
Regular Board Meeting

Tuesday, September 24, 2024
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/pnk-mxar-qnb>

If you would like to join by telephone, please contact Michelle Kennedy
by email - 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

Chairperson: Kevin MacKenzie

Vice-chairperson: Jenny Leahy

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

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

1. Opening Prayer.
Dawn Michie, Board Chaplain and Faith Animator.
2. Land Acknowledgement.
Kevin MacKenzie, Board Chairperson.
3. National Anthem.
4. Approval of the Agenda.
5. Declarations of Conflicts of Interest.
6. Approval of the minutes of the June 25, 2024, Regular Board Meeting.
Page 6
7. Business Arising Out of the Minutes.
8. Swearing-in of Junior Student Trustee, Carter Peios.

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

1. Report from the Director of Education, Stephen O’Sullivan.
2. Report from the Student Trustees.
Claire Heitzner, Senior Student Trustee and
Carter Peios, Junior Student Trustee.

C. Presentations:

1. Providing Excellence in Teaching and Learning: PVNCCDSB Summer Learning Program Updates.
Julie Selby, Superintendent of Learning, and Principals of Continuing, Adult, and Experiential Learning, Derek Abrams, and Bridget McCann-Girard.
2. Inspiring Faith: Blessed and Beloved.
Julie Selby, Superintendent of Learning, and Jennifer Eaton-Koch, Learning Consultant.

D. Programs and Services:

1. R.A. Student Excursions. [R.A.: Page 21](#)
 - a. St. Mary Catholic Secondary School International Excursion to Ireland, April 29-May 7, 2025.
Sheila Piggott, Superintendent of Learning. [Details: Page 22](#)
 - b. St. Mary Catholic Secondary School International Excursion to France and Spain, March 5-14, 2026.
Sheila Piggott, Superintendent of Learning. [Details: Page 46](#)

DI. Business, Finance and Governance:

1. Ontario Catholic School Trustees’ Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. Report from the Ontario Catholic School Trustees’ Association (OCSTA) Fall Regional Meeting, September 19, 2024.
Jenny Leahy, Board Vice-chairperson and Mary Ann Martin, Trustee.
3. R.A. Ontario Catholic School Trustees Association (OCSTA) Annual Membership Fees, Friends and Advocates of Catholic Education (FACE) Levy, and Central Bargaining Fees. [Page 77](#)

Stephen O'Sullivan, Director of Education.

4. R.A. Student Trustee Professional Development 2024-2025.
Jenny Leahy, Board Vice-chairperson. Page 89

F. Human Resources:

G. Policy Development:

1. R.A.: Trustee Code of Conduct. Page 91
Stephen O'Sullivan, Director of Education.

H. Old Business:

1. R.A. Receipt of correspondence from Mayor Jeff Leal, dated July 11, 2024.
Kevin MacKenzie, Board Chairperson. Page 92

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Reports.
 - a. First Nation Métis and Inuit Education Advisory Committee, September 17, 2024.
3. Ontario Catholic School Trustees' Association and Ministry Information Items.
 - a. June 26, 2024 – OCSTA Memo, Ministry Guest Speaker Policy Page 94
 - b. June 27, 2024 – OCSTA Memo, Catholic Education Week Logo and Media Kit. Page 95
 - c. June 27, 2024 – OCSTA Memo, Ombudsman Annual Report Page 97
 - d. July 31, 2024 – OCSTA Memo, Bill 98 Regulations Page 104
 - e. August 13, 2024 – OCSTA Memo, Resources from the Ministry of Education - Vaping and Cell Phone Use in Schools Page 106
 - f. August 29, 2024 – OCSTA Memo, Trustee Code of Conduct, Mandatory Page 119

Requirements.

- g. September 16, 2024 – Ministry of Education Promotional Poster for Level Up Skilled Trades, 2024. Page 128

L. Future Meetings and Events:

1. Board Meetings:
 - a. Regular Board Meeting Open Session, September 24, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Policy Development Committee Meeting, October 15, 2024, 6:30 p.m.
 - b. Chairperson's Committee Meeting, October 21, 2024, 5:30 p.m.
 - c. Committee-of-the-Whole Meeting, October 21, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. Special Education Advisory Committee, September 26, 2024, 1:00 p.m.
 - b. Catholic Parent Engagement Committee, October 2, 2024, 6:30 p.m.
 - c. Audit Committee, October 3, 2024, 6:30 p.m.
 - d. STSCO Governance Committee, October 9, 2024, 3:00 p.m.
 - e. Accessibility for All Committee, October 10, 2024, 1:00 p.m.
 - f. Faith and Equity Advisory Committee, October 10, 2024, 6:30 p.m.
 - g. French as a Second Language Advisory Committee, November 5, 2024, 4:30 p.m.
 - h. First Nation Métis Inuit Advisory Committee, December 10, 2024, 6:30 p.m.
 - i. Supervised Alternative Learning Committee, TBA
4. Board Events: (Listed in chronological order.)
 - a. Board Retirement Dinner, Friday, November 8, 2024, Regency Ballroom, Holiday Inn Waterfront, Peterborough.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, September 24, 2024.

2. Closing Prayer.

3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, June 25, 2024, at 6:30 p.m. at the Catholic Education Centre, 1355 Lansdowne Street West, Peterborough, and virtually, by Google Meet.

Present:

Trustees – John Connolly, Loretta Durst, Madelyn Gaskell (Senior Student Trustee), Claire Heitzner (Junior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin, and Kathleen Tanguay.

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Darren Kahler, Stephen O’Sullivan, Sheila Piggott, and Julie Selby.

Recorder – Michelle Kennedy

A. Call to Order of the Open Meeting:

The Board Chairperson Kevin MacKenzie called the meeting to order at 6:46 p.m. and welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet.

The Chairperson welcomed vice-principal Adam White from Monsignor O’Donoghue Catholic Elementary School and Michael DeMaeyer, principal from St. John Paul II Catholic Elementary School, who were attending the meeting as principals and vice-principal representatives.

1. Examen and Opening Prayer

The Board Chairperson, Kevin MacKenzie invited the Director of Education, Stephen O’Sullivan to begin the meeting with prayer which involved the participation of all of the trustees.

2. Land Acknowledgement

Michael Mooney, Learning Consultant was invited to give a land acknowledgement in which he acknowledged the traditional territory of the Michi Saagi Anishnaabeg and the treaties of the area and asked the reflective questions: How does the land take care of me? and How do I take care of the land?

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

MOTION: Moved by Kathleen Tanguay, seconded by John Connolly
that the agenda be approved.

Carried.

5. Declarations of Conflicts of Interest

Board Chairperson, Kevin MacKenzie declared a conflict of interest with agenda item G.2, Review of Administrative Procedures affected by Policy/Program Memorandum (PPM) No. 128, Provincial Code of Conduct and School Board Codes of Conduct to restrict cellphones and vapes in schools due to the nature of his employment.

6. Approval of the minutes from the May 28, 2024, Regular Board Meeting.

MOTION: Moved by Loretta Durst, seconded by Mary Ann Martin
that the minutes of the May 28, 2024, Regular Board Meeting
be approved.

Carried.

7. Business Arising Out of the Minutes.

There was no business arising from the minutes.

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

1. Report from the Director of Education.

Stephen O'Sullivan, Director of Education, presented the Report from the Director of Education, which included the following points:

- Acknowledged the dedication of all staff to make this year successful for students, especially secondary students who finish up exams and prepare for graduation this week.
- Joyously announced the new Catholic school in Clarington with a sod-turning ceremony on June 14.

- Gratitude extended to Jennifer Koch for her leadership and support of the Adult Faith Formation program.
- Thank you to Darren Kahler, Superintendent of Human Resource Services and his Human Resources team for their work with job fairs in preparation for September and for their work with CUPE and OECTA to support to serve our students.
- The second Cultural Competency Training session took place with the trustees. We are grateful for the leadership of Jacqueline Gorveatt, Anne Taylor, and Michael Mooney in this work.
- The board recognized and celebrated June 21st, National Indigenous Peoples Day to honour and recognize the heritage and diversity of First Nation, Métis and Inuit people of Canada.
- Congratulated the Honorable Todd Smith for his recent appointment as Minister of Education.
- Congratulated the 2024 graduates and expressed sincere hope that learning at PVNCCDSB has served you well.
- Congratulated staff who have decided to retire this year and look forward to celebrating at the board reception in the fall.
- Service pins representing significant milestones of service to PVNC Catholic were distributed to 146 staff members collectively representing 5,420 years of service.
- Thanks were extended to the senior leadership team and the administrative assistants and executive assistant for their dedication and leadership and invaluable service.
- The trustees were thanked for their role in shaping and ensuring the schools are places of faith and learning.
- The student trustees were thanked for their service and the outstanding positive impact they have on PVNC Catholic students. Madelyn Gaskell was congratulated on her graduation and honoured for her leadership and contributions to the students. Welcome to Carter Peios who will join the Board of Trustees in the fall.
- The PVNCCDSB community is one of strength and blessings and we look forward to the future with renewed commitment to Catholic education.

Stephen O'Sullivan invited and answered questions from the trustees at the conclusion of the report.

2. Introduction of the new Junior Student Trustee, Carter Peios and the appointment of the Student Trustees for 2024-2025.

Vice-chairperson, Jenny Leahy gave a brief introduction of Carter Peios, student from Holy Trinity Catholic Secondary School who was voted by the Student Council Liaison Committee to be the Junior Student Trustee during the 2024-2025 school year.

MOTION: Moved by Jenny Leahy, seconded by Mary Ann Martin

that Carter Peios, student at Holy Trinity Catholic Secondary School, be appointed the Junior Student Trustee for a one-year term, August 1, 2024, through to July 31, 2025; and

that Claire Heitzner, student at St. Stephen Catholic Secondary School, be appointed the Senior Student Trustee for a one-year term, August 1, 2024, through to July 31, 2025.

Carried.

3. Presentation to Graduating Student Trustee, Madelyn Gaskell.

Board Chairperson, Kevin MacKenzie and Director of Education, Stephen O'Sullivan, made a gift presentation to graduating student trustee, Madelyn Gaskell. Madelyn was thanked for her service and leadership to the students of PVNCCDSB and for her professionalism at the board table over the last two years.

4. Report from the Student Trustees.

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

- Proudly celebrate the achievements of the students of PVNC Catholic and present year in review that included highlights from throughout the year.
- In the fall the students and LINK leaders welcomed the new Grade 9 students to secondary school. Student Council elections were held and there were activities such as Terry Fox fundraisers, fall sports and social justice activities and clubs.
- Senior students started to think about post-secondary education late in the fall and the Student Council Liaison Committee planned for the annual board-wide retreat with the theme "Voices that Flourish; We Flourish Together". The event was held in December with guest speaker Aubrey Noronha giving an inspiring presentation.
- There were many events that benefited meaningful agencies. Student participation fostered empathy and a sense of global awareness through events like "Orange Shirt Day", "Think Fast" and "Rock Your Socks" day.
- School sports highlights included Holy Cross CSS Junior Boys football qualifying

for the MetroBowl and the Holy Cross CSS Girls Hockey Team winning an OFSAA gold medal.

- The OSTA-AECO conferences were opportunities to learn from other trustees across the province and receive professional development in leadership and public speaking.
- New Junior Student Trustee election was very exciting and we welcome Carter Peios to the board table to continue to empower student voices.
- Throughout the year the activities have a theme of building community and celebrating our Catholic faith and its core values. This was celebrated by the Catholic Leadership Awards honoring one student from each of the PVNC Catholic schools who exemplifies the Catholic Graduate Expectations.
- Madelyn Gaskell extended thanks to PVNC Catholic for the opportunities and experiences of beauty and warmth that define the board and fortunate to have had wonderful mentors and teachers. Thank yous were also extended to the Student Council Liaison Committee and to Claire Heitzner for being her partner and friend.
- Madelyn Gaskell also stated that she will forever cherish time with the trustees at the board table and gratitude for the years of learning, laughing, and growing at PVNCCDSB.
- Claire thanked Maddy for being a great mentor to learn from and wished her well in her future studies at the University of Guelph.

Student trustees Madelyn Gaskell and Claire Heitzner invited questions and comments from the trustees at the conclusion of their report.

5. Report from the Communications Department.

Galen Eagle, Manager of Communications shared the following system highlights and initiatives:

- Groundbreaking ceremony took place at the future site of the Bowmanville Catholic Elementary School on June 14, 2024, with Bishop Daniel Miehm and Father Craig Cruikshank blessing the site along with trustees and local dignitaries in attendance.
- Students from St. Patrick Catholic Elementary School became published authors when they produced a book "For the Love of Animals". The book was the result of an inquiry based learning project and sales from the book will benefit the Peterborough Humane Society.
- Monsignor Leo Cleary Catholic Elementary School was the winner of a national Eco Team award recognizing the students' leadership and stewardship at their school.

- St. Stephen Catholic Secondary School student, Ethan Wallis was presented the Canadian Tooling and Machining Association (CTMA) High School Award for his keen interest in pursuing a career in the field and a demonstration of a high proficiency in metalworking skills.
- St. Peter CSS Grade 10 student, Reese Cowan received national recognition for her contributions as a member of the 534 Royal Canadian Air Cadets. Reese Cowan was the recipient of the Royal Canadian Legion Cadet Medal of Excellence and the inaugural Murray Whetung Community Service Award, commemorating veteran Murray Whetung, a member of Curve Lake First Nations who voluntarily served in WWII.
- There were 63 PVNC Catholic Everyday Hero award program recipients who were nominated during the 2023-2024 school year.
- St. Mary CSS hosted the fourth annual PVNC Catholic Secondary School Chess Tournament which saw the top sixteen competitors from all regions of the board compete. Lev Khaimovich, Grade 9 student from St. Mary CSS was the individual champion, while the Holy Cross CSS was named the team champion.

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

C. Presentations:

1. Providing Excellence in Teaching and Learning: Math Achievement Action Plan Update, A Year in Review.

Superintendent of Learning, Jeannie Armstrong, introduced the PVNC Catholic Math team: Sandra Connolly, Learning Consultant, Nancy McCarthy, Learning Consultant, and Math Coaches, Amanda Walchuk, Adelle Cronin, and Jennifer Minnie.

The group reviewed the goals that were set and achieved this year which were curriculum focused and emphasized effective instructional and assessment practices. The progress achieved by the math team has been publicly acknowledged by the Ministry of Education and resulted in the team sharing their experiences and practices amongst their peers throughout the province.

At the conclusion of the presentation the presenters invited questions and comments from the trustees.

2. Protecting the Environment: PVNCCDSB Environmental Learning Updates.

Sheila Piggott, Superintendent of Learning, introduced the presenters: Michael Mooney, Learning Consultant, and Michael Halloran, Teacher from Holy Cross Catholic Secondary School.

Michael Mooney gave an overview of the presentation and highlighted the strategic goals of the environmental education program noting the priority of environmental education as it relates to the strategic priorities and the desire to certify all schools in their environmental practices and develop short and long-term environmental plans.

Michael Halloran introduced the four students from the Sustainable Environmental Education and Design (SEED) Specialist High Skills Major program at Holy Cross CSS: Lauren Graham, Grace Davis, Holly Heuchert and Ashlin English and Theresa Fair.

The students presented their culminating projects which explored LED Lighting cost analysis at Holy Cross CSS, Rewilding of the Board Office property and installation of electric vehicle charging ports at Holy Cross CSS.

Michael Mooney gave an overview of the environmental symposiums and water festival which included Indigenous learning. The next step in the environmental education plan is to move forward through accompaniment which will include caring for our spaces with a focus on process, caring for each other through student mentorship, and celebrating our students and their accomplishments.

The presenters were thanked for attending and the trustees had an opportunity to have their questions addressed.

D. Programs and Services:

E. Business, Finance and Governance:

1. Recommended Actions from the Committee-of-the-Whole, June 10, 2024: 2024-2025 Budget, Notre Dame Capital Improvements Overview and 2018 Accommodation Review.

MOTION: Moved by John Connolly, seconded by Jenny Leahy
that the 2024-2025 Consolidated Expenses Budget, in the amount of \$221,883,763 be approved as presented.

Carried.

MOTION: Moved by John Connolly, seconded by Kathleen Tanguay
that the Board receive the Notre Dame Capital Improvements Overview for information; and
further, that the board request that Senior Administration investigate acting on the 2018 ARC in light of the current circumstances and the

Ministry and the province.

Carried.

2. Bonnerworth Park Redevelopment – Update.

Sean Heuchert, Superintendent of Business, Finance and Facilities Services gave a brief background on administration's interactions with the City of Peterborough with regard to the Bonnerworth Park redevelopment proposal. It was noted that the board received information about a recreational plan for outdoor facilities, which included updates and changes to approximately fifteen different sites/facilities in Peterborough. The board has no record that the city reached out to find out about facility use by PVNC Catholic schools.

It was requested that trustees receive information in the future regarding communications from the city affecting public facilities so that the trustees are able to communicate with parents.

MOTION: Moved by Jenny Leahy, seconded by Mary Ann Martin

that the Board write a letter to the mayor and members of Peterborough city council advising of the significant impact that the Bonnerworth Park redevelopment will have on St. Peter Catholic Secondary School athletics and the PVNCCDSB elementary school athletics program; and,

that the letter include wording to express the Board's disappointment at the city's disregard for public and user group input and the process by which the consultation was conducted; and,

that the Board advise the Peterborough city council that, as a Catholic institution, we support Pope Francis in his quest, as outlined in Laudato Si, for the protection of the environment from irresponsible use and abuse.

Carried.

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

The Board Chairperson, Kevin MacKenzie, reported that cybersecurity legislation "Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024" has been introduced in the Ontario Legislature with the purpose of safeguarding children's personal information. OCSTA will be providing a response to the call for public consultation.

Chairperson MacKenzie noted the information that was received about the OCSTA Fall Regional Meeting that will take place on September 19 in Ottawa.

4. STSCO Governance Committee Meeting, June 5, 2024, Open Session Report.

Board Chairperson, Kevin MacKenzie gave a report from the open session of the STSCO Governance Committee meeting that was held on June 5, 2024. Letters have been sent out to Holy Cross Catholic Secondary School students who will be given access to city bussing during the 2024-2025 school year. Bus passes will be provided to some students in lieu of a yellow bus providing a route to school.

The annual First Rider Program will be held again this year to reduce first day jitters for kindergarten students who will be new to riding the bus.

It was reported that the Opt-in program has come to completion and the board had a response rate of 83 percent. There are 53 students who have neither opted for nor opted out of busing. Those families will be contacted to clarify their plans for transportation in the fall.

5. Trustee Professional Development, Ontario Catholic School Trustees' Association Fall Regional Meeting.

MOTION: Moved by Jenny Leahy, seconded by Kathleen Tanguay that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Fall Regional Meeting, on September 19, 2024, at the Ottawa Catholic School Board, Nepean, ON.

Carried.

F. Human Resources:

1. Joint Health and Safety Semi-annual Report, June 2024.

Darren Kahler, Superintendent of Human Resource Services delivered a presentation highlighting statistics and the activities from the Joint Health and Safety Committee since the last report which was delivered in December, 2023.

MOTION: Moved by Mary Ann Martin, seconded by Jenny Leahy that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated June 18, 2024, be received.

Carried.

G. Policy Development:

1. Recommended Actions from the Policy Development Committee, June 4, 2024.

MOTION: Moved by Loretta Durst, seconded by Mary Ann Martin
that the Board receive the reports and recommendations from the Policy Development Committee meeting dated June 4, 2024, for publication and implementation.

Carried.

MOTION: Moved by Mary Ann Martin, seconded by Kathleen Tanguay
that the meeting be extended beyond its 9:30 p.m. curfew, to 10:00 p.m.

Carried.

2. Review of Administrative Procedures affected by Policy/Program Memorandum (PPM) No. 128, Provincial Code of Conduct and School Board Codes of Conduct to restrict cellphones and vapes in schools:

Board Vice-chairperson, Jenny Leahy assumed the chair as Board Chairperson, Kevin MacKenzie left the room for this agenda time due to his conflict of interest declared at the beginning of the meeting.

MOTION: Moved by Kathleen Tanguay, seconded by Loretta Durst
that the following Administrative Procedures be received and posted with future review dates amended:

G.1 a) that Administrative Procedure #313, Student Acceptable Use of Technology be received and posted as revised under Directional Policy #300, Student Achievement and Well-being.

G.1 b) that Administrative Procedure #314, Personal Device Network Access be received and posted as revised under Directional Policy #300, Student Achievement and Well-being.

G.1 c) that Administrative Procedure #516, Use of Electronic Communications and Social Media be received and posted as revised under Directional Policy #500, Employee Relations.

G.1 d) that Administrative Procedure #909, Code of Conduct be received and posted as revised under Directional Policy #900, Safe and Accepting Schools.

G.1 e) that Administrative Procedure #912, Supporting Positive Student Behaviour: Safety for All be received and posted as revised under Directional Policy #900, Safe and Accepting Schools.

Carried.

Board Chairperson Kevin MacKenzie re-entered the meeting and resumed the role of chair.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie reported that a letter from Durham MP Jamil Jivani was received in response to the letter from the board that was sent to request support for the private member's bill advocating for increased funding for food programs in schools and did not provide any commitment to action.

The Board Chairpersons had the opportunity to have a teleconference with the new Minister of Education, Todd Smith. Minister Smith is greatly interested in education as his wife was a teacher and is now a vice-principal.

June 14th was an extremely exciting day as the official groundbreaking took place with members of Clarington council and trustees in attendance. Councilor Granville Anderson acknowledged the potential for shared public green spaces and Chairperson MacKenzie looks forward to exploring this possibility with him.

Board Chairperson MacKenzie also attended an event at Good Shepherd Catholic

Elementary School and witnessed wonderful things happening in the school. The Board Chairperson wished God's blessing on the staff and students of PVNC Catholic.

2. Committee Reports:

a. First Nation Métis and Inuit Education Advisory Committee, June 11, 2024.

Trustee John Connolly reported that the First Nation Métis and Inuit Education Advisory Committee reviewed the Indigenous Education Board Action Plan and the past year's activities and achievements. He credited the Indigenous Education team for accomplishing a great deal with a small and mighty team. The committee also heard updates from the partnership communities.

b. Special Education Advisory Committee, June 13, 2024.

