



ONTARIO TRAPPER EDUCATION PROGRAM STANDARDS

**INCENTIVES AND AGREEMENTS UNIT
INTEGRATION BRANCH
ONTARIO MINISTRY OF NATURAL RESOURCES AND FORESTRY
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Ontario Trapper Education Program Standards

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Fur Harvest, Fur Management and Conservation Course Direction

The Ministry of Natural Resources and Forestry (the Ministry) has the mandate to ensure that trapper education meets the needs of the present and future trapping community and provides for the promotion of safe, responsible, humane and legal trapping practices that contribute to the sustainable management of Ontario's wild furbearer populations.

The Ministry is accountable for the Ontario Trapper Education Program and has legislative and policy-making authority under the *Fish and Wildlife Conservation Act, 1997*.

The goal of Ontario's Fur Harvest, Fur Management and Conservation Course (FHF MCC) is to provide affordable, professional instruction in fur management techniques, and to promote sustainable, ethical and responsible furbearer management to enable this heritage activity to be carried on by current and future generations of trappers.

Successful completion of the Fur Harvest, Fur Management and Conservation Course is a pre-requisite to any person seeking to obtain an Ontario Trapping Licence. There is no opportunity for new residents to Ontario who maintained trapping qualifications in another jurisdiction to challenge the FHF MCC examination – they must register for and attend the student course and successfully complete the examination. Similarly, existing Ontario trappers who lose their qualification by allowing their licence to lapse for more than five successive seasons without renewal must also register and attend the full student course and successfully complete the examination.

The Ministry of Natural Resources and Forestry promotes trapper education in order to:

- i) Encourage the sustainable management of furbearing mammals for the economic, social and cultural benefits of the people of Ontario;
- ii) Educate trappers in the use of humane trapping techniques, and to respect furbearing mammals and their environment;
- iii) Educate and encourage landowners to sustainably manage furbearing mammals and their habitat and to bring economic and environmental benefits to landowners;
- iv) Teach trappers effective pelt handling and marketing techniques in order to maximize their use of trapped animals and produce a high-quality product desired by the consumer;
- v) Promote cooperation and understanding between trappers and the public to facilitate better management of the resource;
- vi) Promote the philosophy that furbearing mammals are a renewable natural resource which will benefit from application of sound wildlife management practices;
- vii) To ensure these practices and the heritage of trapping are passed down to future generations.

Ontario Trapper Education Program Standards

Formal trapper education training and testing has been available for Ontario trappers since the late 1960s. The initial goal of the training was focused on graduating safe, responsible and efficient trappers. While these objectives remain at the core of today's program, additional educational requirements have been added. Today's trapper education training and testing includes training to:

- Maintain and promote safe and humane trapping;
- Instil an appreciation for the natural world, its many complex processes and the role trappers play;
- Teach ongoing trapper responsibilities to participate in and contribute to wildlife management processes; and
- Develop attitudes and behaviours that respect all wildlife, including those being trapped and understand the interconnectedness of natural systems.

The FHF MCC is delivered in partnership with provincial indigenous and non-indigenous trapper organizations and a network of Instructors across the province. These organizations maintain administrative and training responsibilities related to the FHF MCC on behalf of the Ministry, and provide direct support to Instructors who deliver the course to students. To ensure that the Ontario Trapper Education Program is consistently delivered across the province, Instructors are required to abide by the Ontario Trapper Education Program Standards. These Standards will be reviewed on an ongoing basis and revised as required.

As the activity of furbearer trapping also includes the potential to hunt many species, full trapping accreditation requires successful completion of both the FHF MCC and possession of a valid class H1 hunting Outdoors Card and Firearms Licence.

Youth who are at least 12 years of age may take the course. Youth aged 12-15 may obtain a youth licence and can participate in most aspects of trapping under the direct supervision of a licenced trapper who is at least 18 years old.

See the *Fish and Wildlife Conservation Act, 1997* (FWCA) and Ontario Regulation 667/98 (Trapping) for more information on requirements to become a licensed trapper.

<http://www.e-laws.gov.on.ca>

Fur Harvest, Fur Management and Conservation Course Delivery

The FHF MCC is delivered through the FHF MCC student manual and is based on lesson plans and direction provided in the FHF MCC Instructor's Manual. The entire course content, including all chapters, as outlined in the Instructor's Manual must be delivered to students within the prescribed time frames outlined in the Instructors Manual. Instructors are also advised that adding material to the program that is inconsistent with information in the Instructor's Manual, the Student Manual, FWCA or Trapping Regulations is not permitted. Following the Instructor's Manual will provide consistent delivery of the course so that each student across the province attains the proficiency required to obtain trapping accreditation in Ontario.

