



Regular Board Meeting

Tuesday, December 17, 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.
Jenny Leahy, Board Vice-chairperson.
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 November 26, 2024, Regular Board Meeting. **Page 5**
7. Business Arising Out of the Minutes.

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

1. Report from the Director of Education, Stephen O'Sullivan.

2. Report from the Student Trustees: Claire Heitzner, Senior Student Trustee and Carter Peios, Junior Student Trustee.
3. Report from the Manager of Communications, Galen Eagle.
Highlights of System Achievements.

C. Presentations:

1. Ensuring Equity: Student Presentation – Braiding Diversity.
Sheila Piggott, Superintendent of Learning, Jill Barker, Principal, St. Mary Catholic Secondary School, and students from St. Mary Catholic Secondary School.
2. R.A. Building a Community that Accompanies: Director’s Annual Report, 2023-2024.
Stephen O’Sullivan, Director of Education. R.A.: Page 17

D. Programs and Services:

1. R.A. Student Excursions. R.A.: Page 18
 - a. St. Mary Catholic Secondary School excursion to Italy, March 5 to March 15, 2026. Details: Page 19
Sheila Piggott, Superintendent of Learning.
 - b. St. Mary Catholic Secondary School excursion to New York City, USA, April 9 to April 13, 2025. Details: Page 19
Sheila Piggott, Superintendent of Learning.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees’ Association (OCSTA) Open Session Report.
Kevin MacKenzie, Board Chairperson.
2. R.A. Borrowing Resolutions for Operating Line of Credit and Short-Term Financing of Construction Projects. R.A.: Page 93
Sean Heuchert, Superintendent of Business, Finance and Facilities Services. Report: Page 94
3. R.A. Trustee Professional Development, Ontario Catholic School Trustees’ Association (OCSTA) Annual General Meeting and Conference and OCSTA/OCSBOA Business Seminar, May 1-3, 2025. R.A.: Page 99
Kevin MacKenzie, Board Chairperson.

F. Human Resources:

1. R.A. Semi-Annual Report from the Joint Health and Safety Committee. **R.A.: Page 100**
Darren Kahler, Superintendent of Human Resource Services. **Report: Page 101**

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Kevin MacKenzie, Board Chairperson.
2. Committee Reports.
 - a. First Nation Métis and Inuit Advisory Committee, December 10, 2024.
 - b. Special Education Advisory Committee, December 12, 2024.
3. Ontario Catholic School Trustees' Association and Ministry Information Items.
 - a. November 15, 2024 – Together in Faith – Journey through Advent Resource **Page 106**
 - b. November 21, 2024 – 2025 Trustee Award of Merit **Page 107**
 - c. November 22, 2024 – OCSTA Responds to Canada-Ontario National School Food Program Agreement. **Page 119**
 - d. November 22, 2024 – 2025 Student Trustee Alumni Award **Page 121**
 - e. November 28, 2024 – December 2024 – CEW 2025, Together in Faith Bulletin **Page 124**
 - f. December 12, 2024 – OCSTA 2024 Short Video Contest Voting **Page 137**
 - g. December 12, 2024 – OCSTA Annual General Meeting and Conference Package **Page 139**

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, January 28, 2025, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
2. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, Monday, January 13, 2025, 5:30 p.m.
 - b. Committee-of-the-Whole, Monday, January 13, 2025, 6:30 p.m.
 - c. Policy Development Committee, January 21, 2025, 6:30 p.m.
3. Other Committee Meetings: (Listed in chronological order.)
 - a. STSCO Governance Committee, January 8, 2025, 3:00 p.m.
 - b. Catholic Parent Engagement Committee, January 16, 2025, 6:30 p.m.
 - c. Special Education Advisory Committee, January 23, 2025, 1:00 p.m.
 - d. Faith and Equity Committee, February 13, 2025, 6:30 p.m.
 - e. Student Council Liaison Committee, February 25, 2025, 4:15 p.m.
 - f. Accessibility for All Committee, February 27, 2025, 1:00 p.m.
 - g. First Nation Métis Inuit Advisory Committee, March 18, 2025, 6:30 p.m.
 - h. French as a Second Language Advisory Committee, April 1, 2025, 4:30 p.m.
 - i. Audit Committee, TBA.
 - j. SAL Committee, TBA.
4. Board Events: (Listed in chronological order.)
 - a. Ontario Catholic School Trustees' Association 2025 Catholic Trustees Seminar, Delta Hotels by Marriott, Toronto Airport & Conference Centre, Toronto.
 - b. Ontario Catholic School Trustees' Association 2025 Annual General Meeting and Conference, Hilton Toronto/Markham Suites Conference Centre, Markham.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, December 17, 2024.
2. Closing Prayer.
Loretta Durst, Trustee.
3. Adjournment.



Minutes

The Minutes of the Open Session of the Regular Board Meeting, held on Tuesday, November 26, 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, Claire Heitzner (Senior Student Trustee), Jenny Leahy, Kevin MacKenzie (Chairperson), Mary Ann Martin (online), Carter Peios (Junior Student Trustee) (online), and Kathleen Tanguay(online).

Administration – Jeannie Armstrong, Jonathan Di Ianni, Galen Eagle, Sean Heuchert, Stephen O'Sullivan, 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 6:32 p.m. and he welcomed guests in attendance in person and guests who were joining the meeting online by Google Meet. The Chairperson gave a special welcome to Jennifer DeMaeyer, Principal representative from St. Paul Catholic Elementary School in Lakefield.

1. Examen and Opening Prayer

Kevin MacKenzie, Board Chairperson invited Trustee Loretta Durst to open the meeting with prayer.

2. Land Acknowledgement

The Board Chairperson, Kevin MacKenzie, gave a land acknowledgment to respectfully recognize that the land we gather on is the treaty and traditional territory of the Michi Saagiig Anishinaabeg.

3. Singing of the National Anthem

The National Anthem was sung.

4. Approval of the Agenda

MOTION: Moved by Loretta Durst, seconded by John Connolly
that the agenda be approved with the addition of item I.1, OCSTA
AGM Resolution Proposal.

Carried.

5. Declarations of Conflicts of Interest

There were no conflicts of interest declared.

6. Approval of the Minutes

a. Approval of the minutes from the October 29, 2024, Regular Board Meeting.

MOTION: Moved by Loretta Durst, seconded by Jenny Leahy
that the minutes of the October 29, 2024, Regular Board Meeting
be approved.

Carried.

b. Approval of the minutes from the November 19, 2024, Annual Board Meeting.

MOTION: Moved by Jenny Leahy, seconded by John Connolly
that the minutes of the November 19, 2024, Annual 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:

- Congratulations were extended to Kevin MacKenzie and Jenny Leahy who were elected and acclaimed the Chairperson and Vice-chairperson of the Board of Trustees, respectively.
- Congratulations were also extended to the rest of the trustees for their roles on various committees.
- The Trustees were thanked for their dedication and commitment to the governance of the board.
- The status of the recent structural assessment of the concrete roof of Notre Dame Catholic Elementary School. Approximately one third of the building is closed off to use. The classrooms in the part of the building that has been deemed unfit for use have been moved to another part of the building which has been confirmed as safe. The resilience of the students and staff in the face of the urgency of the situation was commended. The board will continue to provide updates through the board's website and will work closely with the Ministry of Education and local political leaders to ensure that attention and a solution is being addressed.
- Met with colleagues from across the province at a meeting of the English Catholic Council of Ontario Directors of Education (ECCODE).
- Engaged in professional learning with Bishop Bergie, which was presented by OCSTA and was focused on the upcoming Jubilee Year.
- Discussed local issues which are impacting Catholic Education with local MPP David Smith and coterminous Director of Education Rita Russo from Kawartha Pine Ridge School Board.
- On Take Your Kids to Work Day on November 6, my son, Jack, joined me at the Catholic Education Centre and visited a school to find out about working as an educator in Catholic Education.
- Thanked the schools which the Director visited during the month of November. In all, nineteen schools in all four regions of the board hosted a school visit from the Director, including a 'Good News Assembly' at St. Mary Catholic Elementary School, Grafton.
- Each of the Superintendents were recognized for their recent departmental accomplishments.
- The joyful anticipation of the season of advent is filled with the hope and the promise of Christ coming and to carry that light into our work in Catholic Education.

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

2. Report from the Student Trustees.

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

- At St. Stephen Catholic Secondary School, the girls basketball team won the LOSSA gold medal, the Student Council held a Christmas Ball Semi-formal and hosted the Board's LINK Leader Conference.
- At Holy Trinity Catholic Secondary School, there were events to inform students about Careers in the Trades and Specialist High Skills Major program. Gr 9 students participated in Take your Kids to Work Day and the Business classes have been preparing for the Annual Christmas Market. Poet Nadine Williams was a guest to talk about her poem, The Fabric of our Being and the quilt project.
- St. Thomas Aquinas Catholic Secondary School students have been working on their "Be an Angel" campaign to benefit the community supporting the less fortunate. A highlight is the charity volleyball tournament final which faces off the winning team against school staff members.
- St. Peter Catholic Secondary School celebrated safe schools' week with lunch-time intramurals, board games and activities to promote inclusion. The upcoming Terry Fox assembly will reward the hard work of fundraising with staff members agreeing to incentives like makeovers, leg waxing, dance routines and more.
- The Holy Cross Catholic Secondary School community has been celebrating the senior boys' football OFSAA gold medal in Windsor, ON with most of the school watching the game and cheering them on from Peterborough. A 'Week of Wellness' was held promoting student well-being and Gr 11 and 12 students attended Trent University for an open house to explore its post-secondary opportunities.
- St. Mary Catholic Secondary School students enjoyed a carnival-themed semi-formal dance and celebrated athletic success by the girls' rugby and the boys' soccer teams. The annual Christmas Hamper fundraiser has commenced promoting the giving spirit.
- The student trustees expressed their appreciation for the opportunity to attend the OSTA AECO Fall General Meeting which provided an opportunity to meet other student trustees and take part in professional development opportunities.
- The choir from St. Joseph Catholic Elementary School in Bowmanville, will be singing the national anthem at an upcoming Oshawa Generals' game.

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

3. Report from the Communications Department.

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

- St. Stephen Catholic Secondary School hosted a LINK student conference for all PVNC Catholic secondary schools.
- The results from the Annual Board meeting were shared, highlighting Chairperson Kevin MacKenzie's re-election.
- A deep learning project from St. Teresa Catholic Elementary School and St. Patrick Catholic Elementary School.
- The installation of an accessible playground at St. Joseph Catholic Elementary School, Douro.
- Nadine Williams' visit to Good Shepherd Catholic Elementary School. Nadine is an author, poet, and educator who introduced a special project called 'The Fabric of Our Being' which will have the Good Shepherd CES community contribute to a quilt that is part of the project.
- St. Thomas Aquinas Catholic Secondary construction technology students have collaborated on a project of building a shed for St. Luke Catholic Elementary School.
- The trustees viewed a video story about St. Pope John Paul II Catholic Elementary School students who created Christmas cards for a local long-term care home to bring cheer to the elderly.

At the conclusion of the report, Galen Eagle invited questions and comments from the trustees. There was a query about the distribution of the newsletter, and it was noted that the PVNC Catholic Inspires newsletter is used as an internal communication for employees.

C. Presentations:

1. Providing Excellence in Teaching and Learning: Deep Learning.

Principal of Information Technology, Frank Bradica delivered a slide deck presentation about the Deep Learning program at PVNC Catholic.

The gradual release model of the program was explained with PVNC Catholic now being in the second year of helping principals to implement deep learning in their schools. In the first year, there was a group of eleven schools taking part and in the second year an additional nine schools joined the program.

The program consists of opportunities to meet and network with the other principals and then take the learning back for in-school professional development and an implementation phase.

Frank Bradica explained the four design elements: learning environments, leveraging digital, pedagogical practices and learning partnerships and the goal of using all four elements, building curiosity and interest in schools.

Community partnerships and the incorporation of Indigenous learning were highlighted with examples of projects throughout the system. It was noted how deep learning is benefitting both the students and educators and how it fits with the strategic priorities and the Catholic Board Improvement Plan for Student Achievement and Well-being.

At the conclusion of the presentation, the trustees were invited to ask questions which were answered by Frank Bradica.

D. Programs and Services:

1. Math Achievement Action Plan.

Superintendent of Learning Jeannie Armstrong explained that as per the Ministry of Education requirements, the Board's 2024-2025 Math Achievement Action Plan has been shared with the Board of Trustees and necessitates a board motion to receive the report. The trustees were invited to ask questions which were answered by Superintendent Armstrong.

MOTION: Moved by John Connolly, seconded by Loretta Durst
that the Board receive the 2024-2025 PVNCCDSB Board Math
Achievement Action Plan for information.

Carried.

E. Business, Finance and Governance:

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

Chairperson Kevin MacKenzie reviewed communications that were received from OCSTA during the month which were distributed to the trustees. The information included an invitation to participate in research, the Ontario news release regarding efforts to combat bullying and support student mental health, information about the Minister's Advisory Council on Special Education, notices of upcoming events, and the OCSTA's response to the School Food Program Agreement recently made.

2. Approval of Member Appointment to the Special Education Advisory Committee.

MOTION: Moved by Kathleen Tanguay, seconded by Jenny Leahy
that Kate Long, Special Education Advisory Committee Volunteer
for Autism Ontario, be approved as a member of the Special
Education Advisory Committee for the remaining term of
November 15, 2022, to November 14, 2026.

Carried.

3. Recommended Actions from the Committee-of-the-Whole, November 11, 2024: 2023-2024 Variance Report and 2023-2024 Accumulated Surplus/Deficit Report.

MOTION: Moved by John Connolly, seconded by Loretta Durst
that the Board received the Variance Report for the 2023-2024
fiscal year; and,
that the Board receive the accumulated surplus transfers as
detailed in the 2023-2024 Details of Accumulated Surplus/Deficit
Report.

Carried.

4. Recommended Action from the Audit Committee, November 14, 2024: Annual Report from the Audit Committee, Regional Audit Committee, and Consolidated Financial Statements.

MOTION: Moved by Loretta Durst, seconded by John Connolly
that the following recommended actions from the Audit Committee
meeting held on November 14, 2024, be adopted:

- a) that the 2023-2024 annual report of the Audit Committee be received.
- b) that the Regional Internal Audit Team update, dated November 14, 2024, be received.
- c) that the Consolidated Financial Statements, presented by Baker Tilly, be received.

Carried.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

1. OCSTA AGM Resolution Proposal.

Trustee Kathleen Tanguay brought forward concerns about the way in which students are serviced by various Ministries such as the Ministry of Health and the Ministry of Children's Services in concert with the Ministry of Education, noting gaps in which students are waiting many months and sometimes years for service.

Trustee Tanguay is seeing the invitation from the Ontario Catholic School Trustees' Association (OCSTA) to submit AGM resolution proposals as an opportunity to propose that ministries work more collaboratively to pinpoint gaps in community services and use schools as community hubs to service students needing resources from various ministries and community agencies.

Further research and consultation will be required, which could include the Special Education Advisory Committee and senior administration, to develop a proposed resolution for approval at the end of January. It was noted that the deadline for submission to the OCSTA is February 7, 2025. The trustees agreed that this was an area of interest to be further discussed at the next Committee-of-the-Whole meeting.

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.

Board Chairperson, Kevin MacKenzie thanked Vice-chairperson Jenny Leahy for taking the position of Chair at the last board meeting.

Kevin MacKenize reported that he and the trustees were honoured to celebrate board's retirees from 2023-2024 on November 8th at the Annual Retirement Dinner. He was also

in attendance at the Holy Trinity Celebration of Learning assembly to commend students on their excellence in achievement which included Student Trustee Carter Peios receiving a Music Award.

The Minister of Education, Jill Dunlop, held a videoconference call with Directors and School Board Chairpersons from across Ontario to speak about accountability, transparency and expectations about discretionary funds. Chairperson MacKenzie welcomes the proposed audit by the province and stated his pride in the diligence in the board's fiscal responsibility at PVNC Catholic.

Kevin MacKenzie wished the trustees well in their third year of their four-year term as they continue their important work in Catholic education. At the conclusion of his report Mr. MacKenzie wished God's blessings upon the students and staff of PVNC Catholic.

2. Committee Reports:

a. French as a Second Language Advisory Committee, November 5, 2024.

Trustee Jenny Leahy gave an overview of the topics discussed at the French as a Second Language Advisory Committee meeting held November 5, 2024, which included a summary of the training that FSL teachers has received and a review of funding that is designated to FSL. Hiring of qualified French teachers continues to be a challenge for the board.

b. Audit Committee, November 14, 2024.

Trustee Loretta Durst summarized the Audit Committee meeting which included board motions which were covered earlier in the meeting. Trustee Durst highlighted the topics on which the board will be audited by the Regional Audit team this year which can be found in the report that was provided.

c. Special Education Advisory Committee, November 21, 2024.

Trustee Kathleen Tanguay reported that the letter to the Minister of Education which was approved by the board at the October Board meeting has now been delivered. Trustee Tanguay also reported that the SEAC committee heard a presentation entitled 'Augmenting Communication for Students' which was presented by the Speech Language Pathologists and Dr. Cynthia Chan Reynolds.

d. Catholic Parent Engagement Committee, November 21, 2024.

Trustee Kathleen Tanguay reported on the Catholic Parent Engagement Committee meeting that took place on November 21, 2024. It was reported that Tom O'Grady, Manager of Facilities Services gave a presentation on playground maintenance, installation, and inspection requirements. Principal Julianne Charette also gave a

presentation on human trafficking prevention and the education through the health curriculum and work being done in partnership with community agencies.

The committee continues to discuss how it will spend the funding for parent engagement and are investigating a guest speaker and engagement to help parents begin to develop school play spaces.

3. Ontario Catholic School Trustees' Association Information Items:

- a. October 28, 2024 – OCSTA AGM Resolutions Information Package
- b. October 29, 2024 - OCSTA Past President Patrick Daly Receives CEFO Award.
- c. October 30, 2024 – Catholic Education Pilgrims of Hope Bulletin for November 2024.
- d. November 6, 2024 – Continuing Professional Education for School Trustees – Research Initiative.
- e. November 7, 2024 – OCSTA Catholic Education Leadership Speaker Series: A Return to Rome for Part II of the XVI Synod of Bishops – Reflections & Insight Presented by Linda Staudt, Canadian Lay Delegate, Diocese of London.
- f. November 18, 2024 – Catholic Education Week Resources.

L. Future Meetings and Events:

1. Board Meetings:

- a. Regular Board Meeting Open Session, December 17, 2024, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

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

- a. Chairperson's Committee Meeting, December 9, 2024, 5:30 p.m.
- b. Committee-of-the-Whole Meeting, December 9, 2024, 6:30 p.m.
- c. Policy Development Committee Meeting, January 21, 2025, 6:30 p.m.

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

- a. First Nation Métis Inuit Advisory Committee, December 10, 2024, 6:30 p.m.
- b. Special Education Advisory Committee, December 12, 2024, 1:00 p.m.
- c. Student Council Liaison Committee, December 17, 2024, 4:15 p.m.
- d. STSCO Governance Committee, January 8, 2025, 3:00 p.m.

- e. Catholic Parent Engagement Committee, January 16, 2025, 6:30 p.m.
- f. Faith and Equity Advisory Committee, February 13, 2025, 6:30 p.m.
- g. Accessibility for All Committee, February 27, 2025, 1:00 p.m.
- h. French as a Second Language Advisory Committee, April 1, 2025, 4:30 p.m.
- i. Audit Committee, TBA
- j. Supervised Alternative Learning Committee, TBA

4. Board Events:

- a. Ontario Catholic School Trustees' Association 2025 Catholic Trustees Seminar, Delta Hotels by Marriott, Toronto Airport & Conference Centre, Toronto.

M. Conclusion:

1. Report from the Regular Board Meeting, In-camera Session, held November 26, 2024.

MOTION: Moved by Jenny Leahy, seconded by
that the Board approve the actions and the discussions arising
from the Regular Board Meeting, In-camera session, held on
November 25, 2024, as follows:

- A. Call to Order:
 - 1. Opening Prayer.
 - 2. Motion for the Approval of agenda.
 - 3. No conflicts of interest were declared.
 - 4. Approval of the minutes of the October 29, 2024, Regular Board Meeting, In-camera session.
- D. Business, Finance and Governance:
 - 1. OCSTA In-camera Report.
- I. Conclusion:
 - 1. Closing Prayer.
 - 2. Motion to convene in open session.

Carried.

2. Closing Prayer.

The Board Chairperson, Kevin MacKenzie, invited Trustee Kathleen Tanguay to lead the closing prayer to end the meeting.

3. Adjournment

MOTION: Moved by John Connolly, seconded by Jenny Leahy
that the open session meeting be adjourned at 7:59 p.m.

Carried.

Kevin MacKenzie
Board Chairperson

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

DRAFT

Director's Annual Report.

R.A. that the Director's Annual Report for 2023-2024 be received by the Board and submitted to the Ministry of Education, as required.

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 Italy, from March 5 to March 15, 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.

D.1 b) that the proposed St. Mary Catholic Secondary School International Excursion to New York City, New York, USA, from April 9 to April 13, 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.



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, D. Quemby, T. Linehan, S. Carmichael	
Destination: Italy	Mode of Transportation: Airplane, Motorcoach, Subway
Grade/Course: 11&12/Boys Rugby Team	Date of Submission: October 7, 2024 <u>October 15, 2024</u>
Departure Date: Thursday, March 6, 2026 <u>March 5, 2026</u>	Return Date: Sunday, March 15, 2026
Number of Students: boys: 30 girls: 0	Number of Adult Supervisors: female: 0 male: 4
Name of Travel Agent: Lent Travel	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$3200	

Summary of Proposed Activity: 10 day tour of Italy. Visiting various religious, historical and cultural sights, as well as full immersion into the local culture. Meeting peers from local and international teams and schools, playing 3 matches against school and club teams. Attending a 6 Nations International rugby match.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights, including St. Peter's Basilica, Vatican Museum, Colosseum, Roman Forum, Pompeii, Florence Duomo, Tower of Pisa, Siena, St. Mark's Basilica, Venice Canals, Milan Duomo

Estimated Cost for Entire Group: \$96,000		Anticipated Sources of Revenue:	
Accommodation/Coach Bus	\$38,500	School Accounts	\$0
Travel (airfare)	\$51,000	School Fund-raising	\$0
Cost of Supply Teachers	\$0	Student/Parent share	\$96,000
Meals	\$0	Other:	\$0
Programs/Materials	\$6500	Other: Teacher contributions, if applicable	\$0
Other	\$0		
Total	\$96,000	Total	\$96,000

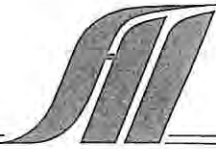
It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

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

- | | |
|--|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) <input checked="" type="checkbox"/> Contract Information <input checked="" type="checkbox"/> Additional Medical Coverage needs considered <input checked="" type="checkbox"/> History of Excursion – number of years: <u>20</u> <u>CRB</u> <input checked="" type="checkbox"/> Certification required by staff attending: <u>RUBBY I, GIBBY</u> <input checked="" type="checkbox"/> Educational objectives stated <u>AID</u> | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Information and consent letter to parents <input checked="" type="checkbox"/> Liability waivers signed <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided <input checked="" type="checkbox"/> Passports (if required) <u>with GET ONLY LIST IS CONFIRMED</u> |
|--|---|

COMPLIANCE WITH OPEHA GUIDELINES FOR HIGH CARE ACTIVITIES

<p style="text-align: center;"><u>Greg Conway</u> Teacher Signature</p> <p style="text-align: center;"><u>D. Quemby</u> Principal Signature</p> <p style="text-align: center;"><u>Shirley Scott</u> Superintendent Signature</p>	<p style="text-align: center;"><u>Oct 7/24</u> Date</p> <p style="text-align: center;"><u>Oct 8/24</u> Date</p> <p style="text-align: center;"><u>Dec 5/24</u> Date</p>
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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

15th
October 7th, 2024

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

Dear Ms. Piggott,

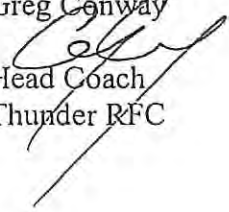
Enclosed is a proposal for the St. Mary's Secondary School Boys Rugby Team tour of Italy from March 5-15th, 2026. Please review the proposal as submitted for approval at the next Regular Board Meeting.

This will be the eighteenth such tour for the Boys Rugby Program in the last 20 years. In 2004, the team toured the island nation of Bermuda. 2006 saw the Thunder visit London and Paris. In 2008, 2010 and 2018, the team ventured to Oahu, Hawaii. In 2012 & 2015, the team toured Scotland and England and in March of 2014 the team toured Barbados. We have also toured NYC in April 2011, 2013, 2015, 2017, 2019 and 2023 – and if approved, this April 2025. In March of 2024, the team visited England, France & Wales.

