



# Agenda

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## Regular Board Meeting

Tuesday, October 25, 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. Land Acknowledgement.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the Minutes of the September 27, 2022 Regular Board Meeting. Page 5
7. 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.
2. Report from the Student Trustees  
Siobhan Marie, Senior Student Trustee and  
Madelyn Gaskell, Junior Student Trustee.

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

#### **C. Presentations:**

1. R.A. Holy Trinity Catholic Secondary School Excursion to France and Italy, March 6-14, 2024. **R.A: Page 16** **Details: Page 17**  
Julie Selby, Superintendent of Learning, Mark Joly, Principal, Holy Trinity Catholic Secondary School, and Amanda King, Teacher, Holy Trinity Catholic Secondary School.
2. Protecting the Environment: Updates on PVNCCDSB Environmental Programs.  
Sheila Piggott, Superintendent of Learning and Sarah Taylor, Learning Consultant.
3. Providing Excellence in Teaching and Learning: Catholic Board Improvement Plan for Student Achievement and Well-being.  
Jeannie Armstrong, Superintendent of Special Education, Jonathan Di Ianni, Superintendent of Learning, Sheila Piggott, Superintendent of Learning, and Julie Selby, Superintendent of Learning.

#### **D. Programs and Services:**

1. R.A. Approval of the School Level Identification, Placement and Review Committees, 2022-2023. **R.A: Page 66** **Details: Page 67**  
Jeannie Armstrong, Superintendent of Special Education.

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

1. R.A. Recommended Actions from the Committee-of-the Whole Meeting, October 11, 2022: Trustee Honoraria. **R.A: Page 71** **Report: Page 72**  
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.

#### **F. Human Resources:**

#### **G. Policy Development:**

1. R.A. Recommended Action from the Policy Development Committee Meeting, October 4, 2022. **R.A: Page 75** **Details: Page 76**

**H. Old Business:**

1. Response to Board Delegation.

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Braden Leal, Board Chairperson.
2. Committee Chairpersons' Report:
  - a. Accessibility for All Committee, October 13, 2022.
  - b. Faith and Equity Advisory Committee, October 13, 2022.
  - c. Catholic Parent Engagement Committee, October 17, 2022.
  - d. Special Education Advisory Committee, October 20, 2022.

**L. Future Meetings and Events:**

1. Board Meetings:
  - a. Inaugural Board Meeting and Mass, November 15, 2022, 4:00 p.m.  
Large Boardroom, Catholic Education Centre.
  - b. Board Meeting Open Session, November 22, 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, November 1, 2022, 6:30 p.m.
  - b. Chairperson's Committee, November 7, 2022, 5:00 p.m.
  - c. Committee-of-the-Whole, December 5, 2022, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. French as a Second Language Advisory Committee, November 9, 2022.
  - b. Audit Committee, November 10, 2022, 6:30 p.m.

- c. Special Education Advisory Committee, November 17, 2022, 6:30 p.m.
  - d. Student Council Liaison Committee, November 22, 2022, 4:15 p.m.
  - e. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
  - f. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
  - g. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
  - h. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
  - i. SAL Committee, TBA
4. Board Events: (Listed in chronological order.)
- a. Board Retirement Celebration, November 4, 2022, 6:00 p.m., Holiday Inn, Peterborough-Waterfront, 150 George Street W., Peterborough.
  - b. St. Paul Catholic Elementary School, Norwood – 50<sup>th</sup> Anniversary Celebration, November 5, 2022. (Doors open at 2:00 p.m., Mass at St. Paul's Catholic Church, Norwood, 5:00 p.m.)
  - c. Mass for Deceased PVNCCDSB Community Members, November 23, 2022, 4:30 p.m., St. Peter-in-chains Cathedral, Peterborough.
  - d. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
  - e. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.

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

- 1. Report from the In-camera Meeting, October 25, 2022.
- 2. Trustee Matter.
- 3. Closing Prayer.
- 4. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, September 27, 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, Madelyn Gaskell (Junior Student Trustee), Jenny Leahy, Braden Leal (Chairperson), Kevin MacKenzie, and Siobhan Marie (Senior Student Trustee).

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

Regrets: Helen McCarthy

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

The Board Chairperson Braden Leal called the meeting to order at 6:28 p.m. and welcomed guests who had joined the meeting in person, as well as online. Mr. Leal welcomed principal representatives, Lisa Gemmiti-Folz, from St. Paul Catholic Elementary School, Lakefield, and Rebecca Brady, from St. Alphonsus Catholic Elementary School.

### **1. Examen and Opening Prayer**

Father Paul Massel, Board Chaplain and Faith Animator, was invited by the board chairperson to lead a daily examen and open the meeting with prayer.

### **2. Singing of the National Anthem**

A video of the National Anthem was played.

### **3. Moment of Silence**

Board Chairperson Braden Leal invited everyone to observe a moment of silence in remembrance and mourning, acknowledging the passing of Her Royal Highness, Queen Elizabeth II.

4. 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.

5. Approval of the Agenda

**MOTION:** Moved by David Bernier, seconded by Linda Ainsworth  
that the Agenda be approved.

Carried.

6. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

7. Approval of the Minutes of the June 28, 2022 Regular Board Meeting.

**MOTION:** Moved by Linda Ainsworth, seconded by Jenny Leahy  
that the minutes of the June 28, 2022 Regular Board Meeting  
be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

9. Swearing-in of Junior Student Trustee, Madelyn Gaskell.

The swearing-in ceremony for the Junior Student Trustee, Madelyn Gaskell, was officiated by the Director of Education, Joan Carragher, the Board Chairperson, Braden Leal, and Father Paul Massel. Madelyn Gaskell made a pledge of commitment to the service of Catholic Education and fellow students. Madelyn was welcomed to the Board with a prayer and blessing by Father Paul Massel and presented with a board pin from the Director to symbolize her call to service with PVNCCDSB.

**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:

- Welcome back, the 2022-2023 school year is off to a great start with many activities taking place in all of the schools.
- Thank you to trustees who were able to attend the opening Mass for Principals, Vice-principals, Superintendents and Managers where our new administrators were commissioned to their roles.
- The facilities projects that were completed in a number of schools over the summer months were noted and thanks were extended to Richard Driscoll, Manager of Facilities, the entire Maintenance Department and Isabel Grace, Superintendent of Business, Finance and Facilities for their work on the impressive number of projects.
- The board welcomes Benjamin Tenesia who has been permanently hired to the board in the position of Equity Advisor.
- Respectfully acknowledge the passing of Queen Elizabeth II and thank PVNCCDSB school communities who participated in prayer services on the day of her funeral and who flew the flag at half-mast.
- The Canadian flag was also flown at half-mast to honour Police remembrance and Firefighter remembrance on September 11<sup>th</sup> and September 25<sup>th</sup>, respectively.
- The Region One Ontario Catholic Supervisory Officers' Association members met in Peterborough in September. Bishop Meihm celebrated mass with the senior administrators from eastern Ontario.
- Best wishes were extended to all candidates who have put their names forward to run as trustees in the upcoming Municipal elections on October 24, 2022.
- Catholic Virtual Online courses (CVO) has established 35 online courses with catholic context and content, written by Catholic educators. This course offering is meaningful for our students who will be able to register for these Catholic online courses to meet the new Ontario Secondary School Diploma requirements to earn a minimum of two courses online. The promotional video from the CVO was viewed by the trustees.

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

## 2. Report from the Student Trustees.

Senior Student Trustee, Siobhan Marie and Junior Student Trustee, Madelyn Gaskell, gave the Student Trustee report which included the following highlights:

- Students are excited to be back in person for the 2022-2023 school year and are happy to learn in a face-to-face environment.
- Introduction of Madelyn Gaskell, Junior Student Trustee who has been appointed

Co-chair of the Ontario Student Trustees' Association's Student Wellbeing Working Group.

- At the Student Council Liaison Committee meeting, representatives from the six secondary schools shared the many activities that are taking place in all of the secondary schools this month.
- The committee collaborated to discuss the goals for the year which are to focus on engaging and reconnecting youth with their school and church communities and the committee will be planning in-person retreats this year.
- Some school activities that are happening are Link Crew welcoming activities for Grade 9s, Orange Shirt Day activities and other National Day for Truth and Reconciliation events, plans for school dances, Terry Fox fundraising events, and school council retreats.
- Siobhan noted her involvement with the Executive Council of OSTA-AECO and their recent meeting with Stephen Lecce, Minister of Education where there was an opportunity for the students to engage and share their priorities.
- Both student trustees plan to participate in the upcoming OSTA-AECO Fall General Meeting being held in Toronto in October.

Siobhan Marie invited questions and comments at the conclusion of her report. Answered questions from the trustees.

### 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:

- The United Way fundraising campaign will be launched at PVNCCDSB on September 28. A video message from the Director of Education that will be sent to all staff was previewed.
- The PVNC Staff Census is scheduled launch on October 24<sup>th</sup>. Principals and Senior Administrators will facilitate the distribution of the survey in all work locations.
- A Day in the Life of a Principal is a feature that will put a spotlight on the work that takes place in PVNC schools.
- St. Anne Catholic Elementary School recently celebrated Franco-Ontarian Day with a school-wide assembly and collaborative activities led by the Grade 5 classes taught by Mme O'Reilly and Mme Lackey.
- A report on the outcomes from the first year of the Everyday Hero awards was presented. The data was obtained from surveys about the program that were



completed by the recipients and nominators.

At the conclusion of his report, Galen Eagle invited questions and comments from the trustees.

### C. Presentations:

1. Delegation: Access to Education – Student Transportation to Holy Trinity Catholic Secondary School.

The Board Chairperson, Braden Leal, welcomed Angela McReelis, parent from Holy Trinity Catholic Secondary School and invited her to the board table for her delegation. It was noted that Ms. McReelis' presentation was anticipated to be slightly longer than the allotted time of fifteen minutes. It was agreed that the presentation would be timed but allowance would be made for her to give the presentation in its entirety. A five-minute question period during which trustees had the opportunity to seek clarification of any points in the presentation followed.

Ms McReelis delivered a prepared presentation which outlined the concerns of parents and students from Holy Trinity Catholic Secondary School who are seeking resolution to their concerns of what they feel is a lack of public transit, a lack of safe walking routes, and excessive walking distances for students. In particular, the group is seeking an immediate review of the policy that pertains to walking distances, partnerships with public transportation in Durham Region, and a review of the utilization of existing bus routes servicing Holy Trinity CSS.

At the end of the presentation, the trustees thanked Angela McReelis for taking the time to prepare and present her information at the board meeting.

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

Jonathan Di Ianni introduced Holy Cross Catholic Secondary School Principal, Sherry Davis, and teachers, Jake Fowler and Chris Paige, who gave a video presentation to demonstrate visually the locations and experiences that students who embark on the proposed excursion will have. Following the video presentation, the group reviewed the details of the planned excursion and the trustees had an opportunity to ask questions.

**MOTION:**

Moved by Linda Ainsworth, seconded by Kevin MacKenzie

that the proposed Holy Cross Catholic Secondary School student excursion to Scotland, 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.

Carried.

3. Inspiring Faith: Board Pastoral Plan.

Jeannie Armstrong, Superintendent of Special Education, Faith and Equity, introduced Father Paul Massel Board Chaplain and Faith Animator who presented the Board's new pastoral plan. The plan, which was collaboratively developed by a committee, has the mission to 'Ignite Faith, Hope and Love through Conversation, Celebration and Community to create a culture of belonging'.

Father Paul Massel gave detailed examples of how the three overarching goals will be carried out to invite conversation and sharing, to celebrate the diverse charisms by understanding the school community's identity, and to see God's presence in each other in the witnesses found in our community by inviting members of the communities to share their vocation. The theme of the first three years of the plan are 'Being Creative' (Faith) in the first year, 'Being Well' (Hope) in the second year, and 'Being Community' (love) in the third year.

Following the presentation, the trustees were invited to ask questions.

4. Providing Excellence in Teaching and Learning: 2022 Summer Learning Programs.

Superintendent of Learning and Student Success, Jonathan Di Ianni, introduced fellow presenters, Jeannie Armstrong, Superintendent of Special Education Services, Lisa Gemmiti-Folz, Principal from St. Paul Catholic Elementary School, Lakefield, and Jennifer Angelo, Mental Health Lead.

Jonathan Di Ianni reviewed the programs that took place over the summer months and highlighted the activities that took place in the Focus on Youth Program (secondary grades), Camp Aim (Grades 1-8), and Welding Camps (Grades 7-8). Programs that provided traditional secondary credit course offerings, credit recovery programs for secondary students were also noted. There were special education supports provided to students delivered through four special education resource teachers and five educational assistants.

Jeannie Armstrong introduced the special education transition programs that took place during the summer months, through the provision of Ministry funding. Lisa Gemmiti-Folz gave further detail about the programs that were available for 96 student participants. The program was well received and positive feedback was received from parents and school staff who note that the students are transitioning well into school routines this September.

Jennifer Angelo described the program that was offered to support students who

transitioned from virtual school back to in-person school this September. The goal of the program was to reduce anxiety for students and families who had been away from their physical classroom for a prolonged period. The support was delivered through virtual sessions (four in total) and a visit to the home school for an in-person school tour.

Finally, a brief overview of the Summer Institute was given. Summer Institute, held in August, provided a voluntary learning experience for educators in a wide variety of topics.

At the conclusion of the presentation, Trustees were invited to ask questions of the presenters.

Siobhan Marie left the meeting at 8:29 p.m.

#### **D. Programs and Services:**

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

1. Recommended Action from the Committee-of-the-Whole Meeting, September 12, 2022, Amendments to Trustee Code of Conduct.

The recommended changes made at the Committee-of-the-Whole meeting were implemented and were reviewed by legal counsel.

**MOTION:** Moved by Linda Ainsworth, seconded by Kevin MacKenzie  
that the Trustee Code of Conduct be approved as amended.

Carried.

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

Board Chairperson Braden Leal reported that representatives from the Ontario Catholic School Trustees' Association have met with the Minister of Education and also the education critics which represent all of the political parties in the legislature to express current issues and concerns.

In her Regional Report, Trustee Linda Ainsworth reported that she recently attended an online presentation by Catholic Virtual Ontario. Catholic Virtual Ontario have worked to establish the collection of uniquely Catholic virtual courses which are being taught by Catholic educators, which was made possible by the leadership of the OCSTA.

Trustee Jenny Leahy reported on her attendance at the recent OCSTA Fall Regional Meeting, that included a presentation by Anne O'Brien on Adult Faith Formation.

Linda Ainsworth also reported that the OCSTA Catholic Trustees' Seminar is being planned to take place in person at the Delta Marriott Toronto Airport from January 19-21, 2023.

3. Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, Friends, and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees.

**MOTION:** Moved by Linda Ainsworth, seconded by Jenny Leahy

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.

Carried.

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

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

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.