Fur Harvest, Fur Management and Conservation Course Instructional Times

The FHF MCC is delivered in ten lessons over a minimum of forty hours covering all aspects of trapping and furbearer management. The lessons provide instruction on:

- history of furbearer management, humane trapping, laws and policies, furbearer and pelt description;
- trapping equipment, trapping and survival;
- biology, management and trapping of muskrat and mink;
- biology, management and trapping of beaver and otter;
- beaver and otter pelt preparation;
- biology, management and trapping of marten, fisher, raccoon and skunk;
- marten, fisher, raccoon and skunk pelt preparation – practical use of live traps;
- biology, management and trapping of foxes, coyotes and wolves;
- biology, management and trapping of lynx, bobcat, bears, weasels, wolverine and red squirrels;
- review and written exam.

The course also includes a field session and practical exam wherein the course Instructor demonstrates the correct preparation of traps and trap sets in actual field conditions.

Fur Harvest, Fur Management and Conservation Course Delivery Criteria

The following criteria shall apply to the delivery of Fur Harvest, Fur Management and Conservation Courses:

1. The Ministry maintains authority on content and requirements for trapper education in Ontario, and may authorize partner organizations to deliver some or all of the trapper education program on its behalf. The Ministry maintains final authority on all decisions relating to trapper education and trapper education program standards.
2. Courses shall be coordinated by the Instructor's sponsoring organization (Ontario Fur Managers Federation [OFMF], Nishnawbe Aski Nation [NAN], Union of Ontario Indians [UOI], Grand Council Treaty #3 [T#3]). These organizations maintain responsibility for delivery of the FHF MCC via agreements with the Incentives and Agreements Unit, Integration Branch, Ministry of Natural Resources and Forestry, in accordance with applicable legislation and standards.
3. Instructors shall advise their sponsoring organization (OFMF, NAN, UOI, T#3), in advance, of the dates and locations of all courses they intend to conduct to allow time for student manuals to be sent. The sponsoring organization has the right to refuse to recognize any course of which it is not previously advised.
4. The fee charged for FHF MCC shall not exceed \$350.00 per student.
5. The FHF MCC shall only be offered by Instructors appointed by the Ministry.
6. The Instructor shall have available all necessary equipment and specimens as defined in the Instructor's Manual to offer a quality course.

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7. Where possible, an Instructor from the general (local) area where the course is being held should conduct the course.
8. While Instructors should have a reasonable expectation of earning a profit from delivering the FHF MCC, the overall focus on the course shall be maintained toward quality instruction that will produce competent trappers.
9. Instructors shall make the FHF MCC available to all who wish to attend, within the guidelines of a reasonable number of course registrants (not to exceed twenty registrants per course – twelve is ideal). The minimum number of registrants shall be at the discretion of the Instructor, who is expected to use fair and reasonable criteria to determine the minimum number of students. The classroom size shall be appropriate for the number of students being instructed.
10. In the event that there are a small number of course registrants and an Instructor in the general area is not willing to conduct a course for this number of registrants, the sponsoring organization (OFMF, NAN, UOI, T#3) may assign an Instructor from another area who is willing to conduct the course.
11. Instructors shall ensure that all students in attendance have their own copy of the Fur Harvest, Fur Management and Conservation Course Student Manual. Manuals shall be made available by the sponsoring organizations to both students and Instructors.
12. The Instructor may mark the written exams, or at his/her discretion may arrange for another Instructor to mark the exams.
13. Instructors shall ensure that they maintain valid third party liability insurance of at least \$2,000,000 prior to conducting the FHF MCC.
14. The FHF MCC shall consist of a minimum of 32 hours of demonstration and instruction, plus an eight-hour field day and a written and practical exam (total minimum of 40 hours, including the time required for exams).
15. The FHF MCC shall include both hands-on trap setting by students as well as pelt preparation of furbearers common to the area in which the course is being held.
16. A passing mark in each the written and field exams shall be 80% and students must be in attendance for at least 80% of the course.
17. The FHF MCC Instructor shall obtain student registration and exam forms from their sponsoring organization.
18. Instructors shall advise their sponsoring organization within five business days of the completion of each course of those students who have successfully completed the course, and shall return all completed exams and registration forms to their sponsoring organization within this time.
19. Instructors shall be responsible to account for all examination forms and shall return unused examination forms to their sponsoring organization following each course.
20. Instructors should be aware that a representative from their sponsoring organization or the ministry may attend any course or portion thereof without prior notice for the purpose of auditing their delivery of the course.
21. Consideration should be given to having additional Instructors (or experienced licensed trappers) to assist in demonstrating trap setting and helping with fur handling. Any such additional Instructors/demonstrators shall be supervised by the course Instructor who is responsible for all activities during the course delivery.