Trustee Kathleen Tanguay reported that Sean Heuchert, Superintendent of Business and Finance provided information to the committee about the newly implemented core education funding and special education funding. The committee heard a presentation about Wind Reach Farms and the therapeutic riding program that they provide at minimal cost through fundraising and donations.

Trustee Tanguay noted that there will be a response letter to the Ministry to respond to the Ministry's response to the SEAC letter sent earlier this year. The draft letter will be presented in the fall for approval to be sent to the ministry.

c. Audit Committee (Open Session), June 13, 2024.

Trustee Loretta Durst reported that financial information from March 31 that was part of the board's budget package was reviewed. The Audit Committee received a report with recommendations from the internal audit team. It was reported that Trustee Durst will chair the Audit committee for the next school year.

3. Report from the Canadian Catholic School Trustees' Association Annual General Meeting and Conference.

Trustee Mary Ann Martin reported that she represented PVNCCDSB at the Canadian Catholic School Trustees' Association Annual General Meeting and Conference held in Calgary, Alberta from June 2 to June 4, 2024. A brief overview of the conference and the sessions which Trustee Martin attended was given.

Trustee Martin conveyed the themes of the speakers and spoke about the need to continue to advocate for the rights of Catholic education, noting the exceptional hospitality of the organizing committee and their spirit of compassion and service. Trustee Martin strongly advocated that next year's conference, which will be held in Halifax, Nova Scotia, should be attended by more of the trustees.

4. Ontario Catholic School Trustees' Association Information Items:
 - a. May 30, 2024 – New High School Graduation Requirements for a Stronger Ontario Diploma.
 - b. June 4, 2024 - Celebrating National Indigenous History Month.
 - c. June 6, 2024 - Premier Ford's new Cabinet Ministers.
 - d. June 14, 2024 – 2024 Fall Regional Meetings Registration.

L. Future Meetings and Events:

1. Board Meetings:
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(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee Meeting, September 16, 2024, 5:30 p.m.
 - b. Committee-of-the-Whole Meeting, September 16, 2024, 6:30 p.m.
 - c. Policy Development Committee Meeting, October 15, 2024, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.):
 - a. First Nation Métis Inuit Advisory Committee, September 17, 2024, 6:00 p.m.
 - b. Special Education Advisory Committee, September 26, 2024, 1:00 p.m.
 - c. Catholic Parent Engagement Committee, October 2, 2024, 6:30 p.m.
 - d. STSCO Governance Committee, October 9, 2024, 2024, 3:00 p.m.
 - e. Accessibility for All Committee, October 10, 2024, 1:00 p.m.
 - f. Faith and Equity Advisory Committee, October 10, 2024, 6:00 p.m.
 - g. French as a Second Language Advisory Committee, November 5, 2024, 4:00 p.m.
 - h. Audit Committee, November 14, 2024, 6:30 p.m.
 - i. Supervised Alternative Learning (SAL) Committee, TBA.
4. Board Events:
 - a. Secondary School Graduation:
St. Stephen Catholic Secondary School – Wednesday, June 26, 2024;
Holy Cross Catholic Secondary, Holy Trinity Catholic Secondary School, St. Mary Catholic Secondary School, St. Peter Catholic Secondary School, St. Thomas

- Aquinas Catholic Secondary School – Thursday, June 27, 2024.
- b. First Day of School, September 3, 2024.
 - c. Ontario Catholic School Trustees' Association, Fall Regional Meeting, Ottawa, ON.

M. Conclusion:

1. Report from the In-camera Session held June 25, 2024.

- MOTION:** Moved by John Connolly, seconded by Jenny Leahy that the Board approve the actions and the discussions arising from the Regular Board Meeting, In-camera session, held on June 25, 2024, as follows:
- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest declared.
 - 4. Approval of the minutes of the May 28, 2024, Regular Board Meeting, In-camera session.
 - D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
 - 2. STSCO Governance Committee, In-camera Session Report.
 - E. Human Resources:
 - 1. OECTA Occasional Teachers Local Agreement Ratification.
Motion approved that the local portion of the Ontario English Catholic Teachers' Association (OECTA) Occasional Teachers Local Collective Agreement, effective September 1, 2022, to August 31, 2026, be ratified.
Motion to move to Double In-camera session.
 - 2. Personnel Matter
Motion to resume In-camera session.
 - I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in open session.

Carried.

2. Closing Prayer

Board Chairperson, Kevin MacKenzie invited Trustee Mary Ann Martin to lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by Mary Ann Martin, seconded by Loretta Durst
that the open session meeting be adjourned at 9:59 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

Stephen O'Sullivan
Director of Education, Secretary-Treasurer
per M.K.

DRAFT

Student Excursions:

R.A.:

that items D.1 a) and D.1 b) be approved as presented:

D.1 a) that the proposed St. Mary Catholic Secondary School International Excursion to Ireland, April 29, 2025 to May 7, 2025, 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.

D.1 b) that the proposed St. Mary Catholic Secondary School International Excursion to the France and Spain, from March 5-14, 2026, 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.



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

LSS 5

CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Tanya Earle School: St Mary Secondary

Adult Supervisors Attending (Full names and phone numbers):

Tanya Earle 905 375-4182 Laura Finnan 905-269-7569 Wendy Killloran 905-269-0722
Tracey Bogyay 905 376-5390

Destination: Cork, Ireland Mode of Transportation: Airplane and motorcoach

Grade/Course: 9-12 Date of Submission: August 2024

Departure Date: April 29th, 2025 (Tuesday) Return Date: May 7th, 2025 (Wednesday)

Number of Students: boys: girls: 28 Number of Adult Supervisors: 4 female: male:

Name of Travel Agent: Quays Crossing Travel and Tours LTD Type of Excursion: Curricular Co-instructional

Total cost to be paid by each Student: \$ \$2870

Summary of Proposed Activity:

9 day travel to Ireland. Participating in an International Choral Festival. Visiting various historical sites and experiencing Irish culture through participating in traditional Celtic music workshops. Meeting peers from Ireland and international choirs and participating in performance opportunities including a competition during 5 of the days.

Curricular Relevance: (provide the overall expectations addressed)

Experiencing traveling as a choral music ambassador for one's country.; Cross-curricular relations-participating in choir workshops and performances . Historical Impact- visiting several important and historical sights including Dublin Castle, Trinity College, Rock of Cashel etc.

Estimated Cost for Entire Group: 80,360		Anticipated Sources of Revenue:	
Accommodation /meals/excursions	\$ 24,090	School Accounts	\$
Travel	\$ 44,000	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$ 80,360
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other (hst/booking fees/material)	\$ 12,279		
Total	\$ 80,360	Total	\$ 80,360

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

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) | <input checked="" type="checkbox"/> Information and consent letter to parents |
| <input checked="" type="checkbox"/> Contract Information | <input checked="" type="checkbox"/> Liability waivers signed |
| <input checked="" type="checkbox"/> Additional Medical Coverage needs considered | <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 |
| <input checked="" type="checkbox"/> History of Excursion – number of years: _____ | <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided |
| <input checked="" type="checkbox"/> Certification required by staff attending: _____ | <input checked="" type="checkbox"/> Passports (if required) |
| <input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Followed the directives of AP305 and Purchasing Handbook (including obtaining quotes from 3 travel providers) |

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

Tanya Earle
Teacher Signature

Sept. 12/24
Date

Barb
Principal Signature

Sept. 12/24
Date

Sue
Superintendent Signature

Spt 16 2024
Date



ST. MARY
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~~August 20th, 2024~~
September 11th, 2024

Ms. Sheila Piggott
Superintendent of Schools
PVNC Catholic District School Board
1355 Lansdowne St W.
Peterborough, Ont.
K9J 7M3

Dear Ms. Piggott,

Enclosed is a proposal for the St Mary's Secondary School choir participation in the Elite Cork International Choral Festival from April 29th-May7th, 2025. Please review the proposal as submitted for approval at the next regular board meeting.

This will be the first tour abroad for the choir with this exact trip being approved in 2019, for expected travel 2020. Unfortunately the 2020 trip was canceled due to covid. We were to be one of eleven choirs accepted into this auditioned festival. Please find attached more information regarding this elaborate festival. The choir over my 27 years of teaching has traveled for elite competitions in NYC, San Francisco, Nashville, Chicago, LA and to many other North American cities. It was not until this past summer we were awarded another spot in this upcoming year's competition, April 2025.

These tours are always an excellent opportunity and experience for the singers to interact with other choristers, clinicians, conductors and directors from around the world. The adults traveling as chaperones on the trip include myself, Laura Finnan, Wendy Killoran and Tracey Boygay.

The trip will be presented to the choir members immediately upon approval. If there are any questions regarding the proposal, please feel free to contact me at (905) 372-4339 or via email tearle@pvnccdsb.on.ca.

Yours truly,

Tanya Earle

**Proposal for Trip to Ireland
Choir
St Mary Secondary School
April 29th-May 6th, 2025
Group Leader: TANYA EARLE**

TOUR AGREEMENT INFORMATION

The trip will run for 9 days/8 nights from April 29th-May 7th, 2025

We will be traveling using a board approved travel agent Derek Dobis (Quays Crossing Travel and Tours)

Derek Dobis
Quays Crossing
4988 Knoxville Road
Port Hope
TICO #50026999
info@quayscrossing.ca

Travel while in Ireland will be via coach bus
MotorCoach company See Itinerary Driver and specifics TBD once confirmation is given.

There are no pools at any of the accommodation locations

Mass location: St Francis Roman Catholic Church
Liberty Street, Cork
12:00 pm Service
Sunday May 4th, 2025

Tentative Flight information subject to change based on availability of flights.-See itinerary

Tentative housing information while in Ireland. Subject to change based on availability once we confirm. See itinerary

Travel Advisory for Ireland are attached and will be continually updated
<https://travel.gc.ca/travelling/advisories>

SUPERVISION

The following supervisors will be traveling with the group and have traveled with the choir several years.

1. Tanya Earle CHOIR DIRECTOR 27 years 905-375-4182
2. Laura Finnan -905-269-7569
3. Tracey Bogyay-905 376-5390
4. Wendy Killoran-905-269-0722

ITINERARY -Attached

Emergency contact plan

All parents will have a detailed itinerary including hotel names and numbers, supervisors numbers if they are not able to reach their daughter in the event of an emergency.

Each student is required to bring their cell phone and enable text and data for the duration of the trip. In the event of an emergency, supervisors may need to gather everyone quickly. If a student does not have a cell phone they will be paired with someone who does. All supervisors will travel with students' contact information.

Students and parents will also be asked to use a universal communication application WhatsApp in case of an emergency.

The trip is also equipped with a detailed EMERGENCY PLAN. Some details of the Emergency plan are still TBD and will be given once we accept our invitation. Specific places where we will be singing.

PARENT FIRST INFORMATION NIGHT

Once approval has been confirmed there will be a parent information night to present details of the tour. This will take place the first Thursday following the meeting from 5:30-6:30 in the drama room at St Mary Secondary, rm 186.

Derek Dobis (travel agent) will be present.

In a preliminary information to families about the possibility of this event students and parents have been made aware of the need for a passport valid 6 months before travel.

Tammy Smith will forward emergency contact info for all students

SMCSS "TREBLEMAKERS" IRELAND TOUR- APRIL 29 TO MAY 7, 2025

CORK INTERNATIONAL CHORAL FESTIVAL

Tuesday, April 29- DEPARTURE FROM TORONTO; OVERNIGHT FLIGHT

- TBA Treblemakers to arrange transportation from Cobourg (suggested pick-up no later than 13:00)
15:15 -arrival at Toronto Pearson Airport Terminal 1
17:30 -check-in at Air Canada ticket counter (1 piece of checked luggage allowed per person)
20:35 - departure for Dublin, Ireland on overnight Air Canada flight AC 800

Note: Participants may be denied boarding or entry into Ireland if they are not in possession of the proper documentation; see Participant Application- Quays Crossing Travel and Tours for details

Wednesday, April 30- ARRIVAL IN DUBLIN; TO KILKENNY/CORK

- 08:15 -scheduled arrival at Dublin International Airport; clear Customs, collect luggage
-proceed to Arrivals to meet your coach bus from Bartons Transport
(Bartons Transport, Straffan Road, Maynooth. + 353 1 628 6026)
-depart for Kilkenny (approximate travel time: 1 ½ hours)
-explore parts of the city on foot; self-guided visit to Kilkenny Castle (tickets included)
13:00 -depart for Cork (approximately 2 hours of driving); stop at a supermarket for snacks/ lunch
16:00 -arrival in Cork; check into Sheila's Hostel, where you will spend the next five nights
(4 Ascaill Belgrave, Wellington Road, Victorian Quarter, Corcaigh +353 21 450 5562)
-a Cork Choral Festival representative "Failteoir" will greet you on arrival at Sheila's Hostel and will provide you with an itinerary for your stay in Cork; bus returns to Dublin
-group dinner (not included in cost); night in Cork

Note: Choral Trail performances will be scheduled for your choir; it allows your group to sing several songs for the residents of Cork in various public locations such as pubs, churches, art galleries, or outdoors.

Thursday, May 1- (Cork International Choral Festival)

- breakfast included at accommodation
- schedule of events and activities as scheduled by festival
- morning and/or afternoon performance
- visit to English Market;
- group dinner within walking distance of Sheila's Hostel (included in cost); night in Cork

Note: The Cork International Choral Festival welcomes choirs and thousands of participants from around the world for an exciting program of gala concerts, national and international competitions over five days of wonderful choral music.

Transportation Note: the festival will organize and provide private transportation, as it deems appropriate, to scheduled performance venues within the city and county limits at no cost to the St. Mary Treblemakers Choir. Most of the performance venues will be within walking distance.

Friday, May 2- (Cork International Choral Festival)

- breakfast included at accommodation
- schedule of events and activities as scheduled by festival
- morning and/or afternoon performance
- late morning Choir Meet and Greet at Cork City Hall; purchase your own lunch
- late afternoon Choral Trail Performance at location TBA
- group dinner within walking distance of Sheila's Hostel (included in cost)
- evening festival schedule TBA
- optional group activity? (need to schedule own bus and activity); night in Cork

Saturday, May 3- (Cork International Choral Festival)

- breakfast included at accommodation
 - schedule of events and activities as scheduled by festival
 - morning and/or afternoon performance; purchase your own lunch
 - optional group activity? (need to schedule own bus and activity)
 - group dinner within walking distance of Sheila's Hostel (not included in cost)
- 20:00 -International Trophy Competition at Cork City Hall; night in Cork at Sheila's Hostel

Sunday, May 4- (Cork International Choral Festival)

- breakfast included at accommodation
 - schedule of events and activities as scheduled by festival
 - morning and/or afternoon performance; purchase your own lunch
 - Sacred Trail Performance TBA
- 12:00 -Mass at St. Francis Roman Catholic Church, Liberty Street, Cork
- optional group activity? Attend Gaelic sporting event (hurling or Gaelic Football)?
- 17:00 -Festival Awards Ceremony
- group dinner within walking distance of Sheila's Hostel (not included in cost)
- 20:00 -Closing Gala at Cork City Hall; performance by each group, guest act and intermission
- night in Cork; pack luggage for morning departure

Monday, May 5- CORK TO DUBLIN (via Cashel)

- bring luggage to location near lobby for loading onto bus (*Bartons Transport*)
 - breakfast included at accommodation
- 08:00 -meet coach bus at accommodation in Cork; load bus and depart for Cashel
- 09:30 -arrive in Cashel, visit Rock of Cashel and its medieval buildings
- 11:00 -depart for Dublin, stopping at a supermarket en route to buy lunch (approx. 2 ¼ hour drive)
- 14:00 -arrival in Dublin; meet tour guide for your "hop-on, hop-off" type tour with your Bartons bus
- 17:00 -check in at *The Dawson Hostel, 35 Dawson Street, Dublin (+353 1 263 5010)*
- TBA -dinner within walking distance of accommodation (included in cost); night in Dublin

Tuesday, May 6- DUBLIN

- breakfast included at The Dawson Hostel
- a.m. -self-guided walking tour to various locations in Dublin (those not seen on hop-on tour)
- St. Kevin's Church- visit and lunchtime performance; purchase your own lunch
- TBA -afternoon at leisure to purchase souvenirs and explore Dublin in small, chaperoned groups
- purchase food for tomorrow's breakfast (to be eaten upon arrival at Dublin Airport?)
- TBA -meet at accommodation; relax and freshen up prior to the evening festivities
- TBA -walk to Celtic Nights Dinner & Show for farewell dinner and entertainment (not included in cost)
- return to The Dawson Hostel for final packing of luggage; night in Dublin

Wednesday, May 7- TO DUBLIN AIRPORT

- 06:15 -check-out; load luggage onto Bartons Transport coach bus. Transfer to Dublin Airport (too early for breakfast at The Dawson Hostel)
- 06:50 -arrival at Airport, check-in, then eat own breakfast prior to passing through security
- 09:50 -Air Canada flight 801 departs for Toronto
- 11:55 -arrival at Toronto Pearson Airport, terminal 1; group to arrange own transportation to Cobourg

Included in the Cost of the Tour

- return airfare Toronto to Dublin, including one checked bag per traveller
- private luxury motorcoach and driver as per the itinerary (April 30, May 5 to 7)
- 7 nights' accommodation in youth hostels: 5 nights in Cork, 2 nights in Dublin
- Multi-bedded rooms for students, maximum 3 chaperones per room
- breakfast each day, dinner for 3 nights
- Transportation to all selected excursions as noted on the itinerary
- Tickets for self-guided tour of Kilkenny Castle and Rock of Cashel
- Tour guide for Dublin city tour
- All applicable taxes and service charges, including H.S.T.

Not Included in the Cost of the Tour

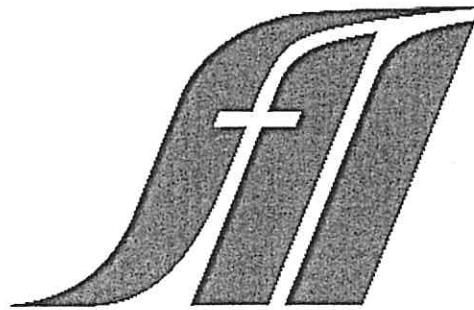
- bus to and from St. Mary Secondary School and Toronto Pearson Airport
- Expenses of a personal nature
- Any meals not directly indicated on the final itinerary (all lunches and 4 dinners)
- Drinks with group dinners (other than provided water)
- Tips and gratuities for bus drivers and local guides
- Travel insurance (highly recommended)
- Additional luggage fees/ overweight or oversize luggage
- Cork Choral Festival Registration fee and participation in festival
- Participation in Cork Choral Festival

Price based on 32 travellers: 28 paying and 4 complementary chaperones: **\$2870 Cdn**

Note: The price is based on the flight quote which expired on August 16, 2024; a new quote will be requested once Quays Crossing Travel has access to a non-refundable deposit of at least \$5,000 CDN. Flights can not be secured until a non-refundable deposit of \$150 per seat is paid to the airline company.

Terms of payment will be discussed and agreed upon once the SMCSS Treblemakers have received administrative trip approval; Quays Crossing Travel is generally flexible in this regard. Terms and Conditions, including Cancellation Policies and Penalties, are included on the *Participant Application-Quays Crossing*.

Thank you for travelling with Quays Crossing Travel and Tours!



EDUCATIONAL OBJECTIVES

Curriculum Expectations: Gr. 9-12

Cross Curricular including the Arts

Demonstrate knowledge of the culture where the language/music is practiced/spoken in a variety of activities (i.e. identify local customs of a country where the language/music is used.)

Students will be able to make connections with places and people with like talents and mindset.

Students will gain further knowledge and insight into Irish music and its origins through participation in workshops and by connecting with students from Ireland and around the world.

Students will gain valuable real world experience, through the extensive preparation of music, preparing and problem solving as a large group and develop a greater appreciation for world music.

By visiting other countries and attending Mass in Ireland, students will be able to appreciate the works of art, architecture and their significance to the Catholic faith.

Students will develop an awareness of how understanding cultures leads to a greater understanding of their own culture and builds tolerance.

Travel and participation in a performance based festival will increase student independence, broaden global perspective and allow students to be ambassadors for their school and country.

CORK INTERNATIONAL CHORAL FESTIVAL

<https://www.corkchoral.ie/about>

Founded in 1954 to be a dynamic force in developing choral music in Ireland, the Cork International Choral Festival is held annually over the five days preceding the first Monday in May in venues across the city, centring around the City Hall, one of the most attractive and acoustically superb venues in Ireland.

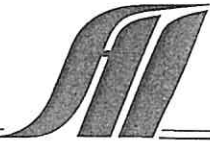
Each year some of the finest amateur international choirs are selected to compete for the prestigious Fleischmann International Trophy.

While participation in the competition is central to the choir's participation, the Cork experience is not solely limited to this. The Festival also schedules the selected choirs to perform non-competitively in a range of Festival activities throughout the week including its Choral Trail, Sacred Trail, guest performances at National Competitions, and at its Closing Gala Concert. A Meet and Greet session and Festival Club is organized to allow participants to get to know each other and to meet informally in a convivial social setting. Selected choirs also have an opportunity to present a Fringe or Friendship Concert.

To allow choirs to play a full part in the Festival it is expected that international choirs who apply to participate in the Fleischmann International Trophy Competition are in a position to arrange their arrival in Cork for, no later than, the Wednesday of the Festival, and their departure for the Monday post-festival.

One of Europe's premier international choral festivals, Cork is noted for its high standards, eclectic and wide-ranging programme, and the friendliness of its welcome. Cork welcomes choirs from across the world for a programme of Gala concerts, Schools Concerts, National and International Competitions, and world-class performances, as thousands of participants bring the city to life for a celebration of choral music in all its many forms.

Each year some of the finest amateur international choirs are selected to compete for the prestigious Fleischmann International Trophy. The selected choirs also participate in a wide range of Festival events, which include Fringe concerts, taking part in our Church Interchange programme across Cork city and county, and informal Public Performances which see choirs popping up throughout Cork in new and unexpected locations throughout the duration of the Festival! The presence of these choirs from throughout the world gives audiences and Irish choirs alike the unique opportunity of hearing a diverse range of concerts and repertoire performed. As well as foreign choirs, the Festival annually features up to 100 Adult, Youth and School choirs who participate in National Competitions. Overall the Festival attracts some 5,000 participants. The Festival continues to ensure that choral music, representative of many historical and cultural traditions, is brought to the people of Cork and the many visitors who we are delighted to welcome to the city for the event.



