
REGULAR BOARD MEETING

TUESDAY, JANUARY 29, 2019

Peter L. Roach Catholic Education Centre - Boardroom

OPEN MEETING – 6:30 to 9:30 P.M.

Chairperson: Mrs. M. Griepsma

Vice-Chairperson: Mr. D. Bernier

<p>Trustees who are unable to attend the meeting are asked to please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).</p>
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A. Call to Order of the Open Meeting – 6:30 P.M.:

1. Examen.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the December 18, 2018 Regular Meeting. Page 5
8. Business Arising Out of the Minutes.

B. Reports from the Office of the Director and Student Trustees:

1. Report from the Director of Education, Michael Nasello.
2. Report from the Student Trustees, Calahndra Brake and Eveline Fisher.
3. Report from the Manager of Communications, Mr. Galen Eagle
Highlights of System Achievements

C. Presentations:

1. R.A.: Proposed St. Mary Catholic Secondary School, PAD40 (Outdoor Activities Course) Excursion to Algonquin Park, September 24-27, 2019. [R.A. Page 15](#) [Details Page 16](#)
Tim Moloney, Superintendent of Schools.
2. R.A.: Proposed St. Mary Catholic Secondary School, Boys' Rugby Team Excursion to Ireland, March 12-20, 2020. [R.A. Page 21](#) [Details Page 22](#)
Greg Conway, Teacher, Rob Majdell, Principal.
3. R.A.: Proposed St. Peter Catholic Secondary School, Excursion to Cantando Music Festival, Whistler, BC, April 24-28, 2019. [R.A. Page 29](#) [Details Page 30](#)
Sherry Davis, Principal, James Wright, Teacher
4. Update on Holy Cross Catholic Secondary School and St. Peter Catholic Secondary School Excursion to South Africa, March 9-24, 2019.
James Brake, Principal
5. Ontario Human Rights Commission Policy on Accessibility
Anne Marie Duncan, Superintendent of Special Education.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.
Michelle Griepsma, Board Chairperson.
2. R.A.: Holy Cross Catholic Secondary School Sports Complex Agreement
Isabel Grace, Superintendent of Business and Finance [R.A. and Report Page 69](#)
3. STSCO Governance Meeting Report
Michelle Griepsma, Board Chairperson.
4. Trustees' Report, Ontario Catholic School Trustees' Association Seminar,
January 18-19, 2019
Michelle Griepsma, Board Chairperson

F. Human Resources:

1. R.A. School Year Calendar, 2019-2020. [R.A. Page 71](#) [Details Page 72](#)
Joan Carragher, Superintendent of Human Resource Services.

G. Policy Development:

H. Old Business:

I. New Business:

1. Report on Meeting with MPP David Smith, and School Visit to Immaculate Conception Catholic Elementary School.
Michael Nasello, Director of Education.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Michelle Griepsma, Board Chairperson.
2. Letter from Sisters of St. Joseph. Page 74
Michael Nasello, Director of Education.
3. Trustees' Committee Reports.
(Past Approved and Draft Meeting Minutes shared on Google.)
 - a. First Nation, Métis, and Inuit Advisory Committee, December 11, 2018.
 - b. Special Education Advisory Committee, January 17, 2019.

L. Future Meetings and Events:

1. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Policy Development Meeting, February 5, 2019, 6:30 p.m.
 - b. Chairperson's Committee, February 11, 2019, 4:30 p.m.
 - c. Committee-of-the-Whole, February 11, 2019, 6:30 p.m.
 - d. Board Meeting Open Session, February 26, 2019, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Other Committee Meetings: (Listed in chronological order.)
 - a. Catholic Parent Engagement Committee Meeting, February 4, 2019, 6:30 p.m.
 - b. Accessibility for All Committee, February 7, 2019, 1:15 p.m.
 - c. Special Education Advisory Committee, February 21, 2019, 6:30 p.m.
 - d. Student Council Liaison Committee, February 26, 2019, 4:15 p.m.
 - e. First Nation, Métis and Inuit Advisory Committee, March 19, 2019

- f. STSCO Governance Committee Meeting, March 29, 2019, 3:00 p.m.
 - g. French as a Second Language Committee, April 3, 2019
 - h. Faith and Equity Committee Advisory Meeting, May 2, 2019, 6:30 p.m.
 - i. Supervised Alternative Learning Meeting – TBA.
3. Board Events:
- a. OCSTA 2018-2019 AGM and Conference, Toronto, April 25-27, 2019.
 - b. Catholic Education Week, May 5-10, 2019.
 - c. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 8, 2019.
 - d. CPEC and Catholic School Council Appreciation Event, May 15, 2019.
 - e. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.

M. Conclusion:

- 1. Report from the In-camera Meeting.
- 2. Closing Prayer.
- 3. Adjournment.



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD held Tuesday, December 18, 2018 at 6:30 p.m. in the Boardroom, 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees - Mmes. Linda Ainsworth, Eveline Fisher (Student Trustee), and Michelle Griepsma.
Messrs. Dave Bernier, Braden Leal, Kevin MacKenzie and Emmanuel Pinto.

Administration - Mmes. Joan Carragher, Laurie Corrigan, Anne Marie Duncan, Isabel Grace, and Dawn Michie
Messrs. Galen Eagle, Tim Moloney, Michael Nasello and Fr. Paul Massel.

Recorder – Mrs. Michelle Kennedy.

REGRETS:

Mmes. Calahndra Brake (Student Trustee) and Helen McCarthy

A. Call to Order of the Open Meeting:

Mrs. Michelle Griepsma, Chairperson, called the meeting to order at 6:42 p.m. by welcoming guests and attending the Principal/Vice-Principal representative, Jennifer Fisher.

1. Examen

The Chairperson, Michelle Griepsma, asked Father Paul Massel to lead the Board of Trustees through the examen.

2. Opening Prayer

Following the Examen, Father Paul led the opening prayer.

3. Acknowledgement

Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

4. Singing of the National Anthem

The National Anthem was sung.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth
that trustee, Helen McCarthy, be excused from the regular
board meeting, open session.
Carried.

5. Approval of the Agenda.

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie
that the Agenda be approved with the addition of item E.3,
EPO Grant Information.
Carried.

6. Declarations of Conflicts of Interest.

Linda Ainsworth declared a conflict with agenda item C.2, Proposed Holy Trinity Catholic
Secondary School, Courtice, Art Excursion to New York City, NY, USA, May 1-5, 2019.

7. Approval of the Minutes

a. Minutes of the November 27, 2018 Regular Meeting

MOTION: Moved by Linda Ainsworth, seconded by David Bernier
that the Minutes of the regular meeting of November
27, 2018, be approved.
Carried.

b. Minutes to the December 4, 2018 Inaugural Meeting

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie
that the Minutes of the inaugural meeting of December
4, 2018, be approved.
Carried.

8. Business Arising Out of the Minutes.

None.

B. Reports from the Director of Education and Student Trustee(s):

1. Report from the Director of Education.

Michael Nasello gave the Director's Report, including the following highlights:

- Congratulations to the Trustees who began their new term of office on December 4, 2018. Congratulations to the elected Chairperson, Michelle Griepsma and Vice-chairperson, David Bernier.
- Advent season has brought many events of fundraising and works of mercy throughout our schools and faith-filled celebrations.
- United Way campaign is being supported by all of the schools. There will be a draw to 'Put the Director to Work' whereby the winner receives a day off and the Director will do their job for the day.
- The board awaits more information about the EPO Funding from the Ministry.
- The Board will remain committed to the students we serve and we will use resources in the most responsible manner we can.
- Meetings have taken place with the Mayors of Peterborough and the City of Kawartha Lakes to discuss issues relating to the legalization of cannabis: whether retail locations will be approved (municipal decision) and distance of the potential retail locations from schools (provincial decision). It is hoped that there will be funding to school boards to support the need for education, counselling and supports for students.

At the conclusion of his report, Michael Nasello invited questions.

2. Report from the Student Trustees

Eveline Fisher, Junior Student Trustee gave a report to the Board of the activities which are taking place in secondary schools throughout the system:

- Celebrations, including school Masses to mark the beginning of Advent
- Holy Cross and St. Peter student councils and social justice groups helped at the Salvation Army by packing food hampers
- St. Thomas Aquinas hosted a volleyball tournament which resulted in \$6,300 going to the 'Be an Angel' campaign from St. Vincent de Paul.
- St. Peter students held a toy drive for the Salvation Army.
- Holy Trinity collected donations for families connected to the local food bank.
- Proceeds from the Arts Night at Holy Trinity were donated to St. Theresa.
- Nativity scenes designed in the Holy Cross Tech Design and then produced in the Construction class were sent to the feeder elementary schools.

- Special Olympic basketball tournament was held at St. Peter
- St. Peter has now formed a multicultural club

Eveline Fisher then invited and answered questions at the conclusion of their report.

3. Report from the Manager of Communications, Galen Eagle

Galen Eagle, Manager of Communications gave a brief report and shared an overview of the various advent and social justice activities documented through twitter that are taking place at all of the schools throughout the system. The link with the compilation of highlights was shared via email to all of the trustees.

C. Presentations:

1. R.A.: Proposed St. Stephen Catholic Secondary School, Bowmanville, Excursion to Switzerland, Austria, and Germany, March 12-20, 2020.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie

that the proposed St. Stephen Catholic Secondary School Excursion to Switzerland, Austria and Germany, from March 12-march 20, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

2. R.A.: Proposed Holy Trinity Catholic Secondary School, Courtice, Art Excursion to New York city, New York, USA, May 1-5, 2019.

Trustee Linda Ainsworth recused herself and left the boardroom during the presentation, discussion and vote on the proposed Holy Trinity excursion.

MOTION: Moved by Kevin MacKenzie, seconded by David Bernier

that the proposed Holy Trinity Catholic Secondary School, Art Excursion to New York City, New York, USA, from May 1-5, 2019, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

Trustee Linda Ainsworth rejoined the meeting.

3. R.A.: Proposed St. Mary Catholic Secondary School, Cobourg, Duke of Edinburgh and Environmental SHSM Course Excursion to Ganaraska Forest Centre, February 13-15, 2019.

MOTION: Moved by David Bernier, seconded by Linda Ainsworth

that the proposed St. Mary Catholic Secondary School, Cobourg, Duke of Edinburgh and Environmental SHSM Course excursion to Ganaraska Forest Centre, from February 13 through February 15, 2019, be approved in principle and that the trip will meet OPHEA guidelines for high risk activity.

Carried.

4. R.A. Annual Director's Report

Michael Nasello, Director of Education, reviewed the Annual Director's Report for the 2017-2018 school year. The report summarized the activities of the board and their relation to the strategic priorities and action plan.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the Annual Director's Report be received by the Board and submitted to the Ministry of Education, as required.

Carried.

D. Programs and Services:

E. Business, Finance and Governance:

1. R.A. Borrowing Resolutions

MOTION: Moved by David Bernier, seconded by Braden Leal

that the Board approve the Borrowing Resolution in support of the Operating Line of credit in the amount of \$10,000,000,

and,

that the board authorize the Chair and the Director to sign the credit amendment agreement with the Canadian Imperial Bank of Commerce.

Carried.

2. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

Board Chairperson, Michelle Griepsma, gave a report on OCSTA matters.

For the benefit of the new trustees, she explained about the types of information typically shared. Trustees were invited to contact her with respect to information that could be discussed at board meetings or at Committee-of-the-Whole.

It was noted that OCSTA staff are available to answer questions regarding legislative affairs. Trustees were also encouraged to sign up for the trustee training modules offered by OCSTA.

Trustees were reminded that Linda Ainsworth is the representative for Region 9.

3. EPO Grants Information Update

Michael Nasello, Director of Education, gave a very brief update regarding EPO Grants. Information on some grants has been received from the Ministry and more information is expected to be sent in the near future. The information will be reviewed and affected areas will be reported in the new year.

F. Human Resources:

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee.

Joan Carragher gave a brief presentation of the Semi-Annual Report from the Joint Health and Safety Committee. She invited and responded to questions from the trustees.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 10, 2018, be received.

Carried.

G. Policy Development:

H. Old Business:

I. New Business:

1. Letter to Ministry of Education re: Cannabis Stores, Distance from Schools.

A draft letter with suggested wording for addressing the proximity of cannabis retail

outlets to schools was discussed.

MOTION: Moved by David Bernier, seconded by Emmanuel Pinto

that a letter drafted by the Director of Education be sent from the board to the Minister of Education and the Attorney General to suggest that the required minimum distance of Cannabis Stores from schools be increased to at least 500 metres.

Carried.

2. Report on Provincial Consultation

a. PVNC Submission

The submission for the provincial consultation from the board which addressed the seven areas of focus was shared with the trustees.

b. MPP Roundtable, Northumberland-Peterborough South.

David Bernier, Vice-chair, reported on his attendance at the MPP David Piccini's roundtable event with Michael Nasello, Director of Education and Tim Moloney, Superintendent of Schools, held on December 7, 2018.

Mr. Bernier stated that it was an excellent opportunity to share accurate information about education and dialogue with the Member of Parliament for Northumberland-Peterborough South.

J. **Bring Forward:**

K. **Information Items:**

1. Chairperson's Report.

Michelle Griepsma, Chairperson of the Board gave a report and highlighted the following:

- Welcomed the new trustees to the Board
- If there are items that the trustees would like addressed at a board meeting, please contact a member of the Chairperson's Committee to have the matter brought forward.
- Trustees were informed that they would be receiving a link to a survey following the Board Meetings from which to evaluate the meeting. The information is valuable to ensure meeting effectiveness and provide feedback for improvement.

2. Trustees' Committee Reports:

The draft minutes from the following committee meetings were shared ahead of the Board Meeting. Questions from the trustees about the information reported were addressed.

- a. First Nation, Métis, and Inuit Advisory Committee, December 11, 2018.

L. Future Meetings:

1. Board Standing Committee Meetings:

- a. Chairperson Committee Meeting, January 14, 2019, 4:30 p.m.
- b. Committee-of-the-Whole Meeting, January 14, 2019, 6:30 p.m.
- c. Regular Board Meeting, January 29, 2018, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
- d. Policy Development Meeting, February 5, 2019, 6:30 p.m.

2. Other Committee Meetings:

- a. STSCO Governance Committee Meeting, January 8, 2019, 3:00 p.m.
- b. Special Education Advisory Committee, January 17, 2019, 6:30 p.m.
- c. Faith and Equity Committee Advisory Meeting, January 24, 2019, 6:30 p.m.
- d. Student Council Liaison Committee Meeting, January 29, 2019, 4:15 p.m.
- e. Catholic Parent Engagement Committee Meeting, February 4, 2019, 6:30 p.m.
- f. Accessibility for All Committee, February 7, 2019, 1:15 p.m.
- g. First Nation, Métis, and Inuit Advisory Committee, March 19, 2019, 4:30 p.m.
- h. French as a Second Language Advisory Committee, April 3, 2019, 6:30 p.m.
- i. Audit Committee – TBA
- j. Supervised Alternative Learning Meeting – TBA

3. Board Events:

The list of future board events was reviewed by the Trustees.

- a. OCSTA – Catholic Trustees Seminar, January 19, 2019.
- b. OCSTA 2018-2019 AGM and Conference, Toronto, April 25-27, 2019.
- c. Catholic Education Week, May 5-10, 2019.
- d. Catholic Student Leadership Awards, Holy Cross Catholic Secondary School, May 8, 2019.

- e. CPEC and Catholic School Council Appreciation Event, May 15, 2019.
- f. CCSTA 2018-2019 AGM and Conference, Canmore, AB, May 30-June 1, 2019.

M. Conclusion:

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal
that the meeting move into closed session.

Carried.

1. Report from the In-camera Meeting.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie
that the Board approve the actions and the discussions arising from
the in-camera session, as follows:

- A. Call to Order:
 - 1. Opening Prayer
 - 2. Approval of Agenda
 - 3. Declarations of Conflicts of Interest: None were declared
 - 4. Approval of In-camera minutes: Motion carried to approve the minutes from the November 27, 2018.
 - 5. Business Arising from the Minutes: It was reported that the property matter referred to at the November 27, 2018 has resulted in an agreement being signed with the City of Peterborough regarding the renovation of the Holy Cross Catholic Secondary School Athletic Field.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Session Report from Michelle Griepsma, Chairperson of the Board.
- F. Other Urgent Matter:
 - 1. An update was given regarding a social media matter.
- G. Old Business:
 - 1. OAPCE – report of feedback from Parent who attended the conference on November 24, 2018.
- I. Convening in Open Session:
 - 2. Motion to re-convene in Open Session at 8:53 p.m.

Carried.

2. Closing Prayer.

The Chairperson, Michelle Griepsma, requested Linda Ainsworth lead the group in Closing Prayer.

3. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Braden Leal
that the meeting be adjourned at 8:57 p.m.

Carried.

