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## Regular Board Meeting

Tuesday, September 27, 2022

Open Meeting – 6:30 P.M.-9:30 P.M.

Catholic Education Centre, 1355 Lansdowne Street W., Peterborough

and by Google Meet: <https://meet.google.com/qzb-qeki-imd>

If you would like to join by telephone, please contact Michelle Kennedy  
by email - [mkennedy@pvnccdsb.on.ca](mailto:mkennedy@pvnccdsb.on.ca) or at 1-800-461-8009 ext. 1247

Arrangements to join by phone must be made prior to 5:30 p.m. on the day of the meeting

Please note that similar to there being physical space limitations in our boardroom for meetings held in person, the virtual meeting platform also has space limitations. Meeting attendance is limited to 100.

**Chairperson:** Braden Leal

**Vice-chairperson:** Kevin MacKenzie

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Trustees who are unable to attend the meeting are asked to  
please notify Michelle Kennedy ([mkennedy@pvnccdsb.on.ca](mailto:mkennedy@pvnccdsb.on.ca)).

### A. Call to Order of the Open Meeting – 6:30 p.m.:

1. Examen and Opening Prayer.
2. National Anthem.
3. Moment of Silence.
4. Land Acknowledgement.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the June 28, 2022 Regular Board Meeting. Page 5
8. Business Arising Out of the Minutes.
9. Swearing-in of Junior Student Trustee, Madelyn Gaskell.

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

1. Report from the Director of Education, Joan Carragher.
2. Report from the Student Trustees  
Siobhan Marie, Senior Student Trustee.

Madelyn Gaskell, Junior Student Trustee.

3. Report from the Manager of Communications, Galen Eagle.  
Highlights of System Achievements

**C. Presentations:**

1. Delegation: Access to Education – Student Transportation to Holy Trinity Catholic Secondary School.  
Angela McReelis.
2. R.A. Holy Cross Catholic Secondary School Excursion to Scotland, March 22-30, 2023. R.A.: Page 16 Details: Page 17  
Jonathan Di Ianni, Superintendent of Learning, Sherry Davis, Principal, Holy Cross Catholic Secondary School, Chris Paige, Teacher, Holy Cross Catholic Secondary School, and Jake Fowler, Teacher, Holy Cross Catholic Secondary School.
3. Inspiring Faith: Board Pastoral Plan.  
Jeannie Armstrong, Superintendent of Learning and Father Paul Massel, Board Chaplain and Faith Animator.
4. Providing Excellence in Teaching and Learning: 2022 Summer Learning Programs.  
Jeannie Armstrong, Superintendent of Special Education and Jonathan Di Ianni, Superintendent of Learning.

**D. Programs and Services:**

**E. Business, Finance and Governance:**

1. R.A. Recommended Actions from the Committee-of-the Whole Meeting, September 12, 2022. R.A.: Page 35 Document: Page 36  
Linda Ainsworth, Chairperson, Committee-of-the-Whole.
2. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Braden Leal, Board Chairperson and Linda Ainsworth, OCSTA Regional Representative.
3. R.A. Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, Friends and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees. R.A.: Page 42 Details: Page 43  
Joan Carragher, Director of Education.
4. R.A. Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, October 20-23, 2022. Page 47

Joan Carragher, Director of Education.

**F. Human Resources:**

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

1. Trustee Matter. R.A. Page 48  
Braden Leal, Board Chairperson.

**J. Bring Forward:**

**K. Information Items:**

1. Correspondence from the Premier, the Minister of Education, and Members of Provincial Parliament. Page 49
2. Chairperson's Report.  
Braden Leal, Board Chairperson.
3. Committee Chairpersons' Report:
  - a. First Nation Métis and Inuit Education Advisory Committee, September 13, 2022.
  - b. Special Education Advisory Committee, September 22, 2022.

**L. Future Meetings and Events:**

1. Board Meetings:
  - a. Board Meeting Open Session, October 25, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Policy Development Committee, October 4, 2022, 6:30 p.m.
  - b. Chairperson's Committee, October 11, 2022, 5:00 p.m.
  - c. Committee-of-the-Whole, October 11, 2022, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. Accessibility for All Committee, October 13, 2022, 1:00 p.m.

- b. Faith and Equity Advisory Committee, October 13, 2022.
  - c. Catholic Parent Engagement Committee, October 17, 2022, 6:30 p.m.
  - d. Special Education Advisory Committee, October 20, 2022, 6:30 p.m.
  - e. Student Council Liaison Committee, October 25, 2022, 4:15 p.m.
  - f. French as a Second Language Advisory Committee, November 9, 2022.
  - g. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
  - h. Audit Committee, TBA
  - i. SAL Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Catholic Leadership Development Series, Session #1, October 20, 2022.
  - b. Inaugural Board Meeting and Mass, November 15, 2022, 4:00 p.m., Catholic Education Centre.

**M. Conclusion:**

- 1. Report from the In-camera Meeting, September 27, 2022.
- 2. Closing Prayer.
- 3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, June 28, 2022, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

## PRESENT:

Trustees – Linda Ainsworth, David Bernier, Loretta Durst, Jenny Leahy, Braden Leal (Chairperson), Kevin MacKenzie, Siobhan Marie (Student Trustee), and Helen McCarthy.

Administration – Jeannie Armstrong, Joan Carragher, Jonathan Di Ianni, Galen Eagle, Isabel Grace, Father Paul Massel, Stephen O'Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

## A. Call to Order of the Open Meeting:

The Board Chairperson Braden Leal called the meeting to order at 6:31 p.m. and welcomed all of the guests who had joined the meeting online as well as in person, including the vice-principal representatives, Becky Brady, from St. Catherine Catholic Elementary School and Lisa Heitzner, from St. Mary Catholic Secondary School.

### 1. Examen and Opening Prayer

Father Paul Massel, Board Chaplain and Faith Animator, led a daily examen and opened the meeting with prayer.

### 2. Land Acknowledgement

Braden Leal, Board Chairperson, respectfully acknowledged that the board meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

### 3. Singing of the National Anthem

A video of the National Anthem was played.

### 4. Approval of the Agenda

**MOTION:** Moved by Jenny Leahy, seconded by Loretta Durst

that the Agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

Trustee Kevin MacKenzie declared a conflict of interest with agenda item E.1, Recommended Actions from the Committee-of-the-Whole Meeting, June 13, 2022.

6. Approval of the Minutes of the May 24, 2022 Regular Board Meeting.

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie  
that the minutes of the May 24, 2022 Regular Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

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

1. Report from the Director of Education.

Joan Carragher gave the Director's Report, which included the following points:

- Acknowledged and welcomed the CUPE staff members who joined online and who were present at the board meeting.
- Welcomed new trustee, Jenny Leahy to the board table and thanked her for joining the Board of Trustees.
- May 30 to June 3 was National Accessibility Awareness Week. Events held in our schools emphasized the importance of accessible environments for students and staff.
- The Canadian Catholic School Trustees Conference took place on June 2 in a virtual format. Guest speaker Spencer West delivered a message to focus on abilities and Cardinal Lacroix spoke about the role of synodality in our lives.
- Attended the OECTA retirement dinner and celebrated the PVNC President, Kelly McNeely who retires at the end of the school year and thanked Ms. McNeeley for her service as teacher at PVNCCDSB and the leadership role she held in the last few years.

- We look forward to the secondary graduations this week when approximately 1,000 secondary students across the system will celebrate their achievements in person.
- Wished everyone a safe, restful, and peaceful summer

Joan Carragher invited questions and comments from the trustees at the conclusion of her report.

## 2. Report from the Student Trustee, Siobhan Marie.

Student Trustee Siobhan Marie gave the Student Trustee report which included the following highlights:

- Student involvement continued in all of the secondary school with impressive participation. Recently there have been a number of outdoor activities such as the Fun in the Sun Day held at St. Thomas Aquinas Catholic Secondary School.
- Many of the secondary schools held athletic banquets to celebrate student athletes and team accomplishments.
- The students at St. Peter Catholic Secondary School look forward to presenting Grease next year, which will be their first musical production in three years.
- The Student Council Liaison Committee (SCLC) decided that they will continue to have meetings in person next year, but host virtual meetings when necessary, due to weather.
- The handbooks from the Voices that Accompany speaker series was an accomplishment by the committee this year and can be viewed on the board website.
- SCLC members who were graduating said good-bye at their last meeting tonight and we welcomed the in-coming members who will join the committee for the next two years.
- Attended the Ontario Student Trustees' Association (OSTA-AECO) spring conference in Toronto with incoming Junior Trustee, Madelyn Gaskell.
- Siobhan Marie has been announced as the Policy Coordinator for OSTA-AECO for the 2022-2023 school year. This is a provincial leadership role in which she will work to further elevate the voice of students across the province.
- Expressed sincere thanks to the trustees and administration for a year in which a great deal has been learned. The student trustees look forward to continuing next year and working with everyone again.

Siobhan Marie invited questions and comments at the conclusion of her report. The trustees congratulated Siobhan Marie on her leadership and for taking on the policy coordinator position with OSTA-AECO.