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STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for _____ to
participate on the choir trip from April 29th, 2025 to May 7th, 2025.

SUMMARY OF THE TRIP:

The 9 day excursion is outlined on the attached itinerary. Students will be required to attend mass for Sunday obligations.

I UNDERSTAND THAT:

1. The students are responsible for meeting at St. Mary Secondary School at the designated time on April 29th, 2025 boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back home on May 7th, 2025 upon arrival back to the school. There will be an additional cost for this bus transportation, to be collected closer to the travel date.
2. I will be responsible for transporting my son/daughter to/from St. Mary Secondary School at the appropriate times.
3. Students will provide some of their own dinners /snacks for flights and money for lunches.
4. An additional \$50 will be collected by St Mary Secondary to cover gratuities for tour guides and bus drivers. This amount is based on standard practice as recommended by Quays Crossing Tours.
5. My daughter is expected to participate in all activities
6. My daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.
7. There is medical/travel insurance with CFAR to be purchased through Quays Crossing or through

<https://tugo.partnerlinks.io/quayscrossing> TUGO

For Ireland trip per student all inclusive (with CFAR) :\$235

Parents who have coverage through their bank/MasterCard etc. must provide proof of coverage.

I APPOINT myself Tanya Earle 905-375-4182, Laura Finnan 289-269-7569, Wendy Killoran 905 269-0722 and Tracey Bogyay 905-376-5390 as agents to engage medical attention or hospitalization should the need arise.

Parent/Guardian Signature

Date



NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging an excursion to Ireland during the period

April 29th-May 7th 2025

I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip by:

- I will not put myself or the group at risk at any time (including theft, vandalism, ignorance of the law...)
- I will not wander from the group or “pair off” but will join with everyone as a group, or in an assigned group.
- I will adhere to the school rules as outlined in the Code of Conduct, which include being respectful of all timelines, curfews and limits set by my supervisors.
- I will abstain from all alcohol (including having it in my possession, buying and/or consumption) in a group setting and purchasing alcohol for minors, non medicinal drug consumption and any other illegal substances.
- I will not bring inappropriate visual or auditory material.
- I will adhere to all other instructions from staff/chaperones that they deem appropriate.

If I fail to observe these expectations, I realize the consequences may include being sent home, suspension from school, and the loss of any redemption for remaining tour activities and costs.

(Parent Signature)

(Date)

(Student Signature)

(Date)



RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in the Cork International Choral Festival (describe activity) to its students on or about April 29th- May 7th, 2025.

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

ELEMENT OF RISK

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

ACKNOWLEDGEMENT

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

RELEASE AND INDEMNIFICATION AGREEMENT

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

April 29th- May 7th, 2025.

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

Signature of Student: _____ Date: _____

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The St Mary Catholic Secondary School Choir is arranging
(name of school)
9 day, 8 night trip to Ireland to participate in an international Choral Festival April 29th-May 7th, 2025
(description of activity and dates)

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

ELEMENTS OF RISK:

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

1. travel by airplane
2. travel by bus
3. _____

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

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

If you choose to participate in Cork Choral Festival on April 29th-May 7th, 2025, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) *(description of activity)*
 to be held on or about _____. If my child is participating in an International excursion, I will keep apprised of
(date)
 travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____



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Custom Form

I _____, as legal guardian, give the teachers/supervisors (Tanya Earle 905-375-4182, Laura Finnan 905-269-7569, Wendy Killoran 905-269-0722, Tracey Bogyay 905-376-5390) in charge of this tour permission to take my child out of the country and to be in charge of their well-being while traveling abroad. I designate them to provide medical treatment as deemed necessary while away and to act as their judicious parent while on the trip. I further agree to indemnify and save the PVNCCDSB (St Mary Secondary School) and its staff and agents from and against any and all suit, 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 or my child's.

WE HAVE READ THE ABOVE, WE UNDERSTAND THAT IN PARTICIPATING IN THE ST. MARY CHOIR TRIP TO IRELAND, WE ARE ASSUMING THE RISK ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)

Quays Crossing Travel and Tours Ltd. Release and Agreement

I am an applicant for a Quays Crossing Travel and Tours Ltd. ("QC") trip or am the parent or legal guardian of such applicant. By signing this Tour Participant Application Form, I understand and agree to the following:

1. I understand and agree that the tour in which the above-named tour participant applicant (the "participant") will be participating is operated by Quays Crossing Travel and Tours Ltd. ("QC").

2. I understand that the QC tour begins when the initial flight takes off from the QC-designated departure airport and ends upon completion of the flight back to the QC-designated return airport. I further understand that international travel involves risks to a participant's personal health, safety and property. I acknowledge that many foreign countries do not have the safety and health standards that are present in Canada. I fully accept the risks associated with the participant's participation in a QC tour that involves international travel. I understand that QC cannot guarantee the health and safety of any participant in a QC tour to a foreign country, and that QC cannot eliminate the risks posed by travelling to, from or in a foreign environment.

3. I agree to release, indemnify and hold harmless QC and its affiliates (which term shall include parents, subsidiaries, officers, directors, shareholders, agents, employees and contractors of QC as well as QC itself) and the school, school board and group leader for a QC tour (the "Released Parties") from, and agree not to sue the Released Parties for, any claims that the participant may have arising from, or in connection with, any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that may be suffered from any cause whatsoever related in any way to the participation of the participant in any QC tour. Without limiting the generality of the foregoing, I release, indemnify and hold harmless the Released Parties from, and agree not to sue them for any personal injury, bodily injury, mental anguish, emotional distress, physical, property or other damage that the participant may suffer from the Released Parties' negligence other than from intentional or reckless acts by such parties. I further agree

to release, indemnify and hold harmless the Released Parties from any and all acts of God, war (whether declared or undeclared), terrorist activities, incidents of politically motivated violence, illness or quarantine, strikes or government restrictions, or the acts or omissions of any other agents over which the Released Parties have no direct or indirect control including, without limitation, airlines, railways, bus companies, hotels, shipping companies, guides and sub-contracted agents or tour operators. This release also includes activities not offered by QC that may be considered risky including, but not limited to, parasailing, paragliding, surfing, paddle boarding, skydiving, scuba diving (unless certified) and the use of motorbikes, mopeds, scooters and ATVs. I further release any Tour Directors, bus drivers or other individuals involved in any QC tour in which the participant participates.

4. I understand that the air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is limited by their tariffs, or the Warsaw Convention, or both.

5. I understand and agree that QC shall have no liability or responsibility for the participant when the participant is absent from QC-supervised activities or for non-QC supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods during a QC tour.

6. I understand and agree that QC reserves the right to refuse or cancel the participant's registration for a QC tour at QC's sole discretion. Group Leaders may also refuse or cancel any tour participant's registration including the registration of the participant. In such an event, Standard Cancellation guidelines as outlined in the Booking Conditions apply.

7. The participant agrees to abide by QC's regulations and the directions of the Group Leader, the QC Tour Director or QC personnel during the QC tour. Failure to do so

may result in QC terminating the participant from the QC tour immediately. I understand that where a participant disobeys such rules or directions, the participant is considered to have waived the participant's right to a refund of any part of the QC Program Fee, and that QC may then send the participant home at the participant's own expense.

8. I agree to abide by all local laws when in Canada and abroad, including those concerning drugs and alcohol. (Minor participants must have their parent's or legal guardian's permission to use alcohol even if the local law where the tour is taking place would otherwise permit minor participants to consume alcohol.) The participant understands that if the participant abuses or disobeys such laws, even unintentionally, the participant waives the right to a refund of any part of the Program Fee, and QC may send the participant home at the participant's own expense or the participant's parent or legal guardian's own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.

9. I understand and agree that if the participant becomes ill or incapacitated, QC and its employees, the Group Leader, or a designated chaperone may take any action they deem necessary for the participant's safety and well-being, including securing medical treatment (at the participant's own expense or the participant's parent or legal guardian's own expense) and transporting the participant home at the participant's own expense or the participant's parent or legal guardian's own expense.

10. I understand and agree that QC has the right to make changes in QC tour itineraries and departure dates, and to modify transportation arrangements, including the use of substitute airlines. In the event of such changes, refunds will be given only in accordance with the provisions of the Booking Conditions supplied herewith.

11. I understand that by enrolling in this tour, the participant has made the choice to travel

with the teacher/Group Leader organizing the tour group, and I understand that this choice is not the responsibility of QC. I understand that the Group Leader is able to make decisions on the above-named tour participant's behalf including, but not limited to, changing the group's requested QC tour or travel date and requiring that the above-named tour participant purchase items such as insurance or optional excursions for the QC tour. I understand that a Group Leader must accompany the above-named tour participant on this QC tour. If the Group Leader cancels the QC tour for any reason, QC will ask him or her to assign a new Group Leader. Where a new assignment occurs, if the above-named tour participant cancels and chooses not to travel with the replacement Group Leader, the cancellation will be treated as a standard cancellation according to the QC Cancellation Policy. If no replacement Group Leader can be found, the above-named tour participant will need to cancel their participation in the QC tour and QC's Standard Cancellation Policy will apply.

12. I understand that it is the participant's responsibility to secure the necessary travel documents (passport and/or visa[s]) unless specifically arranged for the tour group by QC. Failure to do so does not constitute grounds for a refund except according to the Standard Cancellation guidelines as outlined in the Booking Conditions.

13. I understand that the participant will be required to pay for any phone calls or incidental personal expenses that the participant incurs during the QC tour including (but not limited to) at hotels, as well as for any damage the participant causes to hotel rooms, buses or other property.

14. I understand that this QC tour has been designed for students, as reflected in the pacing, educational content, accommodations and other aspects of the tour.

15. I understand and agree that this agreement, QC's Booking Conditions and any addenda thereto, constitute the entire agreement between QC and the participant and/or parent or legal guardian with reference to the subject matter herein, and I do not rely upon any promises, inducements or agreements not provided herein, including but not limited to any oral statements made to the participant and/or the participant's parent or legal guardian by any agents or employees of QC, or by my school or Group Leader. This agreement may be amended or modified only in writing, signed by the participant or the participant's parent or legal guardian and QC. The waiver by QC of any provision of this Agreement shall in no way affect the remaining provisions of this Agreement, and this Agreement shall be interpreted as if such waived clause or provision were not

contained herein.

16. I understand and agree that this agreement shall be governed in all respects, and performance hereunder shall be judged by, the laws of the province of Ontario and the laws of Canada applicable thereto. In the event of any claim, dispute or proceeding arising out of the relationship of the participant and/or the participant's parent or legal guardian with QC, or any claim which, in contract, tort, or otherwise at law or in equity arises between the Released Parties, whether or not related to this agreement, the parties submit and consent to the exclusive jurisdiction and venue of the courts of the province of Ontario.

17. I understand and consent to QC's use of any film likenesses taken of the participant and any of the participant's comments while on a QC tour for future publicity. I also consent to QC using the participant's contact information for future QC promotions.

Sign and date the application on the applicable signature line provided above only when you have read in full, understood and agree to the contents of this Release and Agreement.

Quays Crossing Travel and Tours Ltd. Booking Conditions

Passports and Visas

For International travel, each tour participant must obtain a passport and any applicable visas for the tour prior to the departure date. If a tour participant is unable to obtain the required travel documents, the QC Cancellation Policy will apply. Please ensure that the tour participant's passport is valid for at least six months after the tour ends. If travelling to the United States, tour participants who are non-Canadian citizens will need to contact the United States embassy or consulate to ensure that they meet the specific, applicable entry requirements.

Pricing

Since all QC tours are private and customized, our quotations include an itinerary with all inclusions listed, and are based on extensive communication between QC and the Group Leader well in advance of the tour contract being drawn up. All QC tour quotation itineraries itemize all flights and designated outgoing and return airports; the number of paid tour participants and complementary chaperones; land transportation; accommodations and rooming; meals, excursions and activities. All taxes, fees and surcharges are listed separately or are otherwise included.

What is typically NOT included in the price, unless otherwise noted:

- Travel Insurance (since a variety of options are available)
- Full Time Tour Director (unless specifically requested by Group Leader)
- All meals (although breakfast is always included, as are some dinners)
- Optional Excursions (unless otherwise noted)
- Gratuities (for bus drivers, local guides, Tour Directors/ local ambassadors)
- Baggage handling fees

Trip affordability is a major focus for QC; we do our very best to help Group Leaders offer tour participants a unique and memorable experience at an affordable price. At every step of the planning process, QC Travel Consultants partner with Group Leaders, suggesting various tour options that are both impactful and price-sensitive.

Note: We are dedicated to helping tour participants experience a trip of a lifetime. QC does not charge any late enrollment fees; however, any fees charged by service providers or incurred by QC in accommodating tour participants who enroll late are included in the price charged to such participants.

All-Inclusive Travel Protection Plan

QC offers a variety of travel protection plans to suit the needs of its clients, including an all-inclusive package, underwritten by Manulife, consisting of: Trip Cancellation and Interruption; Emergency Medical Insurance; and Baggage Loss and Delay. QC also offers a travel protection plan that includes the Cancel For Any Reason ("CFAR") waiver (and partially covers school board-enforced trip cancellations based on policy terms and conditions); if selected, **this plan must be paid for in full when the tour is initially booked**. Package or Trip Cancellation premiums are non-refundable. If Emergency Medical coverage is purchased on its own, the premium is refundable right up to the departure date. QC strongly advises tour participants to purchase some form of travel protection to protect themselves while on QC tours. QC assumes no liability whatsoever with regards to a tour participant's decision about obtaining such insurance.

Quays Crossing Travel and Tours Ltd. Cancellation Policy

Up to 45 days prior to departure date:	100% of the tour cost will be refunded, net of both a \$200 cancellation fee, and the non-refundable amount of any payments that have been made to service providers (such as but not limited to transportation, accommodations and excursions providers).
44 days to 14 days prior to departure date	75% of the tour cost will be refunded, net of both a \$200 cancellation fee and the non-refundable amount of any payments that have been made to service providers (such as but not limited to transportation, accommodations, and excursions providers).
13 days or less prior to departure date	No refunds will be issued.

The Consequences of a Tour Delay

Quays Crossing Travel and Tours Ltd. ("QC") will not refund tour components that are missed due to weather conditions and/ or events that are beyond QC's control. QC will work with Group Leaders to ensure the safety of the tour group, which is of paramount concern. Tour itineraries may be adjusted accordingly.

The Consequences of a Tour Cancellation

QC may cancel any tour due to events beyond its control, including but not limited to: instability in a destination country, acts of God, war (whether declared or undeclared), terrorist activities, incidents of violence, public health issues or quarantine, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions that make it impossible or commercially unreasonable in the opinion of QC to conduct the tour. If QC cancels the tour for any such reason, tour participants will receive a refund of 75% of the tour cost, less any non-refundable fees (such as but not limited to airline, hotel or excursion payments that have already been made). Cancellation by QC for causes described herein shall not be a violation of QC's obligations to any tour participant.

Protection for Tour Participants' Payments

QC is registered in accordance with the *Travel Industry Act, 2002*, and upholds the standards and policies of this Act. QC is likewise registered with TICO (registration #50026999). In the unlikely event of QC's bankruptcy, insolvency, or cessation of business, QC has secured all advanced payments of its customers, regardless of province or territory of origin, through its affiliation with TICO.



[Canada.ca](#) > [Travel](#) > [Destinations](#)



Ireland travel advice



Take normal security precautions

Latest updates: Entry and exit requirements – added information on temporary entry under CETA

Last updated: August 30, 2024 14:47 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)



Risk level

Ireland - Take normal security precautions

Take normal security precautions in Ireland.

[↑ Back to top](#)



EMERGENCY ACTION PLAN
 Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: Ireland CORK
 Date: April 29th-May 7th, 2025
 Supervisor in Charge: Tanya Earle

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals:</i> Supervisor in Charge Additional Supervisors School Principal	Tanya Earle-905-375-5182 In Charge Wendy Killoran- 905-269-0722 Supervisor Laura Finnan- 905-269-7569 Supervisor Tracey Bogyay- 905-376-5390 Supervisor Jill Barker-289-388-4933 Principal
Location of Activity <i>Address of Facility</i>	Cork Ireland specific details on our singing venues TBD once we accept our invitation
Student List <i>Include full student names and birthdates</i>	To be confirmed after the choir is established and upon approval of the trip by the school board
Parent Contact List <i>Include full parent names and phone numbers</i>	To be confirmed after the choir is established and upon approval of the trip by the school board
Nearest Hospital <i>Address of nearest Hospital</i>	Cork University Hospital, Wilton, Cork, Ireland +353 (0)21 492 2000 St James' Hospital Dublin, James St Dublin 8 353-01-410-3000

<p>Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i></p>	<p>We are not crossing a land boarder crossing, this section is not applicable. If a student were to have an issue clearing customs upon their arrival via air, their parent/emergency contact will be contacted using the number provided and we will work with the to rectify the problems. Passports must be valid 6 months prior to trip date.</p>
<p>First Aid Kit <i>A first-aid kit must be accessible at all times</i></p>	<p>Traveling with one in a back pack. (walking or on bus)</p>
<p>Plan of Care <i>A copy for each applicable student must be printed from Edseembli</i></p>	<p>These printouts will be kept in the first aid kit along with emergency contact information.</p>
<p>Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i></p>	<p>A form available if needed in the first aid kit</p>
<p>Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i></p>	<p>Follow guidelines to the left</p>
<p>Cold Warning <i>Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</i></p>	<p>Follow guidelines to the left</p>

<p>Tornado Warning Seek shelter immediately Make an effort to move portable classes indoors Move students to lowest level of building Move students away from windows, doors, outside Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p>Follow guidelines to the left</p>
<p>Thunderstorm Warning When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area Establish the protected area and ensure all staff know where it is.</p>	<p>Follow guidelines to the left</p>
<p>High Wind Warning Precautions will be taken when wind speeds are greater than 40 km/h. Activity is to stop or be moved indoors when wind poses a risk to participants. Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</p>	<p>Follow guidelines to the left</p>
<p>Flood Advisory When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p>Follow guidelines to the left</p>



CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Laura Borecki School: St. Mary Catholic Secondary School

Adult Supervisors Attending (Full names and phone numbers):

Laura Borecki (705) 696-1221 Curtis Chornie (905)376-3267 Nicole Buys (905) 375-7997
 Matthew Laing (905) 644-8611 Tammy Smith (905) 373-6541

Destination: France and Spain Mode of Transportation: Flight/Bus
 Grade/Course: 9-12 Date of Submission: September 5/2024
 Departure Date: March 5, 2026 (Thursday) Return Date: March 14, 2026 (Saturday)
 Number of Students: TBD boys: TBD girls: Number of Adult Supervisors: 3 female: 2 male:
 Name of Travel Agent: EF Tours Type of Excursion: Curricular Co-instructional
 Total cost to be paid by each Student: \$ 4489

Summary of Proposed Activity:

We will be traveling from Paris to Barcelona, stopping in Bordeaux, Biarritz, Dune du Pilat, San Sebastian, Pamplona and Zaragoza.

Curricular Relevance: (provide the overall expectations addressed)

Please see the attached document listing the educational/curriculum expectations.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$ Included in the 4489	School Accounts	\$ 0
Travel	\$School bus to airport covered by students	School Fund-raising	\$ 0
Cost of Supply Teachers	\$To be covered internally or with EF stipend	Student/Parent share	\$ 4489
Meals	\$ Included in the 4489	Other:	\$ 0
Programs/Materials	\$ Included in the 4489	Other: Teacher contributions, if applicable	\$ 0
Other	\$0		
Total	\$ \$4489 x30= \$134,670	Total	\$\$4489 x30= \$134,670

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

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

- Itinerary (including Mass if on the weekend)
- Contract Information
- Additional Medical Coverage needs considered
- History of Excursion – number of years: 1-2022
- Certification required by staff attending: n/a
- Educational objectives stated
- Information and consent letter to parents
- Liability waivers signed
- Supervision ratio in alignment with A.P. 305
- List of destination/emergency phone numbers provided
- Passports (if required)
- Followed the directives of AP305 and Purchasing Handbook (including obtaining quotes from 3 travel providers)

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

	Sept. 5/2024
Teacher Signature	Date
	Sept. 9/24
Principal Signature	Date
	Sept 16/24
Superintendent Signature	Date

PROPOSAL FOR TRIP TO EUROPE
"Paris to the Pyrenees"
St. Mary Secondary School
Thursday, March 5th to Saturday March 14th, 2026
(Dates may vary slightly)
Group Leader/Teacher: Laura Borecki

Contents of this Proposal Package:

- Category 5 Approval Form
- Educational Objectives
- Itinerary
- About EF Tours
- Contract Information with EF Tours (Booking Conditions)
- Information on EF Insurance Policy (Mandatory/Included for all trip participants)
- Letter Confirming Mass Attendance
- Informed Consent/Permission Form for Education Trips – Category 5
- Release and Indemnification Form for Education Trips – Category 5
- Release and Indemnification Form/Contract Agreement - Trip Specific

NOTE:

1. Specific itinerary details such as departure and arrival times, accommodation locations, mass times, etc. will be arranged closer to the travel date.
2. Actual dates of travel may vary, but travel will occur during March Break 2026 and may overlap the week prior and/or following.
3. "Accommodation" cost is an estimate based on 60% of total package price, and includes meals (B/D daily), coach bus, accommodation and attractions. "Travel" covers airfare only, and is based on 40% of total package price. No further cost breakdown is available at this time.