These tours were an excellent opportunity and experience for both the players and coaches. The coaching staff for the proposed tour of Italy will be comprised of Greg Conway, Tim Linehan, Drew Quemby and Shawn Carmichael.

Our intent is to present the tour to the players immediately upon approval. Should you have any questions or require additional information regarding the proposal, feel free to contact me at (905) 372-4339 x254 at your earliest convenience.

Yours truly,
Greg Conway


Head Coach
Thunder RFC

St.Mary's Thunder RFC
RUGBY TOUR OF ITALY 2026

The St. Mary's Boys Rugby Team will have the opportunity to travel to Italy over March Break of 2026. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of rugby, experience first-hand the vast history of Italy, and connect first-hand with the origins of the Roman Catholic Church.

Itinerary: Friday, March 6th – Sunday, March 15th (overnight flight March 5th)

- Day 1* Depart Toronto and fly overnight to Rome, Italy. We will transfer to our hotel in Central Rome. Afternoon walking tour of Piazza Navona, Trevi Fountain and the Spanish Steps. Dinner in Piazza Navona.
- Day 2* This morning we will explore Ancient Rome – visiting the Colosseum, Roman Forum and Palatine Hill. We will have lunch in the piazza beside the Pantheon. This afternoon we will cheer on Italy in their 6-Nations rugby match at the Olympic Stadium. Dinner nearby the hotel.
- Day 3* This morning we will attend mass at St. Peter's Basilica in Vatican City. If luck is on our side, it will be a Papal Mass! The remainder of the morning will be spent exploring the Vatican Museum, including a visit to the Sistine Chapel. This afternoon we will play our first rugby match against a local School or Rugby Club. Dinner to follow with both teams.
- Day 4* Today we will board our coach bus and travel south for a day trip to the ancient ruins of Pompeii. We will tour the archaeological park, seeing the Forum, the Amphitheatre, the Villa of the Mysteries, etc. Lunch in Pompeii. Late afternoon return to Rome. Dinner in Piazza Navona.
- Day 5* This morning we transfer from Rome to beautiful Tuscany and the city of Florence. After checking into our hotel, we will spend the day exploring the historic city center – Duomo, Santa Croce, Ponte Vecchio and the Piazza della Signoria. Dinner in piazza Santa Croce.
- Day 6* Today we board the train for the short ride to Pisa. We will explore the famous Leaning Tower before strolling the town center for lunch. This afternoon we will play our second rugby match against a local School or Rugby Club. Dinner likely to follow with both teams.
- Day 7* Today we will depart by coach bus for another famous Tuscan town – Siena. We will explore this beautiful hilltop town, visiting the Cathedral, the Piazza del Campo and climbing the bell tower of the Palazzo Pubblico. Late afternoon return to Florence. Dinner in Piazza della Signoria.
- Day 8* This morning we will transfer from Florence to the beautiful city of Venice. After dropping our bags at the hotel, we will wander the stunning city center, visiting its many famous landmarks – Piazza San Marco, St. Mark's Basilica, Doge's Palace and the Rialto Bridge. This afternoon we will play our third rugby game in nearby Treviso against a local School or Rugby Club. Dinner likely to follow with both teams.
- Day 9* Today we will pack up and transfer from Venice to Milan. Along the way we will stop in historic Verona and visit the Roman Colosseum – the Arena di Verona. Continuing on to Milan, we will check-in at our airport hotel and venture into the city. We will explore the beautiful Duomo and climb to the rooftop viewpoint before getting in some last minute shopping and dinner.
- Day 10* Transfer to Milan Airport for return flight to Toronto.

Approximate cost per player: \$3200.00 CDN, which includes:

- Return Airfare from Toronto to Rome, Italy with return via Milan, Italy.
- Motor Coach for travel in Italy
- 9 nights hotel accommodation in Rome, Florence, Venice and Milan.
- Tickets to 6 Nations game in Rome
- Day Trips to Pompeii, Pisa, Siena and Verona
- Entrance to all attractions
- Arrangement of fixtures
- Bus to Pearson International Airport

*** Comprehensive travel medical and cancellation insurance must be purchased. This is an additional cost.**

The coaching staff is committed to assisting players in fund-raising over the next several months. This is a main reason for getting trip approval over 16 months in advance. Parents who wish to organize fundraising events are encouraged to contact the coaches prior to commencing any such activity.

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

A minimum NON-REFUNDABLE deposit \$500 is due November 1st to purchase match tickets and reserve hotel space and airfare. If the trip were not to run due to lack of numbers, you obviously would receive the deposit back! The remaining balance will be paid in installments and is to be paid in full by February 1st, 2026.

Rest assured that this will not only be a rewarding and exciting experience, but also a safe one. Italy is a safe and relaxing vacation spot for thousands of tourists each year. The coaching staff for the tour will consist of 4 staff members, all with 25+ years teaching experience. All staff will be certified in CPR and First Aid.

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

PERMISSION

I consent to my son, _____, participating in the St. Mary Boys Rugby Tour of Italy from March 5th – 15th, 2026.

Signature of Parent/Guardian

Date: _____

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

Sincerely,

Greg Conway
Thunder Boys Rugby Coach

ST.MARY'S BOYS RUGBY TOUR PROPOSAL

TOUR AGREEMENT INFORMATION

The tour will run *for 10 days/9 nights from March 5-15th, 2026.*

Our Travel Agency details are:

John Beauchamp
Lent Travel
Port Hope, Ontario
TICO #1712313
lentr@eagle.ca

John Beauchamp is extremely well respected in the travel industry. Lent Travel has organized our Girls Rugby and Volleyball Tour to Hawaii this coming March, and we have been more than satisfied with the experience!

We will be staying at the Hotel Meininger Roma Termini (Rome), Plus Florence hotel (Florence), Hotel Guerrini (Venice) and Moxy Milan Linate Airport Hotel (Milan). All are very centrally located and a short walk to many sights. **THERE ARE NO POOLS AT THE HOTELS.**

Our matches will be sanctioned by Rugby Canada and the IRU.

We will travel via coach bus while in Italy, as well as the subway (Rome & Milan) and train (Pisa & Siena from Florence).

We will also walk to many sights in each city.

EDUCATIONAL OBJECTIVES

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

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to Italy, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians. They will also experience the daily activities of citizens from another country unlike their own back in Canada.
3. Comparing the educational systems of differing countries. By visiting a local secondary school, the boys will experience first hand the vastly different educational system of Italy.
4. Historical Impact. The boys will be immersed in a culture rich in history. From St. Peter's Basilica, Vatican Museum, Colosseum and the Roman Forum, to the ruins of Pompeii, beauty of Florence, the leaning Tower of Pisa, and finishing at St. Mark's Basilica and the canals of Venice, the boys will experience first hand religious and historical events they could only have read about back home.

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$3200 CAD. We also plan to include a Tour Kit, including bag, jersey and T-shirt, which will be sponsored and not raise the price. This price includes:

- Return Airfare from Toronto to Rome, Italy. Return via Milan, Italy.
- Airport transfers in Toronto, Rome and Milan.
- 9 nights hotel accommodation in Rome, Florence, Venice and Milan.
- Metro passes for travel in Rome
- Tickets to 6 Nations International Rugby Match in Rome
- Entry fees to all attractions
- Arrangement of fixtures
- Train return from Florence to Pisa and Siena.
- Tour Kit
- Bus to Pearson International Airport

INSURANCE

Old Republic Insurance Company of Canada – through Lent Travel.
\$124 per person includes Travel Medical and Trip Cancellation (including CFAR).

SUPERVISION

The following staff will be accompanying approximately 30 players, all Grade 10, 11 or 12:

1. Tim Linehan – coach. Teaching experience – 30 years.
2. Greg Conway – coach. Teaching experience – 25 years.
3. Drew Quemby – coach. Teaching experience – 24 years.
4. Shawn Carmichael – coach. Teaching experience – 25 years.

ITINERARY

- see attached

EMERGENCY CONTACT NUMBERS

Rome Hotel

Hotel Meininger
Via S. Martino 16
Rome, Italy 00185
+39-06-9480-1352

Florence Hotel

Plus Florence Hotel
Via S. Caterina D'Alessandria 15
Florence, Italy 50129
+39-055-628-6347

Venice Hotel

Hotel Guerrini
Calle de la Procuratie 265
Venice, Italy 30121
+39-041-715-333

Milan Hotel

Moxy Linate Airport
Via Circonvallazione
Milan, Italy 20090
+39-02-9475-6401

Supervisors

Mr. Conway's cellphone: 613-243-2651
Mr. Quemby's cellphone: 905-396-3445
Mr. Carmichael's cellphone: 905-447-6460
Mr. Linehan's cellphone: 905-376-6550

EMERGENCY COMMUNICATION PLAN

All parents will be given the hotel and supervisors' phone numbers should they need to contact their son in the event of an emergency, and for some reason they cannot reach them on their own cell phone.

Each student is required to bring their cell phone and enable international text and data for the 10 days of the trip – in the event of an emergency, the supervisors may need to quickly gather everyone up prior to scheduled meet times. Students who do not have a cell phone are paired with a teammate who does for the duration of the trip. Supervisors are given (and carry) a full list of all player cell phone numbers while we are in Italy. This information is later recollected and thrown out.

In the event of an emergency (player injury in a game, serious incident at our location), supervisors will contact the parent of the impacted student. There is a master list of all emergency contact information for every student on the trip, which the supervisors carry on them during the trip.

See attached Detailed Emergency Plan

PARENT INFORMATION NIGHT

Once approval has been confirmed, there will be a parent information night to present the tour. This will take place the **FIRST Thursday night** following the Board Meeting where approval has been given.

The meeting will take place from 5:30-6:30pm in Room 136 at St. Mary CSS.

Emergency Plan

In case of emergency, all players and their parent(s) will have emergency contact/communication using WhatsApp or Telegram, a universal communication application that works on both iPhones and Android phones.

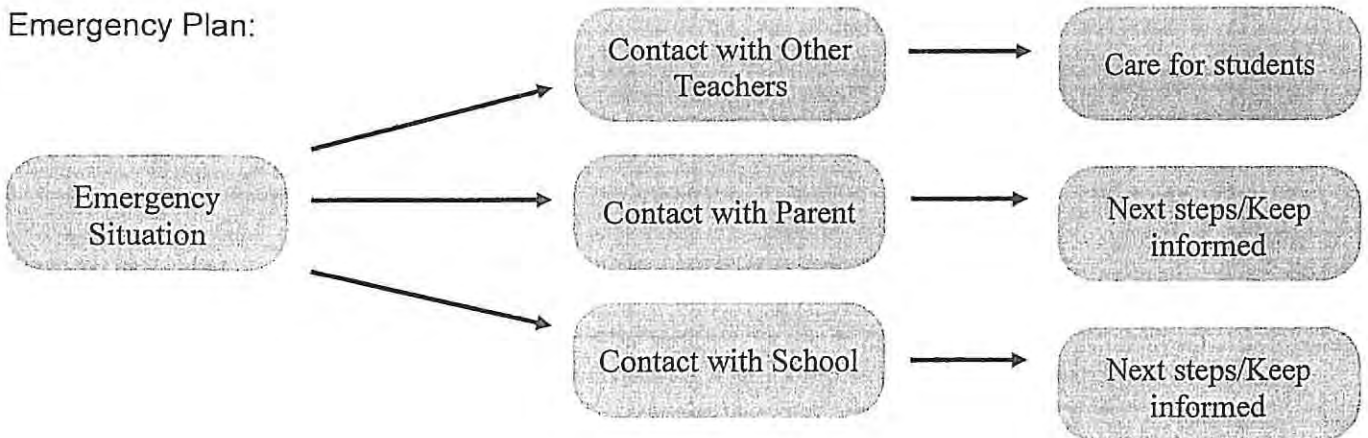
WhatsApp allows for the following means of instantaneous communication:

- Phone call;
- Video conferencing; and
- Text messaging.

Teacher(s) in charge will be assigned students they are in charge of. Communication with those student's parents and the school will be initiated by that teacher (unless they are unable to execute those responsibilities in which case those will be carried out by the other teachers).

S Carmichael	G Conway	D. Quemby	T. Linehan
Students 1-8	Students 9-16	Students 17-24	Students 25-30

Emergency Plan:



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

Trip: Boys Rugby Tour to Italy
 Date: March 5-15th, 2026
 Supervisor in Charge: Greg Conway

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>	Greg Conway - Supervisor in Charge (613-243-2651) Drew Quemby - Supervisor (905-396-3445) Tim Linehan - Supervisor (905-376-6550) Shawn Carmichael - Supervisor (905-447-6460) Jill Barker - Principal (289-388-4933)
Location of Activity <i>Address of Facility</i>	Hotel Meininger Roma, Via S. Martino 16 Rome, Italy 00185 (+39-06-9480-1352) Plus Florence Hotel, Via S. Caterina D'Alessandria 15
Student List <i>Include full student names and birthdates</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Parent Contact List <i>Include full parent names and phone numbers</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Nearest Hospital <i>Address of nearest Hospital</i>	Clinica Ospedaliaro, Via de la Policinico, Rome (+39-06-49971). It is 4 blocks from our hotel. Santa Maria Nuova Hospital, Piazza di S. M. Nuova 1, Florence (+39-055-69381). Walking distance from hotel. S.A.E.M Provincia Ospedaliaro San Giovanni, Fondamenta Madona de

<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>As we are not crossing a land border, this section is not applicable. If a student were to have an issue clearing customs upon arrival via air, their parent/emergency contact will be contacted using the phone number provided and we will work with them to rectify any problems.</p>
<p>First Aid Kit <i>A first-aid kit must be accessible at all times</i></p>	<p>First Aid kit will accompany the supervisors in backpack form. Supervisors are also trained in First Aid/CPR.</p>
<p>Plan of Care <i>A copy for each applicable student must be printed from Edsembli</i></p>	<p>These printouts will also 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>These forms have already been completed as being a part of the boys' rugby team and are kept on file.</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 outlined 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 outlined to the left.</p>

<p>Tornado Warning <i>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.</i></p>	<p>Follow guidelines outlined to the left.</p>
<p>Thunderstorm Warning <i>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.</i></p>	<p>Follow guidelines outlined to the left.</p>
<p>High Wind Warning <i>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)</i></p>	<p>Follow guidelines outlined to the left.</p>
<p>Flood Advisory <i>When issued by the local conservation authority, schools will take advised precautions to maintain the safety of staff and students.</i></p>	<p>Follow guidelines outlined to the left.</p>



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Italy travel advice

Exercise a high degree of caution

Latest updates: Health – editorial update

Last updated: September 24, 2024 13:46 ET

On this page

- [Risk level](#)
- [Safety and security](#)
- [Entry and exit requirements](#)
- [Health](#)
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Risk level

Italy - Exercise a high degree of caution

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

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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

CUSTOM CONSENT FORM

I _____, as legal guardian, give the teachers 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 a judicious parent while on the trip. I further agree to indemnify and save the PVMCCDSB (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 RUGBY TOUR OF ITALY, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)



ST. MARY CATHOLIC SECONDARY SCHOOL CODE OF CONDUCT

The school vision that inspires Catholic education is one that reaches far beyond our own community. Our wholehearted acceptance that God is already with us, working in this world of ours, gives us courage and hope even in the face of what can seem like insurmountable social problems. We are rightly expected to be wholehearted participants in the development of society and to embody in our words and actions that for which we stand. The Code of Conduct for the school community of St. Mary Catholic Secondary School, including students, staff and parents, is based on the Gospel messages of love and respect for oneself and others and for the world in which we live. It reflects a commitment to diligently foster a Professional Catholic Learning Community that is a caring community and one that knows the value and dignity of each individual. Membership in the St. Mary school community, as in other communities, confers both rights and responsibilities on its members.

Rights

Every member has the right:

- To express their Catholic Christian faith.
- To participate in religious celebrations and Religious Education courses.
- To hold a personal faith.
- To have opportunities that provide a high quality curriculum appropriate to individual needs, abilities, and interests.
- To have opportunities to learn and to develop in an atmosphere that honours the "possibilities" in each of us.
- To take pride in one's work.
- To be helped and supported to be the best person one can be.
- To be treated respectfully and in a manner that ensures one's dignity.
- To feel safe in the school environment.

RESPONSIBILITIES OF STAFF

- To plan and conduct an effective educational program and to assist students in learning.
- To provide student evaluation, and to report student progress at regular intervals.
- To ensure a positive learning environment by promoting an adherence to the rules of the school while recognizing the rights of all individuals.
- To refer unco-operative students to the principals of the school.
- To comply with the responsibilities of teachers as outlined in the Ministry of Education documents and Board policies. (i.e. Education Act, Regulations, etc.)

RESPONSIBILITIES OF PARENTS

- To assist the student in meeting the responsibilities expected of students.
- To participate in a mediation process when a student is disruptive, unprepared or unco-operative.
- To co-operate with the school to enhance the academic, social and spiritual growth of the student.
- To adhere to the expectations of the Ministry of Education, the Board and the school, as outlined in the Ministry of Education document, Board policies and the school's Code of Conduct, (i.e. *Education Act, Regulations, School Calendar/Agenda, Code of Conduct etc.*)
- To become familiar with the Code of School Conduct and support the staff in its implementation.



RESPONSIBILITIES OF STUDENTS

- To participate in religious celebrations and Religious Education courses.
- To respect all faiths.
- To identify themselves upon request.
- To be prepared to fulfill the requirements of, and take an active part in, all classes.
- To work to the best of their abilities.
- To promote and develop self-discipline by following the Code of Conduct of St. Mary Catholic Secondary School.
- To attend classes regularly and punctually.
- To respect the rights of all others, i.e. peers and staff.
- To comply with the responsibilities of students as outlined by the Education Act, Code of Conduct, etc.)

STUDENT CARDS

All students are required to have a student card. The cost of the student card is included in the student activity fee. Student cards are needed for participation in any school event or extra curricular activity.

LOCKERS

Lockers are assigned to students by the administrators.

Only school issued locks are permitted on lockers. Other locks will be cut off and discarded.

A student is responsible for the upkeep of both the inside and the outside of the locker.

The student is responsible to ensure that the lock is properly locked, as the school is not responsible for valuables or money stolen, or missing locks. Students shall only use lockers assigned to them through the office.

The student is required to come to the office and exchange a lock if its combination becomes known to others.

Students need to keep their combination confidential.

RIGHT TO SEARCH (SCHOOL BOARD-SAFE SCHOOL POLICY)

Administrators may search students and their personal belongings such as school/gym bags to protect student safety and health.

Administrators may search school lockers, as they are the property of the school.

PERSONAL TECHNOLOGY IS PERMITTED IN THE FOLLOWING AREAS:

- In classrooms – each teacher will determine when the use of personal technology is appropriate and permitted. Personal technology use may vary from class to class and day to day depending on the needs and at the discretion of the teacher.
- Personal technology use in the classroom and library shall be prohibited when the regular classroom teacher/library technician is absent and replaced by a supply teacher/on-call teacher, in washrooms and in change rooms.
- Office areas are not permitted unless office staff request and supervise temporary student use.
- Misuse of personal technology will result in a discipline referral.

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

 Boys Rugby Tour of Italy, March 5th - 15th, 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 Rugby Tours 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 THE RUGBY TOUR:

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

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 Rugby Tour of Italy on March 5-15, 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 Boys Rugby Tour of Italy (describe activity) to its students on or about March 5th - 15th, 2026.

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

ELEMENT OF RISK

Educational activity programs, such as, Boys Rugby Tour of Italy (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 Boys Rugby Tour of Italy (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about March 5th - 15th, 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: _____

TOUR RULES – Italy Tour ‘26

*PART OF
PARENT
PACKAGE*

1. ALL SCHOOL RULES APPLY. THIS IS ESSENTIALLY SCHOOL IN THE ITALY FOR 9 DAYS.
2. Players will be assigned a Tour “Buddy” and Tour Supervisor. Before each departure, a Buddy check will be performed. You MUST confirm your Buddy’s presence to your Tour Supervisor BEFORE the departure commences.
3. At NO TIME may any player venture off on his own. When the group explores an area for a period of time, players will be limited to groups of AT LEAST 4 people. Before setting off, you MUST check in with your supervisor to ensure they know where you will be should they need to find you.
4. Players may not vape, smoke, consume or possess alcohol or illegal drugs AT ANY TIME. Failure to comply will result in IMMEDIATE REMOVAL from the tour at the expense of the Parent/Guardian of the player in question.
5. A curfew will be in effect EACH NIGHT. Players are expected to stay in their own rooms after this time. Routine checks will be conducted to ensure this rule is followed. AT NO TIME should a player be in the room of a member of the opposite sex with the door closed.
6. ALL players are to respect the hotel and its grounds. You will treat it the same, if not BETTER, than you would your own home. Failure to do so will result in YOUR removal from the hotel and subsequent placement in an alternate facility, at the cost of your Parent/Guardian. Any costs due to damage to the hotel will be incurred by the student IMMEDIATELY.
7. Players are to attend MANDATORY morning training sessions over the winter months in preparation of the trip. Failure to do so risks removal.

Parent Acknowledgement

_____ I have read, understand and agree to all of the above rules.

_____ I also understand that my son could be removed from the tour at any time due to school behavioral issues, not attending required training, etc and that full refunds cannot be granted.

Parent/Guardian Signature

Player Signature

Date

NOTE TO STUDENTS

PART of
PARENT
PACKAGE

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging a rugby excursion to Italy during the period

March 5th, 2026, to March 15th, 2026

READ THE FOLLOWING WITH A PARENT/GUARDIAN

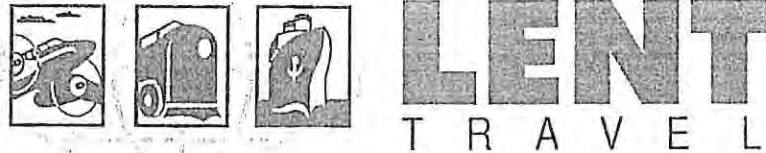
I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip by:

- 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 follow the curfew outlined by the teachers each night and stay in my own room after the curfew check is done.
- Students must be accompanied by a teacher or adult chaperone at all times.
- I will participate fully in all group activities and be punctual.
- 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 or possession and any other illegal substances, including cannabis. I will also abstain from all tobacco products, including vaping and electronic cigarettes.
- I will not bring or purchase/view inappropriate visual or auditory material

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)



Proudly serving the Port Hope community for 70 years.

September 14th, 2024

Hi Greg – here is the itinerary and approximate cost for the suggested trip to Italy. Let me know if you have any questions or adjustments.

John

St. Mary's Boys Rugby Italy '26 Tour Itinerary

Thursday, March 5th

Depart SMSS for Pearson International Airport.
Overnight flight to Rome, Italy

Friday, March 6th

Morning - Land in Rome. Transfer to hotel.

- Spanish Steps
- Trevi Fountain
- Pantheon

Saturday, March 7th

Rome

- Colosseum
- Roman Forum

Sunday, March 8th

Rome

- Vatican City & Museum (including Mass)
- Rugby game

Monday, March 9th

Day trip to Pompei

Tuesday, March 10th

Rome to Florence

- Duomo
- Ponte Vecchio
- Santa Croce
- Piazza della Signoria

Wednesday, March 11th

Day trip to Pisa

- Leaning Tower

QUOTE
FROM OUR
AGENT

- Back to Florence for rugby game
- Sunset up on Piazzale Michaelangelo

Thursday, March 12th

Day trip to Siena

Friday, March 13th

Florence to Venice

- Piazza San Marco
- Doge's Palace
- Saint Mark's Basilica
- Rialto Bridge

Saturday, March 14th

Venice to Milan via Verona

- Arena di Verona
- Milan Cathedral
- Possible rugby game

Sunday, March 15th

Morning - Pick up at hotel and transfer to Milan airport

Flight to Toronto.

Land at Pearson International Airport

Transfer to SMSS

Included in the cost of the tour:

- Return Airfare from Toronto to Rome, Italy with return via Milan, Italy.
- Motor Coach for travel in Italy
- 9 nights hotel accommodation in Rome, Florence, Venice and Milan.
- Tickets to 6 Nations game in Rome
- Day Trips to Pompeii, Pisa, Siena and Verona
- Entrance to all attractions
- Arrangement of fixtures

Price per person: \$3200 (based on 30 participants, 4 complimentary chaperones)

Flight costs:	\$1700 pp
Accommodation costs:	\$1133 pp
Transportation costs:	\$150 pp
Entry fees/other:	\$217 pp

Cancellation insurance:	Ultimate Youth Premier (including CFAR)
	\$124 per person (under 18)
	\$285 (adults)

TIPS ULTIMATE YOUTH PREMIER TRAVEL INSURANCE POLICY

BEFORE YOU DEPART

Take the time to read **your policy** and know what **you** are covered for. Pay special attention to bold words. They have a specific meaning which is explained in the Definitions section of this **policy** on page 44. If **you** have any questions, contact **your agent**.

