

SCOUTS CANADA POLICIES AND STANDARDS

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ANIMALS AT SCOUT PROPERTIES AND ACTIVITIES STANDARDS

Introduction

The safety of our members is our first priority.

Our Standards

1. Service animals^[1] are permitted at Scouts Canada adventures and Scouts Canada property, subject to the Accessible Customer Service Policy and Procedure.
2. Group Commissioners may approve working animals^[2] at Scouts Canada adventures and Scouts Canada property, subject to the presentation of a risk management plan.
3. Pets are not permitted at Scouts Canada adventures and Scouts Canada property.

^[1] See [Accessible Customer Service Policy](#) definition.

^[2] Working animals include police canine dogs brought for demonstration purposes during an activity.

Related Policies & Standards

- [Safety First Policy](#)
- [Accessible Customer Service Policy](#)
- [Member Accommodation Policy](#)

Related Procedures

- [Non-member Individual Hold Harmless Agreement Procedure](#)
- [Accessible Customer Service Procedure](#)
- [Member Accommodation Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

CAMPING FACILITIES STANDARDS

Introduction

We must recognize and take into consideration the individual's right to privacy in such matters as sleeping places and sanitary facilities. The safety and well-being of members require careful attention when we are selecting and using accommodation.

Our Standards

1. We must recognize and consider the individual's right to privacy regarding sleeping and sanitary facilities.
2. We must have separate accommodation, based on gender identity, for:
 1. Youth participants
 2. Scouters under 18 years of age
 3. Adults (including parents, adult resource people, and Rover Scout participants)
3. Youth participants may not share accommodation with youth from older or younger Sections.
4. The responsible Commissioner may permit an exception to these requirements in circumstances where safety or the facilities dictate. If sleeping accommodations are shared with youth, at least two adults must be present at all times.
5. Beaver Scouts and Cub Scouts camping facilities must include a weather-resistant shelter suitable for dining and program activities, as well as backup sleeping accommodation.
6. All members may sleep in snow shelters or tents in the winter. Beaver Scouts and Cub Scouts may sleep in snow shelters or tents in the winter with approval of parents/guardians and Scouters.
7. Emergency communication equipment must be available.

Related Policies & Standards

- [Camping and Outdoor Adventures Standards](#)

Related Procedures


- [Member Accommodation Procedure](#)
- [Public Appointment Procedure](#)

Resources

- [Code of Conduct](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



DELEGATION OF PROPERTY TRANSACTION APPROVAL STANDARDS

Introduction

The Board of Governors has delegated some responsibility for the approval of property transactions to the National Property Committee.

Property Transactions

Property Transactions		Authority			
		Recommend		Approve	
		Property Society	National Property Committee	National Property Committee	Board of Governors
Transaction Type	Scope				
PROPERTY PURCHASE/ BEQUEST / GRANT / GIFT	ALL	•	•		•
BEQUEST / GRANT / GIFT REFUSAL	UNDER \$100,000 Annual Cash Flow below 3%	•		•	
	OVER \$100,000	•	•		•
MINOR MISC. TRANSACTIONS	UNDER \$10,000	•		•	
SALE OR DISPOSITION OF PROPERTY	UNDER \$250,000 Annual Cash Flow below 3%	•		•	
	OVER \$250,000	•	•		•
LEASE, RENTAL, PARTNERSHIP	UNDER \$25,000/5 YEARS Less than 10%	•		•	

RENEWAL	Council's Annual Operating Budget				
	OVER \$25,000/5 YEARS	•	•		•
LEASE, RENTAL, PARTNERSHIP TERMINATION	CASH FLOW UNDER 3%	•		•	
EASEMENT / RIGHT-OF-WAY	UNDER \$25,000	•		•	
	OVER \$25,000	•	•		•
EXPROPRIATION	UNDER \$25,000	•		•	
	OVER \$25,000	•	•		•
IMPROVEMENTS TO BUILDINGS, SERVICES, INFRASTRUCTURE	UNDER \$100,000 Annual Cash Flow Over 3% Less than 10% Council's Operating Budget	•		•	
	OVER \$100,000	•	•		•
REVENUE GENERATION	ALL	•	•		•

Related Policies & Standards

- [Property Policy](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

PROPERTY POLICY

Board of Governors Approved May 5, 2018

Purpose

Establishes rules for owning, renting, leasing, or selling real estate properties owned by Scouts Canada.

Our Commitment

Our camps, buildings, and other real estate properties deliver safe, sustainable, and profitable support for best-in-nation programming.

Our Policy

1. While we believe that youth having access to the outdoors is integral to the Scout Method, we do not believe that owning or leasing real estate property^[1] is integral to our mission.
2. Any change of interest in Scouts Canada properties must have the prior written approval of the Board of Governors or its delegates.
3. All real estate property must be held in the name of Scouts Canada or by a Property Company that is controlled by Scouts Canada.
4. All real estate property must meet Scouts Canada's Property Standards and comply with Scouts Canada's real estate property procedures.
5. We welcome innovative options to achieve profitability.
6. We welcome innovative options to achieve social, economic, and environmental ("triple bottom line") sustainability for Scouts Canada's properties.

^[1] For Scouts Canada, real estate property is defined as land and anything fixed, immovable, or permanently attached to the ground such as buildings, walls, fixtures, improvements, roads, trees, shrubs, fences, roads, sewers, structures and utility systems as well as air and subsurface rights.

Related Policies & Standards

- [Safety First Policy](#)
- [Gift Acceptance and Sponsorship Policy](#)
- [Conflict of Interest Policy](#)

Related Procedures


- [Third Party Use of Scouts Canada Property Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



PROPERTY STANDARDS

Introduction

Scouts Canada's policy is that all real property, owned or leased, must meet Scouts Canada's Property Standards and comply with Scouts Canada's real property procedures.

Our Standards

The standards refer to provincial government regulations and standards. Where a province or territory does not have standards, Scouts Canada expects that Government of Ontario standards will be adhered to.

Standards are organized within two categories:

1. Facility/Safety/Regulatory/Administrative Standards that are relevant to every Scouts Canada property and
2. Programing and Operations Standards that are relevant to camp properties and are in addition to Facility/Safety/Regulatory/Administrative Standards.

Facility / Safety / Regulatory/Administrative Standards

1. Buildings
 1. Buildings show safe construction.
 2. Permits and contracts related to construction and maintenance on file at the appropriate Scouts Canada office.
 3. Electrical wiring installation and operations are compliant with local codes and safety regulations.
 4. Inspection of gas/propane tanks, equipment conducted within last 12 months by a licensed inspector.
 5. Smoke detectors, carbon monoxide detectors, fire extinguishers and evacuation plans are located in each building as required.
 6. Bunks are compliant with rails and safety rules as per Scouts Canada directive.

6. Bunks are compliant with falls and safety rules as per Scouts Canada directive.
7. An annual fire inspection has been completed by the local fire department/authority in collaboration with local Property Manager.
8. A supplemental fire inspection by the local fire department/authority has been conducted if a material change is made to a structure or property.
9. Buildings receive regular maintenance with maintenance activities recorded in a maintenance log.
10. Capacity is posted in building as determined in accordance with local fire code.
11. Sleeping areas are compliant with footage per occupant requirement as per local Health regulations.
12. Camp property fire response and evacuation plan is on file and reviewed annually by local Property Manager.
13. Fire safety equipment is inspected in accordance with local Fire Code. Inspections are duly recorded in the safety log.
14. Chimneys for stoves and fireplaces are inspected every 12 months by certified technician. Inspection records are filed at the property and Council office.
15. Camp properties have a Forest Fire Prevention Plan that is posted on the property website or otherwise available to property users prior to their arrival

2. Kitchens

1. Kitchens are inspected by Provincial Health Inspector as per Provincial regulations. Kitchen inspections are also required before start of extended program e.g. Summer camp.
2. Kitchen equipment is inspected annually by certified technician.
3. Anyone working in a kitchen meets Provincial Safe Food Handling Regulations.
4. Food storage facilities maintained in sanitary condition as per Provincial regulations.
5. Food storage (fresh, refrigerated and frozen) adequately maintains food at required temperatures as per Provincial Health Unit requirements.
6. A cold food storage temperature log maintained and provided to camp leadership.
7. Food preparation and service conducted in accordance with Provincial Health Unit requirements.
8. Best practices for food handling and hand washing are posted within the kitchen.
9. Kitchen and dining area clean-up is conducted in a manner consistent with Provincial Health Unit requirements.

3. Grounds

1. Parking lots, walkways, stairs, bridges have adequate lighting, marking, snow removal.
2. Access paths to buildings are clear of obstructions and outdoor lighting is in good

2. Access paths to buildings are clear of obstructions and outdoor lighting is in good operational condition.
3. Scouts Canada properties meet the requirements of the Member Accommodation and Accessible Customer Service Policies.
4. Vehicles and Operators
 1. Scouts Canada owned vehicles are licensed in accordance with Provincial Motor Vehicle regulations.
 2. Vehicles are insured in accordance with Provincial regulations.
 3. Drivers of Scouts Canada owned vehicles are duly licensed under Provincial Motor Vehicle regulations.
 4. Drivers are included in vehicle insurance policy and approved by Operations Manager.
 5. Vehicles and large property equipment such as tractors are kept in good working order. Maintenance logs are maintained by the Property Manager.
 6. Anyone operating a vehicle including 2-wheeled, 4-wheeled, all-off-road vehicles, skid steer loaders, tractors, and other self-propelled equipment must be licensed under Provincial Motor Vehicle regulations.
 7. Before operating vehicles and machinery, operators must be trained in safe operation.
5. Emergency Management
 1. Property has an Emergency Management Plan in place.
 2. Property has a Crisis Communications Plan in place.
 3. Emergency vehicles have access to the property year round.
 4. Emergency phone numbers are posted in buildings.
 5. The local emergency service addresses and contact phone numbers posted at fixed phones and provided to users of cellular phones.
 6. For 911 service, rural and civic address of property is posted for identification by emergency vehicles.
6. Security
 1. Appropriate signage is posted at property perimeters. (e.g. Private Property/, No Trespassing)
 2. A log of equipment storage inspections, by Property Manager, is maintained.
 3. A log of Security systems tests, as per operation guidelines, is maintained.
7. Environmental Protection
 1. Operations Manager and all local Property Managers have identified and are aware of any Environmental Act(s) that apply in their jurisdiction.

2. Property is free of environmental encumbrances.
3. Any historical environmental studies have been documented and are on file at Council office.
4. Potable water is tested in accordance with and meets Provincial government regulations.
5. Water test log is submitted with the standards report to Council office.
6. Groundwater (creeks, springs) is tested in accordance with Provincial regulations.
7. Property has taken steps to prevent leaks, spills or misuse of hazardous materials.
8. Any historical remediation has been completed in accordance with regulatory body.
9. Property is free of current or known pending legal/regulatory proceedings.
10. Property is free of any communication indicating activities on the property have or may result in environmental liability at another location (e.g. neighbouring property).
11. Property has insurance coverage for environmental liabilities.
12. Operations Manager and local Property Manager are aware of any ecologically sensitive areas within the property.
13. Camps have a Nature and Environmental Policy.
 1. Policy is available to users prior to arrival, posted on property website or made available upon request.
 2. Policy is posted at camp.
14. Operations Manager and local Property Manager are aware of any past or present environmental problems on adjacent properties including: ecologically sensitive areas; landfills; dumps or other waste disposal facilities; sensitive facilities such as gas station, chemical plant, bulk storage facilities or manufacturing plant.

8. Water

1. Standpipes and hose systems are installed and maintained in accordance with Provincial regulations.
2. Washrooms are inspected by Provincial Health Inspector as per Provincial regulations.
3. Waste storage meets provincial regulations.
4. KYBO (outhouse) inspection and pumping schedule in place and followed.
5. Abandoned wells have been capped in accordance with Provincial regulations.
6. All water and waste disposal is conducted with minimal impact on environment.

9. Hazardous Goods

1. Material Safety Data Sheets are posted where hazardous products are in use.
2. Hazardous materials are stored in accordance with WHMIS requirements.
3. Storage containers are free of any signs of leakage, spills or discharge.

4. Areas surrounding Hazardous Material Storage are free of any signs of leakage, spill or discharge such as ground stains or stressed dead vegetation.
5. Any hazardous waste generated by property is properly handled and disposed of at approved disposal facility.
6. Property is free of dumping areas such as pits, ponds or lagoons used for waste or abandoned equipment.

10. Storage Tanks

1. All existing underground storage tanks are equipped with leak detection or secondary containment systems.
2. All existing underground storage tanks are tested for leaks in accordance with local regulations.
3. Any leak spill, leak or discharge from underground or above ground tanks has been addressed in accordance with local regulations.
4. Water equipment is inspected prior to start of camp and after each out-trip.
5. Water equipment is inventoried at end of program period and inventory passed to local property manager for inclusion in year-end standards reports.

11. Ownerships

1. The title or lease for the property complies with Scouts Canada's Property Policy
2. Copies of the title or lease are filed with the Provincial/Territorial Property Company, the regional Service Centre and National Business Office.

12. Reporting

1. A property standards report must be submitted to the Operations Manager for each property, active or inactive, by August 31 each year.
2. All deficiencies from standards must be reported to the Operations Manager and National Business office.
3. The approved business plan for the next fiscal year must be submitted with the annual property standards report.
4. The approved operating and capital budgets for the next fiscal year shall be submitted with the annual property standards report
5. All property, equipment and content inventories must be submitted consistent with Scouts Canada's Asset Management Procedures

13. Legal

1. All Property Transactions shall be completed in according to Scouts Canada Property Transaction Chart.

2. All contracts, agreements and legal documents must be executed in compliance with **Scouts Canada's Contracts Procedure**

14. Management

1. A volunteer committee has been appointed to manage and operate the property.
2. A property manager has been appointed (volunteer) or employed according to Scouts Canada procedures.

15. Administration

1. There is a reservations (booking) procedure that has been approved by the property committee and Scouts Canada Operations Manager.

16. Insurance

Scouts Canada provides comprehensive general liability insurance coverage for all Scouting members on properties.

1. Real property, including buildings and contents of any description, must be insured for fire, theft, and damage.
2. Equipment, including vehicles and trailers must be insured for fire, theft, or damage.
3. If property is rented to third parties, the property must also have a general liability policy to cover the non-Scouting members visiting.
4. All insurance claims and related activity records must be submitted to the appropriate Scouts Canada office.

17. Non-Scouting use

1. All third-party use of properties must conform to the **Third Party Use of Scouts Canada Real Property Procedure**
2. Above agreements for past 12 months must be provided at year-end for filing at Council Operations Centre.

Programming and Operations Standards

1. Program

1. All program activities are conducted in compliance with Scouts Canada policies, standards and procedures.
2. All camp programs are developed in line with Scouts Canada core program standards.
3. Camp programs cover all six areas of Scouts Canada youth development: social, physical, intellectual, character, emotional and spiritual.

4. All camp program demonstrate practise of the "Leave No Trace" philosophy and are conducted with sensitivity to their environmental impact.
 5. Camp Program Budget is approved by Council Management Committee.
2. Out-trips
 1. Out trips meet Scouts Canada's Camping and Outdoor Adventure Standards.
3. Health Care
 1. Health Care facility is clearly marked and known by staff and campers.
Site is in sanitized condition throughout program period.
 2. Medical operation is under supervision of on-site physician, nurse or certified first aider.
 3. Camp partakes in preventive measures related to spread of infections. E.g. hand wash stations/sanitization.
 4. Camp has medical procedures documented and are reviewed with all medical supervisors, Camp Director and Camp Warden.
 5. Medications are stored in locked facility and monitored in controlled manner.
 6. Staff and campers are briefed on general camp hygiene practices including hydration, sun protection, tick protection, wearing of socks and removal of wet clothing.
 7. Medical care and medication administration is duly recorded in log book(s).
-Log books are provided to Camp Director at end of program period. Camp Director is responsible for filing log books at Council office.
 8. Incidents are duly reported to Scouts Canada using the **ScoutSafe incident reporting application**
 9. Program sites and out-trip units are provided with fully stocked first aid kits.
 10. Completed Physical fitness form for each staff, camper and volunteer is filed with medical supervisor and provided to out-trip leaders.
 11. Transportation is available in case of an emergency.
 4. Transportation
 1. Transportation companies meet Scouts Canada Transportation Standards
 2. Staff is instructed in procedures when bus is "no show".
 3. Staff is instructed in boarding and disembarking procedures, and educates campers on their use prior to boarding.
 4. Vehicle seating capacities are adhered to at all times.
 5. An accurate list of passengers is maintained for each bus.

Related Policies & Standards

- [Safety First Policy](#)
- [Property Policy](#)
- [Accessible Customer Service Policy](#)
- [Animals at Scout Properties and Activities Standards](#)
- [Camping Facilities Standards](#)
- [Delegation of Property Transaction Approval Standards](#)
- [Firearms and Weapons Standards](#)
- [First Aid Standards](#)
- [Safety Equipment Standards](#)
- [Swimming Standards](#)
- [Watercraft Standards](#)
- [Zip lines, Climbing Walls, Challenges and Rope Course Standards](#)

Related Procedures

- [Accessible Customer Service Procedure](#)
- [Certificate of Insurance Procedure](#)
- [Contracts Procedure](#)
- [Member Accommodation Procedure](#)
- [Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure](#)
- [Volunteer and Employee Screening Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

ZIP LINES, CLIMBING WALLS, CHALLENGES AND ROPE COURSE STANDARDS

Board of Governors Approved May 5, 2018

Introduction

Challenge courses, ropes courses, climbing walls, and zip lines help teams or participants learn to work together, solve problems, and accomplish goals. These standards ensure the safety of Scouts of all ages so they can go beyond their comfort zone, contributing to their social, physical, intellectual, character, emotional, and spiritual development.

