



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Dádan Nán Kay Känàdän

Our People Learning on the Land

Camp Policy

Camps and Overnight Activities

Approved by First Nations Council: May 17, 2019

Effective Date: May 17, 2019

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Dän nãtthe äda Kaaxnox
Chief Steve Smith



Table of Contents

| | | |
|------------|---|----|
| 1.0 | Introduction | 1 |
| 1.1 | Vision of Champagne and Aishihik First Nations..... | 2 |
| | Camp Guiding Principles and Values..... | 3 |
| | Camp Protocol..... | 3 |
| 1.2 | Definitions..... | 4 |
| 2.0 | Camp Information | 5 |
| 3.0 | Camp Registration Children's Camps and Youth Camps | 6 |
| 4.0 | Camp Registration Men's and Women's Camps | 7 |
| 5.0 | Safety | 8 |
| 6.0 | Contingency Plan | 8 |
| 7.0 | Camp Organization | 9 |
| 7.1 | Supervision..... | 11 |
| 7.2 | Employee and Casual Hiring | 12 |





1.0 Introduction

1.1 Vision of Champagne and Aishihik First Nations

Champagne and Aishihik First Nations

Vision Statement

*Dákwän Shadhäla yè Äshèyi Kwädän dá government yè,
dän shäw ghüle du n-däsädüye shí.*

Dän dèts'än shäw näkutth'et du n-läts'än näkune ní.

Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghàts'ukhí nù.



We, the Champagne and Aishihik First Nations people and government

Shall promote a healthy, unified and self-reliant people,

While conserving and enhancing our environment and culture.





1.1 Introduction

Vision

Dän K'e

**Our Way of knowing, doing and being -
is our path forward, restoring
our ancestors' vision for the future**

Däghälan (Family) and *Dän* (Our People) are at the heart of our culture and way of life. Our ancestors lived here for time immemorial, respecting the plants and animals that sustain *Dän* and living in rhythm with the land. Our ancestors live on through *Dän* who pass on the teachings of our ancestors for our traditional knowledge, our language and our culture.

***Nän Kay Ghawinji K'e* Our Way of Life on this Land**

Camps and overnight activities provide opportunities for *Dän* to connect with each other and with the land, which is a source of our people's strength. Land-based activities planned for camps and overnight activities also provide *Dän* with a connection to *Dän K'e* (Our Way).

Dän can also reconnect with *Nän Kay Ghawinji K'e* to learn their culture through new experiences *Dän* may not have had during childhood.

Youth camps and overnight activities provide our youth with an opportunity to participate in land based traditional activities while introducing them to the land and its attributes. The purpose is to assist our youth in preserving a subsistence lifestyle with traditional and contemporary methods of harvest and learning from *Dän* and traditional harvesters. Activities incorporate *Dän K'e* and values and traditional knowledge with wilderness navigation and survival skills, and life skills such as patience and respect.

***Dádan Nän Kay Känàdän* Our People Learning on the Land**

The traditional knowledge of our language and culture is an important part of who *Dän* are and where our people come from. *Dän* are eager to speak our language, and camps and overnight activities include lessons, songs and dance in Southern Tutchone to strengthen our connection to *Dän K'e*.

Camps and overnight activities will be planned with a clearly defined purpose and outcome, and programs for learning on the land. Evaluation criteria will be clearly defined to measure the outcome and success of a camp or overnight activity. *Dän* are learning from our ancestors.





Camp Guiding Principles and Values

***Nàtsjër* Respect. We all deserve respect. Respect is a cornerstone of our values.**

All of us are responsible for teaching respect, as it has been passed down to us by our Elders to teach us how to respect the land, respect ourselves, and respect each other. It is our responsibility to respectfully pass on experiences and share our knowledge with *Dän*.

***Nän Kay Ghawinji K'e* Our Way of Life on this Land**

All of us are responsible for teaching how to protect ourselves and our children, and how to protect our land, its attributes and resources.