This **policy** covers only the specific situations, events and losses mentioned in this document and only under the conditions **we** describe.

Make sure **you** check **your policy confirmation** to confirm **your** benefits, coverage and limits.

This **policy** is secondary to all other sources of coverage. Any benefits payable under this **policy** are in excess of any other coverage **you** may have with any other insurance company or any other source of recovery.

10 DAY RIGHT TO EXAMINE

You may cancel this **policy** within 10 days of purchase for a full refund if **you** have not departed on **your covered trip** and there is no claim in process.

IMPORTANT NOTICE

- Travel insurance is designed to cover losses arising from sudden and unforeseeable circumstances. It is important that **you** read and understand **your policy** before **you** travel as **your** coverage is subject to certain limitations, conditions or exclusions.
- **Pre-existing condition** exclusions may apply to **medical conditions** and/or symptoms that existed prior to **your covered trip**. Check page 3 to see how these apply to **your policy** and how they relate to **your departure date**, date of purchase or **effective date**.

- In the event of an **injury** or **sickness**, prior medical history may be reviewed when a claim is reported.
- This **policy** provides travel assistance and **you** are required to notify the **emergency assistance provider** prior to **treatment**. This **policy** limits benefits should **you** not contact the assistance provider within the specified time period.

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ELIGIBILITY REQUIREMENTS

If **you** do not meet the requirements and conditions listed below **your** insurance is void and the **company's** liability is limited to a refund of the premium paid:

- **You** are under 30 years of age at the time of purchase.
- **You** must not have a **medical condition** for which a **physician** has advised **you** against travel prior to **your effective date**.
- **You** must not have been diagnosed with a **terminal sickness** prior to **your effective date**.
- For full emergency medical coverage **you** must be insured under a valid Canadian federal, provincial or territorial government health insurance plan (GHIP) or Canadian university

health insurance plan (UHIP). Otherwise the limit of coverage is \$25,000.

- **You** must be a resident of Canada.
- The **policy** must be purchased prior to or within 72 hours of the date penalties commence.
- The **covered trip** must not exceed 365 days.
- There is no coverage for Emergency Medical if **you** are travelling to the USA for more than 48 hours unless the required premium is paid for USA destinations.
- Any child born during the **covered trip** is not entitled to coverage under this **policy**.
- The maximum value of the **covered trip** is \$25,000.

IMPORTANT INFORMATION ABOUT PRE-EXISTING CONDITIONS

A **pre-existing condition** is any **medical condition**, other than a **minor illness**, that exists prior to **your effective date**. Coverage is provided for a **pre-existing condition** if it was **stable** within the time periods listed in the Stability Table below:

STABILITY TABLE	
Stability Period	Counting Back From
For Trip Cancellation Benefits	
60 days	Effective Date
For Trip Interruption Benefits	
60 days	Departure Date
For Emergency Medical Benefits	
60 days	Departure Date

NOTE: For **covered trips** where **your trip cost** is in excess of \$15,000, this **pre-existing condition** section pertains to anyone's health irregularity that gives rise to a claim under Trip Cancellation or Trip Interruption.

Trip Cancellation Coverage and Health Changes

If prior to **your departure date** **you** are prescribed any **treatment** or change in the dosage, frequency or type of medication resulting in **your medical condition** no longer being **stable**, **you** must contact **us** immediately and request consideration for the change by providing us with:

- a) certified medical information from **your physician** for the required period(s) and the change as stated above;
- b) signed authorization allowing **us** access to information from **hospitals** and/or medical professionals;
- c) copies of: all travel invoices; **travel supplier's** cancellation clause with regard to non-refundable costs, charges and expenses; and any other information **we** deem necessary.

Once all of the required information is received, **we** will respond within one business day if **we** will:

- a) accept or decline **your claim** under **your Trip Cancellation** benefits; or
- b) waive the change in the **medical condition** for that condition or related condition for any future claim under the applicable section of **your policy**.

SCHEDULE OF MAXIMUM BENEFITS

BENEFIT SECTIONS		BENEFIT MAXIMUM
1	TRAVEL ASSISTANCE	INCLUDED
2	TRIP CANCELLATION & TRIP INTERRUPTION	
	TRIP CANCELLATION	SUM INSURED
	TRIP INTERRUPTION-UNUSED LAND	SUM INSURED*
	TRIP INTERRUPTION-RETURN FLIGHT	SUM INSURED*
	SUPPLIER BANKRUPTCY	SEE PAGE 11
	ACT OF TERRORISM	SEE PAGE 15
	ACCOMMODATION & MEALS	\$800
3	ULTIMATE COVERAGE	SEE PAGE 17
4	TRIP DELAY	\$2,000
	ACCOMMODATION & MEALS	\$800
5	EMERGENCY MEDICAL	
	HOSPITAL & MEDICAL	\$5,000,000
	EMERGENCY MEDICAL EVACUATION/ RETURN HOME	\$5,000,000
	ACCOMMODATION & MEALS	\$750
	INCIDENTAL EXPENSES	\$250
	REPATRIATION OF REMAINS	\$10,000
	CREMATION/BURIAL AT DESTINATION	\$5,000
6	BAGGAGE & PERSONAL EFFECTS	\$1,000
	BAGGAGE DELAY	\$300
	MAXIMUM PER ITEM	\$300
	PERSONAL MONEY	\$100
7	AIRFLIGHT ACCIDENT	\$25,000

Sum insured means the amount of insurance coverage **you** have purchased for the benefit indicated.

* Coverage for Trip Interruption-Unused Land and Trip Interruption-Return Flight is a base amount of

\$5,000. Coverage is available for trips over \$5,000. Additional charges are applicable and payable at the time of purchase of this policy.

PERIOD OF COVERAGE

Effective Date – When Coverage Begins

Coverage	Effective Date
Trip Cancellation	The date and time the required premium is paid.
Trip Interruption	Begins on the departure date of your covered trip .
Emergency Medical	Begins on the departure date at the point when you leave your province or territory of residence on your covered trip . If coverage is purchased as top up coverage, this insurance begins when the other coverage expires.
Airflight Accident	Begins when you leave your home on your covered trip .
All Other Benefits	Begin on the departure date of your covered trip .

NOTE: If **you** increase the **sum insured** after the purchase date of this **policy**, the **effective date** for the increased amount with respect to trip cancellation benefits is the date coverage is increased.

When Coverage Ends

Your coverage ends on the earliest of the following events:

1. The date and time **you** cancel **your** insurance prior to departure;
2. When **you** cancel **your covered trip**;
3. On **your policy expiry date** as shown on **your policy confirmation**;
4. On the date **you** return to **your departure point**.

Your coverage will not end if you temporarily return to your province/territory of residence to attend a funeral or go to the bedside of a **hospitalized family member**. In such a case, your policy will remain in effect up to your **expiry date** except we will apply the **pre-existing condition** exclusion based on your new **departure date** upon continuing your **covered trip**.

Automatic Extension of Coverage

Your insurance will automatically be extended beyond your **scheduled expiry date** as shown on your **policy confirmation** if:

1. Your **scheduled common carrier** is delayed or you are delayed due to circumstances beyond your control, coverage will be extended for up to 72 hours; or
2. You, your **travelling companion** or a **family member** travelling with you are admitted to **hospital** on or prior to your **expiry date**. Coverage will be extended for the duration of the **hospital** stay and for up to 5 days after discharge from the **hospital** while outside your province or territory of residence; or
3. You, your **travelling companion** or a **family member** travelling with you are unable to travel due to a medical reason that does not require hospitalization. Coverage will be extended for up to 3 days and must be documented by a **physician** at your destination.

Extending Coverage After Departure

If you decide to extend your **covered trip** after departure, call your agent.

We will extend your coverage under this policy beyond your **expiry date**, as long as:

1. You have not incurred a claim under this **policy**;
2. You have not experienced an **injury** or **sickness** including symptoms of undiagnosed **medical conditions**, or have not had medical treatment during your **covered trip**;
3. Coverage under this **policy** is in force at the time you request an extension;
4. You pay any additional required premium for such

- extension; and
5. The total Period of Coverage for any single **covered trip** including the extension requested will not exceed the period for which your government health insurance plan covers you nor the maximum number of days of the plan purchased.

In all other circumstances, coverage may be extended beyond the above time frames, but only at the **company's** discretion. In no event shall coverage be extended for a period exceeding 12 months from your **original departure date**.

Failure to make medical information known will render this coverage extension null and void.

How Do You Become Insured

You become insured and this document becomes an insurance **policy**:

- When you are named on a completed insurance application; and
- When you pay the required premium on or before your **coverage effective date**; and
- If applicable, upon completion and acceptance by the **company** of the TIPS Insurance Eligibility Questionnaire.

If you have an infant under the age of 2 years who is a **family member**, travelling with you and listed on the **policy confirmation**, the infant will be covered at no charge under your **policy** for Emergency Medical benefits. Any child born during the **covered trip** is not entitled to coverage under this **policy**.

TRAVEL ASSISTANCE

When It Applies

If you require **emergency** medical or other help while travelling on your **covered trip**.

What We Provide – 24/7

- a) Medical Assistance
- b) Medical Evacuation and Repatriation Assistance
- c) Emergency Return Home Travel Assistance

- d) Travel Arrangement Assistance
- e) Lost or Delayed Baggage or Document Assistance
- f) Legal or Translation Assistance

You will be responsible for any related charges not covered by the policy.

What To Do When You Need Assistance

Have your policy number or policy confirmation with you at all times. You can contact our assistance provider at the telephone numbers listed below. Access is available 24 hours per day, 365 days per year. If you cannot successfully place a collect call to the emergency assistance provider as instructed please dial direct and submit the charges incurred to make the call along with your claim documents.

USA & Canada	1-800-334-7787
Direct Dial Collect	1-905-667-0587
Email: assistance@oldrepubliccanada.com	

When contacting our assistance provider, please provide your name, your policy number, your location and the nature of the emergency. You will be referred to the most appropriate service provider for your situation. Where a claim is payable, we will arrange, to the extent possible, to have any medical expenses billed directly to the company.

Limitation on Emergency Assistance Provider Services

The company and/or the emergency assistance provider will use its best efforts to provide services during any event, but reserves the right to suspend, curtail or limit services in any area or country if the need arises.

The emergency assistance provider's obligation to provide services described in this policy is subject to the terms, conditions, limitations and exclusions set out in this policy. The medical professional(s) suggested or designated by the company or the emergency assistance provider to provide services according to the benefits and terms of this policy are not employees of the company or the emergency assistance provider. Therefore, neither the

company nor the emergency assistance provider shall be held responsible or liable for any negligence or other acts or omissions on their part, nor for the availability, quality, quantity or results of any medical treatment or service you may receive or your failure to obtain or receive any medical treatment or service.

TRIP CANCELLATION AND TRIP INTERRUPTION

When It Applies

If you must cancel your covered trip on or before the departure date or interrupt your covered trip while you are travelling.

Covered Events

For insurance coverage to apply, the cancellation or interruption of your covered trip must result from any one of the following unforeseen events occurring during your coverage period that prevents you from travelling:

Health

1. Any injury or sickness occurring to:
 - a) You or your travelling companion;
 - b) Your or your travelling companion's family member.
2. You or your travelling companion are medically unable to receive a vaccination that is required for entry into a country, region or city originally determined to be your destination, provided that such vaccination was not mandatory on your effective date.
3. Quarantine of you, your travelling companion. Note, government imposed quarantines upon arrival at or return from your destination are not covered.

You must provide detailed medical documentation from a physician including a statement advising not to travel if the trip cancellation or trip interruption was caused by or resulted from an injury, sickness or quarantine. Failure to do so will result in non-payment of the claim. We reserve the right to

examine medical records or documentation relating to **your** claim(s) from any licensed **physician**, dentist, medical practitioner, **hospital**, clinic, insurer, individual, institution or other provider of service relating to the pre-existing time period pertaining to the claim presented. (See the **pre-existing condition** exclusion page 37.)

Death

4. **Your or your travelling companion's** death, the death of **your** or **your travelling companion's** family member or **your** friend which occurs during the coverage period.
 - This does not include travel for the purpose of visiting a person suffering from a **medical condition** who dies due to that **medical condition** and whose death is the cause of cancellation or interruption of **your covered trip**.

Pregnancy & Adoption

5. **You, your travelling companion** or the spouse of either:
 - a) experience complications in the first 26 weeks of pregnancy resulting in the attending **physician** advising against travel; or
 - b) has a pregnancy that is diagnosed after the **effective date** of this insurance if **your covered trip** is scheduled to take place within the 14 weeks prior to or after the expected delivery date.
6. The legal adoption of a child by **you** or **your travelling companion** when the notice of adoption was received after the **effective date** of this insurance.

Transportation & Accommodation

7. For **covered trips** booked through a licensed Canadian travel agency, **bankruptcy** of a **travel supplier**, other than the travel agency or organization from whom **you** purchased the travel arrangements. Benefits are provided only for the expenses charged by the **travel supplier** whose **bankruptcy** results in loss covered by

this **policy** and which stops service after **your effective date**.

- Payment is limited to the conditions described in "Limitation of payment for trip cancellation and trip interruption - bankruptcy" on page 42.
 - No coverage is provided for the total cessation or complete suspension of operations by a **travel supplier** caused by fraud or negligent misrepresentation by such **travel supplier**.
 - No coverage is provided if the **travel supplier** is a United States of America airline, except when the airline tickets are issued by a tour operator and are one component of an inclusive package booked through a licensed Canadian travel agency.
8. **Your or your travelling companion's** place of business is made unsuitable for the transaction of business by fire, vandalism or **natural disaster**.
 9. **Your or your travelling companion's** principal residence is made uninhabitable by fire, vandalism, or **natural disaster**.
 10. Burglary of **your** or **your travelling companion's** principal residence or place of business within 7 days of **your departure date** or during **your covered trip**.
 11. Death, hospitalization or quarantine of **your host at destination**.
 12. As the result of a cancellation of a cruise or tour included in **your covered trip** for reasons beyond **your control** except for **bankruptcy**, we will reimburse **you** up to \$1,000:
 - a) prior to departure from **your departure point** for **your** non-refundable prepaid airfare that is not part of **your** cruise or tour package; or
 - b) after departure from **your departure point** but prior to departing on **your** cruise or tour, **we** will reimburse **you** for the added expense resulting from a change fee or one way fare to return to **your departure point**.

13. **Your or your travelling companion's** destination accommodations made uninhabitable for the period of **your covered trip** due to fire, vandalism, burglary or **natural disaster**.

Weather

14. Weather conditions causing the scheduled carrier, on which **you** are booked to travel, to be delayed resulting in **you** losing at least 30% of **your covered trip** duration. If **you** experience a delay which results in **you** losing less than 30% of **your covered trip**, there may be coverage under Trip Delay. See page 19.

Employment or Educational Obligations

15. Relocation of a principal residence due to a job transfer by **you, your travelling companion** or the **spouse** of either. The person who must relocate must be a full time active employee with that same employer for this benefit to apply.
16. **You or your spouse** is called to emergency service as a member of a police force, armed forces, reserves or fire fighting unit as a result of a **natural disaster**.
17. **Your parent's** involuntary termination or layoff of permanent employment, not including contract or self-employment, when actively employed with the same employer for at least 6 months prior to the **effective date** for this insurance.
18. Involuntary termination or layoff of permanent employment, not including contract or self-employment, affecting **you or your spouse** when actively employed with the same employer for at least 6 months prior to the **effective date** for this insurance.
19. The requirement that **you or your travelling companion** attend a high school, university or college course examination on a date that occurs during **your covered trip**, provided that the examination date which was published prior to **your effective date** was subsequently changed after the **effective date**.

20. The rescheduling of high school, university or college classes of **you or your travelling companion** to a date that occurs during **your covered trip** due to unusual circumstances beyond **your or your travelling companion's** control and the control of the high school, university or college provided that both the unusual circumstances and the resulting rescheduling occurred after **your effective date**.
21. The cancellation of **your covered trip** by the school board due to a teachers' labour disruption or strike provided the labour disruption or strike was not reported in any media prior to the date of purchase of this **policy**.

Legal & Government

22. The non-issuance of a travel visa, excluding an immigration or employment visa required for **your covered trip**, provided **you or your travelling companion** were eligible to make such an application, for reasons beyond **your or your travelling companion's** control other than due to late application or a subsequent attempt for a visa that had already been refused in the past.
23. The non-issuance of **your or your travelling companion's** Canadian passport if required for **your covered trip** provided:
 - i) **You and your travelling companion** are eligible for a Canadian passport; and
 - ii) Proper application and all required documents have been received by Passport Canada within the timeframes specified by the Government of Canada.
24. The loss or theft of **your or your travelling companion's** valid passport or travel documents causing **you** to misconnect with a portion of **your covered trip**.
 - Benefits are limited to the lesser of \$800 or **your sum insured** for the change fee or the additional one way fare incurred by **you** to continue on **your covered trip** or to return to

your departure point.

- Excluded is any loss or theft as a result of:
 - a) property left unattended; or
 - b) destruction or damage from confiscation or detention by customs or other officials or authorities.

25. **You** or **your travelling companion** is called for jury duty, or are subpoenaed as a witness or required to appear as a defendant in a civil suit in a case being heard during **your** Period of Coverage.

Terrorism, Hijacking, & Travel Advisories

26. Hijacking of **you**, **your travelling companion** or the **spouse** or **children** of either.

27. An event, including **act of terrorism**, war, impending war or health issue, which causes the Government of Canada to issue an "Avoid Non-Essential Travel" or an "Avoid All Travel" advisory recommending Canadians not to travel to a country, region or city originally ticketed for a period that includes **your covered trip**. The travel advisory must be issued after the **effective date** of this insurance.

- Payment is limited to the conditions described in "Limitation of payment for trip cancellation and trip interruption – act of terrorism" on page 41.
- This benefit is not payable if the travel advisory is related to coronavirus, SARS or any mutation or variation of coronavirus or SARS.
- This benefit is not payable if the **act of terrorism** is caused by the use of nuclear, chemical, or bio-chemical material.
- This benefit is not payable if the cruise company changes its itinerary due to a travel advisory or warning.

What We Exclude

The exclusions that apply to this coverage are listed in the Policy Exclusions section beginning on page 33.

What We Pay – Trip Cancellation

You are covered up to the lesser of the maximum amount shown on the Schedule of Maximum Benefits or the amount as otherwise specified in the benefit, when a covered event listed on pages 10 to 15 causes **you** to cancel **your covered trip**, for any of the following applicable expenses incurred by **you**:

1. For trip cost payments and deposits **you** made before **your covered trip** was cancelled, less any refunds or credits **you** are entitled to receive from any source;
2. The expenses incurred by **you** for the next occupancy level, if **your travelling companion** with whom **you** had booked prepaid shared accommodation cancels their travel arrangements for a Covered Event outlined on pages 10 to 15 and **you** elect to travel as originally planned. If this occurs **you** are advised to upgrade the amount of insurance on **your covered trip**;
3. The change fee charged by **your** originally booked travel supplier of **your** prepaid **covered trip** when such an option is made available by a licensed Canadian travel agency;
4. The cost to catch up to **your** trip if **you** qualify to cancel but choose instead to continue on **your covered trip**, providing the cost to catch up is less than the cost to cancel **your covered trip**;
5. Published cancellation penalties imposed by hotels for unused accommodation.

NOTE: All cancellations must be reported to **your** travel agent within 72 hours following the unforeseen event that caused the cancellation. If **you** do not report the cancellation within the specified time period, claim payment will be limited to the cancellation penalties that were in effect within 72 hours of the event that caused cancellation.

What We Pay – Trip Interruption

You are covered up to the lesser of the maximum amount shown on the Schedule of Maximum Benefits or the amount as otherwise specified in the benefit, when a covered event listed on pages 10 to 15 causes **you** to interrupt **your covered trip**, for any of the following applicable expenses incurred by **you**:

1. The unused part of **your** prepaid cruise and/or covered land arrangements, less any refunds or credits **you** are entitled to receive from any source;
2. The lesser of a one way **fare** or change fees on existing tickets, less any refunds or credits **you** are entitled to receive from any source, to return to **your departure point** or to continue on **your covered trip**;
3. The extra expenses incurred, supported by original receipts and proof of payment, for commercial accommodation and meals, essential telephone calls and taxi fares up to \$200 per day to a maximum of \$800;
4. Published cancellation fees imposed for the early return of a rental vehicle prior to the contracted date of return;
5. Published cancellation fees imposed by hotels for unused accommodations.

ULTIMATE COVERAGE

When It Applies

This coverage is applicable if **you** must cancel or interrupt **your covered trip** and **you** do not qualify for coverage under the Trip Cancellation or Trip Interruption section of the **policy**.

What We Cover

Whenever **you** or **your travelling companion** are prevented from taking or continuing **your covered trip** due to any unforeseen event that occurs after the **effective date** that is not otherwise covered by this **policy**. In this section, an unforeseen event is an occurrence or situation that is not reasonably expected or anticipated.

What We Exclude

The exclusions that apply to this coverage are listed in the Policy Exclusions section beginning on page 33.

What We Pay – Ultimate Trip Cancellation

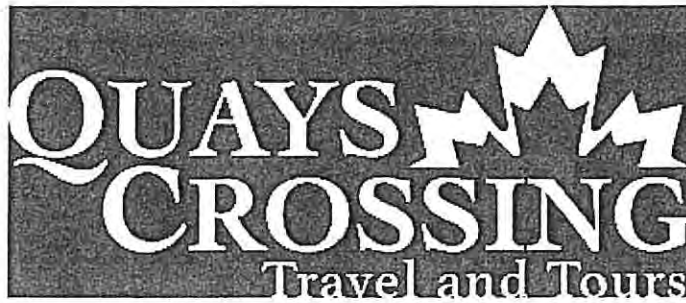
You are covered to a maximum of 80% of the **sum insured** for any of the following applicable expenses incurred by **you**:

1. 80% of the trip cost payments and deposits **you** made before **your covered trip** was cancelled, less any refunds or credits **you** are entitled to receive;
2. 80% of the expenses incurred by **you** for the next occupancy level, if **your travelling companion** with whom **you** had booked prepaid shared accommodation cancels their travel arrangements and **you** elect to travel as originally planned. If this occurs **you** are advised to upgrade the amount of insurance on **your covered trip**;
3. 80% of the change fee charged by **your** originally booked travel supplier of **your prepaid covered trip** when such an option is made available by a licensed Canadian travel agency;
4. 80% of the cost to catch up to **your trip** if **you** qualify to cancel but choose instead to continue on **your covered trip**, providing the cost to catch up is less than the cost to cancel **your covered trip**;
5. 80% of the published cancellation penalties imposed by hotels for unused accommodation.

What We Pay – Ultimate Trip Interruption

You are covered to a maximum of 80% of the **sum insured** for any of the following applicable expenses incurred by **you**:

1. 80% of the unused part of **your** prepaid cruise and/or covered land arrangements, less any refunds or credits **you** are entitled to receive from any source;
2. 80% of the lesser of a one way **fare** or change fees on existing tickets, less any refunds or credits **you** are entitled to receive from any source, to return



Quote 2

September 25th, 2024

Hi Greg,

Below is a breakdown for all the Italy tour costs, as we discussed earlier this week. Let me know if you need anything else.

Cheers,

Derek

<p>Italy Tour Cost Breakdown: (based on 30 players and 4 staff)</p> <p>Flights: \$54,000 (\$1800 per person with Air Canada or similar)</p> <p>Hotel: \$40,500 (\$1350 per person) *includes all rooms, taxes, mandatory baggage fee</p> <p>Coach Bus: \$6000 (\$200 per person) *Airport transfers/transfers from city to city/game transfers</p> <p>Attractions/Entry Fees: \$4500 (\$150 per person) *Colosseum, Vatican Museum, Pantheon, Stadio Olimpico, Duomo, Tower of Pisa, St. Mark's Basilica, Milan Duomo, tickets to 6-Nations Game.</p> <p>APPROXIMATE TOTAL: \$105,000 (\$3500 per person)</p> <p>Medical/Cancellation Insurance: \$7020 (\$234 per person)</p>

SMBR2026

St. Mary's Boys Rugby Italy 2026
Assist Travel and Tours
10 DAYS/ 9 NIGHTS (8 in hotel)

Quote
3

Day 1: Arrival in Rome

- **Morning:** Arrive in Rome and check into your accommodation.
- **Afternoon:** Stroll around the **Piazza Navona** and visit the **Pantheon**.
- **Evening:** Dinner at a traditional Roman trattoria, such as **Trattoria da Enzo** in Trastevere.

Day 2: Ancient Rome

- **Morning:** Visit the **Colosseum** and explore the **Roman Forum** and **Palatine Hill**.
- **Lunch:** Enjoy a meal nearby at **La Taverna dei Fori Imperiali**.
- **Afternoon:** Walk to the **Capitoline Museums** to admire the art and history.
- **Evening:** Relax with a gelato and walk through the **Roman streets**.

