



**Elgin St. Thomas Site**

Administrative Office  
1230 Talbot Street  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**

410 Buller Street  
Woodstock, ON  
N4S 4N2

## Application to Open a Recreational Camp

This is to notify the Medical Officer of Health of my intention (as owner/operator) to open a recreational camp in accordance with Section 2 of Ontario Regulation 503.

**NOTE: Every owner of a recreational camp shall ensure that every operator of the camp is trained in the administration, management and operation of the camp and in the camp's safety procedures.**

“Operator” means a person who owns or operates the camp, whether personally or by agents.

**Please return this form at least 14 days prior to opening.**

Name of Camp:	
Address of Camp:	
City:	Postal Code:
Telephone Number (at camp location):	

Name of Owner:	
Address of Owner:	
City:	Postal Code:
Telephone Number of Owner:	
Email:	

Date of Opening:
Signature of Owner:
Date:

**\*Remember to contact Southwestern Public Health to schedule an Inspection\***

## Recreational Camp Checklist

Please submit the following with your application, as applicable:

- Camp Safety Plan
  - No change to last year's plan \_\_\_\_\_ (please initial)
- Copy of each first aid certificate holder
- Copy of the most recent water sample results
- Copy of current rabies immunization certificates
- Approval letter from Fire Department and Building Department
  - No changes have occurred to the recreational camp \_\_\_\_\_ (please initial)

**If the camp is operated by persons other than the owner(s):**

- List of all camp operators (name, address, etc.) with dates of attendance
- Staffing ratios
- Age of attendees

**If the camp has a waterfront area (excludes a pool under O. Reg 565):**

- Lifeguard certificates
- Staffing ratios (i.e. children under 5 years of age, non-swimmers, etc.)