***Dádan Nän Kay Känàdän* Our People Learning on the Land**

All of us are responsible for passing our cultural and traditional knowledge on to future generations.

Camp Protocol

Camp participants and Immediate Family Members need to be aware of the protocol that is expected of everyone who attends a camp or overnight activity.

Immediate Family Members who attend a camp with children should be active in making sure children are contributing to the camp and are listening to the camp leaders.

- Be respectful toward everyone at the camp.
- Listen to camp leaders and be mindful of what they ask you to do at camp and on the land.
- Help out with camp duties, as directed by camp leaders.
- Be mindful of the quiet time for people who are resting or sleeping.
- Stay in sight of people at camp at all times.
- Let an Immediate Family Member know where you are.
- Use the “Buddy System”. Don’t leave camp on your own. Have a buddy with you.
- Refrain from bringing electronics to camp. Enjoy camp activities without an iPod, MP3, tablet, or video game. Bring a cell phone for emergencies only.





1.2 Definitions

Camp Organizer – a person who is responsible for the coordination of a camp or overnight activity, and the coordination of First Aid assistance, emergency services, and implementation of a Contingency Plan if necessary.

Chaperone – means a person who accompanies, watches over and takes care of another person or group of people.

Citizen – a Citizen of the Champagne and Aishihik First Nations as determined in accordance with the provisions of the Citizenship Code set out in Schedule A of the *Constitution of the Champagne and Aishihik First Nations 2017*.

Employee – a person who is hired for a wage or salary, to perform work for CAFN.

Employer – in this policy, Employer refers to CAFN.

Immediate Family Member – means father and mother (biological or step), legal guardian, spouse, common-law partner, grandmother and grandfather, brothers and sisters (biological or step), children (biological, adopted or step), and grandchildren (biological).

Occupational Health and Safety Officer (OHS Officer) – a CAFN Employee who assists with developing procedures for a safe environment, performing safety duties, and assisting with emergency responses.

Overtime – Overtime is due after an Employee works in excess of eight (8) hours per day and/or forty (40) hours per week.

Overtime Pay – Monetary or paid time off compensation for the hours eligible Employees work in excess of eight (8) hours per day and/or forty (40) hours per week.

Parent/Guardian – means father or mother, legal guardian, grandmother or grandfather, aunt or uncle, or brother or sister who is at least eighteen (18) years of age.

Personal Information – information about an identifiable individual, but does not include the name, title, business address or telephone number.

Waiver – a form completed by a camp participant or legal guardian acknowledging risks and liabilities of attending a camp or overnight activity and waiving all rights to take legal action against CAFN.

Youth Activity Organizer – a person who is hired for a wage or salary, to perform work for CAFN.

Emergency Definitions

Contingency Plan – a plan designed to take a possible future event or circumstances into account and to prepare for all possible emergencies, including consequences, actions, procedures and resources.

Emergency Response Team – a team of people who prepare for and respond to any emergency incident.

Evacuation Plan – a plan with procedures to be prepared for sudden or unexpected situations, to prevent injuries and fatalities, and protect people and the environment, as part of a Contingency Plan.

First Aid Attendant – a person who is on site at a camp or overnight activity and performs first aid duties.

Mitigation Plan – a process of developing options and actions to minimize risks and reduce threats once they arise, as part of a Contingency Plan.

Muster Point – a place where people meet to be accounted for and receive instructions in case of an emergency.





2.0 Camp Information

Camps and overnight activities occur throughout the year and may be held in our communities, out on the land within CAFN Traditional Territory, or outside the Traditional Territory.

Programming

Camps and overnight activities will be planned with a clearly defined purpose and outcome, and programs for learning on the land. Evaluation criteria will be clearly defined to measure the outcome and success of a camp or overnight activity.

Specific Criteria

Camp participants may have to meet specific criteria to be accepted to attend a camp. As an example, to attend a First Hunt camp, camp participants may be asked to write an essay on why they want to participate in the First Hunt. Specific criteria will provide camp participants with opportunities to participate while ensuring there is fairness in selecting participants for camps. Specific criteria will help determine who attends a camp when there may be restrictions on the number of allowable camp participants.