Our Standards

1. These standards apply at all Scouts Canada properties and activities.
2. All zip lines, climbing walls, challenge and ropes courses must be constructed, inspected, maintained, secured, and operated according to provincial/territorial government regulations.
3. Where provincial government regulations do not exist, all zip lines, climbing walls, challenge and ropes courses must be constructed, inspected, maintained, secured, and operated according to standards set by the Association for Challenge Course Technology^[1](ACCT).
4. Zip line, climbing wall, challenge and ropes course construction, including renovations and additions, must be approved according to the Property Transaction Approval Procedure.
5. Temporary and permanent structures must all be constructed, inspected, maintained, secured, and operated according to ACCT standards. Regardless of the number of users or the permanence of the elements, the ACCT standards apply.
6. All structures must pass annual inspection by a person who meets the definition of an ACCT qualified inspector (Quality Course Professional).
7. Programs and activities on challenge courses, ropes courses, climbing walls, and zip lines must be operated according to ACCT operations standards.

8. Safety equipment for challenge course, rope course climbing walls, and zip line activities must meet ACCT standards.
9. The personnel leading activities must be certified according to ACCT training standards.
10. Everyone planning and leading these challenging activities must be certified according to ACCT standards. The activities and apparatus at Scout property and activities must meet ACCT standards.

[1] [ACCT web site](#).

Related Policies & Standards


- [Safety First Policy](#)
- [Property Policy](#)

Resources

- [Association for Challenge Course Technology](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



PRIVACY POLICY

Board of Governors Approved May 5, 2018

Purpose

States how Scouts Canada's members will protect personal information shared with them.

Our Commitment

We are committed to:

1. Keeping the personal information in our possession relating to our members, donors, stakeholders, and other individuals accurate, confidential, and secure.
2. Complying with requirements for the collection, use, and disclosure of personal information imposed on Scouts Canada by privacy statutes and regulations including without limitation the Personal Information Protection and Electronic Documents Act (PIPEDA).

Our Policy

1. Only authorized members will have access to members' personal information.
2. If you are authorized access to personal information on behalf of Scouts Canada, you will:
 - a. Collect only the personal information necessary to deliver programs and activities
 - b. Keep personal information in a secure location where only you and other authorized members will have access to it
 - c. Use personal information in your possession only for the purpose of delivering Scouts Canada's programs and activities
 - d. Disclose personal information only on the terms set out in privacy legislation or as expressly authorized in writing by the person to whom the information relates
 - e. Follow guidelines prescribed by the applicable provincial privacy legislation, if any
3. We will ensure that Scouts Canada employees and members with access to personal information understand their obligations with respect to the collection, use, and disclosure

of such information, including:

- a. Applying these 10 Personal Information Protection Principles from PIPEDA:
 - i. Accountability
 - ii. Consent
 - iii. Identifying Purposes
 - iv. Limiting Collection
 - v. Limiting Use, Disclosure, and Retention
 - vi. Accuracy
 - vii. Safeguards
 - viii. Openness
 - ix. Individual Access
 - x. Challenging Compliance
- b. Adopting and publishing Scouts Canada's Personal Information and Privacy Protection Procedures on our website and amending them from time to time as required

4. If you are a Scouts Canada member and you would like copies of the personal information contained in your file, you must make the request in writing. The request should be dated and include details of the information you are requesting. The written request should be addressed and sent to Scouts Canada's Privacy Officer.

5. Personal information will be retained in accordance with any applicable laws and Scouts Canada's policies regarding document retention. Documents will be subsequently destroyed.

Resources

- [Scouts Canada Privacy Statement](#)
- [Personal Information Protection and Electronic Documents Act](#)
- [FAQs — Scouts Canada Online Support Centre](#)

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 - c. Use personal information in your possession only for the purpose of delivering Scouts Canada's programs and activities
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- a. Applying these 10 Personal Information Protection Principles from PIPEDA:
 - i. Accountability
 - ii. Consent
 - iii. Identifying Purposes
 - iv. Limiting Collection
 - v. Limiting Use, Disclosure, and Retention
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Resources

- [Scouts Canada Privacy Statement](#)
- [Personal Information Protection and Electronic Documents Act](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



GIFT ACCEPTANCE AND SPONSORSHIP POLICY

Board of Governors Approved May 5, 2018

Purpose

Outlines Scouts Canada's national process for working with donors and sponsors who support our mission at the Area, Council, and National levels.

Our Commitment

At Scouts Canada, we build mutually beneficial relationships with our sponsors and gratefully acknowledge the gifts of our donors.

Our Policy

1. We work with donors and sponsors whose values generally align with our brand and values.
2. We will treat every donor and sponsor with respect.
3. We will protect the confidential information of donors and sponsors to the extent provided by Canadian law and in accordance with donor/sponsor wishes.
4. Areas and Councils must coordinate their acceptance of gifts and the negotiation of sponsorship^[1] agreements with the national office.
 - a. Fundraising for Group initiatives is managed through the Group Fundraising Policy and its related procedures.

Gift Acceptance

5. To help maintain our charitable status, all gifts^[2] to us must comply with the

requirements of the Canada Revenue Agency (CRA).

6. Before we accept a gift, we will ensure the donor understands:

- a. Their right to receive independent professional advice
- b. How their gift will be used

7. Where appropriate, we enter into gift agreements with donors.

8. Prior to accepting any donation, we will evaluate its value, our ability to use the gift, and any potential impacts on Scouts Canada such as costs, liability, tax implications, and conflicts of interest.

9. We will issue tax receipts for qualifying gifts (donations) in a timely manner.

10. We reserve the right to decline any gift for any reason.

11. We thank all donors for their gifts in a timely and appropriate manner.

Corporate Sponsorships

12. All sponsors must sign a sponsorship agreement with us prior to announcing a partnership or using any aspect of Scouts Canada's name, logo, or other branding.

13. Prior to signing a sponsorship agreement, we will evaluate the opportunity for any potential, real, or perceived conflicts of interest.

14. We do not provide product or service endorsements, except as agreed in a signed sponsorship agreement.

15. Sponsors may only use Scouts Canada's name, logo, or other branding within the specific, written parameters of the sponsorship agreement.

16. All sponsorship agreements must be approved by the Executive Commissioner/Chief Executive Officer.

17. At all times, we will retain our independent position on public policy issues and concerns.

Related Policies & Standards

- [Section and Group Fundraising Policy](#)

Related Procedures

- [Official Donations Receipt for Groups Procedure](#)

Resources


- [Association of Fundraising Professionals Donor Bill of Rights](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

[1] A corporate sponsorship is a form of marketing in which a payment is made by a company or organization for the right to be associated with a project or program. Downloaded from Investopedia.

[2] A gift is a voluntary transfer of property without valuable consideration to the donor. Cash and other assets may be gifted to Scouts Canada in accordance with the Income Tax Act. Downloaded from the Government of Canada.



GOALS & TARGETS STANDARD

Introduction

The purpose of the Goals & Targets Standard is to outline the minimum requirements of the goal and target setting processes, which set the expectations that drive Scouts Canada performance to meet Scouts Canada's strategic objectives and organization-wide objectives.

Our Standards

1. The Standard applies to all departments, functions, and councils within Scouts Canada.
2. The objective of the process is to ensure Scouts Canada's enterprise-wide goals and targets are effectively communicated to all levels of the organization, and that all employees' and volunteers individual goals and targets are understood and aligned to the Scouts Canada strategy and enterprise wide goals, targets and Key Performance Indicators (KPIs)
3. Goals & Targets: We shall ensure a process is in place for identifying, communicating, and translating goals and targets for employees and volunteers at every level of the organization.
 - a. The process for identifying goals and targets shall take into consideration:
 - i. The organization's commitment to safety
 - ii. Identified risks and opportunities
 - iii. Financial, operational, and business objectives, requirements, and changes
 - iv. Applicable legal, regulatory, statutory, internal and external commitments
 - v. Results from assurance audits, self-assessments, incident management, and management reviews
 - b. Goals and targets shall be:
 - i. Reviewed periodically for continued appropriateness and applicability
 - ii. Communicated as appropriate to all contractors and other third parties according to their respective obligations
4. Accountable volunteers and employees are responsible for ensuring:
 - a. We identify and develop goals and targets as appropriate

- i. Goals and targets must align to the Scouts Canada strategy, goals and targets.
- ii. Goals and targets are developed by identifying risks and opportunities
- iii. Goals and targets are developed considering applicable legal, regulatory, statutory, internal and external commitments
- iv. Previous audit and assurance results, self-assessments results, incident investigations, and management reviews must be taken into consideration when setting goals and targets
- v. Goals should be stated using the following structure:
 - S – Specific – Goals must be straightforward and simplistically written and clearly define the what, why and how of the priority
 - M – Measurable – goals must be clear about what success looks like with measurements used to chart success
 - A – Achievable – goals must be challenging but realistic and defined well enough to achieve them with the allocated resources
 - R – Results-oriented – goals should be focused on results and connected to function or company goals and targets
 - T – Time-bound – goals must have a timeframe, a date by which it will be completed
- vi. Goals and targets must be translated for each level of the organization, down to employees / volunteers as part of their priorities, which are then managed in accordance with Scouts Canada Performance Management Standard

b. We communicate targets

- i. Goals and targets shall be communicated as defined within Scouts Canada Communication Standard

c. We monitor goals and targets

1. Progression towards goals and targets must be reviewed at least on a quarterly basis and adjusted based on changing conditions
2. If Functional or Council goals and targets are at risk of not being met, an escalation must occur to the next level of leadership e.g. National Key 3 (NK3) or Council Key 3 (CK3)
3. Regular performance against the relevant goals and targets must be communicated from supervisors to all employees

d. Adjust goals & targets

- i. Based on trending performance and changing conditions, Scouts Canada wide goals and targets shall be adjusted and re-communicated to every level of the organization

- e. "Accountable volunteer" is defined as the Scouter responsible for a department, function, shared-service, or council to which this standard applies for example. Council Commissioner jointly accountable with the Council Key 3 for Goals & Targets within a Council.

Related Policies & Standards

- [Key 3 Shared Leadership Policy](#)
- [Communication Standard](#)
- [Emergency Management Standard](#)
- [Program Standard](#)

Resources


- [Group Commissioner Playbook](#)

In Development

- Risk Management Standard
- Training Standard

Effective Date

October 1, 2019



PLANNING STANDARD

Introduction

The purpose of the Planning Standard is to outline the minimum requirements to conduct the business planning needed to achieve Scouts Canada's strategy, 1-Year Business Plan and Scouts Canada 5 priorities and associated targets.

Our Standards

1. The Standard applies to all the following in Scouts Canada:
 - a. National leadership teams e.g. National Key 3 [NK3]
 - b. National functions (e.g. Business Services, Scouting Experience, HR)
 - c. Councils and Council Key 3 (CK3)
 - d. All Scouts Canada properties including camps, buildings and offices
 - e. Groups
2. The objective of the standard is to ensure that the plans put in place to drive Scouts Canada performance are coordinated, monitored and evaluated effectively
 - a. Business plans shall be optimized and prioritized according to the goals and targets of the organization, associated risks, and expected impact to the organization
 - b. Business plans shall include:
 - i. Appropriate resource allocation including budget, people, and equipment
 - ii. Clear designation of responsibility, accountability and authority relevant to the execution of the business plan
 - c. Business plans shall periodically be reviewed and updated to ensure effectiveness and alignment with Scouts Canada's strategic goals and targets, including conformance with the requirements of the Policies and Procedures.
3. Accountable volunteers and employees are responsible for ensuring:
 - a. Functional Areas develop plans
 - i. Activities and resources required to meet goals and targets must be identified
 - ii. Risk must be considered when prioritizing activities required to accomplish business plans
 - iii. Volunteer and staff resource plans and budgets submitted must be aligned to

- the business plans
- iv. Business plans must include designation of responsibility, accountability and authority
- v. Business plans must have clear key performance indicators (KPIs) and metrics
- b. Rationalise Plans at each level
 - i. Coordinated planning between Scouts Canada, Region and Council must occur to ensure appropriate resources are allocated and all goals have plans without duplicative efforts
 - ii. Accountability for meeting the Scouts Canada business plans is assigned by the National Key 3 (NK3) and/or delegated to the Council Leadership Teams (CK3s)
 - iii. Individual employee contributions (Priorities) to achieving the business plans shall be managed through Scouts Canada Performance Management Standard
- c. Communicate Plans
 - i. Approved business plans shall be communicated as defined within Scouts Canada Communications Standard
 - ii. Clear roles and responsibilities are assigned to deliver on the plans
- d. Monitor Plans
 - i. Review of progress against original plans, budgets, KPIs and metrics must occur quarterly
- e. Update Business Plans
 - i. Business plans shall be adjusted, based on trending performance and changing business conditions
 - ii. National Key 3 (NK3) approves adjusted business plans, workforce plans and budgets for all goals within their authority

Related Policies & Standards

- [Communication Standard](#)
- [Goals & Targets Standard](#)
- [Key 3 Shared Leadership Policy](#)
- [Program Standard](#)

In Development

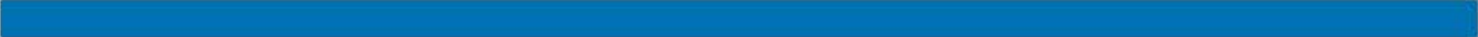
- Risk Management Standard
- Training Standard

Resources

- [Canadian Path Program Navigator](#)
- [Group Health Navigator](#)
- [Program Quality Guide](#)
- [Group Commissioner Playbook](#)
- [Group Planning Guideline](#)

Effective Date

October 1, 2019



SECTION AND GROUP FINANCE POLICY

Board of Governors Approved May 5, 2018

Purpose

Provide requirements for Group and Section financial management.

Our Commitment

As members of Scouts Canada, we all need to be good financial stewards. We have a duty to ensure funds are used according to the wishes of our donors and supporters, in support of our mission.

Our Policy

1. All funds of each Section and Group are:
 - a. Used for Scouting purposes only
 - b. Under the control of at least two members
 - c. Used to operate the Scouts Canada Group and its Sections
2. Sections and Groups must:
 - a. Prepare an accrual-based^[1] budget for each fiscal year
 - b. Limit expenditures to those items set out in the approved budget or otherwise properly approved by the Group Committee
 - c. Limit expenditures so they do not exceed current revenue and/or designated reserve refunds in any fiscal year
3. Funds raised or donated for a particular purpose shall only be spent on that stated purpose.
4. Reserves for future equipment replacement, special events, operating contingency, or other appropriate projects must be approved by the Group Committee.
5. Groups are expected to invest in savings accounts or in short-term Guaranteed Investment Certificates (GICs) purchased from a chartered bank or similar financial

institution.

- a. Investment in any other savings option must be specifically approved by the CEO/Executive Commissioner, or their designate.
6. Groups and Sections may not borrow funds.
7. All reporting, whether by Sections or Groups, shall:
 - a. Provide a timely, accurate, relevant, and transparent picture of Section/Group financial position and performance
 - b. Comply with Scouts Canada requirements as outlined above
8. The financial records of Scout Groups are subject to review by Scouts Canada.

Related Policies & Standards

- [Section and Group Fundraising Policy](#)

Related Procedures

- [Group Financial Responsibilities and Reporting Procedure](#)
- [Group Equipment and Property Insurance Procedure](#)
- [Official Donations Receipt for Groups Procedure](#)
- [Gifts-in-Kind Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

[1] Accrual accounting is an accounting method that measures the performance and position of a company by recognizing economic events regardless of when cash transactions occur. The general idea is that economic events are recognized by matching

revenues to expenses (the matching principle) at the time in which the transaction occurs rather than when payment is made (or received). This method allows the current cash inflows/outflows to be combined with future expected cash inflows/outflows to give a more accurate picture of a company's current financial condition. [Investopedia](#).

SECTION AND GROUP FUNDRAISING POLICY

Board of Governors Approved May 5, 2018

Purpose

Outlines the fundraising framework for Groups and Sections.

Our Commitment

At Scouts Canada, we provide a valuable service to the community through our youth development programs. When we fundraise, our activities are aligned with our values. We ensure that our fundraising activities are carried out ethically, effectively, and efficiently. We are accountable to our donors and the community.

Our Policy

1. Fundraising is conducted in a manner that:
 - a. Protects the integrity of the Scouts Canada brand and image
 - b. Is consistent with our mission and principles
 - c. Is compatible with the goals and ideals of a Group's Community Partner (sponsor) or fundraising recipient
 - d. Fosters cooperation among Groups and Councils
2. Fundraising contracts and agreements, including gaming applications, must follow the Scouts Canada Contracts and Agreements Procedure.
3. Members may assist other organizations with fundraising with the approval of their Council or the National Key Three.
4. Members in uniform may not participate in fundraising for political candidates or political purposes.

