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## Regular Board Meeting

Tuesday, December 20, 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:** Kevin MacKenzie

**Vice-chairperson:** Jenny Leahy

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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 November 22, 2022 Regular Board Meeting.
7. Business Arising Out of the Minutes.

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### 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. St. Peter Catholic Secondary School Excursion to Greece, March 7-15, 2024.  
Jonathan Di Ianni, Superintendent of Learning, Shannon Brady, Principal, St. Peter Catholic Secondary School, and Robin Clement, Teacher, St. Peter Catholic Secondary School. R.A.: Page 15 Details: Page 16
2. R.A. Building a Community that Accompanies: Director's Annual Report, 2021-2022.  
Joan Carragher, Director of Education. R.A.: Page 62

**D. Programs and Services:**

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

1. R.A. Borrowing Resolution. R.A. and Report: Page 63 Resolution: Page 65  
Isabel Grace, Superintendent of Business, Finance and Facility Services.
2. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.  
Kevin MacKenzie, Board Chairperson.

**F. Human Resources:**

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee.  
Stephen O'Sullivan, Superintendent of Human Resource Services.  
R.A.: Page 66 Report: Page 67

**G. Policy Development:**

**H. Old Business:**

**I. New Business:**

**J. Bring Forward:**

**K. Information Items:**

1. Chairperson's Report.  
Kevin MacKenzie, Board Chairperson.
2. Committee Chairpersons' Report:

- a. First Nation Métis Inuit Advisory Committee, December 6, 2022.

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

1. Board Meetings:
  - a. Regular Board Meeting Open Session, January 24, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
  - a. Chairperson Committee Meeting, January 16, 2023, 4:30 p.m.
  - b. Committee-of-the-Whole Meeting, January 16, 2023, 6:30 p.m.
  - c. Policy Development Committee Meeting, February 7, 2023, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
  - a. STSCO Governance Committee, January 11, 2023, 3:00 p.m.
  - b. Special Education Advisory Committee, January 19, 2023, 6:30 p.m.
  - c. Student Council Liaison Committee, January 24, 2023, 4:15 p.m.
  - d. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
  - e. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
  - f. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
  - g. First Nation Métis Inuit Advisory Committee, March 7, 2023, 6:30 p.m.
  - h. French as a Second Language Advisory Committee, April 26, 2023, 6:30 p.m.
  - i. Audit Committee, TBA
  - j. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
  - a. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.
  - b. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
  - c. 2023 OCSTA Annual General Meeting & Conference, April 27-29, 2023, Sheraton Centre Toronto Hotel.
  - d. Catholic Education Week, April 30 – May 6, 2023.
  - e. Catholic Student Leadership Awards Ceremony, May 3, 2023, Holy Cross Catholic Secondary School.

- f. Catholic Parent Engagement Committee – Annual Special Event, May 17, 2023, (location to be determined).
- g. Canadian Catholic School Trustees' Association Annual General Meeting, June 1-3, 2023, Saskatoon, SK.

**M. Conclusion:**

1. Report from the In-camera Meeting, December 20, 2022.
2. Closing Prayer.
3. Adjournment.



# Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, November 22, 2022, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – Mike Ayotte, Loretta Durst, Madelyn Gaskell (Junior Student Trustee), Joshua Glover, Jenny Leahy, Kevin MacKenzie (Chairperson), Siobhan Marie (Senior Student Trustee), Mary Ann Martin, and Kathleen Tanguay.

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

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

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:31p.m. and welcomed guests and media who had joined online. Matthew Bowen, Principal at St. Luke Catholic Elementary School, was acknowledged as the principal representative in attendance.

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. Land Acknowledgement

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

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

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

that the Agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the Minutes of the October 25, 2022 Regular Board Meeting.

**MOTION:** Moved by Loretta Durst, seconded by Kathleen Tanguay  
that the minutes of the October 25, 2022 Regular Board  
Meeting be approved.

Carried.

b. Approval of the Minutes of the November 15, 2022 Inaugural Board Meeting.

**MOTION:** Moved by Mary Ann Martin, seconded by Kathleen Tanguay  
that the minutes of the November 15, 2022 Inaugural Board  
Meeting be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

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

1. Report from the Director of Education.

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

- Welcome to all the trustees to the first Board Meeting of the 2022-2026 term. PVNC has a proud tradition of positive and collaborative working relationships.
- Thanks were extended to everyone who worked on behalf the board to reach the tentative agreement with CUPE, the Ontario Government, and the Trustees' Associations.
- Thanks to senior administration and managers who worked in the background to

ensure that staff and students would be ready for whatever scenario was presented during the period of labour disruption. A special thanks was extended to Sheila Piggott, Superintendent responsible for Information Technology and Sean Heuchert, Manager of Information Technology and his staff for making sure that students were ready for synchronous learning if needed.

- Gratitude was expressed for the Principals and Vice-principals for their leadership and service to school communities through the uncertainty leading up to the agreement being tentatively reached.
- When Faith Meets Pedagogy conference was held on October 27-29, in person for the first time since 2019. Board Chairperson, Kevin MacKenzie attended the Director's dinner and evening speaker. Superintendent Jeannie Armstrong and staff represented the board with presentations at the conference.
- On October 29<sup>th</sup> the Catholic Education Foundation of Ontario hosted the Patrick Fogarty Awards Dinner and Ceremony where one student from each of our secondary schools were honoured with an award.
- November 2, 2022 was "Take Your Kids to Work Day" for Grade 9 students across the province which had many students across the system provided with the chance to experience a workplace for the day.
- The Board Retirement Dinner was celebrated on November 4<sup>th</sup> to celebrate all the retirees from the previous year, including Trustee Kathleen Tanguay. Thank you was extended to Trustees Leahy and Durst for attending.
- Remembrance day activities were held throughout the system on November 11. Thanks to educators who organized events to ensure the legacy of those who sacrificed for our country.
- Celebrated Treaty Recognition which honours and provides an opportunity to teach and learn about Treaties, which is recognized as an imperative step toward Truth and Reconciliation. Thank you to Superintendent Julie Selby and her staff for their work in the provision of resources and events for students and staff.
- The Diocesan Pastoral Planning Day was held at St. Thomas Aquinas Catholic Secondary School on November 19<sup>th</sup> with almost 200 parish representatives, priests, and Bishop Daniel Miehm in attendance. Superintendent Jeannie Armstrong was present representing the board and Trustee Mary Ann Martin, who attended on behalf her parish.
- This week is Safe and Caring Schools Week with the theme, "I Belong." Thank you to Superintendent Jonathan Di Ianni and his staff for their work to plan a week filled with activities that focus on inclusive environments where students feel they belong.
- Advent begins this weekend and we look forward to the preparation of the birth of Jesus Christ and may we say yes to the gift that God wants you to receive this season.

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:

- Excited to work with the new board of trustees.
- Students participated in “Safe and Caring Schools Week” with many activities such as “Pink Shirt Day” for anti-bullying, reading prayers written by students, and focusing on intentional courtesy to others.
- Visits from post-secondary institutions continue at the secondary schools for students who are preparing to submit applications in the coming weeks.
- The Student Council Liaison Committee is planning its annual day-long retreat for student council members from each secondary school from across the board. The day will provide professional development tailored to their personal interests. This year’s theme is “Voices that Empower” and it is hoped that students take away one actionable item from the day to empower themselves or others to action in their communities. The students look forward to guest speakers Benjamin, Equity Advisor, Asante Haughton, Equity Educator, and Crystal Jones from the United Way.

Siobhan Marie and Madelyn Gaskell invited questions and comments at the conclusion of their report.

## 3. Report from the Communications Department.

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

- The newly elected trustees began their four-year term on November 15<sup>th</sup> with their swearing in ceremony at the Inaugural Board Meeting.
- Students throughout the board participated in the “No Stone Left Alone” program which allows students to learn about and honour local veterans that lived in their own communities.
- Holy Cross Catholic Secondary School technology department students partnered to design and create 50 advent wreaths which will be placed in each classroom in the school.
- “I Belong” was the theme for this year’s Safe and Caring Schools Week at PVNCCDSB. Daily activities and resources under five sub-themes for each day



of the week were provided to the schools. The week was scheduled to coincide with the Ministry's Bullying Prevention week.

- The 2022 Director's Christmas Art contest has been announced. The contest will showcase student artwork from across the system, in all grades and the overall top submission be celebrated in December with their work as part of the official Director's Christmas card.
- November 6-12 marked Treaties Recognition Week in our classrooms and was a time to learn about and honour the importance of treaties.
- The Board's Annual Retirement Dinner was celebrated in person this year on November 4, 2022, at the Holiday Inn in Peterborough.
- The PVNC United Way campaign has reached 60% of its goal to raise \$70,000 in support of the many services and agencies in all of the areas of our board.
- Everyday Hero Award will resume in the coming weeks. Last year there were approximately 60 staff who were recognized by their colleagues for exemplifying kindness and making the workplace a better place to be.

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

### C. Presentations:

1. Proposed St. Mary Catholic Secondary School Excursion to New York City, New York, USA, April 12-16, 2023.

Sheila Piggott, Superintendent of Learning, introduced Tom Fletcher, Vice-principal at St. Mary Catholic Secondary and Greg Conway and Drew Quemby, Teachers from St. Mary Catholic Secondary who gave a presentation regarding the proposed excursion. Following the presentation, the presenters answered questions from the trustees.

**MOTION:** Moved by Kathleen Tanguay, seconded by Mike Ayotte  
that the proposed St. Mary Catholic Secondary School student excursion to New York City, New York, April 12-16, 2023, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

Carried.

2. Ensuring Equity: Updates on Equity and Inclusion at PVNCCDSB.

Jeannie Armstrong, Superintendent of Special Education, Faith and Equity introduced

Board Equity Advisor, Benjamin, and Chidima Igboanugo, Learning Consultant who gave a presentation regarding the work that is currently being undertaken in the area of Equity and Inclusive Education at PVNCCDSB.

The presentation included a summary of what has already occurred and how it relates to the plan to build on what has been done so far. The main focus is to create a culture of inclusion and to ensure that a culture of belonging exists in learning environments and workplaces throughout the board. The student and staff census data will be used to inform decision making to ensure the needs of students and staff are being met.

Representation is an important aspect of inclusion and three groups have been created to address representation. The Black student association (overseen by Asante Haughton), the Black Parents Network (overseen by Benjamin), and the Black Employee Network (overseen by Chidima) will work to increase understanding of equity and belonging in PVNC, and develop strategies for empowerment to create spaces of cultural safety for Black students, teachers and parents.

At the conclusion of the presentation Jeannie Armstrong, Benjamin and Chidima Igboanugo answered questions from the trustees.

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

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

1. Recommended Action from the Audit Committee, November 10, 2022: 2021-2022 Audited Financial Statements.

**MOTION:** Moved by Loretta Durst, seconded by Mary Ann Martin  
that the Board approve the 2021/2022 audited financial statements as presented.

Carried.

2. Ontario Student Trustee Association Annual Membership Fees.

**MOTION:** Moved by Jenny Leahy, seconded by Mary Ann Martin  
that the payment of the 2022-2023 Ontario Student Trustees Association membership fees in the amount of \$1,839.64 be approved.

Carried.

3. Trustee Professional Development, Ontario Catholic School Trustees' Association

(OCSTA) Catholic Trustees Seminar, January 20-21, 2023.

**MOTION:** Moved by Mary Ann Martin, seconded by Loretta Durst

that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Catholic Trustees Seminar, January 20-21, 2023, in Toronto, Ontario.

Carried.

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

Board Chairperson Kevin MacKenzie reported that all memoranda from the OCSTA has been shared with the Trustees to date. The virtual professional development sessions being offered by the OCSTA were highlighted and trustees were encouraged to participate.

