



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Rafting Training	
<b>Solicitation No. - N° de l'invitation</b> W1568-160080/A	<b>Date</b> 2016-04-25
<b>Client Reference No. - N° de référence du client</b> W1568-160080	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-251-6970	
<b>File No. - N° de dossier</b> VIC-5-38249 (251)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fletcher, Erin	<b>Buyer Id - Id de l'acheteur</b> vic251
<b>Telephone No. - N° de téléphone</b> (250) 363-3612 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

There is no security requirement associated with this requirement.

### 1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### 1.3 Comprehensive Land Claims Agreements

This procurement is subject to the following Comprehensive Land Claims Agreements:

- Umbrella Final Agreement of the Council for Yukon Indians
- Champagne and Aishihik First Nations Final Agreement

### 1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### 1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada

will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** (    ) **No** (    )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** (    ) **No** (    )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (One (1) hard copy)
- Section II: Financial Bid (One (1) hard copy)
- Section III: Certifications (One (1) hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are

declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See **Annex D**.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) – Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

### 5.2.3 Worker's Compensation – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### 5.2.4 Additional Certifications Precedent to Contract Award

#### 5.2.4.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6(9), Example 2, of the *Supply Manual*.

#### 5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition



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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of award to May 31, 2017. The work is to be performed during the period of June 16, 2016 to June 22, 2016, inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.4.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreements:

- Champagne and Aishihik First Nations Final Agreement

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Solicitation No. - N° de l'invitation  
W1568-160080/A  
Client Ref. No. - N° de réf. du client  
W1568-160080/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38249

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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Erin Fletcher  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1230 Government Street, Suite 401  
Victoria, British Columbia, Canada V8W 3X4  
Telephone: (250) 363-3612  
E-mail address: [erin.fletcher@pwgsc-tpsgc.gc.ca](mailto:erin.fletcher@pwgsc-tpsgc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be inserted at Contract award)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

***The Bidder is required to complete the following:***

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## **6.7 Payment**

### **6.7.1 Basis of Payment – Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (to be inserted at Contract award). Customs duties are included and Applicable Taxes are extra.

### **6.7.2 Single Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment

### **6.7.3 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(to be determined)

## **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One copy must be forwarded to the PWGSC Contracting Authority identified under section 6.5.1.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.9.2 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation

## **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

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### 6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the general conditions 2010C (2015-09-03), General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Insurance Requirements;
- f) the Contractor's bid dated \_\_\_\_\_.

### 6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 6.13 SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A2001C (2006-06-16) Foreign Nationals (Canadian Contractor)  
A9062C (2011-05-16) Canadian Forces Site Regulations

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## **ANNEX "A" - STATEMENT OF WORK**

### **WHITEWATER RAFTING JUNIOR CANADIAN RANGERS (JCR)**

#### **1. Title and Date**

- 1.1 Whitewater Rafting – Junior Canadian Rangers (JCR) 1 Canadian Ranger Patrol Group (CRPG)
- 1.2 Period of the Contract: Date of Award to May 31, 2017.
- 1.3 Option to extend: The Contractor grants Canada the irrevocable option to extend the term of the Contract by up to 1 additional 1 year period under the same conditions.

#### **2. Background**

Department of National Defence, Junior Canadian Ranger (JCR) Program, 1 CRPG HQ Yellowknife, has a requirement to teach JCR how to safely participate in Whitewater Rafting in Tatshenshini / Yukon River, YT. It is anticipated that a total of 300 Junior Canadian Rangers and 5 DND representatives will participate.

There will be 7 groups with an approximate maximum of 48 persons each (43 JCRs and 5 DND reps). Each group will attend one day session. The sessions will be offered for 7 (seven) days over the time period set out herein. **The sessions will be reserved for DND participants only.**

- 2.1 Activity: To teach Junior Canadian Rangers how to safely participate in Whitewater Rafting.
- 2.2 Dates: 16-22 June 2016 inclusive;
- 2.3 Times: 0800-1630 daily; and
- 2.4 Location: Tatshenshini, Yukon River.

#### **3. Scope of Work**

The Contractor will be required to provide instruction, supervision, technical expertise, and equipment in order to conduct the training activity.

#### **4. Responsibilities**

- 4.1 The Contractor is responsible for:
  - 4.1.1 Supplying all rafting equipment, wetsuits, helmets, life jackets and booties;
  - 4.1.2 Ensuring that students are fully aware of how to correctly fit, wear and use equipment issued;
  - 4.1.3 Ensuring the minimum number of instructors are ready to instruct the activities assigned prior to the start times listed herein;
  - 4.1.4 The coordination of movement and safety throughout the day;
  - 4.1.5 Checking weather and local conditions before training begins. Forecasts must cover the length of the training period and all areas used.

The Contractor shall have the right to cancel or alter trips due to bad weather/water conditions. In such a case, DND shall make arrangements to either reschedule or cancel trip/trips as the case may be. DND shall not be liable for any costs should cancellation by the Contractor occur;

- 4.1.6 Ensuring suitable management of groups and individuals at all times during training;
- 4.1.7 Ensuring safety briefings on hazards are given to all;
- 4.1.8 Ensuring first aid equipment is carried by the instructor;
- 4.1.9 Being alert for and reacting to teachable moments to reinforce basic rafting skills;
- 4.1.10 Providing personal clothing, navigation equipment and maps, communications equipment, transportation, PFDs, rafting equipment, and rations for all instructors;
- 4.1.11 Providing an evacuation plan in writing prior to trip. Details to include: Road, phone number for helicopter evacuation and SAT phone;
- 4.1.12 Providing communications devices for emergency and administrative use;
- 4.1.13 Paying any third party costs associated with emergency procedures or communications device use;
- 4.1.14 Providing first aid to all on activities;
- 4.1.15 Obtaining all the necessary permits, registrations, and/or licensing required to operate in the proposed training location;
- 4.1.16 Providing lunch. Meals are to be nutritious, appetizing, and provide the required caloric intake for participating in activities;
- 4.1.17 Participating in briefings and debriefings with the Officer in Charge and students;
- 4.1.18 Conducting themselves in accordance with the following rules and policies:
  - 4.1.16.1 Smoking during instruction or transportation is prohibited;
  - 4.1.16.2 The selling or giving of tobacco products to Junior Canadian Rangers is prohibited;
  - 4.1.16.3 Refraining from smoking in the presence of JCRs. Smoking will occur only in designated areas separate and away from JCRs.
  - 4.1.16.4 No drug use unless the individual is authorized to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care or the drug is contained in a non-prescription medication used by the individual in accordance with the instructions accompanying the medication;
  - 4.1.16.5 To not introduce, possess, consume, or be under the influence of alcohol within eight hours of expected contact with JCRs, while working with JCRs, or in transport with JCRs; and

4.1.16.6 Relationships with JCRs of an emotional, romantic, or sexual nature are not permitted.

4.2 DND is responsible for:

- 4.2.1 Appointing an Officer in Charge for each session who will oversee each session;
- 4.2.2 Ensuring discipline amongst the group;
- 4.2.3 Providing first aid kit, safety vehicle, and qualified first aid staff;
- 4.2.4 Providing the Contractor with a list of dietary needs or food allergies within one (1) week prior to commencement so that the Contractor can make the necessary arrangements for the menu;
- 4.2.5 Ensuring that all JCRs and DND representatives have running shoes, wool socks, wool sweater or polypropylene tops, warm jackets, a complete change of clothing;
- 4.2.6 Transporting JCRs and DND representatives to the activity location and return to the Cadet Camp;
- 4.2.7 Ensuring that all JCR and adult participants sign a liability waiver form prior to embarking on the trip. DND has standard insurance coverage for training.

## 5. Instructor Requirements

- 5.1 The Contractor is to ensure that all instructors have the following qualifications to lead and instruct on this activity (proof of compliance must be provided to DND Project Authority no later than June 1, 2016) and become familiar with the enclosed Cadet Administration and Training Orders and RCAC Adventure Training Safety Standards:
  - 5.1.1 Valid Vulnerable Sector Screening (working with youth aged 12-18 yrs.) and Police Records Check;
  - 5.1.2 Valid CPR C, advanced marine first aid or advanced wilderness first aid;
  - 5.1.3 Whitewater raft class guide 3/4 training or higher;
  - 5.1.4 Valid Swiftwater rescue certification;
- 5.2 The instructor to student ratios are not to exceed one to ten (1:10). There must be a minimum of one (1) instructor per raft.