Fur Harvest, Fur Management and Conservation Course Teaching Methods

The curriculum from the Instructor Manual must be covered in its entirety. This does not mean that instructors should read directly from the manual to students. Instructors should provide a thorough learning experience of the full content for students, and not focus on only providing information required to pass the examination. A review should also be conducted with students at the end of each lesson.

Instructors are not to tell students what questions will be on the examination or use the examination booklet to conduct a course review.

Fur Harvest, Fur Management and Conservation Course Examination

The examination is designed to evaluate an individual's trapping-related knowledge and is based on the material taught in the FHF MCC.

The trapper education written examination consists of 50 multiple choice questions. A current Summary of Ontario Fur Management Regulations will be provided to students prior to the exam but cannot be used by the student during the examination.

All students must attain a score of 80% on both written and practical exams to pass the trapper education examination. **Eleven or more errors on the written examination is a failure.**

Any incorrect answers must be reviewed with all students so they can learn the correct answer and focus their study on those areas that need improvement.

Examiners

FHF MCC Instructors are considered examiners and may examine their own students.

The use of examination assistants, to provide support for administering both the written and practical exams, is permitted as long as the assistant(s) are supervised by the certified Instructor. The examination assistants do not need to be instructors, however only the instructor can sign-off on the examination form. Ultimate responsibility for all aspects of the course (including the use of assistants) and administration of the examination resides with the certified Instructor.

Examination Considerations

- The examination is not to be used to conduct an end of lesson or end of course review
- Students are not permitted to use the manual, other notes or the Summary of Ontario Fur Management Regulations during the examination

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- Students must be supervised at all times during the examination
- Examiners must not allow the students to discuss questions during the examination
- Examiners must not alter the students' examination answers after the examination has been completed

Examination Forms

Each FHF MCC Instructor will be issued an examination kit to conduct examinations. The examinations must not be copied or shared with the public/students other than to conduct examinations. Examinations must be kept in a secure locked location when not in use. Instructors are to ensure each examination booklet is collected at the end of the exam. Should an Instructor lose an examination document, the Instructor's sponsoring organization is to be notified within 2 business days.

It is the instructor's responsibility to ensure that all copies of the examination report form and all other required forms are legible, complete and accurate. Incomplete forms will be returned to the instructor. Any form returned to the instructor by the sponsoring organization must be completed and returned as directed within ten (10) business days. Please consider that the time instructors take to return forms could result in a delay for students who wish to obtain their trapping licence shortly after they complete the course.

Acceptable Identification

Instructors must verify the identity and supporting documents of all students.

For the purposes of the examination form, instructors must validate **one** piece of student identification (ID). Instructors must not record identification numbers on the FHF MCC Examination Report. Record the type of identification seen rather than recording the actual identification number on the FHF MCC Examination Report. The name that the student has written on the examination form should match the supporting identification documents provided.

Acceptable photo ID for the FHF MCC Examination Reports are as follows:

- Any valid government issued photo identification including:
 - Driver's licence
 - Canadian Citizenship Card with photo
 - Ontario Photo Card
 - Canadian Permanent Resident Card
 - Passport (Canadian or foreign)
 - Secure Certificate of Indian Status (Status Card)
 - Canadian Possession and Acquisition Licence (PAL or POL)
 - NEXUS Card and FAST/EXPRESS Card
 - Any photo card issued under the Ontario Photo Card Act 2008

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- For students 16 years of age or older who do not possess photo ID, a letter from the bishop or church leader of their religious community along with a birth certificate or certified copy of statement of live birth is acceptable.
- For students under 16 years of age who cannot provide any of the photo identification listed above, the birth certificate of the student and photo ID of the parent or guardian as identified above. If the parent does not have photo ID, a letter from the bishop or church leader of the religious community to verify the student's identity along with a birth certificate or certified copy of statement of live birth for the student is acceptable.

Note: To be acceptable, all identification must be original, current and valid.

Examples of **unacceptable** photo ID for the FHF MCC Examination Report include, but are not limited to:

- Costco Card
- Student Card
- Bank or Credit Card

If instructors have questions regarding acceptable photo identification, they are to contact their sponsoring organization for clarification.