5. Student Transportation Services of Central Ontario (STSCO) Governance Committee, Open Session Report, October 26, 2022.

Board Chairperson Kevin MacKenzie deferred to Isabel Grace, Superintendent of Business, Finance and Facilities Services who gave a report on the meeting held on October 26, which included a general overview of the financial statements. In addition, Isabel Grace gave an explanation of the provision of transportation services for PVNCCDSB and noted that STSCO provides transportation services for three out of four of the board's jurisdictions (Peterborough, Northumberland and Clarington). Transportation services for the City of Kawartha Lakes are purchased from Trillium Lakelands District School Board.

**F. Human Resources:**

**G. Policy Development:**

1. Recommended Action from the Policy Development Committee Meeting, November 1, 2022.

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

that the Board receive the report and recommendations from the Policy Development Committee dated November 1, 2022, for publication and implementation.

Carried.

**H. Old Business:****I. New Business:****J. Bring Forward:****K. Information Items:**1. Chairperson's Report

Board Chairperson, Kevin MacKenzie welcomed the trustees to their first meeting of the 2022-2026 term and expressed his hope for many productive conversations. He spoke about the tradition of PVNC trustees and how well respected the group has been throughout the province for their relationship with each other. Kevin MacKenzie thanked Bishop Daniel Miehm for celebrating Mass at the Inaugural Meeting on November 15 and thanked Director Joan Carragher for her organization of the meeting and reception.

Chairperson MacKenzie also expressed his gratitude that a provincial agreement was reached with CUPE workers in time to avert further labour disruption.

2. Committee Chairperson's Report:

- a. French as a Second Language Advisory Committee, November 9, 2022.
- b. Special Education Advisory Committee, November 17, 2022, 6:30 p.m.

Trustee Kathleen Tanguay reported that there were two presentations heard at the Special Education Advisory Committee meeting on the topics "The Right to Read" and the PVNC Staff Census. It was noted that there are only two community organizations represented at this time on the committee.

**L. Future Meetings and Events:**1. Board Meetings:

- a. Regular Board Meeting Open Session, December 20, 2022, 6:30 p.m.  
(In-camera Session, 6:00 p.m.)

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

- a. Chairperson's Committee, December 5, 2022, 5:00 p.m.
- b. Committee-of-the-Whole, December 5, 2022, 6:30 p.m.
- c. Policy Development Committee, February 7, 2023, 6:30 p.m.

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

- a. First Nation Métis Inuit Advisory Committee, December 6, 2022, 6:30 p.m.
- b. Student Council Liaison Committee, December 20, 2022, 4:15 p.m.
- c. STSCO Governance, January 11, 2023, 3:00 p.m.
- d. Special Education Advisory Committee, January 19, 2023, 6:30 p.m.
- e. Catholic Parent Engagement Committee, January 30, 2023, 6:30 p.m.
- f. Accessibility for All Committee, February 2, 2023, 1:00 p.m.
- g. Faith and Equity Advisory Committee, February 2, 2023, 6:30 p.m.
- h. French as a Second Language Advisory Committee, April 26, 2023, 4:30 p.m.
- i. Audit Committee, TBA.
- j. Supervised Alternative Learning Committee (SAL), TBA.

4. Board Events:

- a. Mass for Deceased PVNCCDSB Community Members, November 23, 2022, 4:30 p.m., St. Peter-in-chains Cathedral, Peterborough.
- b. Catholic Leadership Development Series, Session #2, December 1, 2022, 4:00 p.m.
- c. 2023 OCSTA Trustees Seminar, January 20-21, 2023, Marriott Toronto Airport & Conference Centre.

**M. Conclusion:**

1. Report from the In-camera Meeting, November 22, 2022.

**MOTION:** Moved by Mary Ann Martin, seconded by Mike Ayotte

that the Board approve the actions and the discussions arising from the November 22, 2022, in-camera session, as follows:

- A. Call to Order:
  - 1. Opening Prayer
  - 2. Motion for the Approval of agenda.
  - 4. There were no conflicts of interest declared.
  - 4. Approval of the October 25, 2022 Regular In-camera minutes and the November 2, 2022 Special Double In-camera minutes.
- D. Business, Finance and Governance:
  - 1. OCSTA In-Camera Report.
  - 2. STSCO Governance Committee, In-camera Report.

3. Approval of the Annual Report from the Audit Committee.
- H. New Business
  1. Approval of recommended action from the Expulsion Committee meeting of November 1, 2022.
  2. Approval of recommended actions from the Expulsion Committee meeting of November 14, 2022.
- I. Convening in Open Session:
  1. Closing Prayer.
  2. Motion to convene in Open Session.

Carried.

2. Closing Prayer

Trustee Mary Ann Martin led the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Mary Ann Martin, seconded by Mike Ayotte  
that the open session meeting be adjourned at 8:34 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 St. Peter Catholic Secondary School, Student Excursion to Greece, March 7-15, 2024.

**R.A.:** that the proposed St. Peter Catholic Secondary School Student Excursion to Greece, from March 7-14, 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.

December 9, 2022

Administration





## CATEGORY 5 APPROVAL FORM

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

|   |  |   |  |
|---|--|---|--|
| Teacher/Organizer: Mr. Robin Clément  |  | School: St. Peter Catholic Secondary School         |  |
| Adult Supervisors Attending: 6  |  |   |  |
| Destination: Greece   |  | Mode of Transportation: Air/Bus                     |  |
| Grade/Course: 10/11/12 (co-instructional)   |  | Date of Submission: October 31 <sup>st</sup> , 2022 |  |
| Departure Date: March 7 <sup>th</sup> , 2024  |  | Return Date: March 15 <sup>th</sup> , 2024          |  |
| Number of Students: boys: 20 girls: 20  |  | Number of Adult Supervisors: female: 4 male: 2      |  |
| Name of Travel Agent: Explorica Educational Travel  |  | Type of Excursion: Curricular X Co-instructional    |  |
| Total Cost to be paid by each Student: \$3,672.00   |  |   |  |
| <b>Summary of Proposed Activity:</b><br>Students will have the opportunity to immerse themselves in the Greek culture, historical and Christian sites. They will travel with a licensed tour guide to a variety of historic and religious locations including: Parthenon, Acropolis, 2004 Olympic site, Delphi, Temple of Apollo, Mycenae, and Epidaurus. |  |   |  |

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

The students will experience historic, cultural, and religious sites/monuments throughout the tour. Please see the submitted package for a more detailed explanation in the section Historical and Educational Significance of the Trip (Pages 7-8).

| Estimated Cost for Entire Group: |                      | Anticipated Sources of Revenue:             |                      |
|----------------------------------|----------------------|---|----------------------|
| Accommodation                    | \$                   | School Accounts                             | \$                   |
| Travel                           | \$                   | School Fund-raising                         | \$                   |
| Cost of Supply Teachers          | \$                   | Student/Parent share                        | \$ 3,672.00          |
| Meals                            | \$                   | Other:                                      | \$                   |
| Programs/Materials               | \$                   | Other: Teacher contributions, if applicable | \$                   |
| Other                            | \$                   |   |                      |
| <b>Total</b>                     | <b>\$ 146,880.00</b> | <b>Total</b>                                | <b>\$ 146,880.00</b> |

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

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

|  |   |
|--|---|
| <input type="checkbox"/> Itinerary (including Mass if on the weekend) (Pages 4-6)<br><input type="checkbox"/> Contract Information (Pages 9-10)<br><input type="checkbox"/> Additional Medical Coverage needs considered (Page 14)<br><input type="checkbox"/> History of Excursion – number of years: 10<br><input type="checkbox"/> Certification required by staff attending: N/A Tour Director<br><input type="checkbox"/> Educational objectives stated (Pages 7-8) | <input type="checkbox"/> Information and consent letter to parents (Page 17)<br><input type="checkbox"/> Liability waivers signed (Pages 15-20)<br><input type="checkbox"/> Supervision ratio in alignment with A.P. 305 (1:6 ratio)<br><input type="checkbox"/> List of destination/emergency phone numbers provided (Page 21)<br><input type="checkbox"/> Passports (required)<br><input type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook |
|--|---|

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

|                              |                      |
|------------------------------|----------------------|
| <br>Teacher Signature        | Oct 24, 2022<br>Date |
| <br>Principal Signature      | Oct 24, 2022<br>Date |
| <br>Superintendent Signature | Dec 9, 2022<br>Date  |





Mr. Jonathan Di Ianni  
 Superintendent of Learning/Student Success  
 The Peter L. Roach Catholic Education Centre  
 P.V.N.C. Catholic District School Board  
 1755 Lansdowne St. West  
 Peterborough, ON K9A 7M3

October 31st, 2022

Dear Mr. Di Ianni,

Please accept this letter as a request for approval of a proposed international March Break trip. St. Peter Catholic Secondary School would like to tour Greece visiting: Athens, Delphi and Tolo. This trip would take place during March Break; leaving late March 7th and returning March 15th 2024. St. Peter has previously done a trip to Greece in 2018. As well, teacher organizer Robin Clément has organized and participated in 10 previous March Break trips with both St. Stephen Secondary and St. Peter Secondary. I have found that the students thoroughly enjoyed the itineraries and travel experiences.

We will be using Explorica Worldwide Educational Travel to organize the trip. They are a very reputable company. Schools throughout our board use this company and we have used this company in the past to organize our European trips.

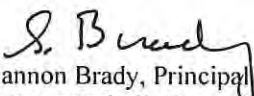
The student to chaperone ration will be 6 to 1.

Attached please find:

- An Out of School Activity Request for Approval Form (Category 5) – Page 3
- A copy of the itinerary - please note the addition of Mass on Sunday March 10th in Athens – Pages 4-6
- Historical and educational significance of the trip – Pages 7-8
- Contract information & Terms and Conditions – Pages 9-10
- Cost and sharing arrangements – Pages 11-13
- Details of medical and travel coverage – Page 14
  - Waivers – Pages 15-20
  - Release and Indemnification Form for Educational Trips (over 18 years)
  - Informed Consent Form for Education Trips (under 18 years)
  - Customs Form
  - Student Code of Behaviour
- Emergency contact numbers – Page 21
- Parent Info – Page 22-24
- Letter to Parents Acknowledging Understanding of Insurance Policy – Page 25
- Safety & Security Guide – Page 26

On behalf of Robin Clément, we look forward to the response and thank you for your consideration of this proposed trip.

