

BY-LAW NUMBER 2026-52

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to adopt a Swim Program Policy.

AND WHEREAS Section 5(3) of the *Municipal Act S.O. 2001*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

AND WHEREAS the Committee of the Whole reviewed Report CLS-2026-05, and concurs with the recommendation to pass a By-Law to adopt a Swim Program Policy;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) That the Policy as attached hereto as Schedule 'A' and entitled "Swim Program Policy" be approved and adopted.
- 2) That any other By-Laws, Resolutions, Motions or Actions of Council that are in contravention of this By-Law are hereby repealed.

AND FURTHER that this By-Law shall come into force and take effect on the date of passing.

Read a first and second time, the short way, this 4th day of May, 2026.

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk

Read a third time and finally passed this _____ day of _____, 2026.

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk



Corporate Services Department

Sub Department: Community and Leisure

Policy Name: Swim Program Policy

Developed by: Leila Stafford, Recreation & Volunteer Coordinator Date: April 27, 2026

Reviewed by: Committee of the Whole Date: April 27, 2026

Approved by: Council Date: May 4, 2026

By-Law Number: 2026-52 Date: May 4, 2026

PURPOSE

The purpose of this Swim Program Policy is to establish guidelines and procedures for the safe and effective operation of swim programs offered by the Township of Rideau Lakes. This policy aims to ensure the safety of participants, maintain program quality, and promote a positive and inclusive environment for individuals of all ages and abilities.

SCOPE

This policy applies to all swim programs organized and conducted by the Township of Rideau Lakes including but not limited to learn-to-swim classes. It encompasses program administration, participant eligibility, safety protocols, staff qualifications, and facility management.

PROCEDURE

1. Program Administration:

- The Recreation and Volunteer Coordinator, in collaboration with the Swim Instructor, will oversee the planning, implementation, and evaluation of all swim programs.
- Program schedules, registration procedures, fees, and policies will be communicated to participants through various channels, including the organization's website, registration forms, and informational materials.
- The Township will be licensed through and use The Lifesaving Society Swim for Life Program.

2. Participant Safety:

- All participants will be assessed and grouped by ability.
- Non-swimmers or weak swimmers may be required to wear properly fitted lifejackets (PFDs).
- Attendance will be taken at the start and end of each lesson.
- A buddy system may be used where appropriate.

3. Qualifications & Certifications

All staff must hold current certifications

Lifeguards:

- National Lifeguard (Waterfront)
- Standard First Aid & CPR-C

Instructors:

- Lifesaving Society Swim Instructor (or equivalent)
- Standard First Aid & CPR-C

4. Safety Protocols:

- Participants are expected to adhere to the safety rules and guidelines, including rules regarding diving, running, and appropriate swimming attire.
- Emergency response equipment, such as rescue tubes and first aid kits, will be readily accessible and maintained in designated areas.
- Staff will do a sweep of the waterfront upon arrival each day. This will include checking the lifesaving equipment, first aid kits, swim aids and looking for waterfront hazards.
- A clearly defined swimming area will be established using buoys or markers.
- Weather and water conditions will be monitored continuously.
- Thunderstorms: All water activities must stop immediately at the first sign of thunder or lightning. Participants must exit the water immediately when thunder is heard or lightning is seen. A minimum 30-minute "all-clear" wait is required after the last thunderclap or lightning flash before resuming activities.
- Lessons may be cancelled or modified due to any unsafe conditions identified by staff.

5. Incident Reports

- All incident forms shall be filled out with complete details.
- Incident reports shall be completed for each participant involved and initials shall be used when referring to the other participant (if applicable).
- The Staff member who filled out the report shall sign it.
- If the incident is of a serious nature the parent/guardian shall be contacted immediately as well as the Recreation and Volunteer Coordinator.
- If the incident is not of a serious nature the parent/guardian will, in any event, be advised and shall be asked to sign the report.
- All incident reports must be provided to the Recreation and Volunteer Coordinator.
- All completed incident reports must be filed in the Township filing system TOMRMS in a timely fashion.

6. Supervision Requirements

Lifeguards

- A certified lifeguard (National Lifeguard – Waterfront or equivalent) will be on duty during all swim lessons.
- Lifeguards are responsible for:
 - Continuous surveillance of the entire swimming area
 - Emergency response and rescue
 - Enforcement of safety rules
 - Lifeguard staffing will meet or exceed Lifesaving Society waterfront guidelines with minimum 1 lifeguard per 40 swimmers

Instructors

- Swim instructors must hold current, recognized swim instructor certification.
- Instructors are responsible for:
 - Delivering lessons in accordance with program standards
 - Direct supervision of their assigned participants
 - Assessing swimmer ability and progression
 - Instructors are not permitted to act as lifeguards while teaching

7. Instructor-to-Participant Ratios

Ratios will follow Lifesaving Society guidelines:

- Preschool / non-swimmers → 1:4–6
- Beginner → 1:6–8
- Intermediate → 1:8–10
- Advanced → 1:10–12

8. Inclusion and Accessibility:

- Swim programs will strive to be inclusive and accessible to individuals with diverse needs, with accommodations provided as needed to ensure full participation and enjoyment of the program.
- Staff members will receive training on accessible customer service practices and strategies to support participants with diverse needs effectively.

9. Parent/Guardian Responsibilities:

- Parents or guardians of minor participants are responsible for ensuring their child's adherence to program rules, safety guidelines, and behavioral expectations.
- Parents or guardians must supervise their children when necessary and remain readily available and on-site during program sessions, with the exception of participants taking place through FAB Nature Camp at Sand Lake.

By following this Swim Program Policy, the Township of Rideau Lakes aims to provide high-quality, safe, and inclusive swimming programs that promote aquatic skill development, fitness, and enjoyment for individuals of all ages and abilities within the community.