Carried.

#### **F. Human Resources:**

#### **G. Policy Development:**

#### **H. Old Business:**

#### **I. New Business:**

1. Trustee Matter

**MOTION:** Moved by Loretta Durst, seconded by  
that the resignation received from David Bernier as Trustee for  
Northumberland County, effective September 28, 2022, be  
accepted with regret.

Carried.

**J. Bring Forward:**

**K. Information Items:**

1. Correspondence from the Premier, the Minister of Education, and Members of Provincial Parliament.
2. Chairperson's Report

Board Chairperson, Braden Leal thanked Joan Carragher, Galen Eagle and the Student Trustees, Madelyn Gaskell and Siobhan Marie for their positive reports of a successful in person start to the school year this September.

Braden Leal noted that with the acceptance of the resignation of Trustee David Bernier, that it would be David's final meeting at the table and took the opportunity to give his best wishes for an enjoyable retirement. He offered his gratitude for Mr. Bernier's years of dedication to the Board.

Joan Carragher, Director of Education made a gift presentation on behalf of the board and extended her best wishes on behalf of staff and students. Joan Carragher noted David's exceptional service and commitment to student and staff well-being since 2006 and his involvement with the hiring of four Directors of Education and many senior administrators and principals.

David Bernier reflected on his 16 years as a trustee and noted that he has had a great number of memories. He thanked the senior team and leadership in the board that has made PVNCCDSB and its accomplishments notable amongst boards across the province.

3. Committee Chairperson's 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 Meeting

- a. Regular 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, 6:30 p.m.
- 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, 6:30 p.m.
- g. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
- h. Audit Committee, November 10, 2022, 6:30 p.m.
- i. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Catholic Leadership Development Series, Session #1, October 20, 2022.
- b. Board Retirement Dinner, Friday, November 4, 2022, Holiday Inn, Peterborough.
- c. 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.

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

that the Board approve the actions and the discussions arising  
from the September 27, 2022, in-camera session, as follows:

- A. Call to Order:
  - 1. Opening Prayer
  - 2. Motion to excuse Trustee Helen McCarthy.
  - 3. Motion for the Approval of agenda.
  - 4. There were no conflicts of interest declared.
  - 5. Approval of the June 28, 2022 Regular In-camera minutes.
- D. Business, Finance and Governance:
  - 1. OCSTA In-Camera Report.
- G. Old Business
  - 1. Correspondence
- I. Convening in Open Session:
  - 1. Closing Prayer.
  - 2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Trustee Kevin MacKenzie led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Kevin MacKenzie, seconded by David Bernier  
that the open session meeting be adjourned at 9:16 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 Trinity Catholic Secondary School, Courtice, Student Excursion to France and Italy, March 6-14, 2024.

**R.A.:** that the proposed Holy Trinity Catholic Secondary School Student Excursion to France and Italy, from March 6-14, 2024, 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.

October 11, 2022

Administration



## CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Amanda. King	School: Holy Trinity CSS
Adult Supervisors Attending: Amanda King, Paul Jacula, Tara Bruckmann, Bryan Yantha	
Destination: Paris, Florence and Rome	Mode of Transportation: Plane, bus and train
Grade/Course: Grades 10-12	Date of Submission: Sept. 30, 2022
Departure Date: Wednesday March 6 <sup>th</sup> , 2024	Return Date: Thursday March 14 <sup>th</sup> , 2024
Number of Students: boys: TBD girls: TBD	Number of Adult Supervisors: estimate 4 (minimum of 1 female and 1 male)
Name of Travel Agent: EF Educational Tours	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$3952.00	

**Summary of Proposed Activity:** Students will have the opportunity to immerse themselves in the cultures of two European countries: France and Italy. They will travel with a licensed tour guide to several historic locations, including St. Peter's Basilica, the Sistine Chapel, Notre Dame Cathedral and Santa Maria del Fiore Cathedral.

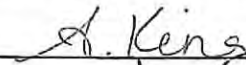
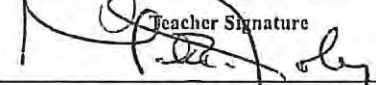
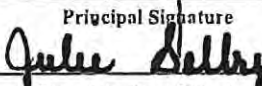
**Curricular Relevance:** (provide the overall expectations addressed) Throughout the tour students will experience the historic and religious nature of several sites. Please see the submitted package for detailed information regarding sites visited.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
<b>Total</b>	<b>\$3952.00</b>	<b>Total</b>	<b>\$</b>

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

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>✓ Itinerary (including Mass if on the weekend)</li> <li>✓ Contract Information</li> <li>✓ Additional Medical Coverage needs considered</li> <li>✓ History of Excursion – number of years: 16</li> <li>✓ Certification required by staff attending: First Aid</li> <li>✓ Educational objectives stated</li> </ul> | <ul style="list-style-type: none"> <li>✓ Information and consent letter to parents</li> <li>✓ Liability waivers signed</li> <li>✓ Supervision ratio in alignment with A.P. 305</li> <li>✓ List of destination/emergency phone numbers provided **</li> <li>✓ Passports (if required) **</li> </ul> <p>(will provide detailed participant list and contact numbers in March 2024)<br/>**to be updated as available</p> |
|---|---|

**COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES**    Not Applicable – No high risk activities

  
 \_\_\_\_\_  
 Teacher Signature  
  
 \_\_\_\_\_  
 Principal Signature  
  
 \_\_\_\_\_  
 Superintendent Signature

Sept. 30/2022  
 \_\_\_\_\_  
 Date  
 Sept. 30, 2022  
 \_\_\_\_\_  
 Date  
 October 19, 2022  
 \_\_\_\_\_  
 Date



HOLY TRINITY  
CATHOLIC SECONDARY SCHOOL

2260 COURTICE ROAD • COURTICE • ONTARIO • L1E 2M8  
TEL: (905) 404-9349 • FAX: (905) 404-9372

Ms. Julie Selby  
Superintendent of Schools/ I/S Program  
The Peter L. Roach Catholic Education Centre  
P.V.N.C. Catholic District School Board  
1355 Landsdowne St. West  
Peterborough, ON K9A 7M3

September 30, 2022

Dear Ms. Selby,

Please accept this letter as a request for approval of a proposed international March Break trip. Holy Trinity Secondary School would like to tour Paris, Florence and Rome. This trip will take place during March Break, 2023-2024; leaving late Wed. March 6<sup>th</sup> to Thurs. March 14<sup>th</sup>. This trip will be organized through the reputable tour company, EF Educational Tours.

There are several students and teacher chaperones who have indicated their wish to participate on this tour; the resulting student to teacher ratio will be 6 to 1.

Attached you will find:

- An Out of School Activity Request for Approval Form
- A copy of the itinerary – please note: Mass on Sunday March 10, 2024 \* location and time TBD
- Cost and sharing arrangements
- Historical and educational significance of the trip
- Emergency contact numbers
- Correspondence which has/will be sent home to parents.
- Behaviour Contract
- Category 5 Permission Form (Waiver)
- Contract information & Terms and Conditions
- Details of medical and travel coverage

Thank you for your consideration of this proposed trip and please advise regarding next steps.

Sincerely,

Amanda King  
Curriculum Chair of Special Education/ESL/Library  
Holy Trinity CSS





September 29, 2022

Holy Trinity Secondary School  
2260 Courtice Rd  
Courtice, ON  
L1E 2M8

Dear Amanda,

EF Educational Tours (EF) is thrilled to be involved in your 2024 travel plans to Paris, Florence and Rome. With over 55 years as the leader in educational travel, we are uniquely qualified to provide your students with the international learning experience of a lifetime.

We understand that your school group must attend Catholic Mass while on tour and we are happy to accommodate your request.

Details of your Catholic Mass will be confirmed by your Tour Director during your pre-tour communication, approximately 14 days prior to departure. Please note we cannot guarantee your Mass will be conducted in English.

Please do not hesitate to contact us should you have any questions or concerns. We look forward to providing your school group with unforgettable and rewarding educational experience.

Kind Regards,

Cameron Wylie  
Business Development Manager

## What you'll experience on your tour

### Day 1: Fly overnight to France

#### Day 2: Paris

- Meet your Tour Director at the airport in Paris, the City of Light. During your stay you'll get a taste of Parisian style as you ride down the Champs-Élysées, an elegant boulevard packed with high-fashion boutiques. Pass the Place de la Concorde and the Arc de Triomphe and strike a pose in front of the Eiffel Tower. At the École Militaire, see where a promising young Napoleon launched his rise to power. I.M. Pei's iconic glass pyramid marks the entrance to the renowned Louvre, home to treasures like Leonardo da Vinci's *Mona Lisa*. Then, admire the Notre Dame Cathedral's sculptured façade, stained-glass rose windows and seemingly weightless vaulted ceilings.
- Take a walking tour of Paris: Opéra district; Place Vendôme; Rue du Faubourg St. Honoré; Tuilleries.
- Visit the Louvre.

#### Day 3: Paris

- Take an expertly guided tour of Paris: Place de la Concorde; Champs-Élysées; Arc de Triomphe; Les Invalides; Eiffel Tower.
- Catch a glimpse of Notre-Dame Cathedral.
- Time to see more of Paris or visit Versailles.
- Enjoy a Seine River cruise.

#### Day 4: Milan

- Travel by TGV train to Milan.
- Take a walking tour of Milan: Duomo; La Scala.

#### Day 5: Florence

- Free Time to Attend Catholic Mass
- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's *David* and Botticelli's *Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistry. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop. Then, visit a leather workshop, the perfect place to find Florentine souvenirs.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise; Duomo.
- See a leather-making demonstration.

### Day 6: Florence

- Full day to see more of Florence or visit Pisa.

### Day 7: Rome

- Travel to Rome, a city that integrates its past into the present better than any other.
- Take an expertly guided tour of Rome.
- Visit the Colosseum.
- Visit the Roman Forum.

### Day 8: Rome

- Take an expertly guided tour of Vatican City. (Vatican subject to closings on Sunday and holidays.)
- Visit the Sistine Chapel.
- Visit St. Peter's Basilica.
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps.

### Day 9: Depart for home

#### ~~2-DAY TOUR EXTENSION~~

#### ~~Days 9-10: Sorrento region | Rome~~

- ~~– Take an expertly guided tour of Pompeii.~~
- ~~– Take an expertly guided tour of Capri.~~
- ~~– Take an island cruise.~~

#### ~~Day 11: Depart for home~~



*St. Peter's basilica! I still can't believe this is real! #pentecost #stpeterbasilica #italy #vaticancity #vatican #rome #art #amazing #wow*

– JESSY, TRAVELLER



Via Instagram

*this trip was just simply breath taking! it was the best place in the world! plus you have to love the metro :)*

– CAITLIN, TRAVELLER



Via Facebook

### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





EDUCATIONAL  
TOURS

Watch videos, read  
reviews, and enrol on your  
**teacher's Tour Website**

[eftours.ca/](http://eftours.ca/)

This is also your tour number

# PARIS, FLORENCE & ROME

9 or 11 days | France | Italy | Extension to Pompeii and Capri

Witness thousands of years of technical and cultural advances. See engineering breakthroughs like the flying buttresses of Notre Dame and Brunelleschi's dome in Florence. At the Vatican, learn how Michelangelo's stunning ceiling frescoes turned architecture into priceless art. And at every turn, gain an understanding of how a city's cultural achievements shape its history.

## EVERYTHING YOU GET:

-  **Full-time Tour Director**
-  **Sightseeing:** 4 sightseeing tours led by expert, licensed local guides (6 with extension); 2 walking tours
-  **Entrances:** Louvre; Notre Dame Cathedral; Leather-making demonstration; Sistine Chapel; St. Peter's Basilica; Colosseum; Roman Forum; *With extension: Pompeii Roman Ruins; Capri island cruise*
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motor coach; TGV train; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily





Anyone can see the world.

## YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

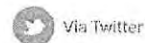
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

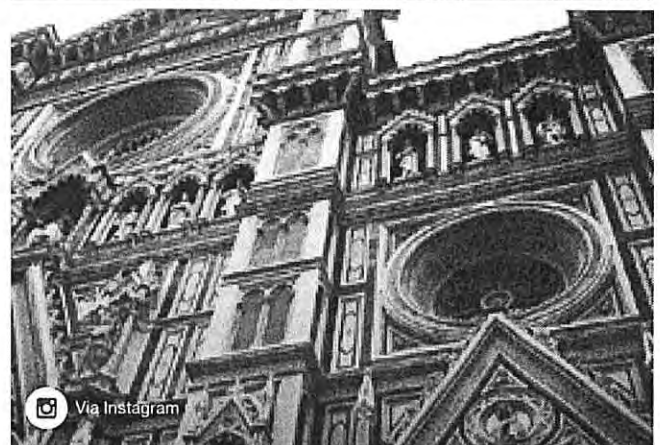
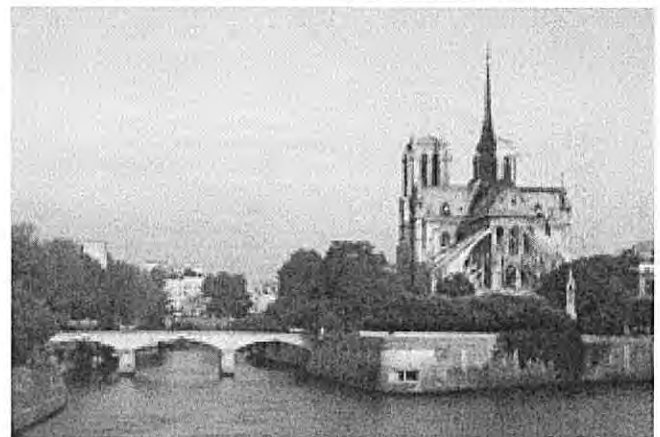
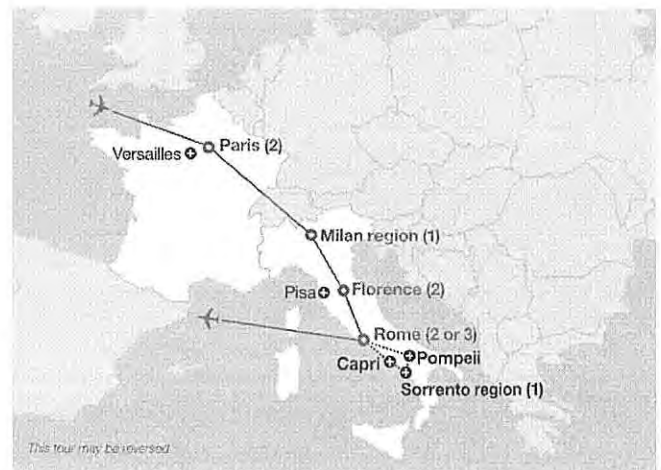
—MELISSA, TRAVELLER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.ca/](http://eftours.ca/)

Your teacher's Tour Website





— The easiest ways to —  
**ENROL TODAY**



**Enrol on our website**  
[eftours.ca/enrol](http://eftours.ca/enrol)



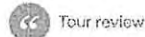
**Enrol by phone**  
1-800-263-2806  
**Enrol by fax**  
1-800-556-6046



**Mail your Enrolment Form to:**  
EF Educational Tours  
80 Bloor Street West, 16th Floor  
Toronto, ON M5S 2V1

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.*

—CHARLOTTE, PARENT



Tour review

## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

- We always offer the lowest prices so more students can travel.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



## Cost & Sharing

- Consolidated Tour Fee: **\$3952** per student
- Additional Costs:
  - o Passport Application
  - o Bus to and from airport (approx. \$35)
  - o Gratuities (approx. \$80)
- To be paid by the student and/or their parent(s)

## Chaperone Information

- Chaperone to student ratio will be approximately 1:6; this allows for close supervision at all times.
- All chaperones will be current staff members at Holy Trinity CSS, with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.
- Proposed Chaperones:
  - o Amanda King – Group Leader & Female Teacher (has chaperoned/led 3 trips)  
email: [amking@pvnccdsb.on.ca](mailto:amking@pvnccdsb.on.ca) cell: 905-213-8194
  - o Paul Jacula – Male Teacher (has chaperoned/led 8 trips)  
email: [jpjacula@pvnccdsb.on.ca](mailto:jpjacula@pvnccdsb.on.ca) cell: 905-434-0057
  - o Tara Bruckmann – Female Teacher (new chaperone)  
email: [tbruckmann@pvnccdsb.on.ca](mailto:tbruckmann@pvnccdsb.on.ca) cell: 905-809-2987
  - o Bryan Yantha – Male Teacher (has chaperoned multiple trips while employed at Lakefield College School)  
email: [byantha@pvnccdsb.on.ca](mailto:byantha@pvnccdsb.on.ca) cell: 705-768-8055
  - o Others will be determined based on number and genders of students enrolled.