Sincerely,

  
 Shannon Brady, Principal  
 St. Peter Catholic Secondary School

Out of School Activity Request for Approval  
Form (page 3)

Itinerary (pages 4-6)

Historical and Educational Significance of the  
trip (pages 7-8)

Contract Information & Terms and Conditions  
(pages 9-10)

Cost and Sharing Arrangements  
(pages 11-13)

Medical and Travel Coverage (page 14)

Waivers (pages 15-20)

Sample Emergency Contact Numbers  
(page 21)

Parent Info and Meetings (pages 22-24)

Letter to Family Acknowledging  
receipt/read/understanding of Insurance  
Policy (page 25)

Safety and Security Guide (page 26)

**March 7th - 15th,  
2024**

**St. Peter Catholic  
Secondary School  
Trip to Greece**





## **Itinerary for Greece trip on March 7th - 15th, 2024**

**March 7th** - Fly Toronto to Athens

**March 8th** - Athens

- Meet our tour director and check into hotel
- Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch

**March 9th** - Athens landmarks

- Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike, Omonoia Square, Syntagma Square, 2004 Olympic site

**March 10th** - Athens--Delphi

- Travel to Delphi
- Delphi guided sightseeing tour : Visit Delphi site, Temple of Apollo
- Mass at Holy Catholic Church of Saint Joseph

**March 11th** - Delphi--Tolo

- Travel to Tolo via Olympia
- Ancient Olympia guided visit

**March 12th** - Tolo--Athens

- Travel to Athens Mycenae & Epidaurus guided excursion Corinth Canal, Greek dinner in Plaka, Plaka treasure hunt

**March 13th** - Saronic Gulf Cruise

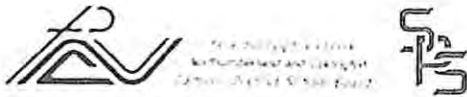
- Saronic Gulf Cruise full day excursion

**March 14th** - Cape Sounion

- Cape Sounion guided excursion

**March 15th** - Fly home to Toronto





## City Specific

### Athens:

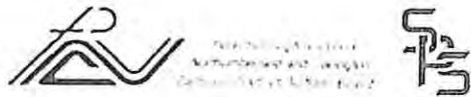
- Visit Plaka, the historic district that borders the Acropolis. In its twisting narrow streets you'll catch glimpses of an older city, from wrought-iron balconies bursting with geraniums to traditional Greek dancing in basement tavernas.
- Continue on to the Temple of Olympian Zeus, begun in the 6th century B.C. and finished in A.D. 132 by the emperor Hadrian. Its enormous columns provide a sense of the scale of the original temple. Nearby, the elaborate Hadrian's Arch separated the ancient and imperial sections of the city.
- View Hadrian's Arch, an enormous triumphal arch built by the Roman Emperor Hadrian, which is still a symbolic entrance to Athens.
- Visit the first Olympic site and the sprawling Acropolis, classical Athens' religious and civic center. The awe-inspiring Parthenon -- a temple dedicated to Athens' patron saint Athena -- is the obvious centerpiece. Jump back to the present in Syntagma Square, the center of the modern city, to see the Parliament building and the British-style changing of the guards ceremony. Continue to Omonia Square, Athens' other main meeting point, to relax by the splashing central fountain ringed with palm trees.
- Visit the Acropolis, which has overlooked Athens for over 2,000 years. View the Temple of Athena Nike, and its successor, The Parthenon.
- Syntagma Square, located directly in front of the Old Royal Palace, is the central square of Athens.

### Delphi:

- Explore the impressive ruins at Delphi, which the Greeks considered the center of the world. Within the depths of the Temple of Apollo, a priestess would inhale intoxicating vapors that used to rise from the earth and, thus inspired, deliver the prophecies of Apollo. Modern visitors might find more inspiration in the view from Mount Parnassus, over 8000 feet high.

### Olympia:

- Once one of the most important sites in Greece, the former locale of the Olympic games now has some of the most picturesque ruins in the country. Surrounded by shady olive trees and flowing rivers, the stones of the original temple and stadium still inspire awe -- and the occasional victory lap.

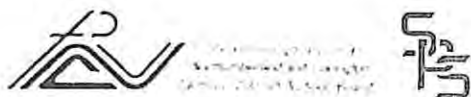


### Athens:

- See the sacred precinct of Epidaurus, a former health clinic and spa with a 4th-century BC amphitheater. Continue to Mycenae. Framed by twin mountains and looking out over the plains, Mycenae was a palace, a workshop, and a grave. Gold cups, jewelry, bronze armor, swords, and daggers, as described by Homer, were discovered here. Walk up to the remains of the citadel. Look out over the rolling hills. Imagine the bonfires blazing in all directions, signaling that Troy had fallen to Agamemnon.
- Take interactive learning to another level with a Tour Director-led treasure hunt of Plaka, the old folk quarters of Athens! Enjoy an after-dinner adventure, complete exciting activities and solve fun clues. Each clue and every activity is built to maximize on-tour experiential learning.

### Cape Sounion:

- Contemplate the sea god Poseidon from his temple perched high atop the hill of Cape Sounion, the southern-most tip of Central Greece. Stand among the tall, marble pillars rising up from the slippery slabs of rock and look out over the calm blue Aegean Sea. The Temple of Poseidon, built around the same time as the Parthenon (between 450-440 BC), is a refreshing point of calm after the chaos of modern Athens.



### **Rationale for the trip:**

The trip to Greece will be an opportunity for the students to explore and experience a variety of educational opportunities.

### **Historical and Educational:**

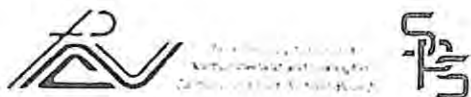
- Students will have the opportunity to immerse themselves in the Greek culture, Christian religious sites, and historical sites.
- We will also be visiting the 2004 Olympic site.
- We will travel with a licensed tour guide to a variety of historic locations including: Athens - Parthenon, Acropolis, 2004 Olympic site; Delphi - Temple of Apollo; Ancient Olympia.
- From a religious, cultural and historical perspectives the students will be able to visit sites that fit into all the religion courses, Grade 12 Classical Civilizations, Grade 11 Travel and Tourism and ancient history courses. This is a great chance for them to truly see the past.

### **Curriculum Expectations:**

Classical Studies and International Studies, 2016  
Classical Civilizations, Grade 12

- C1.1 *Identify key events and periods in classical history and locate them within a chronological framework (e.g., create parallel timelines for the history of Greece and Rome).*
- C4.1 *Describe ways in which ancient Greek and Roman actions, events, institutions, and processes influenced other ancient societies and later cultures.*
- C4.2 *Describe ways in which knowledge of Greek and Roman history and geography relates to and enhances their understanding of political, social, and economic events and issues in other cultures, including in modern times.*
- D2.1 *Identify classical religions, religious practices, and religious institutions, and demonstrate an understanding of their significance for their adherents.*
- D2.2 *Analyse ways in which classical religions and other religions of the ancient world influenced one another.*
- E1.1 *Describe important discoveries in the history of archaeological investigations of classical sites and their significance for our understanding of classical cultures.*



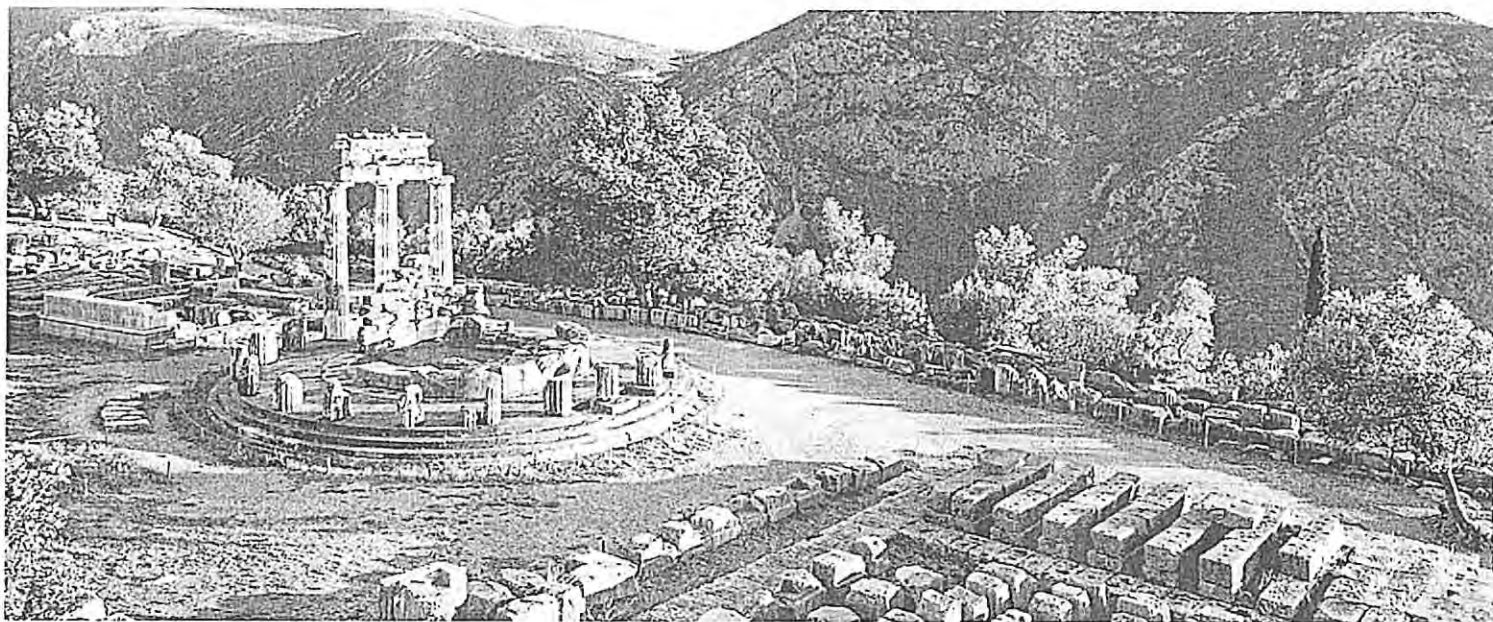


Canada and World Studies, 2015  
Travel and Tourism, Grade 11

- A2.4 *Identify some careers in which a geography background might be an asset (e.g., travel agent, hospitality worker, travel writer, web designer for a tourist destination, marketing analyst, tourist attraction worker, community museum interpreter, GIS technician).*
- B1.2 *Identify the world's major tourist destinations, and analyse the cultural and natural characteristics of successful tourist destinations.*
- C1.1 *Assess the impacts of tourism, both positive and negative, on the natural environment in selected tourist locations.*
- D1.2 *Describe major components of the local tourism industry, and explain how they are interrelated.*

Canada and World Studies, 2015  
World History to the End of the 15th Century

- A1.2 *Select and organize relevant evidence and information on aspects of world history to 1500 from a variety of primary and secondary sources (e.g., primary: archaeological evidence; architecture, art works, or music from the period under study; artefacts; books from the time; letters; maps; oral traditions; photographs of ancient sites; treaties and other official documents; secondary: books and/or articles from the library, digital and built models, documentaries or other films, textbooks, websites), ensuring that their sources reflect a range of perspectives.*
- A2.4 *Identify various careers in which the skills learned in history might be useful (e.g., archaeologist, archivist, curator, educator, game designer, lawyer, policy analyst, political speech writer, researcher).*
- C3.3 *Assess the artistic and/or scientific contributions of various individuals to the identity and/or culture of the society/civilization in which they lived (e.g., Al-Zahrawi, Archimedes, Avicenna [Ibn Sina], Homer, Leonardo da Vinci, Phidias, Virgil; temple, mosque, and cathedral builders; Greek, Roman, and/or Indian sculptors; Byzantine mosaicists; Chinese or Chimú ceramicists; Mayan or Incan goldsmiths; Phoenician or Viking shipbuilders).*



## Best of Greece

[explorica.ca/Clement-2097](http://explorica.ca/Clement-2097)

March 07 - March 15, 2024

### Day 1 Start tour

### Day 2 Yassou Athens

Meet your tour director and check into hotel  
Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch

### Day 3 Athens landmarks

Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike, Omonoia Square, Syntagma Square, 2004 Olympic site

### Day 4 Athens--Delphi

Travel to Delphi  
Delphi guided sightseeing tour : Visit Delphi site, Temple of Apollo

### Day 5 Delphi--Tolo

Travel to Tolo via Olympia  
Ancient Olympia guided visit

### Day 6 Tolo--Athens

Travel to Athens  
Mycenae & Epidaurus guided excursion  
Corinth Canal  
Greek dinner in Plaka  
Plaka treasure hunt

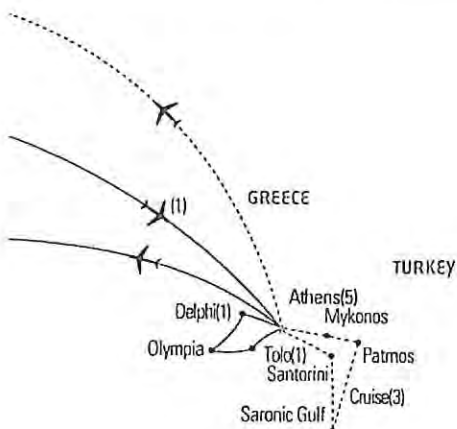
### Day 7 Saronic Gulf Cruise

Saronic Gulf Cruise full day excursion

### Day 8 Cape Sounion

Cape Sounion guided excursion

### Day 9 End tour





# Reserve your Spot!

Tour Center ID: Clement-2097

Initial registration deadline: November 02, 2022

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays in hotels with private bathrooms
- 3 overnight stays in cabins on cruise ship on extension Full
- European breakfast daily
- Dinner daily
- Full-time services of a professional tour director Guided
- sightseeing tours and city walks as per itinerary Visits to
- select attractions as per itinerary
- Aegean Cruise on extension Two
- shore excursions on cruise
- Lunch on cruise ship on extension Tips
- to cruise staff on extension
- Unlimited soft-drink package on cruise for passengers aged 20 and under. Unlimited soft-drink + alcohol package for passengers aged 21 and over.
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Enroll online,  
by phone, or by  
mail

[explorica.ca/Clement-2097](http://explorica.ca/Clement-2097)

1.888.378.8845

## Tour investment

Students (travellers under the age of 23): \$3,672 Adults

(age 23 and over): \$4,112

Price reflects savings of a \$200 travel grant. Sign up by 12/21/2022 and enter code save2024 in order to take advantage of this limited-time offer!