Examination Time Frame

Students will be permitted a maximum of two (2) hours to complete the written examination. The maximum time limit for the practical (field) portion of the exam is at the discretion of the instructor.

Students must complete the practical (field) portion of the exam within six (6) months of completing the FHF MCC and written examination. If a student has not completed the practical exam within this time frame, the instructor must return the incomplete FHF MCC Examination Report to their sponsoring organization.

Examination Language and Accessibility

Examination booklets are available in both official languages (English and French). When ordering examination booklets, Instructors must specify quantity by language. Instructors must ensure student's language preference is satisfied in advance of the course.

Individuals who are not proficient in English or French, or who are hearing impaired, will be permitted to take the examination in the language of their preference, provided that a translator (or sign-language interpreter) approved by the Instructor is available. The translation must be recorded for audit purposes. Payment for the services of a translator/interpreter may be the responsibility of the individual taking the exam.

Individuals with learning difficulties must be accommodated and provided the opportunity to take an oral examination in a manner that most respects their dignity.

Re-taking the Examination

Individuals who do not meet the 80% mark required to pass the written exam will be required to wait a minimum of twenty-four (24) hours before re-writing the examination. This will provide the student the opportunity to further review the course material prior to attempting the examination again. A different examination and form shall be used. The exam may be re-taken up to three times within 30 days following the initial examination. Establishing a suitable time and place for re-writing the examination (after the 24 hour period) will be at the discretion of the Instructor.

There is no opportunity for new residents to Ontario who maintained trapping qualifications in another jurisdiction to challenge the FHF MCC examination – they must register for and attend the student course and successfully complete the examination.

Fur Harvest, Fur Management and Conservation Course Student Manual

All students must pay for and be provided with their personal copy of the Fur Harvest, Fur Management and Conservation Course Student Manual at the beginning of the course. Exceptions may be made for individuals from the same household who attend the same course.

Program Fees

Ontario's Trapper Education Program must be affordable and accessible to students. Education costs should not dissuade an individual from becoming involved with trapping. Reasonable trapper education fees will contribute to the achievement of this objective. A maximum rate of \$350 per student is currently in place; however instructors are encouraged to charge less where possible.

Use of Additional Training Aids in Trapper Education

The use of any additional training aids used in a trapper education classroom is the responsibility of the Instructor. Instructors are permitted to use additional training aids in the trapper education program provided:

1. The material is relevant and supports the curriculum;
2. The material must not replace the curriculum provided in the student manual;
3. Instructors deliver the entire prescribed curriculum; and,
4. The nature of the material shown is appropriate and is reviewed in advance for content that may be inconsistent with Ontario program curriculum or regulations (e.g. a video of a trapper setting a particular trap in another jurisdiction that is not legal for use in Ontario; however the method or techniques used to set the trap are relevant to training). If inconsistencies exist, the Instructor would be obligated to explain this to students.

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Additional training aids and material may include: DVDs, videos, slides, handouts, posters, photos, equipment, etc.

Ontario Fur Harvest, Fur Management and Conservation Course Instructors

Selection

These criteria are meant to ensure that:

- a) candidates for the position of Trapper Education Instructor have the qualifications to successfully complete the FHF MCC Instructor Course;
- b) FHF MCC Instructors maintain their accreditation; and
- c) The FHF MCC is conducted in a manner that promotes knowledgeable, responsible trappers and respects student needs.

Appointments

The authority to appoint FHF MCC Instructors is set out in section 16 of O. Reg. 667/98 made pursuant to the *Fish and Wildlife Conservation Act, 1997*. Appointments are not for a fixed term or geographical location. Appointments are subject to ongoing evaluation and assessment with respect to program objectives and the Instructor's performance and adherence to the Ontario Trapper Education Program Standards. Instructor certification is issued, and may be suspended or revoked by the Ministry.

Criteria to Become a FHF MCC Instructor

Periodically, the Ministry recognizes the need to recruit new Trapper Education Instructors, to ensure that the FHF MCC course is available to all residents in Ontario. Individuals wishing to apply should notify the appropriate sponsoring organization, in writing, of their interest.

Individuals seeking Trapper Education Instructor certification must:

1. Be a resident of Ontario;
2. Be a successful graduate of the Fur Harvest, Fur Management and Conservation Course.
3. Hold a valid Class H1 hunting version of Ontario's Outdoors Card.
4. Be in possession of, and actively harvesting fur under a valid trapping licence for the current year and for each of the five (5) years prior to applying to become an Instructor.
5. Hold a valid Firearms Licence (Possession and Acquisition).
6. Pass a Background Check related to criminal and natural resources offences deemed to be detrimental to the position. This includes a Vulnerable Sector Check (VSC) to be completed by the applicant at their own expense, when requested by the Ministry. More information on the VSC can be found in Appendix C.