Educational Objectives

Curriculum Expectations addressed:

Grade 9 -12 International Languages – French

- Students will have the opportunity to practice their French that they have learned since elementary school while in France.
- Demonstrate knowledge of the culture of countries where the language is spoken in a variety of activities (e.g., identify local customs of a country where the language is spoken)

Visual Arts Curriculum

- Explore and experience the magnificent art pieces and architecture in Paris including the Louvre and Musee D’Orsay.
- Visit Sagrada Familia and Parc Guell to see the works of Anton Gaudi

History Curriculum:

- Demonstrate an understanding of the nature of empires discussing the influences of past empires as well as, Muslim, Jewish and Christian faiths on Spain and France.
- Evaluate significant changes in the international community from 1900 to the present.
- Assess various types of interactions that have occurred among diverse peoples and cultures, and the impact of these interactions, since the sixteenth century.
- Explain how key Western beliefs, philosophies, and ideologies have shaped the West and the rest of the world since the sixteenth century.
- Assess the range and diversity of concepts of citizenship and human rights that have developed since the sixteenth century.

Geography Curriculum:

- Interrelationships between Physical Systems, Processes, and Events: Analyze characteristics of various physical processes, phenomena, and events affecting Canada and their interrelationship with global physical systems including Europe.

Other Educational Benefits:

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

Personal Growth:

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

Cultural Objectives

- Students will develop awareness of how understanding another culture leads to a greater understanding of their own culture and builds tolerance.

Linguistic Objectives;

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

Your Price Quote

Paris to the Pyrenees

Prepared For
Laura Dalton

Prepared On
May 21, 2024

Your Tour Number
2641932PW

Your Tour Website
www.ef tours.ca/2641932PW

Total Price

Price valid for travellers enrolled May 21, 2024 - May 31, 2024

Student	Adult
\$4,489	\$5,589
or \$215 / 20 mos	or \$270 / 20 mos

Student Price Breakdown

Program Price	\$4,490
Global Travel Protection Plan	\$199
Early Enrollment Discount	-\$200

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program Price valid for today. Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information.

To view EF's Booking Conditions, visit ef tours.ca/bc which outline full price inclusions, payment schedule, cancellation, and refund policies.

We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan and, if applicable, the Cancel For Any Reason (CFAR) Insurance Add-On. Please visit ef tours.ca/coverage for complete terms, conditions and exclusions by referring to the Zurich Certificate of Insurance.

Itinerary shown is for 2026 travel. Itineraries are subject to change biannually, please call for more details.

EF Educational Tours is registered with TICO (registration #2395858) Consumer Protection BC (registration #73991) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). For residents of Quebec: Effective November 1, 2021, contribution to Travel Agent Compensation Fund (FICAV) of \$3.50 per \$1000 is included in the Program Price. Find out more at ficav.gouv.qc.ca/en.

Your travel details

Total Length
10 days

Departing From
Toronto (ON)

Requested Travel Dates
Thursday, March 5, 2026 - Saturday, March 14, 2026

Your Departure Date Range

Earliest
Wed, Mar, 4
 Requested
Thu, Mar, 5
 Latest
Sat, Mar, 7

Everything you get

Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef tours.ca/2641932PW.

Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

24-hour Emergency Service

Travellers and their families can count on EF's dedicated emergency service team.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

Your Tour Consultant




Lisa Willis
514-375-5953
Lisa.Willis@ef.com

2nd Quote

9/6/24, 9:41 AM

PVNC Catholic District School Board Mail - St Mary Catholic Secondary School - Laura Borecki

 PVNC Catholic
District School Board
Mail

Laura Borecki <lborecki@pvnccdsb.on.ca>

St Mary Catholic Secondary School - Laura Borecki

1 message

Jennifer Fassina <JenniferF@ellisontravel.com>
To: "lborecki@pvnccdsb.on.ca" <lborecki@pvnccdsb.on.ca>
Cc: Jennifer Fassina <JenniferF@ellisontravel.com>

Fri, Sep 6, 2024 at 9:24 AM

Hello Laura,

Thank you for reaching out to Ellison Travel and Tours for your tour to France.

It looks like an amazing tour itinerary; I can advise that the cost of our tour would be \$5000+ per person for 50 paying students plus 6 complimentary teachers.

We do not plan a tour the same way EF plans their tours, our tours are for your school only, we use hotel accommodations and good meals(not McDonalds) and include activities and entrance to sights that EF does not. With the exchange rate -Canadian to Euro at the moment higher than it has been in many years we could not plan a tour like this for \$4360 per person.

I would be happy to have a discussion with you to explain further the differences between our two companies.

Have a super day, Laura!

Jennifer Fassina

Book time with Jennifer Fassina

Ellison Travel & Tours Ltd., Business Development

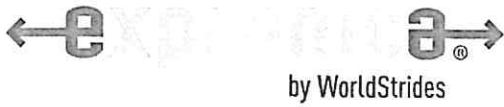
4-1930 Hyde Park Road London, Ontario N6H 5L9

+1 (519) 235-2000 x.272 / Website: www.ellisontravel.com

NEW, click here [blogs by Ellison](#)

Some emails sent from this account constitute Commercial Electronic Messages (CEMs).

Click Here if you do not wish to receive CEMs from our company in the future.



Paris, the Basque Country & Barcelona

explorica.ca/Borecki-8955
 March 04 - March 12, 2026

Day 1 Overnight flight to France (Paris)

Day 2 Bonjour Paris

Meet your tour director and check into hotel
 Paris city walk: Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter
 Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour: Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie, Tuileries Garden, Place Vendôme, Opera House
Optional Versailles guided excursion (pre-book only): State Apartments, Hall of Mirrors, Gardens of Versailles

Day 4 Royal Paris

Louvre visit
 Montmartre tour director-led sightseeing: Sacré Coeur, Place du Tertre, Moulin Rouge
 Seine River cruise

Day 5 Paris--Basque Country

Travel to Biarritz on the TGV (one of Europe's fastest trains)
 Biarritz tour director-led sightseeing

Day 6 Basque Country

San Sebastián guided sightseeing tour
 Bilbao excursion

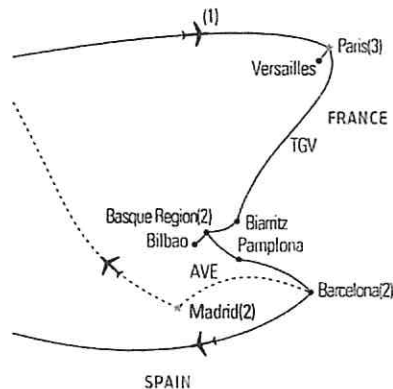
Day 7 Basque Country--Barcelona

Travel via Pamplona to Barcelona
 Pamplona tour director-led sightseeing

Day 8 Barcelona landmarks

Barcelona guided sightseeing tour: Gaudi's Sagrada Familia, Montjuïc Hill visit, Park Güell visit
 Barcelona city walk: Mercat de la Boqueria, Las Ramblas, Columbus Monument
 Tapas dinner

Day 9 Flight home from Barcelona



3rd Quote can't

Reserve your spot!

Tour Center ID: Borecki-8955

Initial registration deadline: September 19, 2024

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays (9 with extension) in hotels with private bathrooms
- 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
- High-speed TGV train to Biarritz
- High-speed Ave train on extension
- 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.

Tour investment

Students (travellers under the age of 23): \$4,783

Adults (age 23 and over): \$5,223

Price reflects savings of a \$300 travel grant. Sign up by 9/19/2024 and enter code BORECKI2026 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

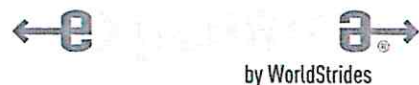
Pay \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your chequing account. As of September 06, 2024, your monthly payment would be just \$281.75. Manual plan also available; learn more on explorica.ca/paymentplans.

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/cfar.

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.



3280 Bloor Street West
Suite 901,
Toronto, ON M8X 2X3



Paris to the Pyrenees

“A walk about Paris will provide lessons in history, beauty, and in the point of Life.” -Thomas Jefferson

History

Paris:

Discover the city on the Seine, beginning with the imposing **Arc de Triomphe**, commemorating Napoleon's Grande Armée. The triumphal arch is in honour of those who fought for France, in particular, those who fought during the Napoleonic Wars. Engraved on the inside and at the top of the arch are all of the names of the generals and wars fought. There are inscriptions in the ground underneath the vault of the arch which include the Tomb of the Unknown Soldier from World War I where the Memorial Flame burns.

Take a drive down the elegant **Champs-Élysées** to the **Place de la Concorde**. The 3300-year-old pink granite obelisk with the gilded top in the middle of Place de la Concorde once stood in the Temple of Ramses at Thebes (today's Luxor) and was given to France in 1831 by Muhammad Ali, viceroy and pasha of Egypt. The female statues adorning the four corners of the square represent France's eight largest cities.

Pass the **Conciergerie**, where prisoners of the Revolution spent their final days, and see **Les Invalides**, Louis XIV's grand retirement home for wounded soldiers. You'll also see the **École Militaire**, where Napoleon graduated to lieutenant and was told he'd go far if circumstances allowed. Marvel at the **Eiffel Tower** – the 6,000-ton centerpiece for the 1889 World's Fair. You'll hear the story of how this impressive—but once highly controversial—symbol of Paris was spared the wrecking ball in 1909. Pass the **Opéra Garnier**, where the famous Phantom of the Opera haunted his dear Christine, and marvel at **Église de la Madeleine**, designed as a temple of glory for Napoleon's army.

Optional Excursion to Versailles: Join an optional half-day excursion to Versailles, the elaborate palace of Louis XIV. Here, the Sun King held court in the most lavish style imaginable. At one point, 1,000 nobles were attended by 4,000 servants inside the palace, while 15,000 soldiers and servants inhabited the annexes. Stroll through the elegantly landscaped gardens designed by André Le Nôtre, tour the State Apartments of the King himself, walk through the historic Hall of Mirrors, admire the ornate decor of the State Apartments of the Queen, and enjoy free time for lunch.

Loire Valley:

Your excursion into the Playground of the Kings includes a visit to the most romantic château in the region: the exquisite **Château de Chenonceau**. Beginning in the 1500s with Catherine Bohier, Diane de Poitiers and Catherine de Médici, an extraordinary succession of women each had a strong hand in the design of the castle.

Biarritz:

As your tour director introduces you to the town of **Biarritz**, enjoy views of the Atlantic and the town's sandy beaches. The area has been a favorite among international royalty since the early 19th century.

St. Jean de Luz and San Sebastian:

Make your way to the charming fishing town of **St. Jean de Luz**, where your tour director leads a sightseeing tour of this popular resort. Louis XIV married the Infanta Maria Teresa here in 1660. Continue through the Basque region for your director-led sightseeing of oceanside **San Sebastián** (known as Donostia in Basque). While in the **Old Town**, notice the numbers on the balconies above. These used to be ringside seats for bullfights.

Pamplona:

Explore Pamplona, a town best known for its annual Fiesta de San Fermín, and especially its highlight, the running of the bulls. This dangerous but exciting tradition is said to have started in the 13th century as a way to move the animals through the town to be sold at market. Ernest Hemingway set his novel *The Sun Also Rises* amid the bullfights of Pamplona. See the **Plaza de Castillo**, the former bullring built in 1847. Today, the plaza houses the autonomous provincial government and boasts elegant tree-lined streets.

Barcelona:

Barcelona is Spain's second-largest city and the capital of Cataluña. Queen Isabella and King Ferdinand V received Columbus in Barcelona upon his return from the Americas in 1493. Barcelona played a prominent role in the overthrow of Spain's monarchy in 1931, and was also the last city in Spain to surrender to Franco in 1939.

Marvel at the **Monumento a Colon**, built in honor of Christopher Columbus ("Columbus" is Colon in Spanish). Located at the site where Columbus returned to Spain after his first voyage to the Americas, it is a commonly held belief that instead of pointing to the west towards the New World, the statue points east towards Columbus's supposed home city of Genoa. This, however, is not true, as the statue points south-southeast. It is more likely that the statue is situated in the current way simply to have Columbus point out to sea underscoring his achievements in naval exploration.

World Religions

Paris:

Your walking tour of Paris centers around the **Île de la Cité**, considered the birthplace of Paris. This island surrounded entirely by the Seine has been inhabited since the 3rd century B.C. and was the political and religious center of France for centuries. Île de la Cité houses three of Paris' most important buildings: **Notre Dame Cathedral**; the **Conciergerie**, Paris' first prison; and **St. Chapelle**, the Gothic Catholic church.

Built between 1163 and 1361 over the remains of an ancient Roman temple, it was at **Notre Dame Cathedral** that Napoleon crowned himself emperor in 1804. Victor Hugo once described the sculptured façade of Notre Dame as "a vast symphony in stone." Hugo's novel *The Hunchback of Notre Dame* helped inspire a 23-year restoration of the cathedral that began in 1841. Step inside to admire the stained-glass rose windows and seemingly weightless vaulted ceilings.

Pamplona:

Marvel at Pamplona's proud **cathedral**, dating from the 14th century; its Neoclassical and Baroque façade complements its Gothic interior.

Zaragoza:

A quintessential Iberian city, Zaragoza was founded by Caesar Augustus in 19 B.C. Part of the Aragón region, Zaragoza was a hub of Muslim activity in Moorish times. Visit the Basilica del Pilar, whose central pillar is said to have been a gift from the Virgin Mary to St. James. Also see the building that housed Zaragoza's 16th-century stock exchange.

Barcelona:

Your guided tour takes you past the controversial and still unfinished **La Sagrada Familia** (the Church of the Holy Family). This masterpiece of twisting spires and colorful mosaics was designed by Gaudí, who estimated it would take 200 years to complete. Christian symbolism can be found in all of Gaudí's work, but the most evident example of its application is this church, which tells the life of Jesus and the history of the faith. To that end the church has been built over the years according to Gaudí's original idea, which expresses the Catholic faith in the architecture: Jesus and the faithful, represented by Mary, the apostles and the saints. This can be seen in the eighteen bell towers, which symbolize Jesus, the Virgin Mary, the four evangelists and the twelve

apostles; on the three facades, which represent the human life of Jesus (from birth to death); and in the interior, which suggests the celestial Jerusalem, where a set of columns, dedicated to Christian cities and continents, represent the apostles. Although incomplete, the church is a UNESCO World Heritage Site, and in November 2010 was consecrated and proclaimed a minor basilica by Pope Benedict XVI.

In addition, the 14th-century **Barri Gòtic** is the oldest surviving part of Barcelona and is home to the stunning **Barcelona Cathedral**, built in the Mediterranean Gothic style.

Optional Excursion to Montserrat: Journey northwest of Barcelona on a half-day excursion to Montserrat. Its mountain setting provides a dramatic backdrop for the 9th-century monastery whose basilica houses the Black Virgin Mary of Montserrat. Legend has it that Benedictine monks could not move the statue to construct their monastery, so instead they built around it. You may even hear the renowned boys' choir during your visit.

The Arts

Paris:

Built to defend the city in the 13th century, the **Louvre** today safeguards one of the world's greatest art collections. Enter the museum through world-renowned architect I.M. Pei's glass pyramid, constructed in 1989. Inside, discover priceless antiquities from Asia, Greece and Rome. You'll also see precious objects from the Middle Ages and the Renaissance, as well as iconic European paintings such as the *Mona Lisa*. Artists Edgar Degas, Henri Matisse, Claude Monet, Pierre-Auguste Renoir, and Henri de Toulouse-Lautrec have all called Paris home.

Barcelona:

Barcelona, known as "La Gran Encisera" (the Great Enchantress) has inspired countless artists—Miró, Picasso and Dalí all lived or studied here at the beginning of their careers.

Gaudi's **Parque Guell**, a UNESCO World Heritage Site, is a beautifully landscaped park is decorated with playful Modernist mosaics. Visit the **Room of a Hundred Columns**, a covered market with 84 pillars, and see the **Casa-Museu**, where Gaudí lived from 1906 to 1926.

Optional Barcelona Flamenco Evening: To better understand the soul of Spain, choose to attend an optional flamenco performance in the evening. Born of Indian, Moorish, Arabian and gypsy influences, flamenco dance is a passionate display of complex footwork, dramatic poses and colorful costumes, accompanied by song and guitar. Marvel at the intricate rhythms created by a dancer's steps, castanets (wooden finger cymbals) and clapping.

Business

Barcelona:

Stroll down **Las Ramblas**, the tree-lined pedestrian boulevard that W. Somerset Maugham called "the most beautiful street in the world." Wander among the newspaper kiosks, flower and bird stalls, performers, and local shops. Restaurants, cafés and hotels abound, as do tourists and locals alike, offering a chance for students to see firsthand a variety of marketing practices and business approaches and compare and contrast them to those in North America.

This information contains potential subject links for EF's Paris to the Pyrenees tour. Groups may or may not choose to take part in the activities listed or visit the sites listed based on the final itinerary chosen. The information presented is not inclusive of provincial curriculum expectations and does not take into account prior learning, individual learning needs, or in-class delivery of required curriculum.

Your departure date is less than 45 days away

Your group is covered



Group Leaders may choose not to depart on the tour as scheduled, and elect one of the Group Leader Options set forth above in the following situations:

- If a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is newly issued by the Government of Canada for any location included in the group's itinerary, or
- If a Canadian provincial order has newly imposed a travel ban to any location included in the group's itinerary, or newly issued an order requiring self-quarantine for travellers in your group upon arrival to a location on your itinerary, or upon your return home from a location on your group's itinerary.



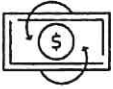
Global Travel Protection Plan* (Individual Coverage)

EF's recommended travel protection plans let you explore the world with confidence. EF offers a [Global Travel Protection Plan](#) which gives you all the benefits below, and the optional Cancel For Any Reason Insurance Add-On for additional flexibility and peace of mind. With this plan, you have access to representatives knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

International tour \$199 | Domestic tour \$149

Note: There are similar travel insurance products available on the market, so EF travellers may wish to look at other insurance options to protect their investments.

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



Cancel For Any Reason (CFAR) Insurance Add-On* (Individual Coverage)

We understand that plans can change due to unforeseen circumstances. That's why we offer travellers who have purchased the Global Travel Protection Plan the optional Cancel For Any Reason (CFAR) Insurance Add-On.

\$149

CFAR Insurance Add-On provides additional tour cancellation protection. It allows you to cancel up to 24 hours before departure for any reason not covered under the Global Travel Protection Plan, and you will be eligible to claim up to 80% of your non-refundable cancellation fees.

*The Global Travel Protection Plan, including the Cancel For Any Reason (CFAR) Insurance Add-On, is underwritten by Zurich Insurance Company Ltd (Canadian Branch). For complete terms, conditions and exclusions, please refer to the Zurich Certificate of Insurance, which may be obtained by visiting eftours.ca/coverage.

i The details:

- The Global Travel Protection Plan and the Cancel For Any Reason Insurance Add-On are only available, and can only be removed, for up to 30 days after enrolment on your EF Tour. The CFAR Insurance Add-On cannot be added to the Global Travel Protection Plan if you enrol on your EF Tour within 109 days prior to your departure.
- The Global Travel Protection plan and CFAR Insurance Add-On are underwritten by Zurich Insurance Company Ltd (Canadian Branch), available for purchase from September 1, 2023 onward. Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for more details.

For travellers who purchased the Global Travel Protection plan prior to September 1, 2023, your insurance is underwritten by Chubb Insurance Company of Canada. Please visit eftours.ca/coverage to view your Certificate of Insurance to review complete terms, conditions and exclusions.

Questions?

From trip protection to better understanding what's options are available to you, our Traveller Support Team has all the answers. Get in touch at travellersupport@ef.com or 1-800-263-2806.

For complete details on all of our policies, please see our full [Booking Conditions](#).

Day 1: Fly overnight to Paris

Day 2: Paris

Morning: Arrive in Paris and meet your Tour Director at the airport

Welcome to Paris, the cosmopolitan City of Light. While visiting, learn why Paris has grown to become the undisputed center of France, and one of the world's most important cities both culturally and politically.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Walking tour of Paris

Join your Tour Director on a walking tour that will introduce you to Paris. Together, you might see the chic, boutique-filled Opéra district, city's largest square at the Place de la Concorde, and the geometric Tuileries gardens.

5:00pm: Group dinner at a restaurant in central Paris

7:00pm: Travel by private motorcoach to the hotel in Paris

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 3: Paris

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Transfer from the hotel to central Paris

10:00am: Guided sightseeing of Paris

Discover the city on the Seine during your panoramic bus tour. An expert local guide will accompany you as you drive through Paris' lively Latin Quarter. Nearby, see Notre-Dame Cathedral, standing tall at the center of the city. You will also drive down the elegant, tree-lined Champs-Élysées. Finally, be sure to snap a photo at the magnificent Eiffel Tower, an unmistakable and controversial symbol of Paris since its appearance at the 1889 World's Fair.

12:00pm: See Notre-Dame Cathedral

Built between 1163 and 1361 over the remains of an ancient Roman temple, it was here that Napoleon crowned himself emperor in 1804. Victor Hugo once described the sculptured façade of Notre Dame as "a vast symphony in stone." However, had it not been for the creation of his famous hunchback, Quasimodo, the cathedral might never have returned to its former glory. Hugo's novel *The Hunchback of Notre-Dame* helped inspire a 23-year restoration of the cathedral that began in 1841.

1:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Visit the Louvre

The Palais du Louvre, built to defend the city in the 13th century, now safeguards one of the world's greatest art collections. Enter the museum through world-renowned architect I.M. Pei's 1989 modernist glass pyramid. Inside, discover priceless antiquities from Egypt, Greece, Italy and Asia such as the statues of *Venus de Milo* and *Nike of Samothrace*, better known as *Winged Victory*. You'll also see some of the Louvre's most prized paintings by Renaissance and European masters, including Leonardo da Vinci's painting of the mysterious *Mona Lisa*.

6:00pm: Group dinner at a restaurant in central Paris

8:00pm: Travel by private motorcoach to the hotel in Paris

10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 4: Paris | Loire Valley | Bordeaux

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Bordeaux via the Loire Valley

11:00am: Visit the Château de Chenonceau

Your excursion into the Playground of the Kings includes a visit to the most romantic château in the region: the exquisite Château de Chenonceau. Built over the River Cher and surrounded by water, the château is characterized by the Pont de Diane, an arched bridge that spans the river. Serving both practical and aesthetic functions (it also houses the grand gallery), it was this bridge that spared the château from destruction during the French Revolution as it provided the only access across the river for miles. Learn of the extraordinary succession of women, beginning in the 1500s with Catherine Bohler, Diane de Poitiers, and Catherine de Medici, who each influenced the design of the castle as it is today. After touring the lavish interior, be sure to stroll through the terraced gardens and take in the spectacular views of the château as it sits along the river that makes Chenonceau so unique.

1:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

5:00pm: Arrive at the hotel in the Bordeaux region

Perhaps best known for its wine production, the Bordeaux region is one of the most alluring in all of France. The city itself has been the focal point for some of European history's most important events, such as the marriage of Edward I and Eleanor of Aquitaine in 1152, as well as the end of the Hundred Year's War in 1453.

5:00pm: Group dinner at the hotel in the Bordeaux region

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 5: Bordeaux region | Biarritz

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Biarritz

One of the most popular resorts in France, Biarritz mixes sandy beaches with a coast that allows for a variety of water sports. Historically a small fishing port, the town developed as a tourist attraction during the 19th century due largely to its popularity with the British - a tradition that continues today.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Walking tour of Biarritz

As your tour director introduces you to the town of Biarritz, enjoy views of the Atlantic and the town's sandy beaches. The area has been a favorite among international royalty since the early 19th century.

5:00pm: Group dinner at the hotel in Biarritz

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 6: Biarritz | San Sebastián | Pamplona

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach Pamplona via San Sebastián

10:00am: Walking Tour of San Sebastián

Take in the beautiful scenery of San Sebastián, a town sandwiched between the mountains and the sea. Stroll down Playa de la Concha and through the town's old quarter, where Isabel II spent her vacations. Napoleon III and Bismarck both spent time in San Sebastián as well. While in the Old Town, look for numbers on the balconies above-these used to be ringside seats for bullfights.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Arrive in Pamplona

Arrive in Pamplona; both the town and its Fiesta de San Fermín (the dangerous, but annual, running of the bulls) were immortalized by Ernest Hemingway in *The Sun Also Rises*.

3:00pm: Guided Sightseeing of Pamplona

Walk through the narrow cobbled streets of fortified Pamplona. Founded by the famous Roman general, Pompey, it later became the capital of Navarra in the 9th century, and is now world-renowned for its annual bull-running Fiesta de San Fermín. The ghost of Hemingway, who made the town's spring festival so famous, can be felt as you stroll along Paseo de Hemingway past the imposing Plaza de Toros.

5:00pm: Group dinner at the hotel in Pamplona

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 7: Pamplona | Zaragoza | Barcelona

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Barcelona via Zaragoza

11:00am: Visit the El Pilar Basilica

View the brightly colored domes of the Basilica del Pilar, whose central pillar is said to be a gift from the Virgin Mary to St. James.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

5:00pm: Arrive at the hotel in Barcelona

Welcome to Barcelona, an art lover's dream city and the place where masters like Miró, Picasso and Dalí flourished. As the capital of fiercely nationalistic Cataluña, Barcelona also celebrates unique identity through its language and increasingly influential government.

6:00pm: Group dinner at the hotel in Barcelona

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 8: Barcelona

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel by private motorcoach to central Barcelona

10:00am: Guided sightseeing of Barcelona

Your expertly-guided tour will introduce you to the vibrant and culturally rich, Barcelona. Your bus will take you past Antoni Gaudí's unfinished La Sagrada Família, whose twisting spires and colorful mosaics have rendered it an unmistakable symbol of Barcelona. Enter into Gaudí's fantasyland of Park Güell, complete with a bright mosaic lizard fountain and one of the longest benches in the world.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Visit Park Guell

You'll also visit Park Guell, a World Heritage Site designed by Antoni Gaudí. The beautifully landscaped park is decorated with playful Modernist mosaics. Visit the Room of a Hundred Columns, a covered market with 84 pillars, and see the Casa-Museu, where Gaudí lived from 1906 to 1926.

4:00pm: Walking tour of Barcelona

Get to know Barcelona during your Tour Director-led walking tour. Together, you might see the historic Gothic Quarter, the unmistakable façade of a Gaudí's masterpiece.

5:00pm: Group dinner at a restaurant in central Barcelona

7:30pm: Optional Activity - Barcelona Flamenco Evening

Encounter the drama, rhythm, and heartbeat of Spain at an optional Flamenco performance. Born of Indian, Moorish, Arabian and gypsy influences, Flamenco dance is a passionate blend of intricate heelwork and clapping, accompanied by songs and guitar.

9:00pm: Travel by private motorcoach to the hotel

10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 9: Barcelona

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel by private motorcoach to central Barcelona or Montserrat for those participating in the optional excursion

10:00am: Optional Activity - Montserrat

Opt to journey northwest to the picturesque town of Montserrat, which inspired the composer Richard Wagner as he wrote Parsifal. Its rugged mountain setting provides a dramatic backdrop for a 9th-century monastery whose basilica houses the Black Virgin Mary of Montserrat.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

5:00pm: Travel by private motorcoach to the hotel in Barcelona

6:00pm: Group dinner at the hotel in Barcelona

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 10: Depart for Home

4:30am: Wake-Up Call

5:30am: Breakfast at Hotel

6:30am: Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.



May 21st, 2024

EF Education First

RE: Laura Dalton – Paris to the Pyrenees, May 5th, 2026 - Catholic Mass on Tour

To Whom It May Concern:

EF Educational Tours (EF) is thrilled to be involved in your 2026 travel plans to Paris. As the leader in educational travel, we strive to work within the travel policies and procedures of each school board so that experiential travel opportunities are accessible to as many students as possible.

EF understands that your school board requires that your group attend a Catholic Mass while on tour. Your Tour Consultant and Tour Director will work together to arrange a Mass on either Saturday, March 7th, 2026, or Sunday, March 8th, 2026.

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

Please do not hesitate to contact me at 1-800-387-1460 should you have any questions. We look forward to providing your students with a safe and rewarding educational travel experience.

Regards,

Lisa Willis
Senior Relationship Manager



ST. MARY
CATHOLIC SECONDARY SCHOOL

*A Journey
With
The Spirit*

1050 BIRCHWOOD TRAIL • COBOURG • ONTARIO • K9A 5S9
TEL: (905) 372-4339 • FAX: (905) 373-4529

Release and Indemnification Form

Trip to France and Spain

NOTE TO PARENTS AND STUDENTS

St. Mary Catholic Secondary School is arranging an excursion to France to Spain through EF Educational Tours from

March 5th, 2026 to March 14th, 2026.

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

Peterborough Victoria Northumberland and Clarington Catholic District School Board along with St. Mary Catholic Secondary School does NOT provide any accidental death, disability, dismemberment or medical expense insurance for students participating in this excursion; however each student may be covered by additional medical insurance, purchased privately at their own expense.

I _____, as legal guardian, understand and accept the above and provide the Peterborough Victoria Northumberland and Clarington Catholic District School Board along with St. Mary Catholic Secondary School with the following waiver of liability and indemnification agreement.

I _____, as legal guardian, hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board along with St. Mary Catholic Secondary School and its staff and agents from any and all liability for any injury sustained by my child, regardless of how caused, resulting from their participation in the France and Spain trip arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board along with St. Mary Catholic Secondary School during the dates above.

I _____, as legal guardian, give the teachers in charge of this trip, as well as agents of EF EDUCATIONAL TOURS, permission to take my child out of the country and to be in charge of their well being while traveling abroad. I designate them to provide

medical treatment as deemed necessary while away and to act as a judicious parent while on the trip. I further agree to indemnify the Peterborough Victoria Northumberland and Clarington Catholic District School Board along with St. Mary Catholic Secondary School and its staff and agents from and against any and all suit, 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 or my child's.

WE HAVE READ THE ABOVE AND UNDERSTAND THAT IN PARTICIPATING IN THE ST. MARY CATHOLIC SECONDARY SCHOOL TRIP TO FRANCE and SPAIN WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)



ST. MARY
CATHOLIC SECONDARY SCHOOL

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TEL: (905) 372-4339 • FAX: (905) 373-4529

*A Journey
With
The Spirit*

STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for _____ to participate on the France and Spain trip from March 5th, 2026 to March 14th, 2026.

SUMMARY OF THE TRIP:

The ten day excursion is outlined on the attached itinerary. Students will be required to attend mass for Sunday obligations.

I UNDERSTAND THAT:

- The students are responsible for meeting at St. Mary Catholic Secondary School at the designated time on MARCH 5th, 2026; boarding a bus to Pearson Airport and from Pearson Airport upon our arrival back to Canada; and for arranging their own transportation back home on MARCH 14th, 2026 upon arrival back to the school. There will be an additional cost for this bus transportation, to be collected closer to the travel date.
- I will be responsible for transporting my son/daughter to/from St. Mary Catholic Secondary School at the appropriate times.
- The Student Dress Code will be implemented during the departure from the school to Pearson Airport.
- Students will provide their own dinners /snacks for flights and money for lunches.
- An additional \$200 will be collected by Ms. Borecki to cover gratuities for tour guides and bus drivers. This amount is based on standard practice as recommended by EF tours.
- ** see application form booklet (or web site eftours.ca/ tour #2641932PW for refund procedures and particulars.
- My son/daughter is expected to participate in all activities
- My son/daughter can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Ms. Laura Borecki, Mr. Curtis Chornie, Mr. Matthew Laing, Mrs. Tammy Smith, and Ms. Nicole Buys as my agent to engage medical attention or hospitalization should the need arise.

Parent/Guardian Signature

Date



NOTE TO STUDENTS

St. Mary Catholic Secondary School is arranging an excursion to France and Spain through EF Educational Tours from

March 5th, 2026 to March 14th, 2026.

READ THE FOLLOWING WITH A PARENT/GUARDIAN

I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip and agents of EF EDUCATIONAL TOURS, by:

- not putting myself or the group at risk at any time (including theft, vandalism, ignorance of the law...)
- I will not wander from the group or “pair off” but will join with everyone as a group, or in an assigned group.
- I will adhere to the school rules as outlined in the Code of Conduct, which include being respectful of all timelines, curfews and limits set by my supervisors.
- I will abstain from all alcohol, non medicinal drug consumption, vaping, and any other illegal substances.
- I will not bring inappropriate visual or auditory material.
- I will adhere to all other instructions from staff/chaperones that they deem appropriate.

If I fail to observe these expectations, I realize the consequences may include being sent home, suspension from school, and the loss of any redemption for remaining tour activities and costs.

(Student Signature)

(Date)

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS
Category 3, 4 or 5 - Students Under 18 Years (and Category 2 if engaging in High Care Activities)

The St. Mary Secondary School is arranging
March Break 2026 Paris to the Pyrenees - March 5th-14th, 2026
(name of school)
(description of activity and dates)

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

ELEMENTS OF RISK:

Educational activity programs, such as international travel involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in 2026 Paris to the Pyrenees Europe Trip:

1. Sprained Ankle (describe activity)
2. Injury due to a fall or trip
3. Heat exhaustion and/or sickness

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

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

If you choose to participate in Paris to the Pyrenees on March Break 2026, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

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

ACKNOWLEDGEMENT

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

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____
(name of student) (description of activity)
to be held on or about _____ . If my child is participating in an International excursion, I will keep apprised of
(date)
travel advisories in place at the time of the trip.

Signature of Parent/ Guardian: _____ Date: _____

RELEASE AND INDEMNIFICATION FORM FOR EDUCATION TRIPS
Category 4 or 5 - Students over 18 Years

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will make available the opportunity of participating in 2026 Paris to the Pyrenees Europe Trip (France and Spain) (describe activity) to its students on or about March 5th -14th, 2026.

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

ELEMENT OF RISK

Educational activity programs, such as, 2026 Paris to the Pyrenees Europe Trip (France and Spain) (describe activity), present various elements of risk. Accidents resulting from such activities may occur and cause injury. The risk associated with the activity **MUST** be assumed by the participants.

ACKNOWLEDGEMENT

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

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____ hereby release the Peterborough Victoria Northumberland and Clarington Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the 2026 Paris to the Pyrenees Europe Trip (France and Spain) (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

March 5th -14th, 2026.

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

Signature of Student: _____ Date: _____



EMERGENCY ACTION PLAN
Category 3, 4 or 5 (and Category 2 if engaging in High Care Activities)

Trip: 2026 Paris to the Pyrenees
 Date: March 5th-14th, 2026
 Supervisor in Charge: Ms. Laura Borecki

Emergency Item	Action Plan
Emergency Contacts <i>Include full names and phone numbers for the following individuals: Supervisor in Charge Additional Supervisors School Principal</i>	<i>See attached communication plan.</i>
Location of Activity <i>Address of Facility</i>	<i>France and Spain</i>
Student List <i>Include full student names and birthdates</i>	<i>To be provided 2 weeks prior to departure.</i>
Parent Contact List <i>Include full parent names and phone numbers</i>	<i>To be provided 2 weeks prior to departure.</i>
Nearest Hospital <i>Address of nearest Hospital</i>	<i>TBD once the itinerary is finalized. The tour director will be aware of locations.</i>

<p>Border Crossing Plan <i>Include an emergency plan if a student and/or staff member are turned away at the border by a border services officer. Who is picking them up? Does the whole group stay with them or one designated person? Is the whole trip canceled? How do you communicate to that student's parents if they are denied entry?</i></p>	<p>See attached Border Cross Plan.</p>
<p>First Aid Kit <i>A first-aid kit must be accessible at all times</i></p>	<p>A first aid kit will be accessible at all times.</p>
<p>Plan of Care <i>A copy for each applicable student must be printed from Edsemlil</i></p>	<p>To be completed before departure.</p>
<p>Concussion Protocol <i>A copy of the required policy and forms must be available for completion in the event of a suspected concussion</i></p>	<p>Concussion protocol will be followed using the correct forms.</p>
<p>Heat Warning <i>Monitor Environment Canada/local Public Health recommendations Encourage staff and students to drink lots of cold fluids. Avoid strenuous physical activities Wear light, loose fitted and breathable clothing Avoid direct exposure to sun Wear hat, sunglasses and apply sunscreen Alter schedule for the day to put strenuous tasks before heat rises (if possible) Provide a cooling room, if available</i></p>	<p>Students will be advised to take the appropriate precautions and monitored.</p>

<p>Cold Warning Establish "warm areas" for lunch and work/rest breaks Encourage the use of warm clothing for outdoor play Encourage the use of layers for outdoor play Encourage staff to wear appropriate footwear Follow AP816 "Extreme Weather"</p>	<p>Students will be advised to take the appropriate precautions and monitored.</p>
--	--



<p>Tornado Warning Seek shelter immediately Make an effort to move portable classes indoors Move students to lowest level of building Move students away from windows, doors, outside Put as many walls as possible between staff/students & outside (ideal locations include washroom, change rooms, interior rooms) Coordinate which stairwell should be used by which class Guide staff and students to crouch low, head down and protect the back of your head with your arms.</p>	<p>Students will be advised to take the appropriate precautions and monitored.</p>
<p>Thunderstorm Warning When lightning is seen or thunder is heard, staff will immediately suspend outdoor activities and have staff and students take shelter in a protected area Establish the protected area and ensure all staff know where it is.</p>	<p>Students will be advised to take the appropriate precautions and monitored.</p>

<p>High Wind Warning Precautions will be taken when wind speeds are greater than 40 km/h. Activity is to stop or be moved indoors when wind poses a risk to participants. Schools MUST suspend outdoor activities when an Environment Canada wind warning has been issued (wind speeds of 70 km/h or gusts of 90 km/h)</p>	<p><i>Students will be advised to take the appropriate precautions and monitored.</i></p>
<p>Flood Advisory When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</p>	<p><i>Students will be advised to take the appropriate precautions and monitored.</i></p>

Communication Plan

1. Parent Information Meeting to be held on Thursday, September 12th 2024, 6:30 pm SMCSS Library.
2. Before the trip a WhatsApp account will be set up for students to communicate with students while on the trip. WhatsApp will also be set with parents to keep them up to date while on the trip (if any issues arise) and once we land in Canada to ensure prompt arrival at the SMCSS.
3. EF also offers communication with parents while on the trip if any major incident occurs.
4. If any issues occur on the trip which need administration support, first contact would be our principal Jill Barker (289)388-4933. If needed the next contacts would be our vice principals Jillian Coulis (416) 892-7339 or Greg Kieszowski (905) 207-1972.
5. Each chaperone will have a file folder that has a copy of each student's passport, permission form and any relevant medical information. Students will carry their own passports.
6. Chaperones will be able to communicate with each other by text on the trip.

[Laura Borecki](tel:705-696-1221)705-696-1221

[Curtis Chornie](tel:905-376-3267)905-376-3267

Nicole Buys 905-375-7997

Matthew Laing 905-644-8611

Tammy Smith 905-373-6541

7. EF Tour Director will be with us 24/7 and will assist with local guides, a liaison with EF and other issues that may arise.

Border Crossing Plan

If a student and/or staff member are turned away at the border by a border services officer.

1. Who is picking them up?
 - A. If the student/staff member is denied entry to the plane in Toronto we would work with EF staff who are at the airport to facilitate pick up from the parents. This would require the student calling home and determining how soon the student can be picked up and if a staff member needs to stay behind. As we give ourselves plenty of time and are 1.5 hours away from the airport the parents should be able to pick up before we depart but if necessary a staff member will remain behind and rejoin the group at the earliest convenience.
 - B. If the student/staff member is denied entry at our international destination a staff member will stay with the student while the rest of the group will meet the tour director. Working with EF, Tour Director and Customs/Border Crossing we will determine the best course of action. If a student needs to return home and adult chaperone will accompany them.

2. Does the whole group stay with them or one designated person?

The group would stay together with the group leader and tour director.

3. Is the whole trip canceled?

No the trip would not be canceled but carry on with the remaining participants.

4. How do you communicate to that student's parents if they are denied entry?

We would immediately call home.



[Canada.ca](#) > [Travel](#) > [Destinations](#)

France travel advice

Exercise a high degree of caution

Latest updates: Editorial change

Last updated: August 7, 2024 16:01 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)

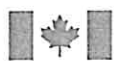


Risk level

France - Exercise a high degree of caution

Exercise a high degree of caution in France due to the elevated threat of terrorism.

[↑ Back to top](#)



[Canada.ca](#) > [Travel](#) > [Destinations](#)

Spain travel advice

Exercise a high degree of caution

Latest updates: Entry and exit requirements – added information on temporary entry under CETA

Last updated: August 30, 2024 12:56 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
- [Laws and culture](#)
- [Natural disasters and climate](#)
- [Need help?](#)

Risk level

Spain - Exercise a high degree of caution

Exercise a high degree of caution in Spain due to the threat of terrorism.

[↑ Back to top](#)

Ontario Catholic School Trustees' Association (OCSTA) Annual Membership Fees, FACE Levy and Central Bargaining Fees 2024-2025.

R.A. that the payment of the 2024-2025 Ontario Catholic School Trustees' Association membership fees and FACE Levy in the amount of \$66,891.11 be approved;

and

that the payment for the 2024-2025 Ontario Catholic School Trustees' Association Core Education Funding for Central Bargaining fees in the amount of \$44,345.00 be approved.



Ontario Catholic School Trustees' Association

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Telephone: 416.932.9460
ocsta@ocsta.on.ca www.ocsta.on.ca

Michael Bellmore, *President*
Marino Gazzola, *Vice President*
Nick Milanetti, *Executive Director*

September 9, 2024

MEMORANDUM

TO: Kevin MacKenzie, Chair
Stephen O'Sullivan, Director of Education
Peterborough Victoria Northumberland & Clarington CDSB

FROM: Michael Bellmore, President
Nick Milanetti, Executive Director

SUBJECT: 2024-2025 OCSTA Membership Fees & FACE Levy

As you know, OCSTA was established by Catholic Trustees to provide a central, united voice for protecting and promoting publicly funded Catholic education in Ontario. We want to assure you that the Association remains focussed on developing and providing resources to support you in your important role fulfilling the Mission of Catholic Education in your respective communities across this province.

Throughout our system's 200-year history, Catholic schools have been and continue to be places that value and recognize that all students are created in the image of our loving God. In this spirit and through the support and unity of Ontario's 29 Catholic school boards, we look forward to continuing to serve and support your commitment to "place Christ and the teachings of the Catholic Church at the centre" of student's learning experiences.

In this memo package you will see presented the many services, resources and events that are included in the 2024/2025 Association membership fees. Please be assured of our full support and prayers as together Catholic Trustees continue to do all we can to protect, celebrate and promote the treasured gift of publicly funded Catholic education

Director of Education Performance Appraisal

Ontario Regulation 83/24 came into effect in March of 2024. OCSTA worked to develop a template that boards would be able to use to appraise their Directors of Education. OCSTA was very clear with the ministry that we would need a unique Performance Appraisal for our Catholic Directors in recognition of the unique work that they are called to undertake, we also asked that Boards have the autonomy to appraise some of the unique programs and offerings that many of our boards are involved in.

In this project, the OCSTA developed 'Indicators' for each Ministry Goal organized into an interactive template, a timeline for school boards to execute the various steps, regularly updated FAQs, and an ongoing (Director's Performance Appraisal) dedicated area on our OCSTA Members Centre to support trustees in this evolving endeavour.

The templates were developed and various in-services were planned for Chairs, Directors and those who are chairing the DPA. Many individuals were involved in the project and much consultation took place resulting in a top-quality DPA for the use of Boards. The Ministry has set forward 6 goals that Directors are to be appraised on and OCSTA added a 7th goal "Promote Catholic Identity by Nurturing Catholic Community, Culture and Christian Service in the Board" in recognition of the distinct work that is done in our Catholic schools.

OCSTA will continue to in-service on the Director of Education Performance Appraisal at both the Regional meetings and the January Seminar.

