are any relevant findings reported and corrected? Is a visual pre-use inspection of the course and surrounding environment done prior to each use?			
® 5.13c. Have all belayers, spotters, and instructors received proper training and practice in their roles?			
® 5.13d. Does all personal protective equipment meet or exceed the most current challenge course industry standards and is properly inspected on a use-by-use basis?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.13e. Does the camp have a proper written emergency response plan for the challenge course?			
® 5.13f. Are all safety rules posted and are equipment expectations clearly expressed to all participants?			

Comments/Concerns

5.14 Low Ropes Course

Standard	Yes	No	N/A
® 5.14a. Are all staff trained in hazard recognition, sequencing, spotting and belaying techniques?			
® 5.14b. Are all landing areas flat and resilient? (sand, grass or wood chips)			
® 5.14c. Are all obstacles checked before use to verify the condition of ropes, knots, etc.?			
® 5.14d. Is the course designed to vary the difficulty and risk depending on the age and ability of the participants?			
® 5.14e. Is there a first-aid kit at the site whenever participants are on the course?			
® 5.14f. Is the course or any unit of the course off-limits except when qualified staff is present to supervise?			
5.14g. Are staff trained to encourage participants rather than trying to use force? (challenge by choice)			

Comments/Concerns



5.15 Caving

Standard	Yes	No	N/A
® 5.15a. Is the instructor knowledgeable and experienced in this activity, knows the inherent dangers, the safety precautions required, and the fears that campers may have of going into confined dark spaces?			
® 5.15b. Do each of the participants have a working flashlight?			
® 5.15c. Is provision made for a counsellor to stay with those campers who do not enter the cave because they are unable to cope with dark or confined spaces?			
® 5.15d. Is a first-aid kit carried by the group?			
® 5.15e. Does a counsellor with a cell phone or other means of communication remain outside the cave to verify that the group returns?			
® 5.15f. Are all the staff familiar with rescue procedures and who does what in an emergency situation?			

Comments/Concerns

5.16 Mudsliding

Standard	Yes	No	N/A
® 5.16a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers, the tide times and the safety precautions required?			
® 5.16b. Are provisions made to protect campers feet from possible injury from sea shells or small stones?			
® 5.16c. Is a first-aid kit available on shore?			
® 5.16d. Are all participants made aware that only old clothes should be worn and that they will be permanently stained?			
5.16e. During clean-up is everyone inspected to be sure all mud is removed?			

Comments/Concerns



5.17 Sailing

Standard	Yes	No	N/A
® 5.17a. Do all campers and staff wear PFD's (Personal Flotation Devices) that are CSA approved?			
® 5.17b. Are PFD's in good condition – no tears- with zippers and/or buckles in good condition and operational?			
® 5.17c. Are all PFD's the proper size for each camper and properly fastened when worn?			
® 5.17d. Instructors possess sailing experience and have completed and passed the Canadian Coast Guard Pleasure Operator Course and are familiar with weather/wind patterns in the area of the Sailing Camp and are familiar with the boats being used for Sailing Camp.			
® 5.17e. Are all Sailboats being used inspected each season to ensure that they are in good condition?			
® 5.17f. Are all sailboats equipped with a bailer, paddle, and sound signaling device? (pealess whistle)			
® 5.17g. When campers are on the water sailing in an unrestricted area (river, ocean or large lake) is there a motorized chase boat in close proximity but not hindering the campers sail boats? In a restricted area (small lake) the chase boat may be a rowed or paddled craft.			
® 5.17h. Is the Chase Boat staffed by two (2) competent persons with previous boating experience and at least one possessing the Canadian Coast Guard Pleasure Operators Course?			
® 5.17i. Is the Chase Boat equipped as per Canadian Coast Guard Standards and the crew have a means of contacting the camp office? (cell phone/walkie talkie)?			
5.17j. Does training include Safety on the Water, Understanding Weather, Safe Boat Handling, Basic Knot Tying, Rules of the Water, Canadian Coast Guard Safe Boating Guide Lines?			

Comments/Concerns

5.18 Rocketry

Standard	Yes	No	N/A
® 5.18a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.18b. Are students informed of the proper use of equipment: craft knives, scissors, spray paint, etc?			
® 5.18c. Is the construction area well ventilated (re: use of glues, etc), and any paint areas protected from over-spray?			
® 5.18d. Are the rocket building materials, firing materials (engines, igniters, etc.) put away after use and secured in a proper, lockable storage area that is off-limits when teaching is not in progress?			
® 5.18e. Are the rockets checked for proper working order before launch, special attention being paid to the packing of engines, working order of nose cones and the overall balance of each individual rocket?			
® 5.18f. Is the launch site in an open area away from hazards (trees, cabins, overhead wires, roads, water)and clearly separate from spectator areas?			
® 5.18g. When rockets are launched are there designated staff who are knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required, who will be working and controlling the launch site, and retrieval of the rockets?			
® 5.18h. Is there a first-aid kit on site while this activity is in progress?			
® 5.18i. Are used engines disposed of immediately and safely, if found on the campsite?			
5.18j. Is equipment in need of repair, labeled, and that information passed on to the appropriate supervisor?			