## 6. Language of Work

The language of work and deliverables will be English.

## 7. Deliverables

- 7.1 Names, resumes, copies of all required certifications and Police Check and Vulnerable Sector Screening must be provided for all personnel (including management) to the Project Authority prior to June 1, 2016.
- 7.2 Activity Criteria: Whitewater Rafting. A one-day introduction to whitewater rafting.

Deliverables:

7.2.1 Introduce and develop student skills within whitewater rafting.

7.2.2 The following skills are to be taught during this activity:

- a) How to fit and adjust issued clothing and equipment;
- b) Lifting, carrying, launching and disembarking a raft;
- c) Capsize drills including swimmer, self and group rescue;
- d) Action on rescues and incidents;
- e) Basic water confidence skills;
- f) River route selection and obstacle avoidance;
- g) Efficient forward paddling;
- h) Efficient backward paddling;
- i) Turning both static and on the move;
- j) Ferry gliding;
- k) Breaking in/out of moving water.



## ANNEX "B" - BASIS OF PAYMENT

The following firm rates (in \$CAD) are for the services detailed in Annex A, inclusive of all transportation, labour, equipment, and other associated costs. No further charges are allowed. Number of instructors must meet or exceed the ratios specified in Annex A.

	<b>ESTIMATED NUMBER OF PARTICIPANTS (A) (7 groups with approx. 43 JCRs and 5 DND reps per group)</b>	<b>FIRM PRICE (ALL INCLUSIVE) PER PARTICIPANT (B)</b>	<b>EXTENSION (A x B)</b>
<b>CONTRACT YEAR</b> (Date of award – May 31, 2017)	335	\$ CAD	\$ CAD
<b>OPTION YEAR 1</b> (June 1, 2017 – May 31, 2018)	335	\$ CAD	\$ CAD
		<b>GST (5%)</b>	\$ CAD
		<b>TOTAL EVALUATED PRICE</b>	\$ CAD

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## **ANNEX "C" - INSURANCE REQUIREMENTS**

### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability – Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- 
- m) Non-owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec send to:

Director Business Law Directorate  
Quebec Regional Office (Ottawa)  
Department of Justice  
284 Wellington Street, Room SAT-6042  
Ottawa, Ontario K1A 0H8

For other provinces and territories, send to:

Senior General Counsel  
Civil Litigation Section  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Solicitation No. - N° de l'invitation  
W1568-160080/A  
Client Ref. No. - N° de réf. du client  
W1568-160080/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38249

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "D"- MANDATORY TECHNICAL EVALUATION CRITERIA**

By submitting a bid, the Bidder certifies that it is capable of performing all of the work as specified in Annex A.

In order to be considered technically compliant, the Bidder must include a document demonstrating corporate experience within the last five (5) years.

The document must reference at least two contracts that demonstrate the Bidder's ability to perform the work specified in Annex A. The document must include the following information for each contract:

1. Details of the customer(s) under the contract(s) (name, address, telephone number, email address);
2. Number of instructors;
3. Number of participants;
4. Age range of participants;
5. Date(s) and duration of trips; and
6. Location(s) of trips.

Canada reserves the right to contact the customers using the contact information provided in order to confirm the information submitted by the Bidder.

Solicitation No. - N° de l'invitation  
W1568-160080/A  
Client Ref. No. - N° de réf. du client  
W1568-160080/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38249

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" TO PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- (    ) VISA Acquisition Card;
- (    ) MasterCard Acquisition Card;
- (    ) Direct Deposit (Domestic and International);
- (    ) Electronic Data Interchange (EDI);
- (    ) Wire Transfer (International Only)

Solicitation No. - N° de l'invitation  
W1568-160080/A  
Client Ref. No. - N° de réf. du client  
W1568-160080/A

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38249

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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## **APPENDIX A.1 TO ANNEX A (STARTS ON NEXT PAGE)**

### **Contains the following reference documents:**

- Cadet Administration and Training Orders (CATO) (13-22, 13-23, AND 25-05);
- RCAC Adventure Training Safety Standards A-CR-CCP-951/PT-003 (10-1-10-10, Annex C, D)

## SMOKING POLICY

### PURPOSE

1. This order describes the policy regarding smoking within the Canadian Cadet Organizations (CCO), the Cadet Instructors Cadre (CIC) and those employed or contracted in support of the CCO.

### GENERAL

2. The guidelines found in the present CATO are consistent with Part II of the *Canada Labour Code*, with Treasury Board (TB) directives and with the Canadian Cadet Movement's (CCM) promotion of a healthful lifestyle.

3. Existing federal law prohibits the sale of tobacco products to minors. In keeping with the intent of this law, smoking by cadets at LHQs during cadet activities and at CSTCs is to be discouraged.

4. This policy should be widely disseminated and included in all Joining Instructions in order to prevent any misunderstanding by cadets.

5. It is important to remember that cadet activities not taking place in a DND building are regulated by provincial smoking legislation and by the By-Laws of the municipality in which the activity takes place. These provincial and municipal requirements must be followed.

### CADET CORPS

6. To promote a safe and healthy environment free of tobacco smoke, cadet corps commanding officers must ensure that the following guidelines are followed:

## POLITIQUE – USAGE DU TABAC

### OBJET

1. La présente ordonnance énonce la politique relative à l'usage du tabac pour les Organisations de cadets du Canada (OCC), le Cadre des instructeurs de cadets (CIC) et les employés ou les contractuels embauchés comme personnel de soutien des OCC.

### GÉNÉRALITÉS

2. Les lignes directrices fournies dans la présente OAIC sont conformes aux dispositions de la Partie II du *Code canadien du travail*, aux directives du Conseil du Trésor (CT) ainsi qu'à la promotion d'un style de vie sain par le Mouvement des cadets du Canada (MCC).

3. Les lois fédérales en vigueur interdisent la vente de produits du tabac à des mineurs. Conformément à l'esprit de cette loi, il faut décourager l'usage du tabac par les cadets dans les QGL durant les activités de cadets et dans les CIEC.

4. Afin d'éviter tout malentendu chez les cadets, il faudrait diffuser cette politique à grande échelle et la publier dans toutes les instructions de ralliement.

5. Il ne faut surtout pas oublier que les activités des cadets qui ne se déroulent pas dans des édifices du MDN sont réglementées par la législation provinciale sur l'usage du tabac ainsi que par les règlements de la municipalité où les activités ont lieu. Ces exigences provinciales et municipales doivent être respectées.

### CORPS DE CADETS

6. Afin de fournir un environnement sain, sécuritaire et libre de toute fumée de tabac, les commandants (cmdt) des corps de cadets doivent s'assurer que les directives suivantes sont observées :

- |  |   |
|--|---|
| <p>a. continuing education program at cadet corps level to quit smoking is to be encouraged;</p> <p>b. smoking during instruction is prohibited;</p> <p>c. breaks, for the purpose of smoking during cadet activities are to be discouraged;</p> <p>d. the selling of tobacco products at cadet canteens and messes is prohibited;</p> <p>e. smoking during parade nights and other training activities:</p> <p style="padding-left: 40px;">(1) inside federal government buildings is prohibited, and</p> <p style="padding-left: 40px;">(2) inside non-federal government buildings is to be discouraged and is subject to provincial smoking legislation as well as local By-laws;</p> <p style="padding-left: 40px;">(3) outside or at the entrance(s) of a federal government building is prohibited if the federal government owns the land at the building entrance(s) or if smoking at the entrance(s) adversely impacts the internal air quality of the building;</p> <p style="padding-left: 40px;">(4) outside of or at the entrance(s) of a non-federal government building is subject to provincial smoking legislation as well as local By-laws;</p> <p>f. all personnel are to be encouraged to refrain from smoking in the presence of cadets; and</p> | <p>a. encourager un programme éducatif pour cesser de fumer au niveau des corps de cadets;</p> <p>b. il est interdit de fumer pendant l'instruction ;</p> <p>c. les pauses cigarette pendant les activités de cadets doivent être découragées ;</p> <p>d. la vente de tabac dans les cantines et instituts de cadets est interdite ;</p> <p>e. l'usage du tabac pendant les soirées de rassemblement et lors d'autres activités :</p> <p style="padding-left: 40px;">(1) à l'intérieur des édifices du gouvernement fédéral est défendu; et</p> <p style="padding-left: 40px;">(2) à l'intérieur des édifices n'appartenant pas au gouvernement fédéral doit être découragé et est assujetti à la législation provinciale ainsi qu'aux règlements municipaux;</p> <p style="padding-left: 40px;">(3) à l'extérieur ou à l'entrée d'un édifice du gouvernement fédéral est défendu si la qualité de l'air à l'intérieur est compromise et si le terrain à l'entrée de l'édifice appartient au gouvernement fédéral;</p> <p style="padding-left: 40px;">(4) à l'extérieur ou à l'entrée d'un édifice n'appartenant pas au gouvernement fédéral est assujetti à la législation provinciale ainsi qu'aux règlements municipaux;</p> <p>f. il faut inciter le personnel à s'abstenir de fumer en présence des cadets; et</p> |
|--|---|



- g. smoking is prohibited during transport to and from a cadet activity when transportation is provided by DND.