Day 3: Vatican City

- **Morning:** Visit **St. Peter's Basilica** and climb to the dome for stunning views.
- **Lunch:** Eat at **Pizzeria da Baffetto** for some of the best pizza in Rome.
- **Afternoon:** Explore the **Vatican Museums** and the **Sistine Chapel** (book a skip-the-line ticket).
- **Evening:** Enjoy dinner in the **Trastevere** neighborhood.

Day 4: Baroque Rome

- **Morning:** Visit the **Trevi Fountain** and toss a coin in for good luck.
- **Late Morning:** Explore the **Spanish Steps** and nearby **Via Condotti** for shopping.
- **Lunch:** Stop at **Antico Caffè Greco** for a light lunch.
- **Afternoon:** Visit **Villa Borghese** and the **Borghese Gallery** (reservation recommended).
- **Evening:** Dinner at **Ristorante Aroma** with a view of the Colosseum.

Day 5: Travel to Florence

- **Morning:** Take a train to Florence (about 1.5 hours).
- **Late Morning:** Check into your accommodation and explore the **Piazza della Signoria**.
- **Lunch:** Eat at **Trattoria Mario** for Tuscan specialties.



- **Afternoon:** Visit the **Uffizi Gallery** (book tickets in advance).
- **Evening:** Stroll across the **Ponte Vecchio** and have dinner at **Osteria Vini e Vecchi Sapori**.

Day 6: Florence Highlights

- **Morning:** Visit the **Duomo** (climb to the dome if you're up for it).
- **Lunch:** Enjoy a panini at **I' Girone De' Ghiotti**.
- **Afternoon:** Explore the **Accademia Gallery** to see Michelangelo's **David**.
- **Evening:** Enjoy dinner in the **Oltrarno** district, perhaps at **Trattoria Da Burde**.

Day 7: Day Trip from Florence

- **Option 1:** Visit **Pisa** to see the **Leaning Tower** (about 1 hour by train).
- **Option 2:** Explore **Siena** or **San Gimignano** for beautiful medieval towns.
- **Lunch:** Eat at a local trattoria in your chosen destination.
- **Evening:** Return to Florence for dinner at **La Giostra**.

Day 8: Travel to Venice

- **Morning:** Take a train to Venice (about 2.5 hours).
- **Afternoon:** Check into your accommodation and explore **St. Mark's Square** and **St. Mark's Basilica**.
- **Lunch:** Enjoy cicchetti (Venetian tapas) at a local bacaro.
- **Evening:** Take a gondola ride through the canals, followed by dinner at **Osteria Alle Testiere**.

Day 9: Explore Venice

- **Morning:** Visit the **Doge's Palace** and the **Bridge of Sighs**.
- **Lunch:** Try **Trattoria Al Gatto Nero** on Burano (a short boat ride away).
- **Afternoon:** Explore **Murano** for glass-blowing demonstrations.
- **Evening:** Return to Venice for a final dinner overlooking the canals.

Day 10: Departure

- **Morning:** Enjoy a leisurely breakfast and some last-minute shopping or exploration.
- **Afternoon:** Depart from Venice.

Arrive home – we hope you enjoyed an incredible tour. Thank-you for travelling with Assist Travel and Tours.

Included in the Cost of the Tour

Return airfare to Rome, Italy

9 nights' accommodation, including breakfast

Chartered coach bus for 9 days

Admission to all excursions selected and confirmed by group leaders

8:1 Chaperone ratio based on minimum 32 paying participants. (Dual occupancy based)

Not included in the Cost of the Tour

Transportation to Toronto Pearson airport

Expenses of a personal nature

Lunches and Dinners

Optional Tours as noted above

Luggage Fees if Applicable

Exhibition matches and practice session fees / kit/ gifts for hosts

Travel Insurance

Tips for bus driver, tour guides

Price in Canadian Dollars

Price is based on 8:1 ratio, minimum 32 paying participants.

Price in \$CDN : \$3700

***Price includes all taxes and fees**

Payment Schedule

Team Deposit \$2000 March 31, 2025

Payment \$800 per person due June, 2025

***Participant enrolment forms are also due**

Payment \$1000 per person due Sept 30, 2025

Final Group Balance due December 10, 2025





Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

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

Teacher/Organizer: Greg Conway	School: 256, St. Mary SS Cobourg
Adult Supervisors Attending: G. Conway, D. Quemby, T. Linehan, S. Carmichael	
Destination: New York City	Mode of Transportation: Motorcoach
Grade/Course: 12/Boys Rugby Team	Date of Submission: October 14, 2024
Departure Date: April 9, 2025 (Wednesday)	Return Date: April 13, 2025 (Sunday)
Number of Students: boys: 40 girls:	Number of Adult Supervisors: female: male: 4
Name of Travel Agent: Ingrid Aird, Travel Agent Next Door	Type of Excursion: <input type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$983 plus insurance	

Summary of Proposed Activity: 4 Day tour of New York City. Visiting various historical and cultural sights. Meeting peers from local teams and schools, playing 2 matches against other school teams.

Curricular Relevance: (provide the overall expectations addressed)

Experience travelling as a sport ambassador for one's country; Cross-cultural relations – visiting local secondary schools and shadowing students; Historical impact – visiting several important cultural and historic sights, including Ground Zero and the 9/11 Memorial, Central Park, TimesSquare, etc.

Estimated Cost for Entire Group: \$38,600		Anticipated Sources of Revenue:	
Accommodation	\$21,000	School Accounts	\$0
Travel	\$9,000	School Fund-raising	\$0
Cost of Supply Teachers	\$2,800	Student/Parent share	\$39,300
Meals	\$0	Other:	\$0
Programs/Materials	\$6,500	Other: Teacher contributions, if applicable	\$0
Other	\$0		
Total	\$39,300	Total	\$39,300

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

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

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass'if on the weekend) <input checked="" type="checkbox"/> Contract Information <input checked="" type="checkbox"/> Additional Medical Coverage needs considered <input checked="" type="checkbox"/> History of Excursion – number of years: <u>20</u> <u>CAP</u> <input checked="" type="checkbox"/> Certification required by staff attending: <u>RUGBY 1 FIRST</u> <u>AID</u> <input checked="" type="checkbox"/> Educational objectives stated | <ul style="list-style-type: none"> <input type="checkbox"/> Information and consent letter to parents <input type="checkbox"/> Liability waivers signed <input type="checkbox"/> Supervision ratio in alignment with A.P. 305 <input type="checkbox"/> List of destination/emergency phone numbers provided <input type="checkbox"/> Passports (if required) |
|---|---|

COMPLIANCE WITH OPEHA GUIDELINES FOR HIGH CARE ACTIVITIES

Teacher Signature

Principal Signature

Superintendent Signature

Date
Oct 15/24

Date
December 10/24



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

October 15th, 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 Boys Rugby Team tour of New York City from April 9th – 13th, 2025. Please review the proposal as submitted for approval at the next Regular Board Meeting.

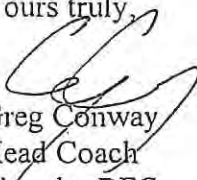
This will be the seventeenth such tour for the Boys Rugby Program, and seventh such tour of NYC. In 2004, the team toured the island nation of Bermuda. 2006 saw the Thunder visit London and Paris. In 2008, 2010 and 2018, the team ventured to Oahu, Hawaii. In 2012 & 2015, the team toured Scotland and England and in March of 2014 the team toured Barbados. The team also toured England, France and Wales in 2024.

We experienced this exact tour of NYC in April 2011, 2013, 2015, 2017, 2019 and 2023.

These tours were an excellent opportunity and experience for both the players and coaches. The coaching staff for the proposed tour of New York City will be comprised of Greg Conway, Tim Linehan, Drew Quemby and Shawn Carmichael.

Our intent is to present the tour to the players immediately upon approval. Should you have any questions or require additional information regarding the proposal, feel free to contact me at (905) 372-4339 x254 at your earliest convenience.

Yours truly,


Greg Conway
Head Coach
Thunder RFC

St. Mary's Thunder RFC
RUGBY TOUR OF NEW YORK CITY
April 9th – 13th, 2025

The St. Mary's Senior Boys Rugby Team will have the opportunity to travel to New York City from April 9th – 13th, 2025. This tour should prove to be an exciting and rewarding experience for those involved, allowing the players to experience a different culture, expand their knowledge of the game of rugby, and experience first-hand the vast history and culture of New York City.

Itinerary: April 9th – 13th, 2025

- Day 1* Depart SMSS via luxury motorcoach following the completion of the school day. After crossing the border and clearing customs, we will head south to our destination of New York. We will stop en route for dinner. Late check-in at the Manhattan at Times Square Hotel, NYC.
- Day 2* This morning we will walk to Rockefeller Center a few blocks away. We will climb the Top of the Rock to get our bearings on this massive city, followed by a tour of NBC Studios. This afternoon we will travel to Morristown, NJ for our first rugby game against Delbarton School. This evening we will walk to Times Square for shopping and dinner.
- Day 3* This morning we will explore Central Park. Next we will travel to lower Manhattan for a ride on the Staten Island Ferry, passing Ellis Island and the Statue of Liberty. We will follow with a walk through lower Manhattan, passing Wall Street, ending at Ground Zero and the 9/11 Museum. We will be heading to the top of the Freedom Tower. Late lunch at the South Street Seaport. Tonight we will travel by coach bus to see the New Jersey Devils play the Pittsburgh Penguins.
- Day 4* This morning, we will proceed to Randall's Island for our second rugby game vs St. Francis Prep. There will be a post-match pizza party with the host team. This afternoon we travel to Yankee Stadium to watch the New York Yankees play the San Francisco Giants. This evening we will head to lower Manhattan for some additional shopping and sightseeing.
- Day 5* Morning mass at St. Patrick's Cathedral, 5th Avenue NYC. Depart for Canada. Lunch stop along the way. Cross the border and clear customs. Arrive back at SMSS.

Approximate cost per player: \$983.00 CDN, which includes:

- Return transportation via luxury coach from Cobourg and New York City
- 4 nights accommodation at the **Manhattan at Times Square Hotel, NYC**
- Transfers to and from NJ, NYC and the hotel
- Tickets to a New Jersey Devils game or similar.
- Tickets to a New York Yankees game or similar.
- Tickets to the 9/11 Memorial Museum and Top of the Rock
- A minimum guarantee of 2 rugby games.

*** Comprehensive travel medical insurance must also be purchased. This is an additional cost of approximately \$124 pp.**

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

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

A non-refundable deposit of \$350 is due by November 30th to reserve the coach transportation and hotel. If the trip were not to run due to lack of numbers, you obviously would receive the deposit back! The remaining balance will be paid in installments - \$350 January 15th, balance March 1st.

Rest assured that this will not only be a rewarding and exciting experience, but also a safe one. New York City is a safe and enjoyable experience for thousands of tourist each year. The coaching staff for the tour will consist of 4 staff members, ranging in experience from 20 to 25+ years teaching, all with current CPR and First Aid certifications.

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

PERMISSION

I consent to my son, _____, participating in the St. Mary's Boys Rugby Tour of New York City, April 9th – 13th, 2025.

Signature of Parent/Guardian

Date: _____

If you have any questions or concerns, fell free to call me at the school at any time. You can reach me at (905) 372-4339.

Sincerely,

Greg Conway

Tour Director/Head Coach

ST.MARY'S BOYS RUGBY TOUR PROPOSAL

TOUR AGREEMENT INFORMATION

The tour will run *for 5 days/4 nights from April 9-13, 2025.*

We will be booking through the same travel agent who has organized each of our previous New York City trips. He details are:

Ingrid Aird
The Travel Agent Next Door
Cobourg, Ontario
TICO #50021282
ingridaird@ttand.com

Ingrid has organized all six of our previous trips to New York City – all of which have been this exact itinerary. She is excellent. **THERE IS NO SPECIFIC CONTRACT NEEDED TO SIGN** as Ingrid is not a Sports Tour Agency (who require specific binding contracts). She is a Travel Agent who simply takes care of all of our individual needs – hotel, coach bus, entrance tickets, etc.

We will be staying at the Manhattan at Times Square Hotel. It is a short walk to many sights in Manhattan. We stayed here in 2017, 2019 and 2023. **THERE IS NO POOL AT THE HOTEL.**

Our matches will be sanctioned by Rugby Canada and USA Rugby.

We will travel via coach bus. At this point, we will be using Foley Bus Lines out of Madoc – which may change if another option arises at a better value. We have used Foley for all of our previous NYC trips.

We will also walk and use the NYC subway.

EDUCATIONAL OBJECTIVES

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

1. Experience travelling as sports ambassadors for one's country. As a Canadian sports team travelling to the city of New York in the U.S. State of New York, we will be viewed as Canadians first. This is a unique experience few can share. The boys will learn the value of their status as ambassadors for their sport and community.
2. Cross-cultural relations. The boys will be immersed into a new and exciting culture, different from their own. They will experience foreign opinions on world issues, opinions of other nations regarding Canada and learn the value of being able to call themselves Canadians.
3. Historical Relevance. The boys will visit historical sights including Times Square, the Statue of Liberty and Ground Zero. The relevance of these sights becomes significantly higher to a student who can actually visit and engage in them personally.

COSTS

Prior to a strong fundraising campaign, the cost per player will be \$983 CAD. We also plan to include a Tour Kit, including bag, jersey and T-shirt, which will be sponsored and not raise the price. This price includes:

- Return coach transportation from Cobourg to New York, NY.
- 4 nights accommodation at the Manhattan at Times Square Hotel, NYC.
- Transfers to and from the city and the hotel
- Entrance to 9/11 Memorial Museum
- Entrance to Top of the Rock
- Ticket to a NY Rangers, NY Islanders or NJ Devils hockey game
- Ticket to a New York Yankees or New York Mets baseball game
- A minimum of two rugby matches

INSURANCE

Manulife Insurance through Ingrid's Agency

\$124 per person includes Medical and Cancellation (including CFAR)

SUPERVISION

The following staff will be accompanying approximately 30 players, all Grade 10, 11 or 12:

1. Tim Linehan – coach. Teaching experience – 30 years.
2. Greg Conway – coach. Teaching experience – 25 years.
3. Drew Quemby – coach. Teaching experience – 24 years.
4. Shawn Carmichael – coach. Teaching experience – 25 years.

All of the above staff members have current Emergency First Aid and CPR Certifications as required by the OPHEA Safety Guidelines for Rugby.

ITINERARY

- see attached

EMERGENCY CONTACT NUMBERS

Hotel

Manhattan at Times Square Hotel

790 7th Avenue

New York, NY 10019

(212)-581-3300

Supervisors

Mr. Conway's cellphone: 613-243-2651

Mr. Quemby's cellphone: 905-396-3445

Mr. Carmichael's cellphone: 905-447-6460

Mr. Linehan's cellphone: 905-376-6550

EMERGENCY COMMUNICATION PLAN

All parents will be given the hotel and supervisors' phone numbers should they need to contact their son in the event of an emergency, and for some reason they cannot reach them on their own cell phone.

Each student is required to bring their cell phone and enable US text and data for the 5 days of the trip – in the event of an emergency, the supervisors may need to quickly gather everyone up prior to scheduled meet times. Students who do not have a cell phone are paired with a teammate who does for the duration of the trip. Supervisors are given (and carry) a full list of all player cell phone numbers while we are in NYC. This information is later recollected and thrown out.

In the event of an emergency (player injury in a game, serious incident at our location), supervisors will contact the parent of the impacted student. There is a master list of all emergency contact information for every student on the trip, which the supervisors carry on them during the trip.

See attached Detailed Emergency Plan

PARENT INFORMATION NIGHT

Once approval has been confirmed, there will be a parent information night to present the tour. This will take place the **FIRST Thursday night** following the Board Meeting where approval has been given.

The meeting will take place from 5:30-6:30pm in Room 136 at St. Mary CSS.

Emergency Plan

In case of emergency, all players and their parent(s) will have emergency contact/communication using WhatsApp, a universal communication application that works on both iPhones and Android phones.

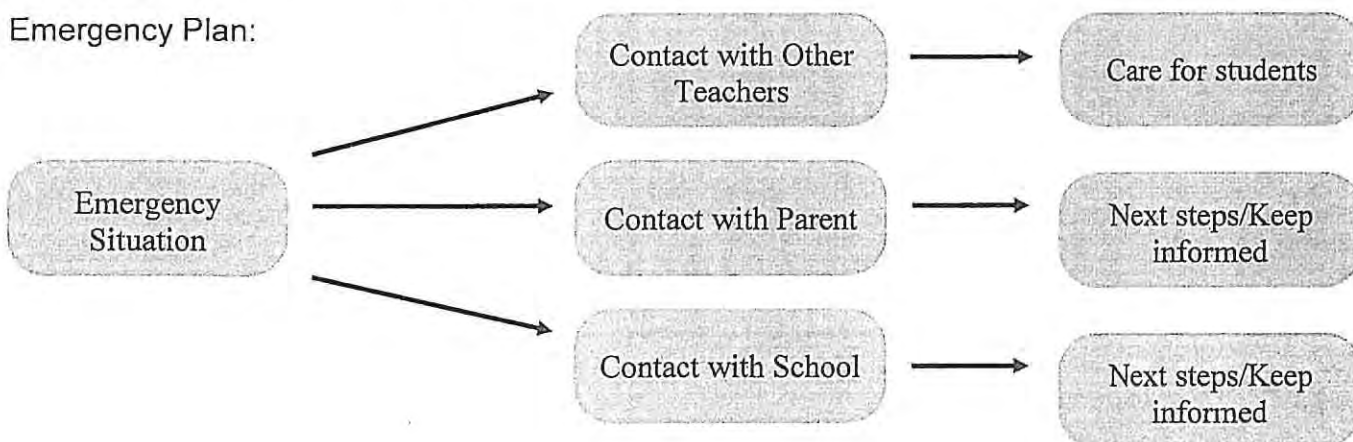
WhatsApp allows for the following means of instantaneous communication:

- Phone call;
- Video conferencing; and
- Text messaging.

Teacher(s) in charge will be assigned students they are in charge of. Communication with those student's parents and the school will be initiated by that teacher (unless they are unable to execute those responsibilities in which case those will be carried out by the other teachers).

S Carmichael	G Conway	D. Quemby	T. Linehan
Students 1-8	Students 9-16	Students 17-24	Students 25-30
1-10	11-20	21-30	31-40

Emergency Plan:



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

Trip: Boys Rugby Tour to NYC
 Date: April 9-13th, 2025
 Supervisor in Charge: Greg Conway

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>	Greg Conway - Supervisor in Charge (613-243-2651) Drew Quemby - Supervisor (905-396-3445) Tim Linehan - Supervisor (905-376-6550) Shawn Carmichael - Supervisor (905-447-6460) Jill Barker - Principal (289-388-4933)
Location of Activity <i>Address of Facility</i>	Manhattan at Times Square Hotel (790 7th Avenue) New York, NY 10019 (212)-581-3300
Student List <i>Include full student names and birthdates</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Parent Contact List <i>Include full parent names and phone numbers</i>	To be confirmed after participant list is finalized following promotion of the trip and approval by the school board.
Nearest Hospital <i>Address of nearest Hospital</i>	Ancien St Clare's Hospital 415 W 51st St New York, NY

<p>Border Crossing Plan 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?</p>	<p>If a student is denied access across the border, their parent/emergency contact will be contacted using the phone number provided. The bus will wait at the border, until the student's parent arrives to pick them up to return home. At that point, the trip will then continue on its way.</p>
<p>First Aid Kit A first-aid kit must be accessible at all times</p>	<p>First Aid kit will accompany the supervisors in backpack form. Supervisors are also trained in First Aid/CPR.</p>
<p>Plan of Care A copy for each applicable student must be printed from Edsembli</p>	<p>These printouts will also be kept in the first aid kit, along with emergency contact information.</p>
<p>Concussion Protocol A copy of the required policy and forms must be available for completion in the event of a suspected concussion</p>	<p>These forms have already been completed as being a part of the boys' rugby team and are kept on file.</p>
<p>Heat Warning 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</p>	<p>Follow guidelines outlined to the left.</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 AP876 "Extreme Weather"</p>	<p>Follow guidelines outlined 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 outlined 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 outlined 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 outlined 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 outlined to the left.</p>



Government of Canada

Gouvernement du Canada

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



United States travel advice



Take normal security precautions (with regional advisories)

Latest updates: Risk level – updated information about Hurricane Milton

Last updated: October 8, 2024 09:28 ET

On this page

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



Risk levels

United States - Take normal security precautions

Take normal security precautions in the United States.



CUSTOM CONSENT FORM

I _____, as legal guardian, give the teachers 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 a 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 RUGBY TOUR OF NYC, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

(Parent/Guardian signature)

(Date)

STUDENT EXCURSION PARENTAL CONSENT FORM

I HEREBY GIVE MY PERMISSION for _____ to participate on the St Mary rugby tour of NYC from April 9th, 2025 to April 13th, 2025.

SUMMARY OF THE TRIP:

The ten-day excursion is outlined in the itinerary provided. Students will be required to attend mass for Sunday obligations.

I UNDERSTAND THAT:

- the students are responsible for meeting at St. Mary Secondary School at the designated time on or about April 9th, 2025; boarding a bus to New York City and from New York City for our return back to Canada; and for arranging their own transportation back home on or about April 13th, 2025 upon arrival back to the school.

- I will be responsible for transporting my child to/from St. Mary Secondary School at the appropriate times.

- students will provide their own dinners /snacks for the bus and money for breakfasts, lunches and dinners.

- An additional fee will be collected by Mr. Conway to cover gratuities for bus drivers.

** All tour reservations will be handled by Ingrid Aird (TTAND - Cobourg).

- group fundraising opportunities are available. Funds earned from fundraising events will be credited to the individual students who participate, and not distributed through the group.

- my child is expected to participate in all activities

- my child can be sent home (at the parents' expense) if any of the School Policies have been violated.

I APPOINT Mr. Conway, Mr. Carmichael, Mr. Quemby and Mr. Linehan as my agents to engage medical attention or hospitalization should the need arise.

Parent/Guardian Signature

Date



ST. MARY CATHOLIC SECONDARY SCHOOL CODE OF CONDUCT

The school vision that inspires Catholic education is one that reaches far beyond our own community. Our wholehearted acceptance that God is already with us, working in this world of ours, gives us courage and hope even in the face of what can seem like insurmountable social problems. We are rightly expected to be wholehearted participants in the development of society and to embody in our words and actions that for which we stand. The Code of Conduct for the school community of St. Mary Catholic Secondary School, including students, staff and parents, is based on the Gospel messages of love and respect for oneself and others and for the world in which we live. It reflects a commitment to diligently foster a Professional Catholic Learning Community that is a caring community and one that knows the value and dignity of each individual. Membership in the St. Mary school community, as in other communities, confers both rights and responsibilities on its members.

Rights

Every member has the right:

- To express their Catholic Christian faith.
- To participate in religious celebrations and Religious Education courses.
- To hold a personal faith.
- To have opportunities that provide a high quality curriculum appropriate to individual needs, abilities, and interests.
- To have opportunities to learn and to develop in an atmosphere that honours the "possibilities" in each of us.
- To take pride in one's work.
- To be helped and supported to be the best person one can be.
- To be treated respectfully and in a manner that ensures one's dignity.
- To feel safe in the school environment.

RESPONSIBILITIES OF STAFF

- To plan and conduct an effective educational program and to assist students in learning.
- To provide student evaluation, and to report student progress at regular intervals.
- To ensure a positive learning environment by promoting an adherence to the rules of the school while recognizing the rights of all individuals.
- To refer unco-operative students to the principals of the school.
- To comply with the responsibilities of teachers as outlined in the Ministry of Education documents and Board policies. (i.e. Education Act, Regulations, etc.)

RESPONSIBILITIES OF PARENTS

- To assist the student in meeting the responsibilities expected of students.
- To participate in a mediation process when a student is disruptive, unprepared or unco-operative.
- To co-operate with the school to enhance the academic, social and spiritual growth of the student.
- To adhere to the expectations of the Ministry of Education, the Board and the school, as outlined in the Ministry of Education document, Board policies and the school's Code of Conduct, (i.e. *Education Act, Regulations, School Calendar/Agenda, Code of Conduct etc.*)
- To become familiar with the Code of School Conduct and support the staff in its implementation.



RESPONSIBILITIES OF STUDENTS

- To participate in religious celebrations and Religious Education courses.
- To respect all faiths.
- To identify themselves upon request.
- To be prepared to fulfill the requirements of, and take an active part in, all classes.
- To work to the best of their abilities.
- To promote and develop self-discipline by following the Code of Conduct of St. Mary Catholic Secondary School.
- To attend classes regularly and punctually.
- To respect the rights of all others, i.e. peers and staff.
- To comply with the responsibilities of students as outlined by the Education Act, Code of Conduct, etc.)