Comments/Concerns

5.19 Trampoline

Standard	Yes	No	N/A
® 5.19a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			
® 5.19b. Are safety precautions taught as part of the program, and then followed at all times?			
® 5.19c. Does the trampoline include an enclosure that prevents participants from coming off the trampoline?			
® 5.19d. Are the trampoline bed, the enclosure and all fittings (nuts & bolts etc) checked each day before use?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.19e. Is usage limited to a maximum of two (2) persons at a time on the trampoline?			
® 5.19f. Is the area under the trampoline maintained as a free space (no persons allowed) at all time during usage?			
® 5.19g. In outdoor conditions is the use of the trampoline restricted to only when the bed of the trampoline is dry?			
® 5.19h. Is the trampoline area off-limits except when qualified staff are present to supervise?			
® 5.19i. Is the instructor camper ratio 1 : 8 or better?			

Comments/Concerns

5.20 Skateboarding/Mountainboarding

Standard	Yes	No	N/A
® 5.20a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers and the safety precautions required?			
® 5.20b. Are safety precautions taught as part of the program , and then followed at all times?			
® 5.20c. Are helmets, knee pads and elbow pads worn by all participants?			
® 5.20d. Is the area including all ramps and jumps, checked each day for anything loose, broken, for debris on the course or other hazards?			
® 5.20e. Are the boards checked each day before use for loose or broken parts?			
® 5.20f. Are spectators kept far enough away from the course so they won't get hit by flying boards if a boarder and board part company?			
® 5.20g. Is the instructor camper ratio 1 : 8 or better?			
® 5.20h. Is the area restricted to use only in dry conditions?			
® 5.22i. Is there a first-aid kit on site?			
® 5.20j. Is the area off-limits except when qualified staff are present to supervise?			



Comments/Concerns

5.21 Playgrounds

Standard	Yes	No	N/A
® 5.21a. Is each piece of playground or sports court equipment inspected weekly during the camping season to insure it is in good repair? (No sharp edges, nothing broken, no loose bolts, etc.)			
® 5.21b. Is there a log book kept of the weekly inspections and any follow-up maintenance needed?			
® 5.21c. Are all landing areas flat with a shock absorbing surface? (pea gravel, wood chips or loose sand)			
® 5.21d. Is the playground area clean with no hazards? (broken glass, etc.)			
® 5.21e. Is all equipment firmly anchored?			
® 5.21f. Are CSA standards followed when installing new pieces of equipment?			
5.21g. Has the playground been inspected by a Certified Playground Inspector?			

Comments/Concerns

5.22 Gyro Ball

Standard	Yes	No	N/A
® 5.22a. Is the instructor knowledgeable and experienced in this activity, the inherent dangers, and the safety precautions required?			
® 5.22b. Are the safety precautions taught as part of the program, and then followed at all times?			
® 5.22c. Is the helmet, arm, and leg straps used by all participants?			
® 5.22d. Is the area designated for the use of the ball checked each day to make sure it is safe and free of debris?			



New Brunswick Camping Association - Camping Standards

Standard	Yes	No	N/A
® 5.22e. Is the apparatus inspected before each use, watching for loose or broken parts?			
® 5.22f. Are spectators kept far enough away from the path of the apparatus so they are not in harm's way?			
® 5.22g. Are there 2 trained leaders present at each usage?			
® 5.22h. Is there a first aid kit on site where the activity is held?			
® 5.22i. Is the apparatus off limits except when qualified leaders are present to supervise?			

Comments/Concerns



6. Sites, Facilities, and Equipment

6.1 Site and Buildings

Standard	Yes	No	N/A
® 6.1a. Do all buildings have screening or other protective measures to guard against insects and rodents?			
® 6.1b. Is there a building permit for any construction, renovation or addition to facilities currently underway?			
® 6.1c. Are all facilities constructed and maintained in good condition in accordance with government regulations?			
® 6.1d. Does the camp comply with accessibility standards that are deemed necessary to be incorporated into new camp buildings? (any building that's permit was obtained after April 30, 1997)			
® 6.1e. Is the site free from unnecessary hazards? (i.e.abandoned wells, derelict cabins, and unused equipment)			
® 6.1f. Are all buildings checked on a regular (daily, weekly, seasonally) basis as required to identify areas requiring maintenance in order to keep them safe?			
® 6.1g. Is there a policy in place for all camp staff and volunteer to report building and property damage or maintenance?			
® 6.1h. Does the site have sufficient exterior lighting to enable campers to find cabins, washroom facilities and/or the infirmary?			
6.1i Do assembly areas allow 10 sq ft of space for each individual as required by the Building Code Occupancy loads standard?			
6.1j. Are the living areas in the campsite located on properly drained land?			
6.1k. Are existing hazards clearly identified and, if serious, fenced off?			
6.1l. Are all buildings, including equipment and activity sites constructed properly and maintained in a safe condition?			

Comments/Concerns



6.2 Long Range Plan

Standard	Yes	No	N/A
6.2a. Does the camp have a long-range (3-5 years or more) plan for the lands owned or leased by it including projected usage compatible with the environmental characteristics of the property?			
6.2b. Is the director informed of the long-range plan?			

