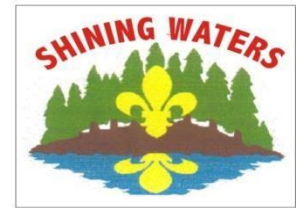




# Scouts Canada SHINING WATERS COUNCIL



**COUNCIL SERVICE TEAM MEETING**  
**Hosted via Zoom Videoconferencing**  
**by Kit Cheng, Nicole Donadio and Mandy Chung (CK3)**  
**Wednesday July 20, 8:00-9:30 PM**

**Number of Attendees:** 62 participants, 46 Scout Groups represented

**Attendees:** Annie Yuen (1st Unionville), Bonny-Lynn McMullen (2nd Innisfil), Bosco Tang (6th Richmond Hill), Brenda Meades (1st Barrie Foresters / 8th Barrie), Brenton Kennedy (1st Shelburne), Carmen Wu (8th Markham), Cassandra Ip (1st Hong Kong Canadian), Christine Rosenthal (2nd Markham), Chuck Heron (SWC / 4th Orangeville), Clayton Hannah (1st Orillia), Clement Cheng (38th Richmond Hill), Consuela St. John (Program PSM), Daniel Lei (SWC), Daniel Plessis Bélair (1st Palmerston), David Williams (Property PSS), Dena Rogers (SWC / 2nd Keswick), Denise Johnston (4th Markham), Desmond Wong (Program), Doug Donald (1st Penetanguishene), Edna Elliston (Program), Elwick Tang (SWC / 5th Unionville), Gail Jackson (1st Bracebridge / Recognition), Glenn Skitch (1st Stouffville), Gregory Peach (SWC / 1st Kempenfelt Bay / CVR), Hans Uhr (SWC), Hartmut Riewe (1st Creemore), Helen Carnie (2nd Markham), Helen Tam (2nd Unionville), Henry Fok (22nd Markham), Jackson Kwok (SWC), Jennifer Procknow (5th Hanover), Jennifer Theunissen (2nd Wasaga Beach), John Chin (1st Markham York Region MedVents), Judy Hall (2nd Huntsville), Katherine Faulkner (4th Midland), Kevin Ryan (1st Port Elgin), Kirsten Heard (1st York Regional Police), Kit Cheng (SWC), Laura Payne (1st Bradford), Len Cox (1st Owen Sound), Lise-Cendrine Westerhoek (1st Northridge), Liz McIsaac (3rd Bracebridge), Mandy Chung (SWC / CVR), Marlene Harris (GSC), Mike Troubridge (1st Mount Albert), Nicole Donadio (SWC), Patrick Lai (10th Richmond Hill), Peck Yap (SWC / 8th Markham), Priscilla Wong (7th Milliken Mills), Purvin Wai (SWC / 8th Oak Ridges), Ralph Snell (1st Burks Falls), Raymond Woo (1192nd Markham), Rob Jones (1st Stouffville), Robert Kennedy (2nd Aurora), Robert Martinell (SWC), Robert Pearson (Newmarket Scouting Group), Ross Haagsma (5th Aurora), Ruth Teal-Milligan (1st Sutton West), Samil Chagpar (392nd Thornhill), Susan Anderson (1st Alliston), Vivian Lin (5th Unionville), and Wayne Morrison (SWC)

**Absent:** 133rd Milliken, 14th Barrie, 1st Ballantrae, 1st Chesley, 1st Everett, 1st Flesherton, 1st Gravenhurst, 1st Lucknow, 1st Maple, 1st Mapleview, 1st Mildmay, 1st Nottawa, 1st Richmond Hill, 1st Sauble Valley, 1st Thornhill, 1st Tottenham, 1st Woodbridge, 1st York Region MedVents (Newmarket), 23rd Markham, 2nd Listowel, 2nd Washago, 333rd Markham, 3rd Aurora, 3rd Orangeville, 3rd Parry Sound, 3rd Unionville, 5th Richmond Hill, 7th Markham, and 8th Richmond Hill

**Regrets:** Gordon Shearer (1st Tottenham), Jim Finnigan (1<sup>st</sup> Lucknow)

**PLAN:**

**Welcome...CK3**

Kit C welcomed everyone at 8:03 by thanking them for taking the time to participate. He informed the meeting (according to the slide pack: [SWC CST Meeting General Updates - 202207](#); **SLIDE 2**) to access the website [Slido link](#) in order to ask questions at any time throughout the meeting and they would be answered by popularity as we moved through the [agenda](#) [**Slide 3**]. Other questions would be answered later in the meeting or in writing following the meeting and posted on the [Shining Waters Council Meetings – July 20, 2022](#) site under "[Meeting Q&A – 202207](#)".

**Moment of Reflection – Gone Home...CK3 [Slide 4]**

There being no recent Scouters "gone home", the meeting moved to the .next business.

**Minutes Approval (November 27, 2021) & Action Items Reviewed..Bob M [Slide 5]**

There being no outstanding actions remaining from the November 27 meeting and no objections, the minutes were approved; moved by Greg Peach and second, [unidentified/unknown but acknowledged by Kit].