Related Policies & Standards

- [Section and Group Finance Policy](#)
- [Privacy Policy](#)
- [Gift Acceptance and Sponsorship Policy](#)
- [Transportation Standards](#)

Related Procedures


- [Contracts Procedure](#)
- [Group Financial Responsibilities and Reporting Procedure](#)
- [Gifts-in-Kind Procedure](#)
- [Official Donations Receipt for Groups Procedure](#)

Resources

- [Association of Fundraising Professionals Donor Bill of Rights](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



ADVENTURE STANDARDS

Introduction

Scouting offers adventure activities for a broad age range, in varying types of geography and in diverse weather conditions. Participants (both youth and Scouters) come to adventures with different degrees of experience. If we are fully implementing The Canadian Path and using the outdoors, adventure and challenge, then the activities that the youth and Scouters pursue involve risk—and the elements of risk change as the adventures unfold. This sets up an interesting dynamic: an activity in the middle of summer in one part of Canada can have very different consequences elsewhere or in another time of year. In addition, activities of longer duration, in more isolated areas and demanding higher levels of skill and physical ability tend to have a greater element of risk.

Our Standards

1. The Standard applies to all Councils, Groups and Sections conducting adventure activities.
2. The objective of this Standard is to ensure that all adventure plans are developed and implemented with full alignment to Scouts Canada's expectations of safety, planning and preparation, adventure and high-quality program delivery to meet and exceed the expectations of our parents and youth.
 1. "Adventure" is described the Scouter Manual as a broad umbrella of program opportunities: "Scouts explore new things, share new ideas, learn new skills and create new paths"; it is not limited to outdoor activities.
 2. "Camping" consists of staying overnight for one or more nights in a tent, cabin, other form of shelter, or even under the stars.
 3. "Outdoor adventures" include such activities as hiking, paddling, climbing and sailing which are described in the Outdoor Adventure Skills.
3. All Scouting activities are divided into one of three categories based on the type, location and duration of the activity. These categories determine how to manage risk appropriately and set out the minimum standards for adventure activities. Prevailing weather conditions, skills, group size and other variables must be evaluated by the Scouter in Charge and Group Commissioner and may necessitate an increase in the risk category for an equivalent adventure in better conditions.

risk category for an equivalent adventure in better conditions.

1. **Category 1 "Green" = Go carefully**

With the intent to encourage all Scout Groups and Sections to maximize the use of the outdoors as a key learning resource as well as reduce paperwork to within reasonable levels, three "sub-categories" are included under the main category "Green – Go carefully". Sections should aim to "Put the **Out in Scout**" as often as possible, using common sense and good judgement to go prepared and go safely.

1. Regular meeting activities at or near your meeting place, whether indoors or outdoors, while conducting low-risk activities;
2. Regular meeting offsite visiting an indoor location such as a museum, fire hall or when fundraising near your meeting place (e.g. popcorn, bottle drive);
3. Lower risk outdoor meetings (e.g. cycling, hiking in a nearby conservation area or skating at an outdoor rink).
 - The majority of 'normal' Scouting activities would, in most instances, fall into this category; for example: weekly meetings in a school or church hall, supervised fire-lighting, knife-permit training, indoor bouldering and climbing (using auto-belay systems), swimming in a lifeguarded pool, bicycling, etc.
 - No special skills are required beyond the expected scope of Scouting activities.
 - The intent is to conduct low-risk regular activities safely, without unnecessary controls and 'paperwork' – use the outdoors as much as possible as a key learning resource, and think about when extra risk controls and documentation are required.
 - Inform your Group Commissioner in advance of embarking on the outing with youth; she or he may wish to see additional risk controls for your activity.

2. **(ii) – Category 2 "Yellow" = Proceed with caution**

Outdoor activities as part of a regular meeting with higher risk activities, or of an extended nature, up to and including short-term camping outings of two nights or fewer.

- Higher risk activities in this category include high-ropes courses, ziplines,

tobogganing, flat-water canoeing, archery, range shooting, mountain biking, natural rock-face climbing or indoor lead-climbing (or top roping without auto-belay systems), sailing and ice fishing.

- These activities require the completion and Group Commissioner approval of an **Adventure Application Form (AAF)** prior to the activity.

3. **(iii) – Category 3 “Red” = Stop and double check**

Outdoor activities requiring specialized skills, or outings of three or more nights.

- Higher risk activities in this category include: whitewater canoeing, kayaking, or rafting; horseback riding; outdoor scuba diving; and downhill skiing.
- These activities require completion and Group Commissioner approval of an **Adventure Application Form (AAF)** and completed **Parental Consent Forms** prior to the activity.
- Any adventure activity in which senior youth participate without Scouters present.

4. Every Scouts Canada activity must have a designated Scouter (“Scouter in Charge”) who has agreed to coordinate planning and supervision. The **Scouter in Charge**, also often referred to as the “Designated Responsible Scouter”, is the principal Scouter designated to be accountable for risk management, leadership and overall safe execution of a specific activity or event. The Scouter in Charge has the **overall responsibility for the safety of the youth** taking part in the activity.

1. On behalf of the Group Commissioner, this Scouter is responsible for ensuring that all Standards and expectations are met or exceeded. The Scouter in Charge serves as the point-of-contact Scouter for the activity or event. While this Scouter has overall responsibility for the activity, he or she may delegate aspects of the planning to others.
2. At all times, the Group Commissioner and the Scouter in Charge need to assure themselves and each other that proper safety considerations are being taken, including: right place, right time, right skills, right tools – and alignment with the program intentions and outcomes in support of The Canadian Path.
3. The Scouter in Charge completes and signs the Adventure Application Form on behalf of the Section to ensure risk management has been conducted appropriately and that all reasonable precautions have been taken to ensure the youth are safe from harm.
4. The Scouter in Charge is not a role in MyScouts and does not require additional

screening.

5. The Scouter in Charge may be the Group Commissioner.

5. The Group Commissioner approves all **Category 2** and **Category 3** adventures, including the endorsement of the assigned Risk Category and the associated Risk Management and Emergency Response Plan submitted for approval by the Scouter in Charge.

6. The Group Commissioner ensures that the Scouter in Charge has completed all of the necessary tasks satisfactorily for the planned adventure, namely:

1. All Scouters, parents/guardians and other adult resource people are screened according to Scouts Canada procedure.
2. Parents have been notified in advance of the activity.
3. All contracts and agreements are signed according to Scouts Canada procedure.
4. An appropriate review has been conducted of the adventure site.
5. A completed hazard assessment, risk management plan and emergency response plan have been completed and are appropriate for the activity planned.
6. Parents have provided updated, accurate and timely contact, emergency and medical information appropriate for the adventure.
7. Parent/guardian consent forms are signed for Category 3 activities.
8. All participants have the appropriate skills, certifications and permits for the activity.
9. A plan is in place for Youth:Scouter ratio to be met at all times – including emergencies.
10. Scout and Venturer Scout adventures without Scouters are approved.
11. Equipment is inspected, appropriate and maintained for safe use.
12. The Transportation Standards are met, and a plan is in place to ensure they will continue to be met throughout the activity.

7. For all out-of-country travel, the Tour Permit section of the Adventure Application Form (AAF) must be completed.

8. Completed and signed Adventure Application Forms (AAF) and required attachments shall be submitted to the Group Commissioner **before** the adventure takes place.

9. An electronic copy of the Adventure Application Forms should be provided at minimum annually to the email address: aaf-archives@scouts.ca as part of the annual report submission.

Related Policies & Standards

- [Safety First Policy](#)
- [Membership and Registration Policy](#)
- [Transportation Standards](#)
- [Animals at Scout Properties and Activities Standards](#)
- [Emergency Management Standard](#)
- [Firearms and Weapons Standards](#)
- [First Aid Standards](#)
- [International Travel Standards](#)
- [Knives, Axes, Saws, Stoves, Lanterns and Other Camping Tools Standards](#)
- [Program Standard](#)
- [Prohibited Activities Standards](#)
- [Safety Equipment Standards](#)
- [Swimming Standards](#)
- [Shooting Sports Standards](#)
- [Watercraft Standards](#)
- [Winter Sports Standard](#)
- [Zip lines, Climbing Walls, Challenges and Rope Course Standards](#)

Related Procedures

- [Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure](#)
- [Contracts Procedure](#)
- [Non-member Individual Hold Harmless Agreement Procedure](#)
- [Volunteer and Employee Screening Procedure](#)
- [Incident Reporting Procedure](#)
- [Group Safety Leadership Guideline](#)

Resources

- [Adventure Application Form \(AAF\)](#)
- [Adventure Categories Matrix](#)
- [Emergency Preparedness and Response Guideline](#)
- [Emergency Response Plan Template \(ERP\)](#)
- [Program Quality Guide](#)

- [Parent / Guardian Consent Form](#)
- [Scouter Manual](#)
- Wood Badge I for The Canadian Path


Effective Date

March 2, 2019

Updates

May 22, 2019

October 4, 2019



EMERGENCY MANAGEMENT STANDARD

Background

The actions taken in the immediate stages of an emergency are critical. Whether it is a large scale event that potentially impacts our properties, meeting locations, or camps that requires a warning to members to evacuate or shelter: for example; in the recent flooding in Quebec or Calgary; the wildfires in BC; or the tornadoes in Saskatchewan or Ottawa. It can also be on a more local scale: for example: an indoor meeting activity, an outdoor event or short-term camp where there is a need to call for help to public emergency services. For Scouts Canada activities, youth, volunteers and employees are trained to administer first aid or perform CPR which can be lifesaving. However, emergencies are not limited to personal injury requiring emergency first aid – they can also impact our assets, properties, environment and / or reputation.

The most important step in Emergency Preparedness is planning. To develop an emergency response plan (ERP) the first step is to conduct a risk assessment to identify potential emergency scenarios – things that may realistically happen. This enables us to determine resource requirements and to develop plans and procedures to prepare our Groups, Sections or Councils. At the very least, every facility (meeting location, camp, Scouts Canada property) should develop and implement an emergency plan for protecting youth, volunteers, employees, visitors, contractors and anyone else in the facility. This part includes building evacuation (“fire drills”) or sheltering from severe weather such as tornadoes or wildfire.

The Scouts Canada Emergency Preparedness and Response Standard ensures our members can properly manage emergency situations that could impact our:

- youth, volunteers, parents, staff and other people
- environment
- assets (e.g. buildings, camps, machinery, vehicles, properties)
- financial condition
- reputation

Our Standards

1. This Standard applies to all departments, functions, councils, staff, volunteers, and those acting in support of our activities. It provides guidance for consistent, coordinated, and effective management of emergencies.

2. Emergency management: A formal process is in place for documenting, reviewing, assessing, and implementing an appropriate Emergency Response Plan (ERP) for all departments, functions, councils, staff, volunteers, and those acting in support of our activities.

3. This Standard ensures:

- a. Emergency Response Plans (ERPs) are written (documented), in place, appropriate, risk-based, and tested.
- b. Adequate resources (people, facilities, and equipment) are in place to implement those plans
- c. Training for those plans is completed (as appropriate)
- d. Assessment and maintenance of emergency preparedness are regularly conducted

4. Mandatory actions:

a. Emergency Preparedness

- i. Scouts Canada Properties, Camps and Councils will create, publish and maintain an ERP that addresses all credible and significant risk as appropriate.
- ii. Each Group and Section (e.g. Colony, Pack, Troop, Company and Crew) must create an ERP for their local meeting place(s) and for each Category 2 and 3 adventure activity (as part of the Adventure Approval Process). [Note – Category 2 and 3 activities are defined in the: Adventure Standard]

b. Emergency Response Plans (ERPs):

- i. All ERPs will be supported by a current (annual) risk and impact assessment
- ii. All section-specific ERPs will be formally documented and shared with the Group Commissioner.
- iii. All ERPs will be implemented and tested, at minimum annually, with appropriate routine training, exercises, and / or drills.
- iv. All ERPs will include:
 - 1. how to assess an emergency situation – specific to the prevailing risks
 - 2. plans to mobilize response personnel and agencies
 - 3. how to establish communication among everyone involved
- v. All ERPs will be:
 - 1. documented in appropriate detail commensurate with risk

1. documented in appropriate detail commensurate with risk
 2. integrated with business-continuity and crisis-management plans as appropriate and relevant
 3. readily available to appropriate personnel
 4. communicated to employees, volunteers, youth and parents as appropriate
 5. reviewed and revised when needed, especially after an emergency
- c. Emergency Response
- i. If an incident is determined to be an emergency, we declare an emergency and use our ERP

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Communication Standard](#)

Related Procedures

- [Incident Reporting Procedure](#)

Resources

- [ScoutSafe App](#)
- [ScoutSafe Incident Reporting User Guide](#)
- [Scouts Canada Incident Report Form](#)
- [Scouts Canada Online Support Centre FAQ](#)

In Development

- Emergency Preparedness and Response Guideline
- Emergency Response Plan Template

Effective Date

- Effective Date for Properties (Scouts Canada Camps, Offices) – June 30th 2020.
- Effective Date for all other Scouts Canada Properties – July 1st 2020

- Effective date all others (incl. Groups, Sections) – December 1st 2019.



FIREARMS AND WEAPONS STANDARDS

Introduction

With the exclusion of use in shooting sports, the possession and use of firearms are prohibited at Scouts Canada activities and on Scouts Canada property. Anyone wishing to possess or use firearms needs to request an exception to this Standard and request permission from the Executive Commissioner and CEO.

Our Standards

- These are the standards for the possession of firearms for safety reasons. A separate standard explains the use of firearms and weapons for shooting sports.
- Scouts Canada property standards explain the requirements for employees who possess firearms and reside on properties.
- We conduct risk and hazard assessments for all activities. We must consider the possibility of wildlife encounters.
- Firearms will only be considered during Scouts Canada activities or on Scouts Canada property where the risk of wild animal encounters that may jeopardize participant safety is high or extreme.
- The Group Commissioner must ensure that appropriate risk management and controls have been implemented prior to any request for a firearms exception.
- The Group Commissioner must ensure proper storage of the firearm and proof that the carrier, and authorised personnel, have a valid PALS license and firearms certificate as part of the risk management plan.
- The Council Relationship Manager must approve the request prior to requesting for an exception for possession or use of firearms from the CEO.
- To demonstrate that parents are informed and approve of the risk, each participant is required to present a completed Parent/Guardian Consent Form for Category Three Activities granting permission for youth to be in the presence of potential live firearms use during a Scouting activity.
- Once approved, all participants are to be informed of the presence of a firearm, its purpose, storage requirements, and those who are authorized access to it.

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Shooting Sports Standards](#)

Related Procedures

- [Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure](#)

Resources

- [Camping and Outdoor Activity Application](#)
- [The Parent/Guardian Consent Form for Category Three Activities and Out of Country Travel](#)
- [FAQs — Scouts Canada Online Support Centre](#)
- [Parks Canada Bear Safety](#)
- [Safely using bear spray](#)
- [Ontario Bear Safety](#)
- [Kananaskis Bear Safety](#)
- [Alberta Bear Smart Program](#)
- [How to Use Bear Spray — Banff National Park](#)

Effective Date

August 1, 2019

FIRST AID STANDARDS

Introduction

Scouts Canada is committed to fun, safe adventures. Every Scouting adventure requires an emergency response plan, which will include first aid and emergency medical care coverage. We believe that everyone involved in Scouts Canada activities should be prepared to provide emergency aid. Our goal should be for every youth to be appropriately competent in emergency aid to others. Particularly for Category 2 and Category 3 adventurous activities, youth should be prepared to respond to emergencies. This is part of our goal to prepare them for success in life.

Our Standards

1. The Group Commissioner approves all first aid requirements and reviews risk management plans for all camping and outdoor adventures.
2. First aiders must provide a copy of their certificate or have their current certification recorded in their profile in the membership database.
3. Names of the individuals designated as first aiders will be listed in the emergency response plan.
4. There shall be a minimum of one qualified first aider (Standard First Aid) at every activity, including the normal meeting place, where there are fewer than 25 participants. Scouts Canada recommends (but does not mandate) two first aiders in the event the first aider becomes the injured party.
5. There shall be at least two qualified first aiders at every Category 2 and Category 3 activity where there are fewer than 25 participants.
6. In all activities where there are 25-50 participants there shall be at least two qualified first aiders and one additional qualified first aider for every additional 50 participants.
7. The Scouter in Charge shall ensure that all activities and meetings shall have first aid equipment appropriate for the activity.
8. For all activities there must be a method and plan for emergency communications at all times.
9. For Category 2 and Category 3 activities not at the normal meeting place and are more three hours travelling time from a medical care facility or access route that can take an ordinary road going ambulance, there shall be at least one designated first

take an ordinary road-going ambulance, there shall be at least one designated first aider holding a current wilderness first aid certification.

10. For all Category 2 and Category 3 activities, the risk management plan must be discussed and approved by the Group Commissioner.
 - First Aid requirements are approved by the Group Commissioner as part of the Camping and Outdoor Adventures Applications procedure.
 - The Group Commissioner may require additional First Aid and/or Wilderness First Aiders commensurate with the activity risk.
11. Where Scouts, Venturer Scouts, and Rover Scouts are participating in activities without Scouters, the same standards for first aiders apply.
12. Scouts Canada recognizes standard First Aid training or equivalent that is recognized by provincial health and safety authorities.
13. Scouts Canada recognizes that some professions, by the nature of the job, will have a first aid element, for example; Nurses, Midwives, Police Officers, Medical Practitioners, Members of Armed Forces, Ambulance Care, etc. These professions may be exempt from undergoing more first aid training – subject to approval by the Group Commissioner.