### Automatic monthly payment plan

Pay \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of October 24, 2022, your monthly payment would be just \$245.86.

Manual plan also available; learn more on [explorica.ca/paymentplans](http://explorica.ca/paymentplans).

Download and  
complete a paper  
application on  
[explorica.ca/resources](http://explorica.ca/resources)

## Travel protection

Most Explorica travellers protect their investment with our Travel Protection Plan Plus, which includes a Cancel For Any Reason waiver for only \$25 per day. To learn more, visit [explorica.ca/cfa](http://explorica.ca/cfa)



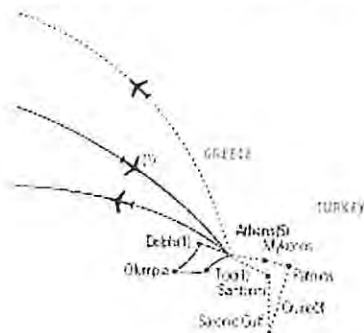
## Carbon neutral travel with Choose Earth

Our Choose Earth program enables travellers to offset the carbon emissions generated by their travel for \$19, plus our 100% company match. To learn more, visit [worldstrides.ca/carbonoffset](http://worldstrides.ca/carbonoffset).




# Best of Greece

## GROUP INFORMATION



Departing From:  
Toronto  
Departing:  
March 7, 2024  
Returning:  
March 15, 2024

 **RESERVE YOUR TOUR NOW!**

## TOUR ITINERARY

### Day 1 Start tour

### Day 2 Yassou Athens

Meet your tour director and check into hotel  
Athens city walk  
Plaka district, Temple of Olympian Zeus, Hadrian's Arch

### Day 3 Athens landmarks

Athens guided sightseeing tour  
Parthenon, Acropolis site visit, Temple of Athena Nike., Omonoia Square, Syntagma Square, 2004 Olympic site

### Day 4 Athens--Delphi

Travel to Delphi  
Delphi guided sightseeing tour  
Visit Delphi site, Temple of Apollo

### Day 5 Delphi--Tolo

Travel to Tolo via Olympia  
Ancient Olympia guided visit

### Day 6 Tolo--Athens

Travel to Athens  
Mycenae & Epidaurus guided excursion  
Corinth Canal  
Greek dinner in Plaka  
Plaka treasure hunt

### Day 7 Saronic Gulf Cruise

Saronic Gulf Cruise full day excursion

### Day 8 Cape Sounion

Cape Sounion guided excursion

Temple of Poseidon

### Day 9 End tour

**Total Fee:\* \$3,672.00**

### Tour Quote Breakdown

The following fees apply to your full-paying participants:

Tour Fee\* \$3,608.00

Travel Protection Plan \$180.00

Plus

On-Tour Tipping \$84.00

\*\* Early Enrolment \$ -200.00

Travel Grant

**Total Fee\* \$3,672.00**

OR 14 monthly payments of \$245.86

After initial payment of \$230.00

\* Last day for this Tour Fee is Nov 2, 2022.

\*\* Only valid with voucher code save2024

### Additional Adult Fees

The following additional fees apply only to full-paying participants 23 and older and are not included in the total price listed above.

Adult Supplement \$125.00

Twin Room Upgrade \$315.00

**Additional Adult Fee \$440.00**

### Private Group Fees:

#### Your Tour is a Private Group Tour

As a Private Group, the cost of your tour will be based on the final group size. The Private Group amount in bold below has been included in the total cost of the trip quoted above and this is based on your estimated group size. If the final group size is smaller or larger than estimated, the Private Group amount will be updated on each participant's account the day after the final enrolment deadline.

15-19 Travelers \$330

20-24 Travelers \$212

25-29 Travelers \$137

30-34 Travelers \$86

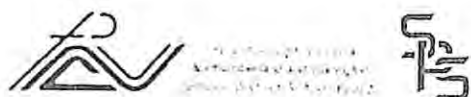
35-39 Travelers \$49

40+ Travelers \$0

#### TOUR FEE INCLUDES:

- Round-trip airfare
- 7 overnight stays in hotels with private bathrooms
- 3 overnight stays in cabins on cruise ship on extension
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Aegean Cruise on extension
- Two shore excursions on cruise
- Lunch on cruise ship on extension
- Tips to cruise staff on extension
- Unlimited soft-drink package on cruise for passengers aged 20 and under. Unlimited soft-drink + alcohol package for passengers aged 21 and over.
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.





### Cost & Sharing

- Consolidated Tour Fee: \$3672.00 per student
  - Includes Gratuities of \$84.00 per student
  - Travel Protection Plan Plus \$180.00 per student
- Additional Costs:
  - Passport Application
  - Bus to and from airport (approx. \$50 per student)
  - To be paid by student and/or their parent(s)
- Any personal bonuses will be used to offset the cost of the trip and/or to enhance the trip.

### Chaperone Information

- Chaperone to student ratio will be approximately 1:6; this allows for close supervision at all times.
- Chaperones will be current staff members at St. Peter Catholic Secondary School with a mixture of male and female teachers. All chaperones will have police checks (teachers have already had police record checks completed).
- Proposed Chaperones:
  - Robin Clément - Group Leader & male teacher
  - Dyanne McDonald - Female teacher
  - Brent Claydon – Male teacher
  - Julie Vallières – Female teacher
  - Sandra Coyle – Female vice principal
  - Caroline Cere – Female teacher

### Liability Forms & Student Information

- See attached forms:
  - Informed Consent (Category 5) for Students under 18 Years
  - Informed Consent (Category 5) for Students over 18 Years
  - Code of Behaviour Contract
  - Student Information & Parental Consent, Custom's Letter
- These are collected at the pre-departure meeting (along with copies of passports and birth certificates). Copies are made for each chaperone to carry with them. Rooming lists are created and used for nightly room checks.



## TuGo Travel Insurance

TuGo is a third-party administrator of travel insurance products and services, based in Richmond, BC. With over 56 years of experience, they offer a comprehensive insurance package and excellent customer service.

Some important benefits included under the TuGo Explorer Package are:

- Emergency Medical: Up to \$1,000,000
- Travel Delay: \$200 per day up to a maximum of \$2,000
- Baggage and Personal Effects: Up to a maximum of \$3,000
- Delay of Baggage: Up to a maximum of \$500
- Mental Health Coverage
- Emergency Medical COVID-19 Benefit for Vaccinated Canadians
- Coverage for the Cancellation of a Trip by the School Board due to Labour Strike
- Coverage for the Cancellation of a Trip by the School Board due to Risk of Harm
- Cancel For Any Reason Waiver benefit\*

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If you have any questions, please contact Explorica by WorldStrides at 1-888-378-8845 and a customer service consultant will assist you. If you have any outstanding questions, TuGo's Customer Service team can be reached at:

Toll-Free: 1-855-929-8846

Local: 604-276-9900

Mon-Fri: 6:00 a.m. – 6:00 p.m. (PST)

Sat: 7:00 a.m. – 4:00 p.m. (PST)

\* The Cancel For Any Reason Waiver benefit is provided by WorldStrides Canada and is not an insurance benefit provided by TuGo or their designated underwriters.

## INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students Under 18 Years

St. Peter Catholic Secondary School has arranged an educational March Break trip with the tour company Explorica to tour Greece from March 7 – March 15, 2024.

**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 the tour listed above and in the detailed itinerary 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 international travel:

1. Injury due to trip and fall
2. Injury due to transportation accident
3. Illness

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

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

If you choose to participate in the Greece 2024 trip from March 7 - 15 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.

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 Greece tour that is to be held on or about March 7-15, 2024.  
(print name of student)

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

2018/02





## RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS

### Category 4 or 5 - Students over 18 Years

St. Peter Catholic Secondary School has arranged an educational March Break trip with the tour company Explorica to tour Greece from March 7 – March 15, 2024.

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

#### ELEMENT OF RISK

Educational activity programs, such as the tour listed above and in the detailed itinerary 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. The following list includes, but is not limited to, examples of the types of injury which may result from participating in international travel:

1. Injury due to trip and fall
2. Injury due to transportation accident
3. Illness

#### 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 March Break 2024 Trip to Greece arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 7-15, 2024.

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/Adult: \_\_\_\_\_ Date: \_\_\_\_\_



March 1, 2024

Customs Official,

My child \_\_\_\_\_ is traveling on a March Break trip  
(full name)

planned with Explorica and is traveling with 39 other students and 6 teacher chaperones (total group size 46) from St. Peter Catholic Secondary School Peterborough.

By signing this letter, I am giving permission for my child to be traveling: leaving Toronto Pearson International Airport on March 7, 2024 arriving in Athens March 8, 2024. Returning from Athens to Toronto Pearson International Airport on March 15, 2024. The group will be traveling throughout Greece according to the detailed itinerary on the reverse.

Should you need to contact me/us:

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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



# Itinerary

March 7th - Fly Toronto to Athens

March 8th - Athens

Meet our tour director and check into hotel

Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch

March 9th - Athens landmarks

Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike. , Omonoia Square, Syntagma Square, 2004 Olympic site

March 10th - Athens--Delphi

Travel to Delphi

Delphi guided sightseeing tour : Visit Delphi site, Temple of Apollo

March 11th - Delphi--Tolo

Travel to Tolo via Olympia

Ancient Olympia guided visit

March 12th - Tolo--Athens

Travel to Athens Mycenae & Epidaurus guided excursion Corinth Canal, Greek dinner in Plaka, Plaka treasure hunt

March 13th - Saronic Gulf Cruise

Saronic Gulf Cruise full day excursion

March 14th - Cape Sounion

Cape Sounion guided excursion

March 15th - Fly home to Toronto



**Code of Behavior  
Best of Greece  
March 7-15, 2024**



This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of St. Peter Catholic Secondary School will be adhered to by all students at all times.

Each student is an ambassador for our school and country and appropriate language, manners and deportment are expected during the trip.

To ensure that everyone will be able to enjoy this excursion, the following Code of Behavior has been put in place.