### **CADET SUMMER TRAINING CENTRE (CSTC)**

7. The above guidelines for cadet corps must be applied in all CSTCs. Because of the intense nature of the training offered during the summer at CSTCs, the Commanding Officers (COs) are encouraged to implement policies to reduce smoking by cadets and to provide a smoke-free environment.

8. When not prohibited by federal legislation, provincial legislation or municipal by-law, particular areas may be designated and identified as smoking areas. In addition, separate areas shall be designated for cadets, staff cadets and non-cadet personnel.

OPI: D Cdts 2

Date: Apr 05

Amendment: Ch 2/05

- g. il est interdit de fumer durant le transport à destination et en provenance d'une activité des cadets, à bord de véhicules fournis par le MDN.

### **CENTRE D'INSTRUCTION D'ÉTÉ DES CADETS (CIEC)**

7. Les lignes directrices qui s'appliquent aux corps de cadets doivent également s'appliquer aux CIEC. En raison des exigences de l'entraînement aux CIEC, les commandants (cmdt) sont encouragés à mettre en place des politiques qui réduisent l'usage du tabac chez les cadets et qui leur permettent d'offrir un environnement sans fumée.

8. Si la législation fédérale, provinciale municipale n'interdit pas l'usage du tabac, les endroits particuliers peuvent être désignés et identifiés comme aires pour fumeurs. De plus, ces aires doivent être distinctes pour les cadets, les cadets-cadres et les membres du personnel qui ne sont pas des cadets.

BPR : D Cad 2

Date : avril 05

Modificatif : Mod 2/05

**DRUG AND ALCOHOL POLICY****POLITIQUE RELATIVE AUX  
DROGUES ET À L'ALCOOL****PURPOSE**

1. This order establishes the CF policy regarding drugs and alcohol applicable to cadets and staff members involved with cadet activities.

2. The basis of this policy is to ensure cadets and staff members are not under the influence of prohibited drugs and alcohol and therefore are able to maintain the health and safety of all individuals participating in cadet activities.

3. This CATO should be read in conjunction with the following references:

- a. QR&O Chapter 20 Canadian Forces Drug Control Program;
- b. QR&O Chapter 103 Article 103.30 Drunkenness;
- c. DAOD 5019-4 Remedial Measures;
- d. DAOD 5019-3 Canadian Forces Drug Control Program;
- e. DAOD 5019-7 Alcohol Misconduct;
- f. DAOD 2008-3 Issue and Crisis Management;
- g. CATO 12-26 Significant Incident Report;
- h. CATO 15-22 Conduct and Discipline – Cadets; and
- i. A-AD-005-DCP/AG-000 Canadian Forces Drug Control Program Manual.

**BUT**

1. La présente OAIC a pour but de mettre en place la politique des FC relative aux drogues et à l'alcool visant les cadets et les membres du personnel prenant part à des activités avec des cadets.

2. La présente politique a pour but de s'assurer que les cadets et les membres du personnel ne sont pas sous l'influence de drogues interdites ou de l'alcool, et qu'ils soient en mesure de veiller à la santé et à la sécurité de toutes les personnes qui participent aux activités des cadets.

3. La présente OAIC doit se lire de concert avec les références suivantes :

- a. ORFC, chapitre 20, Programme des Forces canadiennes sur le contrôle des drogues;
- b. ORFC, chapitre 103, paragraphe 103.30, Ivresse;
- c. DOAD 5019-4, Mesures correctives;
- d. DOAD 5019-3, Programme des Forces canadiennes sur le contrôle des drogues;
- e. DOAD 5019-7, Inconduite liée à l'alcool;
- f. DOAD 2008-3, Gestion des problèmes et des crises;
- g. OAIC 12-26, Rapport d'incident d'importance;
- h. OAIC 15-22, Conduite et discipline – Cadets; et
- i. A-AD-005-DCP/AG-000, Le manuel du programme des Forces canadiennes sur

le contrôle des drogues.

## DEFINITIONS

4. The following terms shall be used in this CATO:

### “cadet”

a person of not less than twelve years of age but less than nineteen years of age who belongs to a cadet organization (Sea Cadets, Army Cadets, Air Cadets, or Junior Canadian Rangers) authorized by the Minister pursuant to the provisions of the *National Defence Act* (NDA).

*(cadet)*

### “Civilian Instructor (CI)”

a person who is employed as an instructor at a training establishment, and who is not a member of the CF.

*(Instructeur civil)*

### “civilian volunteer”

a person who provides services directly to or on behalf of DND and the CF, without compensation or any other thing of value in lieu of compensation in support of authorized cadet activities; who has completed a reliability screening and has been approved by the applicable League.

*(bénévole civil)*

### “prohibited drugs”

any drug being used for purposes other than those listed in paragraph 7.

*(drogues illégales)*

### “staff member”

all CF members, Civilian Instructors and

## DÉFINITIONS

4. Il convient d'utiliser les termes suivants dans la présente OAIC :

### « bénévole civil »

une personne qui donne des services (à l'appui d'activités de cadets autorisées) directement au MDN et aux FC ou en leur nom sans recevoir d'indemnité ni aucune autre rétribution en lieu et place d'une indemnité, laquelle personne a fait l'objet d'une vérification de fiabilité et a été approuvée par la ligue concernée.

*(civilian volunteer)*

### « cadet »

une personne âgée d'au moins douze ans et de moins de dix-neuf ans qui est membre d'une organisation de cadets (cadets de la Marine, cadets de l'Armée, cadets de l'Air ou Rangers juniors canadiens) reconnue par le Ministre en vertu des dispositions de la *Loi sur la défense nationale* (LDN).

*(cadet)*

### « drogues illégales »

toute drogue utilisée à des fins autres que celles énumérées au paragraphe 7.

*(Prohibited drugs)*

### « établissement d'instruction »

un corps de cadets de la Marine, un corps de cadets de l'Armée, un escadron de cadets de l'Air, un centre d'instruction régional ou un Centre d'instruction d'été des cadets (CIEC).

*(training establishment)*

### « Instructeur civil (IC) »

une personne employée comme instructeur

any other civilians employed in support of cadets but does not include a Staff Cadet.  
(*membre du personnel*)

**“training establishment”**

a Sea Cadet Corps, an Army Cadet Corps, an Air Cadet Squadron, a regional training centre, or a Cadet Summer Training Centre (CSTC).  
(*établissement d’instruction*)

dans un établissement d’instruction et qui n’est pas membre des FC.  
(*Civilian Instructor*)

**« membre du personnel »**

tous les membres des FC, instructeurs civils et tout autre civil embauchés à l’appui de cadets, à l’exclusion des cadets-cadres.  
(*staff member*)

**POLICY AWARENESS**

5. All staff members and cadets shall be made aware of this policy on an annual basis.

6. CSTC standing orders on drug and alcohol policy shall be brought to the attention of all staff and cadets in the joining instructions. Staff members and cadets shall be formally briefed at the start of each CSTC course.

**DRUG POLICY**

7. As per reference at para 3.a., no staff member or cadet shall use any drug unless:

- a. the individual is authorized to use the drug by a qualified medical or dental practitioner for the purposes of medical treatment or dental care; or
- b. the drug is contained in a non-prescription medication used by the individual in accordance with the instructions accompanying the medication.