## Liability Forms & Student Information

- See attached forms: Informed Consent (Category 5) and Behaviour Contract
- Prior to the tour students are given a package that contains additional forms (Student Information, Customs Letter and Medical Information) that are collected at our Parent/Participant Pre-Departure meeting.
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.



## **Educational Objectives**

### ***Curriculum Expectations Addressed:***

#### Grade 9-12 International Languages:

Demonstrate knowledge of the culture of countries where the language is spoken in a variety of activities (e.g., identify local customs of a country where the language is spoken).

#### Visual Arts Curriculum:

- Examine and experience the Louvre, home to treasures like Leonardo da Vinci's Mona Lisa.
- Explore and experience the Piazza della Signoria in Florence and Piazza Navona in Rome.

#### History Curriculum:

- Demonstrate an understanding of the nature of empires by discussing the influences of past empires as well as various faiths of France and Italy.
- Evaluate significant changes in the international community from 1900 to the present.
- Assess various types of interactions that have occurred among diverse peoples and cultures, and the impact of these interactions since the sixteenth century.
- Explain how key Western beliefs, philosophies, and ideologies have shaped the West and the rest of the world since the sixteenth century.
- Assess the range and diversity of concepts of citizenship and human rights that have developed since the sixteenth century.
- Students will investigate a range of factors that contributed to the rise, success, and decline of various ancient and pre-modern societies throughout the world and will examine life in and the cultural and political legacy of these societies.
- Students will analyze key social, economic, and political structures and developments in three or more flourishing societies/civilizations, each from a different region and a different period prior to the 1500's.

#### Civics Curriculum:

- Students will analyze current political issues and assess methods and processes that can be used to influence relevant political systems to act for the common good.

#### International Politics:

- Students will analyze the role of ideology, diplomacy, and conflict, including conflict-related to decolonization, in the evolution of politics in and relations between various countries around the world in the past century.

#### Other Educational Benefits:

- Students will be able to make connections with places and people that they have only read about or seen in the media.
- Students will apply prior knowledge as well as gain further knowledge and insight into these places, and the geography which identifies them.
- Students will gain further knowledge and insight into the historical importance of France and Italy in past and current world affairs.
- They will be exposed to various viewpoints of ethnic, religious and societal differences between France and Italy and their cultures, in relation to their own Canadian identity.

#### Linguistic Objectives:

- Students will be exposed to a variety of languages and language structures and begin to use everyday greetings in their daily communication and transactions.

#### Spiritual:

- By visiting countries that have suffered religious persecution, students will increase their awareness of their own religious beliefs and be able to compare their own views to those held throughout the ages.
- By attending a Mass in Italy, students will be able to appreciate the works of art, architecture and their significance to the Catholic Faith.

## **Global Learning Model Pillars:**

### Growth Mindset:

- Saying yes to an adventure outside of community, city and country.
- Planning, preparing and anticipating daily activities and travels independently.
- Speaking a new language or practicing a language in the real world with locals.

### Personal Growth:

- By sharing a room with other students, students will have the opportunity to enhance cooperation and conflict resolution skills.
- Students will learn the importance of following a schedule and travel itinerary as well as navigating the transportation systems.
- Students will increase in confidence and will foster life skills of self-reliance and decision-making.
- Students will learn to budget money while on the trip and save monies to aid in paying for the trip.

### Global Perspective:

- Students will develop an awareness of how understanding other cultures leads to a greater understanding of their own culture and builds tolerance.
- Develop a better sense of 21<sup>st</sup> century global learning and how our world is interconnected in many ways.

### Inspiration and Action:

- Increased independence.
- Desire to travel and broaden global perspective.
- Champion change and awareness in local communities.



## Emergency Contact Information

- This is an **example** of the Reservation Card that **all participants** will receive at the airport on the day of departure. It is to be on their person at all times while on tour.
- It contains:
  - o Flight Details
  - o Hotel Names, Addresses & Phone Numbers
  - o Cell Phone number to contact the leaders from their school (Amanda King and Paul Jacula), as well as the Tour Leader, should they need to contact us any time.

Parents will be directed to contact the Amanda King and/or Paul Jacula, through email or text/phone, depending on the situation. Contact information for school Administrators will also be provided.

## Reservation Information

### Departing Flight (Thurs. Mar. 10—Fri. Mar. 11)

Air Canada 880 Depart Toronto 8:40 pm  
Arrive Paris 9:50 am

**Holy Trinity CSS  
March Break 2024**

### Returning Flight (Thurs. Mar. 11—Fri. Mar. 12)

Air Canada 847 Depart Munich 3:50 pm  
Arrive Toronto 3:50 pm

**Ms. King's Cell:  
905-376-8202  
Christophe's Cell:  
00 33 613 032 800**

### Paris (Mar. 11 & 12):

Adagio Access Paris Châteaufort  
19-23 avenue d'Alsace  
Clichy 92110  
Phone: 00 33 1 47 36 36 30  
Metro: Châteaufort Line 13

### Lucerne (Mar. 13 & 14):

Hotel und Naturhaus Bellevue  
Seelisberg Dorfstrasse 70  
Seelisberg, 6377  
Phone: 00 41 418256666

### Innsbruck (Mar. 15):

Jufa  
Alfons Ocker Weg 1  
Steinach, 6150  
Phone: 00 43 57083510

### Munich (Mar. 16 & 17):

Sheraton Munich Airport Hotel  
Freisinger Strasse 80  
Schwaig Obserding, 85445  
Phone: 4989927220

Group Leaders, Parents and Student Travelers will be encouraged to download the **EF Tours app** once they enroll in the trip. Once travel information, including **flights, hotels, restaurants** and **special events** are confirmed, all information will be available in the app. This will include phone numbers and addresses of locations the tour will be visiting each day. This also contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to. Our Admin team will also be given access to all information, as well as lists of student travelers with all contact information.



## **Emergency Plans:**

In case of a medical emergency lead teachers (Amanda King and Paul Jacula) will connect with the EF tour leader on site to take on roles of calling EMS (as needed) or contacting appropriate medical services. A supervisor will always travel with the student to get needed medical attention. Emergency number for EU countries is 112. Upon arrival at each hotel the evacuation plan will be discussed. In the case of a disciplinary situation Admin will be contacted to discuss the appropriate response and parents will be contacted by either Admin or lead teachers, depending on situation. Admin will have access to all contact phone numbers and a phone tree will be used to contact parents when needed.

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## **Example of Care of injured/ill student:**

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- Clear the risk of further harm to the injured student by securing the area and shelter the injured student from the elements.
- Assess the injured/ill student. Follow board policy in calling for your school's First Aid Provider or Emergency Medical Services, if needed. Attend to student based on level of training.
- If the injured student is not moving or you suspect a head, neck or spinal injury do not move the student and tell the student not to move.
- Check that airway is clear, breathing is present.
- Protect yourself (wear gloves or personal protective equipment (PPE) if in contact with blood or bodily fluids).
- Control bleeding. Look for signs of shock.
- For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler). If medication is not present access immediately.
- Check for sign(s) and/or symptom(s) of a suspected concussion.

### **Transportation of student to hospital (EMS not required)**

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- Follow school board's first aid plan, including accessibility to a vehicle for transportation of a student to hospital.

### **When Emergency Medical Services (EMS) are required**

---

Designated person:

- Identifies an individual to call 112.
- Provides the call person with information on the condition of the injured/ill student.
- Provides the call person with other relevant information under the circumstances (for example, access entrance for EMS).
- Requests the call person to report back to confirm the call and provide the estimated time of ambulance arrival.

### **Preparing for EMS Arrival**

---

Designated person:

- Sends person(s) outside to the access entrance to greet ambulance/fire department and to guide them to the injured/ill student.



- Observes/attends to injured/ill student carefully for any changes in condition and reassures student until EMS help arrives.

## **Transfer of care to EMS Personnel**

---

Designated person:

- Ensures the injured/ill student's medical information is available when EMS arrives (for example, pre-existing conditions and/or prescribed medication(s), Plan of Care).
- Provides information to EMS personnel (for example, time incident occurred; what happened; condition the injured student was found in; first aid procedures performed; changes in injured student's condition).

## **Roles and Responsibilities of call person**

---

- Makes 112 Call to Dispatcher
- States nature of emergency and requests an ambulance.
- Provides their name and site location Information (for example, name of site, municipality, address, cross streets, phone number, access entrance closest to injured/ill student, if more than one).
- Responds to dispatcher's questions regarding condition of injured student (for example, conscious, breathing, bleeding).
- Returns to the designated person to confirm call and provide estimated time of ambulance arrival.

## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The Holy Trinity Catholic Secondary School is arranging  
(name of school)  
directed tour of Paris, Florence, and Rome - 6-14 March 2024  
(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 international travel 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 tour of Paris, Florence, and Rome :  
(describe activity)

1. slips, trips, and/or falls due to uneven and/or steep stairways and/or walkways;
2. bodily harm due to accident as a passenger on a coach bus or airplane; and/or,
3. bodily harm due to civil unrest and/or terrorist activity.

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 Paris-Florence-Rome tour on 6-14 March 2024, 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 Paris-Florence-Rome tour  
(name of student) (description of activity)  
to be held on or about 6-14 March 2024  
(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 \_\_\_\_\_ (describe activity) to its students on or about \_\_\_\_\_.

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

#### ELEMENT OF RISK

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

#### ACKNOWLEDGEMENT

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

#### RELEASE AND INDEMNIFICATION AGREEMENT

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

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

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



## MEDICAL INFORMATION and FREEDOM OF INFORMATION CONSENT

### STUDENT PARTICIPATING IN STUDY TOURS AND EXTENDED TRAVEL

– to be used for all out-of-school activities involving extended travel outside Canada –

*This information will be shared with staff involved in the program and a copy of this form will accompany the program leader.*

<b>Student First Name:</b>	<b>Student Last Name:</b>
<b>Date of Birth:</b>	
<b>Parent Contact Name (1):</b>	<b>Parent Contact Name (2):</b>
<b>Parent Contact Number:</b>	<b>Parent Contact Number:</b>
<b>Parent Contact email:</b>	<b>Parent Contact email:</b>

#### SECTION A: Medication / Drug Information (Complete if applicable)

<b>Medication Name:</b>	
<b>Dosage:</b>	
<b>Time(s) of Administration:</b>	
<b>Possible side effects:</b>	
<b>Medication should be stopped if the following reactions occur:</b>	
<b>Physician's Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	

#### SECTION B: Medical Information

**Is your son/daughter subject to any of the following conditions?**

**Allergies:**

- ☐ Animals
- ☐ Food
- ☐ Insect Bites
- ☐ Medication
- ☐ Seasonal
- ☐ Skin Rash
- ☐ Sun Rays
- ☐ Other

If any of these apply, please provide more information in the comment section below

**Ear Conditions:**

- ☐ Hearing Loss
- ☐ Re-occurring Infections

**Sleep Conditions:**

- ☐ Nightmares
- ☐ Sleepwalking

**Gastrointestinal:**

- ☐ Constipation
- ☐ Diarrhea
- ☐ Indigestion

**Other:**

- |   |   |
|---|---|
| <input type="checkbox"/> ADD or ADHD            | <input type="checkbox"/> Epilepsy         |
| <input type="checkbox"/> Asthma                 | <input type="checkbox"/> Fainting         |
| <input type="checkbox"/> Bone or Joint Problems | <input type="checkbox"/> Headaches        |
| <input type="checkbox"/> Convulsions            | <input type="checkbox"/> Heart Conditions |
| <input type="checkbox"/> Croup                  | <input type="checkbox"/> Hemophilia       |
| <input type="checkbox"/> Diabetes               | <input type="checkbox"/> Other            |

**Comments:**

Does your son/daughter have a drug allergy or sensitivity/ serum sensitivity? If yes, please provide details:

Does your son/daughter have a food allergy or sensitivity? If yes, please provide details:

Does your son/daughter carry an epipen? ☐ Yes ☐ No

Are there other conditions (medical or otherwise) that staff should be aware of? Kindly note below or inform staff.



## SECTION C: Freedom of Information Consent

### Notice to Parents/ Guardians and Students 18 years or older

Personal information is collected pursuant to the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. We bring to your attention the following areas that you and/or your child's personal information may be disclosed without separate notification to you, such as:

- In case of an accident or witness to an accident, the pupil's name will be released to the Board's insurer and/or authorities.

#### Consent Release

I, being the parent/legal guardian of \_\_\_\_\_, have read and understand the information provided on this form. I voluntarily give the Peterborough Victoria Northumberland and Clarington Catholic District School Board permission to use and include my child's information as described above.

Name of Parent/Legal Guardian \_\_\_\_\_

(Please Print)

Signature of Parent/Legal Guardian: \_\_\_\_\_

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

Information Collection Authorization: Personal information contained on this form is collected pursuant to the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. The information is collected for education purposes and will be used to meet student needs. Questions about the collection and use of this personal information should be directed to the Communications Department, Peterborough Victoria Northumberland Clarington Catholic District School Board.