CVO - On-line / E-Learning

Given the province's e-learning mandate and the Association's focus on protecting our denominational rights, OCSTA continues to build and strengthen our own e-learning portal for Catholic education called Catholic Virtual Ontario (CVO). Under the leadership of our Director of Catholic Education Anne O'Brien, CVO continues to receive equitable funding and opportunity to provide to students high-quality Catholic courses that are developed and taught by Catholic teachers in our Catholic school boards. We have established an operational structure and secured funding to:

- Collaborate on making Catholic Credit Course offerings equitably available
- Support the revision and creation of 101 completed online Catholic courses
- Prioritize current Catholic Online Learning Course Packs in Boards

Support Documents for Catholic Writing Teams and Educators

OCSTA – CVO created several support documents to provide the environmental conditions for success and ongoing capacity building in online learning including:

- Assessment and Evaluation in Online Learning
- Exemplars: Catholic Content in Secondary Online Learning
- Infusing the Catholic Context in Secondary Online Courses
- Key Themes in Online Learning
- Pedagogical Practices in Online Secondary Courses
- Teaching and Learning in the Digital Age
- Technical Tips and Tricks for Catholic Online Writers
- Prayerful Spaces: Infusing Prayer Into Catholic Online Learning
- Indigenous Influencers
- Engagement & Interactives in Online Learning

- Reviewing and Editing Online Catholic Courses
- Social-Emotional Learning in the Online Environment
- Role of Student Surveys: Catholic Exemplars

All resources are available to Catholic district school boards.

Advocacy Efforts

OCSTA continues to meet with MPPs and government leaders to advance the policy and regulatory issues of concern to our Catholic school boards.

OCSTA focuses on advocacy efforts in a number of areas including:

- The provision of resources to ensure the health and safety and well-being of students and staff including additional funding for improved ventilation, technology, staff shortages and the cost of operating virtual schools.
- Increased and multi-year funding in support of learning recovery and student faith formation, mental health and well-being
- Increased flexibility and autonomy for Catholic school boards
- Revoking the regulation freezing Executive Compensation
- Correcting default “public mechanism” in the provinces property tax assessment system
- Updating the capital construction benchmarks and streamlining the approvals process
- Positively influencing the development of Bill 98: Better Schools and Outcomes Act, 2023

OCSTA has a long history of forming positive and mutually respectful working relationships with elected officials and their staff in the Ontario Legislature. Building upon these relationships, we successfully advocate with one voice, on behalf of all our member boards.

The Association has done a great deal of work in the areas of advocacy through legislative submissions, consultations and letters. For 2024-20245 examples of these include:

1. The 2024 Annual Finance Brief
2. Submission Letter to Minister of Public and Business Service Delivery re: Bill 194, Enhancing Digital Security and Trust Act, 2024
3. Pre-Budget Submission (January 17, 2024)
4. Submission Letter to Minister of Education re: Director of Education Performance Appraisal (Regulation under Bill 98) January 12, 2024

OCSTA continues to advocate for our Catholic School Boards on regulations regarding electronic meetings, Integrity Commissioners, Trustee Codes of Conduct and Financial penalties impacting trustees.

In addition to these submissions, OCSTA continues to be represented at a number of key government working tables that provide advice and recommendations on various policy issues impacting school boards. Some of these include:

- Student Transportation Advisory Committee

- Education Accessibility Standards Working Group
- Teacher Supply and Demand Action Table Steering Committee

Labour Relations

OCSTA is the legislated bargaining agent for the 29 English Catholic school boards. OCSTA bargain collective agreements for OECTA, CUPE, OSSTF Educational workers, ETFO Educational workers, OCEW and EWAO. OCSTA also works with CPCO to obtain their Terms and Conditions. Representation at these tables is comprised of Trustees, Directors of Education, Superintendents and our OCSTA Labour team members. Trustees receive regular updates through confidential bargaining memos and all decisions bargained are brought forward to our Labour Relations Committee for approval prior to recommendations to member boards for ratification. All Labour costs are covered by the Ministry and these funds are included in the GSNs each year.

Faith Formation Resource Opportunities for Trustees

OCSTA continues to provide to members on a daily basis Reflections by Bishop Barron, in addition to other relevant Catholic correspondence throughout the year.

Together in Faith Series:

- Adult Faith Formation and Leadership Development – A Collection of School Board Practices
- Care for our Common Home – A Collection of School Board Practices
- Strengthening the Home, School, Parish Relationship – A Collection of School Board Practices
- Pastoral Care – A Collection of School Board Practices
- Christian Service – A Collection of School Board Practices

In the upcoming 2024/2025 school year, we will be completing two Together in Faith Series resources:

- The Journey to Advent – Collection of School Board Practices
- The Journey to Lent – Collection of School Board Practices

Catholic Trustee Handbook

The Catholic Trustee Handbook has been created to provide an accessible single-source for OCSTA faith-based leadership materials and resources as well as a provincial publication for new and experienced Trustees.

Catholic Trustee Learning Module / Dignity of the Human Person: *Equity Diversity & Inclusion*

OCSTA released a Professional Development Module for Catholic Trustees on the topic: “Dignity of the Human Person/Equity, Diversity and Inclusion and Our Faith, The Law and Anti-Racism”.

This module provides Catholic School Trustees with a learning resource that supports our distinct role and promotes our shared commitment to promoting the Dignity of the Human Person. It will as well be of assistance in the development and monitoring of policies as set out in the government’s PPM 119

This Module, in addition to our other 21 modules can be accessed online directly from the OCSTA website at the following address: <https://www.ocsta.on.ca/trustee-modules-2/>

Pilgrims of Hope / Catholic Education Resource Materials & Province-Wide Mass

Under the leadership of Anne O'Brien, OCSTA's Catholic Education Week (CEW) resource writing team, consisting of teachers from across the province, continue to produce CEW resource materials for use in our schools throughout the year. The Catholic Education Committee will be providing a bulletin each month to CDSBs with a variety of activities, resources and reflections to support the Pilgrims of Hope Journey. All resources continue to be made available on our OCSTA website at www.goodnewsforall.ca. The dates for next year's Catholic Education Week promotion is May 4 - 9, 2025.

A highlight of this event is the celebration of a virtual Catholic Education Week Mass, which is planned to take place immediately prior to the annual Ontario Catholic Student Youth Day Virtual Seminar on May 7.

Fall Catholic Education Leadership Speaker Series

In the fall, OCSTA will once again make available to members an evening Speaker Series, presented virtually and focused on Catholic Trustee leadership. This series of evening presentations/discussions is designed to provide timely insight particularly relevant to the role and needs of Catholic Trustees in Ontario today.

OCSTA Events

- 2024 Fall Regional Meetings
 - Central – Tuesday, September 17
 - East – Thursday, September 19
 - West – Tuesday, September 24
 - Northeast – Saturday, September 28
 - Northwest– Friday, October 4
- OCSTA Catholic Education Leadership Fall Speaker Series – *Dates TBA*
- 2025 Catholic Trustees Seminar – January 17-18
- 2025 AGM & Conference – May 1-3

The programming for OCSTA events is intentionally designed to provide sessions that can offer delegates information and insight on matters pertaining to Catholic identity and Catholic education leadership.

Please find attached your board's invoice for 2024-2025 Membership Fees based on the formula approved by the OCSTA Board of Directors. The levy for the Friends and Advocates of Catholic Education (FACE) is included on the invoice.

Included with this memo and invoice are the following:

- A summary of key major benefits of an OCSTA membership
- A summary of OCSTA's FYE 2025 Budget (Sept 1, 2024– Aug 31, 2025)
- OCSTA's 2024-2025 Membership Fee Schedule (the formula used to determine fees)

On behalf of the Board of Directors, the 559,000 plus students in Catholic schools, and the 2.4 million separate school ratepayers, we thank you for your ongoing support of your provincial Association and for your commitment and dedication to Catholic education.

We pray that Our Lord Jesus Christ showers you and all associated with the gift of publicly funded Catholic education with all of His blessings.



Michael Bellmore
President



Nick Milanetti
Executive Director

Attachments (3)

Benefits of Membership

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

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

OCSTA:

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

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

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

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

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

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

This list is not exhaustive.

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

Examples of the services provided through OESC include:

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

<p style="text-align: center;">Examples of Savings for Peterborough V N C Catholic DSB</p> <p style="text-align: center;">School Energy Coalition \$120,600</p>

September 2024



2024 - 2025 Expense BUDGET

Account Name	BUDGET 2024-2025	Sub-Total as % of Budget
Partnerships CCSTA, ICE, Miscellaneous Membership Fees, Student Trustees'/1st Nations' Projects	\$ 215,120	8.9%
Political Advocacy Political Affairs & Government Relations, Catholic Curriculum & Education Research, CVO (e-learning), Fees:Consultants, Authors of Briefs, Analysts, Joint Venture	\$ 150,000	6.2%
Communications and Media Relations Communications (Including Promotion of Catholic Education & Media) Public Relations, Advertising	\$ 32,350	1.3%
Governance Committee & Task Force Meetings, Directors' Meetings, Outside Conferences & Seminars	\$ 60,000	2.5%
Operations Rent, Office Expense, Furniture & Computers, Telephone, Postage & Courier, Audit, Insurance, Library, Miscellaneous	\$ 384,250	15.9%
Legal	\$ 75,000	3.1%
OCSTA-hosted Meetings/Seminars/AGM	\$ 285,000	11.8%
Human Resources Salaries & Fees & Contracted Services, Employee Benefits, Government Deductions & Taxes, Professional Development	\$ 1,213,000	50.2%
TOTAL APPROVED EXPENSE BUDGET	\$ 2,414,720	100.0%



Ontario Catholic School
Trustees' Association

OCSTA Membership Fee Schedule

--- 2024 - 2025 ---

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

Note: This Membership Fee Schedule was approved by Board in June 2012 for use starting in 2012 - 2013; continuing exactly the same in 2013-2014 + 2014-2015 + 2015-2016 + 2016-2017 + 2017-2018 + 2018-2019; REVISED 2019-2020; continuing the same in 2020-2021 + 2021-2022 + 2022-2023 + 2023-2024 + 2024-2025



Ontario Catholic School Trustees' Association

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Michael Bellmore, *President*
Marino Gazzola, *Vice President*
Nick Milanetti, *Executive Director*

September 9, 2024

MEMORANDUM

TO: Kevin MacKenzie, Chairperson
Stephen O'Sullivan, Director of Education
Peterborough Victoria Northumberland & Clarington CDSB

FROM: Michael Bellmore, President
Nick Milanetti, Executive Director

SUBJECT: Invoice for Core Education Funding for Central Bargaining – 2024-2025

The *School Boards Collective Bargaining Act, 2014 (SBCBA)* established a new statutory framework under which the provincial government and trustees' associations directly participate in central collective bargaining as co-management partners. Under the SBCBA, trustees' associations are the statutory central employer bargaining agencies for school boards in central negotiations with teachers' federations and education worker unions.

Ontario Regulation 206/15 provides the regulatory framework to continue the support of labour relations activities for the trustee associations. The Regulation continues to make the payment of labour relations fees to the bargaining agent (OCSTA) by the school boards, mandatory. The deadline for receipt of fees is October 31, 2024. The regulation further provides for the forfeiture of ratification voting rights in the event of non-payment by November 30, 2024.

The FYE 2025 Core Education amount to support the operations of Labour Relations is based on the Ministry's current funding formula, and includes an adjustment from the 2023-24 GSN amount.

Attached please find an invoice in the amount of \$44,345. Please submit payment to OCSTA by the deadline date.

Your attention to this matter is greatly appreciated.

Michael Bellmore
President

Nick Milanetti
Executive Director

Attachment

2024-2025 Student Trustee Professional Development: Ontario Student Trustees' Association (OSTA-AECO) Fall General Meeting, Education Action Conference, and Annual General Meeting.

R.A.: that student trustees wishing to do so, be authorized to attend the following Ontario Student Trustees' Association (OSTA-AECO) events during 2024-2025:

- Fall General Meeting, November 7-10, 2024, Toronto.
- Education Action Conference, February 20-23, 2025, Ottawa.
- Annual General Meeting, May 22-25, 2025, Toronto.

Revisions to the Trustee Code of Conduct.

R.A. that the Trustee Code of Conduct be approved as amended.

Receipt of correspondence from Mayor Jeff Leal, dated July 11, 2024.

R.A. that the letter of response dated July 11, 2024, from Mayor Jeff Leal regarding Bonnerworth Park be received.



Office of the Mayor
City of Peterborough
500 George Street North
Peterborough, ON, K9H 3R9
peterborough.ca | 1-855-738-3755

July 11, 2024

Mr. Kevin MacKenzie, Board Chair
PVNC Catholic District School Board
1355 Lansdowne Street West
Peterborough, Ontario
K9J 7M3

Dear Chair MacKenzie,

I wanted to acknowledge your letter of June 27, 2024 regarding the redevelopment of Bonnerworth Park. The City of Peterborough values your views and incites on these matters.

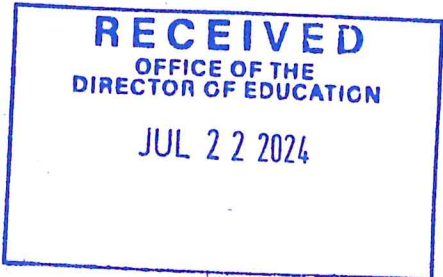
The City of Peterborough is aware that teachers from your Board, when the redevelopment is completed, will take students to Bonnerworth to learn and participate in the sport of Pickleball.

We all recognize the value of greenspace in a world of climate change. Let us reflect for one moment the green space within 1.3 kilometres of Bonnerworth Park. Hamilton Park, 5.66 acres – 30 metres away, Queen Mary Elementary School, 1 acre – 362 meters away, St. Peter’s Secondary School, 6.39 acres - 947 meters away, St. Teresa’s and Westmount Elementary Schools, Wedgewood Park, a total of 6.03 acres - 1.2 kilometres away, and Jackson Park, 45 acres - 200 metres away as access from Hamilton Park.

I look forward to working with you and you colleagues in the future.

Yours sincerely,

Jeff Leal
Mayor
City of Peterborough





Ontario Catholic School
Trustees' Association

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Michael Bellmore, *President*
Marino Gazzola, *Vice President*
Nick Milanetti, *Executive Director*

June 26, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Michael Bellmore, President

SUBJECT: **Ministry Guest Speaker Policy and Catholic Faith Activities**

As you are aware, effective September 1, 2024, all school in Ontario will be required to provide 14 days notice and specific information to parents and guardians whenever an external third-party speaker or group is invited to speak to K-12 students at a school-based event. The information about the event includes:

- date, time and location
- title and topic or focus
- connections to the curriculum and/or purpose
- name(s) of the presenter(s), performer(s) and guest speaker(s) and the organization(s) they represent (if any)
- details of any handout materials, giveaways or literature to be provided.

However, according to the Ministry of Education, this requirement does **not** apply to third-party groups or individuals that are part of a school's community and daily operational and/or learning activities and would therefore be exempt from this policy such visits from the local Parish, Catholic Masses and liturgical events. This would also apply to members of the school community who contribute to faith formation within our Catholic school boards.

If you have any questions, please contact me at mbellmore@ocsta.on.ca or Nick Milanetti at nmilanetti@ocsta.on.ca

Micheal Bellmore
President



Ontario Catholic School Trustees' Association

June 27, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Sharon McMillan, Director of Communications

SUBJECT: OCSTA 2024-25 Catholic Education Logo and Media Kit

As was mentioned in the recent May 24th memo from OCSTA President Michael Bellmore, the Association is honouring and celebrating the upcoming Jubilee Year by embracing the Jubilee Year theme “Pilgrims of Hope” as the 2024-25 Catholic Education Theme. In keeping with our practice of sharing the visual branding for this year-long calendar of programming, liturgies and activities that includes Catholic Education Week (May 4 – 9, 2025), we are pleased to share the 2024-25 OCSTA Catholic Education Theme media kit which can be accessed at this [LINK](#).

Inspiration – The Jubilee Year Logo



The basis and inspiration for the OCSTA Catholic Education Theme Logo for 2024-25 is the logo prepared for the global recognition and celebration of the Jubilee Year in 2025.

The logo chosen for the Holy Year “*depicts four stylized figures, representing all of humanity, coming from the four corners of the earth. They embrace each other to indicate the solidarity and fraternity which should unite all peoples.*”

The colours used in the Jubilee Year logo have distinctive meanings:

- Red symbolizes love, passion and self-sacrifice, Christ’s sacrifice and His boundless love for humanity;
- Orange expresses joy, vitality, and enthusiasm, the light that illuminates the path of faith;
- Green is universally recognized as the colour of hope, growth, and rebirth, and;
- Blue symbolizes faith, peace, and tranquility, evoking the sky and spirituality, and inviting contemplation and prayer.

“The cross in the logo is by no means static, but it is also dynamic. It bends down towards humanity, not leaving human beings alone, but stretching out to them to offer the certainty of its presence and the security of hope.”

Pulling upon the faith-filled messages and imagery of the Jubilee Year logo, OCSTA created the following logo to both celebrate the Jubilee Year and Catholic Education in Ontario:



Like the Jubilee logo, the OCSTA “Pilgrims of Hope” logo features 4 figures representing all of humanity and utilizes the Jubilee logo colours (and their associated meanings) to build on the sense of love, service, faith and hope that is ultimately the message of the cross located at the centre of the OCSTA logo. The blue dove which is part of the “Catholic Education Week” branding is the distinctive symbol we have come to use as a representation of Ontario’s Catholic Education system and our distinctive journey.

If you have any questions or need assistance downloading the [media kit](#) for the OCSTA 2024-25 Catholic Education Theme logo, please contact me at smcmillan@ocsta.on.ca. Thank you.

SM/ac



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Michael Bellmore, *President*
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June 27, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Michael Bellmore, President

SUBJECT: Ontario Ombudsman 2023-2024 Annual Report

On June 26, 2024, the Ontario Ombudsman released his 2023-24 Annual Report. Please find attached the full report as well as highlights. The report includes issues affecting Catholic School Boards. Below is a short summary of key findings of the report which can be found on pages 41 to 45.

- Total cases received, between April 1, 2023 and March 31, 2024: 27,030 (up 10% from fiscal 2022-2023).
- 44% of all cases were closed within one week, 57% within two weeks.
- Total cases for School boards: 1,334. This represents a significant increase from last year at 794. Most complaints related to Closed School Board Meetings, which increased by 200.
- Other cases involved concerns about Student Transportation, Tuition Fees for International Students, Adult Learning GED tests, Enrolment, Access to Schools for Special Education Students, and Safety Related Concerns.
- Cases involving the Ministry of Education increased from 107 from 142 in 2023-2024.

The entire Annual Report can be accessed here:

<https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/annual-reports/2023-2024-annual-report>

Next Steps:

OCSTA will consider meeting with the Ombudsman to discuss the Annual Report and the issues affecting Catholic School Boards. We will continue to advocate for a fair process for reviewing complaints and proposing solutions involving Catholic boards.

If you have any questions, please do not hesitate to contact me at mbellmore@ocsta.on.ca or Steve Andrews at sandrews@ocsta.on.ca

Sincerely,

A handwritten signature in black ink, appearing to be 'MB', written over a horizontal line.

Michael Bellmore
President

Annual Report 2023-2024 – Facts and highlights

By the numbers – cases (complaints and inquiries) received

Total cases received between April 1, 2023 and March 31, 2024: **27,030**
(up 10% from fiscal 2022-2023)

44% of all cases were closed within one week, **57%** within two weeks

Cases by topic

Correctional facilities: **4,444** (p. 26)

Municipalities: General issues – **3,595** (p. 34); Complaints about closed municipal meetings – **99** (p.38)

School boards: **1,334** (p. 41); Complaints about closed school board meetings – **200+** (p. 44)

Post-secondary: Universities – **289**; colleges – **292** (p. 45); Ontario Student Assistance Program (OSAP) – **160** (p. 45)

Social services: Family Responsibility Office (FRO) – **440** (p. 49); Ontario Disability Support Program (ODSP) – **978** (p. 49); Ontario Works – **390** (p. 50)

Most complained-about organization: Tribunals Ontario – **1,457** cases, including **1,284** about the Landlord and Tenant Board (p. 32)

Children and youth: Young people in care – **1,722** (p. 55); Youth justice centres – **202** (p. 57)

French language: **511** (p. 69), a 73% increase over the previous fiscal year

See *also*: Top 10 case topics (p. 25) and Top 10 provincial government organizations and Top 10 correctional facilities by case volume (p. 90)

New in 2023-2024 – Complaint trends and proactive work

- Ombudsman staff visited correctional facilities and helped vulnerable inmates with issues related to overcrowding, medical care, segregation, incidents of use of force, and access to programs (pp. 28-29).
- Complaints about delays at the Human Rights Tribunal of Ontario increased, and Ombudsman staff are monitoring efforts to reduce the backlog (p. 32).
- A correctional facility for women added privacy screens for strip searches and improved staff training in respecting inmates' privacy (p. 33).
- The Ombudsman called on municipalities to remove fees for filing complaints to local integrity commissioners, and municipal administrators welcomed the Ombudsman's new best-practice resources about integrity commissioners and codes of conduct (p.36).
- The Ministry of Education is reviewing its memorandum on when school boards are required to charge tuition fees to children of newcomers to Canada, after the Ombudsman flagged four complaints (p. 43).
- The Ministry of Children, Community and Social Services worked to address delayed Special Services at Home payments after the Ombudsman flagged 79 complaints (p. 50).
- The Ministry of Children, Community and Social Services acknowledged the need to improve knowledge about Voluntary Youth Services Agreements for 16- and 17-year-olds after the Children and Youth Unit flagged 90 complaints about 30 children's aid societies (pp. 55-56).
- Children's aid societies made complaint forms more visible on their websites after Ombudsman staff flagged to the Ministry of Children, Community and Social Services that dozens of them were not doing so as required (p. 56).

- All government-operated youth justice centres were reminded that strip searches should not be done after routine visits, after a youth complained he was being strip-searched after every visit with his lawyer (p. 61).
- Ombudsman staff flagged complaints to the Ministry of Finance from members of First Nations about a backlog of First Nations HST rebate applications (p. 62).
- The Ministry of Transportation reviewed its processes for drivers who change their sex designation after a transgender woman complained to the Ombudsman that her pre-transition driving record was not carried over to her new licence (p. 67).
- All provincial government general public job postings now follow the French Language Services Commissioner's recommendation that they be available in both English and French (p. 71).
- Ombudsman staff were invited to share best practices with staff of all conservation authorities in the province so they can ensure their decision-making and public meetings are fair and transparent (p. 79).
- Ombudsman staff raised First Nations concerns about administrative barriers to obtaining birth certificates with the Ministry of Public and Business Service Delivery (p. 82).