Camp Evaluations

CAFN will strive to work with Camp Organizers to determine if camp participants are obtaining cultural and traditional knowledge while attending a camp or overnight activity.

It is important for CAFN to know what to plan for a camp or overnight activity for *Dän*. A camp evaluation will be done for all aspects of a camp or overnight activity to measure the outcome and success of an event, and will include evaluations on the camp participants. A camp participant who receives a poor evaluation may result in that person not being accepted in other camps.

A camp participant will be asked to complete a short camp evaluation on the last day of a camp, which will include evaluations for Camp Organizers and Employees who worked at the event.

Camp Equipment List

A registration package for a camp or overnight activity will include a list of equipment and personal items a participant will need to bring with them to camp, and a list of items which must not be brought to camp.

A participant must not bring the following items to a camp or overnight activity:

- Valuables
- Youth must not to bring electronics, IPod, MP3, tablet, cell phone, or video games.
- Alcohol, Cannabis or Cannabis products, or non-prescription illegal drugs.
- Weapons, guns, rifles, or knives, unless a specific weapon(s) is on a camp equipment list, for example, a skinning knife and a Leatherman are required items a participant must bring to a First Hunt Camp.

Camp Expectations

All camp participants are expected to help out with camp duties as directed by camp leaders.

Dogs at Camps

Dog owners must keep dogs in designated areas. Dogs must be contained, tied up, or on a leash and not allowed to run loose at camp. Dog owners must clean up after their dogs.





3.0 *Camp Registration*

Children's Camps and Youth Camps

Certain camps for children or youth will have age restrictions. A Camp Organizer may allow a camp participant under the age requirement to attend a camp if accompanied by a parent/guardian.

A registration package for a camp or overnight activity includes camp information and forms a parent/guardian must complete, sign and register for a child or youth under the age of eighteen (18) to attend a camp.

Attendance at a youth camp or overnight activity may require a parent/guardian to sign a Participant Agreement, Schedule of Activities, and Attendance Form.

Registration Form

Medical Disclosure Form and Declaration

A camp participant under the age of eighteen (18) must have a parent/guardian must complete and sign a Registration Form, a Medical Disclosure Form and Declaration, and provide the camp participant's name, address, emergency contact information and relevant medical information.

Medical matters and conditions of camp participants are private. To ensure the privacy of medical information, a Medical Disclosure Form and Declaration is to be submitted in a sealed envelope. Medical information in sealed envelopes will be kept with a Camp Organizer or OHS Officer, to be opened only if necessary during an emergency. After a camp or overnight activity has concluded, a Camp Organizer or OHS Officer must ensure the sealed envelopes are shredded.

Waiver

A camp participant under the age of eighteen (18) must have a parent/guardian sign a Release and Waiver of Liabilities.

A witness must witness and sign a Waiver for a camp participant. A witness to the signing of a Waiver must be nineteen (19) years of age.

Youth Photo

A parent/guardian of a camp participant must carry, if attending the camp, or provide a recent photo of the camp participant to a Camp Organizer or OHS Officer at the beginning of a camp or overnight activity. The photo will be used for identification purposes in the event that a participant is missing from camp and the Emergency Response Team will know who to look for.

Youth Photo Release Waiver

A parent/guardian of a camp participant may be asked to sign a Youth Photo Release Waiver to provide their permission to use photographs of camp participants for the purpose of Champagne and Aishihik First Nations' newsletter or posting.

Registration Package

A registration package will include information on how to submit registration forms and who to contact for camp information.

The forms in Appendix A Camp Registration Children's Camps and Youth Camps will be included in a registration package for a participant to attend a children's camp, or a youth camp or overnight activity.





4.0 Camp Registration

Men's and Women's Camps

A registration package for a camp will include camp information and forms a participant must complete, sign and register to attend a camp.