1. Drugs and alcohol (wine, beer or liquor) are **strictly forbidden**.
2. Curfew times will be strictly followed by all students. "Curfew" means that you will be in your assigned room at a specific time, based on the day's activities. No guests are allowed in your rooms and the door must be locked for your safety. Lights are to be turned out within 30 minutes. There will be room checks every night. Group members of the opposite sex are not to be invited into your hotel room. You will sleep only in the room that is assigned to you.
3. No guests or visitors will be permitted in the rooms or be allowed to participate in any activity.
4. You are not allowed to accept beverages from strangers nor carry packages for them.
5. Activities will not begin until **all participants** are present. It is therefore important that each individual be on time for every function. A scheduled activity, which all participants have paid for, could be forfeited, with no reimbursement, due to one's tardiness. Lateness is not only inconsiderate but can cause serious problems when travelling.
6. You are to go **nowhere alone** at any time, including washroom visits. Prior to using the washroom facilities, you must inform your designated chaperone. During your free time and when travelling as a group you must inform your designated chaperone where you are going, with whom and when you will return. When you are out exploring the cities during free time, you will travel in groups of no less than three people. When using Public Transportation as a group you will travel with your designated chaperone.
7. You are not allowed outside the hotel at night unless accompanied by a chaperone.
8. Smoking and vaping are not condoned by the board or by the school. **You may not smoke or vape on the trip.**

9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches, you must be wearing a shirt with sleeves, your shirt must meet your pants, you cannot be wearing short shorts/skirts. Leggings/tights should be worn with long shirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pajamas.
10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
11. Should any hotels have a pool, participants are not allowed to swim in hotel pools or at any beach. **Swimming on the trip will not be allowed under any circumstances.**
12. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, boat etc.) unless approved by a chaperone. (Emergency use of taxis is permitted)
13. A student who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or the loss of future school excursion privileges.
14. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behavior, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
15. You are to listen to the chaperones from our group. Regardless of what the groups we are paired with is doing you are to follow the rules laid out in this document and the directions of Mr. Clément, Mrs. Cere, Mrs. McDonald, Mrs. Vallières, Mr. Claydon and Mrs. Coyle.

.....

I/We understand the guidelines set out by the above Code of Behavior and have discussed with the participant the need to follow them or face the appropriate consequence which can include being sent home at our/my expense:

Parent/guardian Signature: \_\_\_\_\_

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

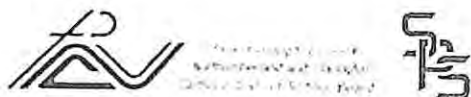
I have read the guidelines set out in the Code of Behavior and agree to follow them or face the appropriate consequence which can include being sent home at my parent/guardian's expense:

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

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

**Submit 1 copy & Keep one copy at home**





## Communication Plan

**Board Office:** 705-748-4861

1. In case of emergency or delay, **Robin Clément** will contact **Shannon Brady** or **Karen Bycok** at St. Peter Catholic Secondary School. The St. Peter contacts are:

**Shanon Brady:** during school days: SPCSS: 705-745-1358 ext 170  
Email: [sbrady@pvnccdsb.on.ca](mailto:sbrady@pvnccdsb.on.ca)

**Karen Bycok:** during school days: SPCSS: 705-745-1358 ext  
Email: [kbycok@pvnccdsb.on.ca](mailto:kbycok@pvnccdsb.on.ca)

2. While on excursions in Greece, the St. Peter teacher supervisors will carry a cell phone so that students may contact them. **Robin Clément** will be the primary contact in Greece and can be reached by PVNC email - [rclement@pvnccdsb.on.ca](mailto:rclement@pvnccdsb.on.ca)

### 3. EMERGENCY CONTACTS IN GREECE:

EXPLORICA: 1-617-210-6194 (ask for Clément)

TRIPMATE: 1-800-555-9095

**Robin Clément** - Teacher in Charge  
Email: [rclement@pvnccdsb.on.ca](mailto:rclement@pvnccdsb.on.ca)  
Cell: 705-772-9112

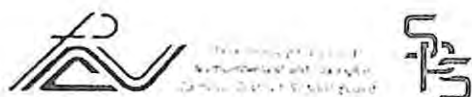
**Dyanne McDonald** - Teacher  
Email: [dymcdonald@pvnccdsb.on.ca](mailto:dymcdonald@pvnccdsb.on.ca)  
Cell: 705-760-1301

**Brent Claydon** – Teacher  
Email: [bclaydon@pvnccdsb.on.ca](mailto:bclaydon@pvnccdsb.on.ca)  
Cell: 705-760-1336

**Julie Vallières** – Teacher  
Email : [jvallieres@pvnccdsb.on.ca](mailto:jvallieres@pvnccdsb.on.ca)  
Cell : 705-760-0532

**Carolyn Cere** – Teacher  
Email : [ccere@pvnccdsb.on.ca](mailto:ccere@pvnccdsb.on.ca)  
Cell: 705-931-5909

**Sandra Coyle** – Vice Principal  
Email: [scoyle@pvnccdsb.on.ca](mailto:scoyle@pvnccdsb.on.ca)  
Cell: 705-931-8585



This is a **SAMPLE** Parent Information Package that is sent home a week prior to departure. Copies are also given to the administration team. This contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to. This is one that was used for a previous March Break trip to Italy.

### Parent Information Package

#### Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

International Tours: 1.888.378.8845 (Toll-free within Canada)  
1.416.485.1200 (Outside Canada)

Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)

**Departing Flight:** Alitalia 651 depart 5:15pm arrive Rome 7:45am

#### Rome Hotel:

Hotel Cascina Palace  
Via Attilio Benigni 7 Roma, 00153  
Phone Number: 011 39 0682002283

#### Florence Hotel:

Club Hotel de la Gare  
Via Santa Caterina da Siena 11  
Firenze, 50123  
Phone Number: 011 39 055217707

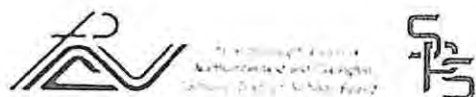
#### Venice Hotel:

Hotel Sant'ambrogio (Lido di Jesolo)  
Via Bafile 393 Lido di Jesolo, 30017  
Phone Number: 011 39 0421370370

#### Milan Hotel:

Express Holiday Inn Milan Bicocca  
Via Della Giustizia 10/D Milan, Italy 20125  
Phone Number: 011 39 0266715000

**Returning Flight:** Air One 2701 Depart Milan 6:45am arrive Rome 7:55am  
Alitalia Flight 650 Depart Rome 10:20am arrive Toronto 3:20pm



## **Itinerary for Greece trip on March 7th - 15th, 2024**

**March 7th - Fly Toronto to Athens**

**March 8th - Athens**

- Meet our tour director and check into hotel
- Athens city walk: Plaka district, Temple of Olympian Zeus, Hadrian's Arch

**March 9th - Athens landmarks**

- Athens guided sightseeing tour: Parthenon, Acropolis site visit, Temple of Athena Nike, Omonoia Square, Syntagma Square, 2004 Olympic site

**March 10th - Athens--Delphi**

- Travel to Delphi
- Delphi guided sightseeing tour : Visit Delphi site, Temple of Apollo

**March 11th - Delphi--Tolo**

- Travel to Tolo via Olympia
- Ancient Olympia guided visit

**March 12th - Tolo--Athens**

- Travel to Athens Mycenae & Epidaurus guided excursion Corinth Canal, Greek dinner in Plaka, Plaka treasure hunt

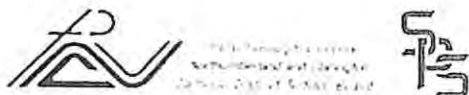
**March 13th - Saronic Gulf Cruise**

- Saronic Gulf Cruise full day excursion

**March 14th - Cape Sounion**

- Cape Sounion guided excursion

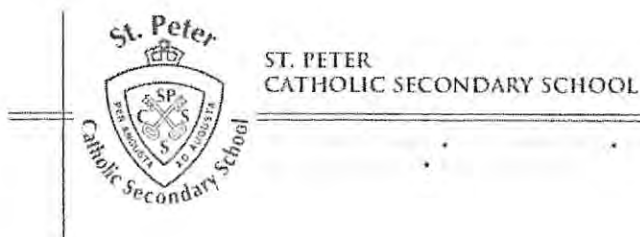
**March 15th - Fly home to Toronto**



## PARENT MEETINGS

1. Parent information meeting on March Break Trip to Greece - December, 2022 at St Peter.
2. First meeting with confirmed trip participants - June, 2023 at St. Peter.
3. Pre-departure meeting with confirmed trip participants - February, 2024 at St. Peter





Dear Parents & Guardians:

This letter is to invite you to an information meeting about a prospective March Break Trip to Greece in 2024. The purpose of this meeting is to discuss costs, itinerary, insurance and coverage, fundraising opportunities, emergency action plan, behavioural expectations, and the process for going on an international tour. All interested participants should attend as well.

March Break trips to Europe are a long standing tradition at St. Peter as well as throughout the PVNC school community. Personally, I have been a part of 10 European tours with both St. Stephen and St. Peter Secondary Schools.

Due to travel conditions as we emerge from the pandemic, parents and guardians must acknowledge that the extent to what is covered by travel insurance has changed. Cancel for Any Reason Insurance (CFAR) is the premium cancellation insurance policy that the tour is able to currently secure. Within the premium package, 75 percent of the cancellation fees may be recovered if the tour is to be cancelled due to extenuating circumstances.

I \_\_\_\_\_ (parent) have read, acknowledge, and agree to that if the trip is cancelled I understand I will only receive 75 percent of the money back (insurance cancellation policy).

\_\_\_\_\_ Please sign and return to Mr. Clément.

Thank you for your interest in this wonderful opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robin Clément'.

Robin Clément  
St. Peter Secondary School  
rclement@pvncdsb.on.ca





# Safety and Security Plan

2022-2023





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## About WorldStrides Canada

Education and personal growth are at the heart of WorldStrides Canada's mission. We aim to be the leader in experiential learning for students of all ages throughout their lifetime learning journey, allowing them to develop independence, leadership, problem-solving skills, compassion, and worldliness. In short, we encourage students and teachers to see the world—and themselves—in new ways.

We see every day as an opportunity to learn, grow, and inspire. Led by our expert Tour Directors, your students will discover new destinations, broaden their horizons, and participate in hands-on educational activities that stimulate critical thinking and personal growth. We're steadfast in our goal of making educational travel easy, fun, and safe for both students and teachers.

### **When it comes to safety, our record is exceptional**

Our Health and Safety team continues to work behind the scenes to make sure your students are able to squeeze every ounce of learning and excitement out of your trip—after all, what's travel without fun? From safety briefings and adjusted itineraries to cleaning protocols and more, you can rest assured that we've thought of it all—and we continue to review, revise, and implement updated procedures to keep our travellers safe, no matter where in the world their learning takes them.

We've spent the last couple of years working hard to get travellers back on the road, and we're more excited than ever to continue bringing immersive educational adventures to you and your students. You'll travel with confidence knowing that you're backed by a global network of support, industry-leading innovation, and more than half a century of experience keeping travellers safe.

*About WorldStrides Canada continues on the next page.*



## We proudly offer you and your students the following, included on all tours:

|   |  |
|---|--|
| <b>Comprehensive liability coverage</b> | When you travel with WorldStrides Canada, your tour is backed by our industry-leading policy, protecting third parties such as your school and school board. |
| <b>24/7 emergency support</b>           | For any problems that may arise, our dedicated WorldAssist Team is always ready to provide assistance.   |
| <b>Global presence</b>                  | With more than 70 offices around the world, you can rest assured that we're always nearby and ready to help if the need arises.                              |
| <b>Doctors on Call Program</b>          | Exclusive partnership with the George Washington University Department of Emergency Medicine.  |
| <b>Exlog Global partnership</b>         | An international risk management organization providing premium travel security and crisis response services.  |

In addition, students have the option to include a travel protection plan because, as we know, unexpected things may cause you to cancel your travel plans or cut them short. Without adequate protection, you could lose your travel investment. With insurance, your child can travel while you remain stress-free knowing they're protected.