Michelle Griepsma
Board Chairperson

Michael Nasello
Director of Education, Secretary-Treasurer
per M.K.

Proposed St. Mary Catholic Secondary School, Cobourg, PAD4O (Outdoor Activities Course) Excursion to Algonquin Park, September 24-27, 2019.

R.A.: that the proposed St. Mary Catholic Secondary School, Cobourg, PAD4O (Outdoor Activities Course) Excursion to Algonquin Park, September 24-27, 2019, be approved in principle and that the trip will meet OPHEA Guidelines for high risk activity.

January 14, 2019

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 4 APPROVAL FORM

To be used for wilderness trips anywhere in Canada, and high care activities (other than with pre-approved excursion providers.)

Teacher/Organizer: Greg Conway	School: St. Mary CSS
Adult Supervisors Attending: G. Conway, P. Carmichael, I. Kendrick, Chris Wigley (Trenton Fire Chief)	
Destination: Algonquin Park	Mode of Transportation: School bus, canoes
Grade/Course: Grade 12 PAD40 Outdoor Education	Date of Submission: November 29, 2018
Departure Date: September 24, 2019	Return Date: September 27, 2019
Number of Students: boys: 11 girls: 11	Number of Adult Supervisors: female: 1 male: 3
Name of Travel Agent: n/a	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$130	
Summary of Proposed Activity: 4 day, 3 night canoe tripping through various lakes within the park.	

Curricular Relevance: (provide the overall expectations addressed)
PAV0.02, ALV.01, ALV.03, AL1.01, AL1.02, AL3.01, AL3.02

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$600	School Accounts	\$0
Travel	\$1410	School Fund-raising	\$0
Cost of Supply Teachers	\$0	Student/Parent share	\$2860
Meals	\$350	Other:	\$0
Programs/Materials	\$500	Other: Teacher contributions, if applicable	\$0
Other	\$0		
Total	\$2860	Total	\$2860

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|--|--|
| <input type="checkbox"/> Itinerary (including Mass if on the weekend) n/a | <input checked="" type="checkbox"/> Information and consent letter to parents |
| <input type="checkbox"/> Contract Information n/a | <input checked="" type="checkbox"/> Liability waivers signed |
| <input type="checkbox"/> Additional Medical Coverage needs considered n/a | <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 |
| <input type="checkbox"/> History of Excursion – number of years: <u>12</u> | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided |
| <input checked="" type="checkbox"/> Certification required by staff attending: <u>Nat'l Lifesaving</u> | <input type="checkbox"/> Passports (if required) n/a |
| <input checked="" type="checkbox"/> Educational objectives stated | |

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES _____

<p><i>[Signature]</i> Teacher Signature</p> <p><i>[Signature]</i> Principal Signature</p> <p><i>[Signature]</i> Superintendent Signature</p>	<p><i>[Signature]</i> 14/19 Date</p> <p><i>[Signature]</i> 14, 2019 Date</p> <p><i>[Signature]</i> 14/19 Date</p>
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PAD4O CANOE TRIP
Parental Consent To Swim

Attention Parents/Guardians:

During the St. Mary's Secondary PAD4O Canoe Training (early September) and subsequent Canoe Trip, September 24th – 27th, 2019 your son/daughter will be given the opportunity to participate in swimming activities. The following permission form must be read and signed by each participant's Parent/Guardian for them to be involved in any swimming activity.

ELEMENTS OF RISK

While in Cobourg Harbour, or within Algonquin Park, the following swimming activities may be offered to participants:

- a) Canoe-over-canoe rescues
- b) Swimming Test
- c) Swimming from shore

Leisure swimming activities involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause serious injury, including death. A few examples of the type of accident which one is at risk of having occur while swimming are:

- 1. Head/neck trauma due to shallow diving
- 2. Drowning

These accidents can result from the nature of the activity and can occur without fault of either the student, or the Peterborough Victoria Northumberland and Clarington Catholic District School Board or its employees or agents. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. The following rules will be applied to all swimmers:

- 1. No distance swims. Swim only in designated areas.
- 2. Do not swim if there are any indications of threatening weather or conditions (large waves/riptides/undertow).
- 3. No swimming unless supervised by a Teacher AND Lifeguard, and accompanied by 2 other swimmers.
- 4. Diving only allowed in designated safe areas by students who demonstrate competent diving skills to the Instructor. All dives are to be forward dives from a height of less than 1 metre.
- 5. No swimming after dark.

If you choose to participate in swimming activities, you must understand that you will bear the responsibility for any accident that might occur.

The PVNCC District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

Please rate the competency of your son/daughter's swimming ability:

- ☐ **Advanced – excellent, strong swimmer**
- ☐ **Intermediate – good, competent swimmer**
- ☐ **Novice – beginner level, but competent without aid**
- ☐ **Cannot swim – student will not be permitted to participate**

ACKNOWLEDGEMENT

I HAVE READ THE ABOVE. I UNDERSTAND THAT BY PARTICIPATING IN SWIMMING ACTIVITIES DURING PAD4O, I AM ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in any swimming activities undertaken as part of the St. Mary's PAD4O Canoe Training and Canoe Trip, September 24th-27th, 2019.

Signature of Parent/Guardian: _____

Date: _____

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is arranging the St.Mary's Secondary School PAD4O Outdoor Activities Course Canoe Trip from September 24th – 27th, 2019. THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK

Educational activity programs, such as a canoe trip, which is being offered, involve certain elements of risk. Accidents may occur while participating in this activity. These accidents may cause serious injury. A few examples of the type of accident which one is at risk of having occur while on a canoe trip are:

1. Muscular or skeletal injury due to falls while hiking/portaging.
2. Concussion due to head trauma.
3. Joint sprain or dislocation.
4. Drowning.

These accidents result from the nature of the activity and can occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the St.Mary's PAD4O Canoe Trip, you must understand that you will bear the responsibility for any accident that might occur.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT PARTICIPATING IN THE ST.MARY'S PAD4O CANOE TRIP, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in the St.Mary's PAD4O Canoe Trip, to be held on September 24th – 29th, 2019.

Signature of Parent/Guardian: _____

Date: _____

CANOE TRIP QUALIFICATIONS

Students will undergo several intensive training sessions of canoe, water and outdoor safety instruction before they are qualified to go on the Canoe Trip.

I Canoe Safety

Mornings from September 10th – 23rd, 2019

These will take place at the Cobourg Harbour. Canoe handling and safety will be covered. All basic strokes, as well as maneuvering skills, portage skills and canoe rescue will be explored. Students must complete a Canoe Test prior to departure for the Canoe Trip.

II Water Safety

Monday, September 9th 3:00pm

This will take place at the Cobourg YMCA. Students will be required to satisfactorily complete a swim test, including 100m swim, tread water for 3 minutes, and master emergency procedures in the water.

III Outdoor Safety

Period 1 from September – January.

This will be classroom instruction including outdoor survival techniques, wilderness and camping skills, and emergency procedures.

Each skill will be evaluated in the following manner:

1. Unsatisfactory
2. Fair
3. Good
4. Very good
5. Excellent

Components	1	2	3	4	5
100 Metre Swim					
Treading Water – 3 Minutes					
Emergency Water Procedures					
Canoe Handling					
Canoe Rescue					

Proposed St. Mary Catholic Secondary School, Cobourg, Boys' Rugby Team
Excursion to Ireland, March 12-20, 2020.

R.A.: that the proposed St. Mary Catholic Secondary School, Cobourg, Boys' Rugby Team Excursion to Ireland, from March 12-20, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

January 14, 2019

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, D. Quemby, T. Linehan, R. Heffernan	
Destination: Dublin, Galway and Belfast, Ireland	Mode of Transportation: Airplane, Motorcoach, Subway
Grade/Course: 12/Boys Rugby Team	Date of Submission: November 16 th , 2020
Departure Date: March 12 th , 2020	Return Date: March 22 nd , 2020
Number of Students: boys: 30 ³² girls: 0	Number of Adult Supervisors: female: male: 4
Travel Agent: Carlson Wagonlit Travel	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 2975	

Summary of Proposed Activity: 11 day tour of Ireland. Visiting various historical and cultural sights, as well as full immersion into the local culture. Meeting peers from local and international teams and schools, playing 3 matches against school, club and international teams. Attending an international rugby game.

Curricular Relevance: Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights including Dublin Castle, Trinity College, Aviva Stadium, Cliffs of Moher, Aran Islands, Giants Causeway, Titanic Experience, etc.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation/Coach Bus	\$51,200	School Accounts	\$
Travel (Flights)	\$30,400	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$95,200
Meals	\$	Other:	\$
Programs/Materials	\$9600	Other: Teacher contributions, if applicable	\$
Other (Cancellation Insurance)	\$4000		
Total	\$95,200	Total	\$95,200

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|--|--|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)
<input checked="" type="checkbox"/> Contract Information
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered
<input checked="" type="checkbox"/> History of Excursion – number of years: 16
<input type="checkbox"/> Certification required by staff attending: N/A
<input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents
<input checked="" type="checkbox"/> Liability waivers signed
<input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305
<input checked="" type="checkbox"/> List of destination/emergency phone numbers provided
<input checked="" type="checkbox"/> Passports (if required) |
|--|--|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES

Teacher Signature

 Principal Signature

 Superintendent Signature

Nov 29/18
 Date
 Nov 29 '18
 Date
 Jan 14/19
 Date

St.Mary's Thunder RFC
IRELAND TOUR 2020

The St. Mary's Boys Rugby Team will have the opportunity to travel to Ireland over March Break 2020. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of rugby, and experience first-hand the vast history of Ireland.

Itinerary: Friday, March 13th – Sunday, March 22nd, 2020 (overnight flight March 12th)

- Day 1* Depart Toronto and fly overnight to Dublin, Ireland. Transfer Jacobs Inn Dublin. This afternoon we will walk the city centre to get our bearings. Training session at Donnybrook Stadium with Irish International players!!! Dinner at the rugby club.
- Day 2* Today we will travel outside Dublin to Na Fianna GAA Club for a Gaelic Games Experience, learning to play hurling and Gaelic Football. This afternoon we will take a sightseeing bus tour of Dublin. Dinner on O'Connell Street.
- Day 3* Morning Mass at St. Andrew's Church in central Dublin. Transfer to Aviva Stadium for a tour of the home of Irish Rugby. Transfer to local rugby club for our first match versus this local club's U17 Colts. Following the match, there will be a reception in the clubhouse. Team dinner at My Meat Wagon, a local restaurant.
- Day 4* This morning we will check out of our hostel and travel to Galway. Check-in Galway City Hostel. Afternoon to explore the city centre. Transfer to Galwegians RFC for training session. Dinner at the rugby club.
- Day 5* Today we will see the Cliffs of Moher along the Wild Atlantic Way, visiting the Cliff Edge & Cliff Exhibition, along with a cruise along the foot of the Cliffs. We will then sail out for a guided tour of the Aran Islands. Return to Galway for dinner.
- Day 6* Today we will spend the morning relaxing in Galway for some sightseeing and shopping. This afternoon we will travel to a local rugby club for our second match versus the club's U17 side. Post match dinner at the rugby club.
- Day 7* This morning we will check out of the hostel and transfer to Belfast. Check-in Park Inn Belfast. Iconic Black Cab tour of Belfast after lunch. Transfer to Malone RFC for a training session. Dinner to follow at the rugby club.
- Day 8* Today we will transfer to the Giants Causeway for a guided tour of this UNESCO World Heritage Site. We will also visit Dunseverick Castle, Bailintoy Harbour, Carrick-A-Rede Rope Bridge and the Dark Hedges from Game of Thrones. Return to Belfast. Irish Stew Dinner at Smuggler's Inn.
- Day 9* This morning we transfer to a local rugby club for our third and final rugby match versus the club's U17 team. Transfer to Ravenhill Stadium to watch an Ulster Rugby match in the Guinness PRO14. End of tour dinner and traditional live Irish music at Fibber Magee.
- Day 10* Transfer to Dublin Airport for return flight to Toronto.

Approximate cost per player: \$2975.00 CDN, which includes:

- Return airfare from Toronto to Dublin, Ireland.
- Motor Coach for duration of stay in Ireland
- 9 nights hostel accommodation in Dublin, Galway and Belfast
- All breakfasts, 6 dinners and 3 lunches.

- Tickets to Guinness PRO14 Match
- Arrangement of 3 fixtures, 2 training sessions and 1 coaching session
- Entrance to Gaelic Games experience, Dublin bus tour, Cliffs of Moher foot and boat tour, Aviva Stadium tour, Aran Islands excursion, Black Cab tour of Belfast, Titanic Experience, Giants Causeway, North Coast sightseeing.
- Mandatory Cancellation Insurance (\$125 of the \$2975)
- Bus to Pearson International Airport

*** Comprehensive TRAVEL MEDICAL insurance must be purchased and is not included**

The coaching staff is committed to assisting players in fund-raising over the next 15 months. Parents who wish to organize fundraising events are encouraged to contact the coaches prior to commencing any such activity.

Through the concerted efforts of all tour members, there is a strong possibility of decreasing the overall cost of the tour. However, only those players who make the effort to fund-raise will benefit. Any player who does not actively participate in the campaign can expect to pay the original price.

A minimum NON-REFUNDABLE deposit of \$500 is due May 1st to purchase 6 Nation match tickets and reserve flights and hotel space. The remaining balance will be paid over 3-4 installments, and is to be paid in full by February 1st, 2020.

Rest assured that this will not only be a rewarding and exciting experience, but also a safe one. Ireland is a safe and relaxing vacation spot for thousands of tourist each year. The coaching staff for the tour will consist of 4-5 staff members, ranging in experience from 20 to 30+ years teaching.

Tour players will be required to adhere to a strict, zero tolerance no drug or alcohol policy. Players are also expected to demonstrate behaviour in accordance with the St. Mary's Code of Conduct. Failure to do so will result in immediate removal from the tour at the expense of the parents/guardian of the player.

The company responsible for organizing flights for the tour is Carlson Wagonlit Travel in Cobourg. Ingrid Aird is our agent. The company responsible for the land and rugby portion of the tour is Sky High Sports from the UK. You can visit their website for more information at www.skyhighsports.biz.

PERMISSION

I consent to my son, _____, participating in the St. Mary Boys Rugby Tour of Ireland from March 12th – 22nd, 2020.

Signature of Parent/Guardian

Date: _____

If you have any questions or concerns, feel free to call me at the school at any time. You can reach me at (905) 372-4339 x254, or gconway@pvnccdsb.on.ca.

Sincerely,

Greg Conway
Thunder Boys Rugby Coach

NOTE TO PARENTS AND STUDENTS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is arranging the proposed St.Mary Secondary School Boys Rugby Tour of Ireland from March 12th – 22nd, 2020. THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK

Educational activity programs, such as a sporting tour, which is being offered, involve certain elements of risk. Accidents may occur while participating in this activity. These accidents may cause serious injury. A few examples of the type of accident which one is at risk of having occur while playing rugby are:

1. Muscular or skeletal injury due to physical contact/tackling.
2. Concussion due to head trauma.
3. Joint sprain or dislocation.

These accidents result from the nature of the activity and can occur without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the St.Mary Boys Rugby Tour of Ireland in March of 2020, you must understand that you will bear the responsibility for any accident that might occur.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT PARTICIPATING IN THE ST.MARY'S BOYS RUGBY TOUR OF IRELAND, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

PERMISSION

I give _____ permission to participate in the St.Mary Boys Rugby Tour of Ireland from March 12th – 22nd, 2020.

Signature of Parent/Guardian: _____

Date: _____

ST.MARY BOYS RUGBY RUGBY TOUR IRELAND 2020

CONTRACT INFORMATION

Carlson Wagonlit Travel in Cobourg is the Travel Agent we have chosen for organizational support. We have used them extensively in the past. They are a fully accredited travel agency specializing in all aspects of sports travel. They have highly reputable history of catering to individuals, groups and teams travelling to watch and/or participate in all types of sporting events.

If you would like to contact the agent directly, she can be reached at:

Ingrid Aird
E-mail: iaird@carlsonwagonlit.net
Carlson Wagonlit Travel
Cobourg, ON
Phone: 905-377-9706 or 1-877-550-7404

EDUCATIONAL OBJECTIVES

Several opportunities for educational growth will arise from a sports tour to a foreign country, in this case Ireland. They are:

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to Ireland, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians. They will also experience the daily activities of citizens from another country unlike their own back in Canada.
3. Comparing the educational systems of differing countries. By visiting a local secondary school, the boys will experience first hand the vastly different educational system of Europe.
4. Historical Impact. The boys will be immersed in a culture rich in history. From Trinity College and the Book of Kells, the Cliffs of Moher, Giants Causeway, the Titanic Experience and more, the boys will experience first hand historical events they could only have read about back home.