# Holy Trinity Catholic Secondary School

## March Break 2024 Europe Tour

### Code of Behaviour

This is a Board-approved and school-sanctioned excursion and the expectations, policies, and regulations of Holy Trinity CSS and Peterborough Victoria Northumberland and Clarington Catholic District School Board must be adhered to by all student-travellers at all times while on-tour (that is, 6-14 March 2024).

Each student-traveller is an ambassador of his/her school, our school board, and our country. Appropriate language, manners, and deportment are expected throughout the entire duration of the excursion.

To help ensure everyone – including chaperones, tour guides, and the tour director – will enjoy the excursion, the following **Code of Behaviour** will be enforced.

1. The use of recreational drugs (including non-prescribed use of prescription drugs) and the consumption of alcohol are both **strictly forbidden**.
2. Smoking and vaping using any device are not condoned by the school nor the school board and are also **forbidden** at any time during the excursion, which includes nighttime and any preferred activity time that may be available to student-travellers.
3. Student-travellers are subject to the laws of the countries we are visiting.
4. Curfews will be strictly enforced. After curfew, student-travellers may only be in their assigned sleeping quarters. No outside visitors may be admitted at any time. Curfew may vary from day to day.
5. Clothing which is inappropriate for a Non-Uniform Day at Holy Trinity CSS is inappropriate while on-tour. Wear clothing that is weather-appropriate. Closed-toe and closed-heel shoes are required throughout the tour.
6. All itinerary activities depend on the presence of all tour participants before they may commence. Student-travellers are required to be prompt in consideration of fellow participants, tour facilitators, and other personnel.
7. During preferred activity time that may be available to student-travellers, no one should ever be left alone; student-travellers must always be in groups with at least two others, including the use of washroom facilities. Student-travellers are forbidden from leaving the hotel without being accompanied by a chaperone.
8. Earphones/headphones, both wired and wireless, should not be worn/used while on-tour. Instructions from chaperones, tour guides, and/or the tour director must be heard and followed by all student-travellers. Personal audio devices may distract and endanger student-travellers; safety is the utmost priority, but your overall learning experience and personal enjoyment of the tour are also important.

Any student-traveller who chooses not to follow this **Code of Behaviour** will be subject to consequences during the excursion and/or upon return to school, which may include suspension from school and/or the loss of privileges to participate in future school excursions. **If, in the judgement of the chaperone(s), the action(s) of any student-traveller seriously breaches this Code of Behaviour, he/she will be sent home at the expense of the parent(s)/guardian(s). A refund for the balance or for the entirety of the tour will not be paid in any such instance.**

### Acknowledgement

I/We understand the **Code of Behaviour** and have discussed with my/our child the need to adhere to it or face the appropriate consequence(s), which may include being sent home at my/our expense.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read the **Code of Behaviour** and agree to follow it or face the appropriate consequence(s), which may include being sent home at the expense of my parent(s)/guardian(s).

\_\_\_\_\_  
Student-Traveller Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**A COPY OF THIS SIGNED CODE OF BEHAVIOUR AND ACKNOWLEDGEMENT  
WILL ACCOMPANY THE STUDENT-TRAVELLER WHILE ON-TOUR**

## Consent Letter for Children Travelling Abroad

To whom it may concern,

I/We, \_\_\_\_\_,  
parent/guardian/authorized person name(s)  
am/are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access  
rights, or parental authority over \_\_\_\_\_,  
full name of child

This child has my/our consent to travel with:

### Amanda King

Passport number: **AT056019**

Date of issue of passport: **2022-09-09**

Issuing country of passport: **Canada**

Relationship to the child: **teacher/tour group leader**

I/We give our consent for Amanda King to accompany my/our child to visit:

- Paris, France
- Florence, Italy
- Rome, Italy
- any/all points in between while in transit and/or as necessary.

Date of departure from Canada: **2024-03-06** | Date of return to Canada: **2024-03-14**

Any questions regarding this consent letter can be directed to the person(s)/organization(s) giving consent at the following coordinates:

#### Contact 1

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

#### Contact 2 (if applicable)

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature(s) of person(s)/organization(s) giving consent:

_____	_____	_____
<b>Contact 1 Name</b>	<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

_____	_____	_____
<b>Contact 2 Name</b>	<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

Signature of witness:

_____	_____	_____
<b>Witness Name</b>	<b>Signature</b>	<b>Date (yyyy-mm-dd)</b>

Witnessed at: \_\_\_\_\_,  
location



[< Help Centre: Safety](#)

## 24/7 global support

We are committed to the safety of our travellers. Thanks to our worldwide presence—we have 500 schools and offices in more than 50 countries—we have local EF staff members anywhere they go. That means we can react quickly and in person whenever and wherever needed.

Our dedicated **Emergency Service & Support Team** can be reached 24 hours a day at our North American and European headquarters. Parents can call 1-800-263-2806 from Canada, while travellers can make a collect call to 001-416-927-1911 while abroad.

Travellers can also rely on the support and experience of their Tour Director, who stays with their group around the clock from the moment they clear customs to the time they set off for home again.

Plus, every traveller will receive a Traveller Emergency Card, which is included in their Preparing for Departure package, to bring on tour. It provides instructions on how to dial emergency numbers in the countries you're visiting.

## Related articles



Tour Directors



Individual travel coverage



Safety guidelines for travellers

### We're here to help, call us:

*Teachers and Group Leaders*

1-800-387-1460

*Students and Parents*

1-800-263-2806

Thank you for visiting. Have a question or need assistance?  
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Registration Numbers: TICO-2395858, 50018789 | CPBC-73991, 73990 | OPC-702732

Thank you for visiting. Have a question or need assistance?  
Kindly click here:



# COVID-19 Safe Traveller Information

This information will be updated to align with the latest Public Health Canada, Government of Canada, and provincial and federal government requirements regarding travel, and the most up-to-date version will be available for review in your traveller account 75 days prior to departure. We are here to answer any questions you may have about the health and safety expectations for your upcoming tour.

## Preparing for departure

To promote the health and safety of all group members on tour during the COVID-19 pandemic, please review the following information and requirements in advance of your departure.

### COVID-19 Risks

Travel during the COVID-19 pandemic involves certain inherent risks related to the chance of being exposed to and/or contracting COVID-19. Travellers should acknowledge that it is not possible to eliminate all such risks related to COVID-19 during travel on their Tour Program. Travellers are advised to speak directly to their own physician with questions pertaining to their individual health and regarding travel at this time.

### COVID-19 Recovery

If a traveller has tested positive for COVID-19 within a 90-day period prior to departure, they have met all Public Health Canada guidelines for leaving isolation and/or have received proof of recovery documentation from their physician.

### COVID-19 Vaccination

Each traveller is solely responsible for verifying and satisfying any and all vaccination requirements necessary to enter, transit through, and obtain travel-related services in each destination of their tour itinerary, including countries visited in transit. Travellers must also acknowledge that governmental and supplier-imposed vaccination and other health-related requirements are subject to change at any time and with little to no notice. If at any time a traveller is unwilling or unable to meet such governmental or supplier-imposed vaccination or other health-related requirements, the traveller will be subject to EF's Standard Cancellation Policy.

### Pre-Departure COVID-19 Testing

Travellers must understand that some destinations and suppliers on their tour itinerary may require that they receive and carry proof on tour of a negative COVID-19 test administered prior to travel. EF will make reasonable efforts to notify Group Leaders and travellers in writing if any testing measures are necessary for their specific itinerary. It is, however, each traveller's responsibility to stay up to date with the entry requirements related to each destination of their tour itinerary, including countries visited in transit. Even if a tour itinerary does not require a pre-departure COVID-19 test, EF still strongly recommends that all travellers receive a negative COVID-19 test 24 hours prior to travel for their own safety and the safety of their fellow travelers.

### COVID-19 Exposure

Every traveller should take all reasonable efforts to minimize exposure to COVID-19 within the two weeks prior to tour departure. If a traveller is made aware that they have been in close contact (as defined as within 2 metres for a total of 15 minutes over a 24-hour period) with a person diagnosed with COVID-19 within 14 days of their tour departure date, they should contact EF immediately to determine if they are eligible to depart on their tour as scheduled.

### Symptoms

Travellers should immediately contact EF Educational Tours if they experience symptoms associated with COVID-19 within 72 hours prior to travel, including:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal or over 38 degrees Celsius
- Feeling feverish
- Chills
- Muscle or body aches
- New loss of smell or taste
- Headache
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell

### Participation and Entry Requirements

Requirements, including country and region-specific entry requirements, may change prior to the departure date of a travellers tour. Travellers should monitor applicable Tour Program and country entry and return requirements, including proof of vaccination and/or booster doses, COVID-19 testing and entry forms/documents to ensure that they meet all requirements at the time of their Tour Program departure.

### Airline Requirements

Travellers should consult and follow the requirements and guidelines from the airline carriers, connecting airport authorities, and arrival airport authorities, as outlined at [ef-tours.ca/airlines](https://www.ef-tours.ca/airlines)



## On the road

Staying healthy throughout the tour is a group effort, and therefore all travellers should review the following requirements to help keep all travellers as safe as possible on tour.

### EF Educational Tours and Local Regulations

Travellers must follow all local regulations, restrictions, and advisories related to COVID-19 for their Tour Program. Travellers must also follow all rules, requests, and requirements from the Tour Director or EF Educational Tours staff for the health and well-being of their self, their fellow travellers, and suppliers. Travellers unable or unwilling to comply with these requirements, may be removed from the tour at their own expense.

### Mask Wearing

Travellers should wear an acceptable mask at all times on tour even if vaccinated, when required by local law, other relevant authorities, or at the direction of the Tour Director or EF staff.

### Health on Tour

Travellers should monitor their health while on tour for symptoms associated with COVID-19 throughout the tour. If a traveller develops symptoms of COVID-19 while on tour, that traveller will not rejoin the group prior to informing the Tour Director or an EF Educational Tours staff member.

### Quarantine and/or Isolation on Tour

If a tour member is diagnosed with COVID-19 while on the Tour Program, the person diagnosed with COVID-19 will be required to isolate based on the guidance of the destination they are in. In accordance with local guidelines, the remainder of the tour group may be required to quarantine on tour and adhere to local testing guidelines for COVID-19. Travellers must comply with EF and relevant authority quarantine and isolation requirements, including those that may exceed local guidelines. The isolation/quarantine requirements of local destinations are outside of EF's control and will be determined and communicated directly to travellers by local health authorities and not by EF. Travellers may be subject to longer isolation or close contact quarantine periods by local health authorities if they have not received all COVID-19 vaccination or booster doses, even if the destination country(ies) do not require proof of vaccination for entry.

## Coming home from tour

There are a few important things travellers need to do at the end of tour. Understanding and agreeing to these things will help travel to and arrival back home go smoothly.

### Pre-Return COVID-19 Testing

#### *International tours only*

Travellers must be prepared to take any required COVID-19 test and follow any government required quarantine upon arrival in accordance with the Government of Canada and Public Health Canada.

Any COVID-19 testing or quarantine requirements implemented by local government will be at the travellers cost.

### Advisories and Guidelines

Travellers must be familiar with and intend to follow the travel advisories and guidelines from their local, provincial, and federal public health authorities upon return home from their Tour Program, which may include (but are not limited to) COVID-19 testing and a quarantine period.

### COVID-19 Diagnoses

Travellers should notify EF Educational Tours immediately if they are diagnosed with COVID-19 within 5 days of the end of their Tour Program.



For more information and frequently asked questions, visit [efcourses.ca/efsto-traveller](https://efcourses.ca/efsto-traveller)

[← Help Centre: Safety](#)

## Global Travel Protection Plan

**Comprehensive and affordable, EF's recommended coverage plans let you explore the world with confidence.**

EF's recommended **Global Travel Protection Plan** gives you all the coverage below. The plan must be purchased or removed no later than 30 days after enrolment. With this plan, you have access to representatives knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

### The Global Travel Protection Plan includes:

- Illness and Accident Coverage
- Baggage and Property Coverage
- Tour Cancellation and Interruption Coverage
- 24-hour Emergency Assistance

*If you are a resident of Québec you may only purchase this plan if travelling on an International Tour. Consultez la page en Français ici.*

*The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada, 199 Bay Street, Suite 2500, P.O. Box 139, Commerce Court West Postal Station, M5L 1E2 Toronto, Ontario, Canada, through a Master Policy issued to EF Travel Canada Ltd. For complete terms, conditions and exclusions, please refer to the Chubb Certificate of Insurance below.*

#### To make a claim:

If you need to make a claim, please reference your EF account number to identify your individual insurance policy. Complete a Claim Form and attach all the documentation (including but not limited to bills, medical reports, death certificate, police or insurance reports, receipts, school board cancellation letter, etc.). Send the Claim Form to the Claims Agent as soon as possible and latest within one year of the time of the loss. If you wait longer than one year, your claim may not be paid.

*Please attach the latest copy of the **EF Tours Statement of Account** outlining details of the tour price, payments and refunds received from EF Tours. This information is available online through your EF Tours account. Failure to include the statement may result in a delay in the adjudication of your claim.*

#### Policy Number 9908-9942 (Purchased after April 1, 2022)

Certificate of Insurance  
Summary of Coverage

#### *Additional documents for residents of Quebec:*

*Summary - which highlights key elements of the Global Travel Protection Plan*  
*Fact Sheet - which informs you of your rights*  
*Notice of Cancellation of Insurance Contract*

#### Policy Number 9908-69-85 (Purchased between February 1, 2021 and March 31, 2022)

Certificate of Insurance  
Summary of Coverage

#### *Additional documents for residents of Quebec:*

*Summary - which highlights key elements of the Global Travel Protection Plan*  
*Fact Sheet - which informs you of your rights*  
*Notice of Cancellation of Insurance Contract*

Thank you for visiting. Have a question or need assistance?  
Kindly click here:

Chubb Insurance Policy  
Certificate of Insurance

Additional documents for residents of Quebec:

Summary - which highlights key elements of the Global Travel Protection Plan  
Fact Sheet - which informs you of your rights  
Notice of Cancellation of Insurance Contract

For policies purchased before April 1, 2019, please contact Traveller Support at 1-800-263-2806.