STUDENT CARDS

All students are required to have a student card. The cost of the student card is included in the student activity fee. Student cards are needed for participation in any school event or extra curricular activity.

LOCKERS

Lockers are assigned to students by the administrators.

Only school issued locks are permitted on lockers. Other locks will be cut off and discarded.

A student is responsible for the upkeep of both the inside and the outside of the locker.

The student is responsible to ensure that the lock is properly locked, as the school is not responsible for valuables or money stolen, or missing locks. Students shall only use lockers assigned to them through the office.

The student is required to come to the office and exchange a lock if its combination becomes known to others.

Students need to keep their combination confidential.

RIGHT TO SEARCH (SCHOOL BOARD-SAFE SCHOOL POLICY)

Administrators may search students and their personal belongings such as school/gym bags to protect student safety and health.

Administrators may search school lockers, as they are the property of the school.

PERSONAL TECHNOLOGY IS PERMITTED IN THE FOLLOWING AREAS:

- In classrooms – each teacher will determine when the use of personal technology is appropriate and permitted. Personal technology use may vary from class to class and day to day depending on the needs and at the discretion of the teacher.
- Personal technology use in the classroom and library shall be prohibited when the regular classroom teacher/library technician is absent and replaced by a supply teacher/on-call teacher, in washrooms and in change rooms.
- Office areas are not permitted unless office staff request and supervise temporary student use.
- Misuse of personal technology will result in a discipline referral.

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
(name of school)
Boys Rugby Tour of NYC, April 9th - 13th, 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 Rugby Tours 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 THE RUGBY TOUR:

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

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 Rugby Tour of NYC on April 9-13, 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: _____

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 Boys Rugby Tour of New York City (describe activity) to its students on or about April 9th - 13th, 2025.

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

ELEMENT OF RISK

Educational activity programs, such as, Boys Rugby Tour of New York City (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 Boys Rugby Tour of New York City (describe activity) arranged through the Peterborough Victoria Northumberland and Clarington Catholic District School Board on or about

April 9th - 13th, 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: _____

TOUR RULES – NYC Tour '25

PART of
PARENT
PACKAGE

1. ALL SCHOOL RULES APPLY. THIS IS ESSENTIALLY SCHOOL IN THE NYC FOR 5 DAYS.
2. Players will be assigned a Tour “Buddy” and Tour Supervisor. Before each departure, a Buddy check will be performed. You MUST confirm your Buddy’s presence to your Tour Supervisor BEFORE the departure commences.
3. At NO TIME may any player venture off on his own. When the group explores an area for a period of time, players will be limited to groups of AT LEAST 4 people. Before setting off, you MUST check in with your supervisor to ensure they know where you will be should they need to find you.
4. Players may not vape, smoke, consume or possess alcohol or illegal drugs AT ANY TIME. Failure to comply will result in IMMEDIATE REMOVAL from the tour at the expense of the Parent/Guardian of the player in question.
5. A curfew will be in effect EACH NIGHT. Players are expected to stay in their own rooms after this time. Routine checks will be conducted to ensure this rule is followed. AT NO TIME should a player be in the room of a member of the opposite sex with the door closed.
6. ALL players are to respect the hotel and its grounds. You will treat it the same, if not BETTER, than you would your own home. Failure to do so will result in YOUR removal from the hotel and subsequent placement in an alternate facility, at the cost of your Parent/Guardian. Any costs due to damage to the hotel will be incurred by the student IMMEDIATELY.
7. Players are to attend MANDATORY morning training sessions over the winter months in preparation of the trip. Failure to do so risks removal.

Parent Acknowledgement

_____ I have read, understand and agree to all of the above rules.

_____ I also understand that my son could be removed from the tour at any time due to school behavioral issues, not attending required training, etc and that full refunds cannot be granted.

Parent/Guardian Signature

Player Signature

Date

PART OF
PARENT
PACKAGE

NOTE TO STUDENTS

The Peterborough Victoria Northumberland Clarington Catholic District School Board is arranging a rugby excursion to New York City during the period

April 9th, 2025, to April 13th, 2025

READ THE FOLLOWING WITH A PARENT/GUARDIAN

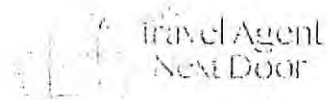
I, _____, as a student participating on this excursion, agree to cooperate fully with the supervisors of this trip by:

- 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 follow the curfew outlined by the teachers each night and stay in my own room after the curfew check is done.
- Students must be accompanied by a teacher or adult chaperone at all times.
- I will participate fully in all group activities and be punctual.
- 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 or possession and any other illegal substances, including cannabis. I will also abstain from all tobacco products, including vaping and electronic cigarettes.
- I will not bring or purchase/view inappropriate visual or auditory material

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)



Quote 1

September 26th, 2024

Hi Greg,

Below is a breakdown for all the New York City tour costs, as we discussed earlier this fall. Let me know if you need anything else. Once you have approval from the Board, we can move ahead and reserve.

Cheers,

Ingrid

New York City Cost Breakdown:

Hotel: \$21,000

*includes all rooms, tax, NY state tax, mandatory baggage fee

Coach Bus: \$9,000

*\$8700 plus approximate tolls and parking

9/11 Museum: \$1150

Top of the Rock: \$1250

Baseball tickets: \$1600

Hockey tickets: \$2500

+ SUPPLY COSTS

APPROXIMATE TOTAL: \$36,500

Manulife Cancellation Insurance (including CFAR): \$124 pp

Effective May 2022



Manulife

INSURANCE



PREMIUM PROTECTION PLAN

Travel insurance simplified with more coverage and less restrictions.

This policy is underwritten by The Manufacturers Life Insurance Company (Manulife) and First North American Insurance Company, a wholly owned subsidiary of Manulife.

NOTICE REQUIRED BY PROVINCIAL LEGISLATION – This policy contains a provision removing or restricting the right of the insured to designate persons to whom or for whose benefit insurance money is to be payable.

Important Notice - Read Carefully Before You Travel

You have purchased a travel insurance policy - what's next? We want you to understand (and it is in your best interest to know) what your policy includes, what it excludes, and what is limited (payable but with limits). Please take time to read through your policy before you travel. **Italicized terms are defined in your policy.**

- Travel insurance covers claims arising from sudden and unexpected situations (i.e. accidents and emergencies) and typically not follow-up or recurrent care.
- To qualify for this insurance, you must meet all of the eligibility requirements (Plan Parameters).
- This insurance contains limitations and exclusions.
- Contact the Assistance Centre before seeking treatment or your benefits may be limited.
- In the event of a claim your prior medical history may be reviewed.

It is your responsibility to understand your coverage. If you have questions, call 1 866 298-2722.

MANULIFE PREMIUM PROTECTION PLAN POLICY PARAMETERS

The Manulife Premium Protection Plan is designed for residents of Canada who:

- are covered with a *government health insurance plan* for the policy duration;
- are **age 74 or younger** (at the time of purchasing the policy);
- are travelling for a maximum of 30 days inclusive of any extension (including the date you leave on your *trip* and including the date you return home);
- purchased the plan within 72 hours of making an initial payment on the *trip* travel arrangements; and
- are listed as Insured Person(s) on the confirmation of coverage (for ease of reference, these persons may also be referred to as 'you' or 'your' throughout this policy).

WHAT DOES THIS POLICY COVER?

Coverage includes Trip Cancellation and Trip Interruption, Travel Disruption, Emergency Medical, Baggage Loss, Damage and Delay and Travel Accident. These benefits provide coverage for ACCIDENTS, *INJURIES*, UNEXPECTED ILLNESSES AND OTHER UNFORESEEN EVENTS (meaning any event, situation or circumstance that is beyond your control) that occur during the policy period unless the event or situation causing your claim is specifically excluded in the section WHAT DOES THIS POLICY NOT COVER?

IMPORTANT INFORMATION ABOUT YOUR INSURANCE

Claim payment and administrative services are provided by the administrator, Active Claims Management Inc. Manulife has appointed Active Claims Management (2018) Inc., operating as "Active Care Management", "ACM" "Global Excel Management" and/or "Global Excel" as the provider of all assistance and claims services and is referred to as the 'Assistance Centre' throughout this policy. For greater clarity, the terms 'we', 'us', 'our' used in this policy means FNAIC in connection with benefits identified with ‡ throughout this document; and Manulife in connection with all other coverages under this policy.

WHAT'S INSIDE?

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10 DAY RIGHT TO EXAMINE: You may cancel this policy within 10 days of purchase or before any cancellation penalties become applicable on your non-refundable prepaid travel arrangements and we will refund you your full premium if you have not departed on your *trip* and there is no claim in process.

INTRODUCTION – POLICY CONTRACT

This is your insurance policy, a contract detailing terms and conditions of the insurance coverage you purchased. Coverage under this policy is issued on the basis of information provided in your application. Your entire contract with us consists of: this policy, your application for this policy, the confirmation of coverage issued in respect of that application and any other amendments or endorsements (such as resulting from extensions of coverage or increased coverage for added prepaid travel arrangements).

ITALICIZED WORDS have a specific meaning. Please refer to the "Definitions" section of this policy, to find the meaning of each italicized word.

WHAT DOES THIS POLICY NOT COVER?

TRIP CANCELLATION OR TRIP INTERRUPTION INSURANCE

Your Trip Cancellation or Interruption claim **WILL NOT BE COVERED** if caused by or resulting from one or more of the following situations:

1. Any reason, circumstance or event that was known, or should have been known by you, at the time of purchasing this insurance, as being likely to affect your travel arrangements as booked.
2. A *medical condition* for which, at the time of purchasing this insurance, one or more of the following conditions applies:
 - a) a *physician* advised you NOT to travel;
 - b) you received a notice of terminal prognosis (which means that a *physician* told you that you have less than 6 months to live);
 - c) you had been prescribed kidney dialysis;
 - d) you had been prescribed home oxygen.
3. Expenses or losses you incur or suffer in a foreign country, region or city during your *trip*, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city. This exclusion will not apply if you can demonstrate that the expenses or losses were not caused, related or due to the reason for the travel advisory.
4. Default of *travel supplier* except as otherwise specifically provided under the limited Supplier Default coverage (see page 5).

EMERGENCY MEDICAL INSURANCE

Your claim for Emergency Medical expenses **WILL NOT BE COVERED** if such expenses were incurred, caused by or resulted from one or more of the following situations:

1. A *medical condition* when you knew or for which it was reasonable to expect, before you left home, that you would need medical *treatment* (except the unchanged use of prescribed medication or routine monitoring) for that *medical condition* during your *trip*.
2. A *medical condition* for which future investigation or future *treatment* was planned before you left home.
3. Any and all medical *treatment* or services received for any *medical condition* whatsoever if, before you left home:
 - a) a *physician* advised you against travel;
 - b) you received a notice of terminal prognosis (which means that a *physician* had told you that you have less than 6 months to live);
 - c) you had been prescribed kidney dialysis;
 - d) you had been prescribed home oxygen.
4. Any *treatment* that is not for an *emergency*.
5. Participation in the following activities:
 - a) mountain-climbing using ropes and specialized equipment, rock-climbing or hang-gliding, unless accompanied by a qualified instructor;
 - b) your professional participation in a sport when that sport is your principal paid occupation;
 - c) any motorized speed contest or race;
 - d) any underwater activity deeper than 10 metres involving the use of a self-contained underwater breathing apparatus (unless you hold an open water diving certificate or are accompanied by a qualified instructor).
6.
 - a) your self inflicted injuries, unless medical evidence establishes that the injuries are related to a mental health illness;
 - b) your abuse of alcohol, drugs, or other intoxicants.
7.
 - a) your routine pre-natal or post-natal care;
 - b) your pregnancy, delivery, or complications of either, arising 9 weeks before the expected date of delivery or 9 weeks after;
 - c) your child born during your *trip*.
8. Any loss or any *medical condition* you suffer or contract in a foreign country, region or city during your *trip*, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city. This exclusion will not apply if you can demonstrate that the expenses or losses were not caused, related or due to the reason for the travel advisory.

BAGGAGE LOSS, DAMAGE & DELAY INSURANCE

FOR Baggage Loss, Baggage Damage or Baggage Delay insurance, **WE WILL NOT COVER BENEFITS OR EXPENSES RELATING TO :**

1. Animals, perishable items, bikes that are not checked as baggage with the *common carrier*, household items and furniture, artificial teeth or limbs, hearing aids, glasses of any type, contact lenses, money, tickets, securities, documents, antiques or collector items, items that are fragile, items that are obtained illegally, or articles that are insured on a valued basis by another insurer.
2. Damage or loss resulting from wear and tear, deterioration, defect or mechanical breakdown.
3. Personal property left unattended in public, in unlocked commercial accommodations or in an unlocked vehicle.
4. Jewelry or camera placed in the custody of a *common carrier*.

FLIGHT OR TRAVEL ACCIDENT INSURANCE

Your Flight or Travel Accident claim for death, loss or disablement WILL NOT BE COVERED if it is caused by or results from one or more of the following situations:

1. Your participation in the following activities a) mountain-climbing using ropes and specialized equipment, rock-climbing, hang-gliding, parachuting or sky-diving; b) your professional participation in a sport when that sport is your principal paid occupation; c) any motorized speed contest or race.
2. a) your self-inflicted injuries, unless medical evidence establishes that the injuries are related to a mental health illness; b) your abuse of alcohol, drugs, or other intoxicants.
3. Any accidental *injury* you suffer in a foreign country, region or city during your *trip*, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city. This exclusion will not apply if you can demonstrate that the expenses or losses were not caused, related or due to the reason for the travel advisory.
4. The commission of or attempt to commit any criminal offence or illegal act by you or your beneficiary.

TRAVEL BENEFITS AT-A-GLANCE

Your claim will be paid in accordance with the benefits applicable to your loss as set forth under the following Schedule of Benefits:

Trip Cancellation & Trip Interruption Insurance	
Trip Cancellation –Non-refundable prepaid travel arrangements	Up to Covered Amount (Maximum Covered Amount available : \$30,000)
Trip Interruption – Unused non-refundable prepaid travel arrangements	Covers unused non-refundable prepaid travel arrangements
Trip Interruption Transportation	Same class transportation to return home
Meals & Accommodations & Other Covered Expenses due to interruption (early or delayed return)	\$350 per day / Maximum 10 days (\$3,500)
Cancel For Any Reason (CFAR) coverage	(See page 5)
Default Supplier Protection Coverage	(See page 5)
Travel Disruption Insurance	
Transportation	Same class transportation to next destination or to return home
Accommodations, Meals & Other Covered Expenses	\$350 per day / Maximum 2 days (\$700)
Additional Overnight Accommodation	\$200 Maximum
Unused non-refundable prepaid travel arrangements	\$300 per day / Maximum 3 days (\$900)
OVERALL TRIP MAXIMUM: \$1,500	
Manulife Flight Assistance	
Payments for delayed or cancelled flights Important: You must register your cell/mobile phone number and the flight information for each flight in your journey at flightassistancemanulife.com at least one hour before the original scheduled departure time of your flight.	Maximum \$140 (See page 7)
Emergency Medical Insurance: Up to \$10,000,000	
Expenses to receive Emergency Medical Attention	Up to policy maximum
Expenses related to your death	Repatriation of Remains: Included in policy maximum
	Cremation or Burial at Destination: Up to \$10,000
Expenses for Emergency Medical Evacuation – Return to your Province or Territory of Residence	Included in policy maximum
Extra Expenses for meals, hotels, communication & local transportation	\$500 per day / Maximum 10 days (\$5,000)
Expenses to bring someone to your bedside	Unlimited Round-Trip Economy Transportation to Bedside + \$1,000 for Accommodation & Meals

TRAVEL BENEFITS AT-A-GLANCE cont'd

Baggage Loss, Damage & Delay Insurance	
Lost/Stolen or Damaged Baggage	\$750 per item/ up to a maximum of \$1,500
Lost/Stolen Passport or Travel Visa	Up to \$500
Common Carrier Delay of Baggage	Up to \$750
Common Carrier Delay of Sporting Equipment	Up to \$500
Travel Accident Insurance	
Air Flight Accident	Up to \$250,000
Travel Accident	Up to \$50,000

Please review pages 4 – 15 for full coverage details and benefit limits.

TRIP CANCELLATION AND TRIP INTERRUPTION INSURANCE

Trip Cancellation Insurance coverage:

- starts at the date and time you pay the premium for that coverage, shown as the application date on your confirmation of coverage
- ends on the earlier of the departure date stated on your confirmation of coverage or the date you cancel your *trip*

Trip Interruption Insurance coverage:

- starts on the later of the departure date stated on your confirmation of coverage or the date you leave your home to start on your *trip*
- ends on the earlier of the return date stated on your confirmation of coverage or the date you return home

What is covered under Trip Cancellation and Trip Interruption Insurance?

Trip Cancellation and Trip Interruption Insurance provides coverage, if due to an unexpected event, you or your *travel companion* must cancel or interrupt the *trip* or the return is delayed beyond the scheduled return date.

PLEASE NOTE: You must notify us that you intend to submit a claim for Trip Cancellation or Trip Interruption as soon as you are aware that an event has occurred that will require you to cancel or interrupt your *trip*.
 To cancel a *trip* before your departure date, you must cancel your *trip* with your travel agent or *travel supplier* on the day the cause of cancellation occurs or on the next business day at the latest. This is important as reimbursement for non-refundable prepaid travel arrangements are based upon the cancellation penalties in place at the time of the cause of cancellation (or the next business day). As these penalties increase as you approach your departure date, your reimbursement may be reduced if there is a difference in the *travel supplier* imposed penalties that existed at the time of the cause of cancellation as opposed to those in place when you actually cancelled your *trip*.

What are the benefits under Trip Cancellation and Trip Interruption Insurance?

FOR TRIP CANCELLATION: If you are unable to travel due to any unexpected event that occurs before the departure date stated on your confirmation of coverage, we will pay, up to the covered amount as indicated on your confirmation of coverage:

- For the prepaid unused portion of your travel arrangements that are non-refundable; and
- For any published cancellation fees and/or amendment fees that you have incurred if you cancelled your *trip*, provided the cost of those fees were included in the covered amount for your trip cancellation coverage.

OR

If your *travel companion* must cancel his/her trip due to such unexpected event and you decide to travel as planned, we will pay for your next occupancy charge, up to the covered amount as indicated on your confirmation of coverage.

FOR TRIP INTERRUPTION: If you interrupt your *trip* (either by returning earlier or later than the scheduled return date stated on your confirmation of coverage) due to any unexpected event, we will pay:

- A. For the prepaid unused portion of your non-refundable travel arrangements except the prepaid cost of your return transportation ticket home; and
- B. For the one-way same fare transportation to return home.
- C. In addition, we will pay your additional unplanned expenses that you necessarily incur while in transit (such as hotel and meal expenses, your essential phone calls, internet usage, roaming and texting fees and taxi fares), up to \$350 per day for a maximum of 10 days (\$3,500) when no earlier transportation arrangements are available if you must return earlier or later than your scheduled return date.

PLEASE NOTE: If the delay is a result of a *medical condition*, we will only pay expenses for the length of time for which the attending *physician* at destination advised against travel.

- D. If you return earlier than your scheduled return date and you consequently missed at least 70% of your *trip* we will, on your request, issue a voucher to a maximum of \$750 (the 'Vacation Voucher').

Vacation Voucher Limitations

1. Eligibility to receive the benefit under the Vacation Voucher is dependent upon approval and payment of a valid trip interruption claim under the Trip Cancellation and Trip Interruption Insurance of this policy.
2. The redeemable Vacation Voucher is:
 - a. payable only to you;
 - b. valid until the expiry date indicated on the voucher (a period of 180 days from the date of your early return from your interrupted *trip*);
 - c. non-transferable; and
 - d. not redeemable in cash.
3. The replacement trip must:
 - a. begin before the expiry date on the voucher; and
 - b. be purchased through a Travel Agency that offers Manulife Travel Insurance.

LIMITATIONS OF COVERAGE FOR TRIP CANCELLATION & TRIP INTERRUPTION INSURANCE

1. **Cancel For Any Reason (CFAR) Coverage** - if your reason for cancellation is not covered under this policy:
 - You may cancel your *trip* 7 days or more before the scheduled departure date stated on your confirmation of coverage and we will pay up to 80% of the covered amount for the non-refundable prepaid travel arrangement costs.
 - You may also cancel your *trip* 6 days to 24 hours immediately before your scheduled departure date (and time) stated on your confirmation of coverage and we will pay up to 80% of the covered amount for the non-refundable prepaid travel arrangement costs **up to \$2,500**.
2. **Specific Protection for Unexpected Events Causing Travel Delays** - If prior to your departure date or while travelling to get to your destination, an unexpected event causes you to miss more than 25% of your total *trip*, you may cancel or interrupt your *trip* and claim the full cancellation or interruption benefits. If you experience a delay which causes you to miss less than 25% of your total *trip*, you may have coverage under Travel Disruption Insurance (refer to page 6, Travel Disruption Insurance). PLEASE NOTE: You may claim for the same event either under Trip Cancellation & Trip Interruption Insurance or Travel Disruption Insurance **but not both**.
3. **Default Supplier Protection Coverage** - If you:
 - a) have contracted with a *travel supplier* in good standing¹ for *travel services* (including *travel services* provided by a foreign *travel supplier* in good standing¹ if such *travel services* are part of an inclusive package); and
 - ¹The *travel supplier* will be considered in good standing if, at the time of booking the travel arrangements, the *travel supplier* WAS NOT bankrupt, NOT insolvent, NOR in receivership, NOR had sought protection from creditors under any bankruptcy, insolvency or similar legislation;
 - b) do not receive part or all of the *travel services* included in your prepaid travel arrangements due to the contracted *travel supplier's* complete or substantial complete cessation of business subsequent to their filing for bankruptcy or bankruptcy protection from creditors under any bankruptcy, insolvency or similar legislation; and
 - c) cannot recover all of the cost of such undelivered *travel services* either from the *travel supplier*, from any federal, provincial or other compensation fund, or from any other source that is legally responsible or under contract to reimburse you for the cost of such undelivered *travel services*;

Manulife will then reimburse you as follows subject to the BENEFIT LIMITS stated below:

- i) for undelivered *travel services* prior to the scheduled departure:
 - the non-refundable portion of the amount that you prepaid for such undelivered *travel services* up to the covered amount selected for the Trip Cancellation coverage that you purchased in connection with your *trip*; or

ii) for undelivered *travel services* after your departure date:

- the non-refundable portion of the amount that you prepaid for such undelivered *travel services* except prepaid unused transportation home
- your additional and unplanned hotel and meal expenses, your essential phone calls and taxi fares up to a maximum of \$200 per day for up to 3 days; and
- the extra cost of your economy class transportation via the most cost-effective itinerary to your next destination or to return you home.

BENEFIT LIMITS

The amount payable to you in respect of any one trip will not exceed \$3,500 CDN; and will not exceed \$7,500 CDN for all persons who are covered under the same Manulife Premium Protection Plan policy. Any benefits payable shall also be subject to an overall maximum aggregate payable limit specified below relating to all in-force travel policies issued by Manulife, including this policy. If total claims otherwise payable for this type of coverage under all travel policies issued by Manulife, resulting from the default of one or more *travel suppliers* occurring within an applicable time period, exceeds the maximum aggregate payable limit, then the amount paid on each claim shall be reduced on a pro-rata basis so that the total amount paid in respect of all such claims shall be the maximum aggregate payable limit.

The maximum aggregate limits are:

- a) \$1,000,000 CDN with respect to the default of any one (1) *travel supplier*; and
- b) \$3,000,000 CDN with respect to all defaults of all *travel suppliers* occurring in the same calendar year.

If, in our judgment, the total of all payable claims on account of the default of one or more *travel suppliers* exceeds the applicable limits, your pro-rated claim may be paid after the end of the calendar year in which you qualify for benefits.

TRAVEL DISRUPTION INSURANCE

Travel Disruption Insurance coverage:

- starts at the date and time you pay the premium for that coverage, shown as the application date on your confirmation of coverage
- ends on the earlier of the return date stated on your confirmation of coverage or the date you return home

What is covered under Travel Disruption Insurance?

Travel Disruption Insurance provides coverage if, because of an unexpected event (such as a misconnection or cancellation to any portion of your or your *travel companion's* travel arrangements due to motor vehicle accident, emergency road closures OR any other event beyond your reasonable control) that cannot be remedied without your incurring additional cost, you experience the following:

1. You are unable to use any portion of your travel arrangements as originally booked; or
2. Although able to use your travel arrangements as originally booked, you experience a delay of 6 hours or more in arriving at your destination or in returning home.

This coverage is secondary to any coverage provided by the *common carrier* or any other source and applies only if your affected travel arrangements included sufficient connection times to meet the *travel supplier's* check-in procedure. This means that any expense claimed under this section will be reduced by any amount that is recoverable from or paid by another source.