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Scouts Canada recognizes the following agencies as authorities in first aid:

- [Canadian Red Cross](#)
- [St. John Ambulance](#)

Effective Date

September 1, 2019

Effective Date

March 2, 2019

GROUP SUPPORT STANDARDS

Introduction

Scouts Canada's goal is to ensure that all Groups receive appropriate support to execute the Mission locally and to consistently deliver on our promise to Parents and Youth. The Group Support Standard ensures a direct 'person-to-person' relationship between a Group and a Scouts Canada support representative. This relationship serves to cement ongoing alignment to Scouts Canada's Mission, improve volunteer engagement and promote consistent program facilitation.

The objective of the Group Support Standard is to ensure that:

- Group Support plans are developed and implemented with full alignment to Scouts Canada's priorities and each Group's needs; and
- Groups receive consistent and high-quality support that meets or exceeds the expectations of our Group Commissioners.

Our Standards

1. The Standard applies to all Councils, volunteers and employees that actively support Groups.
2. Scouts Canada believes that our Groups are the core delivery mechanism for our programs, and we must provide them with the support they need, when they need it, so that they are set up to successfully deliver on our Mission.
3. Relationship Managers (volunteer or employee) will be identified for the purposes of direct 'person-to-person' account management for Group Commissioners and Groups. Volunteer appointments are conducted as per the Appointment of Scouters Standard.
 - A Relationship Manager is defined as a volunteer or employee who formally acts as a mentor and coach that works directly with an assigned Group Commissioner(s) to enable them to deliver on Scouts Canada's strategic priorities at the Group and Section level.
4. Scouts Canada shall ensure the following minimum requirements of the Group Support are included in annual plans and implemented:

- All Groups are assigned a dedicated Relationship Manager who is their key point of contact with Scouts Canada, and who will be available to support the Group Commissioner whenever it's required or requested;
- Groups will be provided support to empower them to offer Scouting experiences to youth in their community, positively impacting Scouts Canada's Mission;
- Group Health will be reviewed at least annually with the Group Commissioner, Relationship Manager and other volunteers and/or employees as appropriate, for the purpose of creating a support plan.

5. Relationship Managers may provide additional or enhanced support to Groups based on the following criteria:

- The overall health of a Group, as determined by the Group Health Navigator;
- The tenure, competence and experience of the Group Commissioner;
- The number of youth participating in Scouting programs within the Group;
- The retention rate of both youth and Scouters within the Group;
- The growth and retention rates for youth members participating in the Group's programs over the past 3-5 years; and
- The potential to increase the Group's impact in its community, based on capacity to enroll more youth and the quality of its program.

6. The support provided to each Group will be reviewed annually.

Related Policies & Standards

- [Key 3 Shared Leadership Policy](#)
- [Volunteer Screening Policy](#)
- [Membership and Registration Policy](#)
- [Discipline, Temporary Suspension and Termination of Membership Policy](#)
- [Appointment of Scouters Standards](#)

Resources

- [Group Manager Playbook](#)
- [Group Health Navigator](#)
- [Group Support Centre](#)

Group Support Center

- Group Support Scouter Job Description
- Five Priorities

Effective Date

September 2, 2019

INTERNATIONAL TRAVEL STANDARDS

Introduction

Except for participants in World Scout Jamboree and Moot contingents, travel permits are required for all travel outside Canada, regardless of the duration of the trip or distance travelled.

Our Standards

International Travel Permit

1. A separate International Travel Application is required for each trip outside Canada.
2. Group Commissioners may approve international travel of up to three nights and up to 500 kilometres from home.
3. Before approving international travel, the Group Commissioner will ensure:
 - a. Contracts and agreements are signed according to Scouts Canada procedures
 - b. All waivers, hold harmless, and indemnification agreements are dealt with according to the Third Party Waivers, Hold Harmless and Indemnification, Agreements Procedure
 - c. A risk management plan is submitted along with an emergency plan
 - d. All Scouters, parents/guardians, and other adult resource people are screened according to Scouts Canada procedures
4. In addition, the Group Commissioner will ensure each participant has:
 - a. A valid passport or equivalent document^[1]. The Government of Canada advises that passports need to be valid for up to six months after the scheduled date of return to Canada
 - b. Travel medical insurance
 - c. Trip cancellation and interruption insurance if the adventure involves commercial or charter travel by air, sea, or ground
 - d. Parent/Guardian Consent Form, signed by both parents, for each person under 18 years of age. The Scouter in charge will take these forms on the adventure

e. Completed a Physical Fitness Form

5. Group Commissioners shall submit International Travel Applications, for trips more than three nights or 500 km from home, to internationaltravel@scouts.ca, for approval.

6. All International Travel Applications must be submitted at least six weeks in advance.

International Letters of Introduction

7. An International Letter of Introduction may be obtained for individuals travelling outside of Canada. Such letters are issued by Council offices on a standard form from the World Organization of the Scout Movement. The only purpose of the International Letter of Introduction is to identify the carrier as a registered member of Scouts Canada. The letter conveys no special privileges.

[1] Current USA requirements https://help.cbp.gov/app/answers/detail/a_id/1280/~/-/children—traveling-into-the-u.s.-as-canadian-citizen

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Requirements for Section Scouters Standards](#)

Related Procedures

- [Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure](#)
- [Contracts Procedure](#)
- [Volunteer and Employee Screening Procedure](#)

Resources

- [International Travel Application](#)
- [Physical Fitness Form](#)
- [Scouts Canada International Programs Information](#)
- [Government of Canada Travel Advice and Advisories](#)
- [FAQs — Scouts Canada Online Support Centre](#)

- [FAQs](#) [Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



KNIVES, AXES, SAWS, STOVES, LANTERNS AND OTHER CAMPING TOOLS STANDARDS

Introduction

Many tools are available that can make camping experiences easier and more comfortable, including knives, multi-purpose tools, axes, saws, camping stoves, lanterns, and other camping tools. To use and maintain these tools safely requires training, skill, and respect.

Our Standards

1. Before members (youth and adult) use knives, axes, saws, camp stoves, lanterns, and other camping tools, the Scouter in charge shall ensure that:
 - a. A risk management plan is in place to manage hazards to within reasonable risk control (as low as reasonably practical)
 - b. Youth are introduced to equipment with the appropriate safety knowledge and supervision
 - c. The equipment is properly maintained and all safety features are in place and verified
 - d. All members have the appropriate and necessary skills and experience to safely use the equipment
 - e. Tools will be used in the right place, at the right time, with the right tool for the right job, with the right training and skills, and the right supervision
2. For program activities, members may only use knives with blades 10 centimetres long or less.
3. All other knives must be approved by the Group Commissioner based on a program plan and appropriate risk management plan.
4. For food preparation, members using knives are advised to wear cut-resistant gloves. At a minimum, the Scouter in charge must ensure tools being used in food preparation will be used in the right place, at the right time, with the right tool for the right job, with the right training and skills.

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)

Resources

- [Don't Be On The Cutting Edge of Knife Safety](#) (Scouts Canada Safety Tip Sheets)
- [Knife Safety Fact Sheet](#) (The Scout Association)
- [Stove and Lantern Safety](#) (Scouts Canada Safety Tip Sheets)
- [Safe Culinary Adventures](#) (Scouts Canada Safety Tip Sheets)
- [Axe and Saw Safety](#) (Scouts Canada Safety Tip Sheets)
- [Scout Safety Permits](#) (Available from the Scout Shop)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

Updates Date

April 2, 2019



PROGRAM STANDARD

Introduction

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Developed by Scouts Canada, this well-rounded program offers youth aged 5 to 26 an opportunity to experience new things, to have more adventures, and to develop into confident and capable individuals better prepared for success in the world. From Beaver Scouts to Rover Scouts, the Scouts Canada Program brings Scouting back to its roots by using the Scout Method as its basis. The Scouts Canada's program is titled 'The Canadian Path'.

The purpose of this (Canadian Path) Program Standard is to outline the minimum requirements and expectations to deliver, and fully implement, the Canadian Path program.

Our Standards

1. The Standard applies to all Councils, Groups, Sections and other Scouts Canada activities and programs which actively deliver the (Canadian Path) Program to youth participants (e.g. Summer Camps, events, jamborees and adventures).
2. The objective of this Program Standard is to ensure that plans are developed and implemented with full alignment to the Canadian Path program, to ensure consistency, and high-quality program delivery to meet and exceed the expectations of our parents and youth.
3. The Program Standard (requirements): Commissioners and Section Scouters shall ensure the following minimum requirements of the (Canadian Path) program are included in annual section plans and implemented in regular section meetings:
 - a. The Four Elements of the Canadian Path:
 - Youth-led
 - Plan-Do-Review
 - Adventure
 - SPICES (Social, Physical, Intellectual, Character, Emotional and Spiritual development)

b. The six Program Areas:

1. Environment & Outdoors
2. Leadership
3. Active & Healthy Living
4. Citizenship
5. Creative Expression
6. Beliefs & Values

c. The Scout Method as expressed through the following components:

- The Scout Promise and Law:
- Learning by Doing
- Personal Progression
- The Patrol (Team) System
- Scouter Support
- Nature
- Community Involvement

4. Group Commissioners and Contact Scouters ('Scouters-in-Charge') are responsible for ensuring:

a. The program is directed by youth members – with support and facilitation from Scouters.

- Youth are involved, engaged and committed to the outcomes of the Plan-Do-Review process in an age-appropriate way.
- Programs are conducted in small teams using the Patrol (Team) System as described in the Scout Method.
- Every youth has age-appropriate leadership opportunities.

b. The Plan-Do-Review process is used for all Scouting activities.

- Sections have short-term, seasonal, and long-term Program plans
- Program quality is reviewed seasonally using both the Canadian Path Navigator and the Program Quality Assurance (PQA) processes.
- Youth are involved in program review wherever practical.
- Program plans are communicated to stakeholders.

c. Scouting activities are adventurous which offer new or unique experience for youth.

- Programs are conducted safely – consideration is given to both physical and emotional safety of all members.
- Activities will address one or more Program Areas.
- Activities will utilise, where appropriate, the Outdoor Adventure Skills (OAS).
- Youth are offered to participate in activities across all six Program Areas

annually.

d. Personal progression and growth are expressed using the SPICES.

- Personal progression is reviewed with each youth member and Top Section Award participation is both encouraged and supported.
- Parents are encouraged to be engaged in their child/children's personal development

Related Policies & Standards


- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Knives, Axes, Saws, Stoves, Lanterns and Other Camping Tools Standards](#)
- [Swimming Standards](#)
- [Shooting Sports Standards](#)
- [Watercraft Standards](#)

Resources

- The Scouter Manual
- The Canadian Path Playbook
- Outdoor Activity Skills (OAS)
- Program Quality Guide
- Trail Cards
- Scouters' Tips
- Wood Badge I for The Canadian Path
- [Scouts Canada Online Support Centre FAQ](#)

Effective Date

October 1, 2019



PROHIBITED ACTIVITIES STANDARDS

Introduction

Challenging young people to go outside their comfort zone contributes to their social, physical, intellectual, character, emotional, and spiritual development. We are responsible for the safety of the young people who participate in our activities. Certain activities, because of their inherent risks, are not permitted for Scouting.

If you are in doubt, discuss the program activity with the Council Key 3.

Our Standards

The following activities are prohibited:

1. On- and off-road motorized vehicle rallies and speed races
2. Power-boat races or speed rallies
3. Parachuting, parasailing, base jumping, hang gliding, and similar activities
4. Flying ultralight and experimental aircraft and similar activities
5. Bungee jumping
6. Paint ball or other activities where a projectile is aimed at a person
7. Trampolining

Related Policies & Standards

- [Safety First Policy](#)
- [Shooting Sports Standards](#)
- [Firearms and Weapons Standards](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

SAFETY EQUIPMENT STANDARDS

Introduction

Safety equipment is a special category of equipment that requires extra attention and, in some cases, may be covered by regulations or require that the responsible Scouter have additional training or certifications.

Our Standards

1. Scouters are responsible for:
 - a. Verifying the required safety equipment, including gloves, eyewear, and safety harnesses, for each activity
 - b. Ensuring that all participants (youth, Scouters, parents, other adults) use the safety equipment
2. Helmets – Everyone (youth and adult) must wear a helmet appropriate for the activity when participating in the following:
 - a. Cycling, skating, rock climbing, skateboarding, skiing, snowboarding, tobogganing and ziplining.
 - b. All activities in which there is the potential for an incident that could lead to a serious head injury.
3. Life jackets and personal floatation devices (PFD's) – All persons engaged in boating activity, including rowing, canoeing, sailing, boardsailing, paddle boarding, motor boating, waterskiing, rafting, tubing, and kayaking, must wear properly fitted Transport Canada-approved life jackets or personal floatation devices.

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Watercraft Standards](#)
- [Knives, Axes, Saws, Stoves, Lanterns and Other Camping Tools Standards](#)

Resources

- [Scouts Canada Safety Tips](#)
- [Parachute Canada](#) – a national charitable organization dedicated to preventing injuries and saving lives
- [Transport Canada – marine safety – small vessels, pleasure craft](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



SHOOTING SPORTS STANDARDS

Introduction

Shooting sports are Category 3 activities (stop, be alert, check things carefully before proceeding). These standards help organizers ensure the safety of all participants.

Our Standards

1. Beaver Scouts may not participate in shooting sports activities.
2. Scouters are responsible for knowing and obeying provincial and municipal range shooting regulations. Activities in which a projectile is aimed at another person are prohibited.
3. Cub Scouts, Scouts, Venturer Scouts, and Rover Scouts may practise range shooting with slingshots, longbows and crossbows according to the laws of Canada. The range shooting program must comply with all provincial and municipal regulations and satisfy Scouts Canada requirements for safe Scouting.
4. Scouts, Venturer Scouts, and Rover Scouts may practise firearms range shooting with a lawful barreled weapon from which any object, shot, or bullet is thrown or can be discharged according to the laws of Canada. The firearms range shooting program must comply with all provincial and municipal regulations and satisfy Scouts Canada requirements for safe Scouting.
5. Firearms range shooting is a Category 3 activity. The Parent/Guardian Consent Form for Category Three Activities and Out of Country Travel is required.
6. Scouts, Venturer Scouts, and Rover Scouts may practise range shooting with weapons not covered above, according to the laws of Canada.
 - a. This includes catapults, trebuchets, and similar weapons
 - b. Potato cannons are not permitted
 - c. Scouters must demonstrate to the Council Relationships Manager's satisfaction that a proposed range shooting program complies with all provincial and municipal regulations and satisfies Scouts Canada requirements for safe Scouting.

Related Policies & Standards

- [Safety First Policy](#)
- [Prohibited Activities Standards](#)
- [Camping and Outdoor Adventures Standards](#)

Related Procedures


- [Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure](#)

Resources

- [Shooting Club and Range Shooting Regulations of Canada](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



SWIMMING STANDARDS

Introduction

Scouts Canada is committed to fun, safe adventures and using the water as an integral component of our outdoor learning environment. We believe that everyone involved in Scouts Canada should have the opportunity to be appropriately competent in swimming-related emergency aid to others e.g. National Lifeguard Standard, Bronze Cross or equivalent certification. This is part of our goal to prepare youth for success in life.

When Sections organize swimming activities, including as part of an aquatic activity (e.g. canoe expedition), it is the responsibility of the Group Commissioner to ensure that the person(s) in charge is competent to lead the activity in the waters to be used and to ensure that the standards that follow are observed.

Our Standards

1. These standards apply to public and private facilities.
2. The Group Commissioner approves all aquatic and / or swimming-activities and reviews risk management plans prior to commencement for all camping and outdoor adventures as part of the Camping and Outdoor Adventures Applications procedure.
 - a. Aquatic / Swimming activities include, but are not limited to: swimming, paddling, canoeing, kayaking, windsurfing, paddle-boarding, boating and sailing.
3. All Scouting sections may participate in aquatic / swimming activities at public / municipal pools, established waterfronts (e.g. at Scouts Canada established camps and properties, provincial parks, conservation areas, municipal beaches) and third-party aquatic facilities, when the facility is:
 - i. Staffed by aquatic personnel;
 - ii. Follows appropriate provincial/territorial regulations; and,
 - iii. Has lifesaving equipment readily available.

In addition, for Beaver Colonies: the Scouter-in-Charge will ensure:

- a. The ratio of Colony youth to Scouters and parents/other adult helpers shall be 3:1

b. Scouters and parents/other adult helpers must be within arm's reach of Beaver Scouts

4. Packs, Troops, Companies, and Crews may participate in swimming and aquatic activities at pools and waterfronts **not supervised** by certified lifeguards. The specific requirements depend upon the level of training and supervision available, either: (1) **With** qualified Aquatic Activity Supervisors, or (2) **Without** qualified Aquatic Activity Supervisors.