### 3. Report from the Manager of Communications.

The Manager of Communications, Galen Eagle shared system achievements from all areas of the board which included the following highlights and initiatives from the PVNC Inspires newsletter:

- #PVNCInspires newsletter for June has been posted. Follow the hashtag to see the wonderful events that happen in our schools each day.
- A Celebration of Special Olympians was recently held at St. Peter Catholic Secondary School which included a torch run and track and field games. The event was a touching tribute that honoured the participants organized by Ernie Ellement, Educational Assistant at St. Peter Catholic Secondary School.
- Queen's University awarded St. Stephen Catholic Secondary School teacher, Jennifer Clark teacher with the Baillie Award for Excellence in Secondary School Teaching. Former St. Stephen student, Cheyenne Kammerer, who graduated from Queen's this June nominated Ms. Clark.
- St. Mary Catholic Elementary School planted 100 trees in an effort to improve the urban canopy in Lindsay, Ontario. Patricia Apac's Grade 3/4 class was honoured by the Kawartha Lakes Environmental Advisory Committee with the 'Environmental Hero of the Year' award.
- Holy Cross Catholic Secondary School graduate, Liam Doris, has received the Schulich Leader Scholarship from Queen's University. The award is a \$100,000 scholarship to pursue an engineering degree. Liam plans to pursue a career in farming technology.
- Since its inception, the board has recognized 65 'Everyday Heroes' throughout PVNCCDSB. The program will begin again in the fall to recognize staff who go above and beyond in their daily work at PVNCCDSB.

At the conclusion of his report, Galen Eagle invited questions and comments from the trustees. The trustees commended the work on the Everyday Hero campaign and recognized the importance of celebrating fellow colleagues in their work.

### **C. Presentations:**

#### 1. R.A. St. Stephen Catholic Secondary School Excursion to Italy, March 9-17, 2023.

Superintendent Julie Selby introduced Trevor Poechman, Principal of St. Stephen Catholic Secondary School and Angela Richardson, Teacher from St. Stephen Catholic Secondary School. Julie Selby gave an overview of the proposed excursion and stated her support for the trip. Mr. Poechman and Ms. Richardson reviewed the itinerary, trip costs and insurances for the trip.

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie



that the proposed St. Stephen Catholic Secondary School student excursion to Italy, from March 9, 2023 to March 17, 2023, 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. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to Los Angeles, California, USA, May 7-12, 2023.

Sheila Piggott, Superintendent of Learning gave an overview of the trip and introduced Jason Roberts, Principal of St. Mary Catholic Secondary School and Joel Kightly, Teacher at St. Mary Catholic Secondary School who was presenting in place of Emily Brown, Teacher at St. Mary Catholic Secondary School, due to illness. Mr. Kightly noted that this is the first time this trip has been conducted and the experiences will be focusing on the TV and Film industry and the connection to the Arts Specialist High Skills Major program. The group will be spending time in workshops and behind the scenes at film and television studios discovering how the industry functions.

**MOTION:** Moved by David Bernier, seconded by Jenny Leahy

that the proposed St. Mary Catholic Secondary School Student Excursion to Los Angeles, California, USA, from May 7-12, 2023, 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.

3. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to Scotland, March 10-18, 2023.

Sheila Piggott introduced the proposed excursion and invited Jason Roberts, Principal at St. Mary Catholic Secondary School and Sean Carmichael, Teacher and Girls' Rugby Coach at St. Mary Catholic Secondary School to provide details of the trip.

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth

that the proposed St. Mary Catholic Secondary School Student Excursion to Scotland, March 10-18, 2023, 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.

4. Proposed St. Mary Catholic Secondary School, Cobourg, Student Excursion to Boston, Massachusetts, USA, April 20-23, 2023.

Sheila Piggott gave a brief overview of the excursion and asked Jason Roberts, Principal at St. Mary Catholic Secondary School to provide more details. The trip organizer, Tania Earle, Teacher at St. Mary Catholic Secondary was not available for the presentation. It was noted that this trip was approved prior to the COVID-19 pandemic and was cancelled in the spring of 2020.

**MOTION:** Moved by David Bernier, seconded by Loretta Durst

that the proposed St. Mary Catholic Secondary School student excursion to Boston, Massachusetts, USA, April 20-23, 2023, 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.

**D. Programs and Services:**

**E. Business, Finance and Governance:**

1. Recommended Actions from the Committee-of-the-Whole Meeting, June 13, 2022.

a. 2022-2023 Budget

**MOTION:** Moved by Linda Ainsworth, seconded by Helen McCarthy

that the 2022-2023 Consolidated Expenses Budget, in the amount of \$204,977,928 be approved as presented.

Carried.

b. Amendments to Board By-laws.

There was further discussion about making additional adjustments to Part 3, Trustees, section 3.1, Number of Trustees, Powers and Duties, sub-section (e).

MOTION: Moved by Linda Ainsworth, seconded by Loretta Durst  
that the Board By-laws be amended to delete the wording under Part 3, Section 3.1, sub-section (e), number (i) and replace with “inspired by the Gospel, promote and protect publicly funded Catholic education and serve with faith, commitment and compassion.”

Carried.

MOTION: Moved by Linda Ainsworth, seconded by David Bernier  
that the revisions to the Board By-laws, as recommended by the trustees and legal counsel, be adopted as amended.

Carried.

2. Appointment of the Student Trustees, 2022-2023.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy  
that Madelyn Gaskell, student at Holy Cross Catholic Secondary School, be appointed the Junior Student Trustee for a one-year term, August 1, 2022 through July 31, 2023;  
and,  
that Siobhan Marie, student at St. Thomas Aquinas Catholic Secondary School, be appointed the Senior Student Trustee for a one-year term, August 1, 2022 through July 31, 2023.

Carried.

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

Board Chairperson Braden Leal reported that the Stephen Lecce has been re-assigned to the portfolio of Ministry of Education and has been congratulated by the OCSTA. Braden Leal thanked all of the provincial candidates that ran in the election.

Braden Leal reported that he attended the Canadian Catholic School Trustees' Association virtual conference on June 2 and enjoyed listening to keynote speaker, Spencer West.

In her Regional Report, Linda Ainsworth, reported that she has received information

regarding the OCSTA Fall Regional Meetings being held in September.

MOTION: Moved by Linda Ainsworth, seconded by Loretta Durst  
that Trustees wishing to do so, be authorized to attend the OCSTA Fall  
Regional Meeting in Kemptville, Ontario, on September 22, 2022.

Carried.

Linda reviewed the discussion questions that will be part of the agenda at the fall meeting. These questions will be examined further and a response developed at the beginning of September by senior administration and the trustees.

4. STSCO Governance Committee, Open Session Report, June 1, 2022.

Braden Leal, Board Chairperson, reported that expenditures by the end of the year are expected to exceed budget by 0.4 per cent. It was noted that additional funding related to COVID cleaning protocols had reduced the deficit. Without the provided funding, the deficit would be close to 3.0 per cent.

Proposed adjustments to bell times at Notre Dame Catholic Elementary and St. Michael Catholic Elementary families have resulted in a concern of childcare availability in the morning for those schools. A survey of the parent community will determine needs and the possibility of establishment of before and after school care for those communities.

**F. Human Resources:**

1. Joint Health and Safety Committee Semi-Annual Report.

Stephen O'Sullivan, Superintendent of human Resource Services reviewed the Semi-Annual Report which gave the highlights of the committee's accomplishments over the last six months as well as the goals and priorities for the coming school year.

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy  
that the Joint Health and Safety Committee Semi-Annual Report to the  
Director of Education, dated June 8, 2022, be received.

Carried.

**G. Policy Development:**

**H. Old Business:**

**I. New Business:****J. Bring Forward:****K. Information Items:****1. Correspondence from the Ontario Student Trustees' Association (OSTA-AECO)**

Correspondence from OSTA-AECO announcing the appointment of Student Trustee Siobhan Marie as the Policy Coordinator and OSTA-AECO Executive Council was acknowledged. Student Trustee Siobhan Marie was congratulated on this appointment.

**2. Chairperson's Report**

Board Chairperson, Braden Leal reported that he is excited to be attending an in person graduation ceremony on June 29<sup>th</sup> to celebrate graduates and their endurance through two years of uncertainty through the pandemic.

In recognition of Trustee David Bernier's decision to not run in the next election, Braden Leal thanked Mr. Bernier for this courageous leadership as trustee, vice-chairperson and chairperson of PVNCCDSB through his numerous years of service as trustee at PVNCCDSB.

Chairperson Leal acknowledged the announcement from Trustee Linda Ainsworth that she will not return as a trustee candidate in the fall election. Braden Leal thanked Mrs. Ainsworth for her continued dedication and service to PVNCCDSB and at the provincial level and noted her kindness towards him and Emmanuel Pinto when they joined the board in 2018.

**3. Committee Chairperson's Report:****a. Catholic Parent Engagement Committee, May 30, 2022.**

Kevin MacKenzie deferred the report to Director of Education, Joan Carragher, who spoke about plans to increase parent participation on the Catholic Parent Engagement Committee in the coming school year.

**b. First Nation Métis and Inuit Education Advisory Committee, June 7, 2022.**

Helen McCarthy gave an overview of a presentation that was received at the last committee meeting.

**c. Special Education Advisory Committee, June 16, 2022.**

Helen McCarthy reported that the Special Education Plan review has been undertaken and stated that the concern regarding excusal from meetings was noted

to the Special Education Advisory Committee.

#### **L. Future Meetings and Events:**

##### **1. Board Meeting**

- a. Regular Board Meeting Open Session, September 27, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

##### **2. Board Standing Committee Meetings: (Listed in chronological order.)**

- a. Chairperson's Committee, September 12, 2022, 5:00 p.m.
- b. Committee-of-the-Whole, September 12, 2022, 6:30 p.m.
- c. Policy Development Committee, October 4, 2022, 6:30 p.m.