Benefits – What are the Benefits under Travel Disruption Insurance? If you experience Travel Disruptions as outlined above, we will pay:

- a) Up to \$350 per day, for a maximum of 2 days (\$700) to cover reasonable incidental expenses that you necessarily incur (such as commercial accommodations, snack and meal expenses, communication expenses such as phone, text messaging, internet usage fees and roaming expenses) while in transit to reach your next destination. We will also provide up to a maximum of \$200 to cover additional overnight commercial accommodations;
- b) If you are unable to benefit from any portion of your prepaid travel arrangements, we will provide up to \$300 per day, for a maximum of 3 days (\$900), provided they are non-transferable to another time during your *trip*;
- c) If you are prevented from using your pre-paid transportation, we will cover the additional cost of one-way same class transportation to your next destination.

Benefit Limit for Travel Disruption Insurance

You may claim, for the same event, either under Trip Cancellation & Trip Interruption Insurance or under Travel Disruption Insurance.

However, more than one Travel Disruption claim may be allowed under the Premium Protection Plan (for different events causing various travel disruptions) but the maximum overall coverage under Travel Disruption Insurance will be limited to a combined total of \$1,500 for benefits a) and b).

The Transportation benefit c) is unlimited.

MANULIFE FLIGHT ASSISTANCE

This Premium Protection Plan includes Manulife Flight Assistance, with payments administered using Blink's technology, when you register your flight(s) with Blink. If the airline delays and/or cancels your flight, Blink arranges payment of the covered benefits. In the event that your flight is delayed and/or cancelled, Blink will communicate with you through your smart (mobile) phone registered with Blink.

These services are available for flights worldwide, 24 hours a day, 7 days a week.

If you happen to be travelling via a chartered flight or airline, these flights may not always appear in Blink's system and therefore may not be able to be tracked. Blink will make every attempt to monitor these flights and notify you if there is an eligible delay or cancellation. If you happen to experience an eligible delay or cancellation and you do not receive a notification from Blink, please contact Customer Service.

If you have any questions, contact Customer Service at:

Email: manulifeglobal@manulife.ca

Toll-free: 1 866 298-2722

START & DURATION OF COVERAGE

Your coverage starts on the date and time your flight on your airline booking receipt is registered, by you, for all insured persons, on www.flightassistancemanulife.com. Your flight must be registered at least one hour before the original scheduled departure time of your flight.

BENEFITS

Manulife Flight Assistance offers the following benefits, up to an overall maximum of \$140, for each registered insured person:

1. a) If the flight is delayed three (3) hours or more, each registered insured person receives \$40; then
b) If the flight is delayed a total of six (6) hours or more, each registered insured person receives an additional \$100 for a total of \$140;
OR
2. If the flight is totally cancelled, each registered insured person receives \$140.

GENERAL CONDITIONS

These conditions apply to services offered by Manulife Flight Assistance.

1. Coverage is only available for flights within, to, or from Canada, including connection to such flights, when registered by you with Manulife Flight Assistance.
2. You must ensure that your mobile device is registered with Blink and has a suitable level of battery life and cellular and data/ Wi-Fi service.
3. You will need to have your mobile phone that you have registered with Blink to enable Blink to communicate with you during your journey. Cellular and data/Wi-Fi service is required to receive SMS (text) messages and emails to your mobile phone. The same mobile device will be used when applicable benefits are paid to you during your journey.
4. If you, or anyone on your behalf, tries to deceive Blink by deliberately giving Blink false information or making a fraudulent claim under this coverage section, Blink will treat this coverage as if it never existed.
5. Blink will not be responsible or make any payments for any data or roaming charges related to your mobile phone.
6. You must be on the airline's boarding list to be eligible to receive Manulife Flight Assistance benefits if your flight experiences an eligible delay or cancellation.
7. All amounts listed are in Canadian dollars.

In order to receive payment of the covered benefits by either direct deposit or Interac transfer, you must also have a bank account with a financial institution legally operating in Canada.

Payments are sent in real time via PayPal, or by Interac transfer or direct deposit to your bank account, depending on the option selected when you registered. A text message (SMS) and an email will be sent to you when the transfer is made.

Blink will try to ensure that you are notified of any flight delay or cancellation and are sent the transfer of funds for the applicable benefit; but Blink will not be held accountable if you cannot receive, for any reason, Blink's message or transfer of funds on your mobile device.

Manulife Flight Assistance benefits are payable only to the named individual on the policy who has registered the flight with www.flightassistancemanulife.com.

EMERGENCY MEDICAL INSURANCE

Emergency Medical Insurance coverage:

- starts on the later of the departure date stated on your confirmation of coverage or the date and time you leave your province or territory of residence
- ends on the earlier of the return date stated on your confirmation of coverage or the date and time you return to your province or territory of residence

Benefits – What are the Benefits under Emergency Medical Insurance? Emergency Medical Insurance covers you for up to \$10,000,000 CDN of *reasonable and customary charges* for Eligible Expenses incurred by you as a result of *medical attention* required by you during your *trip* if a *medical emergency* begins unexpectedly after you leave your province or territory of residence, but only if these Eligible Expenses are in excess of any amount covered by your *government health insurance plan* or any other benefit plan. The *medical attention* must be required as part of your *emergency treatment*.

In the event of an *emergency*, you must call the Assistance Centre immediately: 1 855 856-7569 toll-free from the USA and Canada or +1 (519) 251-4058 collect to Canada, where available, from anywhere else in the world.

If the Assistance Centre is not contacted immediately, benefits under this Emergency Medical coverage may be limited. If it is medically impossible for you to call, please have someone call on your behalf.

If you choose to pay eligible expenses directly to a health service provider without prior approval by the Assistance Centre, these services will be reimbursed to you on the basis of the *reasonable and customary charges* that we would have paid directly to such provider.

ELIGIBLE EXPENSES include:

1. **Expenses to receive *emergency medical attention*** – Medical care received from a *physician*; the cost of a semi-private *hospital* room (or an intensive or coronary care unit where *medically necessary*); the services of a licensed private duty nurse while you are in *hospital*; the rental or purchase (whichever is less) of a *hospital* bed, wheelchair, brace, crutch or other medical appliance; drugs that are prescribed for you and are available only by prescription from a *physician* or dentist, and tests that are needed to diagnose or find out more about your condition.

Please Note: This policy does not cover magnetic resonance imaging (MRI), computerized axial tomography (CAT) scans, sonograms, biopsies, cardiac catheterization or any other cardiac procedures, or surgeries of any kind unless these have been approved in advance by the Assistance Centre or unless performed on a life-saving basis immediately upon admission to *hospital*.

2. **Expenses to bring someone to your bedside** – If you are travelling alone and are admitted to a *hospital* for three (3) days or more because of a *medical emergency*, we will pay the economy class fare via the most cost-effective itinerary for someone to be with you. We will also pay up to \$1,000 for that person's hotel and meals and provide him/her with Emergency Medical Insurance under the same terms and limitations of this policy until you are medically fit to return home. For a child insured under this policy, this benefit is available immediately upon their *hospital* admission.

Please Note: This benefit is ONLY covered if it has been approved by the Assistance Centre.

3. **Emergency Medical Evacuation** – If our medical advisers and/or the Assistance Centre in consultation with the attending *physician*, determine that you should be transported to another *hospital* or back to your province or territory of residence in Canada for continuing *treatment*, the Assistance Centre will arrange for transportation and we will pay expenses for the following:
 - the extra cost of same class transportation via the most cost-effective itinerary; or
 - a stretcher fare on a commercial flight via the most cost-effective itinerary, if a stretcher is *medically necessary*; and
 - the return cost of an economy class transportation via the most cost-effective itinerary for a qualified medical attendant to accompany you, and the attendant's reasonable fees and expenses, if this is *medically necessary* or required by the airline; or
 - the cost of air ambulance transportation if this is *medically necessary*.

Please Note: This benefit is ONLY covered if it has been approved and arranged by the Assistance Centre.

4. **Expenses to receive professional services** – Care received from a licensed chiropractor, osteopath, physiotherapist, chiroprapist or podiatrist, up to \$500 per profession.
5. **Expenses for ambulance transportation** – *Reasonable and customary charges* for local licensed ambulance service to transport you to the nearest qualified medical service provider in an *emergency*.
6. **Expenses related to your death** – If you should die during your *trip* from an *emergency* covered under this insurance, we will reimburse your estate for:
 - the return home of your body (in the standard transportation container normally used by the airline) plus the *reasonable and customary charges* to have your body prepared where you die and the cost of the standard casket or urn; or
 - the return home of your ashes, plus *the reasonable and customary charges* to cremate your body where you die including the cost of a standard urn; or

- up to overall maximum of \$10,000, that is \$5,000 to have your body prepared and the cost of a standard casket or urn, plus up to \$5,000 for your burial where you die.
- In addition, if someone is required to identify your body and must travel to the place of your death, we will pay the economy class fare via the most cost-effective itinerary for that person plus up to \$500 for that person's hotel and meal expenses. We will also provide that person with Emergency Medical Insurance under the same terms and limitations of this policy for up to seventy-two (72) hours.
7. **Extra expenses for meals, hotel, communication & local transportation** – If a medical *emergency* prevents you, your *travel companion* or your accompanying *immediate family* member from returning home as originally planned, or if your *emergency medical treatment* or that of your *travel companion* or your accompanying *immediate family* member requires your transfer to a location that is different from your original destination, we will reimburse you up to \$500 per day to a maximum of \$5,000 for your extra meals, hotel, essential phone calls, internet usage fees and roaming expenses, text messages and transportation expenses. We will only reimburse you for these expenses if you have actually paid for them.
 8. **Expenses for emergency dental treatment** –
 - If you need *emergency dental treatment*, we will pay, up to \$300 for the relief of dental pain; and/or
 - If you suffer an accidental blow to the mouth, we will pay up to \$3,000 to repair or replace your natural or permanently attached artificial teeth (up to \$2,000 during your *trip* and up to \$1,000 after your return home, to continue *medically necessary treatment*, provided *treatment* is completed in the ninety (90) days after the accident).
 9. **Expenses to return children under your care** – In the event of your death at destination or if you are admitted to *hospital* for more than 24 hours or must return home because of an *emergency*, we will pay for the extra cost of one-way economy class fare to return your children or grandchildren to their home via the most cost effective itinerary and the return economy class fare via the most cost-effective itinerary for a qualified escort when the transportation provider requires it plus the cost of overnight accommodation up to \$500. We will cover him/her under the Emergency Medical Insurance, under the same terms and limitations of this policy. The children or grandchildren must have been under your care during your *trip*.
 10. **Expenses for Child Care** – If you are admitted to *hospital*, we will cover the expenses for an attendant to provide childcare services when such service is required. The attendant must be a person other than the child's parent, an *immediate family* member, your *travel companion*, or the person whose guests you will be during your *trip*. We will reimburse you up to \$100 per day to a maximum of \$300 per *trip*. The children or grandchildren must have been under your care during your *trip*.
 11. **Expenses to return your *travel companion*** – We will pay the extra cost of one-way economy transportation via the most cost-effective itinerary, to return your *travel companion* home, if you return home under Benefit #3 (**Emergency Medical Evacuation**) or Benefit #6 (**Expenses related to your death**). Alternatively, if you travelled with your domestic dog and or cat, we will cover for temporary kennel accommodations (with a licensed boarding kennel) and for your additional transportation expenses for the return home of your domestic dog and or cat, up to the cost of one-way economy transportation to your home.
 12. **Expenses to return your vehicle home** – If, because of a medical *emergency*, hospitalization, death or medical evacuation, you are unable to drive home the vehicle you used during your *trip*, we will cover the reasonable cost charged by a commercial agency to bring your vehicle home. If you rented a vehicle during your *trip*, we will cover its return to the rental agency. For the purposes of this benefit, 'Vehicle' includes any private or rental passenger automobile, boat, mobile home, camper truck or trailer home which you use during your *trip* exclusively for the transportation of passengers (other than for hire).
 13. **Hospital Allowance** – If you are hospitalized for 48 hours or more, we will reimburse you \$50 per day up to \$500 for your incidental out-of-pocket expenses (telephone, television rentals, parking, etc.).
 14. **Baggage Return** – If you return home under Benefit #3 (**Emergency Medical Evacuation**) or Benefit #6 (**Expenses related to your death**), we will pay up to \$300 to cover the extra costs of shipping your baggage to your home address.
 15. **Expenses to replace prescription drugs** – We will pay up to \$50 if you have misplaced or have forgotten your prescription medication during your *trip* and it is necessary for you to continue taking the prescribed medication. Charges for vitamins, vitamin preparations, over-the-counter drugs, contraceptives or birth control are not covered.
 16. **Hearing Aid** – Up to \$200 for the replacement of a hearing aid due to theft, loss or breakage during your *trip* and assistance to co-ordinate the replacement.
 17. **Vision Care** – Up to \$200 for the replacement of prescription eyeglasses due to theft, loss or breakage during your *trip* and assistance to co-ordinate the replacement.
 18. **Phone call expenses** – We will pay for phone calls to or from our Assistance Centre regarding your medical *emergency*. You must provide receipts or other reasonable evidence to show the cost of these calls and the numbers phoned or received during your *trip*.

LIMITATIONS OF COVERAGE FOR EMERGENCY MEDICAL INSURANCE

1. You must contact the Assistance Centre immediately prior to seeking *treatment* or admission to a *hospital*. In the event of *treatment* for a life threatening *emergency*, you must contact the Assistance Centre within 24 hours of the initial *treatment* unless you are physically unable to do so. If faced with such inability, as an alternative, someone else (family member, *travel companion*, *hospital* or medical staff) must call on your behalf. If the Assistance Centre is not contacted immediately, benefits under this Emergency Medical coverage may be limited.
2. In the event that you are not covered under a *government health insurance plan* for the entire duration of the *trip*, reimbursement for benefits incurred under this Emergency Medical Insurance, your claim for Eligible Expenses will be limited to a maximum of \$25,000.

± BAGGAGE LOSS, DAMAGE & DELAY INSURANCE

Baggage Loss, Damage & Delay Insurance coverage:

- starts on the later of the departure date stated on your confirmation of coverage or the date you leave your home to start on your *trip*
- ends on the earlier of the return date stated on your confirmation of coverage or the date you return home

Benefits – What does Baggage Loss, Damage & Delay Insurance cover?

Baggage Loss, Damage & Delay Insurance covers the loss of, damage to, and delay of items or articles of necessity or for personal convenience including clothing and other personal effects that you require while travelling.

More specifically, we will cover the following:

1. Lost/Stolen/Damage Baggage and Personal Effects

Up to \$750 for any one item or set of items which is lost, stolen or damaged during your *trip* to a maximum of \$1,500.

- Jewelry, or cameras (including camera equipment) or any personal electronic devices (such as mobile phones and accessories or laptops with keyboard & other peripheral attachments) are respectively considered as a single item.
- If a lost or damaged item is part of a set, we will cover a reasonable and fair proportion of the total value of the set, but not the total value of the set.
- We will pay the lesser of the replacement cost (after allowance for reasonable wear and tear) or the original purchase price (with accompanying receipts).

2. Replacement Cost of Lost/Stolen Passport, Travel Visa or other Travel Documents

Up to \$500 in total for the replacement of a lost or stolen passport during your *trip* or that of your driver's licence, birth certificate or travel visa and for travel and accommodation expenses actually incurred while waiting to receive the replacement travel documents.

3. Common Carrier Delay of Baggage and Personal Effects

Up to a maximum of \$750 in total per *trip* for necessary toiletries and clothing when your checked Baggage and Personal Effects are delayed by the *common carrier* for at least 10 hours while you are en-route. This benefit is payable only when the delay happens before you return home.

4. Common Carrier Delay of Sporting Equipment

Up to \$100 per day to \$500 in total per *trip* for the rental of golf clubs or ski equipment or for the purchase of reasonable golf accessories (golf balls, gloves, tees, etc.) or ski accessories (ski equipment includes snowboards, bindings, boots or poles, etc.) in the event your checked golf clubs or ski equipment are delayed by the *common carrier* for at least 10 hours while you are en-route. This benefit is payable only when the delay happens before your return home.

Benefit Limit for Baggage Loss, Damage & Delay Insurance: Maximum coverage under this Baggage Loss, Damage & Delay Insurance cannot exceed \$2,000 per *trip*.

PLEASE NOTE: As part of the claims documentation for Baggage Loss, Damage & Delay Insurance, you must provide us with the following:

- A written statement of the loss/theft or damage, such as a police report or, if the police are unavailable, the hotel manager, tour guide or transportation authority's where the loss or damage occurred.
- Proof of the value of the loss or damaged property (receipts, credit card statements, etc.).
- For Baggage Delay, statement by the delayed *common carrier* confirming the length of delay and original receipts for the replacement toiletries and clothing.

FLIGHT ACCIDENT INSURANCE & TRAVEL ACCIDENT INSURANCE

Flight & Travel Accident Insurance coverage:

- starts on the later of the departure date stated on your confirmation of coverage or the date you leave your home to start on your *trip*
- ends on the earlier of the return date stated on your confirmation of coverage or the date you return home

Benefits – What does Flight & Travel Accident Insurance cover?

We will cover the following Flight Accident Insurance & Travel Accident Insurance benefits:

1. If an accidental *injury*, sustained during your *trip*, causes you, in the 12 months after the accident, to die, to become completely and permanently blind in both eyes, to suffer complete and irrevocable loss of hearing or speech, to have two of your limbs fully severed above your wrist or ankle joint, or to become completely and permanently blind in one eye and have one of your limbs fully severed above your wrist or ankle joint, we will pay:
 - a) For Flight Accident Insurance: \$250,000.
 - b) For Travel Accident Insurance: \$50,000.
2. If an accidental *injury*, sustained during your *trip*, causes you, in the 12 months after the accident, to become completely and permanently blind in one eye or to have one of your limbs fully severed above your wrist or ankle joint, we will pay:
 - a) For Flight Accident Insurance: \$125,000.
 - b) For Travel Accident Insurance: \$25,000.
3. If you sustain more than one accidental bodily *injury* during your *trip*, we will pay the applicable insured sum only for the one accident that entitles you to the largest benefit amount.

For Flight Accident Insurance, the accident giving rise to your *injury* must happen:

- a) while you are travelling on a commercial passenger plane for which a ticket was issued to you for your entire airline trip; the plane must be a multi-engine aircraft operated by and licensed to a regularly scheduled airline on a regularly scheduled trip operated between licensed airports and holding a valid Canadian Air Transport Board licence, Charter Air Carrier licence, or its foreign equivalent, and operated by a certified pilot;
- b) if making a flight connection, while riding over land or water at the expense of the airline, riding in a limousine or bus provided by the airport authority, or in a scheduled helicopter shuttle service between airports; or
- c) while you are at an airport for the departure or arrival of the flight covered by this insurance.

Travel Accident Insurance covers any other accidental *injury* sustained during the coverage period that is not the result of incidents described in a), b) or c) above.

Disappearance

If your body is not found within 12 months of the accident, we will presume that you died as a result of your *injury*.

Benefit Limits for Flight and Travel Accident Coverage

If the total amount of all accident insurance you have under policies issued by us is more than \$250,000, our aggregate liability will not exceed that amount, and any excess insurance will be void and the premiums paid for such excess insurance will be refunded.

GENERAL INFORMATION

The Premium Protection Plan must be purchased within 72 hours of making an initial payment on the *trip* travel arrangements. Coverage must be for the entire duration of your *trip*. You may increase Trip Cancellation coverage for additional prepaid travel arrangements at any time prior to your departure date provided you pay the additional premium within 72 hours of booking the additional travel arrangements.

How to contact us

Prior to travelling, or when travelling and you require *emergency* assistance, call:

1-855-856-7569 toll-free from the USA and Canada

+1 (519) 251-4058 collect where available

For coverage information or general enquiries, please contact Manulife Travel Customer Service at 1-866-298-2722.

Confirmation of coverage refers to the documents or set of documents confirming your insurance coverage under this policy and where applicable, your *trip* arrangements. It will set forth the following information:

- i) the premium paid with unique Policy Number
- ii) full name/address of all Insured persons
- iii) the Application Date (corresponding to the purchase date of the Premium Protection Plan)
- iv) the Departure Date stated on your application as the date you leave on your *trip*
- v) your *trip* destination
- vi) the Return Date stated on your application as the date you return home from your *trip*
- vii) the covered amount selected for Trip Cancellation/Prior to Departure coverage
- viii) the covered amount for Trip Interruption/After Departure coverage will be indicated as unlimited
- ix) Home, the place/city indicated on your application as the place you leave from on the Departure Date and are scheduled or ticketed to return to on the Return Date

This insurance is void in the case of fraud or attempted fraud, or if you conceal or misrepresent any material fact or circumstance concerning this insurance, either at the time of application for this insurance or extensions, at the time of claim or at any other moment during your coverage period.

Please review your confirmation of coverage to ensure the details / itinerary is correct and take the time to read your policy and review all of your coverage. Except as allowed under the 10 Day Right to Examine (see page 1), there are no premium refunds under this policy.

Family coverage is available to you if all family members to be insured under one policy are named in your confirmation, are under age 60 and have purchased and paid for family coverage. The family coverage covers you, your *spouse* and *children* (includes grandchildren) while travelling together. To qualify, your children must be unmarried, be your dependent son or daughter or your grandchildren and must be either i) under the age of 21; or ii) under the age of 26 if a full-time student; or iii) your son, daughter or grandchildren of any age, if mentally or physically disabled. A maximum of 2 adults is permitted under family coverage.

With the purchase of this insurance, coverage is provided at no extra charge for any child less than 2 years of age for the full duration of your *trip*.

AUTOMATIC EXTENSION

Under Trip Interruption Insurance, we will extend your coverage automatically beyond the return date stated on your confirmation of coverage:

- for up to 10 days, if you have a medical *emergency* that prevents you from returning home on that date; or
- for up to 30 days, if you are hospitalized and that hospitalization prevents you from returning home on that date.

Under all other types of insurance, we will extend your coverage automatically beyond the return date stated on your confirmation of coverage date if:

- your *common carrier* is delayed. In this case, we will extend your coverage for up to 72 hours; or
- you, your *travel companion* or accompanying *immediate family* member are hospitalized on that date. In this case, we will extend your coverage during the hospitalization and for up to 5 days after discharge from the *hospital*; or
- you, your *travel companion* or accompanying *immediate family* member have a medical *emergency* that does not require hospitalization but prevents travel. In this case, we will extend your coverage for up to 5 days.

In any case, we will not extend any coverage beyond 12 months of the departure date stated on your confirmation of coverage.

EXTENSIONS

If you decide to extend your *trip*, your travel agent or *travel supplier* may extend your coverage based upon these conditions:

- Your coverage is in force at the time you request the extension;
- The total length of your *trip* (including the extension) **does not exceed 30 days**;
- You pay the additional premium;
- You have had no event that has resulted or may result in a claim.

The Premium Protection Plan cannot be extended beyond 30 days. However, if you are already on your *trip* and must extend your travel dates for reasons other than what is covered under Automatic Extension above or must extend your stay beyond the allotted days under Automatic Extension, you may be granted coverage under any other Manulife Travel Insurance Plan offered through your travel agent or *travel supplier* provided you meet the coverage eligibility requirements for such plans. Coverage for the additional travel dates will be subject to the conditions, limitations and exclusions of the new policy. If you experienced a medical problem, had an *injury*, received medical *treatment* or submitted a claim during your *trip*, then any new policy issued will be subject to our approval. Incorrect information provided to us at such time will render any new policy issued null and void.

If you have not left home and wish to travel longer than 30 days, please contact your travel agent and based upon your revised travel dates, they will cancel this policy and issue a travel policy that allows coverage for the entire duration of your revised trip.

The Premium Protection Plan must be purchased for the entire duration of a *trip*, therefore a policy cannot be purchased to cover only a portion of a trip, such as purchasing the plan to cover additional days of a trip partially covered by another insurer, such as a credit card or employee plan. However, a Premium Protection Plan may be purchased to supplement coverage with another plan provided it is purchased respecting the Premium Protection Plan Parameters set forth on page 1.

MEDICAL CONCIERGE SERVICES

The Premium Protection Plan includes value-added medical concierge services. These services are provided by StandbyMD and are aimed at providing you with the optimal medical care when faced with an unexpected medical emergency. To access the services provided by StandbyMD, simply call the Assistance Centre using the phone numbers indicated on the wallet card. To learn more visit www.standbymd.com.

MEDICAL CONCIERGE SERVICES PROVIDED BY STANDBYMD

Disclaimer, Waiver, and Limitation of Liability: StandbyMD is not a medical provider. Medical providers utilized by StandbyMD are not employees, agents, nor in any way affiliated with StandbyMD, beyond accepting StandbyMD's referrals. StandbyMD does not have any control, real or implied, over the medical judgment of participating medical providers, nor their actions or inactions. StandbyMD, upon making referrals under this *policy* does not assume any responsibility for: the availability, their quality, the results or outcome of any *treatment* or service.