Comments/Concerns

6.3 Sleeping Quarters

Standard	Yes	No	N/A
® 6.3a. Is each camper provided with a single bed or single double-tiered bunk bed?			
® 6.3b. For each single bed is there a minimum of 35 square feet of floor space?			
® 6.3c. For each double-tiered bunk is there a minimum of 50 square feet of floor space?			
® 6.3d. Are beds arranged to permit free movement of campers and avoid crowding?			
® 6.3e. If bunk beds are used, is the ceiling height at least eight feet and is there three feet of unobstructed clearance between the top bunk and the ceiling?			
® 6.3f. Do permanent sleeping quarters provide cross ventilation?			
® 6.3g. Are all exterior openings screened?			
® 6.3h. Is there sufficient natural or artificial lighting?			
® 6.3i. Are all permanent sleeping areas equipped with a minimum of two possible exits, including windows?			
6.3j. When tents are used, do the number of occupants conform to the manufacturer's recommended limits?			
6.3k. Has a suitable escape route been identified for accommodation above the first floor or at ground level?			



Comments/Concerns

6.4 Electrical Equipment

Standard	Yes	No	N/A
® 6.4a. Is all electrical wiring properly installed by a licensed electrician or otherwise approved for use?			
® 6.4b. Is all electrical equipment, including power tools stored safely and securely when not in use?			
® 6.4c. Are all electrical equipment and outlets susceptible to water shock hazards connected to grounded fault circuit interrupters?			
® 6.4d. Is all electrical equipment, including all power tools, grounded properly?			
® 6.4e. Is all electrical equipment, including all power tools that require repair, repaired by authorized service people?			
® 6.4f. Are all electrical fixtures and wiring maintained in good repair?			
® 6.4g. Is all electrical equipment, including all power tools, used only by authorized experienced personnel?			
6.4h. Is all electrical equipment, including power tools, checked prior to camp by a competent person?			
6.4i. Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (three prong) types?			

Comments/Concerns

6.5 Electrical - Other Considerations

Standard	Yes	No	N/A
® 6.5a. Are clothes dryer lint traps inspected and cleaned daily?			
® 6.5b. Are fireplaces and chimneys properly built and maintained?			



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Standard	Yes	No	N/A
® 6.5c. Are fireplaces, chimneys and kitchen ranges etc. inspected prior to each season by a competent person?			
® 6.5d. Is staff familiar with the particular dangers of careless use and storage of matches and flammables?			
® 6.5e. If the camp has a fire building program does it include instruction in controlling and extinguishing fires?			
6.5f. Are staff who will be using propane tanks familiarized with their safe operation?			
6.5g. Are propane tanks stored properly and kept guarded?			
6.5h. Is the use of aerosol cans discouraged?			
6.5i. Is staff familiar with the particular dangers of disposing with empty aerosol cans?			

Comments/Concerns

6.6 Kitchen and Dining Areas - Refrigeration

Standard	Yes	No	N/A
® 6.6a. Is there adequate refrigerated space for the safe storage of perishable food?			
® 6.6b. Is the refrigerated space in operation at all times when food is in storage?			
® 6.6c. Are the refrigeration and other perishable or other hazardous foods maintained at not over 5 degrees Celsius?			
® 6.6d. Is the refrigerated space kept clean and tidy at all times?			
® 6.6e. Is all frozen food stored at a temperature of -18 degrees Celsius or lower?			
® 6.6f. Are adequate thermometers that can be easily read available to test temperatures in facilities storing frozen foods?			
® 6.6g. Are all racks and trays in refrigerators and refrigerated spaces removable?			
® 6.6h. Is perishable food maintained at a temperature not higher than 6 degrees Celsius, except for such a period as may be necessary for the preparation of the food?			
6.6i. Are the shelves in a refrigerator or freezer constructed of durable, non-absorbent and washable material, and so that air circulation through the shelves can be achieved?			



Comments/Concerns

6.7 Kitchen and Dining Areas - Storage

Standard	Yes	No	N/A
® 6.7a. Are suitable racks or shelves provided for the storage of food?			
® 6.7b. Are all kitchen and freezer light fixtures covered with protective globes to prevent broken glass contaminating food articles?			
® 6.7c. Are toxic or poisonous substances stored in a separate area from food and in sturdy containers that are clearly labeled?			
® 6.7d. Are the metal and plastic containers kept covered at all times except when being emptied or filled?			
® 6.7e. Is the food storage area kept clean and tidy at all times?			
6.7f. Are foods not requiring refrigeration stored in closed containers and in areas designated for food storage only?			

Comments/Concerns

6.8 Kitchen and Dining Areas - Equipment

Standard	Yes	No	N/A
® 6.8a. Are all articles and equipment used in the preparation, service, storage or display of food of sound and tight construction, kept in good repair and of such form and material that it can be cleaned and disinfected?			
® 6.8b. Is there a supply of potable hot and cold water sufficient in volume and pressure for the sanitary operation of the camp?			
® 6.8c. Are all towels and cloths used for cleaning or drying in the kitchen clean and used for no other purpose?			
® 6.8d. Are all tablecloths, napkins and serviettes used in the camp clean and in good condition?			