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$2975 CAD. This price includes:

- Return airfare from Toronto to Dublin, Ireland.
- Motor Coach for duration of stay in Ireland
- 9 nights hostel accommodation in Dublin, Galway and Belfast
- All breakfasts, 6 dinners and 3 lunches.
- Tickets to Guinness PRO14 Match
- Arrangement of 3 fixtures, 2 training sessions and 1 coaching session
- Entrance to Gaelic Games experience, Dublin bus tour, Cliffs of Moher foot and boat tour, Aviva Stadium tour, Aran Islands excursion, Black Cab tour of Belfast, Titanic Experience, Giants Causeway, North Coast sightseeing.
- Trip Cancellation Insurance through Brightspark
- Tour Kit
- Bus to Pearson International Airport

SUPERVISION

The following staff will be accompanying approximately 20-25 players, ranging from Grades 10-12:

1. Ray Heffernan – coach. Teaching experience – 30+ years.
2. Greg Conway – coach. Teaching experience – 20 years.
3. Drew Quemby – coach. Teaching experience – 19 years.
4. Tim Linehan – coach. Teaching experience – 24 years.

We also hope to bring a certified Tour Medic along on tour. Of the staff attending, Greg Conway graduated the University of Western Ontario with a BA Hon in Kinesiology, specializing in Athletic Injuries.

ITINERARY

- see attached

DESTINATION/EMERGENCY NUMBERS

Dublin	Galway	Belfast
Jacobs Inn Dublin 21-28 Talbot Pl Mountjoy, Dublin 1 00353 1 855 5660	Galway City Hostel Frenchville Lane Eyre Square, Galway 00353 91 535 878	Park Inn Belfast 4 Clarence Street West Belfast, BT2 7GP 0044 289 067 7700

Mr. Conway's Cell Phone: (613) 243-2651 (works in Europe but to be used in EMERGENCIES ONLY)

RE: St. Mary S S - Cancellation insurance package for a school trip

1 message

Nina Chabot <nchabot@brightsparktravel.ca>
To: Greg Conway <gconway@pvnccdsb.on.ca>

Wed, Sep 19, 2018 at 1:16 PM

Hi Greg,

LOL – I didn't give you the 5 day premiums, and of course, that's your trip.

5 days – with trip cost under \$750 – premium is \$52

5 days – with trip cost between \$751 - \$1,000 – premium is \$63

Also, just to clarify, but I'm sure you understand, my original email should have said "with trip cost between \$750 - \$1,000" and not "under"

Do you want me to prepare an invoice and send you my paperwork for your board trip approval process, or do you already have board approval?

For the overseas trip, it is based on trip cost only:

\$2,001 - \$2,500 – premium is \$124

\$2,501- \$3,000 – premium is \$146

Nina

Proposed St. Peter Catholic Secondary School, Peterborough, Excursion to Cantando Music Festival, Whistler, BC, April 24-28, 2019.

R.A.: that the proposed St. Peter Catholic Secondary School, Peterborough, Excursion to Cantando Music Festival, Whistler, BC, from April 24-28, 2019, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

January 14, 2019

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: James Wright	School: St Peter's
Adult Supervisors Attending: James Wright, Greg Burke, Aidan Murphy, Shannon Brady	
Destination: Cantando Music Festival, Whistler, B.C	Mode of Transportation: Air, Bus
Grade/Course: 9-12 Jazz, Concert and Chorus Ensembles	Date of Submission:
Departure Date: April 24 2019	Return Date: April 28 2019
Number of Students: boys:10 girls:20	Number of Adult Supervisors: female:1 male:3
Name of Travel Agent: Denure Travel, Mandy Morrison	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$2289	

Summary of Proposed Activity: Students will fly to Vancouver and participate in guided interpretative walks including an introduction to the indigenous history of the area. Students will then travel by bus to Whistler for a 3 day Music Festival. This will feature student ensemble performances, work-shops by instrument section as well as various other coaching opportunities.

Curricular Relevance: (provide the overall expectations addressed)

Performance

Students will compete in adjudicated Band and Chorus categories. Additional coaching by professional musicians in sectionals.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$225 X 30 = 6,750	School Accounts	\$0
Travel	\$1000 X 30 = 30,000	School Fund-raising	\$600 x 30 = 18,000
Cost of Supply Teachers	\$ N/A	Student/Parent share	\$1689 x 30 = 50,670
Meals	\$250 X 30 = 7,500	Other:	\$0
Programs/Materials	\$450 X 30 = 13,500	Other: Teacher contributions, if applicable	\$0
Other	\$364 X 30 = 10,920		
Total	\$2289 x 30 = Total 68,670	Total	\$2289 x 30 = Total 68,670

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) ✓ <input checked="" type="checkbox"/> Contract Information ✓ <input checked="" type="checkbox"/> Additional Medical Coverage needs considered ✓ <input checked="" type="checkbox"/> History of Excursion – number of years: 22 <input checked="" type="checkbox"/> Certification required by staff attending: N/A <input checked="" type="checkbox"/> Educational objectives stated ✓ | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information and consent letter to parents ✓ <input checked="" type="checkbox"/> Liability waivers signed ✓ <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 ✓ <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided ✓ <input checked="" type="checkbox"/> Passports (if required) N/A |
|---|--|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES Yes

James Wright
Teacher Signature

Sherry Deane
Principal Signature

Superintendent Signature

Nov 26 / 18

Date

Nov 26 / 18

Date

January 8, 2019

Date

Proposal for Vancouver, Whistler B.C

To: The Peterborough, Victoria, Northumberland & Clarington
Catholic District School Board

Prepared by: James Wright (Music Teacher/Ensembles Director)
St. Peter Catholic Secondary School

Date: October 31, 2018

Destination: Vancouver and Whistler, B.C.

Departure: Wednesday, April 24 (flight out of Toronto)

Return: Sunday, April 28 (flight out of Vancouver)

Total: 5 days including travel

Transportation: Coach to Toronto and home from Toronto
WestJet out of Toronto and return to Toronto
Coach buses in Vancouver to/from Whistler

Travel Agent: *DeNure Student Tours Lindsay*: Mandy Morrison principal agent

Groups Involved: *1) St. Peter's Senior Concert Band*
2) St. Peter's Intermediate Band
3) St. Peter's Jazz Band
4) St. Peter's Chorus

30 students Grades 9-12

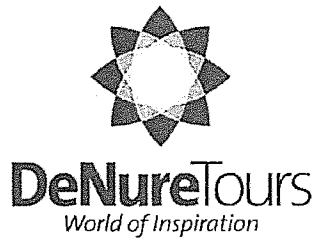
Chaperones/Supervisors: Mr. James Wright (teacher in charge/conductor), Mr. Aidan Murphy (chaplain),
Mrs. Shannon Brady (vice principal), Mr. Greg Burke (teacher)

Supervisor/Student Ratio: 1: 8

Educational Objectives Perform in a formal, adjudicated concert setting.
Hear professional caliber ensembles.
Receive instrument specific coaching from professional musicians

History of Excursions

This would be the first trip for the music ensembles of St. Peter's to Whistler, BC. Previous overnight ensemble destinations have included: Ottawa (1992), Washington D.C. (1994), , Toronto (1998), New York City (1999, 2003, 2007 & 2013) , Italy (2005), Austria (2009) and New Orleans (1996, 2001, 2011& 2017).



DeNure Tours Agreement

Date: November 21, 2018 - Revised

Trip Code: WHIS19042404v

School Name: St. Peter Catholic Secondary School

Address: 730 Medical Dr.
Peterborough, ON K9J 8M4

Phone #: 705-745-1358

Contact Name: James Wright

Email: jameswright@pvnccdsb.on.ca

Departure Date: Wednesday, April 24, 2019

Return Date: Sunday, April 28, 2019

Tour Description: 5 Day Vancouver/Whistler Cantando Festival

Day 1 – Wednesday, April 24, 19

Depart St. Peter Catholic Secondary School at 5:15am and travel by motorcoach to Toronto Pearson International Airport. Board your flight to Vancouver, BC scheduled to depart at 9am and arrive at 11:08am (flight details are scheduled to change).

Visit one of Vancouver's most popular tourist attractions, the Capilano Suspension Bridge Park. Located approximately 25 kms north of the city, this spectacular park combines the history of BC's First Nations people with breathtaking natural beauty. Cross the Capilano Suspension Bridge which stretches 450 feet long and 230 feet high above the Capilano River. Also, feel the adrenaline rush as you walk along Cliffwalk, a cantilevered walkway clinging to the granite cliff high above Capilano Canyon. Enjoy the views from seven suspension bridges through the evergreens taking you up to 100 feet above the forest floor. During your visit, enjoy a guided park and nature tour to learn all about the history of the park as well as the interesting flora, fauna and climatic characteristics that make the West Coast a unique environment. A boxed lunch is included during our visit.

Check into the Best Western Plus Chateau Granville Hotel (or similar) to freshen up before heading out on a guided Vancouver City tour including Stanley Park followed by an included dinner.

Day 2 – Thursday, April 25, 19

After an included breakfast, depart for Whistler, BC and the Whistler Cantando Festival.

Upon arrival, check into your hotel (TBA) and proceed to the Festival Registration at Whistler Conference Centre – Full Festival Schedule TBA

After an included dinner participate in the Student Social and Dance Lessons with the UBC Swing Kids at the Whistler Conference Centre.

Page 1 of 5

71 Mount Hope Street, Lindsay, ON K9V 5N5
1 800 668 6859
www.denuretours.com



Day 3 –Friday, April 26, 19

After breakfast, participate in a number of various Festival activities.

Performances: Concerts, Wind Ensembles and Jazz Bands each give an adjudicated performance that becomes the basis for building on ensemble strengths in the workshops that follow the performance. Each ensemble receives recorded and written comments.

Conducting Workshop- Teachers participate in a free conductor's workshop.

This evening, after an included dinner, enjoy a Festival Concert at the Whistler Conference Centre with special Guest Artists!

Day 4 –Saturday, April 27, 19

After breakfast performances and workshops continue today for all groups.

Master classes - Instrumentalists participate in 50-minute classes with outstanding professional performers and educators.

After an included dinner, attend Catholic Mass held at the Hilton Conference Centre.

This evening, enjoy a fabulous Festival Concert, with special guest performers and massed ensembles!

Day 5 –Sunday, April 27, 19

After an included breakfast, depart Whistler and travel to Vancouver International Airport. Arrive at Toronto Pearson International Airport and travel by motorcoach to St. Peter Catholic Secondary School arriving at approximately 2:30am.

Price \$2289.00

Prices are quoted in Canadian dollars and include all taxes. Price is based on a minimum of 30 paying students. If minimum numbers are not achieved the tour price can be renegotiated to accommodate a smaller group size. Please note that the final tour price will be based on your final numbers and total hotel rooms required.

This price includes 3 complimentary chaperones sharing one single and one double rooms. Additional charges will apply if all chaperones require single occupancy accommodation.

Pricing, attractions and motorcoach are based on availability at time of reservation.



Package Includes:

- Round trip motorcoach transfers from St. Peter S.S. to Toronto Airport
- Round trip airfare
 - Westjet Flt# 703 24Apr19 Toronto 9:00am Vancouver 11:08am
 - Westjet Flt# 720 28Apr19 Vancouver 5:00pm Toronto 12:35am
 - Flight details are subject to change
- All Vancouver transfers
- [4] Nights' Accommodation
 - 1 night Vancouver: Best Western Plus Chateau Granville Hotel (or similar)
 - 3 nights Whistler: Location TBA
- 4 Breakfasts
- 1 Lunch
- 4 Dinners
- Capilano Suspension Bridge Park – guided tours
- Guided Vancouver City Tour including Stanley Park
- Whistler Cantando Festival with 3 registered ensembles (1 Jazz Band, 2 Concert Bands). This includes 20-minute adjudicated performance, 50-minute workshop, Master classes, Evening Concerts, Directors Workshop, Student Social/Dance and Directors' Reception
- All taxes and fees
- Travel Guard Deluxe Student Insurance Package (with School Board Ruling)*

*Insurance is included for students only. Complimentary chaperones are advised to travel with adequate insurance and can contact DeNureTours for more information.

Travel Guard Insurance Protection:

Price includes Travel Guard Deluxe Insurance Package that includes Emergency Medical, Trip Cancellation and Interruption, Travel Accident and Baggage coverage plus a new School Board Ruling benefit that covers students who have to cancel their trip due to a school board ruling as a result of a union mandated teachers' labour strike or a school board determination that there is a risk of harm to students travelling to a specific region of a country included in your trip. Travel Guard Deluxe Insurance Package is valued at \$83.81 + 8% tax = \$90.51

Payment Schedule:

- Students are required to register online and pay a \$230 deposit by **Thursday, November 8, 2018.**
- Second payment of \$1000 due **Thursday, January 17, 2019**
- Final payment to be received at DeNureTours by **Thursday, February 21, 2019**



IMPORTANT: When registering, all guest names must be submitted exactly as they appear on their valid government issued identification. Name changes/corrections are subject to a \$25 + HST change fee. Name changes/corrections within 24 hours of travel are subject to a \$125 + HST change fee. Air deviations are not permitted.

Note: Attraction tickets will be purchased for the number of participants for whom payments have been received by the date requested. Additional tickets may be confirmed after this time subject to available seats and prices and appropriate payment being received. DeNureTours will bear no responsibility for reservations that may be lost as a result of late payments. We will make our best efforts to reinstate such reservations once payments have been received.

Rooming Lists:

A rooming list template will be emailed to the organizing teacher and must be completed and returned to DeNureTours no later than **Thursday, January 31, 2019.**

Tour Cancellation Policy:

In the event that the school has not reached its minimum number of students by **November 9, 2018** DeNureTours or the School may cancel the trip. All monies, (except the non-refundable deposit of \$1750) will be returned. All money submitted to the Cantando Music Festival is 100% non-refundable.

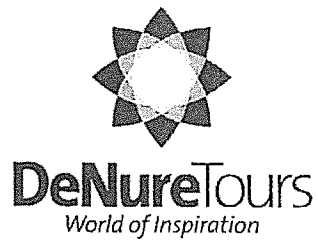
Individual Student Cancellation Policy:

- 60+ days prior to departure: deposit is non-refundable
- 59-46 days prior to departure a: penalty of 50% of the total tour price will apply
- 45 days to date of departure a: 100% penalty will apply and no money will be refunded

Note: refunds will be processed by the same method of the original payment.

Documentation

For flights within Canada, guests 18 years of age and older will require one piece of valid government issued photo ID, that shows name, date of birth and gender **OR** two pieces of valid government issued non-photo ID (at least one of which must show name, date of birth and gender). Guests 18 years of age and younger will require one piece of government issued ID showing name, date of birth and gender. Examples of government issued ID include a birth certificate, driver's license or passport.



Ticket Packages

Ticket packages will be delivered the school no later than 2 weeks prior to departure. If ticket packages are required before this time we will do our best to accommodate the request provided we are given ample notice. Any customized details to ticket packages need to be conveyed to our Groups Department no later than 30 days prior to the scheduled ticket package delivery.

Mandy Morrison
DeNureTours
Group Travel Specialist
(855) 268-6101
(705) 324-9161 Ext. 329

James Wright
St. Peter Catholic Secondary School

Nov 22/18
Date

Whistler Cantando Festival – 5 Days

April 24-28, 2019

Wednesday, April 24th

Depart St. Peter Catholic Secondary School and travel by motorcoach to Toronto Pearson International Airport. Board your flight to Vancouver, BC arriving approximately 11:08am (flight details scheduled to change).

Visit one of Vancouver's most popular tourist attractions, the Capilano Suspension Bridge Park. Located approximately 25 kms north of the city, this spectacular park combines the history of BC's First Nations people with breathtaking natural beauty. Cross the Capilano Suspension Bridge which stretches 450 feet long and 230 feet high above the Capilano River. Feel the adrenaline rush as you walk along Cliffwalk, a cantilevered walkway clinging to the granite cliff high above Capilano Canyon. Enjoy the views from seven suspension bridges through the evergreens taking you up to 100 feet above the forest floor. During your visit, enjoy a guided park and nature tour to learn all about the history of the park as well as the interesting flora, fauna and climatic characteristics that make the West Coast a unique environment. A boxed lunch is included during our visit.

Check into the Best Western Plus Chateau Granville Hotel to freshen up before heading out on a guided Vancouver City tour including Stanley Park followed by an included dinner.

Thursday, April 25th

After an included breakfast, depart for Whistler, BC and the Whistler Cantando Festival.

Upon arrival, check into your hotel (tba) and proceed to the Festival Registration at Whistler Conference Centre – Full Festival Schedule TBA

After an included dinner participate in the Student Social and Dance Lessons with the UBC Swing Kids at the Whistler Conference Centre.

Friday, April 26th

After breakfast, participate in a number of various Festival activities.

Performances: Concerts & Wind Ensembles, Jazz Bands and Choirs each give an adjudicated performance that becomes the basis for building on ensemble strengths in the workshops that follow the performance.