Registration Form

Medical Disclosure Form and Declaration

A camp participant must complete and sign a Registration Form, a Medical Disclosure Form and Declaration, and provide the camp participant's name, address, emergency contact information and relevant medical information.

Medical matters and conditions of camp participants are private. To ensure the privacy of medical information, a Medical Disclosure Form and Declaration is to be submitted in a sealed envelope, not to be opened unless in an emergency. Medical information in sealed envelopes will be kept with the Camp Organizer or OHS Officer, to be opened only if necessary during an emergency.

Waiver

A camp participant must sign a Release and Waiver of Liabilities.

A witness must witness and sign a Waiver for a camp participant. A witness to the signing of a Waiver must be nineteen (19) years of age.

Registration Package

A registration package will include information on how to submit registration forms and who to contact for camp information.

The forms in Appendix B Camp Registration Men's and Women's Camps will be included in a registration package for a participant to attend a Men's or Women's Camp.





5.0 Safety

Safety of camp participants and Employees is CAFN's top priority for all camps and overnight activities. CAFN strives to find a balance between traditional ways of learning by doing and ensuring we have safe practices and supports in place at all times. CAFN will provide the safest possible situation at a camp or overnight activity.

Camp participants need to be aware that safety practices at a camp or overnight activity is the responsibility of everyone at camp. Camp participants need to observe safe practices at all times.

Parents who attend camps with their children must ensure their children adhere to all the camp safety requirements (helmets, life vests, etc.). As well, parents will be expected to ensure their children are contributing to the camps and listen to the camp leaders.

Safety Meeting

A Camp Organizer will work with the OHS Officer during the planning stages for a Safety Meeting.

A Safety Meeting must be held on the morning of the first day of a camp or overnight activity. First Aid Attendant(s) will be identified and any site safety risks will be reviewed. The Contingency Plan will be reviewed to ensure Employees and camp participants are aware of the Plan and the location where the Plan will be posted.

Camp participants must attend the mandatory Safety Meeting on the morning of the first day of a camp or overnight activity.

Safety Equipment

Camps must have appropriate safety equipment for each activity. Safety equipment must be in good working order. There must be enough safety equipment for all participants i.e. life jackets for boating, helmets for biking or riding on motorized vehicles.

Parents/guardians who attend a camp with children must ensure children adhere to all camp safety requirements for safety equipment, for example, helmets or life vests.

Participants who attend camps and who want to use their own equipment such as a boat or motorized vehicle must comply with the camp or overnight activity's safety requirements and equipment practices, for example, life jackets for boating or helmets for biking or riding on motorized vehicles.

6.0 Contingency Plan

A Contingency Plan must be created by the CAFN Department hosting a camp or overnight activity, in partnership with CAFN's Occupational Health and Safety Officer (OHS Officer), a minimum of two (2) weeks prior to a camp or overnight activity.

A Camp Organizer will inform CAFN Directors and Employees of responsibilities in the Emergency Plan, prior to a camp or overnight activity.

A Contingency Plan will be posted at a camp or overnight activity in a central, public area.

Appendix C Contingency Plan is an example of a plan that will be posted at a camp or overnight activity.





7.0 *Camp Organization*

CAFN strives to effectively plan camps and overnight activities with a schedule of events based on cultural activities which provide camp participants with meaningful on the land experiences and follow the traditional ways of *Dän* (Our People).

For the safety and wellbeing of camp participants, it is important that every person involved in a camp or overnight activity has an understanding of the roles and responsibilities of CAFN Departments, Employees, Camp Organizers, and camp participants.