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Standard	Yes	No	N/A
® 6.8e. Are all napkins and serviettes, except single service items, laundered prior to each use?			
® 6.8f. Are dispensing scoops and dippers for ice cream, frozen confections or desserts kept between servings in a dipper-well serviced with continuous running water or washed and sanitized after each use?			
® 6.8g. Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?			
® 6.8h. Are separate, cleaned and disinfected cutting boards used for raw, cooked and ready to serve foods?			
® 6.8i. Are cutting boards, blocks, tables kept in good repair and sanitized between each use?			
® 6.8j. Are all utensils pre-rinsed or pre-scraped to remove gross food particles and soils?			
® 6.8k. Where chemical sanitizing is employed to sanitize utensils, does the operator use suitable testing equipment and make tests often enough to ensure that the correct amount of chemical is in the solution?			
® 6.8l. Is the sanitizing solution changed often enough to prevent soiling of the utensils?			
® 6.8m. Where mechanical equipment is used, does it effectively disinfect all surfaces of utensils in accordance with bacterial standards?			
® 6.8n. Are all utensils air-dried?			
® 6.8o. After cleansing and sanitizing, are all utensils kept in a place and manner that prevents contamination?			
® 6.8p. Are shut-off valves provided on all propane/gas equipment?			
® 6.8q. Are cups, glasses and dishes used in the preparation, service or storage of food not chipped or cracked?			
® 6.8r. Are all utensils used in the preparation, service or storage of food able to be cleaned and sanitized effectively?			
® 6.8s. Are all single-service containers, cones and straws covered or kept in such a manner and place as to prevent contamination?			

Comments/Concerns



6.9 Kitchen and Dining Areas - Preparation Area

Standard	Yes	No	N/A
® 6.9a. Is all food protected from contamination, foreign substances and adulteration?			
® 6.9b. Once thawed, are frozen foods not refrozen?			
® 6.9c. Is all ice used in the preparation or serving of food or drink manufactured from a safe, potable water supply and stored and handled in a sanitary manner?			
® 6.9d. Are the areas for food storage, preparation and service and any food equipment maintained clean and free from insects, rodents, vermin, dust and fumes?			
® 6.9e. Are all floors dry or wet mopped only and is dry sweeping prohibited?			
® 6.9f. Are the floors and floor coverings tight, smooth and non-absorbent in rooms where food is prepared or stored, utensils are washed or washing and toilet fixtures are located?			
® 6.9g. Are the floors and floor coverings in serving areas tight, smooth, non-absorbent material?			
® 6.9h. Are walls and ceilings of rooms where food is prepared or stored and where utensils are washed made of material that is smooth, non-absorbent, easily cleaned and maintained in a sanitary condition?			
® 6.9i. Are all openings to the outside screened or fitted with other devices to repel or prevent the entrance of flies, insects, rodents and vermin?			
® 6.9j. Is all furniture, equipment and appliances in any room in which food is prepared, served or stored constructed and arranged to permit thorough cleaning and maintenance of the room?			
® 6.9k. Are all screens or other devices to keep out insects maintained in proper working condition?			
® 6.9l. Are the walls and ceilings of passageways and of rooms where food is served maintained in sanitary condition?			
® 6.9m. Are all rooms or passageways adequately ventilated?			
® 6.9n. Is every room where food is cooked or prepared provided with adequate means for the removal of smoke, gases and odours to the outside atmosphere in a manner such that the smoke, gases and odours are drawn away from any areas where an employee may be working?			
® 6.9o. Is the air duct system and hood filters cleaned regularly and steam cleaned annually?			
® 6.9p. Are walls, ceilings and equipment protected from grease and food particles by equipping exhaust fans used over cooking equipment with metal filters which are cleansed and replaced as frequently as necessary?			



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Standard	Yes	No	N/A
® 6.9q. Is every room where food is prepared, served or stored kept free from materials and equipment not regularly used in the room?			
6.9r. Are frozen foods thawed under refrigeration, thawed in cold water, or immediately put in the oven for cooking?			

Comments/Concerns

6.10 Kitchen and Dining Areas - Sanitary Facilities

Standard	Yes	No	N/A
® 6.10a. Is at least one washroom or toilet room provided for the use of employees and campers if the kitchen and dining area is less than 800 square feet?			
® 6.10b. If the kitchen and dining area is greater than 800 square feet are there separate washrooms for employees and campers?			
® 6.10c. Is each washroom equipped with a basin, adequate supply of potable hot and cold water, constant supply of liquid or powdered soap in a suitable dispenser, disposable towels in a suitable dispenser and a suitable receptacle for used towels and waste material?			
® 6.10d. Is each toilet room equipped with a toilet in good working order and a supply of toilet paper in a suitable dispenser?			
® 6.10e. Is every washroom and toilet room conveniently located and easily accessible, provided with mechanical ventilation for the removal of odours and vented to the outside, adequately lit, kept clean and sanitary and in good repair?			
® 6.10f. Are all wash basins and toilet facilities maintained in clean and sanitary condition?			

Comments/Concerns



6.11 Sewage Disposal

Standard	Yes	No	N/A
® 6.11a. Is all sewage disposed of in a public sewage system or in a manner approved by health authorities?			
® 6.11b. Does the design, operation and installation of the camp's sewage disposal or treatment system meet the approval of a Dept. of Health inspector or other qualified person?			
® 6.11c. Is your pump or siphon chamber water-tight and equipped with an alarm, a level control and other accessories required by an inspector?			
6.11d. Does the camp have a plan of the septic system?			
6.11e. Does the director or designate understand the operation of the septic system?			
6.11f. Is the earth above the septic bed dry?			
6.11g. Is the area around the septic bed free from unpleasant odors?			
6.11h. Is the camp free from observable evidence of a sewage disposal problem?			
6.11i. Is the septic tank or holding area pumped out as necessary?			
6.11j. Is it inspected regularly by a knowledgeable person to see if it needs to be pumped?			