Massed Choir rehearsals - Massed voice rehearsal takes place in the afternoon.

This evening, after an included dinner, enjoy a Festival Concert at the Whistler Conference Centre with special guest artists!

Saturday, April 27th

After breakfast performances and workshops continue today for all groups.

Master classes - Instrumentalists and Vocalists participate in 50-minute classes with outstanding professional performers and educators.

After an included dinner, attend Catholic Mass held at the Hilton Conference Centre.

This evening, enjoy a Festival Concert at the Whistler Conference Centre with special guest performers and massed ensembles!

Sunday, April 28th

After an included breakfast, depart Whistler and travel to Vancouver International Airport. Arrive at Toronto Pearson International Airport and travel by motorcoach to St. Peter Catholic Secondary School arriving at approximately 2:30am.



PRICE

\$2239.00

Price is in Canadian dollars and includes all taxes and fees.
Based on a minimum of 50 students travelling.

PRICE INCLUDES

- Round trip motorcoach transfers from St. Peter CSS to Toronto Airport
- Round trip airfare
- All Vancouver transfers
- 1 nights accommodation at Best Western Conference Plus Granville (or similar) and 3 nights accommodation in Whistler (tba)
- 4 breakfasts, 1 lunch, 4 dinners
- Capilano Suspension Bridge Park
- Guided Vancouver City tour including Stanley Park
- Whistler Cantando Festival with 4 registered ensembles (1 Jazz Band, 2 Concert Bands, 1 Choir). This includes 20 minute adjudicated performance, 50 minute workshop, Master classes, Evening Concerts, Directors Workshop, Student Social/Dance and Directors' Reception
- Travel Guard Deluxe Student Insurance Package (with School Board Ruling)



DeNureTours
World of Inspiration

71 Mount Hope Street, Lindsay, ON K9V 5N5
1-855-268-6101 • groups@denuretours.com
www.denuretoursgroups.com
TICO Registration: #50009376, #50009377

Whistler Cantando Festival – 5 Days

April 24-28, 2019

COMPLETE YOUR RESERVATION!

You must complete all 9 steps to register.

- 1.) Please visit our website at www.denuretoursgroups.com.
- 2.) Each student will need to create their own Participant Account first, by clicking "No Account? Start Here".
- 3.) Create a user name and password (choose something you will remember and write down for future reference). Click "yes" for registering for a school group. A drop down menu will appear.
- 4.) Complete form (all guest names must be submitted exactly as they appear on their valid government issued identification) and click "Create Account". (Now that you have created an account, you must now register for the trip). You will be re-routed back to the initial log-in screen.
- 5.) Enter your user name and password and click "login"
- 6.) Select "click to register for trip" located at the top left hand side of your screen.
- 7.) Enter your trip code: WHIS19042404v. Click "register for trip" to confirm you are registering for the correct trip.
- 8.) Choose your form of payment and agree to the terms and conditions. **CLICK "SAVE"**
- 9.) Deposit must be paid to confirm your registration. Under Deposit Status – "Click to Pay Deposit", choose your payment method and complete your transaction.

You can login at any time to apply payments, see balance due or view trip details.

IMPORTANT: When registering, all guest names must be submitted exactly as they appear on their valid government issued identification. Name changes/corrections are subject to a \$25 + HST change fee. Name changes/corrections within 24 hours of travel are subject to a \$125 + HST change fee. Air deviations are not permitted.

PAYMENT SCHEDULE

1st Deposit:	Thursday, November 8, 2018	\$230.00
2nd Deposit	Thursday, January 17, 2019	\$1000.00
Final Payment:	Thursday, February 21, 2019	Balance

Payment

DeNureTours will purchase tickets for the number of participants for whom payments have been received by the date requested. Additional tickets may be confirmed after this time subject to availability and pricing once payments have been received. DeNureTours will bear no responsibility for reservations lost as a result of late payments and will make their best efforts to reinstate such reservations once payment is received.

TERMS & CONDITIONS

Traveller's Responsibility

DeNureTours reserves the right to terminate the trip of any passenger whose inappropriate actions or conduct adversely affects others, including other passengers, employees of DeNureTours, and employees of partner establishments. Should your trip be terminated, there will be no refund for unused portions of the trip and the cost of returning to the point of embarkation will be borne by the passenger.

DeNureTours' Responsibility

It is our intention to operate all tours as described in the itineraries. Local operational situations occasionally force changes and we reserve the right to make changes where necessary. DeNureTours has made arrangements with hotels, transportation services, and other independent parties beyond its direct control to provide you with the travel services offered. DeNureTours reserves the right to make changes in the published itinerary whenever conditions warrant, or if deemed necessary for the comfort, convenience, or safety of the tour.

Accommodation

Four students of the same gender will share a hotel room. Room assignments will be made by your teacher.

Cancellation Charges

60+ days prior to departure:	Deposit is non-refundable
59 to 46 days prior to departure:	50% of the total tour price
45 days prior to departure:	100% penalty

Note: refunds will be processed by the same method of the original payment

Documentation

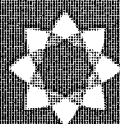
For flights within Canada, guests 18 years of age and older will require one piece of valid government issued photo ID, that shows name, date of birth and gender OR two pieces of valid government issued non-photo ID (at least one of which must show name, date of birth and gender). Guests 18 years of age and younger will require one piece of government issued ID showing name, date of birth and gender. Examples of government issued ID include a birth certificate, driver's license or passport.

Luggage Allowance

One carry-on and one checked bag is permitted per guest free of charge. Airlines impose fees for excess baggage. Complete luggage restrictions and guidelines will be detailed in your ticket packages.

TRAVEL INSURANCE

Your price includes a Travel Guard Deluxe Insurance Package that includes Emergency Medical, Trip Cancellation and Interruption, Travel Accident and Baggage coverage plus a new School Board Ruling benefit that covers students who have to cancel their trip due to a school board ruling as a result of a union mandated teachers' labour strike or a school board determination that there is a risk of harm to students travelling to a specific region of a country included in your trip. Travel Guard Deluxe Insurance Package is valued at \$83.81 + 8% tax = \$90.51



DeNureTours
World of Inspiration

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www.denuretoursgroups.com
TICO Registration: #50009376, #50009377

Travel Guard®



Travel Insurance & Global Assistance



808006/808007 P1-P3 10/14
800213 P1-P3 02/15
800240 P1-P3 02/15

WARNING: THIS POLICY INCLUDES RESTRICTED BENEFITS

1. This policy covers losses resulting from unforeseeable and emergency circumstances only. Coverage is not effective unless all premium due has been paid to us prior to a date of loss or insured occurrence.
2. A pre-existing condition exclusion applies to medical conditions and/or symptoms that existed prior to travel. There may be no coverage if you have a pre-existing condition.
3. You must contact us before seeking medical attention and a failure to call will result in your being responsible for 30% of any eligible expenses incurred unless your medical condition prevents you from calling, in which case you must call as soon as medically possible or have someone call on your behalf.
4. Our medical advisors must approve and arrange all surgery and heart procedures, (including, but not limited to, heart catheterization), in advance and a failure to call will result in your being responsible for 30% of any eligible expenses incurred unless your medical condition prevents you from calling, in which case you must call as soon as medically possible or have someone call on your behalf.
5. If you choose not to receive treatment or services from a provider, as directed by us, you will be responsible for 30% of any eligible expenses.
6. Your Emergency Medical and Dental Coverage is subject to an aggregate limit of \$2 million CAD.
7. There are limits, limitations and exclusions that apply to all insured persons.
8. The coverage provided by this policy shall be null and void for travel in, to, or through Cuba, because such travel is not serviced and supported by the Insurer's United States affiliates.
9. Read this policy carefully.

IMPORTANT INFORMATION

This policy covers losses arising from sudden, unexpected and unforeseeable circumstances only. Some words have very specific meanings that are set out in the Definitions Section. These words appear in italics in this policy document when the policy definition applies. This policy is valid only if the required premium has been received by us.

Despite any other provision contained in the contract, the contract is subject to the statutory conditions in the Insurance Act respecting contracts of accident and sickness insurance.

ENGLISH LANGUAGE AGREEMENT – QUEBEC INSURED

The parties confirm that it is their wish that this agreement, as well as all other documents relating hereto, including all notices, have been and will be drawn up in the English language only.

Les parties aux présentes confirment leur volonté que cette convention, de même que tous les documents, y compris tout avis, qui s'y rattachent, soient rédigés en langue anglaise exclusivement.

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SCHEDULE OF BENEFITS

Insurance	Option 1 Medical Coverage	Option 2 Trip Cancellation	Option 3 Deluxe Package
Emergency Medical	YES	YES	YES
Accidental Death and Dismemberment	In Flight 100,000 Non Flight 25,000		100,000 25,000
Trip Cancellation and Interruption		YES	YES
Baggage and Personal Effects		YES	YES
24-Hour Emergency Medical Assistance	YES	YES	YES
School Board Ruling			*Optional

*Subject to payment of an additional premium.
All benefits and premiums are quoted in Canadian currency.

GENERAL CONDITIONS

We will insure you against eligible expenses incurred as the result of an emergency or pay benefits for other covered losses in accordance with the package selected by you under the heading **SCHEDULE OF BENEFITS**. All benefits are subject to the terms, conditions, limits and exclusions of this policy. The maximum period of coverage under this policy shall not exceed 12 consecutive months. Your application for Medical Insurance must be submitted and the premium must be paid prior to your trip departure date. Your application for Trip Cancellation and Deluxe Package must be submitted and the premium paid at the time of booking your trip. Coverage will be declared null and void if: a) the premium is not received; b) the cheque is not honoured; or c) credit card charges are declined for any reason.

The coverage provided by this policy shall be null and void for travel in, to, or through Cuba, because such travel is not serviced and supported by the Insurer's United States affiliates.

Automatic Extension of Coverage: If you, your travel companion or family member travelling with you is hospitalized on your return date or policy expiry date, your coverage will automatically be extended at no additional premium for the period of hospitalization and up to 72 hours after discharge. In addition, coverage will automatically be extended for up to 72 hours when there is a delay of a common carrier on which you are a passenger.

Optional Extension of Coverage: Any extension granted will be subject to our prior approval. Call us before your policy expiry date.

You must, at all times while you are covered under this policy, act in a prudent manner so as to minimize costs to us.

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If any benefits payable to you under this policy are in addition to similar benefits payable to you by any other insurer, total benefits paid to you by all insurers must not exceed your actual total expenses. If you are covered under more than one of our Policies, the total amount paid to you will not exceed your actual expenses; and the maximum to which you are entitled is the largest amount specified for the benefit in any one of our Policies. We coordinate payment of benefits with all insurers who provide you benefits similar to those provided under this policy, up to a maximum of the largest amount specified by each insurer. We are last payor. We have full rights of subrogation. In the event of a payment of a claim under this policy, we have the right to proceed, in your name but at our expense, against third parties who may be responsible for giving rise to a claim under this policy. You will execute and deliver documents as necessary and co-operate fully with us so as to allow us to fully assert our rights. You will do nothing to prejudice such rights.

Notwithstanding any provisions contained herein, this policy is subject to the statutory conditions of the Insurance Act applicable to contracts of accident and sickness insurance and the laws and regulations in your province/territory of residence in Canada. For non-residents, the Insurance Act and the laws and regulations of the Province of Ontario will apply.

The Application for Insurance, this policy and any riders or endorsements to the policy shall form the entire contract. Only we have the authority to change the contract or waive any of its terms, conditions or provisions. Any provision of this policy which is in conflict with any federal law or provincial/territorial law of your province/territory of residence in Canada is hereby amended to conform with the minimum requirements of that law, and all other provisions shall remain in full force and effect.

All premiums, benefits, and limits are quoted in Canadian currency. To facilitate direct payment to providers, we may elect to pay the claim in the currency of the country where the charges were incurred, based on the rate of exchange established by any chartered bank in Canada on the last date of service, or where cheques are issued directly to doctors, hospitals or other medical providers, on the date of issuance. No refund of premium will be made in the event a claim has been incurred or paid under this policy, or in respect of the trip cancellation or interruption coverage after it is effective. Our liability under this policy is limited solely to the payment of eligible benefits, up to the maximum amount specified herein for any loss or expense. Our maximum limit of liability resulting from all occurrences within a 168-hour period will be \$10,000,000 in the aggregate. If loss for all insureds exceeds \$10,000,000, we will pay each insured that portion of the benefit stated which \$10,000,000 bears to the total loss of all persons under all Travel Guard Canada Policies. We do not assume responsibility for the availability, quality, results or outcome of any treatment or service, or your failure to obtain any treatment or service covered under the terms of this policy.

If you have misstated or misrepresented any information on your Application for Insurance which results in: (i) your not paying the sufficient premium, or (ii) your not being eligible for the plan which you have chosen, then any claim submitted by you will be denied and/or your policy will be declared null and void.

GENERAL EXCLUSIONS

These exclusions apply to all benefits. In addition to any exclusions which apply to a particular benefit (outlined under the Exclusions section for each Plan), this policy does not cover and no benefit is payable for any claim arising from:

1. Routine or elective treatment for pregnancy within the first 31 weeks of pregnancy; abortion; childbirth or complications of childbirth; pregnancy or complications thereof within the 9 weeks before or anytime after the expected date of delivery; expenses incurred by an infant less than 15 days old or a person not named as an insured on your Application for Insurance; or a medical condition arising from or related to a congenital birth defect;
2. Emotional, mental or nervous disorders or other acute psychosis (including stress) while sane or insane by whatever cause that does not require admission to a hospital;
3. Committing or attempting to commit suicide or intentionally self-inflicted injury;
4. Your being impaired or adversely influenced by medication, prescription drugs, alcohol, prohibited drugs or intoxicants of any kind;
5. A trip undertaken in contravention of a physician's recommendation or after the manifestation of medical symptoms which would cause an ordinarily prudent person to seek medical advice; or where a terminal illness prognosis has been given;
6. A trip undertaken for the purpose of securing medical treatment, consultation or advice, whether or not recommended by any physician;
7. Elective, non-emergency, or cosmetic medical or dental treatment or routine follow-up procedures including but not limited to treatment for varicose veins, gout, arthritis, cataracts;
8. Any medical procedure, hospitalization or air ambulance service that was not previously authorized or arranged in advance by us;
9. Civil unrest, acts of foreign enemies, acts of war, or rebellion, whether declared or not;
10. Any loss arising directly or indirectly out of, or contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon;
11. Any unlawful or criminal/criminal-like acts or contravention of any statutory law/regulation; participation in protests or commercial sexual transactions; (committed by you, your family member, your travel companion, or your travel companion's family member whether an insured or not);
12. Rock or mountain climbing; participation in a motor sport, motor racing or speed contests; or scuba diving (unless you hold an open water diving certificate);
13. Your professional participation in an organized sport.
14. Operating or learning to operate any aircraft, as pilot or crew;
15. Engagement in manual labour for wages or profit including the operation of transport vehicles; performing employment duties on any aircraft or ship; performing duties in any regular armed forces service;
16. A travel, immigration or work visa that is not issued due to a late application, or has been previously refused;
17. Expenses incurred in your province/territory of residence (unless specifically provided for in this policy);
18. Any interest, finance or late payment charge;

19. Expenses incurred if you chose to travel to or in a country or to or in a specific region of a country if there was a travel advisory issued after your policy effective date by the Department of Foreign Affairs and International Trade of the Canadian Government to advise Canadians not to travel to a country or to a specific region of a country included in your trip;

20. Expenses incurred relating to travel in, to, or through Cuba, because such travel is not serviced and supported by the Insurer's United States affiliates.

EMERGENCY MEDICAL INSURANCE

This coverage is subject to the GENERAL CONDITIONS and General Exclusions listed in this policy.

Coverage begins on your departure date and terminates on the earlier of 1) the policy expiry date specified on the Application for Insurance or 2) the date you return to your original departure point of the insured trip.

We will pay for covered expenses incurred as a result of a medical emergency, up to the policy limits, for the actual expenses related to the medical attention you require if a medical condition begins unexpectedly after you leave your province/territory of residence, and if these expenses are not covered by your provincial/territorial health insurance plan or any other related insurance or reimbursement plan. Medical expenses will be limited to a maximum of \$25,000 if you are not covered under a Canadian provincial/territorial Government Health Insurance Plan (CHIP) or you are not a permanent resident of Canada. Canadian residents travelling outside their province/territory of residence for more than 182 days (212 days for Ontario and Newfoundland/ Labrador) must receive written permission from their provincial/territorial government to maintain their government health insurance plan.

You must notify us at 1-866-878-0192 or 416-646-3723 (collect) prior to any emergency medical treatment or hospitalization. Failure to do so will result in your being responsible for 30% of any eligible expenses incurred unless your medical condition prevents you from calling. You must call as soon as medically possible or have someone call on your behalf.