##### **3. Other Committee Meetings: (Listed in chronological order.):**

- a. First Nation Métis Inuit Advisory Committee, September 13, 2022, 6:30 p.m.
- b. Special Education Advisory Committee, September 22, 2022, 6:30 p.m.
- c. Student Council Liaison Committee, September 27, 2022, 4:15 p.m.
- d. Accessibility for All Committee, October 13, 2022, 1:00 p.m.
- e. Faith and Equity Advisory Committee, October 13, 2022, 6:30 p.m.
- f. Catholic Parent Engagement Committee, October 17, 2022, 6:30 p.m.
- g. French as a Second Language Advisory Committee, November 9, 2022, 6:30 p.m.
- h. Supervised Alternative Learning Committee (SAL), TBA.
- i. Audit Committee, TBA.

##### **4. Board Events:**

- a. Secondary School Graduation Ceremonies, June 29, 2022.
- b. OCSTA Fall Regional Meeting, Kemptville, ON, September 22, 2022.
- c. Catholic Leadership Development Series, Session #1, October 20, 2022.

#### **M. Conclusion:**

##### **1. Report from the In-camera Meeting, June 28, 2022.**

**MOTION:** Moved by Linda Ainsworth, seconded by Loretta Durst

that the Board approve the actions and the discussions arising from the June 28, 2022, in-camera session, as follows:

- A. Call to Order:
  - 1. Opening Prayer
  - 2. Motion for the Approval of agenda.
  - 3. There were no conflicts of interest declared.
  - 4. Approval of the May 24, 2022 Regular In-camera minutes and the May 25, 2022 Special In-camera meeting minutes.
- D. Business, Finance and Governance:
  - 1. OCSTA In-Camera Report.
  - 2. STSCO Governance Committee, In-camera Report.
- E. Human Resources:
  - 1. Staffing Update.
- I. Convening in Open Session:
  - 1. Closing Prayer.
  - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Trustee David Bernier led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Kevin MacKenzie, seconded by Jenny Leahy that the open session meeting be adjourned at 8:35 p.m.

Carried.

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Braden Leal  
Board Chairperson

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Joan Carragher  
Director of Education, Secretary-Treasurer  
per M.K.

Proposed Holy Cross Catholic Secondary School, Peterborough,  
Student Excursion to Scotland, March 22-30, 2023.

**R.A.:** that the proposed Holy Cross Catholic Secondary School Student Excursion to Scotland, from March 22-30, 2023, 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.

September 16, 2022

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: Chris Paige and Jake Fowler	School: Holy Cross CSS
Adult Supervisors Attending: Chris Paige, Jake Fowler, Bond Bjorgan, and Geoff McKinley	
Destination: Scotland	Mode of Transportation: air/bus
Grade/Course: 10, 11, and 12	Date of Submission: June 30, 2022
Departure Date: March 22, 2023	Return Date: March 30, 2023
Number of Students: boys: 30 girls:	Number of Adult Supervisors: female: male: 4
Name of Travel Agent: Assist Travel & Tous	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$ 3,945.00	

#### Summary of Proposed Activity:

Students will have the opportunity to immerse themselves into the Scottish culture historical, religious, and athletic sites. As a team they will travel to a variety of historical and athletic sites; such as, The Royal Mile, Edinburgh Castle, William Wallace Monument, St. Andrew's Seat, Holy Cross Cathedral, and watching a professional Rugby game

#### Curricular Relevance: (provide the overall expectations addressed)

A collaborative contributor

A responsible citizen

A self-directed, responsible, lifelong learner

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 3,945.00
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$ 118,350.00</b>	<b>Total</b>	<b>\$ 118,350.00</b>

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 type="checkbox"/> Itinerary (including Mass if on the weekend)                   | <input type="checkbox"/> Information and consent letter to parents                |
| <input type="checkbox"/> Contract Information   | <input type="checkbox"/> Liability waivers signed                                 |
| <input type="checkbox"/> Additional Medical Coverage needs considered                   | <input type="checkbox"/> Supervision ratio in alignment with A.P. 305             |
| <input type="checkbox"/> History of Excursion – number of years:                        | <input type="checkbox"/> List of destination/emergency phone numbers provided     |
| <input type="checkbox"/> Certification required by staff attending: <u>NCCP Level 2</u> | <input type="checkbox"/> Passports (if required)                                  |
| <input type="checkbox"/> Educational objectives stated                                  | <input type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook |

- ☐ This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

Rugby

 Teacher Signature	SEPT 8, 2022 Date
 Principal Signature	Sept 8, 2022 Date
 Superintendent Signature	Sept 20, 2022 Date

2019/11

Mr. Jonathan Di Ianni  
Superintendent of Learning/ Student Success  
The Peter L. Roach Catholic Education Centre  
P.V.N.C. Catholic District School Board  
1355 Lansdowne St. West  
Peterborough, ON K9A 7M3

Dear Di Ianni,

Please accept this letter as a request for approval of a proposed International Rugby Tour. Holy Cross Catholic Secondary School would like to tour Scotland visiting (Glasgow, Strirling, Inverness, Perth, St. Andrews, Edinburgh). The Trip will take place Wednesday March 22, 2023 - Thursday March 30, 2023 with a planned Easter Mass at the St. Mary's Catholic Cathedral. Our planned supervisors have previously organized successful rugby tours for both of our boys and girls rugby teams traveling to Scotland (2017) and Scotland/England (2019). As well we have both been chaperones on several different trips. We have found that the student thoroughly enjoyed the itineraries and travel experiences.

We will use Assist Travel and Tours to organize the trip. They are very familiar with the needs of a Rugby tour that plans to not only play games against international teams but also plans to build in many different educational experiences.

The student to chaperone rate will be 8 to 1.

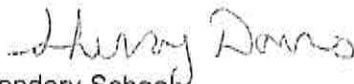
Attached please find:

- **TAB 1 - An Out of School Activity Request Approval Form (Category 5)**
- **TAB 2 - Assist Travel & Tours / TUGO Travel Insurance**
  - Itinerary - please note the MASS for Sunday March 26, 2023 in Edinburgh
  - Cost and Sharing Arrangements - on the Itinerary
  - Historical and educational significance of trip - on itinerary
  - Contract Information - Terms/Conditions
  - Participant Enrollment Form
  - Details of medical and travel coverage
- **TAB 3 - Waivers**
  - Release and Identification Form for Education Trips (over 18 years)
  - Informed consent form for Education Trips (under 18 years)
- **TAB 4 - Emergency contact numbers**
- **TAB 5 - Parent Meetings**

On behalf of the teachers listed, I look forward to the response and thank you for your consideration of this proposed trip.

Sherry Davis, Principal

Holy Cross Catholic Secondary School





2023

## ASSIST TRAVEL AND TOURS

## HOLY CROSS BOYS RUGBY

SCOTLAND TOUR 2023 March 22 to March 30

Wednesday March 22	am pm	bus from Holy Cross to Toronto Pearson evening departure Toronto to Glasgow	
Thursday March 23	Early am late am pm	Stopover; arrive in Glasgow late morning meet bus, to Stirling (45 mins); lunch (not included) tour Bannockburn, William Wallace Monument, Stirling Castle drive to Edinburgh (1 1/2 hours); check into hotel dinner (not included) night in Edinburgh (Holiday INN Leith or equivalent; triple occupancy)	
Friday March 24	am 11:00 am pm	Breakfast at hotel Training session at Stewart's Melville College with Lucas Rumball (captain of Canada Rugby team and URC Connacht player) guided walking Tour of Edinburgh lunch (not included) tour Royal Mile/ dinner at students' discretion Watch Game: Edinburgh vs Connacht night in Edinburgh (Holiday INN Leith or equivalent; triple occupancy)	
Saturday March 25	am 11:00 am pm	Breakfast at hotel Training session at Stewart's Melville College Murrayfield Stadium tour match vs Stewart's Melville College dinner provided by Stewart's Melville College	

ASSIST TRAVEL  
AND TOURS

PHONE: 519-365-3421

WWW.ASSISTTRAVEL.CA

		night in Edinburgh (Holiday INN Leith or equivalent; triple occupancy)	
Sunday March 26		Breakfast at hotel Mass @ St. Mary's Catholic Cathedral lunch (not included) Bus to St. Andrew's: tour town and university, Golf museum Bus back to Edinburgh team dinner (not included) night in Edinburgh (Holiday INN Leith or equivalent; triple occupancy)	
Monday March 27		Breakfast at hotel bus to hotel in Inverness and check in (2 hr 40 min) lunch (not included) bus to Loch Ness/ Urquhart Castle (30 min drive) team dinner (not included) night in Inverness (at Inverness Youth Hostel, Travelodge Inverness City Centre or equivalent; triple occupancy)	
Tuesday March 28		Breakfast at hotel Training session self-guided walking tour around Inverness Match in Inverness, followed by dinner night in Inverness (at Inverness Youth Hostel, Travelodge Inverness City Centre or equivalent; triple occupancy)	
Wednesday March 29		Breakfast at hotel leave for Glasgow (2 hr 20 min) check into hotel near airport in Glasgow (Travelodge Glasgow Airport or equivalent; triple occupancy) walking tour of Glasgow	

# ASSIST TRAVEL AND TOURS

2023

		team dinner (not included) return to hotel in Glasgow; night in Glasgow	
Thursday March 30	am  pm	Early departure for airport (take airport shuttle)  Fly Glasgow to Toronto; arrive early evening	

## Included in the Cost of the Tour

Return airfare to Toronto

7 nights' accommodation, including breakfast

Chartered coach bus for 7 days

Admission to all noted Excursions

4 Free Chaperones for 30 paying (Dual occupancy based)

Price in Canadian Dollars – Quote is valid with a signed Group Leader contract.