Policyholders hereby specifically waive any and all rights to proceed legally against StandbyMD or anyone related to StandbyMD* in any and all claims, demands, actions, causes of action, and suits of any kind, nature, or amount which relate to, or in any way directly or indirectly flow from the medical concierge services that StandbyMD is offering.

StandbyMD's liability under these medical concierge services, if any, is limited solely to the amount of payment made to participating medical providers for the services that a policyholder obtained after they received a referral from StandbyMD.

*Related persons include principals, parents, successors and assigns of StandbyMD.

The StandbyMD program is provided by Healthcare Concierge Services, Inc. Manulife and its agents are not responsible for the availability, quality, or results of services provided under the StandbyMD program.

3 STEP CLAIM PROCESS

1. CONTACT THE ASSISTANCE CENTRE

From Canada and the USA, toll free at: 1 855 856-7569

From anywhere else in the world at: +1 (519) 251-4058 call collect where available

Immediate access to the Assistance Centre is also available through its TravelAid mobile app. To download the app, visit: <http://Active-Care.ca/TravelAid>.

2. SUBMITTING YOUR CLAIM - by Mail or Online

ANY claim for benefits requires a fully completed claim form. Contact the Assistance Centre and they will mail you the form appropriate to your claim. For quick and easy claim submission, please have all of your documents available [in electronic format] and visit <https://manulife.acmtravel.ca> to submit your claim online.

3. SUBMITTING TO US WRITTEN PROOF OF REASON FOR EXPENSES AND LOSSES

To adjudicate your claim, we will need written proof that you experienced a loss caused by an unexpected situation or event as supported by an independent source as well as all original receipts and the return of unused travel documents (or tickets) for claimed expenses. Detailed information of the documentation needed to adjudicate your claim is available by contacting the Assistance Centre or it can be downloaded from the Assistance Centre website, visit <https://manulife.acmtravel.ca>

TIME LIMITS: To make a claim for benefits under this policy, your written proof of claim and your fully completed Manulife Travel Insurance claim form(s) must be submitted to us within 90 days after the event, but not more than 12 months after the date of such event or loss.

Who will we pay your benefits to if you have a claim?

Except in the case of your death, we will pay the covered expenses under this insurance to you or the provider of the service. Any sum payable for loss of life will be payable to your estate. You must repay us any amount paid or authorized by us on your behalf if we determine that the amount is not payable under your policy. All amounts shown throughout this contract are in Canadian dollars. If currency conversion is necessary, we will use our exchange rate on the date you received the service outlined in your claim. We will not pay for any interest under this insurance.

Is there anything else you should know if you have a claim?

If you disagree with our claim decision, the matter may also be submitted for judicial resolution under the applicable law(s) of the Canadian province or territory where you reside at the time of application for this policy.

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act, or other applicable legislation.

For the purposes of determining the validity of a claim under this policy, we may obtain and review the medical records of the attending *physician(s)*, including the records of *physician(s)* at home. These records may be used to determine the validity of a claim.

In addition, we have the right, and you shall afford us the opportunity, to have you medically examined when and as often as may reasonably be required while benefits are being claimed under this policy. If you die, we have the right to request an autopsy, if not prohibited by law.

WHAT ELSE DO YOU NEED TO KNOW

This policy is non-participating. You are not entitled to share in our divisible surplus. Neither we nor our agents or administrators are responsible for the availability, quality or results of any *treatment* or transportation, or for your failure to obtain *treatment*.

The right of any person to designate persons to whom or for whose benefit insurance money is payable is restricted.

This policy shall be governed by and construed in accordance with the laws of the province or territory of residence of the insured.

Despite any other provisions of this contract, this contract is subject to the statutory conditions contained in the Insurance Act as applicable in your province or territory of residence respecting contracts of sickness and accident insurance.

How does this insurance work with other coverages that you may have?

This is second payor coverage and sometimes also referred to as 'last payor'. You may have other in-force plans or contracts such as, but not limited to, third party liability, auto insurance, group or individual health insurance providing *hospital*, medical or therapeutic coverage. In this case, the amounts payable under this insurance are limited to that portion of your eligible expenses that are in excess of the amounts provided by those other in-force plans or contracts.

Total benefits paid to you by all insurers cannot exceed your actual expenses. We will coordinate the payment of benefits with all insurers who provide you with benefits similar to those provided under this insurance (except if your current or former employer provides you with an extended health insurance plan with a lifetime maximum coverage of \$100,000 or less), to a maximum of the largest amount specified by any such insurer.

In addition, we have full rights of subrogation. In the event of a payment of a claim under this policy, we will have the right to proceed, in your name, but at our expense, against third parties who may be responsible for giving rise to a claim under this policy. You will execute and deliver such documents as are necessary and cooperate fully with us to allow us to fully assert our rights. You must do nothing to prejudice such rights.

If you are insured under more than one insurance policy underwritten by us, the total amount we pay to you cannot exceed your actual expenses; and the maximum you are entitled to is the largest amount specified for the benefit in any one policy.

DEFINITIONS

When italicized in this policy, the term:

Common carrier means a conveyance (such as a bus, taxi, train, boat, airplane) which is licensed, intended and used to transport paying passengers.

Emergency means a sudden and unforeseen *medical condition* that requires immediate *treatment*. An *emergency* no longer exists when the evidence reviewed by the Assistance Centre indicates that no further *treatment* is required at destination or you are able to return to your province or territory of residence for further *treatment*.

Government health insurance plan means the health insurance coverage that a Canadian provincial or territorial government provides to its residents.

Hospital means an institution that is licensed as an accredited *hospital* that is staffed and operated for the care and *treatment* of in-patients and out-patients. *Treatment* must be supervised by *physicians* and there must be registered nurses on duty 24 hours a day. Diagnostic and surgical capabilities must also exist on the premises or in facilities controlled by the establishment. A *hospital* is not an establishment used mainly as a clinic, extended or palliative care facility, rehabilitation facility, addiction *treatment* centre, convalescent, rest or nursing home, home for the aged or health spa.

Immediate family means *spouse*, fiancé, parent, legal guardian, step-parent, grandparent, step-grandparent, grandchild, in-law, natural or adopted child, step-child, brother, sister, step-brother, step-sister, aunt, uncle, niece or nephew.

Injury means sudden bodily harm that you sustain and that is caused by external and purely accidental means, directly and independently of illness or disease and all other causes.

Medical attention means *treatment* required for the immediate relief of an acute symptom or that, according to a *physician*, cannot be delayed until you return home. It must be ordered by and received from a licensed *physician* during your *trip* or received from a physiotherapist, chiropractor, osteopath, chiropodist or podiatrist during your *trip*.

Medical condition means any disease, sickness or *injury* (including symptoms of undiagnosed conditions).

Medically necessary in reference to a given service or supply means such service or supply: a) is appropriate and consistent with the diagnosis according to accepted community standards of medical practice; b) is not experimental or investigative in nature; c) could not be omitted without adversely affecting your condition or quality of medical care; d) cannot be delayed until your return home; and e) is delivered in the most cost-effective manner possible, at the most appropriate level of care and not primarily for reasons of convenience.

Physician means a person:

- who is not you or a member of your *immediate family* or your *travel companion*;
- licensed in the jurisdiction where the services are provided, to prescribe and administer medical *treatment*.

DEFINITIONS

Reasonable and customary charges means charges incurred for goods and services that are comparable to what other providers charge for similar goods and services in the same geographical area.

Spouse means someone to whom one is legally married, or with whom one has been residing and publicly represented as a spouse.

Travel companion means someone who shares *trip* arrangements and accommodations with you. No more than five (5) individuals (including you) will be considered travel companions on any one *trip*.

Travel services means transportation, sleeping accommodation or other service provided or arranged by a *travel supplier* for your use (but does not include taxes or insurance).

Travel supplier means a tour operator, travel wholesaler, airline, cruise line, provider of ground transport or provider of travel accommodation or provider of other services to you that is:

- contracted to provide *travel services* to you; and
- licensed, registered or is otherwise legally authorized in the particular location of the travel supplier to operate and provide *travel services* as shown on your confirmation.

Treatment means hospitalization, a procedure prescribed, performed or recommended by a *physician* for a *medical condition*. This includes but is not limited to prescribed medication, investigative testing and surgery.

Important: Any reference to testing, tests, test results, or investigations excludes genetic tests. "Genetic test" means a test that analyzes DNA, RNA or chromosomes for purposes such as the prediction of disease or vertical transmission risks, or monitoring, diagnosis or prognosis.

Trip means your intended travel period to take place between the departure date and return date as both are indicated on your confirmation of coverage and for which you have insured your prepaid travel arrangements with this Policy.

NOTICE ON PRIVACY

Your privacy matters. We are committed to protecting the privacy of the information we receive about you in the course of providing the insurance you have chosen. While our employees need to have access to that information, we have taken measures to protect your privacy. We ensure that other professionals, with whom we work in giving you the services you need under your insurance, have done so as well. To find out more about how we protect your privacy, please read our Notice on Privacy and Confidentiality.

Notice on Privacy and Confidentiality. The specific and detailed information requested on the application form is required to process the application. To protect the confidentiality of this information, Manulife will establish a "financial services file" from which this information will be used to process the application, offer and administer services and process claims. Access to this file will be restricted to those Manulife employees, mandataries, administrators or agents who are responsible for the assessment of risk (underwriting), marketing and administration of services and the investigation of claims, and to any other person you authorize or as authorized by law. These people, organizations and service providers may be in jurisdictions outside Canada, and subject to the laws of those foreign jurisdictions. Your file is secured in our offices or those of our administrator or agent. You may request to review the personal information it contains and make corrections by writing to: Privacy Officer, Manulife, P.O. Box 1602, Waterloo, Ontario N2J 4C6.

For further details about our Privacy Policy, you may also visit Manulife at <https://www.manulife.ca/privacy-policies.html>.

Accessible formats and communication supports are available upon request. Visit [Manulife.ca/accessibility](https://www.manulife.ca/accessibility) for more information.


Manulife, P.O. Box 670, Stn Waterloo, Waterloo, ON N2J 4B8.

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MPPPOL522E

– 15 –

 **Don't forget your Wallet Card! Cut out this section and be sure to carry it with you at all times while travelling.**

PREMIUM PROTECTION PLAN

IN THE EVENT OF AN EMERGENCY, CALL:

From Canada and the USA, toll free at:

1 855 856-7569

From anywhere else in the world at:

+1 (519) 251-4058 call collect where available



IF YOU NEED MEDICAL ATTENTION or must make any other type of claim during your trip, please contact the Assistance Centre first. The Assistance Centre is open 24 hours a day each day of the year.

If you do not contact the Assistance Centre prior to seeking medical treatment, your coverage may be reduced.

Immediate access to the Assistance Centre is also available through its TravelAid mobile app. To download the app, visit: <http://Active-Care.ca/TravelAid>.

(We recommend you download the ACM's free assistance & claims app, ACM TravelAID™ before you travel to avoid incurring roaming charges that may apply at your destination.)

NAME _____

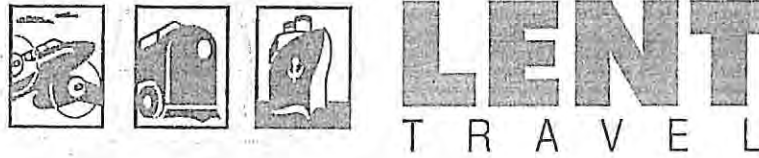
POLICY # _____

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Manulife

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Proudly serving the Port Hope community for 70 years.

Quote
Z

September 12th, 2024

Hi Greg – please find the requested quote for New York City is as requested. Let me know if it suits your needs or required any changes.

John

St. Mary's Boys Rugby New York City Tour 2025 Itinerary

DAY 1 – WEDNESDAY, APRIL 9th, 2025

- Depart via coach bus for Manhattan
- Explore Times Square
- Check in to downtown hotel

DAY 2 – THURSDAY, APRIL 10th, 2025

- Top of the Rock in Rockefeller Center
- 5th Avenue to Times Square for lunch
- Staten Island Ferry to Manhattan
- Times Square for dinner

DAY 3 – FRIDAY, APRIL 11th, 2025

- 9/11 Museum @ Ground Zero
- Lunch @ Fulton Street/South Street Seaport
- Shopping in Greenwich Village
- Walk the High Line
- New York Rangers or New Jersey Devils game

DAY 4 – SATURDAY, APRIL 12th, 2025

- New York Yankees game
- explore Central Park
- dinner in Hell's Kitchen

DAY 5 – SUNDAY, APRIL 14th, 2019

- Mass in Manhattan
- Coach bus return to Canada

Included in the cost of the tour:

- Return coach bus to Manhattan, NY
- 4 nights hotel accommodation in New York City
- Tickets to all attractions listed above

Price per person: \$1050 (based on 30 participants, 4 complimentary chaperones)

Accommodation costs: \$625 pp
Transportation costs: \$250 pp
Entry fees/other: \$175 pp

Cancellation insurance: Ultimate Youth Premier (including CFAR)
\$124 per person (under 18)
\$285 (adults)

SMBR2026

St. Mary's Boys Rugby New York City 2025
Assist Travel and Tours
5 DAYS/ 4 NIGHTS

QUOTE 3

Day 1: Arrival & Midtown Exploration

- **Morning:** Arrive in NYC and check into your hotel.
- **Afternoon:** Explore Midtown. Visit Times Square, Bryant Park, and the New York Public Library.
- **Evening:** Dinner in Hell's Kitchen (try a local favorite like Ippudo for ramen).
- **Night:** Visit the Top of the Rock at Rockefeller Center for stunning skyline views.

Day 2: Central Park & Museums

- **Morning:** Stroll through Central Park. Visit Bethesda Terrace and the Bow Bridge.
- **Afternoon:** Explore either the American Museum of Natural History or the Metropolitan Museum of Art (both are fantastic options).
- **Evening:** Dinner on the Upper West Side (check out Jacob's Pickles for comfort food).
- **Night:** Enjoy a Broadway show (book tickets in advance).

Day 3: Rangers Game & Downtown

- **Morning:** Head downtown to visit the 9/11 Memorial & Museum.
- **Afternoon:** Explore Wall Street and Battery Park. Consider a quick ferry ride to see the Statue of Liberty (if time allows).
- **Evening:** Have dinner near Madison Square Garden (try Carmine's for family-style Italian).
- **Night:** Attend the New York Rangers game at Madison Square Garden. Make sure to check the game schedule and purchase tickets in advance.

Day 4: Yankees Game & The Bronx

- **Morning:** Head to the Bronx. Visit the Bronx Zoo or the New York Botanical Garden if you're interested in nature.
- **Afternoon:** Enjoy lunch at a local spot, then visit Yankee Stadium for a tour if you have time before the game.
- **Evening:** Catch the New York Yankees game at Yankee Stadium. Grab some classic ballpark food!
- **Night:** Return to Manhattan and unwind at a local bar or café.



Day 5: Iconic NYC & Departure

- **Morning:** Visit the Empire State Building or One World Observatory for amazing views.
- **Afternoon:** Last-minute shopping in SoHo or a walk on the High Line, a unique elevated park.

Included in the Cost of the Tour

Return coach bus transportation to New York City

4 nights' accommodation

Chartered coach bus for entire trip

Admission to all excursions selected and confirmed by group leaders

8:1 Chaperone ratio based on minimum 32 paying participants. (Dual occupancy based)

Not included in the Cost of the Tour

Expenses of a personal nature

All meals

Optional Tours as noted above

Exhibition matches and practice session fees / kit/ gifts for hosts

Travel Insurance

Tips for bus driver, tour guides

Price in Canadian Dollars

Price is based on 8:1 ratio, minimum 32 paying participants.

Price in \$CDN : \$1200

*Price includes all taxes and fees

Payment Schedule

Team Deposit \$2000 November 30, 2024

Payment \$600 per person due January 15, 2025

***Participant enrolment forms are also due**

Final Group Balance due March 1, 2025



Borrowing Resolutions for Operating Line of Credit and Short - Term Financing of Construction Projects.

R.A. That the Board authorize the signing officers of the Board to enter into agreements with the Canadian Imperial Bank of Commerce for the following:

1. The borrowing of funds to meet operating requirements up to a maximum of \$10,000,000 for the 2025 calendar year.
2. Interim capital financing of up to \$5,486,101 to support capital projects planned and/or underway funded by School Condition Improvement Grant.
3. Interim capital financing of up to \$26,247,733 to support the planned Northglen Catholic Elementary School funded by Capital Priorities and Child Care Capital Grant



Creating a culture of
faith, hope and love
to ensure equity
and well-being.

BUSINESS AND FINANCE

Report to the Board

Meeting:	Open
Presented for:	Approval
Meeting Date:	December 17, 2024
Presented by:	Sean Heuchert, Superintendent of Business/Finance
Submitted by:	Sean Heuchert, Superintendent of Business/Finance Teri Smith, Chief Financial Officer

Subject: Borrowing Resolutions for Operating Line of Credit and Short -Term Financing of Construction Projects

Recommended Action(s):

That the Board authorize the signing officers of the Board to enter into agreements with the Canadian Imperial Bank of Commerce for the following:

1. The borrowing of funds to meet operating requirements up to a maximum of \$10,000,000 for the 2025 calendar year.
2. Interim capital financing of up to \$5,486,101 to support capital projects planned and/or underway funded by School Condition Improvement Grant.
3. Interim capital financing of up to \$26,247,733 to support the planned Northglen Catholic Elementary School funded by Capital Priorities and Child Care Capital Grant

Background:

The Education Act requires the Treasurer of the Board to furnish the bank with a copy of the resolutions(s) authorizing the borrowing of funds.

Operating

Each year, the Board is required to approve the Demand Operating Line-of-Credit to finance expenditures which occur before revenues are received. The current Line-of-Credit expires on December 31, 2024.

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

Capital - Interim Financing of Construction Projects

Capital cash flow payments provided through the School Condition Improvement, Capital Priorities and Child Care Capital funding streams are flowed to the board subsequent to the actual expenditures being incurred and reported to the Ministry of Education. Capital spending is reported to the province as of March 31st and August 31st each year as part of the March report and the annual financial statements. Cash transfer payments for the incurred expenditures are received twice per year and School Boards receive funding from the Ministry of Education for their short-term interest costs incurred on projects that are underway.

The School Condition Improvement funding allocation for the 2024-25 school year is \$5,486,101. The Board has approached the Canadian Imperial Bank of Commerce requesting short-term bridge financing, variable rate interest payable monthly, and principal repayable in total upon receipt of permanent financing to meet capital cash flow needs.

The Northglen Catholic Elementary School approved funding allocation consists of \$23,959,664 in Capital Priorities funding and \$2,288,069 in Child Care Capital. The Board has approached the Canadian Imperial Bank of Commerce requesting short-term bridge financing, variable rate interest payable monthly, and principal repayable in total upon receipt of permanent financing to meet capital cash flow needs.

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

OPERATING BORROWING RESOLUTION

A resolution authorizing the borrowing of money to meet current expenditures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the "Board").

- A. In accordance with subsection 243(1) of the Education Act (the "Act"), the Board considers it necessary to borrow the amount of up to \$10,000,000 by way of Term CORRA loan for current expenditures of the Board, until revenue is received, for the period commencing on January 1, 2025, and ending on December 31, 2025. (the "Period")
- B. Pursuant to subsection 243(3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

AND WHEREAS the total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education

THEREFORE BE IT RESOLVED THAT:

1. The Chair, Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized on behalf of the Board to borrow from time to time by way of overdraft, or Term CORRA loan from Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding \$10,000,000 to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in subsection 243(1) and 243(2) of the Act), and to give CIBC Term CORRA loans sealed with the corporate seal of the Board and signed by any two of the Chair, Director of Education, Secretary/Treasurer for the sum borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Director of Education, Secretary/Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of this current revenues of the Board;
4. The Director of Education, Secretary/Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues of the previous year less any current revenue already collected.

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

DATED this Seventeenth Day of December 2024.

WITNESS the corporate seal

Kevin MacKenzie - Chair

Stephen O'Sullivan
Director of Education, Secretary/Treasurer

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

CAPITAL BORROWING RESOLUTION

A resolution authorizing the borrowing of money to meet the short-term needs of capital expenditures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”).

WHEREAS, in accordance with subsection 247 of the Education Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$5,486,101 by way of a Term CORRA loan for Capital expenditures for School Condition Improvement funded projects, as approved by the Ontario Ministry of Education:

AND WHEREAS the estimated capital revenues of the Board have not yet been received or fully received and such revenues thereafter to be received are sufficient to repay all unpaid sums borrowed to meet the Board’s capital expenditures including the sum to be borrowed hereunder and interest thereon:

AND WHEREAS the total cost of the projects is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education

THEREFORE BE IT RESOLVED as follows:

1: The Chair, Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized on behalf of the Board to borrow \$5,486,101 for capital improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC and consistent with the short term borrowing direction provided by the Ministry of Education.

2: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this resolution.

3: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies comprising the capital revenue of the Board hereafter received.

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

DATED this Seventeenth Day of December 2024.

WITNESS the corporate seal

Kevin MacKenzie - Chair

Stephen O’Sullivan
Director of Education, Secretary/Treasurer

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

CAPITAL BORROWING RESOLUTION

A resolution authorizing the borrowing of money to meet the short-term needs of capital expenditures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board (the “Board”).

WHEREAS, in accordance with subsection 247 of the Education Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$26,247,733 by way of a Term CORRA loan for Capital expenditures for the capital expenditures for Northglen Catholic Elementary School funded by Capital Priorities and Child Care Capital Grant, as approved by the Ontario Ministry of Education:

AND WHEREAS the estimated capital revenues of the Board have not yet been received or fully received and such revenues thereafter to be received are sufficient to repay all unpaid sums borrowed to meet the Board’s capital expenditures including the sum to be borrowed hereunder and interest thereon:

AND WHEREAS the total cost of the projects is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education

THEREFORE BE IT RESOLVED as follows:

- 1: The Chair, Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized on behalf of the Board to borrow \$26,247,733 for capital expenditures in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC and consistent with the short term borrowing direction provided by the Ministry of Education.
- 2: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this resolution.
- 3: The Director of Education, Secretary/Treasurer and the Superintendent of Business/Finance are hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies comprising the capital revenue of the Board hereafter received.

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

DATED this Seventeenth Day of December 2024.

WITNESS the corporate seal

Kevin MacKenzie - Chair

Stephen O’Sullivan
Director of Education, Secretary/Treasurer

Trustee Professional Development, Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, May 1-3, 2025.

R.A.: that trustees wishing to do so, be authorized to attend the Ontario Catholic School Trustees' Association (OCSTA) Annual General Meeting, Conference and Business Seminar, being held May 1-3, 2025, in Markham, Ontario.

**Joint Health and Safety Committee Semi-annual Report,
December 9, 2024.**

R.A. that the Joint Health and Safety Committee Semi-annual Report to the Director of Education dated December 9, 2024, be received.

JOINT HEALTH AND SAFETY COMMITTEE SEMI-ANNUAL REPORT

To: Stephen O’Sullivan - Director of Education

From: The Joint Health and Safety Committee

Date: December 9, 2024

1 Introduction

Aligned with the Peterborough Victoria Northumberland and Clarington Catholic District Schools Board’s Pillar of Being Well, the Administrative Procedure for Occupational Health and Safety, as well as, the Ontario Occupational Health and Safety Act, PVNCCDSB is committed to providing and maintaining a healthy and safe workplace by complying with all relevant health and safety legislation. In an effort to support the employer with its health and safety commitment, as well as to ensure employee voice in regards to health and safety, the Joint Health and Safety Committee meets five times per school year to review, update and provide guidance on health and safety related matters. All PVNCCDSB properties are inspected monthly by Work Site Inspection Committee members that have received training.

This report summarizes the health and safety activities undertaken by the Joint Health and Safety Committee during the period July 2024 – December 2024 and demonstrates the commitment of the PVNC Catholic District School Board, schools, administrative sites and the committee to be compliant with the requirements of health and safety legislation.