With qualified Aquatic Activity Supervisors

a. At least two aquatic activity supervisors for groups of between 1 – 25 swimmers must be on duty, positioned in the designated aquatic activity or swimming area.

i. An additional aquatic activity supervisor is required for every additional 25 swimmers.

b. The minimum qualification for an aquatic activity supervisor is a current Life Saving Society Bronze Cross (must be current within the last 24 months).

c. Aquatic activity supervisors must provide a copy of their certificate to their Group Commissioner or appropriate supervisor.

i. Youth who are being asked to assume an Aquatic supervisor role for an activity should be informed of the expectation and their parents should give consent.

d. Where both designated aquatic activity supervisors are below the age of majority, a Scouter (age 18 or older) must be designated as a Lookout Scouter **in addition** to the aquatic supervision.

i. Lookout Scouters provide additional supervision to swimmers from the pool deck or the shore at a waterfront. Lookout Scouters are dedicated to this task and are "on duty" (not cooking/multitasking/in the water swimming).

e. Before beginning a swim period, the safety of the swimming area shall be established, clearly defined and communicated to the Group.

i. When establishing the safety of the swimming area, all hazardous features should be considered and avoided: fast flowing rivers, proximity to waterfalls / rapids, proximity to debris, contaminated waters or weather-related events e.g. thunderstorms.

ii. In non-established waterfront areas, Scouts Canada recommends all swimmers to have some type of appropriate footwear (e.g. water shoes or well secured

sandals etc.)

f. Each swimmer must complete a swim test annually in conditions that represent the aquatic activity. The swim test is composed of 2 parts:

i. Swim 50 meters: continuous swimming, unaided, without touching the sides or bottom

ii. Tread water for one minute – immediately following the 50 meter swim.

g. Participants who do not pass the swim test may still participate, providing they wear a Personal Flotation Device (PFD).

h. Aquatic activity supervisors will be identified to the swimmers prior to the commencement of swimming activities, and suitable attire is to be worn by the supervisors while on duty

i. All swim groups must be organized under the paired “buddy system”

Without qualified Aquatic Activity Supervisors e.g. while adventure camping, backpacking, canoe, kayak or sail tripping at a non-established waterfront.

a. **All swimmers** must wear an approved, properly fitted, personal flotation device (PFD) or life-jacket at all times.

b. At least two Scouters (age 18 or older) who act as Lookout Scouters for groups of 1 – 16 swimmers positioned in the designated aquatic activity or swimming area.

i. An additional Lookout Scouter is required for every additional 8 swimmers.

c. Before beginning a swim period, the safety of the swimming area shall be established, clearly defined and communicated to the group.

d. Lookout Scouters will be identified to the swimmers prior to the commencement of swimming activities, and suitable attire (“ready to assist/intervene in the water”) is to be worn by the supervisors while on duty.

e. Swimming capability of all swimmers must be known, and appropriate risk management considered. Swim tests are recommended, but not mandated.

f. All swim groups must be organized under the paired “buddy system”

5. The minimum rescue equipment required for **all aquatic activities** is:

a. First aid kit and related rescue equipment readily available that meets provincial or territorial requirements

b. A communication device (e.g. cellular phone or radio) to contact emergency services

c. A buoyant throwing assist attached to a line that is at least six millimetres in diameter and 15 metres in length.

6. Standing, exploring or playing in shallow water where the water level is approximately below mid-calf on all participants and safety of the swimming area has previously been established (e.g. slow-moving river, lake edge, wading pool, etc.) is permitted for all Beavers, Cubs, Scouts, Venturers and Rovers without additional personal flotation device (PFD) or life-jacket.

- Follow the supervision requirements specified for swimming in Sections 1 – 5.

[1] [Live Saving Society](#)

[2] [Volunteer screening procedure](#)

[3] [Life Saving Society](#)

[4] [Life Saving Society](#) recommends on backcountry trips that a throw bag with a 15 m is acceptable

Related Policies & Standards

- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)

Related Procedures

- [Volunteer and Employee Screening Procedure](#)

Resources

- [Emergency Response Plan](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

September 1, 2019

Updates

June 21, 2019



TRANSPORTATION STANDARDS

Introduction

Parents are responsible for arranging transport of their children to and from Group and Section Scouting adventures. When we (Sections, Groups, Councils) arrange for transportation for a Scouting adventure, the following applies:

- Use of public or chartered commercial carriers is recommended
- Private vehicles should carry a minimum of \$2 million third party liability insurance
- Anyone using a private vehicle should carry personal umbrella liability through their homeowners or tenants insurance equivalent to \$1 million per passenger

Our Standards

1. Parents are responsible for arranging transportation of their children to and from Scouting adventures. Parents may arrange transportation by family members or other parents taking children to and from the activity.

2. *Supervision*

1. The Two Scouter Rule applies in all situations where Scouters are with youth, including while transporting youth.^[1]

3. *Chartered Commercial Transportation (Ground, Water, Air)*

1. The Scouter in charge must confirm that the owner, the vehicle(s), and operator(s) are correctly licensed and adequately insured in accordance with the laws of the province or territory in which the vehicles are being operated.
2. Charter air flights organized in the name of Scouts Canada must be approved by the Executive Commissioners and Chief Executive Officer^[2].

4. *Commercial Transportation (Ground, Water, Air)*

1. For travel outside Canada, see the International Travel Standards.
2. When travelling in Canada, the value of trip interruption insurance needs to be investigated.

5. *Rented Vehicles*

1. Vehicles rented or leased for Scouting adventures are not covered by Scouts Canada.

1. Vehicles rented or leased for Scouting adventures are not covered by Scouts Canada insurance.
2. Groups renting vehicles shall arrange third party liability and collision insurance with the rental company or with a qualified insurance broker to make sure they are adequately insured.^[3]
3. It is not permitted to rent passenger vans seating more than 10 persons.

6. *Private Vehicles*

1. Scouts Canada's insurance does not protect owners/drivers of privately owned vehicles used during or to and from Scouting adventures. Anyone driving Scouting members does so at their own risk. Scouts Canada insurance does not cover:
 1. Third-party liability claims
 2. The cost of damage to privately owned automobiles
 3. Deductible amounts, loss of discounts, or loss of use
2. The Scouter in charge must confirm that private vehicles are licensed and insured and operated by correctly licensed and insured operators.

7. *Private Aircraft*

1. Private aircraft, not licensed or insured for commercial use, are not permitted to transport Scouts members on adventures.

^[1] See [Two Scouter Rule](#)

^[2] See BP&P 19002

^[3] Carefully investigate the limits of credit card rental vehicle insurance before depending on it. There may be limits on the size of vehicle the coverage applies to and exclusions for transporting non-family members. The renter may be personally responsible for the damages while the credit card insurer investigates the claim. The rental vehicle company insurance may be more expensive but it may be the simplest and most reliable option.

Related Policies & Standards


- [Safety First Policy](#)
- [Requirements for Section Scouters Standards](#)
- [Camping and Outdoor Adventures Standards](#)
- [International Travel Standards](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



WATERCRAFT STANDARDS

Introduction

Whether paddling, sailing, or enjoying another kind of watercraft activity, being out on the water is fun for Scouting youth of all ages. Safety is always our first consideration.

Our Standards

1. When Scout Councils/Groups provide watercraft programs/activities, it is their responsibility to ensure that the person(s) in charge is competent to operate a watercraft program activity on the waters to be used, and to ensure that the regulations that follow are observed.
2. When Sections provide watercraft programs/activities, it is the responsibility of the Group Commissioner to ensure that the person(s) in charge is competent to operate a watercraft program activity on the waters to be used.
3. The following standards must be met for all watercraft activities.
 - a. Watercraft used for Scouting purposes must meet Transport Canada/Coast Guard regulations. In addition to the regulations of Transport Canada/Coast Guard, watercraft used for Scouting purposes must:
 - i. Be equipped with painters or end loops
 - ii. Carry a spare plug, if equipped with drain holes
 - b. Each small watercraft, if full of water, must be capable of remaining afloat supporting its occupants (this may necessitate the addition of buoyancy materials)
 - c. When travel at night is necessary, watercraft not required by law to carry navigation lights must be equipped with a flashlight or lantern in order to make their presence known
 - d. Members taking part in watercraft activities must have a knowledge of hypothermia, its symptoms, and treatment
 - e. Scouts Canada Safety Equipment Standards apply to watercraft activities
 - f. Scouts Canada Swimming Standards apply to all watercraft activities (including but not limited to: paddling, canoeing, kayaking, windsurfing, paddle-boarding, boating and sailing).

Related Policies & Standards

- [Safety First Policy](#)
- [Safety Equipment Standards](#)

Resources


- [Emergency Response Plan](#)
- [Lifejackets and PFDs safety tip](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

Updates

August 27, 2019



WINTER SPORTS STANDARD

Introduction

To embrace winter is to be Canadian! Some of the most challenging adventures in Canada can be during winter – where we test both our resolve, survival and adventure skills and our good judgement. Scouts Canada believes all youth should have the experience of knowing how to embrace winter: have fun and enjoy the outdoors in the winter months.

Winter camping is an experience available to all youth of all ages, with progressively more adventure and challenge for older sections. In addition to winter camping, winter sports and outdoor adventures present opportunities for leadership and personal skill development, accessible through Scouting, and often a first for many youth: cross-country skiing, ice skating, sledding, ice fishing, and snowshoeing. Essential ingredients for fun include skill training and an awareness of the hazards unique to these activities. Snow conditions, hazardous terrain, special clothing needs, and emergency survival are important issues for a safe and successful experience.

Our Standards

This standard should be used as an addition / extension to the Adventure standards for winter conditions.

1. The Standard applies to all Councils, Groups and Sections conducting adventure activities in winter conditions.
2. The objective of this Standard is to ensure that all winter-condition adventure plans are developed and implemented with full alignment to Scouts Canada's expectations of safety, planning and preparation, adventure and high-quality program delivery to meet and exceed the expectations of our parents and youth.
3. The Group Commissioner and Scouter-in-Charge ensures:
 - a. All winter activities must be supervised by a designated person who is experienced in the particular skills and equipment involved in the activity.
 - *Note: In most instances this will be the designated Scouter-in-Charge. In instances where older youth are unsupervised (e.g. Venturers) – there must be a designated youth who is suitably experienced.*

- b. The Group Commissioner should satisfy themselves that appropriate supervision has been considered depending on the number of participants, the type of activity, and environmental conditions.
 - *Winter sports activities embody intrinsic hazards that vary from sport to sport and may require different risk management for the elimination or reduction of risk.*
- c. All participants know, understand, and respect the rules and procedures for the planned safe winter activity. The applicable rules should be presented and learned before the outing, and all participants should review them just before the activity begins.
- d. Participants are aware of the potential hazards of any winter sport before engaging in it.
 - *Scouters should emphasize preventing accidents through adherence to safety measures and proper technique.*
- e. Appropriate personal protective equipment is available for all activities. This includes the use of helmets for all participants engaged in winter sports in which there is the potential for an incident that could lead to a serious head injury. The use of helmets is required, by all participants, for the following winter activities: skating, downhill skiing, snowboarding and tobogganing.
 - *For winter sports such as skiing and snowboarding, that utilize specialized equipment, it is essential that all equipment fit and function properly.*
- f. The Scouter-in-Charge is familiar with the physical circumstances of each youth participant and make appropriate adjustments to the activity or provide protection as warranted by individual health or physical conditions.
- g. When youth are engaging in downhill activities such as sledding or tobogganing, plans are in place to minimize the likelihood of collision with immobile obstacles.
 - *Use only designated areas where rocks, tree stumps, and other potential obstacles have been identified and marked, cleared away, shielded, or buffered in some way.*

4. Completed and signed Adventure Application Forms (AAF) and required attachments shall be submitted to the Group Commissioner before the adventure takes place.

5. Scouts Canada Adventure Standards apply to all winter-conditions adventures (including but not limited to: snow-shoeing, winter hiking, ice-climbing, skiing, ice-fishing, tobogganing and sledding).

Special Considerations:

Like all adventures there is a need for planning, but in winter, there are special considerations that need to be considered^[1]:

1. **Competent Supervision.** The Scouter in Charge should have sufficient experience (and training where practical and appropriate) in the type of adventure being planned.
2. **Equipment.** Winter conditions present unique gear-selection and menu planning challenges. Special attention must be given to individual and group gear selection. A gear list should be provided to all participants by an experienced Scouter, and a discussion of gear held with all participants prior to the adventure. When sleeping in unheated tents or structures, Scouters should consider inspecting the gear of inexperienced youth. Special attention should be given to menu planning to ensure sufficient calories for cold- and wet-weather conditions. Equipment should be checked to ensure good condition for the activity and proper maintenance while in use. Scouts should be adequately clothed, and camping gear should be a suitable quality and weight.
3. **Physical Fitness.** Scouters and youth should be suitably fit for the activity. Periodic rests while building snow caves and engaging in other strenuous cold-weather activities will help prevent accidents and overheating. A focus on staying hydrated during winter activities is essential.
4. **Buddy System.** All youth should be in a minimum of pairs.
5. **Planning.** Winter offers different challenges – variable weather, snow and ice conditions, cold rain or sleet, water access, fire and survival materials availability, and low temperatures. Activities must follow a plan that has been conscientiously developed, and special attention must be giving to gear and menu selection. Distances traveled in winter significantly vary by mode of transport, prevailing conditions and experience.
6. **Safe Camping.** The site must be assessed to determine whether an area for winter camping is well-suited and free of hazards (not normally present in spring or summer) e.g. Proximity to lake ice, dead overhanging trees, drifting snow, crevasses, avalanche fans etc.
7. **Weather Readiness.** Weather conditions, potential hazards, and the appropriate responses should be understood and anticipated – plan for change. Snow and ice conditions can vary widely with temperature and other conditions. Before engaging in activities such as snow caving or walking onto lake ice a qualified Scouter must test or otherwise verify that conditions are safe for the activity.
8. **Discipline.** Rules are effective only when followed. All participants should know, understand, and respect the rules and procedures for a safe winter camping

experience. Applicable rules should be discussed prior to the outing and reviewed for all participants when leaving for the winter campout.

[1] Adapted after the Boy Scouts of America – National Cold-Weather Camping Development Center at Northern Tier- www.ntier.org. Visit this site for comprehensive winter camping preparation information.

Related Policies & Standards


- [Safety First Policy](#)
- [Camping and Outdoor Adventures Standards](#)
- [Emergency Management Standard](#)
- [First Aid Standards](#)
- [Incident Management Standard](#)
- [Knives, Axes, Saws, Stoves, Lanterns and Other Camping Tools Standards](#)
- [Transportation Standards](#)
- [Safety Equipment Standards](#)

Resources

- [Leave No Trace Principles \(http://www.leavenotrace.ca/principles\)](http://www.leavenotrace.ca/principles)
- [BSA Winter Adventure Advisor's Guide: \(https://filestore.scouting.org/filestore/NorthernTier/pdf/2018_19_Winter/2018_2019_OI\)](https://filestore.scouting.org/filestore/NorthernTier/pdf/2018_19_Winter/2018_2019_OI)
- [Link to HydroOne / Parachute – Helmet selection](#)
- [Scouts Canada Online Support Centre FAQ](#)

Effective Date

October 1, 2019



KEY 3 SHARED LEADERSHIP POLICY V2

Approved by Board of Governors: November 16, 2019

Purpose

Explains the shared leadership approach used by Scouts Canada at the Council and National levels.

Commitment

We use a shared-leadership approach called the Key 3 model.

The Key 3 model helps us to:

- Strengthen decision-making
- Ensure that all stakeholder perspectives are regularly taken into consideration
- Establish a prominent role for youth in management and decision-making throughout the organization

Our Policy

1. We at Scouts Canada use the Key 3 model at the Council and National volunteer levels.
2. The model is structured as an equal three-way partnership among three Scouts Canada members: a professional Scouter (staff), a Youth Commissioner (youth), and a volunteer Commissioner.
3. Youth members can assume any of the leadership opportunities in a given Key 3.
4. We encourage qualified youth members to aspire to, apply for, and be appointed to any role in the organization, from Section Scouter to National Commissioner.
5. Members of a Key 3 share their responsibilities and partner appropriately with each other to coordinate their strategy, actions, and communications with volunteers, employees, youth members, parents, community partners, donors, governments, media, governance bodies, and other stakeholders.
6. Each Key 3 is tasked with managing their team in accordance with the policies and strategic directions set out by the Board of Governors. They are accountable to the Key 3 more senior to them; the National Key 3 is directly accountable to the Board of Governors. To do so, each Key 3:

- a. Adopts regular operating goals and business plans consistent with Scouts Canada's approved strategic directions.
- b. Ensures standards and practices are in place to support fun, safe, quality programs that engage all members — youth and adult, volunteer and employee.
- c. Appoints, evaluates, and supports the leadership of the Groups or Councils for which they are responsible.

Related Bylaws

- [Article II — Members](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)


Approved

November 16, 2018

Effective Date

March 2, 2019

Updates

- V2: Nov 16, 2019 Edited to remove the term "area"
 - V1: May 5, 2018 Approval of original document
- 

SAFETY FIRST POLICY

Board of Governors Approved May 5, 2018

Purpose

Since adventure always carries some element of risk, this policy outlines how we plan for safety and manage risk.

Our Commitment

Safety is top of mind in all we do. We plan, conduct, and review our programs so all members have adventures where nobody gets hurt.

We care deeply about the safety of all members.