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7. Be able to provide the necessary equipment to offer the Fur Harvest, Fur Management and Conservation Course.
8. Preference shall be granted to candidates who:
 - a) are recommended by a Trappers Council, or the candidate's Band Council.
 - b) are endorsed by a current Trapper Education Instructor;
 - c) have other Instructor designations (e.g. Hunter Education Instructor, teacher);
 - d) have successfully completed other outdoors-related courses (e.g. wilderness survival).
 - e) have public speaking experience;
 - f) are located in an area where additional instructors are needed.

While all applications will be accepted, not all candidates will be trained or appointed.

Instructor Training/Evaluation Requirements for New Instructors

The training/evaluation standards to be met are:

1. Successful completion of the FHF MCC examination to a level of 90% or higher;
2. Successful completion of the FHF MCC Instructors course including evaluations and examinations

Maintaining FHF MCC Instructor Certification

Ontario FHF MCC Instructors will be subject to ongoing evaluation to ensure that program objectives and standards are maintained. Evaluation criteria include:

1. Continued residence in Ontario.
2. Maintaining a valid class H1 Outdoors Card.
3. Maintaining a valid Ontario Trapping Licence.
4. Maintaining a valid Possession and Acquisition Firearms Licence.
5. Maintaining a clean record with respect to criminal and natural resources offences deemed to be detrimental to the position, and providing an updated Vulnerable Sector Check (VSC) to the Ministry every five years – see Appendix C;
6. Remaining free from suspension or decertification from other relevant teaching courses, such as the Canadian Firearms Safety Course or the Hunter Education Course for reasons which may negatively impact the Trapper Education Program (for Instructors with multiple certifications);
7. Adherence to the Trapper Education Program Standards.
8. Program advocacy (i.e., is a supporter of Ontario's FHF MCC Program; not discrediting the program, the Ministry or any of the Instructor's sponsoring organizations).
9. Successful completion of mandatory training required by the Ministry and incorporating information into teaching practices as required.
10. Delivery of at least one course (including administering the examination) every three years.

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11. Maintaining minimum \$2,000,000 liability insurance (see [Insurance](#)).
12. Successful completion of instructor audits.
13. Completion and submission of examination (and any other required) forms to the sponsoring organization within prescribed timeframes (see **FHFMCC Delivery Criteria**, above).
14. Appropriate image – be neat in appearance while instructing.
15. Professionalism – be polite and courteous in all dealings with the public and do not use foul or inappropriate language.
16. Maintaining a safe and appropriate learning environment – e.g. do not knowingly allow any illegal drugs or alcohol into the teaching environment nor allow a person (includes Instructor) under the influence of drugs or alcohol to participate in the course or permit a student to disrupt the teaching environment.
17. Adherence to copyright, privacy and human rights legislation including, but not limited to, the *Freedom of Information and Protection of Privacy Act* and the *Ontario Human Rights Code* (<http://www.ohrc.on.ca/en>) including the Workplace Discrimination and Harassment Prevention Policy (WDHP).
18. Accommodation of students with disabilities
19. Maintaining quality customer service (e.g. return phone calls in a timely manner, respond to community course demands).

Failure to meet evaluation criteria may result in additional coaching, suspension or decertification depending on circumstances.

Insurance

All Trapper Education Instructors must carry liability insurance of two (2) million dollars that includes coverage for:

- Bodily injury;
- Property damage; and
- Professional liability.

Instructors are required to provide proof of their insurance coverage to their sponsoring organization on an annual basis.

FHFMCC Instructor Audits

FHFMCC Instructor audits ensure a consistent and quality trapper education program is delivered to students. The Instructor's skills and knowledge are measured against the Trapper Education Instructor Program Standards.

Audits may include written tests or questions, interviews, classroom observation, student questionnaires and/or a review of administrative requirements, training and course content.

All Instructors will be audited on an on-going basis by the education coordinator of the Instructor's sponsoring organization and/or the Ministry.

Ontario Trapper Education Program Standards

Audit criteria may include the evaluation of:

- adherence to the *Freedom of Information and Protection of Privacy Act* and the *Ontario Human Rights Code*;
- teaching course material;
- teaching effectiveness (clarity, timing);
- teaching environment;
- use of teaching aids;
- language and conduct;
- timely and accurate submission of forms;
- successful completion of written questionnaires;
- successful completion of mandatory training; and
- student assessments.