### Travel Protection Plan Plus - WorldStrides Canada

Our Travel Protection Plan Plus covers school board cancellations and common mishaps like misplaced tickets or passports, lost luggage, sickness or injury during the tour, and more. Along with providing a range of insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver benefit. This CFAR Waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy.

### Travel Guard - Brightspark

Brightspark offers the opportunity to protect both your child and your financial investment in their trip. This plan includes full reimbursement in the case of a cancellation due to a school board ruling or covered cancellation prior to departure; partial reimbursement for trip interruption; complete medical coverage while away; and lost, stolen, or damaged baggage.\*

*\*The policy does have terms and conditions. It is the passenger's or passenger guardian's responsibility to contact Travel Guard for clarification of coverage. For a detailed copy of the policy, please speak with your Program Consultant.*

Please take some time to read through this plan and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1-888-378-8845 or 1-800-267-6425.





## Associations and Partners

### Associations

We're proud to be members in good standing with some of the top travel organizations in the industry.

- \* Ontario Motor Coach Association (OMCA)
- \* Travel Industry Council of Ontario (TICO)
- \* Office de la Protection du Consommateur (OPC)
- \* Student Youth Travel Association (SYTA)
- \* National Tour Association (NTA)
- \* European Tour Operators Association (ETOA)
- \* The Better Business Bureau (BBB)
- \* International Air Transportation Association (IATA)
- \* World Youth Student & Educational Travel Confederation (WYSETC)
- \* United States Tour Operators Association (USTOA)

### Partners

As part of our partnership with **Exlog Global**, WorldStrides offers a global network of support, including industry-leading risk management services. Exlog is a premier global security company that enables you to travel the world safely and efficiently. Their state-of-the-art technology identifies and monitors current and potential threats, providing you with the most up-to-date intelligence and insights available. Our travellers, staff, and partners can rest easy knowing that risks are anticipated, monitored, and addressed in real time.

Our **Doctors on Call** program is an exclusive partnership with George Washington University Hospital physicians to provide 24/7 access to medical support for travellers in the Washington, D.C. metro area and around the world. Dr. Neal Sikka, Chief of Innovative Practice at the George Washington University Department of Emergency Medicine, serves as WorldStrides' Medical Director and heads the Doctors on Call program. He and his team oversee medical response planning and case management for the organization.

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation, and meals for our student groups are second to none. United Airlines, Coach Canada, Marriott, and Hard Rock Cafe are just a few of our premium partners.



## Your WorldStrides Canada Tour

We work with you every step of the way to ensure that every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

### Tour Directors

With WorldStrides Canada, you never work alone. Our professional Tour Directors provide 24/7 support for our travellers, accompanying them every step of the way from arrival to departure. They know the cities our tours visit by heart, are fluent in the local languages and customs, and will advise travellers to support their personal safety and the safety of their belongings. Every WorldStrides Canada Tour Director is thoroughly trained in safety procedures and how to handle any situation that may arise. We maintain regular contact with all WorldStrides Canada field staff to provide up-to-date information on local conditions.

#### **Requirements for all WorldStrides Canada Tour Directors:**

- \* Regular criminal background checks
- \* Introductory first-aid certification
- \* Intensive annual trainings in safety and security
- \* References before hire

#### **Tour Director responsibilities:**

- \* Lead and coordinate tours, ensuring the itinerary runs smoothly and on time
- \* Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- \* Liaise effectively with WorldStrides Canada's operations and emergency departments

#### **Tour Director department support from WorldStrides Canada:**

- \* Organize annual Tour Director conferences to communicate safety and security updates
- \* Organize on-tour support visits, sending senior Tour Directors to assist for quality control and emergency assistance purposes





## Ground Transportation

WorldStrides Canada's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

### Public transportation

When travelling via public transit, students are organized into sub-groups with chaperones. Our student-to-chaperone ratio—6:1 internationally and 10:1 domestically—supports safety when travelling in this fashion. Every group travels with a Tour Director familiar with cities visited and corresponding public transit systems.

### Rail transportation

We work with railway companies with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

### Coach safety features and equipment

- \* All of our motor coaches are equipped with standard safety features to protect passengers.
- \* Seatbelts may be present for the comfort and safety of passengers—in fact, wearing them is compulsory in most European countries. In Canada, seatbelts are less common in spaces where transportation has been deemed safe without.
- \* Fire extinguishers are usually located at the front of the vehicle.
- \* Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- \* First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- \* Strict adherence to current driving hours legislation.

## Flights

### Airline partners

We only work with the most reliable airlines. Our airline partners include most major airlines, such as KLM, Air France, Air Canada, British Airways, Lufthansa, Iberia, and Delta Airlines.

### Flight delays and cancellations

Our WorldAssist team is available 24/7/365 for any problems that may arise. We also recommend purchasing an insurance plan that includes trip cancellation or interruption, as well as coverage for any additional costs incurred due to delays and cancellations. Itineraries will be rescheduled where possible to make up for any missed activities.



## Activities

### **Water safety (swimming, kayaking, boating, canoeing, etc.)**

Life jackets are provided for all water-based activities by the activity provider.

### **Adventure activities**

For adventure activities such as zip-lining, snorkelling, hiking, circus school, or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by WorldStrides Canada to participate in this or in any activity, and may choose not to do so. Program Leaders should advise their Tour Directors of any students who are afraid of heights or water, or are uncomfortable participating in any activity, in which case non-participation may be the best option.

*NOTE: If required, all selected on-tour activities must first be approved by your school board.*

## Meals and Accommodations

### **Food safety**

All restaurants must pass a safety inspection. We partner with restaurants with a variety of food options in order to accommodate food allergies, as well as cultural and religious needs. We collect and send allergy lists to restaurants in advance.

On Brightspark tours, Tour Directors will inform restaurant staff of allergies so students are served appropriate meals. At buffets, the Tour Director will explain the options for students who have allergies or restrictions.

### **Hotel safety**

All hotels must pass a safety inspection. In most cases, specific floor supervision and nighttime security can be provided upon request. Teachers, chaperones, and students will be placed on the same floors to provide additional supervision when possible.





## Code of Conduct

**Learning about the local culture.** Before jetting off across the world, students should do a little research. How do the locals dress? What do they eat? How do they say "hello"? This will help them adjust to the new environment and keep them from looking like tourists.

**X marks the spot.** Students should be where they need to be when they need to be there. Being prepared with local maps, essential phone numbers, and a watch can help them get to designated meeting spots on time. Scheduled activities are mandatory. If a student needs to be excused from an activity for any reason, they should ask their Program Leader for permission in advance.

**Paying attention to surroundings.** In a new environment, there's a lot to take in, but it's crucial to stay alert. Students are advised to remain mindful of their safety and belongings at all times to avoid any mishaps while travelling.

**Listening to the Program Leader and Tour Director.** The group's Program Leader is responsible for students' safety, and the Tour Director is an expert in every aspect of their destination. Arriving on time, respecting curfew, and following all rules help ensure everyone can have a fun and safe experience. Quiet hours should be observed at the hotel from 10 p.m. until 6 a.m. Students are expected to follow all COVID-19 specific rules established by WorldStrides Canada, as well as any rules established by attractions, sites, and service providers.

**Organizing free time responsibly.** Throughout the trip, students will have periods of free time. During this time, they should always be with a small group and never stray too far from the meeting place. They should be encouraged to wear a watch, carry a map, and allot plenty of time to get to the meeting place early so the group doesn't have to wait.

**Respecting the people and the culture.** When travelling, students should think of themselves as guests in someone else's home. Even if foods, clothes, or behaviours seem strange, it's important to be understanding and accepting of the culture. Physical, verbal, or virtual violence, bullying, cyberbullying, inappropriate language, or inappropriate interactions with others will not be tolerated.

**Illegal activities will not be tolerated.** The laws abroad may be very different from the laws back home, but no matter how strange they may seem, students must follow them! If not, they are subject to the legal consequences and immediate dismissal from the tour.

**Consumption of hard alcohol will not be tolerated.** We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of Program Leaders for students over 18 and of legal drinking age in the country they are visiting.

**Offering help and support to peers, Program Leader, and Tour Director.** We're all in this together! Whether a friend needs a hand lifting a suitcase, a Program Leader needs to get everyone quiet, or a Tour Director needs help learning someone's name, students should lend a helping hand to whoever needs it.

**Damages are students' personal responsibility.** If you break it, you buy it. Damages to anything in the hotel or bus or any additional fees incurred by students (e.g. phone calls, room service, etc.) will be their financial responsibility. If students notice any damage upon arrival, they should notify their Tour Director immediately.

**Experience the world and have fun!** These rules are in place to keep the entire group safe, healthy, and happy on tour. Following them allows everyone to get out there and enjoy the experience of a lifetime.



## Communication on Tour

We promise to keep our student travellers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travellers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on your program.

### **WorldAssist**

We believe it's important to be prepared for any emergencies that might arise while travelling on your program. With WorldStrides Canada's worldwide network, internationally located offices, and 24/7/365 on-program support, our 20 full-time professionals are ready to assist with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your program. Our support team can be reached at 1-800-999-4542 or +1-416-545-5845.

### **Brightspark's customer care**

Our 24-hour on-tour customer service line is always staffed and ready to provide rapid response. If you have an emergency anywhere or at any time, please call 1-800-267-6425 ext 5.

### **Worldwide network**

Our Vice President of Health and Safety, supported by our team of risk management professionals, continually assesses all travel destinations and situations. We partner with Exlog Global, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

We operate more than 70 offices on six continents. While on tour, our international network of offices enables us to react swiftly to any situation requiring immediate on-site assistance.

### **Calling home**

While travellers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while travelling. On international tours, consider purchasing a local SIM card or an appropriate roaming package from your cell phone provider to keep in touch with your group and your family at home.





## Travel Protection

Protect yourself, your belongings, and your tour investment with the best insurance in educational travel. We offer your choice of protection plans in partnership with two industry-leading travel insurance companies.

Although not required, we highly suggest all travellers purchase travel protection, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

### Travel Protection Plan Plus - WorldStrides Canada

The Travel Protection Plan Plus, which includes the "Explorer" insurance package from TuGo, covers you for a range of events, including:

- \* **A traveller's injury, sickness, or death of a family member;**
- \* **Theft of passport or visas;**
- \* **Flight cancellations and delays;**
- \* **Loss of luggage and personal effects;**
- \* **Trip cancellation or trip interruption due to covered reasons such as illness, injury, death, acts of terror;**
- \* **Trip cancellation due to Government of Canada travel advisory for "avoid all travel" or "avoid non-essential travel";**
- \* **School Board or governing organization-enforced trip cancellations**

### Cancel For Any Reason Waiver

Along with providing you with the above insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver Benefit. This CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel your trip 31 days or more before your scheduled trip departure date.

The Cancel For Any Reason Waiver Benefit does not cover:

- \* **Penalties associated with any air or other travel arrangements not provided by WorldStrides; or**
- \* **The failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations for any reason**

*The Cancel For Any Reason Waiver Benefit is provided by WorldStrides and is not a TuGo insurance policy benefit. If you have questions about your coverage, please call TuGo at 1-855-929-8846 and refer to the "Explorer" insurance package.*

*Travel Protection continues on the next page.*



## Travel Guard - Brightspark

As a TICO-registered agency, Brightspark offers the opportunity to protect both your child and your financial investment in their trip. Coverage includes:

- \* **Changed school board rulings:** full reimbursement if the school board cancels the trip due to a travel advisory to the destination, mandated labour strike, or any other reason
- \* **Cancellation prior to departure for covered situations:** illness, family death, etc.
- \* **Complete medical coverage while away:** includes expenses OHIP may not cover, like bedside companion should the child be hospitalized and the parent needs to travel to be with them
- \* **Trip interruption:** reimbursement for the unused portion of a tour in the event the child's trip is shortened for a covered reason
- \* **Baggage and personal effects:** reimbursement for lost, stolen, or damaged baggage

## School Board Ruling Waiver

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

In addition, should the school board cancel the trip for any other reason, or the principal of the school advises of cancellation, you will be reimbursed for the non-refundable prepaid travel arrangement cost up to the limits selected on your application for insurance.