**APPLICATION – STAFF MEMBERS**

8. Any suspected or alleged use of prohibited drugs by staff members shall be dealt with in the

**SENSIBILISATION À LA POLITIQUE**

5. Tous les membres du personnel et les cadets doivent être informés annuellement de la présente politique.

6. Les ordres permanents des CIEC ayant trait à la politique relative aux drogues et à l’alcool doivent être présentés à tous les membres du personnel et aux cadets dans le cadre des instructions de ralliement. Les membres du personnel et les cadets doivent officiellement être informés lors d’une séance au début de chaque cours au CIEC.

**POLITIQUE RELATIVE AUX DROGUES**

7. Conformément à la référence citée au paragraphe 3.a., aucun membre du personnel ni cadet ne doit consommer de drogue sauf dans les cas suivants :

- a. lorsqu’un médecin ou un dentiste qualifié a autorisé la personne à faire usage d’une drogue à des fins de traitements médicaux ou dentaires; ou
- b. la drogue fait partie intégrante d’un médicament disponible sans ordonnance dont la personne fait usage en conformité avec les instructions du médicament.

**MISE EN APPLICATION – MEMBRES DU PERSONNEL**

8. Toute consommation présumée de drogue illégale par un membre du personnel doit être

following manner:

- a. action shall be taken to remove the member from further immediate interaction with cadets;
- b. the suspected or alleged contravention shall be immediately reported to the training establishment CO;
- c. as soon as possible, the incident shall be reported to the RCSU CO, through the chain of command;
- d. administrative and/or disciplinary action shall be taken in accordance with refs at paras 3.c. and 3.d.;
- e. if a criminal or service offence is suspected or alleged to have been committed, the training establishment CO shall inform the Military Police or local civilian police as appropriate;
- f. action may be taken as follows:

(1) if the staff member is a **CF member**, administrative or disciplinary action shall be initiated by the member's chain of command, as per ref at para 3.d.,

(2) if the staff member is a **CI or civilian employee**, one of the following shall occur:

- (a) an appropriate action determined by a collective agreement, or

traitée de la façon suivante :

- a. des mesures sont prises pour éviter les interactions directes avec d'autres cadets;
- b. l'infraction soupçonnée ou présumée doit être immédiatement signalée au cmdt de l'établissement d'instruction;
- c. dès que possible, l'incident doit être signalé au cmdt de l'URSC par l'entremise de la voie hiérarchique;
- d. des mesures administratives et/ou disciplinaires doivent être prises en conformité avec les références aux paragraphes 3.c. et 3.d.;
- e. s'il y a des soupçons ou des allégations selon lesquels une personne aurait commis une infraction criminelle ou une infraction d'ordre militaire, le cmdt de l'établissement d'instruction doit informer la police militaire ou le service de police civil de la région, le cas échéant;
- f. les mesures suivantes peuvent être prises :

(1) si le membre du personnel est un **membre des FC**, des mesures administratives ou disciplinaires doivent être amorcées par la voie hiérarchique, conformément à la référence citée au paragraphe 3.d.,

(2) si le membre du personnel est un **IC ou un employé civil**, l'une des démarches suivantes est entreprise :

- (a) une mesure appropriée établie par une convention collective, ou

- (b) the current employment shall be terminated in accordance with the contract, and
- (3) if the staff member is a **civilian volunteer** the training establishment CO is authorized to suspend all participation in cadet activities and terminate the volunteer agreement;
- g. the training establishment CO shall inform the RCSU CO, through the chain of command of actions taken;
- h. the RCSU CO will advise the applicable League of the circumstances; and
- i. the RCSU CO shall immediately inform the applicable Region Commander and D Cdts & JCR by completing a Significant Incident Report in accordance with ref at para 3.g..

#### APPLICATION – CADETS

9. Any suspected or alleged use of prohibited drugs by a cadet at a training establishment or any cadet activity, shall be dealt with in the following manner:

- a. the suspected or alleged contravention shall immediately be reported to the training establishment CO;
- b. if there is evidence that a criminal offence has been committed, the training establishment CO shall inform the Military Police or local civilian police as appropriate;
- c. as soon as possible, the incident shall be reported to the RCSU CO, through

- (b) l'emploi actuel prendra fin conformément au contrat, et
- (3) si le membre du personnel est un **bénévole civil**, le cmdt de l'établissement d'instruction est autorisé à suspendre toute participation du bénévole aux activités des cadets et à mettre fin à l'entente de service bénévole;
- g. le cmdt de l'établissement d'instruction doit signaler les mesures prises au cmdt de l'URSC par l'entremise de la voie hiérarchique;
- h. le Cmdt de l'URSC avisera la Ligue concernée des circonstances; et
- i. le cmdt de l'URSC doit immédiatement informer le commandant de Région concerné ainsi que D Cad & RJC en rédigeant un Rapport d'incident d'importance, conformément à la référence citée au paragraphe 3.g..

#### MISE EN APPLICATION – CADETS

9. Toute consommation soupçonnée ou présumée de drogue illégale par un cadet doit être traitée de la façon suivante :

- a. l'infraction soupçonnée ou présumée doit être immédiatement signalée au cmdt de l'établissement d'instruction;
- b. si des preuves attestent qu'une infraction criminelle a été commise, le cmdt de l'établissement d'instruction doit informer la police militaire ou le service de police civil de la région, le cas échéant;
- c. dès que possible, l'incident doit être signalé au cmdt de l'URSC par

the chain of command;

- d. administrative and/or disciplinary action in accordance with ref at para 3.h.; and
- e. the RCSU CO shall immediately inform the Region Commander and D Cdts & JCR by completing a Significant Incident Report in accordance with ref at para 3.g..

10. In all cases of cadet involvement with drugs, consideration must be given to the impact his/her participation in the Canadian Cadet Organizations (CCO) may have on other cadets. Cadets must be counselled on the inappropriateness of drug use.

#### **ALCOHOL POLICY**

11. Staff members shall not introduce, possess or consume alcohol on a base, unit or element or in a building or area occupied by the Canadian Forces or utilized for a cadet activity, except:

- a. in a non-public property in which a general authority has been granted to possess or consume alcohol during specified hours (such as a mess); or
- b. in such other place and at such times approved by the RCSU CO.

12. Staff members shall not consume or be under the influence of alcohol while working with cadets.

13. Cadets shall not introduce, possess, serve, sell, consume or be under the influence of

l'entremise de la voie hiérarchique;

- d. des mesures administratives ou disciplinaires doivent être prises en conformité de la référence citée au paragraphe 3.h.; et
- e. le cmdt de l'URSC doit immédiatement informer le commandant de Région, ainsi que D Cad & RJC en rédigeant un Rapport d'incident d'importance, conformément à la référence citée au paragraphe 3.g..

10. Dans tous les cas de cadet ayant utilisé des drogues, il faut tenir compte de l'impact que leur participation au sein des Organisations de cadets du Canada (OCC) peut avoir sur les autres cadets. Les cadets doivent être conseillés relativement à l'usage inapproprié de drogues.

#### **POLITIQUE RELATIVE À L'ALCOOL**

11. Les membres du personnel ne doivent pas apporter d'alcool dans une base, une unité, un élément, un édifice ou un lieu occupé par les Forces canadiennes ou utilisés pour une activité à l'intention des cadets, ni être en possession d'alcool ou en consommer dans de tels lieux et de telles situations, sauf dans l'un ou l'autre des cas suivants :

- a. dans une propriété non publique pour laquelle un pouvoir général a été délégué de manière à autoriser la possession ou la consommation d'alcool durant des heures établies (notamment le mess); ou
- b. en tout autre lieu et moment approuvés par le cmdt de l'URSC.

12. Les membres du personnel ne doivent pas consommer, ni être sous l'effet de l'alcool lorsqu'ils travaillent avec les cadets.

13. Les cadets ne doivent pas apporter d'alcool à une activité de cadets, ni être en possession d'alcool, en servir, en vendre, en consommer ou

alcohol at any cadet activity.

#### APPLICATION – STAFF MEMBERS

14. Staff members suspected or alleged to have introduced, possessed or consumed alcohol contrary to this order shall be dealt with in the following manner:

- a. action shall be taken to remove the staff member from further immediate interaction with cadets;
- b. the suspected or alleged contravention shall be immediately reported to the training establishment CO;
- c. as soon as possible, the incident shall be reported to the RCSU CO, through the chain of command;
- d. administrative and/or disciplinary action in accordance with refs at paras 3.c. and 3.e.; and
- e. further action may be taken as follows:
  - (1) if the staff member is a **CF member**, administrative or disciplinary action shall be initiated by the member's chain of command, as per ref at paras 3.b. and 3.e.,
  - (2) if the staff member is a **CI or civilian employee** one of the following shall occur:
    - (a) an appropriate action determined by a collective agreement, or

en être sous son influence.

