

# Sara and Eldon Tanner Youth Camp

## Camp Operating Plan



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## Important Contact Information

1. Sara and Eldon Tanner Camp

Civic Address: 5007 Lakeshore Road

Legal Land Location: SE 13 53 5 West of 5<sup>th</sup>

Camp Service Missionaries (On-Site Managers): Gary Petersen 780-238-7777(cell)

Jean Petersen 780-271-1123(cell)

2. Emergency and Medical Services

Westview Health Center

4709-44 Ave Stony Plain (30 minutes from Camp)

780-343-4422

*Driving instructions: East on Highway 16 to Highway 16A for 32 km, East on 16A for 12 km to South Park Dr (first set of lights), then south two blocks to the hospital.*

Misericordia Community Hospital

16940 – 87 Avenue, Edmonton, Alberta T5R 4H5

780-735-2000

Poison Control Centre 1-800-332-1414

3. Fire/Ambulance/Police

911

Note: Callers using a cell phone **must** tell the 9-1-1 operator they need to be connected to the Parkland County Emergency Communication Centre.

R C M P – Evansberg 780-727-4446

*\*Have someone meet emergency services at the entrance to site.*

4. Forest Service

Alberta Agriculture & Forestry (Stony Plain Office)

780-968-3516

Provincial Building 4709 – 44 Avenue, Stony Plain, Alberta, T7Z 1N4

5. Utilities

West Parkland Gas Co-op 780-963-3311

Electrical Utilities Fortis 780-310-9473

## Rules and Guidelines

### 1. General Safety

Each group must have a leader with appropriate Standard First Aid certification and a First Aid Kit suitable to the group size and activities.

The camp will maintain supplemental first aid materials.

*Exits:* Familiarize yourself with the nearest exits. There are lights and or signs denoting exits.

*Extinguishers:* Familiarize yourself with the location and operation of the fire extinguishers in your building.

### 2. Missing Persons

If it is determined that a member of a group is missing the following procedures should be followed:

- Assemble all the members of the group.
- Question each person as to the possible/probable location of the missing member.
- Assign adults to supervise the group at a building and assign other adults to check specific locations:
  - Area surrounding all buildings
  - Last location the missing person was seen
  - A favorite area of the missing person
  - Last area the group utilized
  - Washrooms/Showers
  - Play area
  - Waterfront area
  - Main parking lot

**If the individual is not found in a timely manner, contact a Tanner Camp service missionary who will implement the Missing Person Action Plan.**

#### Missing Person Action Plan

1. The Tanner Camp service missionaries will organize a search party consisting of all available staff, volunteers and camp patrons.
2. A systematic grid search will be conducted from the point of last contact.

3. Should the grid search be unsuccessful within thirty minutes, the senior camp staff will contact the closest RCMP detachment in Evansberg at 780-727-4446.

### 3. Major Accident or Illness/Sickness

#### Major Accident or Illness Action Plan

1. Approach the situation safely, proceeding with caution to determine what has happened. If danger is present, remove if practical, or move the casualty to a safer location.
2. Contact camp staff to get emergency assistance. *Never leave a casualty alone.* Assign a specific individual to call or go for help and report back to you. (Sara and Eldon Tanner Youth Camp Emergency number for Fire or Ambulance service is **911**)
3. Provide the following information:
  - a. Your name
  - b. Description of the accident or illness including number, type and condition of casualties.
  - c. Location of the emergency, be EXACT (Address: **5007 Lakeshore Road**, Legal Land Description: **SE 13 53-5-W of 5th**)
  - d. A phone number where you can be reached
4. Assess the extent of the injuries and continue administering first aid, if capable.
5. Camp staff will direct emergency vehicles to the accident location.
6. Fill out the required incident forms and distribute as indicated on form.

### 4. Site Evacuation

In the event it is necessary to evacuate the camp, please follow the Evacuation Action Plan below.