## We're here to help, call us:

**Teachers and Group Leaders**

1-800-387-1460

**Students and Parents**

1-800-263-2806

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question or need assistance?  
Kindly click here:



# EF EDUCATIONAL TOURS - GLOBAL TRAVEL PROTECTION PLAN CERTIFICATE OF INSURANCE

CHUBB

Policy No. 9908-9942

## Who to Contact

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### ***Chubb Insurance Company of Canada***

199 Bay Street, Suite 2500, P.O. Box 139  
Commerce Court West Postal Station  
Toronto, Ontario, M5L 1E2

For information regarding the EF Educational Tours Insurance Program, please contact:

### ***For Domestic Tours (All destinations within North America)***

EF Tours Canada Ltd. (also operating as EF Educational Tours)  
1 (800) 263-2806  
80 Bloor Street West, 16<sup>th</sup> Floor  
Toronto, Ontario M5S 2V1

### ***For International Tours (All destinations outside North America)***

EF Institute for Cultural Exchange Ltd. (also operating as EF Educational Tours)  
1 (800) 263-2806  
80 Bloor Street West, 16<sup>th</sup> Floor  
Toronto, Ontario M5S 2V1

### ***Emergency Assistance while on tour:***

Generali Global Assistance

Tel: 1 (888) 748-9739 (toll free in the U.S. or Canada)  
1 (240) 330-1476 (from other international locations, call collect)  
Group ID: N2CHUCA

### ***Claims Handling:***

Crawford & Company (Canada) Inc.  
100 Milverton Drive, Suite 300  
Mississauga, Ontario L5R 4H1  
Attention: CHUBB A&H Claim

Tel: 1 (855) 897-8512  
Fax: 1 (905) 602-0185  
Email: newhumanriskclaims@crawco.ca

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## Global Travel Protection Plan – Schedule of Coverage

### Maximum Compensation Payable\*

#### ILLNESS & ACCIDENT

A. Medical Expenses .....	Up to \$1,000,000*
B. Emergency Home Evacuation .....	Up to \$50,000**
C. Family Member Reimbursement .....	Up to \$50,000**
D. Home Repatriation .....	Up to \$50,000**
• local burial.....	Up to \$10,000
E. Accidental Death .....	Up to \$35,000***
F. Accidental Disability .....	Up to \$35,000***

#### BAGGAGE AND PROPERTY

G. Baggage and Property .....	Up to \$2,800
• Valuable Property.....	Up to \$1,400
H. Cash.....	Up to \$400
I. Valuable Documents.....	Up to \$700

#### BAGGAGE DELAY

J. Baggage Delay .....	Up to \$75 every 24 hours or part thereof, up to a maximum of \$225 (24 hour waiting period for Baggage Delay)
------------------------	--

#### TOUR CANCELLATION AND INTERRUPTION

K. Tour Cancellation .....	EF Tour price
L. Tour Interruption .....	Unused part of EF Tour price****
• Transportation extra cost.....	Up to \$1,400
M. Additional Costs for Return Home due to Violent Outbreak .....	Up to \$1,400
N. Accommodation Extra Cost .....	Up to \$140 per day, up to a maximum of \$800
O. Delay due to Theft of Valuable Documents.....	Up to a maximum of \$100 every 24 hours or part thereof, up to a maximum of \$500

\* If You are not covered under a Canadian government health insurance plan on the date the claim is incurred, reimbursement for eligible Medical Expenses incurred will be limited to a maximum compensation of \$50,000.

\*\* \$50,000 is the combined maximum compensation for B) Emergency Home Evacuation, C) Family Member Reimbursement and D) Home Repatriation.

\*\*\* Payments available under E) Accidental Death and F) Accidental Disability are not subject to a combined limit of coverage per Accident or injury and each provide separate limits of coverage.

\*\*\*\* "Unused" means the Participant's financial loss of any whole, partial or prorated prepaid "Non-Refundable Tour Payments."

If more than one claimant suffers a covered Accidental Death in the same event on the same EF Tour, then the Insurance Company will not pay more than \$10,000,000. If an event results in benefit amounts becoming payable, which when totalled, exceed \$10,000,000, then that amount will be divided proportionally among the claimants.

All amounts shown are in Canadian dollars.



## General Information

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### Introduction

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This Certificate of Insurance is underwritten by Chubb Insurance Company of Canada with EF Travel Canada Ltd. (CA) as "Group Policy Holder". All Participants travelling with an EF tour operator who have enrolled under the Group Policy and have received a Certificate of Insurance are covered for the insurance benefits described in this Certificate of Insurance. You and any claimant under this Certificate have the right, as determined by law applicable in Your province or territory of residence, to obtain a copy of the Group Policy, upon request, subject to certain access limitations. The insurance benefit amounts are set out on the Schedule of Coverage page (page 4).

In the Group Policy and in the Certificate of Insurance ("Certificate"), certain words have specific and defined meanings. For example, "Participant", "You" and "Your" means the participant travelling with an EF tour operator, the "Insurance Company" means Chubb Insurance Company of Canada, "EF" means EF Educational Tours, and "EF Tour" means the trip You have purchased through EF. Please refer to the **Terms You Should Know** section below for other definitions.

You are expected to act responsibly and take all reasonable measures to prevent a loss or to limit a loss already incurred. This Certificate is designed to cover losses arising from sudden, unexpected and unforeseeable circumstances. It is important that You read and understand your Certificate before you travel. There are certain steps You must follow to be sure that You receive the full benefits available to You. These steps are explained in detail in the section below entitled **What to do if a Loss Occurs/How to File a Claim**.

If You have any questions, You should contact EF or the Insurance Company. To file a claim, please call a Claims Agent at one of the numbers provided on page 1.

### Eligibility for Coverage

---

To be eligible for coverage under the Global Travel Protection Plan, You must meet the following conditions:

- A) You are enrolled on an EF Tour;
- B) You are a resident of Canada; and
- C) You are travelling to any country worldwide excluding Iran, Syria, Sudan, Cuba and North Korea.

### Application for Coverage

---

After You purchase Your EF Tour, EF may contact You by telephone to ask if You wish to enroll under the Group Policy for coverage under the Global Travel Protection Plan, or You can enroll online through the EF website. If You prefer, You may call EF to apply for coverage.

You can apply for the Global Travel Protection Plan up to 30 days after You purchase Your EF Tour, except for certain separate coverages as described below.

You can apply for the coverages under the Group Policy separately: Tour Cancellation and Interruption coverage can only be purchased up to 30 days after You purchase Your EF Tour; and Accident & Illness, Baggage and Property, and Baggage Delay coverage can be purchased up until 1 day prior to departure of Your EF Tour.

### Cancellation of Coverage

---

You can cancel the insurance from Your EF Tours account up to 30 days after You enrol under the Group Policy or provide payment of the premium, whichever day is the latest, unless You have submitted a claim for the EF Tour which was already approved. After this time the premium paid by You for the insurance is not refundable. The cost of the insurance is set out in Your EF Tours invoice.

If You are a Quebec resident, You can cancel the insurance from Your EF Tours account up to 30 days after You enrol under the Group Policy, unless You have submitted a claim for the EF Tour which was already approved.



After this time the premium paid by You for the insurance is not refundable. The cost of the insurance is set out in Your EF Tours invoice.

#### Period of Coverage

---

Coverage provided by the ***Accident & Illness, Baggage & Property, Baggage Delay*** and ***Tour Interruption*** sections of this Certificate is as follows:

Coverage begins from the moment You leave Your home to travel via direct route to the start of Your EF Tour.

Coverage ends at the earliest of the following dates:

- when Your EF Tour has ended (including the time it takes You to travel via direct route to Your city of residence immediately after Your EF Tour ends);
- when You leave the EF Tour early if it is prior to the end of Your EF Tour; and
- when You return to Your city of residence.

If You have purchased the Optional Extension Coverage, coverage starts and ends based on Your requested travel dates organized by EF.

If the return from Your EF Tour is delayed or interrupted for reasons covered by this Certificate, coverage is extended until You return to Your city of residence. If You are unable to travel due to a medical condition at the time when Your EF Tour ends, coverage is extended for up to 30 days or until Your Doctor confirms that You are able to travel, whichever comes first, subject to the terms and conditions of this Certificate.

Coverage provided under the ***Tour Cancellation*** section of this Certificate begins on the day EF receives payment of the premium and ends at the time of departure of Your EF Tour or when You cancel Your EF Tour, whichever date is earliest.

#### Optional Extension Coverage

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The Insurance Company will pay the same benefits subscribed under this Certificate, and under the same conditions, for the number of additional days before or after Your EF Tour if You have the Optional Extension Coverage, to a maximum of 15 days.

#### Terms You Should Know

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##### **Accident**

Accident means a sudden, unexpected and unforeseeable cause of injury from an external source that occurs while You are covered under this Certificate.

##### **Assault**

Unprovoked intentional physical violence.

##### **Claims Agent**

The agent shown in the Claims Handling section of Who to Contact who will handle the claim process for this Certificate.

##### **Doctor**

A qualified medical physician or surgeon legally licensed to practice medicine.

**Disability**

Permanent loss or reduction of bodily function as the result of an Accident.

**Family Member**

Your spouse, legal guardian or ward, son or daughter (includes adopted, foster, step or in-law), brother or sister (includes step or in-law), parent (includes step or in-law), grandparent (includes in-law), grandchild, aunt, uncle, niece or nephew, domestic partner, caregiver, or child caregiver.

**Hospital**

An institution that: 1) operates as a hospital pursuant to law for the care, treatment, and providing of inpatient services for sick or injured persons; 2) provides 24-hour nursing service by registered nurses on duty or call; 3) has a staff of one or more licensed Doctors available at all times; 4) provides organized facilities for diagnosis, treatment, and surgery, either: (i) on its premises; or (ii) in facilities available to it, on a prearranged basis; 5) is not primarily a nursing care facility, rest home, convalescent home, or similar establishment, or any separate ward, wing, or section of a hospital used as such; and 6) is not a place dedicated to the care and treatment of drug addicts, alcoholics, or the aged.

**Illness**

Bodily sickness or disease that begins while You are covered under this Certificate and which causes a loss covered by this Certificate.

**Medically Necessary**

A treatment, service, or supply that is: 1) required to treat an injury or sickness; 2) prescribed or ordered by a Doctor or furnished by a Hospital; 3) performed in the least costly setting required by Your condition; and 4) consistent with the medical and surgical practices prevailing in the area for treatment of the condition at the time rendered. Purchasing or renting 1) air conditioners; 2) air purifiers; 3) motorized transportation equipment; 4) escalators or elevators in private homes; 5) eyeglass frames or lenses; 6) hearing aids; 7) swimming pools or supplies for them; and 8) general exercise equipment are not Medically Necessary. A service or supply may not be Medically Necessary if a less intensive or more appropriate diagnostic or treatment alternative could have been used. We may consider the cost of the alternative to be the covered expense.

**Non-Refundable Tour Payments**

All prepaid amounts You paid directly for the EF Tour at the time of cancellation, either in whole or on a partial or prorated basis, for which no refund is payable to You excluding non-refundable service fees and the non-refundable insurance premium. Non-Refundable Tour Payments do not include any value applied to Your account through redemption of a future travel voucher.

**Pre-existing Condition**

Any Illness or other condition during the 180-day period immediately prior to the coverage effective date for which You either a) received, or received a recommendation for, a test, examination or medical treatment for a condition which first manifested itself, worsened or became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; or b) took or received a prescription for drugs or medicine. Item b) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 180-day period before coverage is effective.

**Reasonable and Customary Charges**

The usual fees for services charged by professionals in the geographical area in which they practise.



## Unforeseen Reasons

A covered reason which is sudden, not anticipated or expected and first occurring after the effective date of coverage.

## Valuable Documents

Includes passports and visas.

## What to do if a Loss Occurs/How to File a Claim

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If a loss occurs, You should file a claim promptly. You should respond to all inquiries and follow any instructions provided by the Insurance Company or Claims Agent. In addition:

1. Take the necessary steps to prevent or minimize a further loss.
2. Document the claim details by outlining the time, place and circumstances, the extent of the loss and the names and addresses of available witnesses.
3. For property loss, obtain a police report, receipts, warranty documents or any notes from authorities. If Your property was lost or damaged while registered with an airline or other carrier, hotel, travel agency, spa or sports establishment, You must immediately notify that entity and obtain a report.
4. Do whatever is necessary to secure or enforce any right of recovery of any expenses or the property from those involved in causing or creating a loss of or damage to the property.
5. For medical expense or a claim arising from an accident, obtain medical care receipts and reports showing diagnosis and treatment periods, and other relevant information about the Illness or injury. **You must notify the Claims Agent in the event of an Accident, injury or Illness as soon as possible and no later than 30 days after Your initial treatment, or, if You are a Quebec resident, within the year of the Accident, injury or Illness if You prove Your impossibility to act within 30 days after Your initial treatment.**
6. **In the event that You need to cancel or interrupt Your EF Tour, contact EF and the Claims Agent as soon as reasonably possible after the event which causes the Tour Cancellation or Tour Interruption.** You will need to provide the following information:
  - a. Your name, address and telephone number;
  - b. proof of method of payment;
  - c. tour number and account number;
  - d. documentation detailing the reason for the cancellation or interruption of Your EF Tour;
  - e. original itemized bills, receipts, and proof of other insurance payments;
  - f. copies of invoices, proof of payments, and other documents that substantiate the cost of the trip;
  - g. copies of invoices, account statement, and other documentation of refunds received and/or the non-refundable amounts of the trip costs from the Group Policy Holder;
  - h. copy of the booking conditions;
  - i. any other document requested by the Claims Agent.
7. Complete a Claim Form and attach all the documentation (including but not limited to bills, medical reports, death certificate, police or insurance reports, receipts, etc.). Send the Claim Form to the Claims Agent as soon as possible and latest within one year of the time of the loss. If You wait longer than one year, Your claim may not be paid.

If You fail to comply with the above provisions without a reasonable explanation satisfactory to the Insurance Company, the Insurance Company shall not be liable under this Certificate in case of non-compliance for such portions of the loss as the Insurance Company deems You would have recovered by enforcement of Your right of recovery. The Insurance Company will pay: (a) such portion of the expense incurred for taking steps to prevent or minimize further extension of loss, as deemed by the Insurance Company to have been necessary or effective; and (b) expense necessarily incurred for securing or enforcing Your right of recovery.

The Insurance Company will not be liable under this Certificate in the event You fail to comply with the requirements of providing proof of Your claim in the time period set out in this Certificate or You make a false statement in the documents provided to the Claims Agent, or You commit or You have another person or persons commit forgery or alteration of such documents.



For further assistance or Claim Forms, contact the Claims Agent.

### Payment of Your Claim

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Payment of Your claim, if applicable, will be made to You; if You are deceased at the time the claim payment is made, the payment will be made to Your estate. Any benefits that are payable to a minor will be paid to the minor's legal parent or guardian.

**This Certificate contains a provision removing or restricting the right of Participant to designate persons to whom or for whose benefit insurance money is to be payable.**

### If You do not Agree with the Outcome of Your Claim

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If You file a claim and do not agree with the claim decision, You have six months to notify the Claims Agent in writing that You want to appeal the claim decision. Send Your appeal to the Claims Agent on page 1 in this Certificate.