All audits will be reviewed with the Instructor and timelines for any corrective action as recommended by the sponsoring organization and agreed to by the Ministry, will be established and monitored. Failure to meet audit requirements may result in additional coaching, requirement for additional training, suspension or decertification, depending on circumstances.

Complaint Process

All complaints against instructors made by students or the public are submitted to the Ministry's Education Programs Coordinator, who will gather more information as required, which may include contacting students and/or the instructor and/or conducting instructor audits.

The information will be used by a Ministry Committee to make recommendations to the Ministry staff person with authority to appoint instructors. That person will make a decision on what further corrective action may be required (if any) to address the complaint (e.g. additional training, mentoring by another instructor, suspension, decertification, etc.). The decision of the Ministry is final. This process will ensure utmost confidentiality and meet Freedom of Information and Protection of Privacy Act provisions. The Ministry is dedicated to ensuring a consistent and quality trapper education program is delivered to students.

Suspension, Decertification

Instructors may be suspended or decertified from the program for not adhering to these "Ontario Trapper Education Program Standards", illegal activities, failing to submit paperwork (eg. mandatory reports, exam report forms, exam booklets) as required, unprofessional conduct or in the circumstances outlined in Appendix C (Background Checks). Instructors may be suspended from the program for a period of time while an investigation of a complaint is being conducted. The Ministry has the delegated authority to suspend or decertify Instructors.

Ontario Trapper Education Program Standards

Resignation

An instructor may resign their designation as an instructor/examiner by written notification to the instructors sponsoring organization.

Leave of Absence

A request for a leave of absence may be submitted in writing to the instructors sponsoring organization. Each request will be reviewed individually by the sponsoring organization and the Ministry.

Exceptions

Instructors may apply in writing to the Ministry for any relief for compliance with these standards. The information provided will be used by a Ministry Committee to make recommendations to the Ministry staff person with authority to appoint instructors and/or establish or approve the course. That person will make a decision on whether relief for compliance of the program standards will be granted. The decision of the Ministry is final.

Privacy Legislation and the Ontario Human Rights Code

Personal Information Protection and Electronic Documents Act: All instructors must adhere to the requirements of the *Personal Information Protection and Electronic Documents Act* (PIPEDA – <http://laws-lois.justice.gc.ca/eng/acts/P-8.6/>).

Freedom of Information and Protection of Privacy Act and the *Ontario Human Rights Code:* All Instructors will be required to abide by the *Freedom of Information and Protection of Privacy Act* and the *Ontario Human Rights Code* as outlined in Appendix A and B.

All instructors must adhere to the Workplace Discrimination and Harassment Prevention Policy (WDHP).

Amendments to Program Standards

Instructors are encouraged to provide input to the program through the education coordinator of their sponsoring organization.

Ontario Trapper Education Program Standards

Questions/Additional Information

Trapper Education Instructors should contact their sponsoring agency for any questions regarding the Ontario Trapper Education Standards. The sponsoring agency may contact the Ministry for additional information if required.

APPENDIX A

Freedom of Information and Protection of Privacy Act (FIPPA)

The FIPPA provides the public with a right of access to government-held information, and to the protection of the privacy of individuals. The Ministry and its partners agree that these rights must be preserved.

FIPPA applies to the information Instructors hold pertaining to the education of Ontario trappers. Specifically, this information is personal information that is collected from the students enrolled in the trapper education program. This information is collected and is necessary in order to implement the program. Personal information is recorded information about an identifiable individual, including but not limited to:

Name (first and last, middle name/initial)
Physical address
Mailing address (street, city/town, postal code)
Telephone number
Date of birth
Education
Eye and hair colour, weight, height

Once the personal information has been collected, the Trapper Education Instructor must place the utmost importance on the safeguarding of the information and retain it in a secure manner. During the duration of the course, personal information about any individual shall not be disclosed. Instructors must not use the information for any other purpose other than for the purpose it was collected for. Once this purpose has been satisfied, the Trapper Education Instructors must retain the information for 2 years plus the current year, then destroy it in a way that it cannot be recreated.

Should an Instructor receive a request for the personal information in his/her care, he/she agrees to immediately refer the requester to the Ministry's FOI Coordinator, via the Education Programs Coordinator.

APPENDIX B

The Ontario Human Rights Code (Workplace Discrimination and Harassment Prevention Policy (WDHP))

WHAT IS IT?

- The Ontario *Human Rights Code* is law for Ontario in five social areas:
 1. Employment
 2. Housing
 3. Services, goods and facilities
 4. Contracts
 5. Associations
- It gives everyone equal rights and opportunities without discrimination and harassment because of prohibited grounds.