New reports on investigations

Rights Unrecognized: Mia's Story (April 2024): The York Region Children's Aid Society accepted all 20 recommendations aimed at improving staff training in the use of Voluntary Youth Services Agreements (VYSAs) after 16-year-old "Mia" was refused a foster care placement despite repeated requests (p. 58).

Municipal closed meeting investigations: The Ombudsman issued 24 reports and letters on reviews of 38 meetings in 54 municipalities and local boards. He found 16 illegal meetings and 18 procedural violations, and made 29 best practice recommendations (p. 38).

School board closed meeting investigations: The Ombudsman has issued 5 reports and letters on reviews of closed school board meetings since April 1, 2023 (p. 44).

Ongoing investigations

Direct payment programs for parents and students: Investigators are interviewing Ministry of Education officials and complainants about problems with successive payment programs since 2020, which sparked hundreds of complaints to the Ombudsman (p. 46).

Adults with developmental disabilities who are inappropriately housed in hospitals: The Ombudsman's findings in this case are being drafted; meanwhile, Ombudsman staff worked proactively to find solutions for several individuals who spent years in hospitals. (p. 51).

Unilingual government out-of-home advertising: The French Language Services Commissioner's own-initiative investigation is now complete and a report will be published soon (p. 71).

Updates on completed investigations

Lessons for the Long Term (September 2023): The Ministry of Long-Term Care has a new strategy to ensure sufficient inspectors of long-term care homes in times of crisis, and a stronger process for sourcing personal protective equipment (p. 76).

Administrative Justice Delayed, Fairness Denied (May 2023): Action has been taken on 35 of the Ombudsman's 61 recommendations. The Landlord and Tenant Board now has more adjudicators. However, some issues the Ombudsman identified persist and a continued high volume of complaints suggests more needs to be done (pp. 63-64).

Missing In Inaction: Misty's Story (April 2023): The foster care agency that lost track of a 13-year-old Indigenous girl in its care in a southern Ontario city reimbursed her Indigenous child care agency for services it failed to deliver (p. 59).

A Voice Unheard: Brandon's Story (December 2022): The Children's Aid Society of Toronto has implemented all of the Ombudsman's recommendations and is using the case of "Brandon" as a training tool to ensure concerns of children in care are heard (p. 59).

Lost Opportunities (April 2022): The Ministry of Children, Community and Social Services has implemented most of the Ombudsman's recommendations to improve its process for closing youth justice programs and facilities. However, a recent closure raised similar concerns and is being reviewed (p.60).

Out of Oversight, Out of Mind (April 2017): Most of the Ombudsman's 32 recommendations to improve the tracking of inmates in solitary confinement (segregation) have been implemented, but Ombudsman staff continue to raise concerns about inmates with mental health issues being put in segregation, contrary to government regulation (pp. 30-31).

A Matter of Life and Death (June 2016): The Ministry of the Solicitor General has made some slow progress on the Ombudsman's recommendations to improve police de-escalation training, including replacing the previous use-of-force model with one that has de-escalation as a "guiding principle" (pp. 27-28).

The Code (June 2013): Nearly all correctional facilities are now equipped with closed-circuit cameras and more than half of facility managers have received training. All of the Ombudsman's recommendations are expected to be implemented by the end of 2025 (p. 31).

Between a Rock and a Hard Place (May 2005): Overwhelmed families of children with complex special needs continue to surrender custody to children's aid societies to get them proper care. Ombudsman staff work proactively with government and agency staff to find individual solutions and are monitoring systemic concerns (p. 52).

Submissions to government (available at www.ombudsman.on.ca)

Child, Youth and Family Services Act (May 2024 and August 2023): The Ombudsman proposed improvements to bolster children's rights and improve administration of Voluntary Youth Services Agreements. Two of his proposals were incorporated in new legislation (p. 58).

School board governance (April 2024): The Ombudsman's proposals to the Ministry of Education included allowing school board integrity commissioners to take complaints from the public, and permitting boards to meet virtually when safety is a concern (p. 45).

Searches of youths, staff and visitors at youth justice facilities (March 2024): The Ombudsman urged the Ministry of Children, Community and Social Services to make strip searches a measure of last resort in youth justice facilities (p. 57).

Local Services Boards and the Northern Services Boards Act (March 2024): The Ombudsman proposed that the Ministry of Northern Development make Local Services Boards subject to his oversight and the same open meeting rules as municipalities (p. 7).

De-escalation training standards for peace officers and use of force by police services (October 2023): The Ombudsman proposed clear standards on the use of de-escalation techniques by all peace officers and reiterated that police be required to use de-escalation techniques before force wherever possible when dealing with persons in crisis (p.27).

Individual case highlights – how Ombudsman intervention helped

- An inmate who is an amputee was provided with a wheelchair and shower bench so he could shower safely (p. 30).
- An Indigenous inmate was provided with smudge spray so he could smudge regularly at his facility (p. 30).

- A municipal housing provider promised to install security cameras after a tenant complained to the Ombudsman that her building's main doors were being left open (p. 37).
- A woman was given additional time to clean up debris in her back yard rather than being charged by the municipality for the job (p. 37).
- A municipality adopted the Ombudsman's suggestions for a fairer tax policy and apologized to a woman for not giving her adequate notice to move out when she couldn't pay her taxes (p. 40).
- A school board apologized to a mother who complained to the Ombudsman that she was never informed when her son hit his head at school (p. 43).
- A group of adult students were able to take their high school diploma equivalency tests just in time before the testing provider closed its operations (p. 42).
- A single mother of a child with special needs got a "life-changing" grant from the Ontario Student Assistance Program (OSAP) of \$11,000 after waiting nearly five years (p. 45).
- A student with disabilities had their \$7,000 loan restored to a grant after OSAP discovered it had been converted to a loan by mistake (p. 45).
- A group of 50 university students who all failed the same course were offered the chance to retake a condensed version of the course for free (p. 47).
- A college student was able to complete a practical assessment in lieu of repeating a course, so he could graduate in time to start the full-time job he had lined up (p. 47).
- A young man received more than \$4,500 in retroactive benefits when it took four months to transfer his file from the Assistance for Children with Severe Disabilities Program to the Ontario Disability Support Program (ODSP) (p. 49).
- The Family Responsibility Office (FRO) began collecting unpaid support of more than \$40,000 owed to a woman by her U.S.-based former spouse (p. 49).
- A man recovered more than \$4,000 in support payments that were mistakenly collected by the FRO (p. 49).
- After waiting six months, a mother finally received a decision from the Ontario Autism Program on her child's needs assessment (p. 50).
- After living in hospital for eight years, a 56-year-old man with developmental disabilities got help to move to a supported living arrangement within a few months (p. 51).
- A young man with autism who had spent three years in hospital – much of it in restraints – was moved to a community care setting (p. 51).
- A woman received \$25,000 in child support after trying for more than a year to resolve communication issues with the FRO (p. 53).
- The ODSP apologized to a woman and paid her \$10,000 after her benefits were mistakenly suspended for more than a year (p. 53).
- A youth was reimbursed \$500 for belongings that went missing when she was abruptly moved from one residential care placement to another (p. 56).
- An Indigenous man struggling to care for the newborn child of relatives suffering from addiction got help to finalize the paperwork to secure supports for the baby (p. 56).
- Government inspectors found 50 violations of a group home's licence after the youth there raised their concerns with Ombudsman staff who visited the home (p. 60).
- A woman's weekly allocation of funds from the Office of the Public Guardian and Trustee was increased so she could cover day-to-day expenses (p. 65).
- After waiting seven months, a landlord who claimed her tenant was threatening to kill her had a hearing scheduled with the Landlord and Tenant Board (LTB) (p. 65).
- An evicted family was able to return to their rental unit after the LTB ordered their landlord to keep the unit as is pending an emergency hearing (p. 65).

- After DriveTest erroneously rejected information about a refugee's driving experience in his home country, the man's record was updated so he could book his G2 driving test (p. 67).
- A man whose Canadian citizenship certificate had gone missing was able to renew his health card and get reimbursed for costs he had incurred for OHIP-covered services (p. 76).
- A woman was granted immediate short-term coverage for a life-saving drug and received guidance on the review process to obtain long-term coverage (p. 76).
- Ministry of Long-Term Care officials reviewed a woman's concerns about her mother's death in a long-term care home and conducted an additional inspection (p. 77).
- A man who had been incorrectly charged the commercial hydro rate on his residential unit was refunded the overpayment and billed at the lower residential rate (p. 78).
- A woman who relies on electricity for her mobility devices and risked having her hydro disconnected for unpaid bills got help in applying to a special payment program (p.80).
- A woman was issued a new birth certificate within a week so she could renew her passport and travel overseas to visit a dying relative (p. 81).
- A man was able to apply for employment insurance after inconsistent name spellings between his handwritten birth certificate and his printed documents were clarified (p. 83).



Ontario Catholic School Trustees' Association

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Michael Bellmore, *President*
Marino Gazzola, *Vice President*
Nick Milanetti, *Executive Director*

July 31, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Michael Bellmore, President

SUBJECT: **Regulatory Reforms to Support the *Better Schools and Student Outcomes Act, 2023***

On July 30, 2024, the Ministry of Education released a detailed memorandum to all school boards outlining new regulations in support of the legislative reforms in Bill 98 or the *Better Schools and Students Outcomes Act, 2023*. The new regulations include changes to the Trustee Code of Conduct, Electronic Meetings, Integrity Commissioners and Financial penalties for breaches of the Trustee Code of Conduct.

This memorandum provides a short summary of the regulations.

Trustee Code of Conduct Regulation

Ontario Regulation 246/18: Members of School Boards – Code of Conduct has been revoked and replaced with a new Minister's regulation Ontario Regulation 312/24 that sets out a mandatory code. The regulation provides for boards to add additional provisions to the Code of Conduct that reflect their local needs, provided that the additional content cannot contradict the mandatory provisions set out in the regulation. Boards will be required to revise their current trustee Codes of Conduct and related policies to reflect the new regulatory requirements by **August 28, 2024**.

Integrity Commissioner-Led Investigation Regulation

The provisions in Bill 98 establishing the investigation process for resolving trustee Code of Conduct complaints, will come into force on January 1, 2025. To support these provisions, Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged breaches of the Code of Conduct, has been filed and will come into effect on the same date. The regulation will establish qualifications for Integrity Commissioners appointed by school boards to investigate Code of Conduct complaints. Provisions under Bill 98, once proclaimed, will require school boards to appoint Integrity Commissioners from a roster of candidates established by the Ministry. If a roster has not been established by that time, school boards will be required to appoint an Integrity Commissioner with qualifications set out in regulation.

Financial Penalties for Trustees

A provision in Bill 98 provides authority to specify the maximum amount by which a trustee's honorarium may be reduced as a sanction for breaching a school board's trustee Code of Conduct, will be proclaimed on January 1, 2025. To support this provision, O. Reg. 357/06: Honoraria for Board Members will be amended to include a maximum amount that a trustee's honorarium may be reduced as a sanction for breaching the Code of Conduct. Specifically, the sanction would allow an integrity commissioner to reduce a trustee's honorarium by a maximum of 25% of a trustee's combined base and enrolment amount for the year of the term of office in which the breach occurred.

Electronic Meetings and Meeting Attendance Regulation

O. Reg. 463/97: Electronic Meetings and Meeting Attendance has been changed to add new exceptions to the in-person presence requirement that apply to trustees. The changes to the regulation will take effect in two phases. Beginning July 29, 2024, new exceptions to the physical presence requirement are in effect. These changes include expanding eligibility for all trustees to attend a regular board meeting electronically where:

- the distance from the trustee's primary residence to the meeting location is 125 kilometers or more;
- weather conditions do not allow the trustee to safely travel to the meeting location;
- the trustee cannot be physically present at a meeting due to health-related issues;
- the trustee has a disability that makes attending meetings in-person more challenging; or the trustee is unable to attend in person due to family responsibilities.

Effective September 1, 2025, all trustees will be required to be physically present for every regular meeting of the board and every meeting of the committee of the whole in each year of the term of office, unless one of the exceptions to the requirement for in-person attendance applies. Failure to attend in person as required would result in the trustee's seat being vacated pursuant to Clause 228(1)(e) of the *Education Act*.

OCSTA will continue to consult with the Ministry on these proposed changes while raising the concerns of our boards on these regulatory requirements.

If you have any questions or concerns, please contact me directly at mbellmore@ocsta.on.ca or Nick Milanetti at nmilanetti@ocsta.on.ca

Sincerely,



Michael Bellmore
President



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Trustees' Association

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Michael Bellmore, *President*
Marino Gazzola, *Vice President*
Nick Milanetti, *Executive Director*

August 13, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Michael Bellmore, President

SUBJECT: Resources from the Ministry of Education Vaping and Cell Phones in Schools

The Ministry of Education is currently conducting consultations with stakeholders in the education sector on the implementation of Policy and Program Memorandum 128 regarding cell phone and vaping restrictions. OCSTA is currently participating in these discussions with senior Ministry staff. In an effort to support school board staff and parents, the Ministry provided OCSTA the attached PowerPoint presentation that lists resources to curb vaping and the inappropriate use of cell phones.

In addition, the Ministry is providing school boards with \$1.5 million to be used by Parent Involvement Committees to enable parents and community partners to run grassroots campaigns to deter vaping and cellphone distractions in classrooms. The purpose of this funding will be to increase parent awareness and knowledge about these issues.

If you have any questions, please do not hesitate to contact me at mbellmore@ocsta.on.ca or Steve Andrews at sandrews@ocsta.on.ca

Sincerely,

Michael Bellmore
President

MB/nm

PPM 128 Implementation Task Force

Groupe de travail sur la note Politique/Programmes no 128

***Meeting #3
June 14, 2024***

***Réunion no 3
14 Juin 2024***

Professional Activity (PA) Day Resources for Educators

Journées d'activités
professionnelles (AP) –
Ressources pour les
éducateurs

Resource Lists for Educators

The Ministry of Education recognizes the important role that professional learning has in helping educators gain greater knowledge and skills to help ensure all students have an opportunity to experience success.

In addition to the resources to be developed through the new funding to support implementation of PPM 128, the ministry is proposing to provide school boards with a list of resources that could support professional learning for educators specific to:

- vaping; and,
- mobile device use.

Student learning with respect to these issues will continue to be guided by the Ontario curriculum, in particular the Health and Physical Education curriculum.

Listes de ressources pour les éducateurs

Le ministère de l'Éducation reconnaît le rôle important que joue l'apprentissage professionnel pour aider les éducateurs à acquérir de meilleures connaissances et compétences afin de veiller à ce que tous les élèves aient l'occasion de réussir.

En plus des ressources qui seront développées grâce au nouveau financement pour appuyer la mise en œuvre de la NPP 128, le Ministère propose de fournir aux conseils scolaires une liste de ressources qui pourraient appuyer l'apprentissage professionnel pour les éducateurs dans les domaines suivants :

- le vapotage;
- l'utilisation d'appareils mobiles.

L'apprentissage des élèves sur ces questions continuera d'être guidé par le programme d'études de l'Ontario, en particulier le programme Éducation physique et santé.

Resource List for Educators – Vaping / Listes de ressources pour les éducateurs – Vapotage

Below are examples of existing resources that could be shared with educators to support professional learning on vaping. / Voici des exemples de ressources qui pourraient être partagées avec les éducateurs pour appuyer l'apprentissage professionnel sur le vapotage.

Resource / Ressource	Description	Educator Focus / Orientation vers les éducateurs	Link / Lien
Not an Experiment / Pas une expérience	Ontario-based (developed by Simcoe Muskoka District Health Unit) interactive web site focused on preventing the initiation and escalation of vaping among youth in grades 7 -12, including specific tools for educators. / Site Web interactif de l'Ontario (élaboré par le Service de santé du district de Simcoe Muskoka) axé sur la prévention du vapotage chez les jeunes de la 7e à la 12e année, incluant des outils spécifiques pour les éducateurs.	<ul style="list-style-type: none"> ✓ Curriculum connected Lesson Plans / Plans de leçon liés au programme d'études ✓ Classroom Activities / Activités en classe ✓ Sample Announcements / Exemples d'annonces ✓ Posters & Signage / Affiches et signalisation ✓ Videos / Vidéos 	www.notanexperiment.ca/educators/ www.pasuneexperience.ca/educateurs/
Consider the Consequences of Vaping / Considère les conséquences du vapotage	Health Canada online resource focused on engaging and educating youth in grades 8-12 about vaping, including specific tools for educators. / Ressource en ligne de Santé Canada axée sur la mobilisation et l'éducation des jeunes de la 8e à la 12e année au sujet du vapotage, incluant des outils spécifiques pour les éducateurs.	<ul style="list-style-type: none"> ✓ Education modules / Modules de formation ✓ Classroom activities / Activités en classe ✓ Videos / Vidéos 	Consider the Consequences of Vaping: Teen Awareness Program (healthcanadaexperiences.ca) Considère les conséquences du vapotage : Programme de sensibilisation des jeunes (experiences-santecanada.ca)
Vaping Education Resources / Ressources éducatives sur le vapotage	Ontario-based resources (developed by Ophea in partnership with CAMH) to provide educators with tools and activities to support elementary student learning, as well as a webinar series to support their own learning. / Ressources de l'Ontario (élaborées par Ophea en partenariat avec le CTSM) pour fournir aux éducateurs des outils et des activités visant à appuyer l'apprentissage des élèves du primaire, ainsi qu'une série de webinaires pour soutenir leur propre apprentissage.	<ul style="list-style-type: none"> ✓ Links to the Ontario curriculum / Liens vers le programme d'études de l'Ontario ✓ Webinar specific for educators (PD) / Webinaire propre aux éducateurs (PP) ✓ Videos / Vidéos ✓ Fact sheets for elementary and secondary educators / Fiches d'information pour les éducateurs des niveaux primaire et secondaire 	Vaping Education Resources Ophea.net Ressources éducatives sur le vapotage Ophea.net/fr
Vaping Information for Teachers / Renseignements sur le vapotage à l'intention des enseignants	Canadian Lung Association web pages and resources on vaping, including a fact sheet for educators. / Pages Web et ressources sur le vapotage de l'Association pulmonaire du Canada, incluant une fiche d'information à l'intention des éducateurs.	<ul style="list-style-type: none"> ✓ Fact sheet for educators / Fiche d'information pour les éducateurs ✓ Qs&As / Questions et réponses 	Vaping NEW Canadian Lung Association Vapotage NOUVEAU Association pulmonaire du Canada

Resource List for Educators – Mobile Device Use / Liste de ressources pour les éducateurs – Utilisation des appareils mobiles

Below is an example of existing resources that could be shared with educators to support professional learning on mobile device use. /
Voici un exemple de ressources existantes qui pourrait être partagée avec les éducateurs pour appuyer l'apprentissage professionnel sur l'utilisation d'appareils mobiles.

Resource / Ressource	Description	Educator Focus / Orientation vers les éducateurs	Link / Lien
Digital Literacy 101 / Littératie numérique 101	Developed by Media Smarts, the resources are designed to support educators in implementing digital literacy in their teaching practices. / Élaborées par HabiloMédias, ces ressources sont conçues pour aider les éducateurs à intégrer la littératie numérique dans leurs pratiques d'enseignement.	<ul style="list-style-type: none"> ✓ Videos & powerpoint presentations / Vidéos et présentations PowerPoint ✓ Classroom activities / Activités en classe ✓ Posters & Signage / Affiches et signalisation 	Digital Literacy 101 MediaSmarts Littératie numérique 101 HabiloMédias
Online Overdrive	Developed by YouthSpeak as peer-to-peer presentations led by trained youth facilitators with different lived experiences. Youth Speakers sharing their personal stories of how online use affected their self-esteem, choices, social groups, and self-concept. / Développées par YouthSpeak, ces présentations de pair à pair sont animées par des jeunes facilitateurs formés ayant des expériences différentes. Les jeunes intervenants racontent comment l'utilisation d'Internet a affecté leur estime de soi, leurs choix, leurs groupes sociaux et leur image d'eux-mêmes.	<ul style="list-style-type: none"> ✓ Presentations and assemblies available for booking (Grades 4-6 and Grades 7-12) / Présentations et assemblées disponibles sur réservation (4-6 ans et 7-12 ans) ✓ English only / que l'anglais 	Online Overdrive Youthspeak presentations

Resource List for Educators

Discussion Questions

1. Are there key aspects that educators need to be aware of with respect to these issues and the impact on students and use in schools?
2. Are you aware of any additional resources that could be provided to support professional learning for educators on:
 - a) vaping
 - b) mobile device use
3. What role might Public Health Units play in supporting educator training?

Listes de ressources pour les éducateurs

Questions de discussion

1. Y a-t-il des aspects clés dont les éducateurs doivent être conscients en ce qui concerne ces questions et l'incidence sur les élèves et l'utilisation d'appareils mobiles dans les écoles?
2. Connaissez-vous des ressources supplémentaires qui pourraient être fournies pour appuyer l'apprentissage professionnel des éducateurs sur les sujets suivants :
 - a) le vapotage
 - b) l'utilisation d'appareils mobiles.
3. Quel rôle les bureaux de santé publique pourraient-ils jouer pour appuyer la formation des éducateurs?

Resources for Parents

Ressources pour les parents

Parent Education and Awareness Campaign

The Ministry of Education recognizes that parents play a critical role in supporting their child's education and safety.

As part of the \$17.5 million in new wrap-around supports for student mental health and parent engagement, for the 2024-25 school year, the ministry will be providing school boards with:

- \$1.5 million to be used by Parent Involvement Committees to enable parents and community partners to run grassroots campaigns to deter vaping and cellphone distractions in classrooms.
 - The purpose of this funding will be to increase parent awareness and knowledge about these issues.

Parent Involvement Committees (PICs) are important school board-level advisory bodies that operate as a direct link between parents and a board's director of education and trustees.

- ✓ All school boards in Ontario must have a PIC.

Campagne d'éducation et de sensibilisation des parents

Le ministère de l'Éducation reconnaît que les parents jouent un rôle essentiel dans le soutien de l'éducation et de la sécurité de leur enfant.