#### MISE EN APPLICATION – MEMBRES DU PERSONNEL

14. Tous soupçons ou toutes allégations d'infraction portés à l'endroit d'un membre du personnel selon lesquels il aurait apporté de l'alcool, en aurait eu en sa possession ou en aurait consommé de manière à enfreindre les dispositions de la présente ordonnance doivent donner lieu aux procédures suivantes :

- a. des mesures doivent être prises pour éviter que le membre du personnel interagisse directement avec les cadets;
- b. l'infraction soupçonnée ou présumée doit être immédiatement signalée au cmdt de l'établissement d'instruction;
- c. dès que possible, l'incident doit être signalé au cmdt de l'URSC par l'entremise de la voie hiérarchique;
- d. des mesures administratives ou disciplinaires doivent être prises en conformité avec les références citées aux paragraphes 3.c. et 3.e.; et
- e. d'autres mesures peuvent être prises :
  - (1) si le membre du personnel est un **membre des FC**, des mesures administratives ou disciplinaires doivent être amorcées par la chaîne de commandement du militaire, conformément aux ordonnances citées aux paragraphes 3.b. et 3.e.,
  - (2) si le membre du personnel est un **IC ou un employé civil**, l'une des démarches suivantes est entreprise :
    - (a) une mesure appropriée établie par une convention collective, ou



- (b) the current employment shall be terminated in accordance with the contract, or
- (3) if the staff member is a **civilian volunteer** the training establishment CO is authorized to suspend all participation in cadet activities and terminate the volunteer agreement,
- f. the training establishment CO shall inform the RCSU CO of actions taken;
- g. the RCSU CO will advise the applicable League of the circumstances; and
- h. the RCSU CO shall immediately inform the applicable Region Commander and D Cds & JCR by completing a Significant Incident Report in accordance with ref at para 3.g..

#### APPLICATION – CADETS

15. Cadets suspected or alleged to have introduced, possessed or consumed alcohol contrary to this order shall be dealt with in the following manner:

- a. action shall be taken to remove the cadet from further immediate interaction with cadets;
- b. the suspected or alleged contravention shall immediately be reported to the training establishment CO;
- c. as soon as possible, the incident shall be reported to the RCSU CO, through the chain of command;
- d. administrative and / or disciplinary action in accordance with ref at para

- (b) l'emploi actuel prend fin conformément au contrat, ou

- (3) si le membre du personnel est un **bénévole civil**, le cmdt de l'établissement d'instruction est autorisé à suspendre toute participation aux activités des cadets et à mettre fin à l'entente de service bénévole,

- f. le cmdt de l'établissement d'instruction doit informer le cmdt de l'URSC des mesures prises;
- g. le Cmdt de l'URSC avisera la Ligue concernée des circonstances; et
- h. le cmdt de l'URSC doit immédiatement informer le commandant de Région concerné ainsi que le D Cad & RJC en rédigeant un Rapport d'incident d'importance, conformément à la référence citée au paragraphe 3.g..

#### MISE EN APPLICATION – CADETS

15. Les cadets soupçonnés d'avoir introduits, détenus ou consommés de l'alcool de manière à enfreindre les dispositions de la présente ordonnance doivent être traités de la façon suivante :

- a. des mesures doivent être prises pour éviter les interactions directes avec les cadets;
- b. l'infraction soupçonnée ou présumée doit être immédiatement signalée au cmdt de l'établissement d'instruction;
- c. dès que possible, l'incident doit être signalé au cmdt de l'URSC par l'entremise de la voie hiérarchique;
- d. des mesures administratives ou disciplinaires doivent être prises en

3.h.; and

- e. the RCSU CO shall immediately inform the Region Commander and D Cdts & JCR by completing a Significant Incident Report in accordance with ref at para 3.g..

16. In all cases of cadet involvement with alcohol, consideration must be given to the impact his/her participation in the CCO may have on other cadets. Cadets must be counselled on the inappropriateness of alcohol use.

## SOCIAL EVENTS

17. When cadets are invited to attend or asked to support social events where alcoholic beverages will be served, staff members must ensure that non-alcoholic drinks are available for cadets. The hosts and/or servers must be made aware that cadets are not permitted to consume alcohol. No staff member in attendance is permitted to consume alcohol while directly supervising cadets that are present at the activity. This does not include adults who are present but not directly responsible for the supervision of cadets.

18. In public places staff are to conduct themselves in a manner so as not to bring discredit upon the CF or the CCO including the appropriate and moderate consumption of alcohol.

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conformité avec la référence citée au paragraphe 3.h.; et

- e. le cmdt de l'URSC doit immédiatement informer le commandant de Région, ainsi que D Cad & RJC en rédigeant un Rapport d'incident d'importance, conformément à la référence citée au paragraphe 3.g..

16. Dans toutes les situations où l'on constate qu'un cadet est impliqué dans une affaire d'alcool, il faut mesurer le degré d'influence que celui-ci a sur les autres cadets par l'entremise de sa participation dans les OCC. Les cadets doivent être conseillés sur le caractère inapproprié de la consommation d'alcool.

## ACTIVITÉS SOCIALES

17. Lorsque les cadets sont invités à assister ou soutenir des activités sociales où des boissons alcoolisées sont servies, les membres du personnel doivent s'assurer que des boissons non alcoolisées sont disponibles pour les cadets. Les hôtes et/ou les serveurs doivent être informés que les cadets ne sont pas autorisés à consommer de l'alcool. Il est interdit aux membres du personnel de consommer de l'alcool lorsque les cadets sont présents lors de l'activité. Cela ne comprend pas les adultes qui sont présents mais pas directement responsable de la supervision des cadets.

18. Dans les lieux publics le personnel doit se comporter d'une manière afin de ne pas jeter de discredit sur les FC ou les OCC, y compris la consommation appropriée et modérée d'alcool.

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## PERSONAL RELATIONSHIPS

### PURPOSE

1. This order describes the policy regarding personal relationships within the Canadian Cadet Organizations (CCO) and should be read in conjunction with Defence Administrative Orders and Directives (DAOD) 5019-1 on Personal Relationships and Fraternization.

### DEFINITION – STAFF

2. Staff means Canadian Forces (CF) members, DND civilian employees, contractors, volunteers and Civilian Instructors employed in support of cadets.

### SCOPE

3. DND is committed to:
- a. respecting the inherent right of staff members and cadets to form a personal relationship of their choosing;
  - b. respecting the privacy of the personal relationships of staff members and cadets; and
  - c. providing fair and unbiased treatment to persons in the care or under the protection of staff members and preventing the exploitation of vulnerable persons.

### PROHIBITED RELATIONSHIPS

4. In order to avoid potential, real or perceived conflicts of interest, relationships of an emotional, romantic or sexual nature between a staff member and a cadet, are not permitted.

### ACCEPTABLE RELATIONSHIPS

5. In order to ensure the proper application of the DAOD referenced above, the following shall apply:

## RELATIONS PERSONNELLES

### OBJET

1. La présente ordonnance décrit la politique en matière de relations personnelles au sein des Organisations de cadets du Canada (OCC) et complète la Directive et ordonnance administrative de la Défense (DOAD) 5019-1 sur les Relations personnelles et la fraternisation.

### DÉFINITION - PERSONNEL

2. Personnel désigne les membres des Forces canadiennes (FC), les employés civils du MDN, les entrepreneurs, les bénévoles et les instructeurs civils employés pour soutenir les cadets.

### PORTÉE

3. Le MDN s'engage à :
- a. respecter le droit inhérent des membres du personnel et des cadets d'établir les relations personnelles qu'ils souhaitent;
  - b. respecter le caractère privé des relations personnelles des membres du personnel et des cadets; et
  - c. traiter de façon équitable et impartiale les personnes qui sont sous la garde ou la protection de membres du personnel et prévenir l'exploitation des personnes vulnérables.

### RELATIONS INTERDITES

4. Afin d'éviter tous conflits d'intérêts éventuels, réels ou perçus, les relations affectives, amoureuses ou sexuelles entre un membre du personnel et un cadet sont interdites.