*The policy does have restricted benefits. It is the passenger's or passenger's guardian's responsibility to contact Travel Guard for clarification of coverage. For a detailed copy of the policy, please talk to your Program Consultant.*

*WorldStrides Canada tours are underwritten by TuGo/Industrial Alliance Insurance. Brightspark tours are underwritten by Travel Guard/IAG.*





## Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is WorldStrides Canada's number-one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers, and participants involved with our tours.

WorldStrides Canada has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have industry-leading liability insurance that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your WorldStrides Canada program consultant or call 1-888-378-8845.



## Travel With Confidence

WorldStrides Canada has built a decades-long reputation for industry-leading commitment to health and safety. Our experienced team is leading the way in innovating and evolving to make sure your next travel experience is safe and fun-filled. We're committed to your health, safety, and WorldClass Flexibility—for you, for your group, and for these unprecedented times.

The following COVID-19 safety protocols are reviewed regularly in conjunction with our Medical Director and are adjusted as needed. We are committed to keeping current measures in place for as long as they are helpful in mitigating the risk of contracting COVID-19 while participating on a WorldStrides Canada program. As we journey forward, we look forward to having you join us soon on your next educational travel adventure!

WorldStrides Canada's Back to Travel Task Force leverages decades of experience across our company to assess the safety of the destinations we travel, stay abreast of openings/closings, understand new protocols and regulations from our partners, and create trainings and detailed safety plans to manage the risk associated with COVID-19. The Back to Travel group, led by Chief Health and Safety and Academics Officer Terri Morgoglione, is also informed by the CDC, the Government of Canada, and our Doctors on Call staff at The University of George Washington Department of Emergency Medicine. We are closely monitoring the evolving standards of the education community and the travel industry and will continue to update our plans as new information on COVID-19 comes to light.

The values that underpin our commitment to health and safety are unchanged: a dedication to scenario and contingency planning that relies on a rich network of partners, plus a do-what-it-takes commitment to respond to whatever the world hands out.

### Adaptations for safety

WorldStrides Canada will continue to rely on our deep network of safety resources, including our exclusive Doctors on Call program, 24/7/365 WorldAssist Team, and age-appropriate adult supervision to adapt in this changing environment. Our staff is fully vaccinated, and all our protocols detailed below will be continuously evaluated. They may differ slightly from group to group and city to city, because we are committed to getting it right.

- \* **An in-depth safety briefing upon arrival**
- \* **Deep cleaning and modified check-in at hotels**
- \* **Adjusted itineraries to account for capacity management**
- \* **Advanced cleaning protocols on motorcoaches**
- \* **Carefully vetted restaurants that adhere to local guidelines and hygiene practices**





## Safety Committee

WorldStrides employs a Vice President of Health and Safety, who leads a department of employees fully focused on health and safety support. This executive also chairs a committee that meets biweekly to review current issues and incidents and to prioritize initiatives for incremental improvement. The committee includes seven executives with over 100 years of collective experience in educational travel.

The purpose of the Global Health and Safety Department is to look after every aspect of safety and security related to WorldStrides Canada's tours. This includes, but is not limited to, the following:

- \* **Advising on tour itinerary development;**
- \* **Eliminating or issuing warnings on risks related to activities;**
- \* **Creating standards and compliance for selecting Tour Directors, partners, and suppliers;**
- \* **Providing safety training for Tour Directors;**
- \* **Visiting suppliers to review safety checklists and liability insurance;**
- \* **Drafting and reviewing contracts;**
- \* **Overseeing processes and policies for Customer Service and Emergency Service;**
- \* **Reviewing and updating communication tools during an emergency;**
- \* **Updating WorldStrides Canada's safety and security manual; and**
- \* **Ensuring training and compliance with WorldStrides Canada's major and minor incidents management plan.**

Our foremost priority as a company is to invest in resources to provide for the safety of all our travellers while on an WorldStrides Canada tour. All appropriate measures are taken to maintain our current high standard of safety.



## Proactive Security Steps

To ensure the highest level of safety for our travellers in every scenario:

- › We have a global presence with more than 70 offices around the world to monitor situations and assist in the event that safety issues arise.
- › Our VP of Health and Safety, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- › We partner with Exlog Global, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- › Our Tour Directors are extremely familiar with the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

### Some important guidance for major incident management:

**If a terror event or natural disaster occurs in your city during travel (if group is together with the Tour Director):**

- › The Tour Director and Program Leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

**If a terror event or natural disaster occurs in your city during travel (if group is together without the Tour Director):**

- › If you are at a location/activity, follow the instructions of local officials if possible, and determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- › If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- › Contact WorldStrides Canada as soon as practical (as well as your school). Use the 24/7 number listed below.

**If a terror event or natural disaster event occurs in your city during travel (if during free time):**

- › During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as Program Leader is to determine the safety of your students.
- › All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- › You may choose to share a secondary meeting location if your hotel is unsafe for return.
- › If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- › Contact WorldStrides Canada as soon as practical (as well as your school). Use the 24/7 number listed below.

### How to reach us in an emergency:

- \* WorldAssist (On-Program Incidents): Within Canada: 1-800-999-4542 or outside of Canada: +1-416-545-5845
- \* Brightspark Emergency Contact Line: 1-800-267-6425 ext 5
- \* Please program the above numbers and your school's number into your phone prior to travel.





## Emergency Management

Tour Directors are trained on how to address emergency situations at the onset of every travel season. WorldStrides Canada provides an emergency phone number to all participants, parents, chaperones, Tour Directors, and anyone else associated with the trip. WorldStrides Canada's emergency and operations staff conduct drills and trainings on an annual basis to test all processes and procedures.

### Minor incidents

Tour Directors report any minor accident to our WorldAssist Team at the onset of the incident. Depending on the situation, appropriate personnel are informed via our Tour Centre Incident Management System, which alerts multiple departments, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labelled as closed in the system.

### Major incidents

All information regarding a major accident is reported via our Tour Centre Incident Management System, following established protocols for escalation of information to appropriate senior leaders of the organization. In a major accident situation, our safety and security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour Directors and staff work with the Program Leader to accommodate the groups' needs for the remainder of the tour. We will contact the insurance provider when necessary.

### Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the Tour Director will report the situation via our Tour Centre Incident Management System and notify our Safety and Security Officer. Arrangements will be made to accommodate the needs of the students on tour.

### Allergies

WorldStrides Canada advises the Tour Director and all relevant suppliers of any traveller allergies provided by the traveller online or by the Program Leader through completed allergy forms. The Tour Director will work with chaperones to accommodate the students' needs.

### Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address, and phone numbers. In the event of a missing student, our emergency procedures would be activated, and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

### Lost or stolen passport

In the event of a lost or stolen passport, your group's Tour Director and the WorldAssist Team will assist you in the proper procedures for obtaining a new one. WorldStrides Canada is not liable for lost or stolen passports. For coverage in such an event, please purchase a travel protection plan.



## Emergency Response Plan

WorldStrides Canada's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. WorldStrides Canada has a very comprehensive internal response plan (including a major and minor incident response plan) regarding the many emergency situations that may occur while on tour.

We conduct emergency drills with our WorldAssist Team, Tour Directors, and select staff yearly in order to practice handling emergencies. The teacher and chaperones, along with the WorldStrides Canada Tour Director, are responsible for the safety of the students while on tour.

In the event of a crisis, our emergency plans are immediately activated. Every emergency situation is tracked in our Tour Centre Incident Management System, and no issue is closed until the emergency is completely resolved. All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the Tour Director, their communications to the Health and Safety Department, Tour Director supervisors, the Emergency Support Department, the Operations Department, and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.

### **At WorldStrides Canada, we consider an emergency as follows:**

- ✱ **A serious, unexpected, and often dangerous situation requiring immediate action.**
- ✱ **A situation that poses an immediate risk to health, life, property, or environment.**
- ✱ **A situation or event that has caused unexpected consequences, changes, or has affected the tour, the participants, or the Program Leaders and the ability of the tour to continue to run as planned. For us, these can also be quality concerns or tour flow concerns in addition to traditional "emergency" situations.**

We believe that each incident requires a customized approach, which is why we dedicate substantial resources to incident and emergency management. The examples provided in the subsequent pages detail our individual approach to situations we have managed in the past. While these examples provide an outline, we recognize that every situation is unique and will be approached as such.

Some examples of crises we have handled where there were tour participants impacted include grounded flights due to Icelandic volcano eruption (2010); Arab Spring (2011); Japanese Tsunami (2011); Paris bombing (2015); Brussels and Nice bombing (2016).

WorldStrides Canada partners with Exlog Global, an elite international risk management agency that uses protective intelligence to anticipate threats, keep travellers informed of current or potential crises, and intervene rapidly if necessary.





## Emergency Example 1

### Missing participant

In a situation where a participant has been separated from the group, our team has taken the following action steps:\*

- › Speak to the rest of the group and ask when they last saw the missing tour member.
- › Institute the buddy system and have the group check likely locations (room, bathroom, meal room, lobby, bus). Ensure buddy teams contact the Tour Director and return to the group immediately if the participant is located.
- › Contact hotel staff if there is a possibility the missing person is in their hotel room.
- › Contact event or venue staff to arrange for the tour member to be contacted.
- › Contact the local police. Once police are involved, do not leave them without first advising them, and make sure they have an itinerary and number where they can reach you.
- › If police contact is made, contact WorldAssist immediately. The Program Leader or WorldAssist personnel can contact the nearest relative if the missing tour member is travelling alone.
- › Explain to the Program Leader that the Tour Director's responsibility is to the group and that once the student is located (e.g., back at hotel) the tour should go on as scheduled for the other tour members—this could mean a missed site for the student and Program Leader.
- › Have the Program Leader assume responsibility for working with the local police and determine who will remain behind or who will come to the police station to assist them with searching for the missing person.
- › Prepare the major incident report on what has happened, outlining contacts made with hotel, event/attraction staff, police and relatives.

Each student will be informed of detailed safety guidelines for each location by their Program Leader and Tour Director.

*\*Please note, we recognize there is no one-size-fits-all response to an emergency. This event occurred in the past and serves as an example, not a guideline, of how the situation may be handled.*



## Emergency Example 2

### Hospitalization

In a situation where a participant requires significant medical intervention, our team has taken the following action steps:\*

- › Contact the WorldAssist Team immediately. The Program Leader can contact the nearest relative if the passenger is travelling alone.
- › Explain to the Program Leader your responsibilities to the group, and that the tour must go on as scheduled (e.g. while student is at hospital, tour to museum continues).
- › The Program Leader must assume responsibility for the care and attention appropriate for the ill passenger and determine who will remain behind with the ill passenger or who will come to join the person at the hospital.
- › Do not depart the hospital and resume the tour until all appropriate papers are signed.
- › Make sure the ill person is under proper medical care and that there is a clear understanding with the Program Leader as to who will be looking after the passenger.
- › Do not give out any medication.
- › If you are at a hotel, advise hotel staff of the situation immediately and ask them to call an ambulance.
- › If the passenger becomes ill whilst on the coach, depending on the degree of illness, try to reach the next designated lunch or rest stop.
- › If the illness appears serious, consider proceeding directly to the nearest hospital or medical centre immediately.
- › The passengers could be let off the coach at a nearby restaurant or shopping centre, rather than having to wait at the hospital.
- › The primary priority is the ill passenger; we make sure he or she is getting the necessary medical care. After that, the tour can be resumed as normal.
- › Make sure you fill in the 'Major Incident Form' about what transpired giving informed details of what happened, and make sure you give your home/office contact details.
- › Please inform the local Canadian Embassy when any Canadian Citizen is hospitalized.