Comments/Concerns

6.12 Waste Disposal

Standard	Yes	No	N/A
® 6.12a. Is the garbage and refuse deposited in leak-proof, durable containers?			
® 6.12b. Are all receptacles thoroughly cleaned on a regular basis and maintained in good condition?			
® 6.12c. Is garbage and refuse removed after each meal from any room in which food is prepared, served or stored?			
® 6.12d. Is garbage and refuse collected daily and stored in a sanitary manner until final disposal?			



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Standard	Yes	No	N/A
® 6.12e. Is the garbage stored in a manner that prevents odours, insects and rodents from spreading to sleeping accommodations and food service areas?			
® 6.12f. Is waste taken to an approved landfill site?			
® 6.12g. Are all garbage containers kept in such a place and manner as to preclude odors on the premises?			

Comments/Concerns

6.13 Sanitation Facilities

Standard	Yes	No	N/A
® 6.13a. Are the buildings housing sanitary facilities clean, in good repair, well-ventilated and free of insects, rodents and vermin?			
® 6.13b. Are the buildings housing sanitary facilities and outhouses provided with toilet paper and adequate means of hand washing and garbage disposal?			
® 6.13c. On a residential campsite, are the following being adhered to: two toilets or two outhouses for each twenty-five females; two toilets or two outhouses for each fifty males; the use of properly maintained trench latrines and urinals in pioneer camps; and facilities located, constructed and maintained so that they are not offensive, breeding places for flies or cause pollution of any adjacent waters?			
® 6.13d. When outhouses are in use, is lime or other suitable disinfectant applied daily or more often when necessary?			
6.13e. Are facilities located less than 70 meters (200 feet) from living quarters?			
6.13f. Are walls and floors made of impervious material?			
6.13g. Are toilets and lavatories adequately ventilated and properly lighted?			
6.13h. In each toilet facility is there at least one toilet with a door or curtain for privacy available to all persons?			
6.13i. Are there hand washing facilities near toilets?			
6.13j. Are hand washing facilities adequate (i.e. one washbasin or equivalent per ten people)?			
6.13k. Does the camp have hot water bathing facilities in either bath or shower form?			



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Standard	Yes	No	N/A
6.13l. Is the maximum water temperature 41 degrees Celsius?			
6.13m. Is access to all thermostats restricted to authorized personnel?			

Comments/Concerns

6.14 Environmental Protection

Standard	Yes	No	N/A
® 6.14a. Are laundry operations carried out away from natural waters adjacent to or within the waters used for swimming or personal washing?			
® 6.14b. Does the camp have a recycling program?			
6.14c. Are there set limits on the maximum number of people that the camp environment, both base and wilderness, can handle?			
6.14d. Are there developed traffic patterns (i.e. parking lots, marked hiking trails, etc.) to minimize environmental impact?			
6.14e. Does the camp protect the natural condition of any adjacent wilderness area?			
6.14f. Are there maintained greenbelts between buildings and nearby bodies of water?			
6.14g. Are planting trees and shrubs a regular part of campsite development?			
6.14h. Does the camp avoid the use of weed and algae control?			
6.14i. Do the site or accessible areas provide natural resources that are utilized in the camp program to provide for and enrich the campers outdoor living experience?			
6.14j. Does the camp have a policy in preserving natural flora and fauna through observation and without random picking of flowers or stripping of bark?			
6.14k. Is there a plan in practice to help campers and staff understand and control their impact on the environment?			
6.14l. Does the camp follow a minimum impact camping program?			
6.14m. Does the camp refrain from having campers or staff washing with other than biodegradable soap in any lake or river?			



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Standard	Yes	No	N/A
6.14n. Are food scrapings packed out of wilderness areas or burned and not scraped into lakes, streams, etc.?			
6.14o. Does the camp have a composting program?			