### RELATIONS ACCEPTABLES

5. Afin d'assurer une application efficace de la DOAD susmentionnée, il faut mettre en pratique ce qui suit :

a. an acceptable personal relationship includes:

- (1) a family relationship between a staff member and a cadet or between cadets provided the chain of command is duly notified,
- (2) an emotional, romantic, sexual or family relationship, including marriage, a common-law partnership or civil union, between two staff members, or
- (3) a consensual relationship between two cadets.

a. une relation personnelle acceptable inclut:

- (1) une relation familiale entre un membre du personnel et un cadet ou entre cadets, pourvu que les parties en informant la chaîne de commandement,
- (2) une relation affective, amoureuse, sexuelle ou familiale, y compris le mariage, l'union de fait et l'union civile, entre deux membres du personnel, ou
- (3) une relation consensuelle entre deux cadets.

## **ROLE OF THE CHAIN OF COMMAND**

6. In keeping with professional military values, leaders and the chain of command have a responsibility to uphold standards of conduct in relation to personal relationships through personal example.

## **RÔLE DE LA CHAÎNE DE COMMANDEMENT**

6. Dans l'esprit des valeurs qui doivent être celles des militaires de carrière, les chefs et les militaires qui font partie de la chaîne de commandement sont tenus d'observer certaines normes de conduite à l'égard des relations personnelles en prêchant par l'exemple.

## **PERSONAL CONDUCT**

7. Staff members or cadets in an acceptable personal relationship shall refrain from conduct that may be considered inappropriate in a military context at corps/squadrons or CSTCs or during any training, cadet activity or cadet related event in which they are involved. For example, a staff member or cadet while in uniform, in public with another person shall not:

- a. hold hands;
- b. kiss, except in greeting and farewell; and
- c. caress or embrace in a romantic manner.

## **CONDUITE PERSONNELLE**

7. Les membres du personnel ou les cadets qui entretiennent une relation personnelle acceptable doivent éviter de se conduire d'une façon qui pourrait être jugée inappropriée dans un contexte militaire au corps ou à l'escadron ou au CIEC ou encore, au cours de l'instruction, d'une activité de cadets ou d'un événement en lien avec les cadets auxquels ils participent. Ainsi, un membre du personnel ou un cadet en uniforme qui est avec une autre personne en public ne doit pas :

- a. lui tenir la main;
- b. l'embrasser, sauf pour la saluer et lui dire au revoir; et
- c. la caresser ou la tenir tendrement dans ses bras.

8. Military staff member in a personal relationship with another staff member (military or civilian) shall follow the provisions of DAOD 5019-1 on Personal Relationships and Fraternization.

9. Staff members and cadets shall notify their chain of command of any personal relationship that could compromise the objectives of this order.

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8. Un membre du personnel militaire qui a une relation personnelle avec un autre membre du personnel (militaire ou civil) doit respecter les dispositions de la DOAD 5019-1 concernant les relations personnelles et la fraternisation.

9. Les membres du personnel et les cadets doivent aviser leur chaîne de commandement de toute relation personnelle qui pourrait nuire aux objectifs de la présente ordonnance.

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National  
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Défense  
nationale

A-CR-CCP-951/PT-002



**ROYAL CANADIAN ARMY CADETS**

# **ADVENTURE TRAINING SAFETY STANDARDS**

(ENGLISH)

Cette publication est disponible en français sous le numéro A-CR-CCP-951/PT-003.

**Issued on Authority of the Chief of the Defence Staff**

**Canada**

## **CHAPTER 10**

### **RAFTING**

#### **GENERAL**

1. Rafting, one of the paddling sports, is a method of river travel using an inflatable watercraft propelled by a group of paddlers.
2. The activity of rafting is not yet regulated by a recognized national/international association. Associations and civilian companies do exist, however, that offer this type of activity. This chapter will provide a list of recommended associations, including member companies, that offer this activity. Of course, many other companies offer this service as well, but they are not recognized/recommended owing to their safety standards.
3. As a rule, the activity takes no longer than one day and does not require sleeping outdoors. Certain companies may, however, offer packages involving several days of rafting, including nights spent outdoors. In such cases, norms, standards, and requirements become more stringent with respect to equipment, qualifications, skills, experience and safety.
4. All the recommended rafting companies are required to belong to one of the associations listed at paragraph 26., although they do not define all the parameters governing this activity.
5. In developing the guidelines governing this activity, we referred to the parameters cited in the chapter on paddling activities and to the criteria and parameters of the associations enumerated at paragraph 26.

#### **PURPOSE OF THE ACTIVITY**

6. In addition to the objectives in the chapter on paddling, rafting focuses on team spirit, stress management, decision-making, communication, physical fitness, paddling skills and the discovery and admiration of the cultural and natural riches found along the shoreline.

#### **CANADIAN REGULATIONS<sup>1</sup>**

7. The recommended associations regulate certain safety norms and standards governing rafting. Consequently member-rafting companies are advised to submit an evacuation plan to the association evaluator for each river they use. This evacuation plan should address the following issues:
  - a. communication;
  - b. transportation of injured persons off the river;
  - c. transportation of injured persons to a medical facility; and
  - d. sites for evacuation off the river.
8. The evacuation plan must be approved by the association evaluator based on the following conditions:
  - a. Indicators for gauging and evaluating water levels must be placed at strategic points along the rivers where excursions are planned.
  - b. Statistics and data on the average daily water flow on rivers where excursions are planned must be procured from the provincial environment ministry, and excursion guides and leaders must be supplied with this data.

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<sup>1</sup> Based on the standards of the Canadian Rivers Council (CRC).

- c. Equipment and services must be provided in accordance with established standards.
  - d. Associations must be allowed to inspect the company's equipment and service records.
  - e. All equipment must be inspected before commencing daily operations.
  - f. There must be sufficient personnel who are qualified according to the standards and fulfill the responsibilities of guides and excursion leaders.
  - g. Participation must be limited to persons who meet the prerequisites listed at Annex A.
  - h. Participants are encouraged to submit their recommendations and complaints to the association of which the company is a member.
  - i. The company must possess liability insurance worth at least one million dollars per event and covering bodily or material damage to its paid employees or volunteers **or to participants**.
9. All companies, organizers, excursion leaders or guides are required to complete a service record indicating all days and excursions completed. The record must contain the following elements:<sup>2</sup>
- a. the date of the excursion;
  - b. the duration of the excursion;
  - c. the name of the excursion leader;
  - d. the number of participants;
  - e. the route taken and section of the river;
  - f. the type of raft and means of propulsion; and
  - g. any unusual events or incidents.
10. The daily logbook must be approved and signed by the excursion leader.
11. The company logbook must contain certification papers covering first aid and cardiopulmonary resuscitation for all guides and excursion leaders.

## CCM REGULATIONS

12. The above regulations conform to DAOD 5031-10, CFAO 50-04 and A-CR-CCP-030/PT-001. It is worth noting that DAOD and CFAO override all other publications, and we recommend that they be consulted during the planning phase of your activity.
13. **Prerequisites for Participation.** CCM members are eligible to participate in an excursion if they sign the participation form at Annex A.
14. Participants must also complete and sign the medical questionnaire at Annex B before leaving on the excursion. **Any person answering in the affirmative to any of the questions at Section A of the medical questionnaire may not participate in a rafting excursion.**

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<sup>2</sup> Based on the standards of the CRC.



15. If the person is below 18, the holder of parental authority must also sign the above two documents.
16. Participants must be equipped with a protective helmet, life vest and wet suit compliant with the established standards. They must certify that they are not under the influence of drugs, alcohol or any illicit substance.
17. **Information for Participants.** Before descending the river, participants must be informed of the inherent risks and proper procedures associated with this activity. The information conveyed must cover the following issues:<sup>3</sup>
  - a. the potential risks associated with swift water and the environmental conditions;
  - b. proper procedures during the descent;
  - c. requisite precautions;
  - d. the purpose of the life vest and protective helmet and the relevant procedures; and
  - e. proper procedures to be followed after capsize and other incidents that may occur while rafting the river.
18. **Preparations.** Before commencing any rafting activity, we recommend that you consult A-CR-CCP-030/PT-001 on safety standards. A general outline of the safety standards include:
  - a. Shoes should be attached to the raft wherever possible.
  - b. All participants must wear life vests IAW A-CR-CCP-030/PT-001.
  - c. Inflatables must be equipped with multiple air chambers.
  - d. Watercraft/rafts should never be overloaded.
  - e. Watercraft/rafts must have fore or aft mooring lines that are at least 8 ft in length.
  - f. Rafts must be equipped with sturdy handholds.
  - g. There shall be a minimum of one guide for every four participants.
  - h. Rescue drills should be planned, and these drills should be practiced.
  - i. Special precautions should be taken when crossing large expanses of water. As a rule, no crossings should be attempted during violent wind storms.
  - j. The party must be equipped with manual illuminating flares.
  - k. No travelling should be done at night or in conditions of reduced visibility on navigable rivers, estuaries or lakes.
  - l. All rafts and watercraft must be equipped with a repair kit (Annex C), an extra paddle and an anchor.
  - m. A first aid kit is indispensable (Annex D).