Price per paying participant based on 30+ paying and 4 complimentary chaperones

Triple and/or double occupancy for students, and double occupancy for chaperones.

Price in \$CDN : \$3695

\*Price includes all taxes and fees

## Payment Schedule

Team Deposit \$2000 Sept 30, 2022

Payment \$1000 per person due October 15, 2022

\*Student enrolment forms are also due then

\*\*\*Please be advised of the late payment policy outlined on your contract and the student enrollment forms.



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## AT Customized Tour Agreement



**ASSIST TRAVEL**  
AND TOURS

Please find below important information regarding your Customized Tour  
Please complete the following information regarding your Customized Tour:

Chosen Tour Name: \_\_\_\_\_  
(Limit 30 Characters)

Tour Version: \_\_\_\_\_  
(As indicated in the bottom left of your day by day itinerary, ie: CRSSv2)

Number of expected Full Paying Participant (please check one):

☐ 35 or more full paying participants

☐ 26-34 full paying

participants

☐ 16 to 25 full paying participants

☐ Less than 16 paying

participants

Approaching 120 days prior to departure your group size will be reviewed and the following may occur: Your group size is greater than indicated: AT will update the private group fee to reflect the correct number of participants currently enrolled based on a maximum \_\_\_\_ full paying participants.

Your group size is lower than indicated:

If you are unable to recruit the number of travellers you indicated on your Agreement, you may choose one of the following two options:

Increase your Private Group Fee \*

Modify your itinerary to bring the cost down\*\*

Please check the boxes below:

☐ I understand that any changes that I make to the itinerary hereafter can affect the price of my group's Program Price as well as additional fees\*\*\*, as indicated on my quote, and will not be accepted less than 120 days prior to departure.

☐ I am aware that additional fees\*\*\*, as indicated on my quote, are not included in the Program Price and are subject to change.

☐ I have read and am familiar with the AT Booking Conditions and Release and Agreement [www.assisttravel.ca](http://www.assisttravel.ca). I understand that group payments are used by AT to secure bookings and tickets and are non-refundable. Price quotes for my group are based on time sensitive dates and a \$50 late fee per traveler will be added every 30 days to outstanding fees.

By signing this agreement, I agree that I have completed, read and understand the information above.

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

Signature: \_\_\_\_\_

\* Please refer to your detailed price quote

\*\*The deadline for this option is 120 days prior to departure and is subject to Tour, Land and Flight availability.

\*\*\* Additional Fees include: Private Group Fee, Weekend Supplements, Adult Supplements, Optional Fees and Coverage Plans as per your Customized Itinerary and Quote.

# Assist Travel and Tours Release and Agreement

I (or parent of guardian if applicant is under 18), am an applicant for an Assist Travel and Tours trip. By signing the Assist Travel and Tours Participant Application, I understand and agree to the following:

1. I understand and agree that my tour is operated by Assist Travel and Tours, (also referred to as Assist Travel or "AT").
2. I understand that my tour begins with the takeoff from the AT departure airport and ends upon completion of the flight back to the AT airport. I further understand that international travel involves certain risks to personal health, safety and property. Many foreign countries do not have the safety and health standards that are present in Canada. I am willing to accept the associated risks and understand that AT cannot guarantee the health and safety of participants in a foreign trip or eliminate the risk from a foreign environment.
3. I agree to release, indemnify and hold harmless AT and its affiliates (which term shall include parents, subsidiaries, officers, directors, shareholders, agents and employees of AT as well as AT itself) and my school, my school board and group leader (the "Released Parties") from, and agree not to sue the Released Parties for, any claims that I may have arising from, or in connection with, any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that I may suffer from any cause whatever related in any way to my participation in any AT sponsored tour. Without limiting the generality of the foregoing, I release, indemnify and hold harmless the Released Parties from, and agree not to sue them for any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that may suffer from the Released Parties' negligence other than from intentional or reckless acts by such parties. I further agree to release, indemnify and hold harmless the Released Parties from any and all acts of God, war (whether declared or undeclared), terrorist activities, incidents of politically motivated violence, illness or quarantine, strikes or government restrictions or the acts or omissions of any other agents over which the Released Parties have no direct or indirect control, including, without limitation, airlines, railways, bus companies, hotels, shipping companies, guides and sub-contracted agents or tour operators. This release also includes activities not offered by AT that may be considered risky including, but not limited to, parasailing, paragliding, surfing, paddle boarding, skydiving, scuba (unless certified) and the use of motorbikes, mopeds, scooters and ATVs. I further release any Tour Directors, bus drivers or other individuals involved in my tour. This release also includes activities not offered by AT that may be considered risky.
4. I understand that the air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is limited by their tariffs, or the Warsaw Convention, or both.
5. I understand and agree that AT shall have no liability or responsibility for me when I am absent from AT-supervised activities or for non-AT supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods.
6. I understand and agree that AT reserves the right to refuse or cancel my registration at their sole discretion. Group leaders may also refuse or cancel any participant's registration including my own. In such an event, Standard Cancellation guidelines as outlined in the Booking Conditions apply.
7. I agree to abide by AT's regulations and the directions of my group leader, my Tour Director or AT's personnel during my tour. Failure to do so may result in AT terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my Program Fee, and that AT may then send me home at my own expense.
8. I agree to abide by all local laws when in Canada and abroad, including those concerning drugs and alcohol. (Minors must have parents' permission to use alcohol even if the local law would otherwise permit them to.) I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the Program Fee, and AT may send me home at my own expense. I also understand that should local authorities be involved, I will be subject to the laws of the country I am visiting.
9. I understand and agree that if I become ill or incapacitated, AT and its employees, my group leader, or a designated chaperone may take any action they deem necessary for my safety and well-being, including securing medical treatment (at my own expense) and transporting me home.
10. I understand and agree that AT has the right to make changes in tour itineraries and departure dates, and to modify transportation arrangements, including the use of substitute airlines. In the event of such changes, refunds will be given only in accordance with the provisions of the Booking Conditions supplied herewith.
11. I understand that by enrolling on this tour, I have made the choice to travel with the teacher/group leader organizing my group, and I understand that this choice is not the responsibility of AT. I understand that my group leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring I purchase items such as insurance or optional excursions. I understand that a group leader must accompany me on tour. If my group leader cancels for any reason, AT will ask him or her to assign a new group leader. If I cancel at this point and choose not to travel with the replacement group leader, it will be treated as a standard cancellation according to the policy. If no replacement group leader can be found, I will need to cancel and AT's Standard Cancellation Policy will apply. I may also request that AT place me with a new tour group. If AT cannot find a new tour group for me, AT's Standard Cancellation Policy will apply.
12. I understand that it is my responsibility to secure the necessary travel documents (passport and visa(s)) unless specifically arranged for the group by AT. Failure to do so does not constitute grounds for a refund except according to the Standard Cancellation guidelines as outlined in the Booking Conditions.
13. I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms, buses or other property.
14. I understand that this tour has been designed for students, as reflected in the pacing, educational content, accommodations and other aspects of the tour.
15. I understand and agree that this agreement and AT's Booking Conditions (and the respective addendums for Customized Tours and AT Voluntours if travelling on those tours) constitute the entire agreement between AT and me with reference to the subject matter herein, and I do not rely upon any promises, inducements or agreements not herein, including but not limited to any oral statements made to me by any agents or employees of AT, or by my school or group leader. This agreement may be amended or modified only in writing, signed by both parties. The waiver by AT of any provision of this Agreement shall in no way affect the remaining provisions of this Agreement, and this Agreement shall be interpreted as if such clause or provision were not contained herein.
16. I understand and agree that this agreement shall be governed in all respects, and performance hereunder shall be judged, by the laws of the province of Ontario and the laws of Canada applicable thereto. In the event of any claim, dispute or proceeding arising out of my relationship with AT, or any claim which in contract, tort, or otherwise at law or in equity arises between the Released Parties, whether or not related to this agreement, the parties submit and consent to the exclusive jurisdiction and venue of the Courts of the province of Ontario.
17. I understand and consent that AT may use any film likenesses taken of me and any of my comments while on an AT tour for future publicity and also use my contact information for future AT promotions.

Sign your application *only when you have read in full and understood the contents of this release and agreement.*



# Assist Travel and Tours Booking Conditions

## Passports and visas

Who is responsible for getting travellers' passports and visas? For International travel, each traveller must obtain a passport and any applicable visas for his or her tour prior to departure. If a traveller is unable to obtain these travel documents, our Cancellation Policy will apply. Please be sure that passports are valid for at least six months after your tour ends. If travelling to the United States, Non-Canadian citizens will need to contact the United States embassy or consulate to ensure they meet specific entry requirements.

## All-Inclusive Travel Protection Plan

Can I purchase coverage through Assist? Although we do not directly offer travel insurance at Assist Travel, we strongly advise all travellers to purchase an All-Inclusive Travel Protection Plan to protect themselves while on tour.

## What happens if a tour is delayed?

Assist Travel cannot refund tour components (see What's included in your Program Price) that are missed due to weather conditions and/ or events which are beyond AT's control. AT will work with Group Leaders to ensure the safety of the group is paramount. Tour itineraries may be adjusted accordingly.

## What happens if Assist Travel has to cancel a tour?

AT may cancel any tour for events beyond its control, including but not limited to instability in a destination country, acts of God, war (whether declared or undeclared), terrorist activities, incidents of violence, public health issues or quarantine, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions that make it impossible or commercially unreasonable in the opinion of AT to conduct the tour. If AT cancels the tour for any such reason, travellers will receive an AT Future Travel Voucher for all monies paid, less coverage fees and any non-refundable fees. Cancellation by AT for causes described in this section shall not be a violation of its obligations to any traveller.