We, in consultation with your attending physician, reserve the right to return you to your province/territory of residence prior to any treatment or following emergency treatment or hospitalization for a sickness or injury, if on medical evidence you are able to return to your province/territory of residence without endangering your health. If you elect not to return to your province/territory of residence following the recommendation to do so, then any expenses incurred for continuing medical treatment or surgery with respect to such emergency will not be covered and all coverage and benefits under this policy will cease.

The emergency medical attention you receive must be outside of your province/territory of residence unless specifically provided for in this policy and be required as part of your emergency treatment and ordered by a physician or a dentist.

We will pay covered expenses incurred as the direct result of terrorism which causes accidental bodily injury or sickness to you during your trip. This terrorism benefit is payable only after you have exhausted all other recovery sources. We will pay up to a maximum limit of \$10,000 as a direct result of terrorism which causes your death within 72 hours of the terrorism occurrence. Our maximum limit of liability for all claims directly resulting from terrorism occurring within a 72-hour period is \$500,000 in the aggregate. Our maximum limit of liability for all claims directly resulting from terrorism occurring within a calendar year is \$1,000,000.

If loss for all insureds exceeds the maximum limits listed above, we will pay each insured that portion of the benefit stated which the maximum limits bear to the total loss of all persons under all Travel Guard Canada Policies after the end of the calendar year.

Benefits for Emergency Medical Insurance Emergency Medical Expenses:

1. Care received from a physician in or out of a hospital, the cost of a hospital room to a maximum of semi-private rates, the rental or purchase (whichever is less) of a hospital bed, wheelchair, brace, crutch or other medical appliance, tests that are needed to diagnose your condition, and prescription drugs. All of the above must be prescribed by a physician or a dentist. This benefit is limited to \$2,000,000.
2. Professional services rendered by a physician – care received from a licensed chiropractor, osteopath, physiotherapist or podiatrist, up to \$250 per category of practitioner.
3. Ambulance transportation – local ground ambulance service to a medical service provider in an emergency.

Emergency Evacuation and Repatriation: If approved in advance by us, expenses to return you to your original point of departure of the insured trip if your attending physician recommends your return because of your medical condition or if your attending physician recommends your return after your emergency treatment, we will pay via the most cost-effective itinerary for one or more of:

- The extra cost of an economy/charter class fare;
- A stretcher fare on a commercial flight;
- The return economy/charter class fare of a qualified medical attendant and the attendant's reasonable fees and expenses, if required by the airline;
- The cost of air ambulance transportation, pre-approved and arranged by us; or
- A travel companion's extra fare to accompany you.

Expenses Related to your Death: If you die during your trip from a covered risk, we will reimburse your estate up to \$3,000 for the preparation of your remains and the transportation container plus the transportation costs (using customary airline procedures) to your original departure point of the insured trip or up to \$2,000 for the cremation or preparation of your remains and the cost of a standard burial container at the place of death. If someone is legally required to identify your body and must travel to the place of your death, we will pay the fare via the most cost-effective itinerary for that person, and up to a maximum of \$300 for that person's hotel and meal expenses.

Subsistence Allowance: If a medical emergency prevents you or your travel companion from returning to your original point of departure of your insured trip or if your emergency medical treatment or that of your travel companion requires your transfer to a location that is different from your original destination, we will reimburse your expenses for meals, hotel, phone calls, and taxis, up to \$300 per day to a maximum of \$1,200. We will only reimburse these expenses if you have actually paid for them (receipts must be submitted).

Bedside Companion Travel and Subsistence: If you are travelling alone and are admitted to a hospital for 3 days or more, we will pay the economy/charter class fare via the most cost-effective itinerary for someone to be with you. We will also pay up to a maximum of \$300 for that person's hotel and meals (receipts must be submitted) and cover him/her under this policy, subject to the terms, conditions, limits and exclusions, until you are medically fit to return to your province/territory of residence. For an insured child, a bedside companion is available immediately upon hospital admission.

Emergency Dental: You are covered for the following dental expenses when required as emergency treatment and ordered or prescribed by a licensed dentist:

- a) If you need dental treatment to repair or replace your natural or permanently attached artificial teeth because of an accidental blow to your mouth, you are covered for the emergency dental expenses you incurred during your trip and to a maximum of \$1,000 to continue necessary treatment after you return to your province/territory of residence. This treatment must be completed within 90 days after the accident. This benefit is limited to a maximum of \$1,800.
- b) If you need dental treatment in an emergency, we will pay up to \$250 for the relief of dental pain.

Exclusions for Emergency Medical Insurance

This coverage is subject to the GENERAL EXCLUSIONS listed in this policy. Also, this policy does not cover and no benefit is payable for any claim arising from:

1. Any injury or sickness that you have sought or received medical treatment (a) within 90 days prior to your trip departure if you are age 59 or younger or (b) within 180 days prior to your trip departure if you are age 60 or older
UNLESS (applies to a and b): the condition is controlled through the taking of prescription drugs or medication and remains controlled throughout the applicable 90/180-day period. A sickness has manifested itself when medical care or treatment has been given, there has been a change(s) in medication, or there exists symptoms which would cause a reasonably prudent person to seek diagnosis, care or treatment.
2. Unless otherwise provided for in this policy, expenses incurred for follow-up treatment, recurrence of a condition or subsequent emergency treatment or hospitalization for a condition or related condition for which you received emergency treatment during your trip.
3. Transplants including but not limited to organ transplants or bone marrow transplants, artificial joints or prosthetic devices/implants including any associated charges.

4. Cardiac procedures including cardiac catheterization, angioplasty or surgery, unless approval is specifically given by us prior to the procedure being performed.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This coverage is subject to the GENERAL CONDITIONS and General Exclusions listed in this policy.

If the total amount of all AD&D benefits you have under our Policies is more than your in-flight policy limit our aggregate liability will not exceed your in-flight policy limit and any excess insurance will be void, and the excess premiums paid will be refunded. Our total aggregate limit is \$10,000,000 for any one(1) accident.

Benefits for Accidental Death and Dismemberment

1. If an accidental bodily injury sustained during your trip causes you: a) to die, to become completely and permanently blind in both eyes, or to have two of your limbs fully severed above your wrist or ankle joints in the 12 months after the accident, we will pay 100% of the amount shown on the Schedule of Benefits; b) to become completely and permanently blind in one eye or have one of your limbs fully severed above a wrist or ankle joint in the 12 months after the accident, we will pay 50% of the amount shown on the Schedule of Benefits.
2. If you have more than one accidental bodily injury during your trip, we will pay the applicable insured sum only for the one accident that entitles you to the largest benefit amount.
3. If your body is not found within 12 months of the accident, we will presume that you died as a result of your injuries.
4. Unless you have notified us in writing prior to your departure date of the name of your designated beneficiary, this benefit will be paid to your estate.

In-Flight AD&D: This benefit, as described in 1 and 2 above, applies only to an accidental bodily injury sustained by you while riding as a passenger (but not as a pilot, operator, or member of the crew) in, on, boarding or alighting from any passenger plane having a current and valid airworthiness certificate or any transport type passenger plane operated by the Canadian Armed Forces or by the similar air transport service of any duly constituted governmental authority of the recognized government of any nation.

Non-Flight AD&D: This benefit, as described in 1 and 2 above, applies only to an accidental bodily injury sustained by you other than while riding in an aircraft of any type. Our maximum liability is limited to the amount shown on the schedule of benefits for non-flight.

Exclusions for Accidental Death and Dismemberment

This coverage is subject to the GENERAL EXCLUSIONS listed in this policy. Also, this accidental death and dismemberment insurance does not cover and no benefit is payable for any claim arising from a disease, even if the proximate cause of its activation or reactivation is the accidental bodily injury.

1. A disease, even if the proximate cause of its activation or reactivation is the accidental bodily injury.

TRIP CANCELLATION AND INTERRUPTION INSURANCE

This insurance is subject to the GENERAL CONDITIONS and GENERAL EXCLUSIONS listed in this policy. Coverage will begin on the date of Application for Insurance provided the premium has been paid. This insurance will terminate on the earlier of 1) the return date specified on your Application for Insurance or 2) the date you return to your original departure point of the insured trip. If you are unable to depart on your scheduled trip or return to your original departure point, due to a covered risk, we will pay outfare and/or unused, non-refundable, prepaid travel arrangement costs up to the policy limit, provided that the charges are not recoverable from any other source. If you must cancel your trip before your departure date, you must notify us within 24 hours of notification of the need to cancel. Failure to do so will result in the benefits being restricted to the trip cancellation benefits which were in effect on that date.

The following risks are covered:

1. You, your travel companion, your family member, your key-person, or your travel companion's family member develops a medical condition or dies; your friend dies; or the person whose guest you will be during your trip is admitted to a hospital in an emergency or dies; or the person who is providing care and supervision of your child/children while you are on your trip becomes hospitalized or dies.
2. You, your spouse, your travel companion, or your travel companion's spouse a) becomes pregnant after you book your trip and your departure date falls during the 9 weeks before the expected delivery date or b) legally adopts a child and the date of the adoption falls during your trip.
3. You, your spouse, your travel companion or your travel companion's spouse loses a permanent job which any of you have had for at least 12 months (excluding contract work) because of layoff or dismissal without just cause; or your employer, your spouse's employer or your travel companion's employer initiates a job transfer which necessitates relocation of principal residence within 30 days of your scheduled departure date (not applicable to self-employed persons).
4. You, your spouse, your travel companion or your travel companion's spouse is called to service during your trip as a reservist, firefighter, or military or police staff, or called to jury duty or to be a defendant in a civil suit; or you or your spouse are subpoenaed as a witness.
5. You, your spouse, your travel companion or your travel companion's spouse is quarantined or hijacked.
6. You or your spouse is unable to occupy your principal residence or to operate your business because of a natural disaster.
7. A business meeting that was scheduled before you purchased this policy is cancelled due to sickness, injury or death of the person you intended to meet, when the meeting was the purpose of the trip.
8. A travel advisory is issued by the Department of Foreign Affairs and International Trade of the Canadian Government to advise Canadians not to travel to a country or to a specific region of a country included in your trip after you purchase your policy.
9. Your or your travel companion's visa is not issued for a reason beyond your control.
10. Violent acts while on your trip except for violent acts which occur in countries where travel advisories have been issued.

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11. Your or your travel companion's scheduled carrier is delayed by weather conditions for at least 30% of your trip and you or your travel companion chooses not to continue your trip.

12. Your parent or legal guardian loses a permanent job, provided the employment has been active and with the same employer for at least 12 months, because of layoff or dismissal without just cause (not applicable if your parent or legal guardian has contract work or temporary employment or is self-employed);

Benefits for Trip Cancellation and Interruption Basic

Trip Cancellation: If you must cancel your trip due to a covered risk, prior to the departure date on your Application for Insurance, you will be reimbursed for the non-refundable prepaid travel arrangement costs up to the limits selected on your Application for Insurance.

Trip Interruption: If your trip is interrupted due to a covered risk, on or after the departure date shown on the Application for Insurance, we will pay for the non-refundable, unused trip arrangements for which you have already paid and additional travel transportation expenses to return you to your original departure point, (except your prepaid unused return transportation). **Next Occupancy Charge:** If you have prepaid shared accommodations and your travel companion(s) cancels for a covered risk and you elect to travel as originally planned, you will be reimbursed the next occupancy charge.

Benefits for Trip Cancellation and Interruption Enhanced **Missed Connection:** If you miss a connection or must interrupt your trip because of the delay of a private automobile or your connecting passenger plane, ferry, cruise ship, bus, limousine, taxi, or train, when the delay is caused by the mechanical failure of the vehicle; a traffic accident; an emergency, police-directed road closure; or weather conditions, we will reimburse you up to \$800 for the extra cost of your one-way outfare from the most cost-effective itinerary to your next destination or to your original point of departure. (You must have been scheduled to arrive at your point of boarding at least 2 hours before the scheduled time of departure.)

Schedule Change: We will reimburse up to the maximum of \$800 for the change fees charged by the airline(s) if you or your travel companion's trip is cancelled, interrupted or delayed because your or your travel companion's next connecting flight leaves earlier or later than originally scheduled providing a two-hour connecting time was originally scheduled. **Flight Delay:** If your flight is delayed, you will receive \$50 for each full 12 hours of the trip that is missed. (Maximum claim \$200) **Return of Vehicle:** Expenses to return your vehicle – if you are unable to drive your vehicle to your original departure point as a result of a medical emergency, we will cover the reasonable costs charged by a commercial agency to return your vehicle. If you used a rental car during your trip, we will cover its return to the rental agency.

Vacation Rain Check: We will provide payment in the form of a redeemable travel voucher payable only to you, up to a maximum of \$500, if your trip is interrupted and causes you to return earlier than your contracted return date forcing you to miss at least 70% of your trip due to the death or hospitalization of a non-travelling family member or key-person (hospital records and/or death certificate required). You must book the replacement trip before the 180th day following the date of your early return from your interrupted insured trip through the same tour company which booked your original interrupted trip. No benefit is payable if the travel companies named on the coupon are insolvent.

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Exclusions for Trip Cancellation and Interruption Insurance

This coverage is subject to the GENERAL EXCLUSIONS listed in this policy. Also, this policy does not cover and no benefit is payable for any claim arising from:

1. Your or your travel companion's knowledge at the time of booking or application for this insurance of any reason why the trip might be cancelled or interrupted;
2. Any injury or sickness incurred by you, your family member, your travel companion or his/her family member which manifests itself during the 90 days immediately preceding and including the date of Application for Insurance, unless the condition is controlled through the taking of prescription drugs or medication and remains controlled throughout the 90-day period. A sickness has manifested itself when: a) medical care or treatment has been given; or b) there exist symptoms which would cause a reasonably prudent person to seek diagnosis, care or treatment.
3. Travel which is planned contrary to medical advice, or where a terminal illness prognosis has been given, or after the manifestation of medical symptoms which would cause an ordinarily prudent person to seek medical advice.
4. Travel for the purpose of visiting a person suffering from a medical condition and the medical condition (or ensuing death) of that person is the cause of cancellation or interruption of your trip.
5. Expenses incurred as a direct result of terrorism except when a travel advisory is issued by the Department of Foreign Affairs and International Trade of the Canadian Government to advise Canadians not to travel to a country or to a specific region of a country included in your trip:
 - after you purchase your policy (for Trip Cancellation)
 - or after you depart on your trip (for Trip Interruption)
6. Expenses incurred as the result of inadequate or invalid passport, travel or visa documentation required by countries included in your trip.

BAGGAGE AND PERSONAL EFFECTS INSURANCE

Benefits for Baggage and Personal Effects:

This insurance is payable only after you have exhausted all benefits available from any other insurance or coverage. Coverage begins on the departure date specified on the Application for Insurance and terminates on the earlier of the return date specified on the Application for Insurance or the date you return to your original departure point. We will pay this benefit up to \$2,000 after making proper allowance for wear and tear or depreciation for the loss of, or damage to the baggage and personal effects that belong to you and that you use during the trip. We cover the current actual cash value of your property when it is lost or damaged up to \$2,000. We also reserve the option to repair or replace your property with other of a similar kind, quality.

We may also ask you to submit damaged items for an appraisal and value. The limit for loss per single article including its attachments, accessories and equipment, or matched pair or set, or group of related articles is \$250. In the event of theft, burglary, robbery, malicious mischief, disappearance or loss of an item covered under this benefit, you must obtain written documented evidence from the police immediately or, if the police are unavailable, the hotel manager, tour guide, or transportation authorities.

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You must also take all precautions to protect, save or recover the property immediately, and advise us as soon as you return home. Your claim will not be valid under this policy if you do not comply with these conditions.

Baggage Delay: If your checked baggage is delayed due to a delay or misdirection by an airline or ground carrier but is subsequently recovered intact, you will receive \$50 for each full 24-hour period of delay. Maximum claim is \$500. This coverage provides reimbursement for necessary toiletries and clothing when your checked baggage is delayed. This benefit applies only if the delay happens before your return home.

Bag Trak®: The industry's premier baggage tracing service protects your baggage and personal possessions if they are delayed.

Exclusions for Baggage and Personal Effects

This coverage is subject to the GENERAL EXCLUSIONS listed in this policy. Also, this baggage and personal effects insurance does not cover and no benefit is payable for any claim arising from:

1. Loss or theft of: animals, perishable items, household items and furniture, artificial teeth or limbs, hearing aids, glasses of any type, contact lenses, prescription drugs, tobacco products, money, tickets, securities, documents, items related to your occupation, mobile phones, computers and accessories, CDs, DVDs and personal entertainment devices, antiques or collectors' items, items that are fragile, items that are obtained illegally, or articles that are insured on a valued basis or are insured by another insurer.
2. Damage or loss resulting from wear and tear, deterioration, defect, mechanical breakdown, your imprudence or omission.
3. Unaccompanied baggage or personal property, baggage or personal property left in an unattended vehicle and which was not locked in the trunk, or baggage or personal property shipped under a freight contract.