#### Evacuation Action Plan

1. Camp staff or Evacuation Personnel will inform camp patrons of the situation and initiate evacuation procedures.
2. Assemble your group at your building or campsite. Do a head count to ensure everyone is accounted for. If anyone is missing, advise Evacuation Personnel immediately.
3. An Evacuation Center will be set up and you will be directed there. Assemble your group at the Evacuation Center and ensure all members are accounted for. (Transportation will be provided as needed.)
4. Do not remove any vehicles from parking areas until instructed to do so by Evacuation Personnel.

5. Follow instructions from Evacuation Personnel promptly, calmly and respectfully to avoid confusion and reduce risk.

## 5. Fire Safety and Fuel Storage

### a. Fire Prevention

- Check your building upon arrival and immediately report any faulty conditions to Camp staff.
- Camp fires must be attended always and ashes made cold to touch when leaving your campsite.
- Campfire are allowed only in provided fire pits.

### b. Fire Emergency Response

- If you discover fire or smell smoke, **warn persons nearby and leave immediately through the nearest safe exit.** Do not take anything with you. If building is full of smoke get down on hands and knees and crawl to safety.
- Immediately go to the muster point or 30 meters from the fire area to join your group.
- Do a head count immediately.
- Send an adult to notify Camp staff to call in the alarm.
- Adults may fight the fire using the extinguishers, **ONLY** if the fire is small and **NOT** located between the adult and an exit.
- Do not attempt to remove vehicles from the parking area.
- Do not use fire extinguishers to put out campfires.

### c. Fuel Storage

- All fuel to be stored in certified “tidy” tanks
- Tanks to be stored outdoors

## 6. Wildlife Encounters

### a. General Information

All of the animals, birds and insects are very important to maintaining a healthy ecosystem. Whether the animal is as small as a spider or as large as a bear there are four rules we should follow to be good guests.

1. *Never feed the animals.* Feeding damages the health of the animals and alters their natural behavior which may expose them to predators and other dangers. Resist the temptation to use food to get a better photo opportunity. Store food and trash securely. Large mammals, like bears, are

seldom seen at our camp areas. However; raccoons, skunks, opossums, and mice are very adept and willing to partake in the food and trash we make available. Food should never be eaten or stored in tents or cabins. Animals are easily trained and if they discover cabins are a good food source once or twice when people are present, they will return to check them out again when a new group comes to camp. In the kitchens, all food should be stored in ice chests or locked cupboards. Trash should be stored in buckets or garbage cans with lids.

2. *Keep a clean camp.* Pick up dropped food, candy and wrappers, etc. to be disposed of properly. In areas where bears can be a problem, aromatic products like toothpaste, sunscreen and soap should not be stored in sleeping areas; those items should be treated like food.
3. *Observe from a distance.* Animals display a variety of signs of distress if humans get too close; some signs are subtle e.g. a change in ear position, others are obvious e.g. stamping, snorting, or growling. *Respect wildlife's space; don't charge or shout at animals to get them to move.* Use binoculars for a closer view, be quiet and move slowly. If an animal moves away from your group, it's an indication you are too close. Avoid sensitive times and habitats; animals tend to be more aggressive when food is scarce, when mating, giving birth, or protecting their young. Some animals will abandon their young if disturbed.
4. *Report Abnormal Behavior.* If any animal exhibits abnormal behavior or appears to be sick, report it to the Camp Service Missionaries.

#### **b. Species Information**

Mosquitoes - Wear long sleeve shirts and pants and use repellent. If mosquitoes are a serious problem, use 35% DEET and follow the directions. *Note: Citronella (Avon Skin-So-Soft) and lemon eucalyptus only provide one or two hours of protection.*

Spiders and Ticks - During spring and early summer, ticks are more of a problem. Use repellent and keep pant legs tucked into socks, especially when walking off trail through brush or grass. Spiders eat flying insects. If they are found in the cabin, scoop them onto a paper and carry them outside away from the cabin instead of killing them. Spiders are often found in woodpiles, cracks, crevices and other dark places - be mindful when sticking hands into these places.