**General Updates**

**Welcoming our new Group Commissioners ... Mandy C**

Mandy welcomed all new appointed GCs including: Pradeepta Chakravarti (5<sup>th</sup> and 8<sup>th</sup> Richmond Hill), Mike Troubridge (1st Mount Albert) and Cody Dixon (1<sup>st</sup> Everett) [[Slide 6](#)]

**SWC Business Plan Update and Next Steps ... Nikki D [[Slides 7-12](#)]**

Nikki gave a brief overview of what is essentially a "bridging plan" for the next Scouting Year for the Council. One of the biggest areas requiring additional support was Colony due to unprecedented growth and retention in the face of limited space, capacity limits and many new Scouters (see slides). Kick-off meetings with GCs have occurred while section Scouter meetings are scheduled throughout August with team plans in place for September. Kit noted that it is important for us to build a solid foundation at the Colony section now to support future growth in other senior sections, similar to how we teach our youth when building a campfire.

## **NST Meeting Key Theme - Youth Leadership** ... Mandy C [[Slide 13](#)]

Mandy reported that there were a number of excellent outcomes on the theme of "Youth Leadership":

- the importance of mentorship [See: "[Youth Mentorship](#)"]
- networking and communications
- learning from other youth
- how to create opportunities
- how to get youth involved in Council
- how to foster innovation in our Groups and programme activities, and
- a number of interesting opportunities available to Councils in September

Kit commented this theme is to enable a definite change in mindset, getting our youth fully engaged in planning. We need to put our youth in the driver seat of our Scouting Movement now. Mandy noted that the "Scouter" term change from "leader" is fundamental as an example of measures to strengthen youth leadership.

## **Safety Leadership – Major Incident Review**...Kit C [[Slides 14-16](#)]

There were two recent major incidents that occurred within the Scouting programme notably, a near-drowning, a food allergy and an earlier camp stove lighting ...

- We are in Scouting to ensure fun and learning but to ensure a safe environment to do so, these are learning opportunities that should be reviewed for everyone to understand and remember the need for standards [[Slide 15](#)] and the requirement for GC approval and review.
- It is up to Commissioners to champion a **safety culture** within their Groups. [**Secretarial Note:** Please see a very detailed e-mail on these incidents to all GCs, CLTs, and July 20 CST Meeting Participants, "**Important Info – Safety Leadership**" sent by Kit C on behalf of CK3 at 1135 PM, July 22; ask your RM/GSS for a copy.
- The discussion further focussed on the proper completion and the need for an accurate "**(Modified) Adventure Application Form**" [(M)AAF] submitted early enough for GC review and approval.
- **Emergency Response Plans (ERPs)** are mandated by BP&P for all meeting locations and programme activities. These plans are tailored for Junior and Senior Sections and can easily be amended to address the location and type of activity.
- Hans U noted "the devil is in the routine" meaning we sometimes unconsciously ignore risks at our peril. Always do a "safety walk" around your programme activity area every time before use ... and involve the youth to allow them to learn

what the risks are. List and review these periodically as part of the location ERP. Hans as DCC Safety is always available for consultation: [uhr.hans@gmail.com](mailto:uhr.hans@gmail.com) .

- [**Secretarial Note:** For more information about ERPs, see: [Emergency Management Standards](#)]

## **Program Update - Onboarding Support for New Volunteers...**Consuela S [[Slide 17](#)]

Consuela briefly gave an overview of upcoming plans for the fall including...

- a "Fall Challenge" similar to the most recently completed "Spring Challenge" for all sections
- Scouter Development Days
- "Dragon Trail Quest" for Junior and Sections involving the forces of nature with a guide and video to be introduced in August
- Various virtual events for Scouter support
- There will normally be two "Challenges" annually that are not mandatory programme activities. Participation crests will normally be available but shouldn't be the focus for youth.
- Previous "Challenges" are available at: [Program Challenges](#) or use: [scouts.ca/activity finder](https://scouts.ca/activity-finder)
- For how to keep youth safe including managing challenging behaviours: [Safety Resources](#) and Behaviour Management [video](#)
- See [Event Management Playbook](#) for low-risk events

## **Properties Update...**Dave W [[Slide 18](#)]

Dave gave an overview of his role and the local properties:

- As part of the National Properties Support Team, he focuses on 64 SC properties currently operational – the Team is not Council-specific
- He congratulated the Camp Wildman Committee and their efforts to improve the Wildman property; Frisbee Golf and Gaga Ball are available to users ... a great training facility only 10 minutes from Midland in Tiny Township
- Unfortunately Haliburton Scout Reserve is in poor condition and needs improvements to bring it up a safe standard; not available for 2020.
- Woodland Trails suffered damage during a Spring storm with some outer buildings damaged with many downed trees so, no Camp Adventureland in 2020 aside from day camps and family weekend camping
- Camp committees such as that at Camp Wildman, now have access to the "Doubleknot" tool to update and maintain booking info specific to their property. The tool captures all data when a booking is made.
- Camp Charl'bro is not operational; camps must be self-sufficient to operate
- Contact Dave if any questions: [david.williams@scouts.ca](mailto:david.williams@scouts.ca)