SCHOOL BOARD RULING INSURANCE

If you have purchased Option 3 Deluxe Package and paid the additional premium this coverage is included in your package.

School Board Ruling: If you must cancel your trip due to a school board ruling as a result of a union mandated teachers' labour strike or a school board determination that there is a risk of harm to students travelling to a specific region of a country included in your trip, you will be reimbursed for the non-refundable prepaid travel arrangement cost up to the limits selected on your Application for Insurance.

24-HOUR EMERGENCY MEDICAL ASSISTANCE

Conditions for Emergency Medical Assistance

With all hospital & emergency medical expenses coverage, your benefits include 24-hour emergency medical assistance. Whether you need emergency medical care or emergency arrangements to return home, you can count on our emergency assistance counsellors, doctors and nurses to help you anywhere in the world, anytime of day. Coverage begins on the departure date as stated on your Application for Insurance and terminates on the earlier of 1) the return date specified on your Application for Insurance or 2) the date you return to your original departure point of the insured trip.

Call us 24-hours a day, seven days a week:

For the Province of Quebec:

- toll free 1-888-566-8028, if in Canada or Continental U.S.
- collect 1-819-566-8028, if calling from elsewhere in the world

For general inquiries, please call: 1-888-566-8028

For all other Provinces:

- toll free 1-866-878-0192, if in Canada or Continental U.S.
- collect 1-416-646-3723 if calling from elsewhere in the world

For general inquiries, please call: 1-866-878-0191

DEFINITIONS

Accidental Bodily Injury: An injury sustained during your trip which is caused by external violent and purely accidental means, directly and independently of all other causes.

AD&D: Accidental death and dismemberment.

Age: Your age on departure date.

Application for Insurance: Computer printout, printed form, invoice or document which confirms the coverage for which you have paid the required premium. The Application for Insurance forms part of this policy.

Business Meeting: A prearranged meeting (not including a convention, conference, assembly, trade show, exhibition, seminar, or board meeting) which pertains to your fulltime occupation or profession and which was the sole purpose of your trip.

Change(s) in Medication: Any change in the kind, type, dosage or action of medicine, and/or the treatment prescribed by a physician to manage a medical condition, including but not limited to a diet or a pacemaker adjustment (a pacemaker battery change is not considered a treatment change in type or dosage). The following are not considered alterations or change(s) in medication: the change from a brand-named medication to a generic brand medication provided the usage or dosage has not changed; the dosage changes of the regulatory medications insulin and coumadin; and the decrease or elimination of a medication dosage, recommended by a physician, provided it has been changed more than 90 days prior to your departure date and has not had an effect on your medical condition.

Child: An unmarried dependent son or daughter under the age of 21 or an unmarried, dependent son or daughter who is mentally or physically challenged.

Controlled: A medical condition is not worsening and there has been no alteration in any medication or its usage or dosage for the condition, nor any treatment, prescribed or recommended by a physician, or received, within the period before your trip specified in this policy.

Departure Date: The date on which you are scheduled to leave your province/territory of residence as shown on your Application for Insurance. **Emergency:** An unforeseen medical condition that takes place during the period of coverage.

Emergency Medical Treatment: Treatment required for the immediate relief of an acute symptom or that, according to a physician, cannot be delayed until you return to your original point of departure. It must be ordered by a physician (or in the case of dental treatment, by a dentist) and administered

by a licensed physician, dentist, physiotherapist, chiropractor or podiatrist during your trip.

Family Member: Your spouse; natural, step, or adopted children; sons/daughters-in-law; persons for whom you are the legal guardian; parents; parents-in-law; step-parents; sisters; brothers; sisters/brothers-in-law; step-sisters/brothers; grandparents; grandchildren; aunts; uncles; nieces; and nephews.

Government Health Insurance Plan (GHIP): The coverage that the provincial/territorial governments provide to residents of Canada. Home: Your province/territory of residence or the place from which you leave on the first day of coverage and to which you are scheduled or ticketed to return on the last day of coverage.

Hospital: A facility that is licensed as a hospital where in-patients receive medical care, that has a registered nurse on permanent duty and that includes a laboratory and operating theatre. A clinic; an extended or palliative care facility; a rehabilitation establishment; an addiction centre; a convalescence, rest, or nursing home; home for the aged; or health spa is not a hospital.

Insurer: AIG Insurance Company of Canada, 145 Wellington Street West, Toronto, Ontario, Canada, M5J 1H8. This policy is administered on AIG Insurance Company of Canada's, behalf by Travel Guard Group Canada, Inc. (Travel Guard Canada).

Key-person: Someone to whom a dependant's full-time care is entrusted and who cannot reasonably be replaced, a business partner, or an employee who is critical to the ongoing affairs of your business during your trip.

Medical Condition: Complications of pregnancy within the first 31 weeks of pregnancy, a mental or emotional disorder that requires admission to a hospital, accidental bodily injury, illness, or disease validated by a physician.

Mountain Climbing: The ascent or descent of a mountain requiring the use of specialized equipment, including pick-axes, anchors, bolts, crampons, carabineers and lead or top-rope anchoring equipment.

Passenger Plane: A certified multi-engine transport type aircraft provided by a regularly scheduled airline on any regularly scheduled trip operated between licensed airports and holding a valid Canadian Air Transport Board or Charter Air Carrier licence, or its foreign equivalent and operated by a certified licensed pilot.

Physician: A medical doctor who is duly licensed in the jurisdiction in which he/she operates and who gives medical care within the scope of his/her licensed authority. A physician must be a person other than yourself or your family member.

Policy or Policies: This policy, any riders or endorsements to the policy and the Application for Insurance shall form the entire contract. Only we have the authority to change the contract or waive any of its terms, conditions or provisions.

Policy Effective Date: The date your coverage begins, as stated on your Application for Insurance.

Policy Expiry Date: The date your coverage ends, as stated on your Application for Insurance.

Prescription Drugs: Drugs or medicine that can only be prescribed by a licensed physician or dentist and are dispensed by a licensed pharmacist.

Professional: A person who is engaged in a specific activity and receives remuneration.

Rental Car: A private passenger automobile used during your trip exclusively for transporting of passengers other than for hire.

Return Date: The date on which you are scheduled to return to your original point of departure from your trip as shown on your Application for Insurance.

Sickness: An acute illness, acute pain and suffering, or disease requiring emergency medical treatment or hospitalization due to the sudden onset of symptoms.

Spouse: Someone to whom one is legally married, or with whom one has been living in a conjugal relationship for at least one full year before the insurance starts.

Terminal Illness: A medical condition for which, prior to your policy effective date, a physician gave a prognosis of eventual death or palliative care was received.

Terrorism: Act(s) including but not limited to the use or threat of forces or violence (including hijacking and kidnapping) by an individual or group for the purpose of terrorizing or intimidating any person, government, group, association or the general public for ideological, political or religious reasons.

Travel Advisory: An advisory issued by the Department of Foreign Affairs and International Trade of the Canadian Government to advise Canadians not to travel to a country or a specific region of a country included in your trip.

Travel Companion: Someone who shares travel arrangements with you up to a maximum of three companions.

Treatment: Medical, therapeutic or diagnostic procedure prescribed, performed or recommended by a physician, including but not limited to prescription drugs, investigative testing, and surgery. Treatment does not include a regular medical check-up where there is no medical clinical signs or patient-portrayed symptoms.

Trip: Your travel outside your home province for which coverage under this policy has been purchased and is in effect.

Violent Acts: Human physical force which injures or abuses you but does not include your involvement in an illegal activity, felonious assault or self-inflicted injury.

We, Us, Our refers to AIG Insurance Company of Canada, 145 Wellington Street West, Toronto, On, M5J 1H8. This policy is administered on AIG Insurance Company of Canada's behalf by Travel Guard Group Canada, Inc. (Travel Guard Canada).

You, Yourself, Your refer to the person named as the insured on the Application for Insurance.

CLAIM PROCEDURES

If making a claim, we want you to call us as soon as possible in order to facilitate the process. We must receive notice of your claim within 30 days of your return home in order for us to provide you with a claim form specific to your loss.

To report a claim or request a claim form:

For the Province of Quebec:

- toll free 1-888-566-8028, if in Canada or Continental U.S.
- collect 1-819-566-8028, if calling from elsewhere in the world

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For all other Provinces:

- toll free 1-866-878-0192, if in Canada or Continental U.S.
 - collect 1-416-646-3723 if calling from elsewhere in the world
- For all claims, you must include the following where required:
- Fully completed Claim Form
 - Proof of travel and insurance payment
 - Originals of all travel tickets, bills, invoices and receipts
 - Written incident reports, police reports, doctor/hospital records and/or death certificate, autopsy or coroner's report (where lawful)

- For Baggage claims:
- (a) the incident or police report must accompany your claim;
- (b) claims for valuable items must be accompanied by original receipts;
- (c) you must also submit a letter of coverage or denial from the transportation carrier and/or your homeowner's insurance company.

1. You must contact Us before seeking medical attention. Failure to do so will result in Your being responsible for 30% of any eligible expenses incurred unless Your Medical Condition prevents You from calling, in which case You must call as soon as medically possible or have someone call on Your behalf as soon as possible.
2. Our medical department must approve and arrange all surgery and heart procedures (including, but not limited to, heart catheterization), in advance. Failure to do so will result in Your being responsible for 30% of any eligible expenses incurred unless Your Medical Condition prevents You from calling, in which case You must call as soon as medically possible or have someone call on Your behalf as soon as possible.
3. If You choose not to receive Treatment or services from a provider, as directed by Us, You will be responsible for 30% of any eligible expenses.

By following the instructions in this section, You can speed up the payment of Your eligible expenses.

By paying the Premium for this insurance, You agree that:

1. We may verify Your health card number and other information required to process Your claim, with government and other authorities;
2. Physicians, Hospitals and other medical Providers are authorized by You to provide to Us any and all information they have regarding You, while under observation or Treatment, including Your medical history, diagnoses and test results; and
3. We may disclose the information available under 1) and 2) above and from other sources to such other persons, as may be required for the purposes of providing assistance about or processing Your claim for benefits.

If making a claim, You must notify Us as soon as possible in order for Us to provide You with a claim form specific to Your loss. Failure to do this could invalidate Your claim. You have 90 days from Your Return Date to file Your claim with Us.

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To report a claim or request a claim form:

For the Province of Quebec:

- toll free 1-888-566-8028, if in Canada or Continental U.S.
- collect 1-819-566-8028, if calling from elsewhere in the world

For all other Provinces:

- toll free 1-866-878-0192, if in Canada or Continental U.S.
 - collect 1-416-646-3723 if calling from elsewhere in the world
- Failure to complete the required claim and authorization form in full will delay the processing of and could invalidate your claim.

All claim information should be sent to our authorized administrator at:

For the Province of Quebec:

Travel Guard Canada

c/o Global Excel

Attn: Claims Department

73 Queen Street, Sherbrooke, Quebec J1M 0C9

If You have any questions regarding Your claim,

please call: 1-888-566-8028.

For All Other Canadian Provinces:

Travel Guard Canada

c/o Claims

145 Wellington Street West

Toronto, Ontario M5J 1H8

If You have any questions regarding Your claim,

please call: 1-866-878-0191.

Concealment or Fraud: The Insurer does not provide coverage if the Insured has intentionally concealed or misrepresented any material fact or circumstance relating to the policy or claim.

24-HOUR EMERGENCY ASSISTANCE

You must notify us prior to any emergency medical treatment or hospitalization. Failure to do so will result in your being responsible for 30% of any eligible expenses incurred.

For the Province of Quebec:

- toll free 1-888-566-8028, if in Canada or Continental U.S.
 - collect 1-819-566-8028, if calling from elsewhere in the world
- For all other Provinces:
- toll free 1-866-878-0192, if in Canada or Continental U.S.
 - collect 1-416-646-3723 if calling from elsewhere in the world

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800240 P1-P3 02/15

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Parental Information/Contact

NO STUDENT/ADULT SHALL BOARD THE BUS TO THE AIRPORT WITHOUT A FULLY SIGNED PACKAGE.

This package will include:

- 1) A full, detailed and final itinerary of the 5 days see attached itinerary.
- 2) Our hotels & phone numbers
- 3) Consent to travel form (signed)
- 4) Release and Indemnification Form (signed)
- 5) Liability Waiver Form (signed)
- 6) Proof of additional medical insurance.
- 7) Completed medical information form and health card
- 8) Emergency plan and contact phone numbers of parents/guardians
- 9) What to bring checklist

Adult Supervision: See Attached

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The St Peter's Music Department is arranging a 5 day excursion to Vancouver and Whistler B.C. from Wednesday, April 24th - Sunday, April 28th 2019 to participate in the Cantando Music Festival.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

ELEMENTS OF RISK:

Educational activity programs, such as **flying and hiking** involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in **dancing and hiking**:

1. Motion Sickness
2. Strains/sprains of muscles, tendons, ligaments
3. Exhaustion

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) (description of activity)
to be held on or about _____
(date)

Signature of Parent/ Guardian: _____ Date: _____

2018/02



RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in see below

50 students from the music ensembles of St. Peter's will travel by air and coach to Vancouver and Whistler B.C. to participate in the Cantando Music Festival on or about April 24th-28th 2019

THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO GO.

ELEMENT OF RISK

Educational activity programs, such as, Elying, hicking and dancing (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

I, _____ understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board with the following waiver of liability and indemnification agreement:

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about _____

I further agree to indemnify and save harmless the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

Destination Addresses:

2018 Best Western Plus Chateau Granville Hotel & Suites

1100 Granville Street

Vancouver, British Columbia

V6Z 2B6, Canada

Whistler Conference Centre

4010 Whistler Way

Whistler, BC

V0N 1B4

COMMUNICATION PLAN

Board Office: 705-748-4861

1. In case of emergency or delay, **James Wright, Shannon Brady, Aidan Murphy, Greg Burke,** or **Mandy Morrison** will contact **Sherry Davis** or **Derek Abrams** or at SPCSS. The St. Peter CSS contacts are:

Sherry Davis, during school days: SPSS: 705-745-1358 ex 173
Email: sdavis@pvncdsb.on.ca

Derek Abrams, during schools days: SPSS: 705-745-1358 ex 172
Email: dabrams@pvncdsb.on.ca

2. While on excursion in B., the SPCSS teacher supervisors will carry a cell phone so that students may contact them. **Shannon Brady** will be the primary contact in B.C, and can be reached by PVNC email.

3. EMERGENCY CONTACTS IN B.C:

James Wright – Teacher in Charge
Email: jameswright@pvncdsb.on.ca
Cell:

Shannon Brady Vice-Principal
Email: sbrady@pvncdsb.on.ca
Cell:

Aidan Murphy Chaplain
Email: amurphy@pvncdsb.on.ca
Cell:

Mandy Morrison Tour Director
Email: mandymorrison@denuretours.com
Cell:

Greg Burke Teacher
Email: gburke@pvncdsb.on.ca
Cell:

Best Western Plus Chateau Granville Hotel & Suites
1100 Granville Street
Vancouver, BC V6Z 2B6

Whistler Conference Centre
4010 Whistler Way
Whistler, BC V0N 1B4

Capilano Suspension Bridge Tour Safety Precautions

Mandy spoke with someone at the park today who gave me the following feedback when asked them about safety precautions.

- They receive hundreds of children groups each year including cubs, girl scouts, girl guides, sports teams, school groups (both elementary and secondary). They are very much a family friendly park and pride themselves on taking every precaution to ensure the safety of their visitors. Their guests enjoy the educational aspects of the park including learning about structures, First Nations and the rain forest as they take in the vast beauty of the surrounding area.
- All their attractions/sites are secure and properly fenced. Government regulations require the fence rails to be 42 inches high but all the fences throughout Capilano Park are between 46 and 52 inches high, well above government standards
- There are 2 educational tours in the park where a guide will be with the group. The remainder of the time, the students will remain with their adult chaperones
- All groups who visit the park are given a safety talk outlining the rules of the park. These rules include no running, swearing, horseplay, jumping, etc. This is to ensure everyone's safety as well as teach proper etiquette in the park so that everyone has an enjoyable experience exploring the serene and peaceful setting
- There are staff members stationed all throughout the park and anyone not obeying the rules will be escorted out
- The park has been open since 1889 and they have never had a safety related incident



The Ontario
Physical Education
Safety Guidelines

Climbing - General Procedures

Fundamentals of Safety

Secondary - Curricular 2018

This activity page must be presented to the activity provider prior to the activity taking place. The activity provider must meet the minimum requirements on this page. For more information on planning trips using outside providers, consult Appendix O - Outside Activity Providers.