Additional Information—We have services available to our participants:

- › **TuGo insurance:** included in your insurance package is an International Assistance Service. To learn more about this service please refer to the "Explorer" insurance package or call TuGo at 1-855-929-8846.
- › **Travel Guard Insurance:** included in your insurance package is 24-hour Emergency Medical Assistance. To learn more about this service please refer to the Travel Guard brochure or call at 1-866-648-8425.
- › **Doctors on Call Program:** an exclusive partnership with the George Washington University Medical Centre. In the event of a surgery, we could arrange for a conference call with parents, teachers, and the student with our on-call medical doctors. This call could be arranged in as short as 30 minutes, and can involve translation services from over 100 countries. Therefore, if a local doctor in Italy was recommending a specific surgery, we could clarify in English for the parents, and the George Washington University medical doctor on call could provide their feedback for the parents. After the call, we would work on transportation for a/both parent(s) if they desired. This program is included in tour costs.

*\* Please note, we recognize there is no one-size-fits-all response to an emergency. This event occurred in the past and serves as an example, not a guideline, of how the situation may be handled.*





## Contact Information

### **General information**

1-888-378-8845 or 1-800-267-6425

### **WorldAssist (on-program incidents)**

Within Canada: 1-800-999-4542

Outside of Canada: +1-416-545-5845

### **Brightspark emergency information**

Emergency Line: 1-800-267-6425 ext 5

### **TuGo insurance**

1-855-929-8846

### **Travel Guard insurance**

1-866-648-8425

This is confidential information and is not to be distributed to parents or students.

**Director's Annual Report.**

**R.A.** that the Director's Annual Report for 2021-2022 be received by the Board and submitted to the Ministry of Education, as required.

Chairperson's Committee

December 5, 2022.

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# Business and Finance

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## Report to the Board

**Meeting:** ☐ In Camera

☒ Open

**Presented for:** ☐ Information

☒ Approval

**Meeting Date:** December 20, 2022

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

**Submitted by:** Isabel Grace, Superintendent of Business/Finance  
Teri Smith, Controller of Finance

**Subject:** Banking Credit Amendment

**Recommended Action(s):**

1. That the Board approve the Borrowing Resolution in support of the Operating Line of Credit in the amount of \$10,000,000. (See attached)
2. That the Board authorize the Chair and the Director to sign the credit amendment agreement with the Canadian Imperial Bank of Commerce

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**Background:**

**Re: Banking Credit Amendment**

The credit amendment is required to cover the annual renewal of the provision for the Operating Line-of-Credit.

**Demand Operating Credit:**

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2022.

The \$10,000,000 level for the Operating Line-of-Credit provides coverage for any fluctuations in cash flow during the year. The cost to the Board is determined by the amount that must be drawn against this Line-of-Credit. The interest on the Operating Line-of-Credit is Prime which is currently at 5.95%. The Board has not drawn on this credit facility during the last number of previous years.



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

**BORROWING RESOLUTION**

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON CATHOLIC DISTRICT SCHOOL BOARD (THE “Board”)

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the “Act”), the Board considers it necessary to borrow the amount of up to \$10 Million Dollars (\$10,000,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2023 and ending on December 31, 2023 (the “Period”).
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers’ acceptance from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate Ten Million Dollars (\$10,000,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers’ acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
- 3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
- 4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in force and effect.

DATED this Twentieth day of December, 2022.

WITNESS the corporate seal

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

**Joint Health and Safety Committee Semi-annual Report,  
December 12, 2022.**

**R.A.** that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 12, 2022, be received.

December 12, 2022.

Administration



## JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Joan Carragher, Director of Education

From: The Joint Health and Safety Committee

Date: December 12, 2022

### 1 Introduction

Under the Ontario Occupational Health and Safety Act and Board Administrative Procedure for Occupational Health and Safety, PVNCCDSB is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. In an effort to support the employer with its health and safety commitment, as well as to ensure employee voice in regards to health and safety, the Joint Health and Safety Committee meets five times per school year to review, update and provide guidance on health and safety related matters. All PVNCCDSB properties are inspected monthly by Work Site Inspection Committees.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period July 2022 to December 2022 and demonstrates the commitment of the PVNC Catholic District School Board, schools, administrative sites and the committee to be compliant with the requirements of health and safety legislation.

Committee representation is comprised of the following staff members:

| <u>Management</u>                          | <u>Worker</u>   |
|--|---|
| Darren Kahler – Co-Chair<br>Laura Di Ianni | Taylor Popplewell (CUPE) -Co chair<br>Kelli Braund (CUPE) |
| Richard Driscoll                           | Joseph DeVuono (OECTA)                                    |
| Derek Abrams (P/VP Rep)                    | Patricia Taylor(OECTA)                                    |

#### Guests:

Melissa Featherstone, Health and Safety Officer (Guest Advisor)  
Stephen O'Sullivan, Superintendent of Human Resources (Guest Attendee)  
Bart Scollard, OECTA President (Guest Attendee)  
Nora Shaughnessy, CUPE President (Guest Attendee)



## **2 Highlights from July- December 2022**

- This school year the JHSC said goodbye to two long standing members. Management representative Donna Morris joined the JHSC in the fall of 2013 and served for several years as Co-Chair. Donna retired in October 2022. Worker representative Bryan Dafoe who joined the JHSC in December 2012 and served for several years as Co-Chair. Bryan left the JHSC after many years of service.
- Laura Di Ianni has joined us as the new management representative. Laura is employed with PVNCCDSB as Vice Principal of Special Education. Laura's expertise in Special Education will give an additional lens for the JHSC. Laura will complete Joint Health and Safety Part 1 Certification in the coming months to grow her health and safety knowledge, as required by the new Terms of Reference for the Joint Health and Safety Committee.
- Kelli Braund has joined in the role of worker representative on the JHSC. Kelli is employed with PVNCCDSB as an Educational Assistant. Kelli's experience as an Educational Assistant will provide the JHSC with insight on the needs of those employees. Kelli completed her Certification Part 1 training over the summer in preparation for the new school year.
- Taylor Popplewell takes over the role of Designated Worker Representative on our JHSC. Taylor completed her Certification Part 1 training over the summer, and is schedule to complete her Certification Part 2 in January 2023.
- Derek Abrams, Management member of the JHSC, completed JHSC Certification Part 2 over the summer and worker member Patricia Taylor is pursuing her Certification Part 1 training. She aims to be complete by Dec 31, 2022.
- JHSC Audit locations for the 2022-2023 school year were determined at the December JHSC meeting. Schools will be advised once dates are determined, and visits will take place in advance of the February 7, 2023 JHSC meeting. Schools will be audited in accordance with Appendix D of the JHSC Terms of Reference. Schools to be audited include:
  - St. Mother Teresa Catholic Elementary School
  - St. Joseph Catholic Elementary School, Cobourg
  - Holy Trinity Catholic Secondary School
  - Holy Cross Catholic Secondary School
  - St. John Paul II Catholic Elementary School
  - St. Paul Catholic Elementary School, Lakefield
- Work Site Inspection Committee Representatives (WSICRs) have been identified for all roles at all schools, with no vacancies. Representatives are required to complete training once every 3 years. Required training was assigned late September 2022 and has been completed by 48 representatives to date, with only 2 completions outstanding. The JHSC is following up with these Representative and will take actions to replace them on their school teams should training continue to go uncompleted.

## **3 Upcoming/Ongoing Projects**

- The JHSC formed Workplace Violence Sub-Committee in 2020. In the 2021/2022 school year this sub-committee conducted interviews at 6 schools regarding workplace violence. This year the

sub-committee will be joined by Laura Di Ianni and is currently determining what their focus will be for the balance of the school year.

- Workplace Violence prevention continues to be a concern and focus of the JHSC. Workplace Violence remains the highest reported incident/accident type in our workplaces. We encourage the employer to examine any additional efforts it may make to reduce the number of these incidents experienced by staff.
- The JHSC continues to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.

#### **4 Learning Opportunities**

- The newly approved Terms of Reference for the committee (June 2022) resulted in additional training/ on-boarding of members. Members have recently completed or are engaged in the following trainings:
  - JHSC Certification Part 1- completed by Taylor Popplewell, and Kelli Braund, underway by Laura Di Ianni and Patricia Taylor
  - JHSC Certification Part 2- completed by Derek Abrams, scheduled for Taylor Popplewell
- The JHSC participates in an annual development opportunity to increase knowledge in a pertinent area of health and safety. We are currently planning our PD opportunity for 2022-2023 and are investigating in-services available dealing with workplace violence in education. It is anticipated that this PD will take place at the April 2023 meeting of the JHSC.

#### **5 Incident Reporting**

##### Incident Type Totals September 2022 – Nov 30 2022

For the period of September 2022- Nov 30, 2022, there have been 298 total incident reports placed. The most reported incident types being:

- (1) Workplace Violence
- (2) Struck or Contact By
- (3) Struck Against
- (4) Falls

Of the 298 incident reports received in the time period of Sept 2022- November 30, 2022, 17 have resulted in staff having lost-time or seeking health care. These incidents are reported to WSIB as compensable injuries. Presently 12 claims have been approved by WSIB.

An analysis of WSIB Claims filed identifies these leading causes:

- Struck/ Contact By (4)  
Falls (5)

##### Monthly Inspection Completion Rates



|           |      |
|-----------|------|
| July      | 89%  |
| August    | 60%  |
| September | 97%  |
| October   | 100% |
| November  | 97%  |

NOTE- Inspection completion rates historically decline over the summer. The JHSC has been working to raise awareness of the need to continue to submit inspections in summer months. We intend to prepare a reminder memo in coordination with the Health and Safety Officer to be issued early June 2023. We would appreciate any additional reminders the employer could give to Principals.

Work Site Inspection Committee: Quarterly Minutes Completion

By end of November, each facility should have completed Q1 Minutes submission through e-base. 82% of facilities have completed Q1 meeting minute submission.

**6. 2022-2023 JHSC Goals / Priorities**

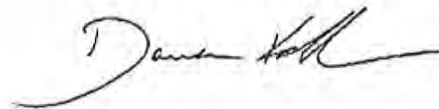
The Joint Health and Safety Committee has worked towards our 2022-2023 priorities with the following efforts.

- Increase capacity within the JHSC- Initiative to undertake necessary certification trainings for members in accordance with the June 2022 approved Terms of Reference for the JHSC.
- Focus on Workplace Violence Prevention-
  - Sub-Committee work on the topic- is currently determining what their focus will be for the balance of the school year. Visits/Interviews will likely follow the same process as last year. Different schools would be chosen based on the review of HR05 Accident/Incident Reports for the current school year.
  - Receipt of PVNCCDSB Workplace Violence Risk Re-assessments at the June 2022 JHSC meeting with an opportunity to bring any concerns/ questions forward at the October 18, 2022 JHSC Meeting.
  - Ongoing JHSC Meeting review and discussion pertaining to WV Incident Reports
  - Discussions at the JHSC October 18, 2022 meeting regarding the importance of each school/ facility ensuring Notification of Risk forms have been completed and communicated to staff.
- Struck/ Contact By Incidents- The committee continues to review accident/ incident data in regards to preventive measures that may be taken to mitigate risk in this area.

Respectfully Submitted,



Taylor Popplewell  
Worker Co-Chair (OECTA)



Darren Kahler  
Management Co-Chair (Human Resources)