CAFN Departments

CAFN Departments assist Camp Organizers with hosting camps and overnight activities:

- Provide detailed information on a camp or overnight activity two (2) weeks prior to the beginning of a camp or overnight activity. It is necessary to have camp information confirmed before contacting parents/guardians to answer any questions about a camp or emergency planning.
- Review the list of equipment required for a camp or overnight activity, confirm the availability of items and that items are in good working order.
- Deliver equipment to Camp Organizers one (1) day prior to the beginning of the camp or overnight activity.
- Transportation may be a key component in planning a camp or overnight activity:
 - CAFN Departments which host a camp or overnight activity are responsible for ensuring a Camp Organizer makes all necessary arrangements with Fleet Services for transportation two (2) weeks prior to the beginning of a camp or overnight activity. It is necessary to have the transportation arranged before contacting parents/guardians.
 - Fleet Services will provide CAFN vehicles for a camp based on the availability of vehicles.
 - Confirm with Fleet Services the vehicle to be used at camp related to First Aid use and transporting an injured camp participant.
 - CAFN Departments will ensure that a Camp Organizer submits a report to Fleet Services on the vehicle usage and fuel costs after a camp or overnight activity.

Camp Organizers

A Camp Organizer is an integral part of the planning, preparing and hosting for camps and overnight activities.

A Camp Organizer must arrange for the appropriate program Employees to support camp participants, based on the content of a camp or overnight activity and the supervision ratios required by the Camp Policy.

A Camp Organizer will complete the following duties:

- File a list of camp participants with the OHS Officer prior to the beginning of a camp or overnight activity. The list must include relevant medical information and emergency contact information for each camp participant. Ensure that disability access issues are addressed.
- Provide the OHS Officer with the Release and Waiver of Liabilities forms signed by camp participants or legal guardians.





- Create a list of equipment needed for a camp or overnight activity. Submit an equipment list to the CAFN Departments responsible for providing equipment for a camp or overnight activity two (2) weeks prior to the beginning of the camp.
- Prepare and distribute a Registration Form two (2) weeks prior to the beginning of a camp or overnight activity. Include details camp participants and parents/guardians should know.
- Post a schedule of events one (1) week prior to the beginning of a camp.
- Post a list on site of all participants attending a camp or overnight activity.
- Arrange for First Aid Attendants to be on site at all times. Schedule First Aid Attendants in shifts to avoid overtime.
- Ensure a CAFN Employee who participates in a camp as a First Aid Attendant has their Supervisor's approval in advance of working at a camp or overnight activity.
- Transportation may be a key component in planning a camp or overnight activity. A Camp Organizer will:
 - Confirm transportation requirements with Fleet Services two (2) weeks prior to the beginning of a camp or overnight activity.
 - Sign a Waiver to ensure the appropriate insurance and liability clauses are in place for the transportation provided.
 - Submit a report to Fleet Services on the vehicle usage and fuel costs after a camp or overnight activity.

Youth Activity Organizers

A Camp Organizer may hire a Youth Activity Organizer to develop plans for:

- Chaperone numbers, based on the number of camp participants and genders, using a ratio of one Employee to every eight (8) camp participants if the event is within the Traditional Territory, and a ratio of one Employee to every four (4) camp participants if the event involves travel outside the Traditional Territory. Whenever possible, youth activity organizers will seek out volunteer chaperones so the only costs will be travel expenses.
- Room plan if youth are staying in hotels. Room capacity should be based on one youth per bed, and ideally two beds per room, with no mixing of genders in any room.
- If a rental car is required for travel, a driver must be twenty one (21) years of age or older. At least one driver must have a credit card for billable charges if a CAFN Purchase Order is not accepted.
- How to manage any meal per diems during travel.





Men's and Women's Camps

A Camp Organizer must arrange for the appropriate program Employees to support the camp participants, based on the content of the camp and the supervision ratios required by the Camp Policy.

To ensure the healing environment is optimized, camp program Employees and support workers are selected based on the CAFN HR Manual section 2.4 Conflict of Interest Policy and 3.2 Recruitment Guidelines under Hiring of Relatives and Direct Reporting Relationship. Employees and support workers must report to a Camp Organizer and disclose a relationship with a camp participant. A Camp Organizer will review a disclosure on a case by case basis.

Camp program Employees are selected based on skills and knowledge rather than gender.

It is understood that some Men's camp program Employees may be Women and some Women's camp program Employees may be Men.

Camp program Employees or support workers must be in a position of positive mental health to be involved with Men's and Women's camps and provide the support required for camp participants.