Special Rules/Instructions

Be aware of students whose medical condition (e.g., asthma, anaphylaxis, casts, previous concussion, orthopaedic device) may affect participation Fundamentals of Safety

Teachers, prior to first lesson, must inform climbing instructor of students who have special needs (e.g., behavioural management) or medical conditions that may influence full participation (e.g., seizure disorder).

Students must not participate in the activity until they receive information on concussion prevention specific to the activity, inherent risks of the activity, outline possible risks and ways to minimize the risks, and procedures and rules for safe play. Students must receive instruction on the importance of recognizing symptoms related to a suspected concussion.

Refer to the school board's transportation procedures related to communicating with parents/guardians the location of an off-site activity and the transportation used as well as to the need for obtaining parent/guardian permission.

Risks involved with each activity and how to minimize the risk of an injury from occurring must be communicated to the students.

Students must be allowed to select a challenge at their comfort level, including the choice to not participate. Teachers, instructors and supervisors must be aware of the possibility of peer pressure and make sure no student is coerced into participating.

Adequate liquid replacement (personal water bottles, water fountains) must be accessible for students before, during and after physical activity to prevent dehydration.

Prior to using a climbing activity provider for either on-site or off-site activities :

- the teacher must address school board policies;
- the activity provider must provide evidence of knowledge, expertise, certification (where applicable) in activity to be provided.

When students are participating in more than one activity, teachers/supervisors must refer to the activity page for each activity.

Climbing Activity Descriptions

Aerial Parks: A supervised independent aerial experience where students travel from platform to platform while connected to a safety line. May include such as: tarzan ropes, suspension bridges, cargo net, ladders, climbing walls, ziplines, mechanically-operated descent. Required minimum age, height and weight may vary between aerial parks. Please contact your aerial park provider for clarification. (Portable installation, or a permanent installation on a school site)

Ascending Lines: where students climb or ascend and descend single lines suspended from anchors. (portable installation on school site, or permanent installation on school or commercial site)

Bouldering: Where students climb relatively low walls, un-roped, protected by matting. (portable installation on school site, or permanent installation at commercial site)

Challenge Course/Towers - High Elements: An element that requires the use of a belay in normal operation. (permanent installation on a school or site)

Challenge Course - Low Elements: Where students perform a series of activities, either while working with others on initiative tasks or responding to challenges close to the ground. No rope belay system is required for fall protection and where spotting is needed. (portable or permanent at commercial school/board site)

Climbing Wall and Related Activities: For wall climbing programs where a belay is required. (portable installation on school site, permanent installation at commercial site)

Outdoor Rock Climbing: climbing the side of a rock face. (This is NOT outdoor ascending lines, ziplines or bouldering)

Traverse Climbing Wall: Students move mainly horizontally rather than vertically on relatively low, mainly flat, artificial climbing walls, un-roped, with matting, and may be assisted by spotters.

Zipline, Tyrolean Traverse: where students move in a horizontal or descending manner along a fixed rope/line, installed in an elevated fashion. (portable installation on school site, permanent installation on commercial site)

Fall Protection Operating System Definitions

Climb Only: in such cases, only the instructor belays students.

Full Belay: in such cases, students belay other students using a top rope belay.

Participatory/Team Belay: in such cases, students participate in a belay team with an instructor belaying other students using a top rope style belay.

Auto Belay: mechanical fall protection system where student is connected to a self-retracting lanyard that controls their descent.

Continuous Lanyard System: a system where the student is connected to the anchored safety cable continuously.

Individual Lanyard System: a system where the student is directly connected to the belay cable via a pair of lanyards. There are two types of control systems:

- Human control system: is used to manage continuous connection to the life safety system
- Mechanical control system: is used to manage continuous connection to the life safety system (e.g. SmartBelay, Clic-it, Bornack)

Primary Fall Protection Operating Systems by Climbing Activity

(Not all operating systems are appropriate for all grade levels. Consult individual activity pages for specific information.)

Climb Only:

- Ascending Lines
- Challenge Course - Towers/High Elements
- Climbing Wall
- Outdoor Rock Climbing
- Zipline

Full Belay:

- Ascending Lines
- Challenge Course - Towers/High Elements
- Climbing Wall
- Outdoor Rock Climbing

- Zipline

Participatory/Team Belay:

- Ascending Lines
- Challenge Course - Towers/High Elements
- Climbing Wall
- Zipline

Auto Belay:

- Aerial Parks
- Ascending Lines
- Challenge Course - Towers/High Elements
- Climbing Wall
- Zipline

Individual Lanyard Human:

- Aerial Parks
- Challenge Course - Towers/High Elements
- Zipline

Individual Lanyard Mechanical:

- Aerial Parks
- Challenge Course - Towers/High Elements
- Zipline

Continuous Lanyard System:

- Aerial Parks

Mats:

- Bouldering/Traverse Climbing Wall

Spotting:

- Bouldering/Traverse Climbing Wall
- Challenge Course - Low Elements

Environmental Considerations

When environmental conditions may pose a risk to student safety (e.g. thunderstorms [lightning] or student(s) with asthma, triggered by air quality must take into consideration their school board/school's protocols and procedures related to:

- environmental conditions (consult Appendices F-1 to F-6: Lightning Protocol, Sample Air Quality Index, Sample Temperature, Tornado, Ultra Viol Wind Velocity Preparedness Guides)); and
- insects (e.g., mosquitoes and ticks [consult the school/school board's protocols and/or regional Public Health Department's website]).

Students must receive instruction on safety procedures related to environmental conditions and be made aware of ways to protect themselves (e.g. stroke).

At all times the school board's weather and insect procedures are the minimum standards. In situations where a higher standard of care is present (e.g. activity providers, facility/program coordinators), the higher standard of care must be followed.

Supervision

Type of supervision: For type of supervision, refer to the activity page for each climbing activity.

Supervision Ratios

Refer to specific climbing activity pages for instructor to student ratios.

Where multiple activities are taking place at the climbing site, ratios for each specific activity must follow the specific activity page requirements.

Qualifications Applicable to All Installations

Instructors must be trained in, understand, demonstrate, and adhere to a directly relevant skill set for their respective activity.

A relevant skill set is a described set of skills developed by recognized climbing professionals.

All instructors must be 18 years of age or older to teach ground school and/or be an instructor.

Qualifications Applicable to Permanent School Sites

Instructors for permanent school sites must hold a current certificate (within the last 3 years), demonstrating successful completion of a training which directly addresses the climbing activities they are teaching.

Students who have been trained and can demonstrate the required instructor skills and who are 16 years of age or older can assist with instruction directly supervised by a qualified teacher instructor.

First Aid

On school site: Follow the school's first aid emergency response (consult Appendix E - Sample First Plan and Sample First Aid Emergency Response) and the school board's concussion protocol (consult the [Concussion section](#)). An emergency action plan and response to deal with evacuations and lock downs must be communicated to students.

Off school site: At least one instructor or an individual responsible for providing first aid must have current First Aid qualifications equivalent to or greater than John Ambulance Emergency First Aid with CPR Level C + AED.

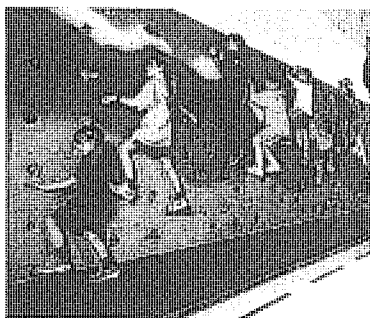
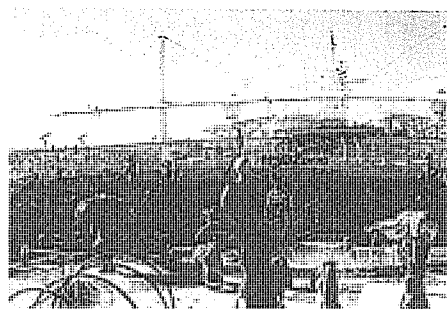
Also see Fundamentals of Safety section to view complete safety requirements.

OSBIE

FIELD TRIP

RISK MANAGEMENT

GUIDELINES



December, 2008

OSBIE Field Trip Risk Management Guidelines

Some level of injury risk is inherent to any activity. The guidelines contained in this document are intended to assist members of the Ontario School Boards' Insurance Exchange in identifying and managing the risks of school approved field trips or excursions. These guidelines are not to be interpreted as an endorsement for school boards to organize or participate in any particular activities referenced in this material. ~~School boards should only undertake to organize field trip activities in accordance with~~ board policies/procedures and after careful assessment of the risk factors and their ability to manage those risks.

Risk Identification

It is not possible to list every risk associated with hundreds of possible school activities. However, by setting a systematic and consistent process in place, organizers of any school activities can identify most foreseeable risks as the first step in planning a school trip.

Consideration should be given to the risks associated with several components of any school trip, as follows:

- Mode of Student Transportation being used;
- The foreseeable hazards at the planned destination;
- "Collateral hazards" resulting from other activities that are incidental or may take place en route to the planned destination.
- Supervision requirements
- Volunteer recruitment and supervision

Mode of Transportation

It is well known that transportation poses one of the highest daily risks for most people. Because the purpose of a school field trip is to achieve an educational experience by leaving the school grounds, some form of transportation risks will always exist and should always be considered in the planning process. The following risks associated with the more common forms of transportation should be considered:

Walking – Field trip destinations that are within walking distance of the school will have various risk profiles to consider, depending on factors such as traffic density, crosswalks, sidewalks, rugged terrain, weather conditions, hilly terrain, student age, ability, special needs and distance being travelled should also be considered.

Cycling – Factors to be considered include age/experience of students, traffic conditions, helmet use, nature of terrain, weather conditions, etc. Since this mode of transportation is

also a formalized physical education activity, it is recommended that the OPHEA Physical Education Ontario Safety Guidelines be referenced when planning this mode of transportation.

Passenger Car – Student Trip Driver – This is the highest risk form of student transportation (See Risk Assessment) and is NOT recommended by OSBIE. According to the Insurance Bureau of Canada statistics, inexperienced drivers under age 25 may be involved in as many as 4 times more crashes than drivers over 25 years of age.

Passenger Car – Parent Volunteer Driver – Risk factors to be considered include driver experience, driving record (i.e. accident and conviction record), vehicle condition, weather conditions, distance, traffic density, etc.

Passenger Vans (Up to 8 passengers) - Parent Volunteer Driver – See Passenger Car.

Passenger Vans (9+ Passengers) - These types of vehicles, which come in various seating configurations (9, 12 and 15 passengers) have been associated with safety concerns in both the United States and in Canada. Under full-load conditions, the handling characteristics of these types of vehicles make them very unstable in emergency situations (skids, crash avoidance, braking, etc.) and they have a high roll-over crash history as the result of a high centre of gravity.

Although OSBIE does not recommend the use of these vehicles for student transportation, in Ontario, the Highway Traffic Act contains regulations that apply to the use of these types of vehicles for school purposes, including a provision for a higher category of driver license. Refer to OSBIE Risk Management Advisory A-2 for further information.

School Buses - School buses are engineered to provide the highest level of passenger protection. The design of a school bus includes more than 30 safety features that are not present in other passenger vehicles, including a safety compartment that surrounds a student with energy absorbing material to reduce injuries in collisions. Because of its passive safety systems design, seat belts on a school bus have not been found to provide any additional protection.

School buses are up to 16 times safer than any other passenger vehicle, and are the recommended mode of road transportation for school excursions.

Tour Buses and/or Transit Buses- These vehicles are not required to meet the same safety and design criteria as a North American built school bus. Caution should be exercised when booking tour buses or using transit buses in foreign jurisdictions, as safety standards and driver qualifications may not meet North American standards.

Watercraft – Commercial watercraft operated in Canada are subject to Transport Canada regulations, however, craft below 100 feet may not be required to meet certain safety standards for larger vessels, such as crew evacuation training, lifeboat capacity/drills, etc.

Caution should be exercised for watercraft being operated in foreign jurisdictions, as safety standards and operator qualifications may not meet North American standards.

Aircraft - Commercial airlines regulated by a federal authority should be the only form of aircraft transportation acceptable for school excursions.

Private aircraft are not recommended for school excursions.

Rail - Commercial rail lines that are regulated by a federal authority are recommended for school excursions.

Shuttle trains, monorails, etc. operated by a private operator associated with amusement parks, etc. may not be licensed or regulated and should be approached with caution – ask for documentation on licensing, maintenance, inspection and insurance.

Foreseeable Hazards – Planned Destination

It is not possible to list all hazards for all possible school excursion destinations.

For simplicity, the risks for any school activity can be sorted into three major categories – Low, Medium and High, based on the following criteria (See Figure 1):

Low - There is an identifiable risk of a loss occurring, but it is either unlikely to occur or would not cause serious injury/damage. Some characteristics of low risk factors include, but are not limited to: sedentary classroom activities, low impact exercises, walking, computer studies, reading activities, etc.

A particular event or situation may also be considered a low risk if the likelihood of an occurrence is rare or atypical for a school environment or location. Events with low statistical probability of occurring, such as hurricanes, earthquakes, nuclear war, radioactive fall-out, students experiencing fatal heart attacks, etc. are examples of remote risk that rarely occur, and unless situations or conditions suddenly change, would not warrant an allocation of resources to manage such risks.

Medium: There is a known risk associated with the activity that may cause a loss to occur regularly, but you can take steps to remove or reduce the risk. Some characteristics of medium risk factors include, but are not limited to: physical contact sports, transportation, water transportation, downhill sports (ski, toboggan, tubing, etc.), water activities (swimming, sailing, canoeing, etc.), physical education programs, etc.

There is also a sub-class in this category called “High Medium”, which applies to activities where relatively few losses occur, but because of the nature of the hazards, any loss that does occur will result in a catastrophic injury. School excursions/activities that fall in this sub-category need to be carefully considered as to whether they are an appropriate activity, and if selected, managed with more caution. This sub-category

includes activities such as Extreme Sports, wilderness excursions, rock climbing, high ropes, canopy walks, etc.

High - The nature of the activity or the presence of obvious hazards results in a high probability of a loss occurring with catastrophic results, it is foreseeable that a loss will occur, and/or you have no control over the risks that are present. Some characteristics of high risk factors include, but are not limited to:

Fall heights exceeding 8 feet;
 Exposure to weather elements – sun, wind, extreme heat/cold;
 Extreme tidal conditions, currents or wave action (including white water);
 High speeds;
 Uncontrolled free fall or jumps;
 Areas prone to natural elements – avalanche, mudslides, volcanic activity, flash flood, disease outbreak, etc.;
 Natural disaster areas – hurricane, ice/snow storm, tornadoes, earthquake, etc.
 Areas experiencing war (declared or undeclared), civil and/or political unrest (Contact Canadian Department of Foreign Affairs for Travel information and Advisories)
 Exposure to wild and/or exotic animals;
 Inexperienced volunteers and/or teacher supervisors;
 Use of student drivers for transportation.

The presence of any one or more of these factors is indicative of a high risk activity and may not be an acceptable risk for your school board.

Figure 1 – Risk Assessment Chart

Risk Assessment Chart

	High Frequency ↓	Low Frequency ↓
High Severity →	HIGH RISK	HIGH/MEDIUM RISK
Low Severity →	MEDIUM RISK	LOW RISK



Ontario School Boards' Insurance Exchange 2006

Collateral Hazards

During the course of a school excursion reaching its' planned destination, other activities may be planned along the route. Organizers often focus primarily on the destination risks, and overlook the risks of other activities that may take place incidental to the primary purpose of the school excursion. Caution should be exercised when unscheduled or "ad hoc" activities are permitted.

Typical examples of collateral hazards can occur when stops are made along the route of travel to visit venues including, but not limited to, amusement parks, restaurants, paint ball parks, go kart tracks, wave pools, hotel swimming pools, etc.

The same consideration must be given to whether such incidental activities are appropriate for the group, and as a school activity. Many physical activities, such as swimming or other sports, are referenced in the OPHEA Physical Education Ontario Safety Guidelines document, and these guidelines should be referenced when organizing such activities. The same categories of hazards listed in "*Foreseeable Hazards – Planned Destination*" section should be used to identify unacceptable activities.

Supervision Requirements

The OPHEA Physical Education Ontario Safety Guidelines provide basic guidance for supervision and may set ratios for many common school activities.

However, based on court cases involving student injuries arising from school activities, caution should be exercised when relying solely on a numeric ratio to guarantee a safe level of supervision. In these court cases, meeting the standard of providing "adequate supervision" for an activity will be based on a combination of the following factors:

Nature of the activity - Foreseeable risk(s) of injury associated with participating in a particular activity (see *Foreseeable Hazards – Planned Destinations*)

Ability of the Participants – Degree of difficulty, physical strength, endurance, coordination, mobility, physical/mental limitations.

Experience of the Participants - First time experience versus various degrees of experience/skill in participating in the activity.

Age of the Participants- Factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc. are dependant on age.