Comments/Concerns



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Appendix A

Food Categories Chart for Camps

Maximum nutritional valued food – Offer these foods at every meal			
<p>Vegetable and Fruits; fresh or frozen fruits and vegetables; fruit canned in juice; homemade vegetable soup; salads from fresh fruits or vegetable; stir-fries; 100% fruit or vegetable juice; frozen juice bars with real juice; fruit compote, without sugar; dried fruits</p>	<p>Grain Products; whole grain products including: breads; rolls; bagels; pita; pancakes; English muffins; tortillas; pasta; crackers; rice; whole grains unsweetened cereals (hot or cold); homemade noodles and rice soup; low fat, high fibre muffins (if whole grain is not an option then enriched white flour should be used)</p>	<p>Milk product; white or flavoured milk (2% MF or less); homemade milk based soup or chowders; hard cheeses; fortified soy beverages</p>	<p>Meat & Alternatives; chicken; turkey (unbuttered); lean or extra lean beef or pork; fish or seafood(unbuttered); canned fish in water; legumes (beans, peas, lentils); eggs and eggs substitute; tofu; soy products; peanut butter; unsalted & unsweetened nuts and seeds</p>
Moderate nutritional value - Offer these foods only once per day for residential camps or twice per week for day camps			
<p>Vegetable and Fruits; fruit in light syrup; canned vegetables; trans fat free oven baked french fries; frozen fruit snacks; 98% or more real fruit juice (251-340 mL); fruit compote, with sugar added; salsa</p>	<p>Grain Products; low fat loaf breads (banana, zucchini, pumpkin, etc); low sodium soups; whole grain, pre-sweetened cereals (hot or cold); popcorn (low fat); low fat cookies; fruit crisp (apple rhubarb ,etc)</p>	<p>Milk product; yogurt drinks; homemade puddings; cheese slices; homemade yogurt dips for fruit and vegetables; homemade milkshakes; frozen yogurt; cottage cheese (2% MF or less)</p>	<p>Meat & Alternatives; commercially breaded, baked meat, chicken, turkey or fish (not fried or previously fried); baked ham, lean cold cuts (ham, turkey or chicken); salted/unsweetened nuts and seeds, medium ground beef</p>
Minimum nutritional value - Offer these foods only 2-3 times/wk in residential camps and only once/ wk during day camps			
<p>Vegetable and Fruits; fruit drinks and juice with less than 98% real fruit juice; processed fruit snacks</p>	<p>Grain Products; pastries; pies; cakes; high fat muffins; doughnuts; prepackaged cookies; presweetened cereals; high fat crackers; chocolate/yogurt covered chewy granola bars</p>	<p>Milk product; ice cream</p>	<p>Meat & Alternatives; processed meats (pepperoni, salami, bologna, etc); hot dogs, bacon</p>
<p>Others: candy; chips; soft drinks (carbonated soda); sweetened beverages (commercially prepared iced teas, lemonade, sports drinks, etc.); high sugar syrups and toppings; chocolate (bars or candy); commercially prepared cookies</p>			
Do not offer these foods at camp			
<p>Vegetable and Fruits; poutine; deep fried french fries; canned fruit in heavy syrup</p>	<p>Grain Products;</p>	<p>Milk product; commercial milkshakes</p>	<p>Meat & Alternatives; fried or previously fried, battered or breaded meat, fish, chicken or turkey</p>
<p>Others: deep fried products of any kind</p>			



Appendix B

Canadian Human Rights Commission – Guide to Screening and Selection in Employment

This guide is intended primarily to help employers when they interview and hire staff — whether they are choosing a new employee or promoting one from within the organization.

Even before the interview, employers can take steps to ensure that they have reached the widest pool of qualified applicants.

- Remember that the application form is the employer’s calling card. Any question on the application form that is unrelated to the job may appear discriminatory and dissuade a good prospective employee from applying.
- Advertising in newspapers or magazines whose primary readers are women, Aboriginal people, members of visible minority groups, people with disabilities, or gay men and lesbians, for example, also communicates a clear message that qualified individuals from traditionally disadvantaged groups are welcome in your organization and will be treated with respect.

The Interview

An employment interview is conducted to learn more about the suitability of people under consideration for a particular job. However, sometimes the information sought during interviews is not relevant to the job being filled and may let discriminatory elements affect the selection process.

For example:

- an applicant’s place of birth seldom has anything to do with ability;
- height and weight requirements are not always accurate measures of physical strength and may act to screen out women or some racial or ethnic groups that tend to be smaller in stature.

A skilled interviewer can properly assess a candidate without drawing out a lot of unnecessary information. This guide identifies some of the common pitfalls in interviewing and suggests useful alternatives. Although no employer can anticipate every possible interview situation, he or she should be sensitive to the kinds of situations that can lead to a human rights complaint.

Interview Notes

Usually, interviewers will have copies of résumés or applications available at the interview for easy reference or to use as the basis of interview questions. When many applicants are being interviewed, interviewers often make notes on the résumés to help differentiate candidates.

Even though these notes may be solely for the use of the interviewer, they must not identify or differentiate candidates according to the prohibited grounds (for example, “black woman, 45-ish” or “South Asian man”).

The Canadian Human Rights Act

The Canadian Human Rights Act entitles all individuals to equal employment opportunities without regard to race or colour, national or ethnic origin, religion, age, family or marital status, sex (including pregnancy or childbirth), pardoned conviction, disability (either physical or mental or as the result of dependence on alcohol or drugs), or sexual orientation.

Section 8 of the Act states that:

It is a discriminatory practice



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(a) to use or circulate any form of application for employment, or

(b) in connection with employment or prospective employment, to publish any advertisement, or make any written or oral inquiry that expresses or implies any limitation, specification or preference based on a prohibited ground of discrimination.

The Act covers employment under federal jurisdiction. Included are federal government departments and agencies, Crown corporations, airlines, banks, railways, interprovincial pipelines, radio, television and telephone companies, and transport companies that do business in more than one province.

Bona Fide Occupational Requirements

When a person's disability, gender or other protected attribute prevents him or her from performing a job's essential duties, then it is not discriminatory to refuse to employ that person.

For example, a job may require a certain level of colour vision in order to be performed safely and efficiently, thereby precluding from consideration a person who does not meet this standard. A particular skill or qualification can be specified if the preference is based on a bona fide occupational requirement.

However, before judging whether a person can perform the essential requirements of a position, steps must be taken to ensure that all barriers to participation for people protected under human rights law are eliminated from selection, training and promotion standards and practices. Employers must make sure that they build accommodation into their policies and practices as far as possible, and up to the point of undue hardship. This will include consideration of alternative approaches to do a job so that restrictive requirements can be eliminated.