## Protection for travellers' payments

Assist Travel and Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. AT Educational Tours is registered with TICO (registration #50021555). In the unlikely event of AT bankruptcy, insolvency, or cessation of business, AT has secured all advanced payments of its customers, regardless of province or territory of origin, through the affiliation with the above organizations.



# Assist Travel and Tours Cancellation Policy

The cancellation policies outlined below take into consideration the costs AT incurs long before groups ever depart. Notice of cancellation from an AT tour will only be accepted from the traveller, his or her legal guardian or Group Leader. Written notification is required for cancellation; the date of cancellation is determined by the date on which AT receives your written notice.

Cancellation Received by Assist Travel	Cancellation with Replacement	Standard Cancellation
150 Days or more prior to departure	No Cancellation fee	\$300 Cancellation fee
61-149 Days prior to departure	\$300 Cancellation fee	25% of Program fee
60 Days or less prior to departure	Replacements are no longer accepted	No Refund will be issued

Cancellation with replacement refers to a traveller who cancels but finds a person to replace him or her for the same program. The replacement's application must be submitted at the same time as the notification of cancellation. Applications received fewer than 60 days prior to departure are treated as Late Applications and are therefore subject to late application penalties.

Group payments are used by AT to secure bookings and tickets and are non-refundable. Price quotes for my group are based on time sensitive dates and a \$50 late fee per traveler will be added every 30 days to outstanding fees.

## Group Leader cancellation

A Group Leader must accompany travellers on every tour. If a Group Leader cancels for any reason, AT will ask him or her to assign a new Group Leader to the group's travellers. Any travellers who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found all travellers are required to provide AT with written notice of cancellation in order to be eligible for AT's standard cancellation policy.

2022/2023

# Participant Application

1

## Complete tour information

Tour # (required for processing application): HCEU2023

Year of travel: April 2023

Group leader:

Group leaders should not fill out an application for themselves.



**ASSIST TRAVEL  
AND TOURS**

**Complete traveller information** Please provide your first, middle (if applicable) and last names exactly as they appear on your passport to ensure boarding by the airlines.

Passport name

First IMPORTANT No nicknames. The maximum fee for any name of spelling changes is \$200.

Middle

Last

Date of birth

Female

Are you a Canadian citizen?

Yes ☐ No ☐

If you are not a Canadian citizen, please provide your country of origin.

Language preference:

Male

Mailing address

English

French

Gender:

City

Province

Postal code

Home telephone

Area code

Traveller's email

Required for all tour communications. Please print clearly.

**Complete parent/guardian information** Contact must be someone not travelling with you on tour.

Required for all tour communication and in case of emergency.

Relationship:

Parent  
Relative  
Friend

Guardian  
Spouse

Gender:

Male

Female

Contact's name

First

Last

Work/Cell telephone

Area code

Home telephone

Area code

Contact's email

Required for all tour communications. Please print clearly.

**Read Release & Agreement and Booking Conditions** Your application must be signed below by you, and if you are under 18, by your parent/guardian.

I have completely read and fully understand the "Release and Agreement" and "Booking Conditions" as supplied herewith, and incorporated herein by reference and agree to be bound by, and to comply with the "Release and Agreement" and "Booking Conditions."

Signature of applicant

Date

I am the parent or legal guardian of the above (minor) applicant. I have completely read and fully understand the "Release and Agreement" and "Booking Conditions" as supplied herewith, and incorporated herein by reference and agree to be bound by, and to cause the above applicant to comply with the "Release and Agreement" and "Booking Conditions."

## TUGO Medical & Travel Insurance

Estimate - \$250.09

### All Inclusive Holiday Package

#### Plan Details & Coverage Limits

24-Hour Accident Benefit Limit \$25,000.00 Air Flight/Common Carrier Benefit Limit \$100,000.00  
Baggage Benefit Limit \$500.00 Medical Plan Benefit Limit \$5,000,000.00 Sum Insured After  
Departure \$25,000.00 Sum Insured Before Departure \$3,700.00

Cancel for Any Reason Coverage covers up to 50% of the maximum sum insured before departure for trip cancellation or up to 50% of the non-refundable prepaid travel costs claimed, whichever is less.

#### Coverage

This is not the full list of coverage benefits. For complete details, refer to the policy wording.

The All-Inclusive Holiday Package consists of the following plans:

#### Emergency Medical Insurance—worldwide

- Maximum coverage—\$5 million
- This insurance provides coverage for an emergency hospital stay or emergency medical treatment while travelling outside your home province, including coverage for COVID-19. For travel outside of Canada, COVID-19 coverage is provided if fully or partially vaccinated or if not yet eligible for the vaccine due to age. For travel within Canada, COVID-19 coverage is provided regardless of vaccination status.
- Benefits include licensed ambulance, emergency dental expenses, prescription drug reimbursement, emergency medical transport, family transportation expenses, out-of-pocket expenses, unexpected birth of a child, air travel delay expenses and more.

#### Trip Cancellation & Trip Interruption Insurance



- Maximum coverage - Up to sum insured for trip cancellation or up to \$25,000 for trip interruption.
- This insurance reimburses travel costs if the travel plans are cancelled prior to departure or if they are interrupted after the trip has begun.
- Covered risks include unexpected medical conditions (including medical conditions caused by or related to COVID-19) and/or death of you, your travelling companion, your immediate family or your travelling companion's immediate family, natural disaster, travel advisory, subpoena, involuntary job loss, missed connection, the non-issuance of a travel visa and more.

#### Accidental Death & Dismemberment Insurance

- Air Flight/Common Carrier maximum coverage—\$100,000
- 24-Hour Accident maximum coverage—\$25,000
- This insurance provides coverage in the event of your death or dismemberment as a result of an injury while riding as a fare-paying passenger on an airplane, helicopter or common carrier (bus, train, boat) or in any other situation.

#### Baggage Insurance

- Maximum coverage—\$500
- This insurance pays for the loss, damage, destruction or theft of personal effects owned by you while in transit, or while in any hotel or any other building, en route anywhere in the world, on water, land or in the air.



## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The Holy Cross Boys Rugby Team is arranging  
(name of school)  
A Rugby Tour of Scotland from March 22nd to March 30th 2023  
(description of activity and dates)

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 Travelling and Rugby 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 Rugby:

motion sickness (describe activity)

1. strains, sprains and breaks
2. exhaustion and fatigue
3. \_\_\_\_\_

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 the Rugby Tour on March 22nd to 30th 2023, 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: \_\_\_\_\_





## 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 a Rugby Tour of Scotland (describe activity) to its students on or about March 22, 2023 to March 30, 2023

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

### ELEMENT OF RISK

Educational activity programs, such as, travelling and rugby (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. Risks such as, motion sickness, strains, sprains and breaks, exhaustion and fatigue.

### 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 rugby tour of Scotland (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 22nd to 30th 2023.

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: \_\_\_\_\_

## Communication Plan:

Board Office: 705-748-4861

1. In case of emergency or delay, **Chris Paige, Jake Fowler, Bond Bjorgan, Geoff McKinley** will contact **Sherry Davis, Nanzala Hopson, or Claire Wilson**. On the weekend admin cell phones will be contacted.

Sherry Davis  
sdavis@pvnccdsb.on.ca  
705-748-6664 ext. 2106

Nanzala Hopson  
nhopson@pvnccdsb.on.ca  
705-748-6664 ext. 2107

Claire Wilson  
cwilson@pvnccdsb.on.ca  
705-748-6664 ext. 2108

2. While on the excursion, the Holy Cross supervisors will carry a cell phone so that students may contact them. **Chris Paige and Jake Fowler** will be the primary contacts and can be reached by PVNC email.

Chris Paige  
cpaige@pvnccdsb.on.ca  
705-927-1122

Jake Fowler  
jfowler@pvnccdsb.on.ca  
705-927-7608

When hotels are confirmed/secured contact information will be provided with assigned room designations.

In the event of any personal or medical emergencies immediate supervisors will triage with the student, administration, and parents. Emergency medical attention will be sought if required. The National Health Service is free to all patients and has been used on the previous rugby trip in 2019.

All supervisors have First Aid and CPR/AED through the board. Jake Fowler and Chris Paige have NCCP Coaching Certification.

Disciplinary issues will be dealt with on a per case basis. It is understood that a trip of this nature does not occur if it is the professional judgment of the Educators conducting the trip that this is a concern. Serious incidents will be discussed with Admin on how to proceed. Expectation for behaviour will be clear to both students and parents and will be a requirement to be a part of the trip.

Environmental conditions for example, weather will be monitored and considered. Coaches will communicate risks such as health conditions and risks such as Asthma, heat stroke, insect bites etc. Any such risks to student safety, coaches will follow board protocol and OPHEA guidelines.

Coaches will be aware of any pre-existing or current medical conditions with each participant.

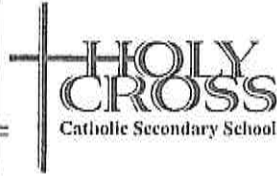
All staff supervisors have extensive experience in sports excursions in multiple sports and venues. Policies and Procedures of Rugby Canada, Scottish Rugby Union and OPHEA will be followed for participating in rugby while abroad. Standard First Aid and CPR will be applied in any medical emergency. Local 911 will be contacted in accordance with our training.