7.1 Supervision

Supervision Ratios

A Camp Organizer will ensure the Employees' plan meets legislated requirements for Employee and camp participant ratios, which varies by age.

Both male and female Employees must be present in support of male and female camp participants, with the ratio being in line with the ratio of participants.

| Age | Participation | Minimum Supervision Ratio |
|----------------------|---|---|
| Under Age 5 | Children under the age of 5 should not be considered to participate in a camp unless it is a day camp. Parent/guardian must be present | |
| Ages 5 to 7 | Day Camp Parent/guardian should be present | Two Employees; ten (10) children |
| Ages 5 to 7 | Overnight Camp Parent/guardian should be present | Two Employees; eight (8) children |
| Ages 8 and Up | Day Camp | Two Employees; ten (10) children |
| Ages 8 and Up | Overnight Camp | Two Employees; ten (10) children |
| Adults | Healing Camp | Two Employees; eight (8) adults with addictions or mental health challenges |
| Adults | Healing Camp Overnight Out on the Land Mental Health/Addictions Camp | One Employee; four (4) adults, or Two Employees; six (6) adults due to high support needs of participants and distance of camp from support services |





Supervision Levels

| Supervision Level | Employee Supervision Provided |
|--|---|
| Constant Visual Supervision | Employee or chaperone is physically present and supervises a specific activity at all times |
| On Site Supervision | Employee is present but does not directly supervise the activity at all times |
| In Area Supervision | Employee is in the same location but does not have visual contact with the activity at all times |
| Buddy System | Employee must ensure that no camp participant leaves the activity area alone |
| Constant Visual Supervision Requirement for Overnight Camps | Employee or chaperone must be in constant visual of camp participants as this may reduce camp participants from staying up late and keeping camp participants awake |

7.2 Employee and Casual Hiring

CAFN prefers that Camp Organizers hire casual or seasonal Employees to work at camps as this minimizes the pressures on full time CAFN Employees, decreases overtime costs and expands employment opportunities within the community.

Camp Organizers must comply with the following requirements for Employee and casual hiring:

- Employees, Elders, and instructors may be hired as casual Employees as outlined in the terms and conditions of the CAFN Human Resources Manual.
- Day Camp: An Employee must be a minimum of sixteen (16) years of age.
- Overnight Camp: An Employee must be a minimum of eighteen (18) OR nineteen (19) years of age.

Employee Hours of Work and Overtime

- An employment letter for an Employee who supports a camp or overnight activity must be explicit and state the working hours for an Employee. In most cases there will be “working time” and “non-working time” while an Employee is engaged on site.
- A full time CAFN Employee who works in support of a camp or overnight activity can only work up to forty eight (48) hours. An Employee is paid overtime for any time in excess of eight (8) hours per day or forty (40) hours per week, with a maximum of forty eight (48) hours available to be worked per week. An Employee must have pre-approval from their Supervisor for overtime.
- Hours of work are to be defined to ensure an Employee and Camp Organizer are clear on when an Employee is working and when they are attending camp or an activity as a Citizen, or are off duty on personal time.
- An Employee is considered to be working when they are engaged in Constant Visual Supervision, On Site Supervision and In Area Supervision.
- CAFN may work collaboratively with an Employee to balance peak hours during camp with down time for personal rest and recuperation.





- In most cases, after a day of camp activities, participants should shift into “Buddy System” mode and an Employee would go into unpaid standby mode.
- An Employee required to take action to support a camp participant during the night will be paid for the time they were engaged.
- CAFN may consider implementing a modified work schedule to minimize overtime costs.
- A Camp Organizer is obligated and responsible for creating an Employee’s plan to minimize overtime. An Employee should be scheduled in shifts to avoid overtime costs.

Employee Travel

- An Employee who travels with participants to a camp site is considered to be on paid time as they are actively engaged in some mode of supervision of camp participants.
- An Employee who travels to a camp site on their own is governed under CAFN Travel Policy 7-700.