The Canadian Human Rights Commission has detailed materials available to explain the application of *bona fide* occupational requirements if you think that jobs in your organization are affected.

Special Programs and Employment Equity

The *Canadian Human Rights Act* allows for special programs designed to improve opportunities for groups that have been traditionally disadvantaged because of race, ethnic origin, age, sex, disability or other prohibited grounds of discrimination. As well, the Canadian Human Rights Commission audits employers and takes necessary action to ensure they comply with the *Employment Equity Act*, which is designed to improve job opportunities for four specific groups - women, Aboriginal people, members of visible minorities, and people with disabilities. Many employers have found special programs helpful in achieving equality in the workplace.

Commission policy permits employers to collect the data they require to plan and support special programs, even though the information collected may touch upon one of the prohibited grounds. However, in the event of a complaint, the employer must be able to show that the data collected have not been used to discriminate, either in the hiring process or later when deciding promotion opportunities.

The following offers some helpful interview guidelines for selecting job candidates.

Subject: Name

Avoid asking:

- about name change: whether it was changed by court order, marriage, or other reason
- for maiden name

Comment:

- Ask after selection if needed to check on previously held jobs or educational credentials
-

Subject: Address

Avoid asking:

- for addresses outside Canada



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Preferred:

- Ask place and duration of current or recent address
-

Subject: Age

Avoid asking:

- for birth certificates, baptismal records, or about age in general

Preferred:

- Ask applicants if they are eligible to work under Canadian laws regarding age restrictions

Comment:

- If precise age is required for benefit plans or other legitimate purposes, it can be determined after selection
-

Subject: Sex

Avoid asking:

- males or females to fill in different applications
- about pregnancy, childbearing plans, or child care arrangements

Preferred:

- Ask applicant if the attendance requirements can be met

Comment:

- During the interview or after selection, the applicant, for purposes of courtesy, may be asked which of Dr., Mr., Mrs., Miss, or Ms. is preferred
-

Subject: Marital Status

Avoid asking:

- whether the applicant is single, married, divorced, engaged, separated, widowed, or living common-law
- whether the applicant's spouse may be transferred
- about the spouse's employment

Preferred:

- if transfer or travel is part of the job, the applicant can be asked whether he or she can meet these requirements
- ask whether there are any circumstances that might prevent completion of a minimum service commitment

Comment:

- Information on dependents can be determined after selection if necessary
-

Subject: Family Status

Avoid asking:

- about number of children or dependents
- about child care arrangements

Preferred:

- Ask if the applicant would be able to work the required hours and, where applicable, overtime

Comment:

- Contacts for emergencies and/or details on dependents can be determined after selection
-

Subject: National or Ethnic Origin

Avoid asking:

- about birthplace, nationality of ancestors, spouse, or other relatives
- whether born in Canada
- for proof of citizenship

Preferred:



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- Since those who are entitled to work in Canada must be citizens, permanent residents, or holders of valid work permits, applicants can be asked whether they are legally entitled to work in Canada

Comment:

- Documentation of eligibility to work (papers, visas, etc.) can be requested after selection
-

Subject: Military Service

Avoid asking:

- about military service in other countries

Preferred:

- Inquire about Canadian military service where employment preference is given to veterans by law
-

Subject: Language

Avoid asking:

- about mother tongue
- where language skills were obtained

Preferred:

- Ask if applicant understands, reads, writes, or speaks languages required for the job

Comment:

- Testing or scoring applicants for language proficiency is not permitted unless job-related
-

Subject: Race or Colour

Avoid asking:

- any question related to race or colour, including colour of eyes, skin or hair
-

Subject: Photographs

Avoid asking:

- for photo to be attached to applications or sent to interviewer before interview

Comments:

- Photos for security passes or company files can be taken after selection
-

Subject: Religion

Avoid asking:

- whether the applicant will work a specific religious holiday
- about religious affiliation, church membership, frequency of church attendance
- for references from clergy or religious leader

Preferred:

- Explain the required work shift, asking whether such a schedule poses problems for the applicant

Comment:

- Reasonable accommodation of an employee's religious beliefs is the employer's duty
-

Subject: Height and Weight

Comment:

- No inquiry unless there is evidence they are genuine occupational requirements
-



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Subject: Disability

Avoid asking:

- for a list of all disabilities, limitations or health problems
- whether the applicant drinks or uses drugs
- whether the applicant has ever received psychiatric care or been hospitalized for emotional problems
- whether the applicant has received workers' compensation

Comment:

The employer should:

- disclose any information on medically related requirements or standards early in the application process
- then ask whether the applicant has any condition that could affect his or her ability to do the job, preferably during a pre-employment medical examination

A disability is only relevant to job ability if it:

- threatens the safety or property of others
 - prevents the applicant from safe and adequate job performance even when reasonable efforts are made to accommodate the disability
-

Subject: Medical Information

Avoid asking:

- whether the applicant is currently under a physician's care name of family doctor
- whether the applicant is receiving counselling or therapy

Comment:

- Medical exams should be conducted after selection and only if an employee's condition is related to job duties
 - Offers of employment can be made conditional on successful completion of a medical exam
-