Supervisor	Role in ERP	Certifications	Contact
Chris Paige - Curriculum Chair of Technology: Holy Cross CSS	Charge	CPR/First Aid. NCCP Level 1	<a href="mailto:cpaige@pvnccdsb.on.ca">cpaige@pvnccdsb.on.ca</a> Cell: 705-927-1122
Jake Fowler - Curriculum Chair of Religious Education & Family Life: Holy Cross CSS	Care	CPR/First Aid. NCCP Level 2	<a href="mailto:jfowler@pvnccdsb.on.ca">jfowler@pvnccdsb.on.ca</a> Cell: 705-927-7608
Geoff McKinley - Curriculum Chair of Physical Education: Holy Cross CSS	Control/Care	CPR/First Aid	<a href="mailto:gmckinley@pvnccdsb.on.ca">gmckinley@pvnccdsb.on.ca</a> Cell: 705-868-5139
Bond Bjorgan - Physical Education Teacher: Holy Cross CSS	Control	CPR/First Aid	<a href="mailto:bbjorgan@pvnccdsb.on.ca">bbjorgan@pvnccdsb.on.ca</a> Cell: 705-761-0622
Sherry Davis - Principal  Jonathan Di Ianni Family of Schools Superintendent:	Admin Contact		Cell: 705-464-2678  Contact: 705-748-4861 Ext. 1230



Parent Meetings:

1. Parent Information Meeting - September 26, 2022
2. First Meeting with Confirmed Participants - October 10, 2022
3. Final meeting with Confirmed Participants - March 6, 2023



HOLY CROSS  
CATHOLIC SECONDARY SCHOOL

1355 LANSDOWNE STREET WEST • PETERBOROUGH • ONTARIO • K9J 7M3  
TEL: (705) 748-6664 • FAX: (705) 742-1498

*Take up your  
Cross ... and  
lovingly follow  
after me.*

Dear Parent & Guardians:

This letter is to invite you to an information meeting about a prospective Scottish Rugby tour in March 2023 for the boy's rugby team. The purpose of this meeting is to discuss costs, itinerary, insurance and coverage, fundraising opportunities, Emergency Action Plan, Behavioural Expectations, and the process for going on a Rugby tour. All players should attend as well.

For those new to the sport of rugby, touring is a long held tradition for rugby teams. Teams from the UK have been touring Canada for decades. Teams from Canada will usually tour the UK when they feel they have reached the caliber to be competitive there.

Due to current travel conditions as we emerge from the pandemic, parents and guardians must acknowledge that the extent to what is covered by travel insurance has changed. Cancel for Any Reason Insurance (CFAR) is the premium cancellation insurance policy that any tour is able to currently secure. Within this premium package, 50 per cent of the total cost may be recovered if the tour is to be cancelled due to extenuating circumstances.

I \_\_\_\_\_ (parent) have read, acknowledged, and agree to that if the trip is cancelled I understand I will only receive 50 per cent of the money back (insurance cancellation policy).

\_\_\_\_\_ Please sign and return to the school

Thank you for your continued support.

Sincerely,

Chris Paige & Jake Fowler  
Hurricanes Rugby Coach  
705-748-6664

**Recommended Action from the Committee-of-the-Whole  
Meeting, September 12, 2022.**

**1. Amendments to Trustee Code of Conduct.**

Mover: Linda Ainsworth

that the Trustee Code of Conduct be approved as amended.

September 12, 2022.

Committee-of-the-Whole

## **PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD**

### **TRUSTEE CODE OF CONDUCT (the “Code”)**

The Trustee Code of Conduct will be signed by each trustee at the start of each four-year term to acknowledge they have received and read the code.

#### **THE BOARD OF TRUSTEES (the “Board”):**

- ✓ commits itself to promoting gospel values and providing faith-based Catholic education for its students;
- ✓ commits itself to conducting Board business in a manner that is consistent with the mission, vision and values of the Peterborough Victoria Northumberland and Clarington Catholic District School Board and will not cause or allow any conditions, procedures, actions or decisions that are undignified, unprofessional, or contrary to the preservation of Catholic values and teachings;
- ✓ commits itself to recognizing and rigorously defending the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- ✓ commits itself to improving student achievement, equity, well-being and public confidence;
- ✓ commits itself and individual trustees to ethical, professional, and lawful conduct;
- ✓ commits itself to the interests of the students, parents, staff, and ratepayers of the Peterborough Victoria Northumberland and Clarington Catholic District School Board, rather than personal loyalties or interests;
- ✓ commits itself to an open and transparent governance model, and to respect the distinctive role of the Board, its individual trustee members and staff of the Peterborough Victoria Northumberland and Clarington Catholic District School Board; and
- ✓ commits itself to make inquiries into alleged breaches by a trustee brought to its attention and, based on the results of the inquiries, determine whether the member has breached the Board’s Code and take appropriate measures.

#### **INDIVIDUAL TRUSTEES:**

##### Laws and Regulations

- ✓ shall make the [declaration and oath of office](#) prior to commencing their role as trustee;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Education Act](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Student Achievement and School Board Governance Act](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Freedom of Information and Protection of Privacy Act](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as

prescribed by the [Municipal Freedom of Information and Protection of Privacy Act](#) and its related regulations;

- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Municipal Election Act](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Occupational Health and Safety Act](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Ontario Human Rights Code](#) and its related regulations;
- ✓ shall familiarize themselves with and comply with their duties and any requirements of them as prescribed by the [Municipal Conflict of Interest Act](#) and its related regulations, including but not limited to declaring any and all direct and indirect pecuniary interests in a matter before the Board;
- ✓ shall comply with the letter and spirit of any other laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board;
- ✓ shall conduct themselves in compliance with the Board's by-laws and with any standards of behaviour the Board adopts with respect to the conduct of its employees, together with any and all other procedures and policies that the Board may enact from time to time;

#### Conflict of Interest

- ✓ shall be responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest or the appearance of conflict of interest;
- ✓ shall declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from participating in related decisions;
- ✓ shall not vote on, discuss, or attempt to influence voting on matters in which they have a direct or indirect pecuniary interest (the direct or indirect pecuniary interest of a trustee shall include, but is not limited to a parent, spouse or child);
- ✓ when the Board is to decide on an issue at a meeting that is open to the public, about which a trustee has an unavoidable conflict of interest, that trustee shall not comment or vote on any issue or influence the voting on any such issue either prior to, during or after the meeting;
- ✓ when the Board is to decide on an issue at a meeting that is not open to the public, about which a trustee has an unavoidable conflict of interest, that trustee shall not comment or vote on any issue or influence the voting on any such issue either prior to, during or after the meeting and must leave the Board room for that portion of the meeting during which such issue is discussed;
- ✓ are not to accept gifts from third parties related, directly or indirectly, to their role as trustee;
- ✓ shall not use the influence of his or her office for any purpose other than for the exercise of his or her official duties;
- ✓ shall not allow any current employment or the prospect of his or her future employment by a person or entity to improperly or for personal gain affect the performance of his or her duties to the Board;
- ✓ shall not use their position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purpose of a relative, friend and/or business associate;
- ✓ shall not use their position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of such trustee, or the interests of a relative, friend and/or business associate of such trustee;

- ✓ shall not borrow money from any person who regularly does business with the Board unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money, such as a credit union;
- ✓ shall not act as a paid agent before the Board or a committee of the Board or any agency, board or committee of the Board;
- ✓ shall not refer a third party to a person, partnership or corporation in exchange for payment or other personal benefit;
- ✓ shall not use Board resources for personal gain nor permit relatives, friends and/or business associates to use Board resources for personal gain;

### Confidentiality

- ✓ acknowledge that, as part of their duties to the Board they may be privy to private, confidential or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions;
- ✓ agree that all information deemed private or confidential that is provided to the trustee is for Board business only, and will not be communicated beyond those to whom it has been provided;
- ✓ agree not to use, directly or indirectly, any such private or confidential information for the trustee's benefit or the benefit of any person, organization, firm, or other entity, or disclose to any third party the Board's proprietary or confidential information;
- ✓ shall keep all private and confidential information received, including but not limited to, in-camera discussions and actions in complete confidence;
- ✓ shall not discuss or review any private or confidential information in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information;
- ✓ except as required by law, shall not use or disclose the personal or educational information of students and their families that may come to the attention of the trustee;
- ✓ except as required by law, shall not use or disclose the personal and/or employment information of employees of the Peterborough Victoria Northumberland And Clarington Catholic District School Board and their families that may come to the attention of the trustee;
- ✓ agree that all duties and obligations of confidentiality above shall be continuous and survive the trustee's term of office;

### Meetings and Decisions

- ✓ shall attend and participate in meetings of the Board, including meetings of Board committees of which the trustee is a member, and will commit to being fully prepared to participate and deliberate on all matters before the Board;
- ✓ shall ensure that all information they communicate in the course of their duties is accurate and complete;
- ✓ shall avoid disrupting the process of Board and committee meetings and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during such meetings and at all other times that would discredit or compromise the integrity of the Board;

- ✓ once the Board has reached a decision, shall uphold the implementation of all Board resolutions, regardless of their personal position on the issue, and shall not make disparaging remarks about another trustee or a group of trustees in expressing comments, or disagreement or speculate on the motives of a trustee, a group of trustees, or Board staff;
- ✓ will respect the procedural rulings of the Chairperson at Board and committee meetings;