Wasps, Hornets and Bees - Nests should be left undisturbed unless they are on or immediately adjacent to a trail or located inappropriately within a unit; those should be reported to the Camp Service Missionaries. Wasps and hornets are attracted to

food smells. *Tip: Some people place an open can of tuna away from their eating area to lure Wasps and Hornets away if they are really thick.* Ground nesting bees become more of a problem during late summer. The area around a nest can be flagged to remind everyone to stay away. Encourage campers to use unscented soaps and deodorants and to follow **Leave No Trace** principles by staying on trails and impacting nature as little as possible.

Bats - Our mosquito eating friends, they like to roost under the eaves of buildings in dark areas, deep within woodpiles and in rock crevices. Unless a bat is acting erratic, ignore them. If one flies down through the group chasing an insect, remain still and they will generally fly right through. Waving arms or clothing causes a change in air currents and confuses their navigational systems and they may be unpredictable.

Small Mammals, from mice to raccoons - If food and trash are stored properly, these should not be a problem. They all have sharp teeth and should never be picked up and are sometimes infested with fleas and lice. Avoid contact with their feces/droppings. *Put a stick in the water-filled fire buckets to keep night exploring mice from drowning.*

Deer and Elk – Do not crowd them in an attempt to get a better picture or interact with them.

Cougar and Bear - Encourage the group to travel with a buddy or in larger groups, particularly during dusk and dark hours. Make some noise while hiking e.g. bear bells or talking quietly; as animals prefer to avoid human contact. If a bear becomes aggressive, avoid staring at it, talk softly to the animal, drop your daypack if wearing one (only if it is attacking) and back slowly away. Hopefully it will be distracted by the daypack and stop to investigate it while you make your escape. If it attacks, drop and curl into a ball, place your hands behind your neck and play dead.

**Aggressive cougars require a different response** – Cougars generally attack in a clearing rather than brushy area—a road, a long straight trail, or meadow. If you encounter an aggressive cougar, make yourself as large as possible e.g. If wearing a coat, slip it partially off and hold out your arms to make your body appear larger. Stare directly at the cougar, speak authoritatively to it and back away slowly. “Become the dominant cat.” If attacked, fight. Jab with a stick, throw things, yell.

## 7. Waterfront Guidelines

### a. **Swimming Ratios**

Number of swimmers in the water:

- 1 to 3 young swimmers (under 8 years of age) shall remain within arm's reach of an adult
- 1 to 25 swimmers - 2 Supervisors
- 26+ swimmers – 1 additional supervisor per 25 swimmers with 1 designated whistle supervisor assigned to clear the area in an emergency.

*Note: Supervisors shall be visibly identifiable with pinnie.*

#### **b. Designated Swimming Areas**

Ropes and buoys define the designated swimming area. Youth and Adults who cannot meet the requirements of Outdoor Adventure Skills: Aquatic Skills Level 3.5 (front stroke) can only use the designated swimming area under the following two conditions:

- Personal flotation device is worn by the participant
- Adult supervision is present who meets the requirement of Outdoor Adventure Skills: Aquatic Skills Level 3.5 using front stroke

#### **c. Swimmer Awareness**

The lake bottom cannot be seen in our swimming areas *so leaders must be aware of the swimming proficiency of each youth*. The beach swimming area transitions in depth from zero feet at the beach to 4-5 feet at end of the dock. The fixed water toys sit in approximately 5 feet of water on the shore side and quickly drops to 11 feet on the lake side, past the fixed water toys. Throughout the warm weather seasons, marine plants may be present.

*Note: If a leader (aquatic skills level 3.5 compliant) is unaware of their youth's swimming proficiency, the leaders shall evaluate the youth's ability to successfully swim the 25-meter length between designated marker buoys running parallel to the shore, without standing up.*

#### **d. Swimming Outside the Designated Swimming Area**

Swimming outside the designated swimming area may only be undertaken when all of the following conditions are met:

- Swimmer has on-site documentation verifying Outdoor Adventure Skills: Aquatic Skills Level 4.1 completion
- Supervisor has on-site documentation verifying Bronze Medallion rescue certification completion or equivalent.