## Illness & Accident

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### Terms of Coverage

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The Insurance Company will pay Medically Necessary, Reasonable and Customary Charges up to the maximum amount shown in the Schedule of Coverage for Medical Expenses and up to the combined maximum amount shown in the Schedule of Coverage for Emergency Home Evacuation, Family Member Reimbursement and Home Repatriation (and other care and supplies as described below) relating to an Illness or an Accident which occurred during an EF Tour, subject to the terms and conditions of this Certificate. The Illness or Accident must have occurred during the period of coverage. Payments will be made for expenses for treatment carried out during the period of coverage. This Certificate does not pay for any expenses eligible for reimbursement by other means, including, but not limited to, reimbursement available under other insurance policies or government-sponsored programs.

The Illness & Accident section of this policy also contains benefits for Medical Expenses under subsection A and Accidental Death and Accidental Disability under subsections E and F. These benefits are not subject to a combined limit of coverage and provide their own separate limits of coverage.

**The Insurance Company reserves the right to decide whether medical treatment following an Illness or Accident should be provided in the host or home country.**

### A. Medical Expenses

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The Insurance Company will reimburse You, or in the event of death, Your estate, for the following acute, necessary Reasonable and Customary Charges up to the amount shown in the Schedule of Coverage for treatment provided during the period of coverage, for Illness or Accident:

- Outpatient Doctor's visits for non-routine care and inpatient hospital treatment;
- Prescription drugs and supplies – prescriptions written by a Doctor as treatment for a covered Illness or Accident;
- Physical therapy expenses for a covered Illness or Accident are covered if You have been referred by a Doctor and it has been pre-approved by the Claims Agent;
- Chiropractic care, acupuncture treatment or other alternative medicine practices up to a total maximum of \$1,400 if You have been referred by a Doctor as treatment for a covered Illness or Accident;
- Dental care – if Your sound and natural teeth are injured in an Accident during an EF Tour, You will receive full reimbursement for temporary treatment by a dentist. For any other acute and necessary dental treatment (not including orthodontic treatment), You are eligible for a total maximum benefit of \$300 during the period of coverage;



- Reasonable local travel expenses to a Doctor's office or hospital, but only when that travel was necessary to obtain medical or dental treatment relating to a covered Illness or Accident which occurred during an EF tour; and
- Telephone costs in relation to a covered claim, up to \$75, other than for telephone calls to EF, the Claims Agent or the Insurance Company.

#### B. Emergency Home Evacuation

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If You have a life-threatening condition relating to an Illness or Accident that is covered and not excluded by this Certificate, and if You are unable to return on the scheduled EF flight due to such life-threatening condition, You will be reimbursed, up to the amount shown in the Schedule of Coverage, for the additional costs incurred for Your own transportation, if Your Doctor recommends that You return home earlier or later due to such life-threatening condition and not with Your EF Tour.

**The Claims Agent must, wherever reasonably possible, pre-approve the necessity to return home and the mode of transportation.** Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company. The Insurance Company will not pay for the cost of a return to the place where the tour was interrupted.

#### C. Family Member Reimbursement

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If You are confined in a hospital outside Your country of residence relating to an Illness or Accident that is covered and not excluded by this Certificate and Your Doctor requires the personal attendance of a Family Member, or if You decease outside Your country of residence due to an Illness or Accident that is covered and not excluded by this Certificate and the presence of a Family Member is required by the police or a similar governmental authority, You or Your estate can be reimbursed, up to the amount shown in the Schedule of Coverage, for two round-trip airplane tickets and accommodations for two Family Members from Your home country to join You. Costs for accommodation for Your Family Member(s) will be reimbursed for up to 30 days from the time of Your first visit to the Doctor or hospital, or until Your Doctor certifies that Your condition is stable and the danger of death or deterioration is not imminent, whichever comes first. The costs incurred for accommodation will be reimbursed at the average hotel rate for the city in which You are located and a daily allowance of \$50 per person will be paid.

**The Claims Agent must, wherever reasonably possible, pre-approve the necessity of Your Family Member to visit You, the mode of transportation and the costs involved.** Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

#### D. Home Repatriation

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If You die and Your death was caused by an Illness or Accident that is covered and not excluded by this Certificate, Your estate will be reimbursed, up to the amount shown in the Schedule of Coverage for the expenses to return Your body to Your city of residence, or if Your family so desires, the Insurance Company will pay up to the amount shown in the Schedule of Coverage for local burial in the country where the death occurred (excluding burial in the home country).

**The Claims Agent must, wherever reasonably possible, pre-approve and provide the transportation.** Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

#### E. Accidental Death

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In the event of Your death, as a result of an Accident which occurs during the period of coverage while participating in an EF Tour, the Insurance Company will pay Your estate the lump sum benefit amount shown in the Schedule of Coverage. Your death must occur within 365 days from the Accident.



## F. Accidental Disability

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If You sustain a Disability as a result of an Accident which occurs during the period of coverage while participating in an EF Tour, the Insurance Company will pay up to the amount shown in the Schedule of Coverage, regardless of the number of injuries You incur from the same Accident, depending on the extent of Your Disability. Your Disability must occur within 365 days from the Accident.

The degree of Disability is determined by the impairment percentage assigned by a Doctor. The impairment value is expressed as a percentage taking into account the body part(s) permanently impaired as that part(s) related to Your whole person. The Doctor will determine the impairment value by use of the American Medical Association's "Guide to Evaluation of Permanent Impairment" most current at the time of claim. If You had a Pre-existing Condition prior to the Accident, the impairment value of the Pre-existing Condition will be deducted from the impairment value calculated after the Accident. The amount of Your benefit will be determined solely by the extent of Your injury and not by Your ability or inability to work.

In order for You to receive benefits due to a Disability, an Accident must lead to a Disability within one year from the date of the Accident. No payment for any Disability benefit shall be due or payable until at least 30 days have passed from the date of the receipt of the required proof of loss. As soon as the definite degree of Disability is determined, payment pursuant to this Certificate will be paid with a lump sum representing such portion of the sum covered as corresponds to the degree of Disability.

If the same Accident has resulted in injuries on several parts of the body, benefits will be paid with a calculated degree of Disability of a maximum of one hundred percent (100%).

## Exclusions

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The following medical, dental, travel and other expenses are not covered by this Certificate:

- Medical costs to the extent they can be indemnified by other means, including but not limited to another insurance policy, government-sponsored program, by reason of law or other decrees or conventions;
- All expenses resulting from or relating to treatment due to mental or psychological health disorders, including eating disorders or treatment of physical symptoms resulting from or related to mental or psychological health disorders, including eating disorders;
- All expenses for treatment or prescription drugs related to a Pre-existing Condition;
- All expenses for emergency home evacuation and family member reimbursement related to a Pre-existing Condition or a mental/ psychological health disorder;
- All expenses directly resulting from or relating to the abuse of alcohol, sleeping pills, narcotics or other intoxicants or relating to treatment for the abuse of alcohol, sleeping pills, narcotics or other intoxicants, except when used as prescribed by a Doctor;
- All expenses resulting from or relating to treatment of acne;
- All expenses resulting from or relating to tattoos, piercing and any other unnatural bodily change such as implants, Botox injections etc.;
- All expenses resulting from or relating to treatment due to a suicide, suicide attempt, criminal act or violent behaviour on Your part;
- Maternity expenses or any illness or treatment connected with pregnancy, including complications of pregnancy;
- All expenses resulting from or relating to treatment that was required before the effective date of this Certificate and would have made a prudent person seek care prior to such effective date;
- All expenses resulting from or relating to treatment for HIV disease or AIDS or any condition related thereto;
- All expenses resulting from or relating to endemic diseases, epidemics or pandemics of infectious diseases of whatsoever nature when the Government of Canada has issued a Level 3 or Level 4 health-related travel advisory due to that specific infectious disease prior to departure for the country or a region of the country that is a destination on Your EF Tour;
- All expenses resulting from or relating to orthodontic treatment;



- All expenses resulting from or relating to routine health and dental care, such as physical exams, vaccinations/inoculations, dental and orthodontic check-ups or routine eye exams;
- All expenses for elective treatment meaning medical treatment which is not necessitated by a pathological change in the function or structure in any part of the body. Elective treatment includes but is not limited to tubal ligation, vasectomy, breast reduction, sexual reassignment surgery, submucous resection or/and any other surgical correction for deviated nasal septum, other than necessary treatment of covered acute purulent sinusitis, treatment for weight reduction, learning disabilities, temporomandibular joint (TMJ) dysfunction, immunization vaccines and routine physical examinations;
- All expenses resulting from or relating to Accidents resulting from or related to extreme sports, including but not limited to: scuba diving to depths of more than 130 feet; skydiving; hang-gliding or para-gliding; parascending other than over water; bungee jumping; mountaineering or rock climbing normally requiring the use of guides or ropes; or caving, unless these activities are a part of Your EF tour and have been pre-organized by the EF Tour operator;
- All expenses resulting from or relating to injuries caused by the use of firearms discharged by You;
- All expenses resulting from injuries due to an exposure to imminent risks of bodily injury, or injuries due to a criminal act committed by You or act of aggressive violence initiated by You;
- All expenses resulting from or relating to injuries caused by professional manual labour and/or while carrying out any activity for which You receive or intend to receive a fee, payment, wage or any other source of revenue;
- All related travel costs if a ship or airplane is forced to change its route because of Your Illness or injury due to Accident;
- All expenses for eyeglasses or contact lenses;
- Private nursing home expenses;
- Spa or health resort expenses; and
- Expenses beyond those that are Reasonable and Customary Charges.

## Baggage & Property

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### Terms of Coverage

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The Insurance Company will reimburse You in the manner and amounts described below in the event Your baggage and/or other property is stolen or damaged. This coverage is subject to the limitations described herein and in the sections ***Period of Coverage*** and ***Exclusions***.

In order to be fully reimbursed, You must be careful with Your property and take all reasonable measures not to expose Your property to the risk of being stolen or damaged.

### G. Baggage & Property

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The Insurance Company will pay up to the amount shown in the Schedule of Coverage per incident, including Valuable Property up to the amount shown in the Schedule of Coverage, if Your personal belongings are stolen or damaged due to Accident, breaking and entering, Assault, fire, storm, catastrophe, or traffic accident. This coverage also applies to items that You have rented or borrowed for Your personal use while participating on an EF Tour.

You must report the loss or theft to the local police department and file a police report or the transport carrier within 24 hours of discovery. The amount of loss the Insurance Company is liable to pay shall be determined in accordance with the Insurance Company's determination of the value of the property, evaluated at the place and time of such loss (taking into consideration depreciation due to wear and tear).

If the damaged property is restorable or repairable, the amount of loss shall be the cost to repair the property to the condition at the time immediately before the damage, but in no case shall this cost exceed the value of the property as determined by the Insurance Company.

If an item that is part of a set is stolen or damaged, You will be covered for that item only and not for the entire set.



In addition to the coverage for loss or damage set out above, the Insurance Company will pay for loss of or damage to Your personal belongings when an airline, hotel, travel agency, spa or sports establishment has taken responsibility to keep or transport labelled items for You and when Your property has been lost or damaged and Your claim has been denied by the airline, hotel, travel agency, spa or sports establishment.

### Valuable Property

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Valuable property is defined as items with an individual value exceeding \$150 per item and include the following: items made of precious metals, genuine pearls or precious stones, antiques, works of art, precious carpets, pocket and wrist watches, fur coats and other fur products, cameras, projectors, telephones, binoculars, wine, liquor, music players and other musical equipment, radios, televisions, computer equipment, collections of CDs and record albums. Valuable property is reimbursable up to the maximum amount shown in the Schedule of Coverage per incident of loss or theft. Mobile phones (including smart phones) and mp3 players are reimbursable up to a maximum of \$300, and cameras are reimbursable up to a maximum of \$700.

### H. Cash

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The Insurance Company will reimburse You up to the maximum amount shown in the Schedule of Coverage for loss of cash due to theft, Accident, damage due to breaking and entering, Assault, fire, storm, catastrophe, or traffic accident.

### I. Valuable Documents

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The Insurance Company will reimburse You for out of pocket expenses up to the maximum amount shown in the Schedule of Coverage, related to theft or damage of a Valuable Document, due to Accident, breaking and entering, Assault, fire, storm, catastrophe, or traffic accident.

### Exclusions

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This Policy does not insure or cover any damage to or loss or theft of:

- Any property left behind, lost or mislaid, even if the property has been stolen after You have left it somewhere;
- Any property left in an unlocked hotel room, dormitory room, boarding house room, passenger cabin, sleeping car, bus or car;
- Any property left behind overnight in any means of transport. If property is temporarily left in means of transport during daytime, the property must be locked in a trunk which is inaccessible from the interior or locked in a glove compartment;
- Any cash, valuable property (jewelry, cameras, laptops/iPads and similar however not including mobile phones) or Valuable Documents not carried on You or not kept in a locked device when You are absent;
- Any cash, valuable property or Valuable Documents left in tents, cars, buses, boats, caravans, trailers or any other means of transport;
- Any cash, valuable property or Valuable Documents checked in with an airline;
- Any weapons;
- Any damage due to scraping or wear and tear;
- Superficial damage to suitcases that does not affect their use;
- Damage to property that occurs from normal wear and tear, rusting, moulding or discolouration, or any damage that might affect the appearance but does not affect the function of the property;
- Marring, scratching, peeling of paint or any other damage to the appearance of the property not resulting in loss of its function;
- Any damage due to improper packing;
- Any damage from liquid that flowed out from a packed container;
- Animals;
- Motor-driven vehicles, caravans or trailers;
- Water-going vessels (except windsurfing boards);
- Hovercrafts, hydroplanes or any other aircraft;



- Parts or equipment to such vehicles and crafts that are excluded as aforementioned, if the parts or the equipment can be covered by a motor vehicle, boat or aircraft insurance policy; and
- Any damage that will be paid for through another insurance policy or reimbursed from another source.

In addition, all indirect costs following a loss or theft are not covered.

## Baggage Delay

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### Terms of Coverage

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The Insurance Company will reimburse You in the manner and with the amounts described below, in the event of a baggage delay. This coverage is subject to the limitations described herein and in the sections ***Period of Coverage*** and ***Exclusions***.

### J. Baggage Delay

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The Insurance Company will pay, against receipts, up to the maximum amount shown in the Schedule of Coverage for necessary and reasonable replacement costs of clothing and personal hygiene items relating to and associated with baggage delay in excess of 24 hours at the airport for all EF flights except the return flight to Your departure point. Your baggage must be registered on departure in order for benefits to be paid by the Insurance Company.

### Exclusion

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- This Policy does not cover any claim that will be paid for through another insurance policy or by any other responsible party, airline or bus carrier.

## Tour Cancellation & Interruption

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### Terms of Coverage

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The Insurance Company will reimburse You in the manner and with the amounts described below (excluding the non-refundable insurance premium) in the event Your EF Tour is cancelled or interrupted due to any of the below mentioned Unforeseen Reasons. The event or Accident causing You to cancel or interrupt Your EF Tour must have occurred during Your period of coverage. The Tour Interruption benefits will only be granted once for the Illness or Accident of any one Family Member.