PREAMBLE TO CODE

- It is policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a **climate of understanding and mutual respect for the dignity and worth of each person** so that each person feels part of the community and able to contribute fully to the development and well-being of the community and the Province.

WHAT DOES IT MEAN FOR YOU?

- As service providers you are expected to comply with the government's Workplace Discrimination and Harassment Prevention (WDHP) Policy in the same manner as employees in the government.
- Just like managers under the WDHP policy, you must act on any knowledge you have of possible violations of the policy. Failure to do so would be condoning the activity and a breach of these Trapper Education Standards.
- This means that Instructors must act if he/she has reason to believe that a service provider is not observing the Code.

WHAT YOU SHOULD KNOW

- While instructing, you must be careful not to make remarks or engage in behaviour that is, or could be, perceived to be discriminatory (unequal treatment) based on one or more of the prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (gender) including pregnancy, sexual orientation, age, marital status, family status or handicap/disability.

EXAMPLES OF DISCRIMINATION

- Show preferential treatment to males or females in class.
- Treat someone differently because of their association with someone who you believe to have a different sexual orientation.
- Use any material in class that may be perceived to be discriminatory; e.g. racial or age discrimination.
- You cannot make statements or take actions that you *know* or *ought to know* are *not welcome* based on one or more of the prohibited grounds.
- Harassment is a form of discrimination. While harassment usually requires a “course of conduct” or pattern of behaviour, a single serious incident can be considered harassment.

EXAMPLES OF HARASSMENT

- Making fun of a student because of his/her race, age, etc.
- Making sexist remarks in the classroom.
- Use of cartoons as part of instructional material that are offensive: racist, sexual innuendos, or sexually explicit, etc.

NO SEXUAL HARASSMENT

- Sexual harassment includes sexual solicitations or advances made by a person who can grant or deny a benefit (e.g. a higher grade); or
- Reprisals or threats of reprisals because someone resisted or refused a solicitation or advance.

NO RETALIATION

- It is against the law to retaliate or threaten a complainant, a person who has tried to exercise his/her rights under the Code, or a person who has participated in an investigation.

POISONED ENVIRONMENT

- Harassment could have a negative impact on the environment where services are being provided, such as in the classroom. It could “poison” the environment for a person or a group.
- For example, if certain sexual or gender-rated comments or actions occur, it could make people feel uncomfortable or unwilling to attend.
- **An allegation of a poisoned environment must be linked to one or more of the prohibited grounds.**

WHAT IS A COMPLAINT?

A VIOLATION + ONE OR MORE PROHIBITED GROUND = A COMPLAINT

A COMPLAINT

VIOLATIONS

- Discrimination
- Harassment
- Sexual Harassment
- Reprisal/Retaliation
- Poisoned Environment

PROHIBITED GROUNDS

- Sexual orientation
- Ancestry
- Place of origin
- Colour
- Ethnic origin
- Citizenship
- Creed
- Sex (gender) including pregnancy
- Race
- Age
- Marital status
- Family status
- Handicap/disability

How would a complaint come forward?

- A student might contact the Ministry or go directly to the Ontario Human Rights Commission (OHRC).
- Students are not covered under the WDHP policy as they are not employees of the government. A student would need to contact the Commission and file the complaint through an intake officer.

WHAT ARE MY RIGHTS AS A RESPONDENT?

- If a complaint is made and acted on by the OHRC, you will get a copy of the written complaint.
- You will have an opportunity to respond to the complaint in writing.
- The OHRC will facilitate a resolution, mediation if possible, or an investigation.
- You have the right to bring a representative with you to all meetings related to the complaint.
- For more information about the OHRC and the complaint progress go to:
<http://www.ohrc.on.ca>

SUMMARY

- Know your obligations and act on them.
- Be professional and respectful.
- Exercise caution – if you think you may offend, check it out first.

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- If you make a mistake, own up, apologize and tell your sponsoring organization's contact.

People will forget what you said, people will forget what you did but people will never forget how you made them feel...

APPENDIX C

TRAPPER EDUCATION INSTRUCTOR BACKGROUND CHECKS

All applicants and trapper education instructors are subject to a background check, which includes an original copy of a Vulnerable Sector Check (VSC).