- Supervisor must accompany the swimmer via canoe or boat and be capable to retrieve the stricken swimmer with a throw or reach flotation device

**e. Use of Fixed Water Toys**

Use of Fixed Water Toys shall be restricted to those who can demonstrate swimming competency equivalent to:

- Outdoor Adventure Skills: Aquatic Skills Level 3.5 or,
- Personal flotation device shall be worn *and* adult supervision is present who meets the above requirement.

*Note: Signage on the water toys prominently identify that swimming under the water toy is prohibited.*

**f. Water Trampoline Use**

Maximum number of people on the trampoline is 10.

**Important Swimming Area Safety Notes**

**Note 1:** *All other swimming areas at the waterfront where the bottom cannot be seen are not to be used.*

**Note 2:** Outdoor Adventure Skills: Aquatic Skills Level 3.5 - ability to swim 25 meters using any stroke. Must be demonstrated on-site and verified by a competent adult leader who meets this requirement.

**Note 3:** Outdoor Adventure Skills: Aquatic Skills Level 4.1. Achieved Aquaquest Stage 6, YMCA Swimmer Level, Red Cross Swim Kids Stage 5, or can demonstrate equivalent skills on-site.

**Note 4:** Night swimming is prohibited

**Description of AQUATIC SKILLS Competencies**

**For swimmers** to use inflatables without a PFD, they must meet AQUATIC SKILLS 3.5

- I can swim 25 metres (using any stroke).

**Supervisors must meet AQUATIC SKILLS 4.1**

- Swimmers develop front crawl (15m)

- learn back crawl (15m)
- learn stride dive and treading water
- perform head-first sculling on back
- swim 50 metres continuously

## 8. Vehicles at Camp

### a. Parking

Vehicles shall park along the old road, south and west of the gate. No parking is permitted in the cabin areas. To minimize the environmental impact, campers are directed to park no more than one vehicle per camp site.

### b. Vehicles

Off-road recreation vehicles are prohibited unless exclusively performing a service function.

## 9. Food Preparation and Storage

Campers are responsible for their own Food supply and preparation. Storage facilities vary depending on cabins or sites chosen. Please communicate your requirements at the time of placing the reservation. On-site facility food preparation and storage facilities information can be accessed at: [Friends of Ernest Poole Scout Camp Public Group | Facebook](#)

## 10. Camp Boundaries

See Appendix 1

## Compliance Requirements

### 1. Regulatory Compliance

#### a. Water Quality

Water testing shall comply with Alberta Environment requirements, including on-site testing by Alberta Environment representatives.

#### b. Fire Inspection

On-site fire inspections shall be performed by the County of Parkland Fire Inspector at designated intervals.

Fire extinguisher inspections shall be documented on each appliance.

#### c. Food Services

Public Health inspectors fall under the Alberta Public Health Act to ensure compliance with the Province's food regulations. The camp shall operate in compliance with the Public Health Act.

## 2. Youth Protection

All activities shall be planned, organized and directed in compliance with The Church of Jesus Christ of Latter-day Saints:

- Handbook 2, Section 13.6.12 – Overnight Activities
- Handbook 2, Section 21.2.8 – Overnight Lodging or Camping

Youth registered in Scouts Canada Cub, 11-year old Scouts or Deacon Scouts shall participate in compliance with the Canadian Path Outdoor Activity Guide for planning, organizing and running activities.

## 3. Water Source Protection

Septic and Pit Toilets shall be constructed to operate in compliance with County of Parkland environmental regulations.

## Camp Management

### 1. Camp Mission Statement and General Information

The Sara and Eldon Tanner Youth Camp mission statement is:

*Sara and Eldon Tanner Youth Camp shall provide a dedicated environment of natural beauty and peace, where youth and families feel the spirit and strengthen individual worth through service and challenging, wholesome, recreational activities.*

All activities undertaken within the camp shall align with the camp mission statement. Direction for camp operations shall comply with Church Recreation Camp Standards and Guidelines – September 2017 version. The purchase and operation of Church Camps falls under the Presiding Bishopric's authority. Therefore, communication from the Presiding Bishopric's office shall represent supplemental direction.