#### Communications

- ✓ shall bring information regarding any staff employment concerns to the attention of the Director of Education, if required, but shall offer no judgment on the specifics of any concern presented;
- ✓ shall bring information regarding any concerns raised by a student, parent, guardian, constituent, or supporter of Catholic education to the attention of the Director of Education, if required, but shall offer no judgment on the specifics of any concern presented;
- ✓ shall report any inquiries from lobbyists to the Director of Education forthwith and must not use their influence to gain or advance the interest of any particular party during a procurement process;
- ✓ shall act at all times, for all forms of communication including email, telephone and in-person meetings, with decorum, treat other fairly and with dignity, and shall be respectful and professional to other trustees and Board staff, as well as members of the public;
- ✓ Shall respond to requests and communications from the public or school board personnel in a timely and respectful manner;
- ✓ may comment to the media when asked about matters related to local issues in the area represented by the trustee or matters of personal opinion in accordance with the spirit of the Code;
- ✓ shall refer requests from the media for comments regarding Board policy and business decisions to the Director of Education as appropriate;
- ✓ will follow the staff/trustee communication protocol as defined by the Chairperson of the Board and the Director of Education;

#### General Conduct

- ✓ shall not attempt to exercise individual authority in Board matters, shall recognize that they hold no individual authority, and that the authority rests with the overall Board;
- ✓ shall entrust the day to day management of the Board to its staff through the Director of Education;
- ✓ are responsible for their use of Board resources for Board business purposes only, and will comply with all Board policies pertaining to acceptable expenses;
- ✓ shall observe a dress code of appropriate business attire when representing the Board at meetings and at personal appearances;
- ✓ shall not threaten or undertake any active reprisal against a person initiating an inquiry or complaint under the Code, or against a person who provides information related to an inquiry or complaint;
- ✓ shall not destroy documents or erase electronic communications or refuse to respond where a formal complaint has been lodged under the Code;
- ✓ a trustee who has reasonable grounds to believe that a member of the Board has breached



the Code must bring the alleged breach to the attention of the Board as soon as reasonably possible; and the Board must review any alleged breach to the Code and determine if the allegation is valid;

- ✓ Shall not use the facilities, equipment, supplies, services, staff or other resources of the Board for any election campaign or campaign-related activities;

#### **Chairperson of the Board:**

- ✓ ensures that the Board behaves consistently within its rules and those legally imposed by the provincial government;
- ✓ along with and in cooperation with, the Director of Education, acts as spokesperson to the public on behalf of the Board;
- ✓ is the primary link between the Board and the Director of Education; the Chairperson does not have authority to supervise or direct the Director of Education;
- ✓ chairs Board meetings with the commonly accepted responsibility of that position, while working constructively with the trustees to achieve consensus when arriving at decisions;
- ✓ may delegate his/her authority to another trustee, but remains accountable for the use of this authority.

#### **Enforcement:**

- ✓ Any trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chairperson or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chairperson to leave for the remainder of the meeting and, in the case of a refusal to do so, may, on the order of the Chairperson, be removed from the room where such meeting is taking place or the Board office. Such removal will be recorded in the minutes of the meeting.
- ✓ Without limiting the foregoing, should a trustee be in breach of the Code, the Board may, by special motion passed in accordance with Board policy:
  - Censure the trustee;
  - Restrict or bar the trustee from attending all or part of a meeting of the Board or a meeting of the committee of the Board; and
  - Restrict or bar the trustee from sitting on one or more committees of the Board, for the period of time specified by the Board;
- ✓ The motion may be presented either in an open session of the Board or an in-camera session, if the alleged breach involves matters normally presented in-camera. Any resolution determining and imposing a sanction must be made in public;
- ✓ If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provide to the Director of Education in the Director's role as Secretary to the Board;
- ✓ The Director of Education shall be present as Secretary to the Board to take minutes at all meetings involving any disciplinary action of a trustee;
- ✓ A trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public;



- ✓ If the Board determines that a trustee has breached the Code, the Board shall give the trustee written notice of the determination and of any sanction imposed by the Board in accordance with this Code and such notice shall inform the trustee that they may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice, which date will be at least 14 days after the notice is received by the trustee;
- ✓ The Board shall consider any written submissions made by the trustee and shall confirm or revoke the determination within 14 days after the trustee's submissions are received;
- ✓ If the Board revokes a determination that a trustee has breached this Code, any sanctions imposed by the Board are also revoked;
- ✓ If the Board confirms a determination that a trustee has breached this Code, the Board shall, within 14 days after the trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board;
- ✓ If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination of the alleged breach was made by the Board, or as otherwise agreed by the Board;
- ✓ Nothing in this Code prevents a trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that act;
- ✓ The Board may censure a trustee for breach of Board policy, procedure, relevant legislation, or conduct unbecoming a trustee;
- ✓ A trustee alleged to have breached the Code may not vote on a motion regarding the alleged breach.

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

September 12, 2022

**Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, FACE Levy and Central Bargaining Fees 2022-2023.**

R.A. that the payment of the 2022-2023 Ontario Catholic School Trustees' Association membership fees and FACE Levy 2021-2022 in the amount of \$66,413.15 be approved;  
and  
that the payment for the 2022-2023 Ontario Catholic School Trustees' Association GSN Funding for Central Bargaining fees in the amount of \$55,384.00 be approved.

September 12, 2022

Administration

## Benefits of Membership

*“One unified provincial voice for Ontario’s English Catholic school boards...”*

Throughout the history of Catholic education in Ontario, our system’s strength has been our ability to organize our school trustees under the guiding principles of the Gospel to advance our shared goals for the promotion and protection of Catholic education in Ontario. We achieve those objectives through our ongoing lobbying efforts, our membership development services and the following key activities that directly benefit our members.

### OCSTA:

1. Represents Catholic school boards on all provincial consultations and work groups.
2. Provides advice to boards on significant policy issues.
3. Provides an extensive array of classroom and community resources for Catholic Education Week. Information is located online at <http://www.goodnewsforall.ca>.

These resources resonate strongly with students, parents and parishes and boards have expressed their appreciation for the materials and information that are generated and shared.

4. Lobbies the government on all funding issues most of which are identified by our member boards.
5. Represents Catholic boards on significant legal issues as they arise.
6. Develops provincial messaging and platforms on key issues and developments in education affecting Catholic schools and shares such strategic resources with boards.

To further support effective school board communications and community relations, OCSTA hosts an annual professional development session for school board communication staff.

7. Provides enrichment opportunities for Catholic school board trustees and staff.
  - a. Supports online enrichment opportunities for Catholic school board trustees via the Trustee Professional Development Modules developed with input from OCSTA and delivered by the Ontario Education Services Corporation (OESC) which is supported by all Ontario’s school trustee associations. Those modules can be accessed online at the following URL: <https://modules.ontarioschooltrustees.org/?lang=en>
  - b. Annual trustee development events include January Catholic Trustees Seminar, Business Seminar, Labour Relations sessions (as needed) and the Annual General Meeting and Conference.
  - c. The OCSTA Certificate Course in Leadership and Good Governance was made available to all trustees in 2019. Protects the interests of Catholic school boards by monitoring activity in the Legislature, including draft legislation, as well as the release of new Regulations to identify impact on Catholic boards and propose amendments as necessary.

8. Maintains a provincial network, at both the political and staff levels, to position OCSTA to respond quickly to any issue of relevance to Catholic Schools.
9. Serves as the designated bargaining agent for Ontario's 29 Catholic District School Boards.

This list is not exhaustive.

In addition, OCSTA partners with the other three trustee associations and the Council of Directors of Education (CODE) to provide many services, most with direct financial benefits to boards that are available only to boards that are members of their respective provincial association. For a comprehensive understanding, please go to the Ontario Education Services website at <http://oesc-cseo.org/English/services.html>.

### **Examples of the services provided through OESC include:**

- ❖ Serving as the intervenor at the Ontario Energy Board to keep energy costs down for school boards. An estimate of savings over the past year of \$3M for Ontario's Catholic school boards. This translates into a savings of \$5.50 per pupil which exceeds the cost of OCSTA membership.
- ❖ Provision of Behaviour Management Systems. This training is required for certain staff and is offered at a rate that saves all school boards, public and Catholic, approximately \$2M annually.
- ❖ Supporting the trustee election process by providing an array of resources located at <http://elections.ontarioschooltrustees.org> that are designed to
  - Raise the profile of trustee candidates and the municipal election process
  - Educate the public on the role of trustees and school boards
- ❖ Representation and co-ordination of initiatives pertaining to the Ontarians with Disabilities Act. This is ongoing and is meant to assist and guide boards through the various stages of implementation of the legislation and regulations. This service is a major savings for member boards that would otherwise be required to develop materials locally at significant expense.
- ❖ Development of resources on topics such as equity and inclusion, thereby saving each board the cost of developing such materials locally.