## **Council Commissioner Posting...Kit C [[Slide 19](#)]**

Kit reviewed his role as CC:

- Very fortunate to be able to work with passionate Key 3 partners (Nikki, Mandy/Jason) and many talented Scouters across Shining Waters
- Lots of support by other Scouters and Subject Matter Experts
- Very satisfying - while not a lot of instant gratification, it's about helping groups setting a solid foundation for long-term success
- Meet lots of people
- Help Groups with their challenges
- Important to have succession planning for your Group/Section when undertaking Council roles
- The success of the Council is always beyond a single individual - but is the result of many individuals with different skillsets and talents. The next CC does not need identical skillsets as the current CC

Nikki added:

- There are highs and lows like any position/job but doing a lot of good for others
- Should be good at listening, facilitating and problem solving

Elwick T offered his thanks on behalf of Council to Kit for his 3(+) years as SWC CC

## **DO/REVIEW**

### **Q&A...Kit C [[Slide 20](#)]**

Through use of SLIDO, CK3 addressed a number of questions submitted to SLIDO prior to the meeting, during and afterwards. Those items addressed during the meeting;

### **Registration / Onboarding Related**

- Is it possible we move the registration back to September - August? Right now it is a lot of unnecessary work for us Scouters. Answer: Not at this time. Use of a Scouting Year based on the calendar year is already showing positive enrolment and stronger youth retention year over year. SC is aware of the issue and are working toward improving procedures to reduce the load to Scouters
- What happens to youth on the 2022 waitlist when registration opens in Sept. for 2023? Do they still get first preference if there is room available? Answer: All current Waiting lists for the 2022 Scouting year will be cleared as of August 8th. All Groups are encouraged to download a copy of the waiting list before Aug 8<sup>th</sup> for their records. Try to

get in touch with the families on the waiting list so that they are aware that they are being cleared and when the next opportunity they will have to register with the group (Sept 1). This is a great time to reach out to parents to see if they want to become part of the Scouting team. To pull a wait list report, log into myscouts and click on REPORTS. Scroll to down and you will see Waitlist Report. Any individual on a pre-Aug 8<sup>th</sup> waiting list must re-register starting Sept 1, 2022.

- Why can't groups control who to accept for registrations (eg - give priority to siblings or those referred by sponsor)? Answer: SC controls registrations to ensure uniformity across the nation. Clearly it would be unfair and inequitable for us to pick and choose which registrations we accept.
- Can we have more in-person training especially for new scouters? Answer: Consuela answered at a national level what SC is trying to do for upcoming training this fall for each Council. Every WB 1 Scouter is also a mentor and should consider twinning with new Scouters to assist them.

## **Program Related**

- Are there any regional or Council events we should be aware of for the coming year? Can they be added to ScoutsTracker? Answer: [See "We want our Council Events back ..." in the Q&As completed after the meeting] There are national events such as the three national SC campaigns (Coffee, Scoutseeds and Popcorn) which can be added. The functional Event Support Team has requested Event Support Scouters in July to all Scouters looking for those who wish to do exactly that – organize Council events. Any Group which is willing to offer invitations to other Groups may certainly do so which could possibly be considered a Council event. Contact the Council Scoutstracker coordinator for assistance or passing details: [chuck.heron@scouts.ca](mailto:chuck.heron@scouts.ca) .
- Our group have youth who are Special Needs. Scouters do not have proper training to handle those youth. Scouters are frustrated and lack support. Answer: Speak to your RM/GSS for resources. Also, see: [Behaviour Management](#) and [Dealing with Challenging Behaviours](#) .
- Any details with the next challenge (like Claim the Flame)? Answer: See the section above "**Program Update - Onboarding Support for New Volunteers**".

## **Other**

- When will the Certificate of Insurance be ready? we can't confirm our permit until we show the school board the Certificate. Answer: There has been an interim

Certificate of Insurance (COI) available April-August 2022. It was noted that York school boards need COIs for the 2022-23 school year by July 2022. Only the interim COI is available until late August when the new SC COI for 2022-23 is to become available. Please contact [COIRequests@scouts.ca](mailto:COIRequests@scouts.ca) directly to request assistance.

- When Scouts Canada is going to issue the Certificate of Insurance for Sept 2022 - June 2023? Answer: See above.

**CLOSING...** CK3

**Adjournment...**Kit C

Given the hour (9:30 PM), Kit closed the meeting indicating that all other questions would be addressed in writing and posted after the meeting: [Meeting Q&A - 202207](#)

**[Secretarial Note: Next Council Service Team meeting – to be determined but not before late September 2022]**

## **Weblinks**

- Council Website:<https://www.scouts.ca/SWC>
- Council Facebook Discussion Forum:  
<https://www.facebook.com/groups/shiningwaters/>