Our Policy

1. We empower our members to be safety leaders, for themselves and for others.
2. We ensure members — youth and adults — focus on identifying and managing risk as an essential part of their activities.
3. We use the plan-do-review process^[1] as a tool to identify and manage risks.
4. We believe all incidents are preventable; therefore, we learn from incidents, so we can prevent them from happening again.
5. Since we care about each other, we discuss safety performance in terms of the impact on people, not simply metrics.
6. We provide resources and training to all of our members to help plan safe, fun adventures and activities

Related Policies & Standards

- Drug and Alcohol Policy
- Property Policy
- Discipline, Temporary Suspension and Termination of Membership Policy
- Member Disclosure Protection (Whistleblower) Policy
- Youth Protection Policy
- Animals at Scout Properties and Activities Standards
- Camping Facilities Standards
- First Aid Standards
- Knives, Axes, Saws, Stoves, Lanterns and Other Camping Tools Standards
- Prohibited Activities Standards
- Safety Equipment Standards
- Shooting Sports Standards
- Firearms and Weapons Standards
- Transportation Standards

Related Procedures

- Complaint Procedure
- Contracts Procedure
- Non-member Individual Hold Harmless Agreement Procedure
- Temporary Suspension and Termination Procedure
- Third Party Use of Scouts Canada Property Procedure
- Third Party Waivers, Indemnification and Hold Harmless Agreements Procedure
- Volunteer and Employee Screening Procedure


Resources

- Camping and Outdoor Activities Application Form
- Emergency Plan / Action Plan
- FAQs — Scouts Canada Online Support Centre

Effective Date

March 2, 2019

[1] There are Four Elements that make up The Canadian Path:

- Youth-led: The program is directed by its youth members — not the Scouters.
 - Plan-Do-Review: A three-step process that informs all activities in the Canadian Path program.
 - Adventure: Scouts explore new things, share new ideas, learn new skills and create new paths.
 - SPICES: Social, Physical, Intellectual, Character, Emotional and Spiritual are the six dimensions of personal development for the Canadian Path program.
- 

APPOINTMENT OF SCOUTERS STANDARDS

Introduction

The selection and appointment of Scouters is an essential element of the Scout Method. Adult support is one of the elements of the Scout Method. Scouts Canada engages youth, involving them throughout their formative years in a non-formal educational process, using the Scout Method. Each individual is the principal agent of their development as a self-reliant, supportive, responsible, and committed person.

Our Standards

1. Scouters are volunteers at least 14 years of age.
2. All Section Scouters and Group Committee Scouters are appointed by a Group Commissioner after completing all registration, volunteer screening, and mandatory training requirements.
3. All non-Section and non-Group Committee Scouters are appointed by the appropriate commissioner within the Council Key 3 or delegate after completing all registration, volunteer screening, and mandatory training requirements.
4. Council Key 3 Members, National Support Scouters and National Shared-Service Scouters are appointed by a member of the National Key 3 or delegate after completing all registration, volunteer screening, and mandatory training requirements.
5. In the case of Venturer Companies and Rover Crews, the members should be involved in the selection of their Section Scouters.
6. Commissioners must satisfy themselves that the individual:
 - a. Behaves in daily life in ways that indicate personal beliefs that are in keeping with the Principles and Practices of Scouting and is prepared to affirm that through the Scouters Promise
 - b. Commits to helping achieve the Mission of Scouts Canada
 - c. Has the ability to work harmoniously with the members of their Section and to co-operate with others

-
- d. Has demonstrated the appropriate attitude and has, or is willing to acquire, skills and knowledge for the job
 - e. Is willing to develop their leadership and program skills through training, coaching, or self-directed learning
 - f. Is prepared to give the time to do the job effectively, including engaging in necessary development
 - g. Meets all of the requirements to be a registered member of Scouts Canada
7. All appointments are annual. Reappointment is based on satisfactory performance and adherence to the Code of Conduct. Group Commissioners may not renew an appointment, if:
- a. The Scouter no longer wishes to be a member
 - b. The Scouter fails to carry out their responsibilities satisfactorily.
8. Discipline and Performance Management is conducted as per the Discipline & Performance Management Procedure.

Related Policies & Standards

- [Human Resources Policy](#)
- [Volunteer Screening Policy](#)

Related Procedures

- [Volunteer and Employee Screening Procedure](#)
- [Discipline and Revoking Appointment Procedure](#)

Resources

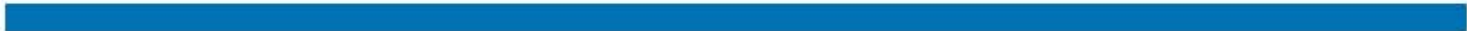
- [FAQs — Scouts Canada Online Support Centre](#)
- [Volunteer Job Descriptions \(in development\)](#)

Effective Date

March 2, 2019

Policy Updates

September 6, 2019



DISCIPLINE, TEMPORARY SUSPENSION AND TERMINATION OF MEMBERSHIP POLICY

Board of Governors Approved May 5, 2018

Purpose

Sets out how violations of Scouts Canada's Adult and Youth Scouter Code of Conduct are to be handled.

Our Commitment

We will act promptly, fairly, and firmly if the acts or omissions of any member violate the applicable Code of Conduct or put others at risk.

Our Policy

1. As a member of Scouts Canada, you will be disciplined if your actions breach the applicable Scouts Canada Code of Conduct.
2. You will be suspended if:
 - a. You are the subject of an investigation of a:
 - i. Criminal offence
 - ii. Child protection report
 - iii. Other statutory offence
 - b. You fail to comply with government statutes or regulations, putting Scouts Canada, its members, employees, third-party contractors, and other parties it has contractual relationships with at risk of harm
 - c. Your presence at Scouts Canada events is believed to pose a risk to others
 - d. You commit a serious, or repeated, breach of the Scouts Canada Adult or Youth Scouter Code of Conduct
3. Following a review of your actions, your membership will either be reinstated or

terminated.

4. Your Scouts Canada membership will be terminated if you are:
 - a. Charged with, or convicted of, a criminal offence
 - b. Determined to have repeatedly violated, or made a serious breach of, the applicable Scouts Canada Code of Conduct
 - c. Breached Scouts Canada's Youth Protection Policy
5. If your membership is terminated, you may apply to have your membership termination reviewed.

Related Policies & Standards

- [Accessible Customer Service Policy](#)
- [Anti-Bullying and Harassment Policy](#)
- [Drug and Alcohol Policy](#)
- [Membership and Registration Policy](#)
- [Safety First Policy](#)
- [Workplace Anti-Harassment and Violence Prevention Policy](#)
- [Youth Protection Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Temporary Suspension and Termination Procedure](#)
- [Supporting a Member Under Suspension Procedure](#)
- [Discipline and Revoking Appointment Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



HUMAN RESOURCES POLICY

Board of Governors Approved May 5, 2018

Purpose

Defines the roles of volunteers and employees, their accountabilities, and how they will be supported.

Our Commitment

Our volunteers and employees work in partnership to achieve Scouts Canada's mission.

Our Policy

1. Scouts Canada's volunteers are ultimately accountable to the National Key 3.
2. Scouts Canada's employees are ultimately accountable to the Executive Commissioner and CEO.
3. We will ensure the safety of our volunteers and employees.
4. Everyone will receive orientation and ongoing training that includes:
 - a. Clearly defining responsibilities
 - b. Explaining how they help achieve our mission
 - c. Our policies and procedures
5. Everyone will:
 - a. Receive the level of support and supervision required for their role
 - b. Have regular opportunities to give and receive feedback about their performance
 - c. Be acknowledged for their contribution through formal and informal recognition processes and awards
6. We will regularly assess the engagement and satisfaction levels of volunteers and employees, and respond to any concerns.

Related Policies & Standards

- Accessible Customer Service Policy
- Conflict of Interest Policy
- Discipline, Temporary Suspension and Termination of Membership Policy
- Diversity and Inclusion Policy
- Member Accommodation Policy
- Member Disclosure Protection (Whistleblower) Policy
- Privacy Policy
- Workplace Anti-Harassment and Violence Prevention Policy

Related Procedures

- Volunteer and Employee Screening Procedure
- Discipline and Revoking Appointment Procedure
- Temporary Suspension and Termination Procedure

Resources

- Volunteer Support Strategy
- Volunteer Support Toolkit
- Scouts Canada Recognition Guide: A guide for parents, Scouters, community members and youth
- FAQs — Scouts Canada Online Support Centre

Effective Date

March 2, 2019



INCIDENT MANAGEMENT STANDARD

Introduction

The Incident Management Standard helps us manage incidents that occur at Scouts Canada camps, properties, worksites, and all locations where our activities are conducted. At Scouts Canada, we believe all incidents are preventable and good hazard identification and risk management are a core life skill that all Scouters and youth should develop as part of their Scouting adventures. In Scouts Canada, an incident is not limited to personal safety, but describes any condition outside of the normal that has the potential to cause harm to people, property, the environment or our reputation. Accordingly, we define an incident as an event, or occurrence, that results in:

- Injury
- Significant illness
- Failure of youth protection
- Complaint / Scouter Discipline Management
- Environmental spill
- Regulatory non-compliance
- Property or asset damage
- Damage to our reputation

This Standard helps us:

- Reduce injuries and illnesses, environmental impacts, property and financial losses
- Improve our youth protection standards and risk controls
- Improve external relationships and protect our reputation
- Comply with regulations (e.g. water compliance)
- Identify systemic deficiencies

Our Standards

1. This Standard applies to all members, departments, properties, camps, functions,

councils, youth, staff, volunteers, and those acting in support of Scouts Canada activities.

2. This Standard clearly defines how our members will:

- Respond to an incident
- Notify supervisors, regulatory agencies, internal and external stakeholders about an incident
- Review incidents and share information with Scouts Canada
- Implement continuous improvement

3. Incident management: A formal process is in place for identifying, reporting, documenting, reviewing, assessing, and tracking incidents. We will all use the same tools for incident documentation and tracking

4. Mandatory actions:

a. Initial report and response

- i. All Scouts Canada members shall immediately report any incident to the responsible designated Scouter in Charge (as defined in the Adventure Standard). If in doubt – we report.
 - a. This includes property and camp regulatory non-compliance.
- ii. If an incident is determined to be an emergency, we will use the Emergency Preparedness and Response Standard and processes therein.
- iii. If an incident is determined to be a youth protection concern then the designated Scouter will follow the Youth Protection Reporting Procedure.
- iv. The designated Scouter in Charge, or delegate, shall use initial mitigations to address immediate risks and prevent escalation of the incident
- v. The designated Scouter in Charge will go to the next level of Commissioner, or delegate, and Safe Scouting (as appropriate) for support
- vi. We will always use the ScoutSafe APP to report incidents, or if unavailable, the safety@scouts.ca email address.

b. Communication

- i. We follow the Communications Standard for all incident communications

c. Incident assessment

- i. We will review all incidents
- ii. Safe Scouting will assign a lead to conduct the review with support from the appropriate individuals.
 - The lead will be a qualified, impartial person whose seniority is consistent with the level of the incident
 - The support will be qualified, impartial person(s) that can provide subject-

matter expertise to the incident review

iii. We will follow established timeframes for starting and finishing all reviews

- The lead can get help from Council or National teams when necessary
- The lead is responsible for evidence collection and discussion with parties involved in the incident and emergency response

iv. The review team maintains the integrity and security of evidence

d. Corrective actions

i. We develop corrective actions for all findings from the incident review.

ii. We develop a plan and timeline to closeout all corrective actions

e. Knowledge sharing

i. We will communicate internally and externally what we learn from incidents as per the Communications Standard

f. Tracking and improving performance

i. National and Council leadership teams shall identify and work to solve systemic trends, using performance-improvement plans

g. Training and competency

i. We shall provide training to all personnel who manage incidents

Related Policies & Standards

- [Safety First Policy](#)
- [Emergency Management Standard](#)
- [Communication Standard](#)

Related Procedures

- [Preventing and Responding to Bullying and Harassment Procedure](#)
- [Youth Protection Reporting Procedure](#)
- [Incident Reporting Procedure](#)


Resources

- [ScoutSafe App](#)

- [ScoutSafe Incident Reporting User Guide](#)
- [Scouts Canada Incident Report Form](#)
- [Scouts Canada Online Support Centre FAQ](#)

Effective Date

October 1, 2019



LEARNING AND DEVELOPMENT STANDARD

Introduction

The learning and development of Scouters, both volunteer and professional staff, is an essential element of the Scouts Canada brand and Canadian Path. The purpose of the Learning and Development Standard is to ensure that educational and development programs for Volunteers and employees support the delivery of Scouts Canada's mission, strategic plan, Canadian Path implementation and other key priorities. In addition, the standards facilitate the effective management of risks and have sufficient rigor to meet evidentiary standards of formal inquiries / investigations should they be required.

Our Standards

1. The Standard applies to departments, functions, Councils, employees and Volunteers of Scouts Canada
2. The overall objective of this Standard is to enhance learning, performance, and risk management in Scouts Canada Operations through effective and efficient learning and certification programs. This will be achieved through the design, development, and delivery of learning solutions, and certification programs provided to members, as well as through the provision of post-development support provided to learners.
3. A formal process is in place to ensure Scouts Canada employees and Volunteers are competent to perform work by identifying competency requirements, assessing competency against those requirements, and implementing development and certification / recertification processes to ensure minimum competency requirements are met for mandatory learning programs.
4. (Mandatory) Required Actions:
 - a. National shared service / functional teams and departments shall conduct periodic reviews of Scouts Canada program, risks, processes, regulatory requirements, incidents and / or performance gaps to identify where new and / or improved learning and certification programs are required to achieve priorities and targets.
 - b. All learning and development programs / solutions shall be aligned to defined Scouts

- b. All learning and development programs / solutions shall be aligned to defined Scouts Canada program and business goals, plans, and learning and performance outcomes.
- c. Required competency, certification, and qualification levels and associated performance standards shall be defined for each (volunteer) role / (employee) job within Scouts Canada.
- d. Scouts Canada Program & Volunteer Services will be responsible to validate that competency requirements align to regulatory, industry, and Scouts Canada standards, practices, and priorities.
- e. The development of all mandatory learning programs and solutions shall be coordinated / contracted through the Scouts Canada Program & Volunteer Services team (Volunteers) or Scouts Canada Human Resources team (employees).
 - o Learning and / or certification programs shall not be developed, nor deployed, without the consultation and approval of Scouts Canada Program & Volunteer Services (Volunteers) or Human Resources (employees).
- f. A designated learning record / portfolio shall be maintained for all Scouts Canada members for mandatory learning programs.
- g. Learning and Development records, including the records of participants in these programs and all certifications awarded, shall be managed through Scouts Canada Program & Volunteer Services (Volunteers) or Human Resources (employees).
- h. An online Learning Management System administered by the Scouts Canada Program & Volunteer Services team on behalf of Scouts Canada will serve as the system of record / source of truth for volunteer development and certification information.
- i. Delivery of learning and development shall be evaluated periodically to measure effectiveness and conformity to Scouts Canada policies and practices
- j. The effectiveness of learning processes, programs, and solutions shall be evaluated on a regular basis to:
 - o measure the performance of the program relative to the objectives
 - o measure the financial cost, people utilization, and resource consumption relative to the program's impact.
 - o ensure currency of content, alignment to requirements, and optimized program delivery.

Related Policies & Standards


- [Safety First Policy](#)
- [Human Resources Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)
- [Volunteer Screening Policy](#)
- [Appointment of Scouters Standards](#)
- [Communication Standard](#)
- [First Aid Standards](#)

Resources

- [Scouts Canada Online Support Centre FAQ](#)
- [Employee Handbook \(in development\)](#)

Effective Date

October 1, 2019



MEMBER DISCLOSURE PROTECTION (WHISTLEBLOWER) POLICY

Board of Governors Approved May 5, 2018

Purpose

Create an environment where members feel safe to report issues of financial or resource mismanagement.

Our Commitment

At Scouts Canada, we are committed to the highest possible standards of openness, integrity, and accountability in responding to concerns about financial or resource mismanagement.

Our Policy

1. We protect members who report illegal or unethical conduct including fraud, theft, or misappropriation of resources.
2. We deal with reports of illegal or unethical conduct including fraud, theft, or misappropriation of resources promptly, fairly, and firmly.
3. Anyone who has evidence of illegal or unethical conduct regarding the mismanagement of financial or other resources should report this information to the Executive Commissioner and Chief Executive Officer or the Chair of the Board of Governors.
4. No one at Scouts Canada (including our officers, employees, and members) will take, or threaten, any disciplinary or other punitive measures^[1] against any person with the intent to:
 - a. Compel that person to refrain from providing information to an authorized representative of Scouts Canada

- b. Retaliate against such person for providing the financial or resource mismanagement information

Related Policies & Standards

- [Conflict of Interest Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Member Disclosure Protection \(Whistleblower\) Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

^[1] Disciplinary or other punitive measures with respect to a person shall include but not be limited to: discharge, demotion, suspension, threats, harassment or discrimination.

MEMBERSHIP AND REGISTRATION POLICY

Board of Governors Approved May 5, 2018

Purpose

Defines the conditions for membership and registration with Scouts Canada.

Our Commitment

Anyone who subscribes to Scouts Canada's mission and principles, and meets our conditions for membership, is eligible to become a member.

Our Policy

1. Scouts Canada membership is open to:
 - a. Beaver Scouts – ages 5 to 7
 - b. Cub Scouts – ages 8 to 10
 - c. Scouts – ages 11 to 14
 - d. Venturer Scouts – ages 15 to 17
 - e. Rover Scouts – ages 18 to 26, who meet the requirements of the Volunteer Screening Policy and Procedure and sign the Scouts Canada Adult Code of Conduct
 - f. Volunteers – 14 years of age or older, who meet the requirements of the Appointment of Scouters Procedure and Volunteer Screening Procedure and sign the appropriate Scouts Canada Code of Conduct
 - g. Employees, once they complete the required onboarding process
2. Employees are welcome to volunteer as Group and Section Scouters.
3. Anyone may apply to join Scouts Canada at any time of year.
4. Memberships expire at the end of the Scouting year (Aug. 31) and must be renewed at that time.
5. We maintain and offer a financial assistance program to include and support youth

from all economic backgrounds.