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<sup>3</sup> Based on the standards of the CRC.

19. No one should straddle the raft's outside tube while navigating a rapids.
20. From the moment the raft hits the water, practical exercises of key manoeuvres should be conducted.
21. Rafting expeditions must comply with Annex E and comprise at least two watercraft and two guides.
22. All rafting trips must take place during the period between dawn and dusk.
23. When a rafting party encounters conditions that would prevent any participant who fell into the water from re-embarking before being swept into the following rapids, the guide or expedition leader must arrange for the presence of one or more of the following on the scene:<sup>4</sup>
  - a. one or more kayakers;
  - b. one or more guides on the shore with life-lines; and
  - c. persons in motorized boats or in rafts downstream from the danger.
24. **Equipment.** The inflatable craft must meet the following safety standards:
  - a. Be constructed of sturdy materials in good condition.
  - b. Have a minimum of four buoyancy reserves.
  - c. Be equipped with a mooring line, except where there is a possibility of entanglement, and either a rope encircling the raft or straps where lines can be attached.
  - d. Should never be loaded with passengers and equipment whose weight exceeds the manufacturer's recommended load capacity.
  - e. All mobile equipment, storage boxes and other items that pose a risk to passengers should be solidly secured and stowed.
25. A-CR-CCP-030/PT-001 contains a list of appropriate, required and recommended equipment and clothing to be used when engaging in nautical activities. The specific list for this particular activity is provided below:
  - a. **Protective Helmet.** It should be capable of floating, protecting the forehead, the superciliary arches, the temple and the back of the head and should have an effective attachment system. It must be approved by the regional authorities and worn at all times.
  - b. **Life Vest.** It must be worn at all times and meet the standards specified in A-CR-CCP-030/PT-001. Must also be worn on top of all other clothing layers.
  - c. **Wet Suit.** Participants are required to wear a wet suit when the water temperature is 12°C or lower. It must have a total thickness of 8 mm and must be checked and properly adjusted prior to departure. It should be noted that the CRC recommends wearing a wet suit when water temperature falls below 37°C.

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4 Based on the standards of the CRC.

- d. **Paddling.** Not every canoe/kayak training facility has the financial ability to purchase and maintain modern aluminum/plastic or graphite composite paddles. If relatively inexpensive wooden paddles must be used, they should be in good condition, and properly varnished. They should also be readily available in large quantities since they are easily broken.
- e. **First Aid Kit.** A waterproof first aid kit of appropriate size and type for the paddling group and the activities expected, it must be readily available during training and tripping.
- f. **Repair Kit.** An appropriate repair kit for the number and types of craft must be taken on trips and should be available during training.
- g. **Outerwear.** Should be warm and wind/water resistant according to weather.
- h. **Shoes.** Must be worn at all times. Soft-sole lightweight running shoes or wet-suit booties with good soles are preferable especially if portages are expected. Sturdy sports sandals with solid buckles are acceptable for flat water paddling activities or when difficult portages are not expected. Loose Velcro attachments tend to let go once wet, and therefore are not acceptable.
- i. **Safety Line.** In kayaks, the line must be in an accessible container (such as throw bag) so that it is not loose in the cockpit of the boat.
- j. **Sound Signal.** A sound signalling device **or** a sound signalling appliance (whistle or air horn).
- k. Some types of clothing are not recommended. We refer you to the chapter on paddling activities.

## GOVERNING BODIES

26. Only companies belonging to the following associations are authorized:

- a. **Lower Kananaskis River Users Association**  
Mike Mitrovic  
Telephone: 403-678-4919  
Fax: 403-609-3210  
Email: mike@miragetours.com
- b. **Jasper National Parks Professional River Outfitters**  
Brian Young  
Telephone: 780-852-3777  
Email: bkyoung@rmriverguides.com
- c. **Canadian Rivers Council**  
Sean Mannion, Director  
P.O. Box 212  
Bryson, QC J0X 1H0  
Telephone: 1-819-819-647-3625  
Fax: 1-819-647-6760  
Email: rafting@cyberus.ca

- d. **Professional River Outfitters Association of Alberta**  
Ruth Goodwin  
Telephone: 403-933-5309  
Email: alilnr@cadvision.com
- e. **Parks Administration Ministry of Environment Lands and Parks of British Columbia**  
Bob Dalziel, Director of District Operations  
P.O. Box 9398 STNPROVGOVT  
800 Johnson Street, 2<sup>nd</sup> Floor  
Victoria, BC V8W 9M9  
Telephone: 1-250-356-0585  
Fax: 1-250-356-2509  
Email: bob.dalziel@gems5.gov.bc.ca

#### **LEVEL OF AUTHORITY**

27. All outings require the approval of the region. The D Cds must approve all expeditions.

#### **TRANSPORTATION REQUIREMENTS**

28. Paddling day instruction and tripping usually requires the transport of raft in a trailer. Drivers must ensure the proper electrical and tow equipment are available in the vehicle towing the trailer. Drivers should be experience at driving with a canoe trailer and must also take the responsibility of their load. All watercraft tie-downs (straps) must be double checked by the driver prior to departure.

29. If trailers are left unattended during training or tripping, proper security arrangements must be made to ensure the trailer will not be stolen or tampered with. Special permissions may be required to leave trailers and vehicles overnight.

30. Safety vehicle/evacuation means may be the same vehicle. If no motorized safety boat is used during a paddling trip, then a safety vehicle must be present at a location closely accessible to the trip leader. The safety vehicle must have appropriate communications means to be in contact with both the trip leader and local authorities. A first aid kit should be left in the safety vehicle at all times.

31. In wilderness settings where no land or water safety vehicle is accessible within three hours, proper arrangements must be made for helicopter evacuations through either search and rescue, the CF, parks services, police/fire department or the national coast guard. If this last option is used, proper communications must be established with the evacuation agency. In this case, communications will usually require satellite phone access and a prepared list of the appropriate phone numbers and emergency procedures.

#### **SKILLS AND DEVELOPMENT OF THE CADET**

32. It is recommended before undertaking rafting activities that the participants have previously acquired canoeing and paddling skills on a Level II river.

33. Before undertaking an expedition, it is recommended that participants first have the experience of a canoe expedition on a Level I or Level II river.

34. For a better overall view of their progress, refer to Annex F.

**QUALIFICATIONS AND ROLE OF PERSONNEL<sup>5</sup>**

35. **Excursion Leader.** The excursion leader must:

- a. be qualified as a guide according to standards set within the past two years;
- b. if he or she has less than three years' experience as a guide, he or she must have completed training in white water rescues;
- c. have completed at least two trips as a guide on the river where he or she is to serve as excursion leader;
- d. be capable of repairing a raft;
- e. be familiar with swift water rescue and recovery techniques;
- f. be acquainted with the region's evacuation trails; and
- g. be certified by his or her association. This certification must be renewed every two years.

36. **Guide.** The guide must:

- a. be 18 years of age or older;
- b. have a valid certificate from a first aid course given by the St-John's Ambulance or the equivalent;
- c. have successfully completed, within the two preceding years, a cardiopulmonary resuscitation course offered by the St-John's Ambulance, the Heart and Stroke Foundation of Canada or the Lifesaving Society and have a certificate to that effect;
- d. have completed, under the supervision of an excursion leader, 20 white-water rafting trips within the three preceding years;
- e. be conversant with the construction of a raft; and
- f. have a basic knowledge of the following subjects:
  - (1) safety and emergency measures, hypothermia and the risks associated with different sorts of routes;
  - (2) the dynamics of water, of currents and of the movements associated with the interpretation of rapids; and
  - (3) guides must be certified by their association, and this certification must be renewed every two years (permit).