Subject: Pardoned Conviction

Avoid asking:

- whether the applicant has ever been convicted
- whether the applicant has ever been arrested
- whether the applicant has a criminal record

Preferred:

- If bonding is a job requirement, ask whether the applicant is eligible

Comment:

- Inquiries about criminal record or convictions are discouraged unless related to job duties
-

Subject: Sexual Orientation

Avoid asking:

- about the applicant's sexual orientation

Comment:

- Contacts for emergencies and/or details on dependents can be determined after selection
-

Subject: References

Comment:

- The same restrictions that apply to questions asked of applicants apply when asking for employment references
-

For further information

For further information or assistance, please contact (http://www.chrc-ccdp.ca/about/reach_us-eng.aspx) one of the Commission's regional offices in Halifax, Montréal, Toronto, Edmonton or Vancouver or the national office in Ottawa.



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March 2007



Appendix C

**NEW BRUNSWICK
REGULATION 2010-2
under the
Employment Standards Act
(O.C. 2009-552)
Filed January 5, 2010
Chapter Outline**

Under section 9 of the Employment Standards Act, the Lieutenant-Governor in Council makes the following Regulation:

Citation

1 This Regulation may be cited as the Minimum Wage for Counsellor and Program Staff at Residential Summer Camps Regulation - Employment Standards Act.

Definitions

2 The following definitions apply in this Regulation.
"counsellor and program staff" means employees at a residential summer camp whose principal responsibility consists of teaching, supervising or working directly with campers.(moniteurs et organisateurs)
"residential summer camp" means a camp operating during the month of June, July, August or September that provides board and lodging to the counsellor and program staff.(camp d'été résidentiel)

Application

3 Despite the provisions of the Minimum Wage Regulation - Employment Standards Act, this Regulation applies to counsellor and program staff who are employed at a residential summer camp by an employer that has notified the Director in writing that it is a charitable organization or a non-profit organization.

Minimum wage

4 The minimum wage for counsellor and program staff is as follows:
(a)from April 1, 2010, to August 31, 2010, inclusive, \$374 per week;
(b)from September 1, 2010 to March 31, 2011, inclusive, \$396 per week;
(c)from April 1, 2011, to August 31, 2011, inclusive, \$418 per week; and
(d)on and after September 1, 2011, \$440 per week.

Board and lodging

5 No amount shall be deducted from the minimum wage by an employer for board and lodging.

Repeal

6 New Brunswick Regulation 95-116 under the Employment Standards Act is repealed.

Commencement

7 This Regulation comes into force on April 1, 2010.

N.B. This Regulation is consolidated to January 5, 2010.



Appendix D

Protocol for dealing with and reporting alleged abuse

Mandatory Reporting

The Family Services Act requires everyone to report to the Department of Family and Community Services any information which causes them to suspect that a child has been abused or neglected. Prior to referral, the employee should not make a subjective determination as to whether an allegation is true or false. Mere suspicion is the legal requirement for mandatory reporting. Failure to report a suspicion of child abuse/neglect to the Department of Family and Community Services is an offence under the Family Services Act.

Reporting Procedures

During regular working hours, all suspicions of child abuse/neglect will be immediately and directly reported by telephone to the Access and Assessment Unit, Child Protection Services, Department of Family and Community Services. After regular business hours, during weekends or holidays, reports of child abuse/neglect will be made through the "After Hours Emergency Social Services" (AHES) at **1-800-442-9799** or **453-2145** in the Fredericton region;

A verbal report will include, where possible:

Child's complete name and birthdate;
Parent/Guardian's name and address;
Details of suspected abuse/neglect;
Name of the person who suspected the abuse/neglect.

- The verbal report will immediately be followed by a written referral, whenever possible, by using the Child Abuse/Neglect Referral Form (see Appendix 13.2);
- The employee will not interview the child. This is the role of Child Protection Services and the Police.

However, the employee should remain responsive, supportive and open if the child continues to talk about what has occurred;

- When a report has been made to the Department of Family and Community Services, the employee will advise his/her immediate supervisor of the fact and the nature of the complaint;
- The employee's immediate supervisor will ensure that the Department of Family and Community Services has been informed and subsequently report the incident within the proper line of authority of the Department of Public Safety;
- When the information obtained includes allegations of criminal activity, the employee, after notifying the Department of Family and Community Services, will also advise the appropriate local police agency of the fact of the complaint, its' nature as well as the referral having been made to the Department of Family and Community Services for investigation;
- Where the employee's immediate supervisor suspects child abuse/neglect has occurred, he/she shall verbally advise Child Protection Services and then forward a written report, whenever possible, by using the Child Abuse/Neglect Referral Form (see Appendix 13.2), requesting an appropriate investigation;
- Any action taken will be documented.

**N.B. Taken from the Child Victims of Abuse and Neglect Protocols from the
Department of Public Safety of New Brunswick – March 2005**



Appendix E

Canadian Privacy Act

To review the Canadian privacy act and Canada's Personal Information Protection and Electronic Documents Act. Please visit these two websites.

- Canadian Privacy Act - <http://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html>
- Canada's Personal Information Protection and Electronic Documents Act - <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/FullText.html>



Appendix F

Canoe Standards

To review the DOT Canoeing standards please visit this following website websites.

- <http://www.smartboater.ca/>