Related Bylaws

- [Article II — Members](#)

Related Policies & Standards

- [Accessible Customer Service Policy](#)
- [Diversity and Inclusion Policy](#)
- [Human Resources Policy](#)
- [Member Accommodation Policy](#)
- [Volunteer Screening Policy](#)
- [Appointment of Scouters Standards](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Accessible Customer Service Procedure](#)
- [No One Left Behind \(NOLB\) Registration Procedure](#)
- [Member Accommodation Procedure](#)
- [Registration Refund Procedure](#)
- [Volunteer and Employee Screening Procedure](#)

Resources

- [Scouts Canada Support Centre — For Scouters — MyScouts](#)
- [MyScouts Registration System](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



SCOUTS CANADA CODES OF CONDUCT STANDARD

[Download the Code of Conduct \(PDF\)](#)

Adult Code of Conduct

This Code of Conduct applies to all adult members of Scouts Canada over the age of 18, and all employees regardless of location and role. Parents and guardians who wish to participate in Scouting activities must also follow this Code. When accepting any role in Scouting, you agree to follow this Code when engaging with youth and adults either in-person or on-line.

The purpose of this Code is to protect youth and to help adults work safely with them and with each other.

Commitment

My behaviour reflects Scouts Canada's values, promise and law and thus protects the safety and well-being of all Scouts Canada members. I will set an example that I would wish others to follow.

THEREFORE, I WILL:

- Remember that my conduct must always be obviously safe to others and that my intention does not make a situation safe.
- Follow our youth protection policy at all times, including Scouter-to-Youth ratios, separate sleeping and washing facilities and consider these points when planning Scouting activities.
- Follow all safety requirements of Scouts Canada including risk and hazard reviews for all activities.
- Notify Scouts Canada if I am the subject of any criminal investigation or any

allegation or concern related to youth safety that may impact my ability to participate in Scouting activities.

- Treat everyone with fairness, respect and dignity.
- Always ask a youth's permission before I touch them, and ensure that any physical contact is respectful and safe.
- Encourage people to speak up about issues related to personal or Group safety that concerns them.
- Respectfully challenge behaviour or attitudes that I believe are inconsistent with Scouting values.
- Immediately report any concern for the welfare of youth or allegations of abuse to the authorities and to Scouts Canada.
- Protect the personal information of others, keeping it secure and using it for Scouting purposes only.
- Immediately report any breaches of this code and Scouts Canada policy to Scouts Canada.
- Ensure that I follow the two-Scouter rule and always have another Scouter present or copied when I am in contact with youth, whether in-person or online.
- I will use positive discipline, promoting good behavior by guiding youth towards positive solutions during disciplinary discussions rather than focusing exclusively on bad behavior.

I WILL NOT EVER:

- Behave in such a way that anyone could misinterpret my actions no matter how well-intended.
- Use my role in Scouting to have contact with youth members outside of Scouting.
- Engage in any form of inappropriate relationship with youth or exploit them in any way.
- Ignore or trivialize abuse, harassment, bullying, hazing or bad behaviour.
- Have one to one contact with youth online or in-person or in transit.
- Swear or use inappropriate language in front of youth.
- Use punishments and discipline that are demeaning, embarrassing or degrading.
- Smoke in front of youth.
- Consume alcohol on Scouting activities for youth.
- Take part in Scouting if I am impaired by any substance.
- Allow any allegation or concerns of abuse to go unreported.
- Rely on just my good name to protect me

rely on just my good name to protect me.

- Engage in inappropriate conduct or behavior with youth, including suggestive remarks threats, even in fun.

I understand and agree to follow this code of conduct. I understand that my violation of any part of it may result in suspension, discipline or termination of membership or with Scouts Canada.

Name: _____

Date: _____

This Code of Conduct must be completed at the start of each Scouting year before participating in any activities.

Youth Scouter Code of Conduct

This Code of Conduct applies to all Scouters under the age of 18. A separate Code of Conduct applies to anyone aged over 18. This Code will help you work safely with other youth, protecting them and yourself.

You have a responsibility to look after yourself and others. Other Scouts will look up to you and follow your lead. It is important to set a good example and remember your Scout Promise and Law.

To ensure the safety and well-being of all Scouts Canada members both on and offline, I will:

- Think and act safely.
- Remember that I have influence and power over others and will not take advantage of this.
- Follow activity rules and Scouter-to-Youth ratios.
- Encourage people to speak up about issues related to personal or Group safety that concern them.
- Not exploit others, show favouritism, engage in a relationship or flirt with the youth I supervise.
- Not swear or use inappropriate language.

- Not smoke in front of youth or refer to consumption of tobacco, drugs or alcohol.
- Not take part in Scouting if I am negatively affected by any substance or prescription drugs.
- Immediately report any concerns of abuse, bullying, harassment or other inappropriate conduct.
- Act to prevent and stop hazing, bullying and harassment.
- Only touch youth I supervise after asking permission, and in a safe and respectful way.
- Not play physical contact games, make suggestive remarks or jokes with the youth I supervise.
- Think carefully before I post online, including giving out my personal details and sharing without permission.
- Remember that I am entitled to be respected, safe from harm and not be exploited.
- Say "no" to anyone who asks me to do something that makes me feel uncomfortable or unsafe.
- Ask for help from an adult I trust if anyone makes me feel uncomfortable, worried or scared.
- Have fun and enjoy Scouts!

I understand and agree to follow this Code of Conduct. I understand that my violation of any part of it may result in suspension, discipline or termination of membership from Scouts Canada.

Name: _____

Date: _____

This Code of Conduct must be completed at the start of each Scouting year before participating in any activities.

If you are worried about yourself or anyone else or need to report something, you can get help from:

- An adult you trust
- [kidshelpphone.ca](https://www.kidshelpphone.ca) | **1-800-668-6868**
- [cybertip.ca](https://www.cybertip.ca) to report online sexual content or abuse
- Safe Scouting: safety@scouts.ca or **1 (800) 339-6643** (24 hours)

- Emergencies: **911**

Resources

- [FAQ — Scouts Canada Online Support Centre](#)



VOLUNTEER SCREENING POLICY

Board of Governors Approved May 5, 2018

Purpose

Outlines the requirements for volunteer screening prior to someone volunteering with Scouts Canada.

Our Commitment

Volunteer screening is one of the core ways that we at Scouts Canada create a fun, safe environment for children, youth, and adults.

Volunteer screening helps us to ensure that anyone interacting with youth knows their responsibilities; supports Scouts Canada's mission and principles; and has the training needed to succeed in their role.

Our Policy

1. Volunteers and Rover Scouts may not participate in Scouts Canada activities or wear a Scouts Canada uniform until they:
 - a. Complete all volunteer screening^[1] and mandatory training requirements^[2]
 - b. Are registered members of Scouts Canada
2. Parents and other adults^[3] who assist Scouters may not participate in Scouts Canada activities until they have completed the non-member volunteer screening^[4] and mandatory training requirements.^[5]
3. After assisting with five activities, parents and other adults must become registered Scouters to continue participation.
 - a. Participation limit is cumulative and does not reset with each Scouting year.
4. Companies that provide hired resource persons (e.g. canoe guides) must confirm that employees provide clean police record checks and that references are checked.
5. We shall screen independent, hired resource people according to non-member volunteer screening requirements.

6. When transferring between Groups, volunteers must be interviewed to determine their continued suitability as a volunteer.
7. When a Scouter transfers between Sections or roles in the same Group, we recommend that there is a meeting to explain the Scouter's new role and responsibilities.

Related Policies & Standards

- [Discipline, Temporary Suspension and Termination of Membership Policy](#)
- [Human Resources Policy](#)
- [Privacy Policy](#)
- [Youth Protection Policy](#)

Related Procedures

- [Volunteer and Employee Screening Procedure](#)
- [Police Record Check Exception Procedure](#)
- [Transfer a Rover Scout or Scouter Procedure](#)

Resources

- [Volunteer Screening: It's Our Duty \(online training\)](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

[1] [2] [3] [4] [5] [Volunteer Screening Procedure](#)



WORKPLACE ANTI-HARASSMENT AND VIOLENCE PREVENTION POLICY

Board of Governors Approved May 5, 2018

Purpose

Seeks to prevent and eliminate workplace violence, harassment, bullying, and other unacceptable forms of behaviour.

Our Commitment

We are committed to preventing harassment, violence, bullying, and other unacceptable forms of behaviour in the workplace.

Our Policy

1. At Scouts Canada, we recognize that harassment and violence are workplace occupational health and safety hazards that can cause physical and emotional harm.
2. We believe that every employee^[1] has the right to work in a professional atmosphere that promotes equal opportunity and is free from all forms of harassment and violence.
3. We prohibit any form of violence and unlawful harassment, including harassment based on the Prohibited Grounds outlined in Scouts Canada's Diversity and Inclusion Policy.
4. We will not tolerate, ignore, or condone workplace harassment and/or violence against or by any employee.
5. We prohibit any physical or verbal threats (with or without the use of weapons), intimidation, or violence in the workplace in an effort to minimize risk of injury or harm resulting from violence to Scouts Canada employees.
6. We will take every reasonable precaution, and implement measures, to prevent

violence and harassment and protect all employees from potentially violent situations.

7. We provide employees with information, tools, and strategies to prevent and respond to workplace violence from all possible sources, including other employees, managers, volunteers, strangers, and domestic/intimate partners.
8. We provide training to all employees and contractors who act on behalf of Scouts Canada.
9. We ensure that harassment and workplace violence complaints are received and addressed quickly and confidentially.
10. We ensure employees feel supported and have recourse to appropriate mechanisms for redress.
11. If you are found to have engaged in workplace violence, you may be subject to disciplinary action up to and including termination of your employment or contract.
12. If you make a false complaint of violence or harassment, or provide false information about a complaint, you will be subject to our disciplinary procedures up to and including termination of employment or contract.
13. Our third-party partners, or companies with which we work, will adhere to this policy.
 - a. Alternatively, and on approval from us, they may apply their own similar corporate policy.

Related Policies & Standards

- [Accessible Customer Service Policy](#)
- [Member Accommodation Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Member Accommodation Procedure](#)
- [Accessible Customer Service Procedure](#)

Resources


- [Scouts Canada Inclusion Fact Sheets](#)

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

^[1] Employees include permanent part or full time, consultants, contractors, or other service providers who may provide services on Scouts Canada premises.



ACCESSIBLE CUSTOMER SERVICE POLICY

Board of Governors Approved May 5, 2018

Purpose

Details the standards Scouts Canada's employees, volunteers, agents, contractors, and other third parties must follow for programs, activities, goods, and services, to comply with provincial accessible customer service standards.

Our Commitment

Our accessible customer service policy uses the Ontario legislation as its benchmark for accessible customer service, as it is the strictest standard. We are committed to helping our Groups, Areas, and Councils meet these standards.

Our Policy

1. We are required to meet the requirements of Ontario Accessibility Standards for Customer Service.
2. We will make every reasonable effort to ensure that our policies, practices, and procedures are consistent with the principles of independence, integration, and equal opportunity.
3. When accessing programs, goods, or services that we provide, persons with disabilities may use their own assistive devices as required.
4. A customer with a disability who is accompanied by a guide dog, service animal, or service dog will be allowed access to premises that are open to the public, unless otherwise excluded by law. No-pet policies do not apply to guide dogs, service animals, and/or service dogs.
5. If a customer with a disability is accompanied by a support person, we will ensure that both persons are allowed to enter the premises together and that the customer is not

prevented from having access to the support person.

6. Service disruptions may occur due to reasons that may or may not be within the control or knowledge of Scouts Canada. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use Scouts Canada's programs, goods, or services, reasonable efforts will be made to provide advance notice. In some circumstances, such as unplanned temporary disruptions, advance notice may not be possible.
7. We shall give customers the opportunity to provide feedback about the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available on Scouts Canada's website, scouts.ca. Feedback forms and alternate methods of providing feedback—such as verbally (in person or by telephone) or written (handwritten, delivered, website, or email)—are available on request.
8. We shall provide training to all employees, volunteers, agents, and/or contractors who deal with members and the public, or other third parties that act on behalf of Scouts Canada. These include salespersons, drivers, vendors, event operators, call-centre and third-party marketing agents, and those who are involved in the development and approval of customer service policies, practices, and procedures.
9. Scouts Canada will notify customers that the documents related to the Accessibility Standards for Customer Service are available on request and in a format that takes into account the member's or customer's disability. We will give notification by posting the information in a conspicuous place owned and operated by Scouts Canada such as Scouts Canada's website and/or any other reasonable method

Related Policies & Standards

- [Member Accommodation Policy](#)
- [Volunteer Screening Policy](#)

Related Procedures


- [Accessible Customer Service Procedure](#)
- [Member Accommodation Procedure](#)

Resources

- [Accessibility for Ontarians with Disabilities Act, 2005](#)
- [Scouts Canada and the Accessibility for Ontarians with Disabilities Act FAQs](#)
- [Accessibility Standards for Customer Service, Ontario Regulation 429/07](#)
- [Blind Person's Rights Act, 1990](#)
- [Dog Owners' Liability Act, Ontario](#)
- [Food Safety and Quality Act 2001, Ontario Regulation 31/05](#)
- [Health Protection and Promotion Act, Ontario Regulation 562](#)
- [Ontario Human Rights Code, 1990](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



ANTI-BULLYING AND HARASSMENT POLICY

Board of Governors Approved May 5, 2018

Purpose

Creates a positive and protective environment that supports the values of Scouting.

Our Commitment

Everyone has a right to participate in Scouting free from harassment^[1], bullying^[2], cyberbullying, neglect, and abuse (physical, sexual, and emotional).

Our Policy

1. As members of Scouts Canada, we treat everyone with respect.
2. We believe that bullying and harassment are forms of maltreatment, and that it is the impact, not the intent, of behaviour that matters.
3. We do not accept any behaviour in which people are bullied, cyberbullied, or harassed.
4. When we see or hear about any incident of bullying, cyberbullying, or harassment, we respond immediately to stop it.
5. If necessary, we will follow Scouts Canada's reporting procedures as described in the Preventing and Responding to Bullying and Harassment Procedure
6. Anyone found to maltreat another person, or to stand by while someone is being maltreated, will be subject to discipline, up to and including termination

Related Policies & Standards

- [Youth Protection Policy](#)
- [Discipline, Temporary Suspension and Termination of Membership Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Preventing and Responding to Bullying and Harassment Procedure](#)
- [Temporary Suspension and Termination Procedure](#)

Resources


- [Promoting Positive Behaviour and Managing Challenging Behaviour](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

^[1]Harassment is any repeated, unwanted physical, verbal or written behaviour that offends or humiliates.

^[2] Bullying is a form of repeated aggression or humiliation. It is perpetuated through the misuse of real or perceived power over a period of time. Bullying is meant to deliberately hurt or intimidate someone or exert power over them.



CONFLICT OF INTEREST POLICY

Board of Governors Approved May 5, 2018

Purpose

Explains how members and employees of Scouts Canada will avoid and manage conflicts of interest.

Our Commitment

We must conduct the affairs and business of Scouts Canada professionally, objectively, and without interference, or the perception of interference, arising from personal interests of individuals involved in making decisions for the organization.

Our Policy

1. As members of Scouts Canada, we are expected to disclose all actual, potential, or perceived conflicts of interest^[1] between our own self-interest and the best interests of Scouts Canada by giving notice as explained in the Conflict of Interest Procedure.
2. When a conflict of interest is disclosed, the responsible Commissioner, Chair of the Committee, and/or Board Members shall follow the relevant Conflict of Interest Procedure to manage and report the matter, as appropriate.
3. As members of Scouts Canada, we must not give or receive a gift or benefit of any kind where an actual, potential, or perceived obligation is created, or where a favour is expected.
4. This ban on giving or receiving gifts or benefits of any kind also applies to our immediate family members.
5. The giving or receiving of gifts or promotion items valued at less than \$100, such as a lunch or dinner, is permissible within Scouts Canada's generally accepted practices.

Related Policies & Standards

- [Member Disclosure Protection \(Whistleblower\) Policy](#)
- [Discipline, Temporary Suspension and Termination of Membership Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Conflict of Interest Procedure](#)

Resources

- [Scouts Canada Code of Conduct](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

[1] A potential conflict of interest exists when a member at any level of Scouts Canada (or a partner, business associate or close family member of any such Scouts Canada member):

- a. Is a party to a material contract or a proposed material contract with Scouts Canada; or
- b. is a director or officer of or has a material interest in any company or person who is a party to a material contract or proposed material contract with Scouts Canada; or
- c. is directly involved in an issue under discussion, or associated with an issue under discussion in a substantive way, and stands to benefit or personally gain from the decision made; or
- d. assists a third party in their dealings with Scouts Canada where such assistance could result in favourable or preferential treatment being accorded that third party by Scouts Canada.

DIVERSITY AND INCLUSION POLICY

Board of Governors Approved May 5, 2018

Purpose

Eliminate any structural or program barriers to diversity and inclusivity in Scouts Canada.