37. **Kayakers.** Kayakers are assigned to ensure the safety of the participants and must have the following qualifications:

- a. be at least 16 years of age;
- b. possess a valid certificate from a first aid course given by the St-John's Ambulance or the equivalent;
- c. have successfully completed within the two preceding years a cardiopulmonary resuscitation course offered by the St-John's Ambulance, the Heart and Stroke Foundation of Canada or the Lifesaving Society and have a valid certificate to that effect;

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<sup>5</sup> Based on the standards of the CRC.

- d. be familiar with the evacuation trails; and
- e. If they possess less than three years' experience as a guide, they must have taken swift water training.

38. **Responsibilities.** The guide and expedition leader must:

- a. ensure that participants meet the prerequisites for participants;
- b. brief participants on the precautions to take when approaching rapids;
- c. at no time consume or be under the influence of drugs, alcohol or narcotic substances during an excursion;
- d. wear an individual flotation vest with a minimum buoyancy of 7 kg (15.5 lb);
- e. from the very start of the excursion, drill participants on the principal manoeuvres;
- f. before commencing daily operations, inspect and ensure that the facilities and equipment meet established standards;
- g. scout the route before the excursion when water levels are abnormally high or when the route is new;
- h. before starting the trip, gauge water levels using natural visual indicators and indicators placed by the organizer along the length of the river;
- i. cancel the trip or change the section of the river when water levels exceed the standards;
- j. cancel the trip if the weather conditions are poor or for any other reason that may compromise the safety of the participants;
- k. refuse admission to any individual who, owing to their particular state of physical or mental health, may be affected by a river excursion and to any person who fails to meet the pre-conditions for participants;
- l. refuse admission to any person who consumes or is under the influence of drugs or alcohol;
- m. conduct the pre-excursion information session for participants;
- n. locate and position rescue personnel; and
- o. grant or deny permission to participants to go swimming.

■ **INSTRUCTOR TO CADET RATIO**

39. The ratio is always one guide to every four participants.

**MAXIMUM NUMBER OF PARTICIPANTS**

40. A minimum of two inflatable watercrafts must be used, not including the safety kayaks. The number of participants per watercraft is defined by the manufacturer.

**ENVIRONMENTAL CONSIDERATIONS**

41. Waste management for personal hygiene, food scraps, food containers and human waste for paddling trips and training will follow camping skills of "minimum impact" at minimum and "no trace" in optimum conditions. The impact philosophy of camping and outdoor adventure is established in Chapter 1 and in the RCAC References Book.

42. Groups will be limited to the instructor to cadet ratios. The maximum allowable visitor at campsites will limit size of tripping groups. Special considerations must be given to environmentally sensitive areas, minimal impact must be imposed onto any given environment. It is better to separate large groups into smaller units and space-out the departure of each smaller group so that no large, intrusive group of paddlers block-up section of rivers and shore line. Campsites (established or wilderness) should not have to support more than 15 visitors.

### **WEATHER CONSIDERATIONS**

43. Know the weather forecast.

44. It is permissible to paddle in the rain and fog but if it interferes with reasonable visibility or strong winds accompany the rain then it will be necessary for all craft to return to shore, as soon as it is safe to do so. Paddling distance between craft should be diminished during periods of poor visibility, be aware that precipitation may affect water levels and rapid classifications.

45. There shall be no paddling training or tripping while lightning is present, all crafts are to pull over to the closest shore as soon as it is safe to do so.

46. Although extremely cold or hot temperatures do not interfere directly with paddling, training and tripping must be adapted accordingly, paddling gloves and pogies may be necessary. Special consideration should be given to appropriate clothing such as wet and dry suits, and PFD.

### **DURATION OF THE ACTIVITY**

47. The activity must be conducted between dawn and dusk. For expeditions, refer to the parameters at Annex E.

### **LIMITATIONS**

48. The number of places in the watercraft specified by the manufacturer must not be exceeded.

49. The river's characteristics, notably, its width, plants and animals, may be factors for limiting the number of watercraft on the river.

### **CONDITIONS FOR HALTING THE ACTIVITY**

50. The expedition leader has authority to cancel or halt the activity based on river levels, weather conditions and visibility.

### **LOGBOOK**

51. Participants of a rafting activities are encouraged to keep a logbook of their experiences.

### **DEBRIEF**

52. Both cadets and staff should be debriefed after rafting activity. Often, participants will feel a certain amount of accomplishment or they may require more input.

<b>Section A – Medical Condition</b>		
Yes	No	
		1. Has your doctor ever told you that you have a heart problem <b>and</b> that you should only take part in physical activities prescribed and approved by a medical doctor?
		2. Do you ever experience chest pain while engaging in physical activity?
		3. In the past month, have you ever experienced chest pain at times when not engaging in a physical activity?
		4. Do you ever experience balance problems associated with dizziness or have you ever lost consciousness?
		5. Do you have bone or joint problems that may be aggravated by a change in your level of participation in a physical activity?
		6. Are you currently being prescribed medication to control your blood pressure or a heart problem (e.g. diuretics)?
		7. Are you aware of any <b>other reasons</b> why you should not engage in physical activity?

  

<b>Section B – Are You Suffering From or Have You Ever Suffered From</b>		
Yes	No	
		Epilepsy
		Hemophilia
		Psychiatric problems
		Serious allergies (e.g. nuts, peanuts, stinging insects, hypersensitivity to cold)
		Asthma
		Diabetes
		Are you pregnant?
		Have you undergone surgery during the past 10 months?

  

<b>Section C – Participant Statement</b>	
Please read carefully and initial each paragraph.	<b>Initials</b>
I declare that I weigh more than 41 kg (90 lb).	
I declare that I am a satisfactory swimmer.	
I hereby declare that I am not under the influence of alcohol or any drug, and I formally pledge to refrain from using drugs or alcohol during the excursion.	
I hereby declare that I have read, understood and agreed to the provisions in this document and that all the information contained herein is true.	
Signature _____ Date _____ Year _____	
Name of parent or tutor _____ Signature of parent or tutor _____ (Required for participant under 18 years of age)	

**Note:** If you answered “Yes” to one of the questions in Section A, you must obtain written medical authorization in order to participate in the excursion. If you answered “Yes” to one of the questions in Section B, you must meet with the excursion leader before undertaking the excursion.

Figure 10B-1 Medical Questionnaire



**ANNEX C**  
**REPAIR KIT<sup>1</sup>**

1. Each raft must have on board a repair kit containing:
  - a. sufficient material to repair a 1.5-m tear in the bottom of the raft;
  - b. sufficient glue for this same operation;
  - c. sandpaper or a tool to roughen the surface;
  - d. duct tape;
  - e. at least one replacement valve;
  - f. a multi-purpose screwdriver;
  - g. pliers or vise-grips; and
  - h. a booster pump.

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1 Based on the standards of the CRC.

**ANNEX D**  
**FIRST AID KIT<sup>1</sup>**

1. The minimum contents of a first aid kit are listed below:
  - a. a first aid manual approved by a recognized organization in the field of first aid;
  - b. the following instruments:
    - (1) one pair of bandage scissors;
    - (2) one forceps – splinter type;
    - (3) 12 safety pins (assorted sizes);
    - (4) two splints; and
    - (5) one respirator with valve;
  - c. the following dressings (or the equivalent sizes):
    - (1) 25 separately wrapped sterile adhesive bandages (25 mm x 75 mm);
    - (2) 25 separately wrapped sterile gauze compresses (101.6 mm x 101.6 mm);
    - (3) four separately wrapped rolls of sterile gauze bandages (50 mm x 9 m);
    - (4) four separately wrapped rolls of sterile gauze bandages (101.6 mm x 9 m);
    - (5) six triangular bandages;
    - (6) two rolls of 75 mm wide elastic bandages;
    - (7) four separately wrapped sterile compressive bandages (101.6 mm x 101.6 mm);
    - (8) a roll of adhesive plaster (25 mm x 9 m); and
    - (9) two rolls of 50-g cotton batting;
  - d. antiseptic: 25 separately wrapped antiseptic pads;
  - e. sugar (dextrose monohydrate); and
  - f. the following equipment:
    - (1) one blanket of wool or a moisture-proof insulating material;
    - (2) one water-proof lighter or matches; and
    - (3) two pairs of latex gloves.

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<sup>1</sup> Based on the standards of the CRC.