Dans le cadre des nouvelles mesures de soutien globales de 17,5 millions de dollars pour la santé mentale des élèves et la participation des parents pour l'année scolaire 2024-2025, le ministère fournira aux conseils scolaires :

- un montant de 1,5 million de dollars qui devra être utilisé par les comités de participation des parents afin de permettre aux parents et aux partenaires communautaires de mener des campagnes communautaires visant à décourager le vapotage et les distractions liées au téléphone cellulaire dans les salles de classe.
 - Le but de ce financement est d'accroître la sensibilisation et la connaissance des parents à l'égard de ces questions.

Les comités de participation des parents (CPP) sont d'importants organismes consultatifs au niveau des conseils scolaires qui assurent un lien direct entre les parents et le directeur de l'éducation et les conseillers au sein des conseils scolaires.

- ✓ Tous les conseils scolaires de l'Ontario doivent avoir un CPP.

Resource Lists for Parents

In addition to the resources to be developed through the new funding to support implementation of PPM 128, the ministry is proposing to provide parents with links to existing resources on:

- vaping; and,
- mobile device use.

These resources will help to support parents in having conversations with their children about vaping and cellphone distractions.

Listes de ressources pour les parents

En plus des ressources qui seront développées grâce au nouveau financement pour appuyer la mise en œuvre de la NPP 128, le ministère propose de fournir aux parents des liens vers les ressources existantes sur :

- le vapotage;
- l'utilisation d'appareils mobiles.

Ces ressources aideront les parents à discuter avec leurs enfants du vapotage et des distractions liées au téléphone cellulaire.

Resource List for Parents – Vaping / Listes de ressources pour les parents - Vapotage

Below are examples of existing resources that could be shared with parents to help increase parent awareness and knowledge of vaping among children and youth. / Vous trouverez ci-dessous des exemples de ressources existantes qui pourraient être partagées avec les parents pour les sensibiliser au vapotage chez les enfants et les jeunes et améliorer leurs connaissances à ce sujet.

Resource / Ressource	Description	Parent Focus / Attention des Parents	Link / Lien
Not an Experiment / Pas une expérience	Ontario-based (developed by Simcoe Muskoka District Health Unit) interactive web site that provides parent-friendly resources to support conversations with their children. / Site Web interactif de l'Ontario (élaboré par le Service de santé du district de Simcoe Muskoka) qui offre des ressources conviviales pour les parents afin de favoriser le dialogue avec leurs enfants.	<ul style="list-style-type: none"> ✓ Fact Sheets / Fiches d'information ✓ Talking strategies / Stratégies de discussion ✓ Videos / Vidéos 	PARENTS - Not An Experiment PARENTS - Pas une expérience
Talking with your teen about vaping / Parler de vapotage avec votre adolescent	Health Canada tip sheet to support parent conversations with their teen. / Fiches-conseils de Santé Canada pour appuyer les conversations des parents avec leurs adolescents.	<ul style="list-style-type: none"> ✓ Tip Sheet / Fiche-conseil 	Talking with your teen about vaping: A tip sheet for parents - Canada.ca Parler de vapotage avec votre adolescent : Une fiche-conseil pour les parents - Canada.ca
Talking with your teen about vaping / Parler de vapotage avec votre adolescent	Canadian Paediatric Society tip sheet to support parent conversations with their teen. / Fiche-conseil de la Société canadienne de pédiatrie pour appuyer les conversations des parents avec leur adolescent.	<ul style="list-style-type: none"> ✓ Tip Sheet / Fiche-conseil 	Talking with your teen about vaping Caring for kids (cps.ca) Parler du vapotage avec votre adolescent Soins de nos enfants (cps.ca)
How to talk to your child about vaping / Comment parler du vapotage avec votre enfant	Canadian Lung Association webpages to support parent conversations with their child. / Fiche-conseil de l'Association pulmonaire du Canada pour appuyer les conversations des parents avec leur enfant.	<ul style="list-style-type: none"> ✓ Tip Sheet / Fiche-conseil ✓ Qs&As / Questions et réponses 	How to talk to your child about vaping Canadian Lung Association Comment parler du vapotage avec votre enfant Association pulmonaire du Canada
An Indigenous Perspective – Cannabis & Vaping – A Toolkit for Parents DIR B-O 2024 09 25	Ontario Native Education Counselling Association developed toolkit for parents that provides culturally appropriate resources and training related to recreational cannabis use and vaping. / L'Ontario Native Education Counselling Association a élaboré une boîte à outils pour les parents qui offre des ressources et une formation culturellement appropriées sur la consommation récréative de cannabis et le vapotage.	<ul style="list-style-type: none"> ✓ Toolkit / Boîte à outils ✓ Videos / Vidéos ✓ English only / que l'anglais 	Cannabis - ONECA - The Ontario Native Education Counselling Association

Resource List for Parents – Mobile Device Use / Liste de ressources pour les parents – Utilisation des appareils mobiles

Below are examples of existing resources that could be shared with parents to help increase parent awareness and knowledge of mobile device use among children and youth. / Vous trouverez ci-dessous des exemples de ressources existantes qui pourraient être partagées avec les parents pour les sensibiliser à l'utilisation d'appareils mobiles chez les enfants et les jeunes et améliorer leurs connaissances à ce sujet.

Resource / Ressource	Description	Educator Focus / Orientation vers les éducateurs	Link / Lien
Helping kids get a healthy start with phones / Aider les enfants à bien utiliser leurs téléphones dès le départ	Developed by Media Smarts, the webpages provide tips for parents make sure their kids get the best possible start when using media and digital devices. / Élaborées par HabiloMédias, les pages Web fournissent des conseils aux parents pour s'assurer que leurs enfants ont le meilleur départ possible lorsqu'ils utilisent les médias et les appareils numériques.	✓ Tip Sheets / Fiches-conseils	Helping kids get a healthy start with phones MediaSmarts Aider les enfants à bien utiliser leurs téléphones dès le départ HabiloMédias
Explore Digital Parenting – Digital Smarts / Explorer le rôle parental en matière de numérique – Technohabile	Developed by Media Smarts and the YWCA, an online workshop that provides information for parents on how to manage screen time, how to keep children safe online, and tips on setting household internet rules. / Élaboré par HabiloMédias et YWCA, un atelier en ligne qui fournit de l'information aux parents sur la façon de gérer le temps passé devant un écran, de protéger les enfants en ligne et d'établir des règles d'Internet à la maison.	✓ Videos / Vidéos ✓ Tips Sheets / Fiches-conseils	DigitalSmarts MediaSmarts Technohabile HabiloMédias
Screen time and digital media / Temps d'écran et médias numériques	Developed by the Canadian Paediatric Society, webpages that provides tips for parents on screen time and digital media use by children. / Élaboré par la Société canadienne de pédiatrie, ce site Web donne des conseils aux parents sur le temps passé devant un écran et sur l'utilisation des médias numériques par les enfants.	✓ Tip Sheets / Fiches-conseils	Screen time and digital media: Advice for parents of school-aged children and teens Caring for kids (cps.ca) Temps d'écran et médias numériques : Conseils aux parents d'enfants d'âge scolaire et d'adolescents Soins de nos enfants (cps.ca)
Helping Your Child Manage Digital Technology / Aider votre enfant à gérer la technologie numérique DIR B-O 2024 09 25	Developed by School Mental Health Ontario, this information sheet provides information on how to know if your child's screen time is problematic and supports available. / Élaborée par Santé mentale en milieu scolaire Ontario, cette fiche d'information fournit des renseignements pour déterminer si le temps passé par votre enfant devant un écran pose problème, et sur les mesures de soutien disponibles.	✓ Information Sheet / Fiche d'information	Helping Your Child Manage Digital Technology - School Mental Health Ontario (smho-smso.ca) Aider votre enfant à gérer la technologie numérique - Santé mentale en milieu scolaire Ontario (smho-smso.ca)

Resource List for Parents

Discussion Questions

1. Are there key aspects that parents need to be aware of with respect to these issues and the impact on their children?
2. Are you aware of any additional resources that could be provided to support parents on:
 - a) vaping
 - b) mobile device use
3. What role might Public Health Units play in supporting parents in this space?

Listes de ressources pour les parents

Questions de discussion

1. Y a-t-il des aspects clés dont les parents doivent être conscients en ce qui concerne ces questions et l'incidence sur leurs enfants?
2. Connaissez-vous des ressources supplémentaires qui pourraient être fournies pour appuyer les parents sur les sujets suivants :
 - a) le vapotage
 - b) l'utilisation d'appareils mobiles.
3. Quel rôle les bureaux de santé publique pourraient-ils jouer pour appuyer les parents dans ce domaine?



Ontario Catholic School
Trustees' Association

August 29, 2024

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Michael Bellmore, President

SUBJECT: Trustee Code of Conduct—Mandatory Requirements in Regulation 312/24

As you are aware, the Ministry of Education made changes to the *Education Act* through Bill 98 regarding trustee codes of conduct. They also developed Regulation 312/24 *Members of School Boards—Code of Conduct* that detail the new requirements for Trustee Codes of Conduct. In anticipation of these new requirements, please find attached a document outlining the new mandatory requirements for a Boards Trustee Code of Conduct

(See <https://www.ontario.ca/laws/regulation/240312> for the full regulation).

While we recognize that most Boards have unique requirements in part of their Trustee Codes of Conduct, OCSTA is providing members with additional information to ensure their codes of conduct are compliant with the new regulation.

If you have any questions, or would like additional information please contact me directly or Nick Milanetti at nmilanetti@ocsta.on.ca or Steve Andrews at sandrews@ocsta.on.ca

Michael Bellmore
President

Attachment

/ca



Ontario Catholic School Trustees' Association

MANDATORY TRUSTEE CODE OF CONDUCT

Ontario Regulation 246/18: *Member of School Boards – Code of Conduct* has been revoked and replaced with a new Ontario Regulation 312/24 *Members of School Boards – Code of Conduct* that sets out certain **mandatory** provisions for a code of conduct. A Board's code of conduct may contain additional provisions if the provisions do not conflict with any of the required provisions set out in the new Regulation.

The bold type in the Code of Conduct template reflects the new mandated provisions required to be in the Code of Conduct from the new regulation 312/24.

The template also references Ontario Regulation 306/24 Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct that detail the new role for Integrity Commissioners in the investigation and enforcement process. This Integrity Commissioner led process will come into force on January 1, 2025.

CODE OF CONDUCT:

Integrity and Dignity of Office

- Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
- **When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the board.**
- **When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.**
- Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
- Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.
- Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.

- Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.
- **Avoidance of Personal Advantage and Conflict of Interest**
- **No Trustee shall accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing their duties to the Board, unless**
 1. **the gift is of nominal value,**
 2. **the gift is given as an expression of courtesy or hospitality, and**
 3. **accepting the gift is reasonable in the circumstances.** [If a Board has a policy regarding Trustees receiving gifts, it should be referred to here and that policy cannot conflict with the requirements above as mandated by Regulation 312/24 *Members of School Board – Code of Conduct*]
- A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.
- **No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.**

RESPECT, CIVILITY AND COMMUNICATION

Trustees share in the responsibility of creating a positive working and learning environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Uphold and abide by all Board policies, procedures, protocols and the XX Catholic District School Board;
- Demonstrate honesty and integrity;
- Treat others fairly and with dignity and respect at all times, especially when there is disagreement;
- Employ appropriate language and professionalism in performing their duties as Trustees, and in all matters of communication (oral and written) including email, social media, telephone and face-to-face meetings with staff, parents, other stakeholders and members of the community at large.

COMPLYING WITH LEGISLATION

Trustees shall comply with all Federal and Provincial legislation and any contractual obligations of the Board in conducting the business of the Board. Trustees shall:

- **Every Trustee of the Board shall comply with this Code of Conduct** and uphold the spirit of the Code.
- Familiarize themselves and comply with the duties of Board members as set out in Section 218.1 of the *Education Act* including any applicable regulations, specifically Regulation 312/24.
- Familiarize themselves with duties and/or requirements applicable to them in the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act*, and XX Catholic Board by-laws and policies.

CONFIDENTIALITY

- **No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board.** Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.
- **No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board. [Parent, spouse and child have the same meaning as in Section 1 of the *Municipal Conflict of Interest Act*.]**
- Trustees acknowledge that as part of their duties they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data, inventions, trade secrets or other work produced, developed by or for the Board, confidential student and personnel information, legal matters and opinions.
- Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee. Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to Section 122 of the *Criminal Code*.
- The confidentiality of personal information received in the course of duties shall be respected and protected. Trustees shall keep all information received, including but not limited to, in camera discussions and actions in complete confidence. Information

received shall not be discussed in public where another person not privy to the information could accidentally overhear or read such information.

- A Trustee’s duty of confidentiality survives their term of office.

UPHOLDING DECISIONS OF THE BOARD

- All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- **Each Trustee shall comply with Board policies, procedures, by-laws, and rules of order.**
- Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.
- A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
- The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. **No other Trustee shall act as spokesperson to the public on behalf of the Board unless authorized by the Board.** When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

ENFORCEMENT OF THE CODE OF CONDUCT

- Trustees will at all times conduct themselves in a manner consistent with the Code of Conduct outlined in this policy.
- Only a Trustee can allege that the Board’s Code of Conduct has been breached by another Trustee.
- **No Trustee shall give notice of an alleged breach of the code of conduct if the allegation is frivolous or vexatious or the notice is given in bad faith.**
- **No Trustee shall engage in reprisal or the threat of reprisal against another trustee who gave notice of an alleged breach of the code of conduct or who provides information about an alleged breach to the Integrity Commissioner.**

- Trustees may, in some circumstances, want to respond to inappropriate statements or behavior at a meeting at which the inappropriate conduct takes place. Roberts Rules of Order may assist as Trustees can call for a point of order. The Chair of the Meeting may also call a recess, or caution a Trustee or Trustees about conduct which is contrary to the expectations outlined in the Trustee Code of Conduct.
- If a Trustee also, or instead, wishes to preserve his or her right to subsequently make a complaint in accordance with the Procedures, it may be appropriate to ask the Secretary of the Board to note a particular comment or action in the minutes, or to give the Trustee notice at the meeting that a formal complaint will be forthcoming, noting the conduct and/or comments which are believed to be a breach of the Trustee Code of Conduct.

REVIEW OF THE TRUSTEE CODE OF CONDUCT POLICY

- **The Catholic Board shall review its code of conduct for, among other things, compliance with Ontario Regulation 312/24 and shall pass a board resolution setting out the required changes, or if no changes are required, confirming the code of conduct.**
- **The first review shall be completed within 30 days after this Regulation comes into force.**
- **The second review shall be completed no later than May 15, 2027.**
- **Each subsequent review shall be completed in the fourth year following the previous review and no later than May 15 in that year.**
- **If one or more changes are set out in a board resolution the board shall update its code of conduct to reflect the changes no later than August 31 in the year of the review.**

REFERAL TO THE INTEGRITY COMMISSIONER [TAKES AFFECT JANUARY 1, 2025]

A complaint of trustee conduct that is contrary to this policy shall be addressed in a timely manner according to the Procedures of the board consistent with section 218.3 of the Education Act and Ontario Regulation 306/24 *Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct*.

Notification of Alleged Breach:

1. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board or the Vice Chair if the Chair if the notice is related to the conduct of the Chair. If both are the subject of the notice, then the notice should go to another member of the Board;
2. A copy of the notice should also go to the Director of Education;

3. The notice of the alleged breach should include the following:
 - I. Name and contact information of the trustee alleging the breach;
 - II. The name and contact information of trustee who conduct is the subject of the notice;
 - III. The date the alleged breach;
 - IV. A description of the alleged breach;
 - V. The provision of the code of conduct that was allegedly breached.
4. If the alleged breach cannot be settled by the Board within 20 days, it must be referred to the Integrity Commissioner.
5. Once matter is referred to the Integrity Commissioner, he or she has the authority under section 218.3 (7) of the Education Act to determine the scope of the investigation into the alleged breach.
6. The Integrity Commissioner appointed by a board shall commence an investigation into the alleged breach of the board's code of conduct no later than 14 days after being appointed and shall provide the trustee with the opportunity to respond to the allegations, as well as a right of reply, where appropriate.
7. The integrity commissioner shall make a determination with respect to a complaint of an alleged breach no later than 90 days after commencing the investigation, unless the integrity commissioner notifies the board and the member who is the subject of the complaint that an extension is necessary and of the reasons for the extension.

POTENTIAL SANCTIONS THE INTEGRITY COMMISSIONER MAY IMPOSE:

1. Censure of the member.
2. Requiring the board to reduce the member's honorarium by a maximum of 25% of a trustee's base and enrollment amount for the year [under O. Reg 357/06 to be amended] requiring the member to return any excess already paid to the member and authorizing the board to recover the excess from the member.
3. Barring the member from attending all or part of one or more meetings of the board or one or more meetings of a committee of the board, for the period of time specified by the integrity commissioner up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
4. Barring the member from sitting on one or more committees of the board, for the period of time specified by the integrity commissioner, up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
5. Barring the member from becoming the chair or vice-chair of the board or of any committee of the board, or removing the member from any of those positions.
6. Barring the member from exercising the privileges of a board member or acting as a board representative, or removing the member from a position the member holds as a board representative.

7. Subject to any other limits set out in paragraphs 1 to 6, any other sanction that, in the opinion of the integrity commissioner, is reasonable and appropriate in the circumstances.

8. Subject to any other limits set out in paragraphs 1 to 6, any other sanction that, in the opinion of the integrity commissioner, would promote compliance with the board's code of conduct.

APPEAL PROCESS:

- Either the board or the member whose conduct was the subject of the integrity commissioner's determination may appeal the determination, the sanctions imposed, or both, and the board and the Trustee are the parties to such an appeal.
- The trustee has 15 days to provide written notice to appeal the determination of the Integrity Commissioner;
- The appeal shall be heard by a panel of three integrity commissioners appointed by the Deputy Minister or his or her delegate within 15 days of having received the appeal application, but the panel shall not include the integrity commissioner whose determination is the subject of the appeal.
- One of the Integrity Commissioners on the panel shall be appointed by the panel to act as chair and co-ordinate the hearing of the appeal;
- The chair of the panel will notify the parties to the appeal process and the requirements of the process;
- The panel will hear the appeal in writing only;
- The trustee appealing the Integrity Commissioners ruling regarding the breach of the trustee code of conduct will provide written submissions to the panel and the Integrity Commissioner who found the trustee in breach of the code within 20 business days after receiving notice that the panel has been appointed;
- The board's Integrity Commissioner will provide a written submission to the panel and the trustee within 20 business days after receiving the trustees' submissions;
- The trustee will provide the panel a written reply to the Integrity Commissioners submission within 10 business days after receiving the Integrity Commissioners submission;
- The chair of the panel may extend the timelines at the written request of one of the parties to the appeal; a copy will be sent to the Deputy Minister of Education.
- The panel will meet to consider the appeal in person or via electronic means;

Panel Decisions:

The panel may

- Define or narrow the scope of the appeal
- Limit length of submissions from the parties
- Make interim decisions and orders
- On its motion, dismiss an appeal as frivolous or vexatious or commenced in bad faith

- The panel’s decision regarding dismissal on the ground of it being frivolous or vexatious or made in bad faith is final;
- The chair of the panel will notify the parties to the appeal of its decision on the above matters;
- Final decision: the panel will provide its decision and reasons, including any dissent, to the parties within 30 days after receiving the Integrity Commissioners submission. The panel will provide the Deputy Minister a copy of the decision.

INTRODUCING *LEVEL UP!*

An Ontario-wide multi-day career fair connecting students with the best in skilled trades professionals.

Discover the potential of a career in the skilled trades with hands-on experiences, interactive exhibits, and mentorship from real industry experts and representatives from businesses, associations, post-secondary institutions, and more!

Join us at *Level Up!* Skilled Trades 2024

EVENT SCHEDULE

COBOURG COMMUNITY CENTRE 750 D'Arcy St, Cobourg, ON K9A 0G1	September 12 9a.m. – 2 p.m.
ESSA AGRIPLEX 7505 10th Line, Barrie, ON L0L 2N0	September 17 9a.m. – 2 p.m.
THE AUD 400 East Ave, Kitchener, ON N2H 1Z6	September 19 9a.m. – 2 p.m.
THE MACHINE SHOP 83 Huron St, Sault Ste. Marie, ON P6A 5P4	September 24 9a.m. – 2 p.m.
CANADIAN LAKEHEAD EXHIBITION 425 Northern Ave, Thunder Bay, ON P7C 2V7	September 26 9a.m. – 2 p.m.
SUDBURY COMMUNITY ARENA 240 Elgin St, Sudbury, ON P3E 3N6	October 2 9a.m. – 2 p.m.
NORTHERN COLLEGE (TIMMINS CAMPUS) 4715 Highway 101 East, South Porcupine, ON P0N 1H0	October 4 9a.m. – 2 p.m.



CORNWALL CIVIC COMPLEX

100 Water St E, Cornwall, ON K6H 5T9

October 8

9a.m. – 2 p.m.

EY CENTRE

4899 Uplands Dr, Ottawa, ON K1V 2N6

Day 1: October 10

9a.m. – 2 p.m.

Day 2: October 11

9a.m. – 2 p.m.

NIPISSING UNIVERSITY

100 College Dr, North Bay, ON P1B 0A4

October 16

9a.m. – 2 p.m.

TRIBUTE COMMUNITIES CENTRE

99 Athol St E, Oshawa, ON L1H 1J8

Day 1: October 22

9a.m. – 2 p.m.

Day 2: October 23

9a.m. – 2 p.m.

Day 3: October 24

9a.m. – 2 p.m.

LASALLE EVENT CENTRE

970 Front Rd, LaSalle, ON N9J 1Z9

October 29

9a.m. – 2 p.m.

WESTERN FAIR DISTRICT AGRIPLEX PAVILION

845 Florence St, London, ON N5W 3V9

Day 1: November 12

9a.m. – 2 p.m.

Day 2: November 13

9a.m. – 2 p.m.

NIAGARA FALLS CONVENTION CENTRE

6815 Stanley Avenue, Niagara Falls, ON L2G 3Y9

Day 1: November 20

9a.m. – 2 p.m.

Day 2: November 21

9a.m. – 2 p.m.

INTERNATIONAL CENTRE HALL 2

6900 Airport Rd, Mississauga, ON L4V 1E8

Day 1: November 26

9a.m. – 2 p.m.

Day 2: November 27

9a.m. – 2 p.m.

Day 3: November 28

9a.m. – 2 p.m.