Our Commitment

We are committed to inclusivity and diversity in Scouts Canada's membership, structure, and programs.

We are also committed to eliminating discrimination, exclusion, and marginalization based upon any prohibited grounds^[1] under any human rights legislation.

Our Policy

1. We will:
 - a. Incorporate diversity and inclusion as elements of the Scouting program
 - b. Ensure that people with disabilities and vulnerable or minority groups have equal access and opportunity to utilize our services
 - c. Regularly review our policies, regulations, and procedures to ensure they reflect our commitment to diversity and inclusion
 - d. Ensure all services are available to everyone, without regard to any personal characteristic which is considered a prohibited ground under human rights legislation, and that support structures are in place to do so
 - e. Advocate for inclusion and diversity throughout Scouts Canada
 - f. Create experiences that help youth understand the importance of diversity and inclusion
2. We prohibit any form of violence and unlawful harassment, including harassment based upon any prohibited ground under any human rights legislation.
3. We allow members to excuse themselves if any program activity is thought to

3. We allow members to excuse themselves if any program activity is thought to contravene the rules of their faith or spirituality.
4. For Groups aligned with a particular faith, Scouters are to consult with the Community Partner to help fulfil the spiritual goals of that faith

Related Policies & Standards

- [Accessible Customer Service Policy](#)
- [Member Accommodation Policy](#)

Related Procedures

- [Member Accommodation Procedure](#)
- [Accessible Customer Service Procedure](#)

Resources


- [Scouts Canada Inclusion Fact Sheets](#)
- [Scouts Canada Code of Conduct](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

[1] In each province and territory, human rights legislation protects individuals against discrimination based upon a series of personal characteristics referred to as “prohibited grounds”. These prohibited grounds include race, perceived race, ancestry, place of origin, ethnic origin, aboriginal origin, colour, citizenship, creed, religion, religious belief, religious association, religious activity, sex, pregnancy, possibility of pregnancy, circumstances related to pregnancy, sexual orientation, gender identity, gender expression, age, marital status, family status, family affiliation, civil status, physical disability, mental disability, reliance on a service animal or wheelchair or any other remedial device or appliance, perceived disability, disfigurement, political belief, political association, social origin, social disadvantage, social condition,

source of income, irrational fear of contracting an illness or disease, language, linguistic background, record of offences, criminal charges, criminal conviction unrelated to employment, summary conviction unrelated to employment, conviction for an offence for which a pardon has been granted, conviction for an offence in respect of which a record suspension has been ordered, association with an individual having any of the aforementioned characteristics or any other prohibited ground of discrimination.



DRUG AND ALCOHOL POLICY

Board of Governors Approved May 5, 2018

Purpose

Ensure members can perform their youth safety and supervisory duties by remaining free of substances that impair their thinking or actions.

Our Commitment

We participate in Scouting activities free from substances that could impair our ability to:

- Maintain a fun, safe Scouting environment
- Act as role models for the youth in our care

Our Policy

1. Since Scouts Canada members serve in responsible, safety-sensitive positions, we all have a clear obligation to care for and ensure the safety of everyone participating in our programs and activities.
2. Therefore, when participating in youth programs or activities, you must not use, make available, or be affected by:
 - a. Alcohol
 - b. Illegal drugs or substances
 - c. Any legal drugs or substances that impair your ability to supervise and maintain a fun, safe Scouting environment for all
3. There shall be no illegal drug or substance consumed or made available during any Scout activity or on any Scout property, owned or leased.
4. You must not consume alcohol when minors are present.
5. Exceptions to the policy regarding alcohol use and consumption may be granted in accordance with the Alcohol Exception Procedure.
6. This policy does not prohibit the possession and use of lawfully prescribed drugs used in accordance with a prescription, as long as this use does not impair your judgment,

and/or affect your own security or the security of youth or other members.

7. It is your responsibility to determine, with the assistance of your physician if necessary, whether a prescribed drug may impair your performance of youth safety and supervisory duties. You must inform Scouts Canada of any restrictions of your responsibilities that you should observe as a result of this determination.
8. While at a Scouting event or activity, if other members have reason to believe that you are impaired or have consumed drugs or alcohol, Scouts Canada reserves the right to:
 - a. Send you home
 - b. Refuse to allow you to return to Scouting events or activities while you remain impaired
 - c. Impose other measures it sees fit, considering the specific circumstances of each situation

Related Policies & Standards

- [Discipline, Temporary Suspension and Termination of Membership Policy](#)

Related Procedures

- [Alcohol Exception Procedure](#)
- [Third Party Use of Scouts Canada Property Procedure](#)
- [Complaint Procedure](#)
- [Temporary Suspension and Termination Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



MEMBER ACCOMMODATION POLICY

Board of Governors Approved May 5, 2018

Purpose

Sets out how everyone in Scouting will do their best to accommodate the needs of members so they can participate in programs and activities.

Our Commitment

Through Scouts Canada's Groups and Sections, we are committed to:

- Delivering programs that are inclusive, meaningful, and healthy for every participant
- Respecting human and other rights of participants
- Cooperating with participants to accommodate their needs to the best of our ability

Our Policy

1. We will adhere to provincial accessibility legislation across Canada. Where legislation does not exist, we will apply the standards from the Accessibility for Ontarians with Disabilities Act (2005).
2. Sometimes an accommodation is required to enable a person to participate in and fulfil the goals of an activity. When this happens, we will cooperate and assist this person to the best of our ability.
3. Before implementing an accommodation, we will determine that it:
 - a. Responds to a proven need
 - b. Is necessary to enable an individual to participate
 - c. Is safe for everyone else participating
 - d. Allows other people to participate without interference
 - e. Imposes a minimal burden on participants and others

Related Policies & Standards

- [Diversity and Inclusion Policy](#)
- [Accessible Customer Service Policy](#)

Related Procedures


- [Member Accommodation Procedure](#)

Resources

- [Accessibility for Ontarians with Disabilities Act, 2005](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



COMMUNICATION STANDARD

Introduction

The purpose of the Communications Standard is to outline the minimum requirements for communicating information with external stakeholders, and internally between and within functions and Councils across Scouts Canada, in order to ensure the consistent transfer and understanding of information which may impact Scouts Canada mission, vision, strategic plan and/or the delivery of the five priorities.

Our Standards

1. This Standard applies to all functions, and Councils of Scouts Canada who are involved with communications to broad internal and external audiences:
 1. via the use of video, printed materials and / or email distribution.
 2. regarding Scout Canada / functional goals, targets and business plans.
2. This Standard is **not applicable** for internal Group and Section communications.
3. The objective of this Standard is to ensure that:
 1. A formal process is in place for identifying, generating, approving, and issuing information to appropriate stakeholders (internal and external).
 2. For external communications, the process includes formal ownership for receiving, assessing, and responding to inbound communications, queries, and requests and that stakeholders, including local communities, government, regulatory, vendors and donors, are identified and relationships are proactively managed.
 3. Communication to staff and volunteers is accurate, timely and relevant, is delivered as intended, reflects the Scouts Canada brand and is coordinated to mitigate the risk of mixed messages.
4. When generating **Internal Communications**, the Communications function is contacted in the following cases:
 1. **Email Distribution:** The employee, volunteer or contractor (other than an NK3 member, Executive Director or delegate) intends to send an email communication to any distribution for all of Scouts Canada or function e.g. Scouting Experience, Business

services, etc.

2. **Printed Material:** The employee, volunteer or contractor intends to use printed materials for a broad audience beyond their immediate team e.g. all of Scouts Canada, council-wide, or function.
 3. **Video Production:** The employee, volunteer or contractor intends to use video communication for a broad audience beyond their immediate team e.g. all of Scouts Canada, council-wide, or function.
5. When generating **External Communications**, Scouts Canada employees and volunteers who promote content about Scouts Canada to external stakeholders must adhere to the **Brand Centre guidelines**, and conform to all the requirements in the Code of Conduct.
6. When communicating about an incident, emergency, or a significant business disruption
1. Scouts Canada employees, volunteers or contractors, shall follow the established communications procedures in the event that the Emergency Response Plan is invoked.
 2. If Scouts Canada employees, volunteers or contractors are approached by any media representatives regarding an incident they must direct them to Scouts Canada's Media Relations representative or Communications function.
 3. Incidents with potential regulator or other legal liabilities must be reported to the Executive Director Business Services.
7. Scouts Canada staff, functional & Council leadership who communicate strategy and culture shall utilize approved content and/or contact the Director of Communications.
8. Scouts Canada employees, volunteers or contractors who engage in dialogue about Scouts Canada on social media — including their personal account, group discussion pages or Scouts Canada's national pages — shall conform to all the requirements in the Code of Conduct.

Related Policies & Standards

- **Privacy Policy**
- **Safety First Policy**
- **Youth Protection Policy**

- Emergency Management Standard
- Goals & Targets Standard
- Incident Management Standard
- Planning Standard
- Program Standard

Related Procedures

- Incident Reporting Procedure
- Scouts Canada Logo and Intellectual Property Procedure

Resources


- <http://www.scouts.ca/scouters/brandcentre/>
- Communications contact directory for persons related to this Standard
- Scouts Canada Online Support Centre FAQ

In Development

- Emergency Preparedness and Response Guideline

Effective Date

October 1, 2019



COMMUNITY PARTNERS POLICY

Board of Governors Approved May 5, 2018

Purpose

Defines how we will promote youth development and deliver fun, safe Scouting programs in cooperation with our Community Partners.

Our Commitment

We work with our community partners — organizations, institutions, and associations that promote youth development — to deliver fun, safe Scouting programs.

Our Policy

1. We issue charters to Scouts Canada Groups to operate one or more section programs (Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts, or Rover Scouts).
2. We are responsible for:
 - a. Providing programs and resources
 - b. Screening, appointing, and orienting volunteers
 - c. Training volunteers
 - d. Offering ongoing training and development
 - e. Coaching and supporting volunteers
 - f. Providing feedback and recognition
3. Our Community Partners actively support:
 - a. The mission and principles of Scouts Canada
 - b. The policies and procedures of Scouts Canada
4. Our Community Partners actively support Scouts Canada Groups by:
 - a. Helping recruit youth and Scouters to ensure continued growth
 - b. Helping to find facilities and program resources
 - c. Taking an active interest in youth development
 - d. Reinforcing Scouts Canada's safety and youth protection requirements in their community

5. Through local Scouts Canada Groups, we will regularly review our Community Partner relationships.

Related Policies & Standards

- [Anti-Bullying and Harassment Policy](#)
- [Drug and Alcohol Policy](#)
- [Membership and Registration Policy](#)
- [Safety First Policy](#)
- [Member Accommodation Policy](#)
- [Member Disclosure Protection \(Whistleblower\) Policy](#)
- [Privacy Policy](#)
- [Diversity and Inclusion Policy](#)
- [Youth Protection Policy](#)

Related Procedures


- [Group Membership Conditions Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019



ELECTION OF VOTING MEMBERS POLICY

Board of Governors Approved May 5, 2018

Purpose

Details how voting members are selected to represent Scouts Canada's membership at the Annual General Meeting (AGM) and any special meetings.

Our Commitment

To ensure fair and open representation of our membership at the AGM and any special meetings, voting members are elected annually to represent each Council's ordinary members.

Our Policy

1. Each year, each Council will elect three voting members to represent their Council at the Scouts Canada AGM and any special meetings that may arise. At least one of these voting members must be a youth member.
2. To ensure fair and open selection of voting members, Councils will proactively manage a nomination and election process to encourage broad participation, especially among youth.
3. All ordinary members who are 14 years or older during the current Scouting year are eligible to vote for their Council voting members, even if they are 13 years old at the time of the election.
4. Voting members must be registered in the Council they are representing.
5. The Chief Elections Officer is appointed by the Board of Governors to conduct the election of voting members.

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

POLITICS AND PUBLIC APPEARANCES STANDARD

Introduction

As an educational movement, Scouting is non-political. We understand that members could be involved with current social issues, some of which are controversial and may therefore have a political dimension. This standard explains how we remain non-political.

Our Standard

Politics

1. Scouts Canada encourages young people to learn about and become engaged in causes that address the needs of the local, national, and international communities, and in so doing, make a meaningful contribution to creating a better world.
2. All members are encouraged to
 1. a. Understand the Scouts Canada organization and become involved in its decision-making processes
 2. b. Become more aware of issues at the local, national, and international levels
 3. c. Understand the decision-making processes of governments and organizations and become aware of the individual's role in those processes
3. Individuals representing Scouts Canada must not endorse any political party, candidate, legislation, or organization advocating for a particular solution.
4. Scouts Canada is not connected to any political party, candidate, or cause.
5. Members in uniform:
 1. a. Must not take part in meetings or activities of a political nature or actively endorse a political candidate or movement
 2. b. May not participate in meetings and activities that advocate for specific community issues
 3. c. Must not fundraise for a political party or cause

Public Appearances

6. Members in uniform may not appear in public entertainment without the approval of the Director of Marketing and Development.

Related Policies & Standards


- [Conflict of Interest Policy](#)

Resources

- [The Essential Characteristics of Scouting \(WOSM 1998\)](#)

Effective Date

March 2, 2019



REQUIREMENTS FOR SECTION SCOUTERS STANDARDS

Introduction

Adult support is one of the elements of the Scout Method. Scouts Canada engages youth, involving them throughout their formative years in a non-formal educational process, using the Scout Method. Each individual is the principal agent of their development as a self-reliant, supportive, responsible, and committed person.

The selection and appointment of Scouters is an essential element of the Scout Method.

Our Standards

The minimum requirements for Section Scouters are:

1. All Colonies, Packs, and Troops must have at least two registered Scouters who are 18 years.
2. Companies must have at least two registered Scouters. One must be 21 years of age and all must be at least 18 years of age.
3. Rover Scouts are adult participants. Crews do not require Scouters. Where Scouters are appointed, they shall be at least 25 years of age.
4. For Beaver Scout, Cub Scout, and Scout activities,
 - a. There must be at least two Scouters present at all times
 - b. There must be at least one Scouter for every eight youth
5. For Venturer Scout activities, when Scouters are present, there must be two Scouters at all times.
6. Scouters may only serve in one position at any one time where there is direct contact with youth. Any exception to this requirement must be approved by the next senior Commissioner.
7. To count for these requirements, a Scouter must be a registered member who is fully screened and has completed Scouting Fundamentals training.

8. The minimum requirements for Section Scouters apply to all activities with the following exceptions:

- a. Troop Scouters may approve patrol-size groups of Scouts (two to 10 youth) holding day camps and short-term camps without Scouters present, providing their parents/guardians have signed a Scouts Canada parent consent form giving permission to participate in an activity without Scouters present.
- b. Venturer Scouts may hold day camps, short-term and long-term camps without Scouters present, providing their parents/guardians have signed a Scouts Canada parent consent form giving permission to participate in an activity without Scouters present.

9. The ratio of Scouters to youth may be increased depending on factors including, but not limited to:

- a. Location of activity
- b. Technical skills required of leadership team and participants
- c. Youth skills, attitude, capabilities, and fitness levels
- d. Scouter skills, attitude, capabilities, and fitness levels
- e. Familiarity of surroundings
- f. Time of year

10. In exceptional circumstances, where one or more Section Scouters are unable to attend a meeting/activity:

1. Another registered Scouter shall be recruited to take their place
2. If the Contact Scouter is to be replaced, it must be with:
 - a. A Scouter who is 18 years of age or older, in the case of a Colony/Pack/Troop
 - b. A Scouter who is 21 years of age or older, in the case of a Company

Related Policies & Standards

- [Human Resources Policy](#)
- [Appointment of Scouters Standards](#)

Related Procedures

- [Volunteer and Employee Screening Procedure](#)

Resources

- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

YOUTH PROTECTION POLICY

Board of Governors Approved May 5, 2018

Purpose

Protects every youth who has not yet reached their 18th birthday, and in some jurisdictions, up to their 19th birthday.^[1]

Our Commitment

Youth have a right to participate in Scouting free from harassment, bullying, neglect, and abuse (physical, sexual, and emotional).

Our Policy

1. We will create a fun, safe environment for youth by:
 - a. Making the health and well-being of youth our first priority
 - b. Putting youth safety and well-being front and centre when planning programs and activities
 - c. Encouraging everyone to speak up and listen to each other's ideas
 - d. Respecting youth rights, wishes, and feelings as leaders on the Canadian Path
 - e. Recognizing that Scouters and other adults in Scouting occupy a unique position of trust
2. You are required to take immediate action to protect youth if there are any concerns for their safety and welfare.
3. If you have reason to believe a youth is being abused or neglected, you are required to report to the authorities^[2] and to Scouts Canada.^[3] You may have additional protection and reporting obligations under provincial, territorial, and federal law.^[4]

^[1] [Canadian Child Welfare Research Portal](#).

^[2] [Provincial reporting contacts](#)

^[3] [Scouts Canada Youth Safety Reporting](#)

[4] [Link to information about provincial, territorial and federal youth protection law](#)

Related Policies & Standards

- [Anti-Bullying and Harassment Policy](#)
- [Discipline, Temporary Suspension and Termination of Membership Policy](#)
- [Scouts Canada Codes of Conduct Standard](#)

Related Procedures

- [Youth Protection Reporting Procedure](#)

Resources

- [Respect in Sport for Activity Leaders](#)
- [FAQs — Scouts Canada Online Support Centre](#)

Effective Date

March 2, 2019