The Edmonton Alberta North Stake has been designated as the Agent Stake, tasked with camp oversight. Within this structure, the following positions have been established with roles for camp oversight.

President Garth Hatch - Camp Council Chair

Bruce Moisey – Camp Council Administrator

Elder Gary Petersen – Service Missionary\*

Sister Jean Petersen – Service Missionary\*

\* Camp Facilities Managers

## 2. Responsibilities of the Camp Council

The Camp Council shall have direct responsibility for camp utilization, programs, cleaning, minor maintenance, transportation, and landscaping (including grass cutting and snow removal). Volunteers should not be involved in any tree felling activities. All tree felling, lopping and pruning is the responsibility of the facilities manager.

The Camp Council may use recreation camp funds from the Church Unit Banking Services (CUBS) accounts to provide appropriate camp furnishings and equipment according to local program needs. Camp councils are not authorized to use camp program funds for development or R&I (Research & Innovation) projects except where a local stake contribution is required.

Examples of furnishings and equipment that Camp Councils may purchase include but are not limited to:

- Tents
- Sleeping pads
- Portable stove and barbeque (and fuel)
- Pots, pans, dishes and utensils
- Sports and activity equipment
- First aid supplies
- Yard tools
- Personal generators
- Flotation devices
- Cleaning and hygiene supplies
- Pest control (if needed)

Camp Councils should ensure that camp programs are planned, managed and operated according to local code requirements. When assigning seasonal camp opening and closing tasks, councils should carefully consider the health and safety of member volunteers. No tasks should be undertaken without proper personal protection equipment, training and supervision by responsible, qualified persons.

### 3. Camp Operating Committees

The Camp Council Chair shall appoint Ad-hoc and Permanent Operating Committees as required, for the administration and execution of camp planning and operations. Where committees are established, terms of reference shall be prepared and approved by the Agent Stake Presidency.

Camp Operating Committees shall make recommendations to the Camp Council. Approved plans shall be coordinated under the direction of the Camp Council Administrator.

### 4. Camp Manager

Church Service Missionary housing exists on-site. Due to camp utilization, activity and security, the camp shall retain the Church Service Missionaries in a year-round capacity as Camp Facility Managers. Camp Facility Managers operate under the direction of the Camp Council Administrator.

A camp vehicle may be funded through the camp operating funds or acquired by donation. The vehicle shall be titled to the Church, owned by and operated on Church recreation camp properties, fully insured and maintained. During the first year of operation the Camp Council shall prepare a vehicle use policy. All costs associated with obtaining, operating, and maintaining vehicles shall be paid using the camp operating budget.

### 5. Camp Maintenance and Care

Camp Maintenance and care shall occur under the direction of the Camp Council Administrator. Maintenance operations are performed as a function of the annual operating planning process. Under this process the following steps are undertaken:

1. The Facility Manager, Camp Manager and/or Service Missionaries shall prepare an annual camp operating plan for review and approval of the Camp Council, within sixty days of the purchase transaction closing date.
2. The Camp Council shall forward the approved Camp Operating Plan to the Agent Stake for review and approval.
3. Approval of the Camp Operating Plan by the Agent Stake shall establish the authority for the Facility Manager, Camp Manager and/or Service Missionaries to proceed to operate and manage the Sara and Eldon Tanner Youth Camp.
4. Within sixty days of the operating year end, the Facility Manager, Camp Manager and/or Service Missionaries shall prepare and submit a Year-end Utilization and Expense Report for review and approval of the Camp Council.

5. The Camp Council shall forward the approved Year-end Utilization and Expense Report to the Agent Stake for review and approval.
6. The Camp Council may request interim Utilization and Expense reports throughout the year to ensure issues and events are managed to minimize variances to the approved camp operating plan.
7. For the first operating period only, the fiscal year shall be modified to align with the LDS Church fiscal reporting period. Purchase Closing Date: December 31, 2017.