In order for You to obtain Tour Cancellation benefits the Claims Agent and EF must be notified in writing or by telephone of the need to cancel Your tour. If the event which causes the cancellation occurs 120 days or more before Your departure on Your EF Tour, You must notify the Claims Agent and EF no later than 110 days before Your departure on Your EF Tour. If the event which causes the cancellation occurs less than 120 days before Your departure on Your EF Tour, You must notify the Claims Agent and EF as soon as reasonably possible after said event and in all cases before Your departure on Your EF Tour. In order for You to obtain Tour Interruption benefits, the Claims Agent must pre-approve the necessity to return to your city of residence prior to the Tour Interruption. Without a pre-approval, costs will be compensated according to the necessity and reasonableness of the measures taken and the costs incurred, as deemed by the Insurance Company.

### K. Tour Cancellation

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Under the terms of this insurance, a refund of the amounts described below will be issued, should You or Your parent or legal guardian cancel Your EF Tour or should Your EF Tour no longer be offered due to the following Unforeseen Reasons:

- a. Your death, if Your death occurs before Your departure on Your EF Tour;
- b. Your Illness or Accident (excluding mental or psychological health disorders or eating disorders) which occurs before Your departure on Your EF Tour and requires medical treatment at the time of cancellation



and is so disabling as to prevent Your participation in Your EF Tour and for which Your Doctor has advised against travel;

- c. You being hospitalized as an in-patient for mental or psychological health disorders, including eating disorders which occurs before Your departure on Your EF Tour and requires medical treatment at the time of cancellation and is so disabling as to prevent Your participation in Your EF Tour and for which Your Doctor has advised against travel;
- d. An Illness or Accident leading to hospitalization or death of a Family Member which occurs before Your departure on Your EF Tour;
- e. You being required to serve on a jury, subpoenaed (except if You are the defendant), activated into military service, or having Your home made uninhabitable by fire or flood or other natural disaster;
- f. You being directly involved in a traffic accident en route to the departure of an EF Tour, as substantiated by a police report; or
- g. Your parent or legal guardian experiencing involuntary termination or layoff of permanent employment, not including contract or self-employment, when actively employed with the same employer for at least 6 months prior to the effective date of Your coverage under this Certificate.

If You have to cancel Your EF Tour due to any of the above covered reasons, the Insurance Company will reimburse You for the Non-Refundable Tour Payments up to the maximum compensation amount shown on the Schedule of Coverage (page 4), (excluding the non-refundable insurance premium).

#### L. Tour Interruption

Under the terms of this insurance, a refund of the amounts described below will be issued, should You die or be forced to interrupt the EF Tour due to:

- a. Your Illness or Accident (excluding mental or psychological health disorders or eating disorders which occurs while on Your EF Tour and requires medical treatment at the time of interruption and is so disabling as to prevent Your continued participation in Your EF Tour and for which a Doctor has advised against continuing on Your EF Tour;
- b. An Illness or Accident leading to hospitalization or death of a Family Member while on Your EF Tour; or
- c. Robbery or theft of Your Valuable Documents (must be supported by a police report).

If Your EF Tour is interrupted due to any of the above covered reasons, You will be reimbursed, up to the maximum amount shown in the Schedule of Coverage, for the cost of economy coach, train or airfare by the most direct route, less any refunds paid to You or the Group Policy Holder, in order to reach the return destination or to travel from the place where Your EF Tour was interrupted to where Your EF Tour can be rejoined. You will also be reimbursed the Non-Refundable Tour Payments up to the maximum compensation amount shown on the Schedule of Coverage (page 4).

#### M. Additional Costs for Return Home due to Violent Outbreak

The Insurance Company will pay up to the maximum amount shown in the Schedule of Coverage for the additional costs incurred if You must return home immediately after the outbreak of violence in the area where You are in accordance with recommendations by official authorities in Your home country (Global Affairs Canada or Ministry for Foreign Affairs). Also, the Claims Agent must have pre-approved the necessity to return home.

#### N. Accommodation Extra Cost

The Insurance Company will also reimburse You for reasonable costs resulting from a change in the per person occupancy rate for prepaid arrangements if a travelling Family Member's EF Tour is delayed or interrupted for one of the aforementioned covered reasons and Your EF Tour is not. The Insurance Company will also reimburse You for reasonable additional accommodation and transportation expenses up to the maximum amount shown in the Schedule of Coverage if a travelling Family Member must remain hospitalized.



## O. Delay due to Theft of Valuable Documents

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The Insurance Company will pay, against receipts, up to the maximum amount shown in the Schedule of Coverage for reasonable accommodations, meal and local transportation expenses incurred by You if You are delayed for 8 hours or more while in route to or from, or during an EF Tour, due to the theft of Valuable Documents.

## Exclusions

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The Insurance Company will not pay Tour Cancellation or Tour Interruption benefits for changes in travel plans due to:

- Carrier-caused delays (including bad weather);
- Personal change of plans by You or a Family Member;
- Anxiety or fear;
- Business or contractual obligations;
- Prohibition or regulation by any government, including if You are deemed by such government to be inadmissible to the country You are travelling to;
- Default of tour or program operator (including EF and its affiliated parties), airline, cruise line or any other organisation which results in a loss of service;
- Your inability to obtain the necessary travel documents (passports, visas, etc.); or
- Detention or confiscation by customs.

In addition, the Insurance Company will not pay Tour Cancellation or Tour Interruption benefits for You or any Family Member's loss, Illness or Accident resulting from or relating to excluded conditions as per the Exclusions of the Illness & Accident section and as per this Certificate.

## General Provisions

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### General Exclusions Relating to All Types of Coverage

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No insurance coverage is provided and the Insurance Company will not pay for any losses resulting directly or indirectly from:

- Failure to provide reasonable proof of a loss;
- Circumstances that were known, foreseen or expected prior to applying for coverage;
- Pandemic diseases as declared by the World Health Organization, the Government of Canada or any local authority, provided this exclusion shall not apply to expenses otherwise covered under the Illness & Accident coverage where such declaration is made for the country or a region of the country that is a destination on Your EF tour after travel has commenced;
- Suicide, suicide attempt or violent behaviour on Your part;
- A wilful act, criminal act or gross negligence on Your part or on the part of anyone entitled to receive a benefit;
- War, hostile acts of a foreign power, revolution, usurped power, civil war, act of war (declared or undeclared), riots or rebellion ("riot" meaning tumultuous disturbance of the peace by a group of persons whether national or local, gravely threatening the social peace and order of the area) or other disturbances of a similar nature, however, not including direct acts of terrorism ("direct", meaning an immediate and geographically proximate threat to personal safety) excluding "nuclear, chemical and biological terrorism" as set out below, provided this exclusion shall not apply to expenses otherwise covered under the Additional Costs for Return Home due to Violent Outbreak coverage;
- Nuclear radiation or radioactive contamination or injuries from any explosive or hazardous materials, radioactive, explosive or other material of a hazardous nature, or any accident arising therefrom, of nuclear fuel materials (including spent fuel) or properties (including products yielded in the process of nuclear fission) contaminated by nuclear fuel materials;
- Seizure, requisition, confiscation or destruction by any government or public authorities; or
- Losses that can be paid by any other insurance policy, government sponsored program, etc.



## Nuclear, Chemical, Biological Terrorism Exclusion Clause

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Notwithstanding any provision to the contrary within this Certificate or any endorsement thereto, it is agreed that this Certificate excludes any losses directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with any act of nuclear, chemical, biological terrorism (as defined below) regardless of any other cause or event contributing concurrently or in any other sequence to the loss.

“Nuclear, chemical, biological terrorism” shall mean the use of any nuclear weapon or device or the emission, discharge, dispersal, release, or escape of any solid, liquid or gaseous chemical agent and/or biological agent during the period of this insurance by any person or groups(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious or ideological purposes or reasons including the intention to influence any government and/or to put the public, or any section of the public, in fear.

“Chemical agent” shall mean any compound which, when suitably disseminated, produces incapacitating, damaging or lethal effects on people, animals, plants or material property.

“Biological agent” shall mean any pathogenic (disease producing) micro-organism(s) and/or biologically produced toxin(s), including genetically modified organisms and chemically synthesised toxin(s), which cause illness and/or death in humans, animals or plants.

## Territory

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This coverage applies worldwide excluding Iran, Syria, Sudan, Cuba and North Korea.

## Liberalization

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If the Insurance Company adopts any policy coverage changes during the Period of Coverage without an additional premium charge, then You will automatically receive the benefit of the broadened insurance. This shall not apply to claims that have already been submitted

## Limitation of Actions

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Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act (for actions or proceedings governed by the laws of Alberta and British Columbia), The Insurance Act (for actions or proceedings governed by the laws of Manitoba), the Limitations Act, 2002 (for actions or proceedings governed by the laws of Ontario), or in other applicable legislation. For those actions or proceedings governed by the laws of Quebec, the prescriptive period is set out in the Quebec Civil Code.

## Applicable Law

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This Certificate is governed by the law of the province or territory where You resided at the time of purchase of this coverage, and the laws of Canada applicable therein. Any terms of this Certificate which are in conflict with the applicable statutes, laws or regulations of the jurisdiction in which this policy is delivered are amended to conform to such statutes, laws or regulations.

## Sanctions

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This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit the Insurance Company from providing insurance, including, but not limited to, the payment of claims.

## Other Insurance and Subrogation

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If a claim is covered by this Certificate and by another insurance policy issued by another insurance carrier, this Certificate shall always be secondary to all other insurance policies and the Insurance Company shall not be obligated to pay until the limits of all other applicable insurance policies have been exhausted.



Following the exhaustion of all other insurance policies, the Insurance Company will pay up to the limits shown on the *Maximum Compensation* schedule (page 3) for any claims not already covered and paid by other sources.

In the event of any payment under this Certificate, this Insurance Company shall be subrogated to the rights as stated in 1. and 2. below to the extent of such payment and without prejudice to Your:

1. right of recovery, if You are to be indemnified for damages by any person or organisation; and
2. right of subrogation, if You are to be subrogated to the right of others on account of a payment of claim to an injured party. If You collect damages from such other party, whether by suit, settlement or in any other manner, then You shall be liable to the Insurance Company for the lesser of either:
  - a. The amount collected by You; or
  - b. The amount of all payments made by this Insurance Company for the expenses incurred by You to which such damages are related.

The Insurance Company may require You to execute a statement acknowledging the Insurance Company's right of recovery from other parties, including but not limited to another insurance company before the Insurance Company makes payment of any expenses reasonably believed by the Insurance Company to be subject to this section of the Policy.

You shall cooperate with the Insurance Company in securing and enforcing the Insurance Company's right under the preceding paragraphs and in obtaining such evidence, instruments, and papers as required by the Insurance Company for such purpose.

#### Protecting Your Personal Information

At Chubb, we are committed to protecting our customers' privacy. Chubb's policy is to limit access to customer information to those who need it to serve customers' insurance needs and to maintain and improve customer service. The information provided by customers is required by us, our reinsurers and authorized administrators to assess customers' entitlement to benefits, including but not limited to determining if coverage is in effect, investigating the applicability of exclusions and co-ordinating coverage with other insurers. For these purposes, we, our reinsurers and authorized administrators consult existing insurance files about customers, collect additional information about and from customers, and where required, collect information from and exchange information with, third parties. We do not disclose customer information to third parties other than our agents and brokers, except as necessary to conduct business, e.g., processing claims or as required by law. We advise customers that, in some instances, employees, service providers, agents, reinsurers, and any of their providers, of Chubb may be located in jurisdictions outside Canada and that customers' personal information may thus be subject to the laws of those foreign jurisdictions.

The Privacy Officer; Chubb Insurance Company of Canada, 199 Bay Street, 25th Floor, Toronto, Ontario, M5L 1E2. For more information on privacy at Chubb, visit [Chubb.com/ca](http://Chubb.com/ca)

#### Complaint Procedures

If You have a complaint or inquiry about any aspect of this insurance coverage, please call 1-877-534-3655 between 8:00 a.m. and 8:00 p.m. (ET), Monday to Friday.

If for some reason You are not satisfied with the resolution to their complaint or inquiry, You may communicate Your complaint or inquiry in writing to our complaints officer:

Chubb Insurance Company of Canada  
199 Bay Street, Suite 2500  
P.O. Box 139 Commerce Court Postal Station  
Toronto, ON M5L 1E2

Email: [complaintscanada@chubb.com](mailto:complaintscanada@chubb.com)

If You are still not satisfied with the resolution to Your complaint or inquiry, You may communicate Your complaint or inquiry in writing to:

General Insurance Ombudservice  
2727 Courtice Road, P.O. Box 98009  
Courtice, ON L1E 3A0

This Certificate is valid and applicable from the purchase date as shown in the confirmation of coverage received from EF and until the return date of the EF Tour.

**Please keep this Certificate with Your other important documents.**







**Educational  
Tours**

## Summary of Coverage

THIS SUMMARY OF COVERAGE IS PROVIDED FOR INFORMATION PURPOSES ONLY AND DOES NOT ALTER, AMEND OR EXTEND THE COVERAGE OF THE POLICY DESCRIBED. FOR A FULL DESCRIPTION OF THE TERMS, CONDITIONS AND EXCLUSIONS, REFER TO THE CERTIFICATE OF INSURANCE WORDING.

Group Policy Holder	EF Travel Canada Ltd. 80 Bloor St West, 16 <sup>th</sup> Floor Toronto, ON M5S 2V1
Covered participants	Participants travelling with EF Institute for Cultural Exchange Ltd. or EF Tours Canada Ltd. on an EF Educational Tour, departing from Canada
Group Policy Number	9908-9942
Insurance Company	Chubb Insurance Company of Canada 199 Bay Street, Suite 2500 P.O. Box 139, Commerce Court West Postal Station Toronto, Ontario M5L 1E2

### Coverage

The policy provides maximum compensation to covered participants according to the following schedule:

#### Accident and Sickness

A. Medical Expenses	up to \$1,000,000*
B. Emergency Home Evacuation	up to \$50,000**
C. Family Member Reimbursement	up to \$50,000**
D. Home Repatriation	up to \$50,000**
- local burial	up to \$10,000
E. Accidental Death	up to \$35,000***
F. Accidental Disability	up to \$35,000***

#### Baggage and Property

G. Baggage and Property	up to \$2,800
- Valuable Property	up to \$1,400
H. Cash	up to \$400
I. Valuable Documents	up to \$700

#### Delay

J. Baggage Delay	Up to \$75 every 24 hours or part thereof, up to a maximum of \$225 (24 hour waiting period for Baggage Delay)
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#### Tour Cancellation and Interruption

K. Tour Cancellation	EF Tour price
L. Tour Interruption	Unused part of EF Tour price****
- Transportation extra cost	up to \$1,400
M. Additional Costs for Return Home due to Violent Outbreak	up to \$1,400
N. Accommodation Extra Cost	up to \$150 per day, up to a maximum of \$800
O. Delay due to Theft of Valuable Documents	up to a maximum of \$100 every 24 hours or part thereof, up to a maximum of \$500



\*If You are not covered under a Canadian government health insurance plan on the date the claim is incurred, reimbursement for eligible Medical Expenses incurred will be limited to a maximum compensation of \$50,000.