Environmental Factors - Site lay-out (clear sight lines versus obstructions); dispersed groups (e.g. ski hills, amusement parks); tour groups versus self-guided, presence of

dangerous features (e.g. cliffs, allurements, unusual weather or environmental phenomenon, etc.)

Number of Students - The ratio of supervisors to participants after considering all of the preceding factors.

It is expected that an organizer of a school board excursion/activity will act as a reasonable and prudent person by taking all of these variables into consideration when determining what level of supervision is required for the activity. Organizers should always consult with school board policies and procedures regarding supervision.

Supervision levels for excursions/activities should be reviewed each time a recurring event is being planned and should take into consideration changes in any of these variables that may have occurred since the last time it took place. It is recommended that for physical activities, the OPHEA Physical Education Ontario Safety Guidelines be consulted for activity-specific supervision guidelines.

When sufficient staff and volunteer resources are not available to provide adequate supervision, an excursion/activity should not take place – the school/board should always reserve the right to cancel an event at any time if supervision or safety requirements cannot be met.

Contingency plans should also be in place to provide supervision for students who may:

- be injured or become ill (i.e. provide for someone to accompany to hospital, or return home)
- experience travel changes/delays (e.g. airline over-booking of flights, reassign flights, weather delays or connecting flights, etc.)
- be detained by authorities (passport, immigration or other legal issues)

Students should never be left unaccompanied in any of these situations.

Volunteer Recruitment and Supervision

Many school excursions rely on parent volunteers to assist the teachers in supervising. The emphasis is on assist, as parent volunteers should not be in charge of the excursion or be administering discipline to students.

While use of volunteers has many benefits, organizers of any school activities, including excursions, need to be aware that there are always risks of assault, sexual misconduct and negligent acts that must be mitigated and managed. The school board will be held legally liable for any actions of a volunteer that cause injury to a student or a third party.

Volunteer Tips:

1. Utilize a screening process for volunteers that includes interview screening and reference checks. For over-night excursions, or for activities that involve long-term interaction with students, criminal background checks (CPIC) are recommended.
2. Define which activities are appropriate for volunteers to be involved in.
3. Follow up or investigate any rumors of inappropriate behavior.
4. Ensure volunteers are properly supervised by school staff.
5. Ensure volunteer drivers have valid driver's license and automobile Liability insurance. Use OSBIE Volunteer Driver Form (see Risk Management at a Glance – Recommended Forms and Checklists on OSBIE Web-site at www.osbie.on.ca)
6. Do not use volunteer drivers to operate passenger vans (9 + vans require special driver licenses).

Risk Management Strategies for School Field Trips

Based on the identified risks and the assessment of their priority noted in the previous sections, the following risk management strategies can be applied. In most cases, it will be common to use combinations of strategies to address the different types of risks associated with the excursion.

Avoidance

- 100% effective in preventing an injury
- Use if risk assessment indicates activity is "High Risk" and/or the hazards cannot be mitigated or controlled

Reduce (Manage) the Risk

- Modify the activity; remove unnecessary hazards/risks
- Establish and enforce safety rules
- Refer to OPHEA guidelines for activity-specific excursions
- Conduct a pre-trip visit to site; learn local conditions, qualified leaders
- Hold pre-trip meetings with parents/students
- Use Informed Consent forms

Risk Transfer

- Promote Student Accident Insurance for sports and excursions
- Request Proof of Insurance from event/venue operators
- Out-of-Province Medical insurance if excursion is outside Ontario
- DO NOT sign waivers for students
- DO NOT agree to name commercial operators under the school board's insurance

Loss Reduction

- First Aid providers are on trip/site
- Evacuation Plan
- Emergency notification system
- Emergency Response Procedure

Duplication of Resources

- Adequate number of supervisors
- Substitute leader (back-up in case of illness or unexpected events)
- Contingency plan to stay with any student who is delayed or detained

See also OSBIE Risk Management Guidelines:

<http://www.osbie.on.ca/risk-management/manual/>

APPENDIX 1 – Field Trip “Quick Tips”

Out-of-Province Trips:

- Ensure proper supervision is available
- Assess transportation risks (see Mode of Transportation section)
- Define rules for student behavior and enforce them
- Host a planning meeting with parents and volunteers prior to trip
- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Have a defined itinerary – beware of collateral risks of other activities along the way
- Out-of Province Medical insurance
- Recommend Student Accident Insurance

Water-Related Trips

- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Refer to OPHEA Guidelines for specific small craft activities or swimming activities
- Know skill level for all students for any swimming activity or small craft
- Request evidence of insurance for tour boat operators
- Ensure that students are taught proper safety and PFD’s are in use for small craft and readily accessible for larger craft.

Overnight Trips

- Ensure proper supervision is available with back-up plan
- Define rules for student behavior and enforce them
- Use board approved Informed Consent Forms (or see sample form APPENDIX 2)
- Have a defined itinerary – beware of collateral risks of other activities along the way
- Recommend Student Accident Insurance

Ski/Snowboard Trips

Refer to OSBIE School Board Snow Resort Safety Guidelines

<http://www.osbie.on.ca/pdf/English-Ski-Package.pdf>

APPENDIX 2 – Sample Informed Consent Form (Under 18 years)

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/consent-form.pdf>

Sample Release and Indemnification (Over 18 years)

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/release-form.pdf>

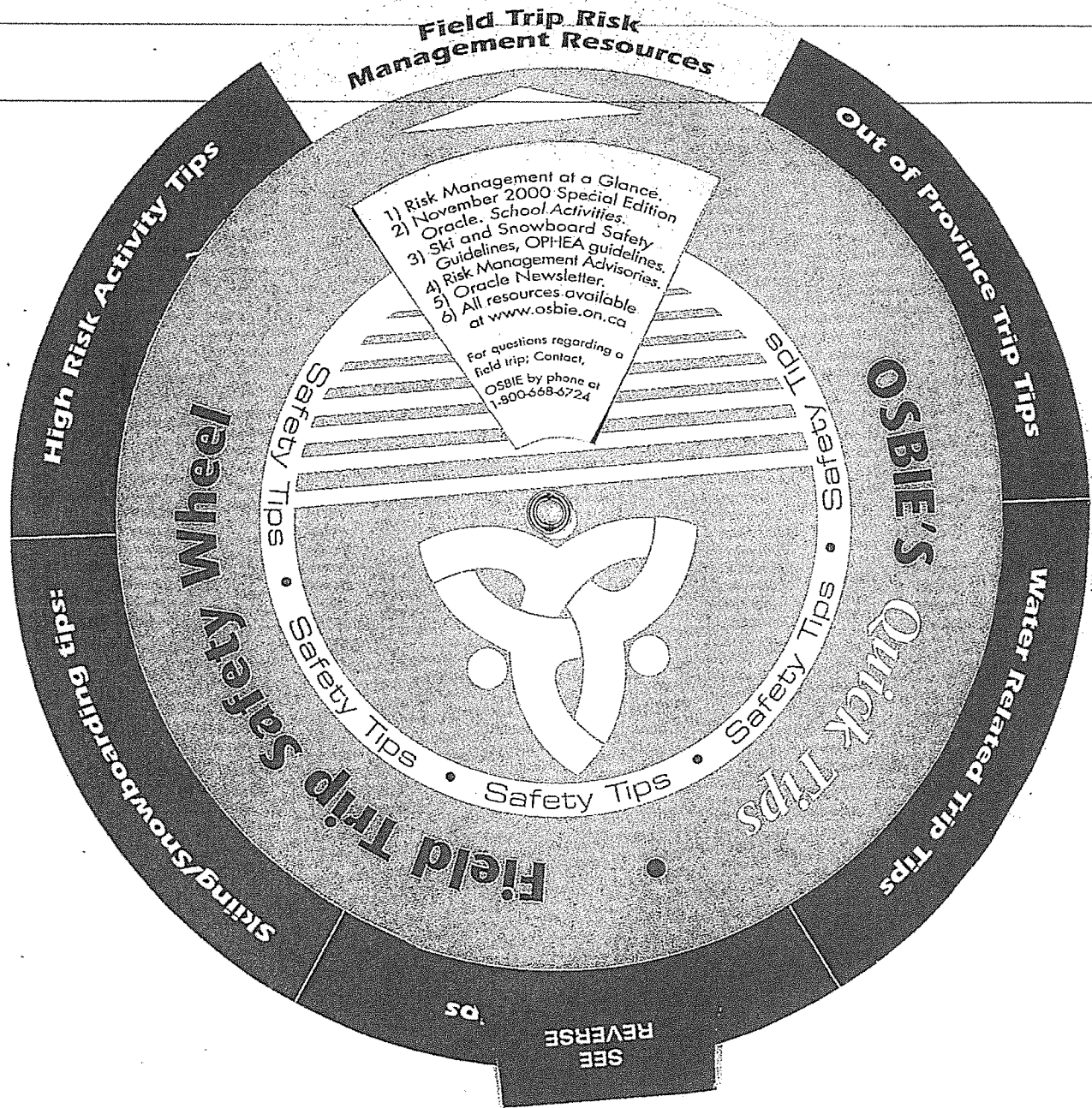
APPENDIX 3 – Sample Volunteer Driver Form

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/volunteer-driver-partA.pdf>

<http://www.osbie.on.ca/risk-management/at-a-glance/pdf/volunteer-driver-partB.pdf>

APPENDIX 4 – Field Trip Safety Wheel

To order copies, contact OSBIE Risk Management Department



BUSINESS AND FINANCE

Report to the Board of Trustees

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: January 29, 2019

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: Holy Cross CSS Sports Complex Agreement

Recommended Action(s): The Board of Trustees receive, in public session, the approved in-camera recommended action of November 27, 2018 regarding an agreement between the Corporation of the City of Peterborough and Peterborough Victoria Northumberland and Clarington Catholic District School Board regarding developing the Holy Cross CSS sports field.

Prior Actions:

On November 27, 2018, Board of Trustees passed the following recommended action at an in-camera session:

The Governance Committee recommends to the Board that the Director of Education and the Board Chairperson be authorized to execute an agreement between the Corporation of the City of Peterborough and Peterborough Victoria Northumberland and Clarington Catholic District School Board, in the form attached as Schedule A and to affix the Board Seal thereto.

Background:

Since 2015, Board Administration has engaged in developing a partnership with the City of Peterborough regarding development of the Holy Cross sports field, which would include construction and installation of an artificial turf field and new running track. Stakeholders in the meetings included a number of city staff from the recreation division, Board administration and Holy Cross school administration. Additional stakeholders that were consulted or invited to

meetings during this process include: Otonabee Region Conservation Authority (ORCA), Peterborough Field Naturalists, Harper Park Stewardship Group, PSCC68 Condominium Board and PSCC89 Condominium Board (Westview Village).

A number of discussions and updates were provided to trustees of the Board in 2016-17 and 2017-18 school years, including the components of a draft agreement, proposed timing of budget approvals, proposed timing of construction, revisions to budget and cost-sharing on the project, proposed allocation of funding for the project, and a presentation on the scope of the project by the consultant.

Identification of the project with the intent to proceed and allocation of funding were included in the 2018/19 capital budget for the Board. In July 2018, the City of Peterborough gave final approval to go ahead with the capital project on a 50/50 shared basis. An information/public meeting was held in an open house format at the Catholic Education Centre on September 24, 2018. Additional feedback was received from Holy Cross athletic staff and students, as well as residents from the condominium corporation on the west side of Holy Cross CSS.

Geo-technical surveys and investigations have been completed. The tentative schedule for proceeding is to have the tender documents ready by February 2019, an award to a contractor by late March 2019 and construction to begin as soon as the ground is in a condition to do so. Completion of the project, barring any major weather related delays, would be fall of 2019.

The final agreement has been modelled after the document signed by the city with Kawartha Pine Ridge DSB for the complex constructed at Thomas A. Stewart Secondary School.

Summary of key details:

Development of a new artificial sport field, with line markings for 5 different sports: soccer, football, rugby, field lacrosse, field hockey. The Complex is to include associated athletic lights, an 8 lane track surrounding the artificial field, seating, accessible pathways, additional tree plantings.

Estimated cost: \$3,710,000 plus taxes, to be cost shared 50/50 between the parties.

Operational matters: the Complex will be managed on a day-to-day basis by the Board. The City will administer bookings for the Complex from community groups for evenings and weekends and non-instructional periods. Revenues generated from user fees will be shared equally, except for fees related to the lighting system which will be retained 100% by the City to offset the costs associated with operating and maintaining the lighting system

School Year Calendar, 2019-2020.

R.A.: that the proposed Elementary and Secondary School Year Calendars for 2019-2020 be approved and submitted to the Ministry of Education for approval, as required.

January 14, 2019

Administration



Ministry of Education
Ministère de l'Éducation

Board Name																												
Peterborough Victoria Northum Clarington CDSB (B67067)																												
Calendar Title						Panel					Calendar Type					Date Created												
[2019-324420] Option 2 Draft PVNC 2019-2020						Elementary					Modified					Oct 18, 2018												
Start of School Year						End of School Year					First Day Students					Last Day Students												
Aug 29, 2019						Jun 26, 2020					Sep 03, 2019					Jun 25, 2020												
Status						Description																						
Draft						Regular																						
Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	0	0
						H																	P*	B				
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
	H																		P									
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	22	0
											H																	
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
																			P*									
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	15	0
																B	B	H	H	B	B	B						
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	19	0
			H	B	B																			P				
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
											H																	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	16	0
											B	B	B	B	B	B												
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	19	0
											H	H								P*								
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	20	0
																H												
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				2	18	0
					P															P								
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
Total																										7	187	0

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :



Ministry of Education
Ministère de l'Éducation

Board Name																												
Peterborough Victoria Northum Clarington CDSB (B67067)																												
Calendar Title						Panel					Calendar Type					Date Created												
[2019-324489] Option 2 Draft PVNC 2019-2020						Secondary					Modified					Oct 18, 2018												
Start of School Year						End of School Year					First Day Students					Last Day Students												
Aug 29, 2019						Jun 26, 2020					Sep 03, 2019					Jun 25, 2020												
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	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	1	0	0
						H																	P*	B				
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
	H																		P									
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		1	21	0
											H								P									
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	20	0
																			P*									
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	15	0
																B	B	H	H	B	B	B						
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	1	14	5
			H	B	B														E	E	E	E	E	P				
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
											H																	
March	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	16	0
											B	B	B	B	B	B												
April			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		1	19	0
											H	H							P*									
May					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	20	0
																H												
June	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				1	14	5
																E	E	E	E	E	P							
July			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	0	0
Total																										7	177	10

Legend

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

Schools which will use this calendar :



November 29, 2018

Dear Vice-Principals of the Peterborough Victoria Northumberland and Clarington Catholic District School Board,

It has come to our attention that you are participating in a retreat on December 6 and 7. We Sisters of St. Joseph who are former teachers, principals, vice-principals and pastoral counsellors write to you to assure each of you of our support and prayer and to affirm you in your unique role within the school faith community.

As you may know we began our role as educators in 1890 in Lindsay and Cobourg and subsequently founded all the Catholic schools in Peterborough. We are among those whom the pastoral letter *Renewing the Promise* described as "those who worked tirelessly to establish Catholic education in Ontario." So we have a stake in the vital work you are doing to continue our legacy. However, as the letter goes on to point out, we could not have imagined our current context, with both its challenges and opportunities."

We do know that you work incredibly hard in carrying out your particular responsibilities as vice-principals and leaders in your school. We can only imagine how many demands are on you daily as you tend to the discipline of students, coaching and mentoring them and working closely with social workers and the pastoral care team in this age of drugs, separated families and societal conflicts of every kind. We understand, too, that you concern yourself with the wellness and mental health of both teachers and students as they face increasing stress. In untold and sometimes unacknowledged ways you are indeed leaders of your faith community.

We deeply appreciate all your efforts in keeping the original promise of Catholic education alive in Ontario. Be assured that we accompany you in grateful prayer.

Sincerely,

The Sisters of St. Joseph

Dear Peryce
Shirley Tapp C.S.J.
Marie Benoit C.S.J.
Mary Lunding C.S.J.
Pat Moran, C.S.J.
June Bergen C.S.J.

June Nash C.S.J.
Sister O'Neil C.S.J.
Pat Hennessy C.S.J.
Joan Murray, C.S.J.

Main Site - Peterborough

Box 565, Peterborough ON K9J 6Z6
1555 Monaghan Rd. Peterborough ON K9J 5N3
T 705.745.1309

Hamilton Site

Box 155, LCD 1 Hamilton ON L8L 7V7
574 Northcliffe Ave. Dundas ON L9H 7L9
T 905.528.0138 F 905.528.8883

London Site

P. O. Box 487 - 485 Windermere Rd.
London ON N6A 4X3
T 519.432.3781 F 519.432.8557

Pembroke Site

1127 Pembroke Street West
Pembroke ON K8A 5R3
T 613.735.5650 F 613.732.3319