Vulnerable sector screening was established to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A Vulnerable Person is defined as all children less than 18 years of age, and/or persons who, because of their age, a disability or other circumstances, whether temporary or permanent: (a) are in a position of dependence on others, or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Prior to appointment, and at least once every five years thereafter (unless requested sooner), applicants/instructors must obtain and provide the Ministry with a VSC at their own expense. For all current instructors appointed prior to November 2014, a completed VSC must be submitted by March 31, 2015. The VSC submitted by the applicant/instructor must have been obtained within the preceding year. It is the instructor's responsibility to provide a copy of the completed VSC every five years or as requested by the Ministry. Failure to submit a completed VSC may result in immediate de-certification of the instructor.

Vulnerable Sector Checks are completed in accordance with the standards established by the Royal Canadian Mounted Police. In general, the VSC will include the following information as it exists on the date of the search:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- Absolute and Conditional Discharges (1-3 years), as set out in Section 730 of the Criminal Code of Canada;
- Family court restraining orders;
- Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour, which may or may not have involved a Mental Health incident where no charges were laid;
- Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*, including non-sex offences, identified as a result of Vulnerable Sector verification search and authorized for release by the Minister of Public Safety and Emergency Preparedness.

The Ministry of Natural Resources and Forestry will review the results of each VSC as well as a review of the Ministry's compliance records solely for the purposes of determining suitability

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of the individual as an instructor. If the results of the VSC or Ministry compliance records review contain information of concern to the Ministry, the applicant/instructor will be contacted to discuss the results. Information provided by the applicant will be considered prior to a final decision on certification.

The following outcomes of the VSC and/or or Ministry compliance records review may result in the applicant being refused appointment or the instructor being de-certified:

1. The applicant/instructor is, at the time of the Vulnerable Sector Check, subject to a charge for an offence under section 151, 152, 153, 153.1, 155, 160, 162, 163, 163.1, 167, 168, 170, 171, 172, 172.1, 173, 212, 271, 272 or 273 of the *Criminal Code* (Canada) or of a comparable offence in another jurisdiction.
2. The applicant/instructor has previously been convicted or found guilty of an offence under the *Criminal Code* (Canada) listed above, or of a comparable offence in another jurisdiction.
3. The applicant/instructor has been convicted or found guilty in the preceding five years of an offence under the *Criminal Code* (Canada), not including an offence listed above, or of a comparable offence in another jurisdiction.
4. The applicant/instructor has previously been convicted or found guilty of an offence under section 5, 6 or 7 of the *Controlled Drugs and Substances Act* (Canada) or section 4 or 5 of the *Narcotic Control Act* (Canada), or of a comparable offence in another jurisdiction.
5. The applicant/instructor has been convicted or found guilty in the preceding five years of an offence under the *Controlled Drugs and Substances Act* (Canada) or the *Narcotic Control Act* (Canada), not including an offence listed above, or of a comparable offence in another jurisdiction.
6. The applicant/instructor is subject to a court order, conditions of parole or an undertaking to an officer in charge prohibiting him or her from
 - a. possessing a weapon, or
 - b. being alone with, in the presence of or in proximity to persons under any age that may be specified in the order, conditions or undertaking.
7. The applicant/instructor has previously been convicted or found guilty of an offence under the *Fish and Wildlife Conservation Act, 1997*, *Migratory Birds Convention Act* (Canada), *Endangered Species Act, 2007* or of a comparable offence in another jurisdiction that is deemed detrimental to the position of instructor.
8. The applicant/instructor is not deemed to be a fit and proper person to be an instructor, having regard to the applicant's character, integrity and past conduct.

In order to evaluate charges/convictions/orders or other results included in paragraph 7 (e.g. *Fish and Wildlife Conservation Act* offences) or paragraph 8 (e.g. *Criminal Code* offences greater than five years ago) above, the following evaluation criteria will be used:

- A. Whether the conviction/charge/judicial order relates to the position
- B. The nature, extent and seriousness of the conviction/charge/judicial order
- C. The circumstances surrounding the conduct
- D. The frequency of the conviction/charge/judicial order
- E. The passage of time since the conviction/charge/judicial order
- F. The individual's age at the time of the conduct

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- G. The voluntariness of participation
- H. The presence or absence of rehabilitation and other pertinent behavioural changes
- I. The motivation at the time of the conduct
- J. The current attitude towards the conduct
- K. The likelihood of continuation or recurrence of conduct
- L. The individual's deliberate concealment of information

If an instructor becomes aware of a charge/conviction/order or other issue that may affect their VSC or natural resource compliance records, the instructor is required to immediately notify the Ministry of Natural Resources and Forestry of this information. Based on the information provided, and the evaluation criteria above, the Ministry may de-certify the instructor at any time. Failure to notify the Ministry of new information related to the status of a VSC or natural resource compliance records may result in immediate de-certification as an instructor.