\*\*\$50,000 is the combined maximum compensation for B) Emergency Home Evacuation, C) Family Member Reimbursement and D) Home Repatriation.

\*\*\* Payments available under E) Accidental Death and F) Accidental Disability are not subject to a combined limit of coverage per Accident or injury and each provide separate limits of coverage.

\*\*\*\* "Unused" means the Participant's financial loss of any whole, partial or prorated prepaid "Non-Refundable Tour Payments."

If more than one claimant suffers a covered Accidental Death in the same event on the same EF Tour, then the Insurance Company will not pay more than \$10,000,000. If an event results in benefit amounts becoming payable, which when totalled, exceed \$10,000,000, then that amount will be divided proportionally among the claimants.

### Termination of Insurance

Coverage ends at the earliest of the following dates:

- when Your EF Tour has ended (including the time it takes You to travel via direct route to Your city of residence immediately after Your EF Tour ends);
- when You leave the EF Tour early if it is prior to the end of Your EF Tour; and
- when You return to Your city of residence.

If You have purchased the Optional Extension Coverage, coverage starts and ends based on Your requested travel dates organized by EF.

If the return from Your EF Tour is delayed or cancelled for reasons covered by the Certificate, coverage is extended until Your return to Your city of residence. If You are unable to travel due to a medical condition at the time when Your EF Tour ends, coverage is extended for up to 30 days or until Your Doctor confirms that You are able to travel, whichever comes first, subject to the terms and conditions of the Certificate.

Coverage provided under the **Tour Cancellation** section of the Certificate begins on the day EF receives payment of the premium and ends at the time of departure of Your EF Tour or when You cancel Your EF Tour, whichever date is earliest.

### Submitting a claim

If a loss occurs, You should file a claim promptly. The claims process is set out in the Certificate under the section entitled **What to do if a Loss Occurs / How to File a Claim**.

**In the event that You need to cancel or interrupt Your EF Tour, contact EF and Crawford & Company (Canada) Ltd. as soon as reasonably possible after the event which causes the Tour Cancellation or Tour Interruption.**

EF Institute for Cultural Exchange Ltd. (also operating as EF Educational Tours)

EF Tours Canada Ltd. (also operating as EF Educational Tours)

80 Bloor St West, 16<sup>th</sup> Floor

Toronto, Ontario M5S 2V1

Telephone: 1 (800) 263-2806

Fax: 1 (800) 556-6046

### Emergency Assistance while on tour:

Generali Global Assistance

Telephone: 1 (888) 748-9739 (toll free in the U.S. or Canada)

1 (240) 330-1476 (from other international locations, call collect)

### Claims Handling:

Crawford & Company (Canada) Inc.

100 Milverton Drive, Suite 300

Mississauga, Ontario L5R 4H1

Attention: New CHUBB A&H Claim

Telephone: 1 (855) 897-8512

Fax: 1 (905) 602-0185

Email: newhumanriskclaims@crawlco.ca

**Approval of School Level Identification, Placement and Review  
Committees – 2022-2023.**

**R.A.:** that the Board approve the Identification, Placement and  
Review Committees as listed, for the 2022-2023 school year.

October 11, 2022

Administration

No.	School	Principal	School Personnel
102	St. Joseph (D)	Mark Collins	Sinead McIlwain Classroom Teacher
103	St. Catherine	Julianne Charette	Mélanie Bergeron-Langlois Maureen Thorndyke Tania Harper Classroom Teacher
104	St. Martin	Jenn DeMaeyer	Tanya Tucker Classroom Teacher
105	St. Paul (L)	Lisa Gemmiti- Folz	Rebecca Beavis Classroom Teacher
106	Immaculate Conception	Andy Sawada	Kate Murphy Classroom Teacher
108	St. Alphonsus	Becky Brady	Mary Sheehan (Kelly) Classroom Teacher
109	St. Anne	Christine Brodie	Tessa Desouza Tobi Ryan Lisa Nowak
110	St. John	Jennifer Wright	Lisa Evans Classroom Teacher
111	St. Patrick	Jennifer Fisher	Amanda Huskison Mary Saunders Classroom Teacher
112	St. Paul (P)	Natalie Bittner	Lise Fines Maureen Wayling Classroom Teacher
114	St. Francis of Assisi	Stephen Smith	Heather Michel Keri Biss Robin Terveld
115	St. John Paul II	Michael DeMaeyer	Glenna Francis Classroom Teacher
116	St. Mother Teresa	Dianne Collins	Paula Alexander



			Classroom Teacher
<b>117</b>	<b>St. Teresa</b>	Tammy Rutter	Beverley Atkinson
			Classroom Teacher
<b>118</b>	<b>St. Paul (N)</b>	Derek Abrams	Julie Doherty
			Classroom Teacher
<b>119</b>	<b>St. Joseph (B)</b>	Nancy Guillemette	Lisa Heitzner
			Elizabeth Collins
			Classroom Teacher
<b>120</b>	<b>St. Mary (CPFD)</b>	Melissa Jolicoeur	Emily Begg/ Johanna Denley (LTO)
			Classroom Teacher
<b>121</b>	<b>St. Joseph (Cobourg)</b>	Nancy Jones	Sabrina Butchart
			Cheryl Reynolds
			Classroom Teacher
<b>122</b>	<b>St. Dominic</b>	Laura Carson	Anne Scully
			Classroom Teacher
<b>123</b>	<b>St. Michael</b>	Nicole Simpson	Jana Millson
			Emily Lefebvre
			Classroom Teacher
<b>124</b>	<b>St. Mary (G)</b>	Nicole McGill	Rebecca Herrell
			Gisele McLeod
			Classroom Teacher
<b>126</b>	<b>St. Anthony (PH)</b>	Karen McCormack	Trista Sedgwick
			Andrea Busch
			Classroom Teacher
<b>127</b>	<b>Monsignor Leo Cleary</b>	Ian Kruis	Lisa Alves
			Classroom Teacher
<b>130</b>	<b>St. Luke</b>	Matt Bowen	Jennifer Oliver
			Classroom Teacher
<b>131</b>	<b>St. Mary (L)</b>	Michael DeMaeyer	Sarah O'Leary
		Joanne McDermott - Vice P	Classroom Teacher

<b>132</b>	<b>St. Elizabeth</b>	<b>Guy Charette</b>	<b>Sheilagh Bourassa-Young</b>
			Michael Marsella
			Zandra Smith
			Amanda Collins
<b>133</b>	<b>Notre Dame</b>	<b>Rob Citro</b>	<b>Katherine Caldwell</b>
			Classroom Teacher
<b>134</b>	<b>Msgr. O'Donoghue</b>	<b>Shelley Adair</b>	<b>Paul Hough</b>
			Julia Tearne
<b>135</b>	<b>Good Shepherd</b>	<b>Frank Bradica</b>	<b>Kerri Langer</b>
			Thomas Deschamps
			Tracy Olinyk
<b>137</b>	<b>Holy Family</b>	<b>Marie-Claude Caron-Chare</b>	<b>Nicole Matthews</b>
			Jillian Skinner-Pickard
			Ryan Mundy
			Catherine Burge
			Krista McEwen
<b>251</b>	<b>Holy Cross C.S.S.</b>	<b>Sherry Davis</b>	<b>Nanzela Hopson ( Mary Cozzarini LTO), Claire Wilson</b>
			Karen Spenceley
			Chris Moher
			Jeremy Stillman
			Gavin Scott
			Jen Howson
			Julia Hawman
			Amanda louanna
<b>253</b>	<b>St. Peter C.S.S.</b>	<b>Shannon Brady</b>	<b>Sandra Coyle (L-Z)</b>
			Michaela Bullock
			Nancy Jewell CC
			Jeannie Heffernan
			Karen Bycok (A-K)
			David Rahilly
<b>254</b>	<b>St. Thomas Aquinas C.S.S.</b>	<b>Wayne Clark</b>	<b>Kim Fletcher</b>
			Cameron Morin
			Mary Kennedy
<b>255</b>	<b>Holy Trinity C.S.S.</b>	<b>Mark Joly</b>	<b>Fred Zinkie</b>
			Amanda King

			Daniela Conforti
			Chris Chisholm
			Zack Holub
			Alycia Degenstein
			Erin Bibby
			Angela Gaskell
			Shannon Hardy
			Katherine Bidgood
<b>256</b>	<b>St. Mary C.S.S.</b>	<b>Jason Roberts</b>	
			Thomas Fletcher
			Sherri Slade-Brady
			Gerard Forster
			Kim Lowry
			Doug Gervais
			Chris Dunn
			Laura Krentz
			Brittany Crowley
<b>257</b>	<b>St. Stephen C.S.S.</b>	<b>Trevor Poechman</b>	<b>Lisa Diachenko</b>
			Jill Barker
			Michelle Rodriguez
			Charles Clark
			Joelle Laronde
			Michelle Heffernan
			Nora Green
			Wendy Cormier
			Della Stewart-Figueira
			David Hendriks
			Pamela Lynch
			Jessica Fox
<b>411</b>	<b>St Thomas Virtual Elem</b>	<b>Bridget McCann Girard</b>	<b>Classroom Teacher</b>
			Melissa Bishop
			Rebecca Westlake
<b>444</b>	<b>St Thomas Virtual Sec</b>	<b>Wayne Clark</b>	<b>Kim Fletcher</b>
			Mary Kennedy



**Recommended Action from the Committee-of-the-Whole,  
October 11, 2022: Trustee Honoraria.**

**R.A.** Mover: Linda Ainsworth

that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2022 to November 14, 2023.

Committee-of-the-Whole

October 11, 2022

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# BUSINESS AND FINANCE

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## Report to Committee of the Whole

**Meeting:** ☐ In Camera

☒ Open

**Presented for:** ☐ Information

☒ Approval

**Meeting Date:** October 11, 2022

**Presented by:** Isabel Grace, Superintendent of Business/Finance

**Subject:** 2022-23 Trustee Honoraria

**Recommended Action(s):** The Committee of the Whole recommends that the Board approve Honoraria for Board members as outlined in the following report for the period November 15, 2022 to November 14, 2023.

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### 1. Background

- 1.1 Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

### 2. Components

- 2.1 For a term of office beginning in 2022 (therefore November 15, 2022) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
1. The Base Amount for the year (constant for the 4 year term);
  2. The Enrolment Amount for the year (to be recalculated annually);
  3. The Attendance Amounts payable for the year (for prescribed Committees)
  4. The Distance Amounts payable for the year (if applicable)

## 2.2 Base Amount

The limit for the base amount for each Board Member, beginning on November 15, 2022 is \$5,900.

Per trustee: \$5,900

- a) The Chair will receive an additional \$5,000; and
- b) The Vice-Chair will receive an additional \$2,500.

## 2.3 Enrolment Amount (to be adjusted annually)

The enrolment to be used for each year beginning November 15th is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2022 will be used to determine the November 15, 2022 to November 14, 2023 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the estimated average daily enrolment for the 2021/22 school year was 14,520.00 students.

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 14,520.00 students at \$1.75 each yields a total of \$25,410.00).
- b) The total amount for the Board is divided by the number of Board members (therefore \$25,410.00 divided by 7 Members equals an annual amount of \$3,630.00 per Member – rounded to nearest \$).
- c) The calculations contained within the Regulation would add the following amounts to the basic enrolment amount for the Chair and Vice-Chair respectively:

Chair - \$726 (\$.05 per ADE)

Vice-Chair - \$363 (\$.025 per ADE)

## 2.4 Attendance Amount (for prescribed Committees)

By Board motion September 25, 2006, no committees were approved as eligible.

## 2.5 Distance Amount (if applicable)

By Board motion September 25, 2006, no amount was approved.



### 3. Summary

Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period November 15, 2022 to November 14, 2023. Comparative amounts for the previous year (December 1, 2021 to November 14, 2022) have also been provided for information purposes.

<b>For the Period November 15, 2022 to November 14, 2023:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,356	3,993	3,630
	<b>\$15,256</b>	<b>\$12,393</b>	<b>\$9,530</b>

<b>For the Period December 1, 2021 to November 14, 2022:</b>			
	<b>Chair</b>	<b>Vice-Chair</b>	<b>Trustee</b>
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,387	4,022	3,656
	<b>\$15,287</b>	<b>\$12,422</b>	<b>\$9,556</b>

**Recommended Action from the Policy Development  
Committee Meeting, October 4, 2022.**

**R.A.:** Mover: Kevin MacKenzie

that the Board receive the report and recommendations  
from the Policy Development Committee dated October 4,  
2022, for publication and implementation.

Policy Development Committee

October 4, 2022.

**Report of the Recommended Actions from the Policy Committee Meeting,  
October 4, 2022.**

1. New Administrative Procedure – AP #512, Electronic Monitoring.

Moved by Loretta Durst, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #512, Electronic Monitoring, be received and posted under Directional Policy #500, Employee Relations. Carried.

2. Revised Administrative Procedure – AP #1204, Custody Access to Students.

Moved by Braden Leal, seconded by Jenny Leahy that the Policy Development Committee recommend to the Board that Administrative Procedure #1204, Custody Access to Students, be received and posted as amended under Directional Policy #1200, Records and Information. Carried.

3. Revised Administrative Procedure – AP #1205, Copyright Protected Acts.

Moved by Braden Leal, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Administrative Procedure #1205, Copyright Protected Acts, be received and posted as amended under Directional Policy #1200, Records and Information. Carried.

4. Remove Board Policy and Administrative Procedure –#309, Historical Archives.

Moved by Jenny Leahy, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Board Policy #309, Historical Archives, and the corresponding Administrative Procedure and Appendices be deleted. Carried.

5. New Administrative Procedure – AP #201, Promoting Catholicity in Schools.

Moved by Linda Ainsworth, seconded by Loretta Durst that the Policy Development Committee recommend to the Board that Administrative Procedure #201, School/Parish Accompaniment, be received and posted under Directional Policy #200, Catholic Education; and that Board Policy #812, Role of the Priest in the School, and the corresponding Administrative Procedure, be deleted. Carried.

6. New Administrative Procedure – AP #202, Board Diocesan Relations.

Moved by Linda Ainsworth, seconded by Braden Leal that the Policy Development Committee recommend to the Board that Administrative Procedure #202, School Liturgies, be received and posted as amended under Directional Policy #200, Catholic Education; and that Board Policy #811, School Liturgies, and the corresponding Administrative Procedure, be deleted. Carried.