## 6. Roles and Responsibilities

### a. Resident Camp Caretaker(s)

- Gary Petersen 780-238-7777 (cell)
- Jean Petersen 780-271-1123 (cell)

### b. Responsibilities of the Camp Council

- i. The Camp Council has direct responsibility for camp utilization, programs, cleaning, minor maintenance, transportation and landscaping (including grass cutting and snow removal).
- ii. Management, development, construction and maintenance of program equipment and facilities that do not fall under the jurisdiction of the FM group.

### c. Duties of the Camp Caretaker

- i. Booking and billing campers
- ii. Signing campers in and out
- iii. Manage housekeeping and general maintenance chores
- iv. Consult with Camp Council
- v. Support Camp Council projects
- vi. Support program activities
- vii. Manage maintenance of all camp equipment

### d. Camp Care and Maintenance

- i. Will be managed by the Camp Caretakers
- ii. All vehicles will be parked off of the Camp and Cabin sites on the old road.

### e. Weekly Arrival and Departure Processes (Cleaning and Inspection)

- i. On arrival groups will contact Camp Caretakers to receive site direction and orientation to potable water, grey water, toilet facilities and program schedule.
- ii. Groups will provide a camper manifest to the Camp Caretaker
- iii. On departure groups will contact the Camp Caretakers to arrange a closing inspection.

**f. Camp Systems Operational Instructions**

Including potable water, wastewater, electrical, and so forth.

**g. Program Committees**

Program Committees are responsible for developing and maintaining facilities, setting policy & procedures and future development of specialty activity programs. E.g. Climbing Wall, Challenge course, Waterfront, Range

7. Camp Reservation and Fee Policies

**a. Camp Reservations**

The Camp Caretaker will coordinate camp bookings according to the Booking Policy below:

- i. Stakes, Wards, youth groups, families and community scouting groups can request camp bookings before January 1<sup>st</sup> of each calendar year.
- ii. A booking calendar will be published for the year utilizing a Google Calendar on line.
- iii. Requests will be posted on a waiting list in Google calendar.
- iv. On January 1<sup>st</sup>, bookings will be processed in the order that they were received. If more than one group has requested the same time, the following booking priority will be used:
  1. 2 major camps that we have agreed to with Scouts Canada
  2. LDS Stakes
  3. LDS Unit youth groups (YW, YM, Primary)
  4. LDS Unit ward/branch groups (i.e. Ward Camps, father/son, etc.)
  5. LDS Families
  6. LDS Units outside of Edmonton Temple District
  7. Community Scout groups
  8. Other Non-Profit Youth Groups
- v. Gary will accommodate booking requests for the same time as much as possible within the Camp geography.
- vi. If a booking request needs to be changed due to multiple requests that cannot all be accommodated, the “bumped” request will receive priority for the next year.
- vii. After January 1<sup>st</sup>, Scout Canada groups and Church units can book available space in that calendar year on an “as available” basis.
- viii. No community scouting bookings will be taken for July or August.
- ix. Invoices for camp will be emailed to the person who has booked the camp

- x. Payment by cheque to :
- Sara and Eldon Tanner Youth Camp  
 c/o Stake Financial Clerk  
 45 – 24524 Twp 544  
 Sturgeon County, AB T8T 0B3

**b. Camp Fee Schedule**

LDS groups

Stake, Ward & Families – Single Day Use	No Charge
Ward Units (up to 30 Youth) - Campers	\$ 50/night
Ward Units (up to 30 Youth) – Cabin/Tipi Users	\$100/night
30+ Youth – price as second segment @ price above	
Stake Units - Campers	\$150/night
Stake Units – Cabins/Tipi	\$300/night
Family (up to 10 Members) – Campers	No Charge
Family (up to 10 Members) – Cabins/Tipis	\$ 25/night
Family Event (10+) – Campers	\$ 50/night
Family Event (10_) – Cabins/Tipis	\$100/night

Useful tips

Community Scouts and Non-Profits Fee Structure

Campers each per day	\$ 6.00
Cabins each per day	\$ 60.00
Lodge per day	\$ 80.00
Tent sites per day	\$ 15.00
Tipi per day	\$ 30.00

# Appendix 1: Camp Boundaries