Examples of Savings for  
**Peterborough V N C Catholic DSB**

School Energy Coalition  
**\$167,678**

August 2022





Ontario Catholic School  
Trustees' Association

## 2022 - 2023 Expense BUDGET

Account Name	BUDGET 2022-2023	Sub-Total as % of Budget
<b>Partnerships</b> CCSTA, ICE, Miscellaneous Membership Fees, Student Trustees'/1st Nations' Projects	\$ 213,965	7.2%
<b>Political Advocacy</b> Political Affairs & Government Relations, Catholic Curriculum & Education Research, CVO (e-learning), Fees: Consultants, Authors of Briefs, Analysts, Joint Venture	\$ 906,550	30.7%
<b>Communications and Media Relations</b> Communications (Including Promotion of Catholic Education & Media) Public Relations, Advertising	\$ 29,400	1.0%
<b>Governance</b> Committee & Task Force Meetings, Directors' Meetings, Outside Conferences & Seminars	\$ 50,000	1.7%
<b>Operations</b> Rent, Office Expense, Furniture & Computers, Telephone, Postage & Courier, Audit, Insurance, Library, Miscellaneous	\$ 368,000	12.4%
<b>Legal</b>	\$ 75,000	2.5%
<b>OCSTA-hosted Meetings/Seminars/AGM</b>	\$ 275,000	9.3%
<b>Human Resources</b> Salaries & Fees & Contracted Services, Employee Benefits, Government Deductions & Taxes, Professional Development	\$ 1,039,000	35.1%
<b>TOTAL APPROVED EXPENSE BUDGET</b>	<b>\$ 2,956,915</b>	<b>100.0%</b>



Ontario Catholic School  
Trustees' Association

## OCSTA Membership Fee Schedule

--- 2022 - 2023 ---

Cat.	Enrolment	Basic Fee	Per Pupil Cost	Cat.	Enrolment	Basic Fee	Per Pupil Cost
A	School Auth-\$2,200 (ended FYE2010 by MOE legislation)			I	20,000 - 29,999	\$20,400	2.736
B	600 - 2,999	\$2,040	4.610	J	30,000 - 39,999	\$30,600	2.278
C	3,000 - 4,999	\$4,080	4.495	K	40,000 - 49,999	\$40,800	2.006
D	5,000 - 6,999	\$5,100	4.265	L	50,000 - 59,999	\$51,000	1.693
E	7,000 - 7,999	\$6,120	4.035	M	60,000 - 69,999	\$61,200	1.526
F	8,000 - 11,999	\$8,160	3.805	N	70,000 - 79,999	\$71,400	1.421
G	12,000 - 14,999	\$10,200	3.690	O	80,000 - 89,999	\$81,600	1.337
H	15,000 - 19,999	\$15,300	2.950	P	90,000 +	\$91,800	1.296

Note: This Membership Fee Schedule was approved by Board in June 2012 for use starting in 2012 - 2013; continuing exactly the same in 2013-2014 + 2014-2015 + 2015-2016 + 2016-2017 + 2017-2018 + 2018-2019; REVISED 2019-2020; continuing the same in 2020-2021 + 2021-2022 + 2022-2023

**Student Trustee Professional Development, Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, October 20-23, 2022.**

**R.A.:** that student trustees wishing to do so, be authorized to attend the Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, October 20-23, 2022, in Toronto, Ontario.

September 16, 2022

Administration

1. Trustee Matter

**R.A.:** that the resignation received from David Bernier as  
Trustee for Northumberland County, effective  
September 28, 2022, be accepted with regret.

September 12, 2022

Administration





**Premier of Ontario**  
**Premier ministre**  
**de l'Ontario**

Legislative Building  
Queen's Park  
Toronto, Ontario  
M7A 1A1

Édifice de l'Assemblée législative  
Queen's Park  
Toronto (Ontario)  
M7A 1A1

August 2, 2022

Mr. Braden Leal  
Board Chairperson  
Ms. Joan Carragher  
Director of Education and Secretary-Treasurer  
Peterborough Victoria Northumberland and Clarington  
Catholic District School Board  
via: mkennedy@pvnccdsb.on.ca

Dear Mr. Leal and Ms. Carragher:

Thank you for your kind words concerning the recent provincial election. I very much appreciate your support.

I'm extremely grateful and humbled to be chosen once again to lead this province. A second term in office means I'll work twice as hard. Ontarians have put their trust in me to get the job done — I do not take that trust for granted. Our government will work every single day towards a better Ontario and a brighter future for all.

We've rolled up our sleeves and are already hard at work building new highways, hospitals, and schools. Our government will maintain its focus on unprecedented growth and prosperity by creating good paying jobs and cutting red tape. We will run a smarter, more efficient government. We will keep costs down, build more attainable housing and ensure the province stays open by producing PPEs and vaccines right here in Ontario.

Now is the time for unity. We are unstoppable when we stand together. Let's get it done!

Sincerely,

A handwritten signature in black ink, appearing to be "Doug Ford".

Doug Ford  
Premier

**Ministry of Education**

Minister

315 Front Street West  
Toronto ON M7A 0B8

**Ministère de l'Éducation**

Ministre

315, rue Front Ouest  
Toronto ON M7A 0B8



August 18, 2022

Braden Leal

[jleal@pvnccdsb.on.ca](mailto:jleal@pvnccdsb.on.ca)

Joan Carragher

[jcarragher@pvnccdsb.on.ca](mailto:jcarragher@pvnccdsb.on.ca)

Dear Braden Leal and Joan Carragher,

I want to take this opportunity to sincerely thank you for reaching out to me with your message of congratulations regarding my appointment for a second term as Ontario's Minister of Education. Your kind words are warmly appreciated.

Serving as the Minister responsible for the education of Ontario's young people is a great honour, and an incredible responsibility.

Our government has taken on meaningful reforms to greatly improve the quality of public education, with a focus on student success, above all else. During my first term as Minister, our government:

- Overhauled the new math curriculum to be focused on foundational math skills, financial literacy, budgeting and coding in every grade to bring this learning back to real-life applications and skills;
- Ended streaming in Grade Nine math with a new de-streamed course that replaces the previous academic and applied courses that disproportionately impacted racialized children;
- Issuing new elementary science and technology curriculum and a de-streamed Grade 9 science course with new learning on STEM, engineering design, the skilled trades and emerging technologies for the 2022-23 school year;
- Made unprecedented investments to support student mental health, including a 420% increase in supports from 2017-18 under the previous government;
- Negotiated a \$13.2 billion child care agreement with the federal government that will lower fees for families and deliver an average of \$10-a-day child care by September, 2025;

.../2

- Introduced Canada's first policy to mandate anti-sex trafficking protocols as well as the development of an anti-bullying plan for every school. This builds on Ontario becoming the first province to mandate sexual abuse prevention training for all educators in schools and child care, along with lifetime ban of any educator found guilty of a serious criminal code offence like sexual abuse or violence. The government went further by now posting the names of educators involved in serious criminal proceedings, with the aim of enhancing transparency for parents and protecting kids;
- Revoked Ontario Regulation 274, which means that school boards can now develop local teacher hiring policies based on factors such as merit and diversity rather than years of service.

In the years ahead, I will continue to advance our government's agenda of investing \$14 billion over a decade to build new schools, improve existing facilities and create safe and affordable child care spaces for hard-working families, and updating the curriculum to equip students with life and job skills and better prepare them for the workforce of tomorrow. We remain squarely focused on ensuring student success, and looking to get kids back to class, on time in September, with the full experience they deserve to succeed.

Going forward, it's critically important that we work together to maintain this positive momentum, and I hope that you will stay in touch. As Minister of Education, I greatly value the advice of key stakeholders, and I want to hear what you have to say, although I must add that I will always put the needs of parents and children first. That is my promise to you, and to families across Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Lecce', with a stylized, cursive script.

The Hon. Stephen Lecce  
Minister of Education



**TODD J. McCARTHY**  
MPP - Durham



**Constituency Office:**  
23 King St. W  
Bowmanville, ON L1C 1R2  
☎ (905) 697-1501

July 20, 2022

Mr. Braden Leal  
Board Chairperson  
Peterborough Victoria  
Northumberland & Clarington  
Catholic District School Board  
1355 Lansdowne Street West  
Peterborough ON K9J 7M3

Ms. Joan Carragher  
Director of Education, Secretary-Treasurer

Dear Mr. Leal and Ms. Carragher,

I would like to take the opportunity to thank you for the letter of congratulations you were kind enough to send to me last week. It certainly was a kind and thoughtful gesture.

I join you in recognizing the importance of a strong and publicly funded education system across Ontario. As a former School Board Trustee, I applaud your commitment towards providing a safe, inclusive, and vibrant environment conducive to students' success.

Once again, thank you for taking the time to reach out to me and please do not hesitate to contact my office if we can be of any assistance.

Thank you and Kind Regards,

Todd McCarthy  
Member of Provincial  
Parliament - Durham



Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement,  
de la Protection de la nature et des  
Parcs

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor  
Toronto ON M7A2J3  
Tel.: 416-314-6790

777, rue Bay, 5<sup>e</sup> étage  
Toronto (Ontario) M7A2J3  
Tél.: 416.314.6790



357-2022-1387

Date

Mr. Braden Leal, Board Chairperson  
Ms. Joan Carragher, Director of Education, Secretary-Treasurer  
Peterborough Victoria Northumberland and Clarington Catholic District School Board  
1355 Lansdowne Street West  
Peterborough ON K9J 7M3

Dear Mr. Leal and Ms. Carragher:

Thank you very much for your letter regarding my recent appointment as Ontario's Minister of the Environment, Conservation and Parks.

I am honoured to have been reappointed to this position and I sincerely appreciate your support. As Minister, I will continue to work hard to help foster a healthy and sustainable environment while working collaboratively with colleagues and Ontarians to support our government's plan to create jobs, build resilient communities, and keep our economy open and strong. A healthy economy and environment go hand-in-hand and we will strive to ensure Ontario remains a leader in clean energy, steel and EV manufacturing while building the public transit Ontarians deserve and depend on.

I look forward to working with you and other partners as we continue to build on the great work of our government to ensure clean air, land and water and further support clean, green growth for our communities for generations to come.

As always, do not hesitate to reach out to me to collaborate or if you should ever need anything.

Sincerely,

A handwritten signature in black ink, appearing to read "David Piccini", written over a horizontal line.

David Piccini  
Minister of the Environment, Conservation and Parks