JHSC Committee representation is comprised of the following staff members:

<u>Management</u>	<u>Worker</u>
Darren Kahler – Co-Chair	Kelli Braund (CUPE) - Co-Chair
Tom O’Grady	Joe DeVuono (OECTA)
Derek Abrams (P/VP)	Nora Shaughnessy (CUPE)
Karen Spenceley (P/VP)	Patricia Taylor (OECTA OT)

Melissa Featherstone, Health and Safety Officer (Guest Advisor)
Bart Scollard, OECTA President (Guest Attendee)
David McOuatt, CUPE Vice-President (Guest Attendee)

2 Highlights from July 2024 to December 2024

Meeting Date	New Items	Closed Items
Oct 15/24	13	9
Dec 3/24	7	7

- JHSC Audit locations were determined for the 24/25 school year. Schools are picked on criteria including sites that have not completed their monthly inspections, sites with high levels of reports of accidents, incidents or workplace violence, sites where work site inspection committees could benefit from the JHSC attending the site, and other criteria as determined by the JHSC. Audits are planned for January 2025 at the following locations :
 - St. Catherine CES
 - St. John CES
 - St. Patrick CES
 - St. Paul CES, Peterborough
 - St. Peter CSS
 - St. Teresa CES
- The JHSC discussed implications of the Working for Workers Five Act which resulted in changes to the Occupational Health & Safety Act. A key change includes the ability for an employer to post documents electronically that were previously required to be posted in the workplace. The JHSC consulted on how this could look for PVNC Catholic.
- The Ministry of Labour, Training and Skills Development (MOLTSD) has conducted field visits since July 2024.
 - November 6, 2024- St. Anthony CES, regarding a workplace violence complaint
 - November 14, 2024- St. Mary CES, Campbellford- regarding a Critical Injury investigation
- In response to an employee concern with respect to air quality, hygiene testing was undertaken at the Holy Trinity Catholic Secondary School wood shop. The report was provided to the JHSC and members were afforded the opportunity to attend the testing. Following the recommendations received, the employer had an outside contractor make repairs to the dust collection system, improve dust collection at select pieces of equipment within the class, and clean the return air ductwork which had become contaminated, as well as the ceiling plenum. Additionally, the jointer head was replaced with a helical head to reduce noise as well as dust creation in the classroom.
- Following a recommendation by the JHSC, time on the August 29, 2024 PA Day was dedicated to staff wellness. A well renowned expert in the field, Dr. Bill Howitt, provided a one hour session

for all staff. Dr. Bill Howatt is the Founder and President of Howatt Human Resources Consulting. He refers to himself as a behavioural scientist passionate about guiding employees and employers in creating psychologically safe, inclusive, and thriving cultures. Dr. Bill has over 30 years of clinical experience in mental health and addictive disorders. He is known internationally and is one of Canada's top workplace mental health experts. Dr. Howatt focused his presentation on Six Daily Habits to Protect and Promote Mental Health.

- The JHSC provided consultation on an update of the process for safe handling of sharps which will help to ensure that custodians who are required to handle sharps can do so safely. The updated procedure will be included in the Custodial Manual and training rolled out on the Vector Online training portal.
- As required in the JHSC Terms of Reference, the JHSC dedicated time at the first meeting of the year to ensure the terms were reviewed with all members of the committee.

3 Upcoming/Ongoing Projects

- A workplace violence subcommittee continues to meet and review best practices with respect to workplace violence.
- The JHSC will continue to monitor accident and incident statistics as provided at each JHSC meeting and will recommend preventive measures to the Employer as they are identified.

4 Learning Opportunities

- Kelli Braund has completed Part 2- JHSC Certification provided by CUPE
- Tom O'Grady is in the process of completing Part 1- JHSC Certification

5 Incident Reporting

A total of 598 HR5 Accident Incident and/or Workplace Violence reports have been submitted by PVNCCDSB staff since September 1, 2024. The JHSC continues to review these incidents at each meeting to determine if any preventive/ corrective measures can be recommended to prevent future occurrences. Workplace violence is the most reported incident across PVNC Catholic.

Since the commencement of the 2024-2025 school year, PVNCCDSB has filed 20 lost time claims with the WSIB and 7 health care claims.

The 5 most frequently reported incident types in order of frequency are Workplace Violence, Struck or Contact By, Struck Against/ Contact With, Falls, and Overexertion/ Strains.

Following receipt of submitted Accident/Incident/ Workplace Violence reports, Principals and supervisory staff are asked to review each incident and provide root cause as well as corrective actions taken. 86% of reports submitted this school year have been actioned in this way. Principals and Supervisors are encouraged to continue to be diligent in investigating accident causation and taking actions to improve safety in our workplaces.

6 2024-2025 JHSC Goals / Priorities

Professional development

- Many JHSC members have enrolled in a virtual webinar on May 8 to learn more about workplace mental health.

Workplace Violence

- The JHSC Sub-Committee on Workplace Violence continues to meet regularly to examine incidents and concerns of workplace violence and make any recommendations deemed necessary. To this point, the Workplace Violence Sub-Committee has made several recommendations to the employer

The Internal Responsibility System

- The **Internal Responsibility System (IRS)** is a workplace health and safety framework where everyone—employers, supervisors, and workers—shares responsibility for maintaining a safe environment. It emphasizes collaboration, open communication, proactive hazard identification, and compliance with occupational health and safety (OHS) laws. Employers must provide a safe workplace and training, supervisors oversee and enforce safety practices, and workers must follow procedures and report hazards. Often supported by Joint Health and Safety Committees (JHSC), the IRS fosters accountability and continuous improvement, creating a culture where safety is integral to all workplace activities.
- The JHSC continues work towards educating the PVNC Catholic on the key tenets of the IRS and how it can improve health and safety for all.

The members of the Joint Health & Safety Committee thank the Board of Trustees and the Director of Education for their ongoing support of Occupational Health & Safety.

Respectfully submitted by:

Kelli Braund

Kelli Braund-Certified Worker Co-Chair

Darren Kahler

Darren Kahler-Certified Management Co-Chair



Ontario Catholic School Trustees' Association

November 15, 2024

MEMORANDUM

TO: Directors of Education
- All Catholic District School Boards

FROM: Anne O'Brien, Director of Catholic Education

SUBJECT: **Together in Faith: Journey through Advent – Preparing the Way of the Lord**

“The season of Advent, restores this horizon of hope, a hope which does not disappoint for it is founded on God’s Word. A hope which does not disappoint, simply because the Lord never disappoints! He is faithful! He does not disappoint! Let us think about and feel this beauty.”
Pope Francis

We are pleased to provide each board with copies of OCSTA’s “Journey through Advent: Preparing the Way of the Lord” booklet. Boards are invited to share this resource with your Board Chair, SO of Faith Formation, Adult Faith Animator, SEAC, Parent Council Chair, Student Trustees, and other board staff.

We would like to thank each of the 29 boards for submitting their promising practices centered on the Journey through Advent – Preparing the Way of the Lord.

This resource will be available for boards to access on OCSTA’s Together in Faith website (<https://www.togetherinfaith.ca/>).

We wish you a blessed Advent season as we journey towards Christmas together as Pilgrims of Faith.



Ontario Catholic School Trustees' Association

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

November 21, 2024

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

CC: Board Secretaries and Administrative Assistants

FROM: Margaret Binns, Director of Administrative Services

RE: **2025 OCSTA Trustee Award of Merit**

Boards or individual trustee members are encouraged to submit nominations for the 2025 OCSTA Trustee Award of Merit. This award recognizes current and former Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Annual Dinner on Friday, May 2, as part of the 2025 Annual General Meeting & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award, for reference purposes.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 10, 2025.**

OCSTA Trustee Award of Merit: Guidelines

NOMINATION ELIGIBILITY

- Only current and former Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another current or former trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

EVALUATION CRITERIA

This award is given to current and former trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

PROCESS

- Up to three awards may be presented in any given year.
- All nominations will be reviewed, and the winner selected at the February Board of Directors' meeting.
- For information purposes, a list of past winners will be provided to the OCSTA Board of Directors (included in this package).
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse each award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the forms below and preceded by the Nomination Cover Sheet.
- The response in support of the nominee for each of the three criteria must **not** exceed 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Paulina Daniel at pdaniel@ocsta.on.ca.
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 10, 2025**. The deadline is firm and will not be extended.

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

Nomination Cover Sheet

OCSTA Trustee Award of Merit

Name of Nominee: _____

Nominated by: _____

Board: _____

Contact Person: _____

Telephone #: _____

Email: _____

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify their faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions have they held? (20 points)



Ontario Catholic School
Trustees' Association

OCSTA Trustee Award of Merit Recipients 1974 to Present

YEAR	RECIPIENT
2024	Dan Dignard , Trustee, Brant Haldimand Norfolk CDSB Jim McDade , Trustee, Huron-Perth CDSB
2023	Fred Alexander , Former Trustee, Windsor-Essex CDSB Jim McCafferty , Trustee, Durham CDSB
2022	Kathy Burtnik , Trustee, Niagara CDSB Barbara Poplawski , Former Trustee, Toronto CDSB
2021	Bruno Iannicca , Trustee, Dufferin-Peel CDSB
2020	Bob Schreader , Vice-Chair, Renfrew County CDSB
2019	Vikki Dupuis , Trustee, Wellington CDSB Anne-Marie Fitzgerald , Northwest CDSB
2018	John Curry , Trustee, Ottawa CSB
2017	Andy Bray , Vice Chair, Renfrew County CSB
2016	Norm Bethune , Vice Chair, Bruce-Grey CDSB
2015	Wilf Garrah , Former Trustee, Algonquin & Lakeshore CDSB
2014	John Gris�, Former Trustee, Simcoe-Muskoka CDSB
2013	Gerald Beerkens , Huron-Superior CDSB Betty-Ann Kealey , Ottawa CSB
2012	Mike Favreau , Kenora CDSB
2011	Bernard Murray , Huron-Perth CDSB
2010	Ronald Eamer , CDSB of Eastern Ontario Alice Anne LeMay , Halton CDSB
2009	Kathy Ablett , Ottawa CSB
2008	Ron Marcy , Huron-Perth CDSB Ken Adamson , Dufferin-Peel CDSB Donald Clune , Toronto CDSB
2007	Louise Ervin , Waterloo CDSB
2006	Joe Corey , Durham CDSB Barbara McCool , Nipissing Parry Sound CDSB Ed McMahan , Toronto CDSB

2005	Philip Colosimo , Thunder Bay CDSB Regis O'Connor , Huron Superior CDSB Ed Viana , Halton CDSB
2004	Patrick Daly , Hamilton-Wentworth CDSB
2003	Dave McCann , Kenora CDSB
2002	Donald Sunstrum , Huron-Superior CDSB
2001	Patrick Meany , Dufferin-Peel CDSB
2000	A. J. M. (Art) Lamarche , Ottawa-Carleton CDSB
1999	Robert Hubbard , St. Clair CDSB Joseph Kraemer , London DSCB
1998	Jacqueline Legendre-McGuinty , Ottawa-Carleton RCSS Board Tina Rotondi-Molinari , York Region County RCSS Board Donald Schrenk , Halton County RCSS Board
1997	Mary Hendriks , Lincoln County RCSS Board Rev. Tom Day , Metropolitan Separate School Board
1996	Monsignor Edward Boehler , Metropolitan Separate School Board Michael Kelly , Ottawa RCSS Board Ray Voll , Waterloo Region RCSS Board
1995	Fr. Carl J. Matthews , Metropolitan Separate School Board John Shrader , London & Middlesex County RCSS Board
1994	James V. Sherlock , Halton County RCSS Board Mary O. O'Connor , Kirkland Lake-Timiskaming District RCSS Board Roberta B. Anderson , Ottawa RCSS Board
1993	Jim Carpenter , London & Middlesex County RCSS Board Robert Flanagan , Welland County RCSS Board Paul Duggan , Metropolitan Separate School Board
1992	Dr. Angelo Albanese , Welland County RCSS Board Robert O'Brien , Halton County RCSS Board Charles (Chuck) Yates , Waterloo Region RCSS Board
1991	Joseph H. Duffey , Frontenac-Lennox & Addington County RCSS Board Bertram R. Garrett , Frontenac-Lennox & Addington County RCSS Board William J. Hillyer , Bruce-Grey County RCSS Board
1990	Robert Hall , Dufferin-Peel County RCSS Board Lillian O'Connor , Hastings-Prince Edward County RCSS Board

	Fergie St. Cyr , Kirkland Lake & Timiskaming District RCSS Board
1989	Martha Joyce , London-Middlesex County RCSS Board Angus MacLellan , Dryden District RCSS Board
1988	Kathleen Nolan , Hamilton-Wentworth County RCSS Board Cecil Poirier , Kenora District RCSS Board William Winters , Renfrew County RCSS Board
1987	Gerry Meehan , Dufferin-Peel RCSS Board
1986	Rev. Raymond Durocher, O.M.I. , Metropolitan Separate School Board Frank Furlong , Waterloo Region RCSS Board John Hourigan , Wellington County RCSS Board James Jordan , Lanark, Leeds & Grenville County RCSS Board Dr. N. A. Mancini , Hamilton-Wentworth County RCSS Board B. E. Nelligan , Metropolitan Separate School Board Pat Whelan , Lincoln County RCSS Board
1985	Betty Biss , Dufferin-Peel RCSS Board Rev. Patrick H. Fogarty , Metropolitan Separate School Board T. T. Joyce , York Region County RCSS Board Phil McAllister , Metropolitan Separate School Board Chris Asseff , Lakehead District RCSS Board
1984	Gerald E. Dwyer , Windsor-Essex County RCSS Board Frank E. Shine , Durham Region RCSS Board Archbishop J.L. Wilhelm , Frontenac-Lennox & Addington County RCSS Board Archbishop Philip F. Pockock , Metropolitan Separate School Board
1983	Lorne Charbonneau , Kirkland Lake & Timiskaming District RCSS Board A.F. (Al) Dunn , Elgin County RCSS Board C.F. Gilhooly , Ottawa RCSS Board Carl Mundy , Lambton County RCSS Board
1982	Sr. Emeline Forbes , Windsor-Essex County RCSS Board Rev. Ken A. Burns , Welland County RCSS Board Mary Cowley , Lambton County RCSS Board Joseph Hugel , Dufferin-Peel RCSS Board Monsignor Percy Johnson , Metropolitan Separate School Board Rev. Cornelius Siegfried , Waterloo Region RCSS Board Les Silaj , North Shore District RCSS Board
1981	Aime Arvisais , Ottawa RCSS Board John Trepanier , Brant, Haldimand & Norfolk County RCSS Board

	<p>Janis Bunkis, North of Superior District RCSS Board Rev. L.P. Casartelli, Hastings-Prince Edward County RCSS Board Dr. Joseph W. Fyfe, Sudbury District RCSS Board Albert (Al) Klein, Q.C., Nipissing District RCSS Board</p>
1980	<p>Almon Doolan, Frontenac-Lennox & Addington County RCSS Board John Pearson, Lincoln County RCSS Board Alexander Kuska, Welland County RCSS Board</p>
1979	<p>Rev. Blake Ryan, Wellington County RCSS Board Nicholas Marino, Lincoln County RCSS Board Rita Desjardins, Ottawa RCSS Board A.C. Thompson, Dufferin-Peel RCSS Board Rosario Paquet, Nipissing District RCSS Board Robert Butler, Huron-Perth County RCSS Board</p>
1978	<p>Monsignor Charles Colgan, Hamilton-Wentworth County RCSS Board Dr. John Andrachuk, Metropolitan Separate School Board Jean Paul Parent, Cochrane-Iroquois Falls, Black River-Matheson District RCSS Board Daniel Murawksy, Waterloo Region RCSS Board Sylvia Brown, Windsor-Essex County RCSS Board Eugene Jacobs, York Region RCSS Board Dr. Bernard Nolan, Windsor-Essex County RCSS Board</p>
1977	<p>Edward J. Brisbois, Metropolitan Separate School Board James Copeland, London & Middlesex County RCSS Board Eileen Coombs, London & Middlesex County RCSS Board Sr. Bernadette Boivin, Kirkland Lake-Timiskaming District RCSS Board Joseph Donihee, Frontenac-Lennox & Addington County RCSS Board John Johnson, Windsor-Essex County RCSS Board Morgan O'Connor, Durham Region RCSS Board Monsignor Delaney, Lincoln County RCSS Board Rev. Francis Grant, Peterborough Victoria Northumberland & Newcastle County RCSS Board Rev. Bernard Cox, Hamilton-Wentworth County RCSS Board</p>
1976	<p>Joseph Gruzleski, Wellington County RCSS Board Joseph Mahoney, Lakehead District RCSS Board Millard McGill, Bruce-Grey County RCSS Board</p>
1975	<p>George Charron, Lincoln County RCSS Board J. Lamarche, Frontenac-Lennox & Addington County RCSS Board</p>
1974	<p>T. Meyers, Hamilton-Wentworth County RCSS Board</p>

	<p>T. Melady, Metropolitan Separate School Board A. Eastdale, London-Middlesex County RCSS Board</p>
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OCSTA Responds to Canada-Ontario National School Food Program Agreement

1 message

OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>
To: OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>

Fri, Nov 22, 2024 at 5:12 PM

To: All Trustees and Directors of Education – Ontario’s Catholic District School Board



Ontario Catholic School
Trustees' Association

MEDIA STATEMENT

OCSTA Responds to Provincial-Federal National School Food Program Agreement

“The Ontario Catholic School Trustees’ Association welcomes today’s announced agreement between Ontario and the federal government that will realize \$108.5 million in new federal funds to help strengthen student nutrition programs across the province.

Ontario’s Catholic school boards are committed to ensuring that the school environment supports the spiritual, physical and mental well-being of all students. A sustainable, universal and well-funded food program is an important and vital component to achieving this outcome. OCSTA will continue to advocate for the importance of considering and addressing related capital costs (e.g. kitchens and food storage areas).

We look forward to contributing to this collaborative partnership as we believe this program can set a standard both for securing food for schools as a fundamental human right and ensuring that right is delivered consistently, sustainably, and within a context of transformative action to end poverty, improve students’ health and achievement outcomes.”

Michael Bellmore
President
Ontario Catholic School Trustees’ Association

For more information please contact:
Sharon McMillan – smcmillan@ocsta.on.ca

1510-2 Sheppard Ave. E. - Toronto, ON M2N 5Y7
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Ontario Catholic School Trustees' Association

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

November 21, 2024

MEMORANDUM

TO: Trustees and Directors of Education
– All Catholic District School Boards

CC: Student Trustees
Board Secretaries & Administrative Assistants

FROM: Margaret Binns, Director of Administrative Services

RE: **2025 OCSTA Student Trustee Alumni Award**

OCSTA is pleased to invite nominees for the Student Trustee Alumni Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2025 OCSTA Student Trustee Alumni Award.

The recipient of the Award will be honoured during the Annual Dinner on Friday, May 2, as part of the 2025 Annual General Meeting & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 10, 2025.**

OCSTA Student Trustee Alumni Award: Guidelines

NOMINATION ELIGIBILITY

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Any OCSTA trustee member or Ontario Catholic school board can submit nominations to help recognize the positive impact of Catholic education on the lives of student trustees and the communities they reach after graduation.

EVALUATION CRITERIA

This award is given to student trustee alumni who have demonstrated exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations. The nominations will be assessed based on the following three criteria, given a weighted value in points totalling 100:

- The nominee has distinguished themselves through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- This award is given to Catholic student trustee alumni who have demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)
 - a discerning believer formed in the Catholic faith community
 - an effective communicator
 - a reflective and creative thinker
 - a lifelong learner
 - a collaborative contributor
 - a caring family member
 - a responsible citizen

PROCESS

- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumni Award each year.
- All nominations will be reviewed, and the winner of the award selected at the February Board of Directors' meeting.
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse the award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the OCSTA Student Trustee Alumni Award Nomination Form below.
- The response in support of the nominee must **not** exceed 400 words. Please explain why the individual is deserving of this recognition. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Paulina Daniel at pdaniel@ocsta.on.ca.
- The deadline for receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 10, 2025**. The deadline is firm and will not be extended.

OCSTA Student Trustee Alumni Award Nomination Form

Trustee or Board Submitting Nomination: _____

Name of Nominee: _____

Current address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Email: _____

Catholic School(s) Attended: _____

Dates of Service as Student Trustee (month/year): _____ / _____ to _____ / _____

Year of Graduation: _____ Current Vocation: _____

Board Contact Person: _____

Telephone: _____ Email: _____

Please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Paulina Daniel at pdaniel@ocsta.on.ca and must be received by **12:00 p.m. EST, Friday, January 10, 2025.**

CATHOLIC EDUCATION: PILGRIMS OF HOPE

L'éducation catholique: Pèlerins de l'espérance

December 2024 Bulletin

PILGRIMS OF HOPE ~ OUR JOURNEY THROUGH ADVENT

This month's bulletin will explore the five sub-themes of this year's Catholic Education Week theme inspired by our Catholic Social Teaching. This issue will also highlight ways we can be Pilgrims of Hope as we begin the season of Advent on December 1st.

Our Journey as Pilgrims of Hope

This year's Catholic Education Theme, *Pilgrims of Hope*, refers to the journey of faith that we make as individuals and as a community. It is about living out the Christian call to be a light in the world, following Jesus with hope, courage, and love. This journey is not just personal; it is communal, and it's rooted in our commitment to build a just and compassionate world.

In Pope Francis' 2018 Apostolic Exhortation *Gaudete et Exsultate*, he reminds us that *"We are all called to be holy by living our lives with love and by bearing witness in everything we do, wherever we find ourselves."*

Catholic Social Teaching is what guides us to live out this call to holiness and provides a framework for us as Pilgrims of Hope.

The five sub themes for Catholic Education Week this year use Catholic Social Teaching to answer the question,
"How can we be Pilgrims of Hope?"

- By honouring human dignity
- By caring for creation
- By responding to the poverties in our world
- By serving in solidarity
- By living as peacemakers

During the season of Advent, how can these themes be reflected in our communities at school, home and parish?



CATHOLIC EDUCATION: PILGRIMS OF HOPE



Celebrating the Season of Advent as Pilgrims of Hope

As we enter the season of Advent, a time of waiting, preparing, and reflecting, we are reminded of the love and hope that Christ brings into our lives. Advent is a time full of promise and newness, in anticipation for Christ's light to be born anew through us.

The season of Advent places before us our destination as a pilgrim Church. The Christian community is on a journey to the heavenly kingdom. Throughout the four weeks of Advent, the prayer of the Church, the Scripture readings, ritual gestures and symbols, and our celebration of the Eucharist hold before us our destination. It is not a geographical location, but a person: Jesus Christ.

Advent enables the faithful to enter more deeply into the mystery of our destination by celebrating the Christ who strengthens our steps along the way. As Pilgrims of Hope, we journey together through these four weeks celebrating the three-fold coming of the Lord: remembering the events that surround the Lord's coming long ago, celebrating His coming among us today, and looking forward to His final coming in glory.

The journey through Advent in our Catholic schools is a time of exuberant joy. Our homes, parishes, schools and the Catholic community serve together, *"not just living in anticipation of Christmas; we are also called to rekindle the anticipation of the glorious return of Christ, when he will return at the end of time, preparing ourselves, with consistent and courageous choices, for the final encounter with him."* (Pope Francis, Angelus, Dec. 2018)

The weeks of Advent leading up to Christmas are a time of joyful anticipation in the liturgical year – it is a time of intense preparation. We exchange gifts, decorate our homes, organize get-togethers, plan acts of Christian Service, organize meals for family and friends in anticipation of Jesus Christ.

There is no doubt, the joy we experience throughout Advent is a spectacular rebirth of glory and celebration in our schools, homes and parishes.



“The season of Advent, restores this horizon of hope, a hope which does not disappoint for it is founded on God's Word. A hope which does not disappoint, simply because the Lord never disappoints! He is faithful! He does not disappoint! Let us think about and feel this beauty.”

— Pope Francis, Angelus, 1st December 2013



CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Honouring Human Dignity



Reflecting on the five sub-themes of this year's Catholic Education Week, how can we journey together as Pilgrims of Hope this Advent?

In this season, we are invited to reflect on how we can bring the hope, love, and dignity of Christ to others, particularly those who may feel left out or unseen in our school community.

Jesus, throughout His life, demonstrated an unwavering respect for the dignity of every person He encountered. He reached out to the marginalized, the overlooked, and the forgotten, reminding them—and us—that all are beloved children of God.

This Advent, as we prepare for His coming, we can take this example to heart by sharing our love, respect and kindness with everyone.

Reflection Question

During this season of Advent, how can we honour the dignity of others, especially those who may feel left out, isolated or unseen, and bring them the hope and love that Christ brings us?

School & Classroom Advent Connection

Daily Kindness Challenge: Encourage students to perform one act of kindness each day during the season of Advent. This can include, writing thank you notes, helping a classmate, praying for someone in need, and any other acts of kindness that help nurture their commitment to honouring the dignity of every person.



Advent Pilgrims of Hope ~ By Honouring Human Dignity

Family Advent Connection

As a family, create “Advent Gift Bags” for those in need in your community. Discuss how these gift bags will help remind those receiving them that they are loved, cared for and valued. The gift bags could include items such as gloves, mittens, scarves, socks, etc. You can include a message of hope and kindness to help brighten someone’s day.



“It is the beautiful task of Advent to awaken in all of us memories of goodness and thus to open doors of hope.”
- Henri Nouwen



Parish & Community Advent Connection

Families can participate in food drives, card drives and other initiatives organized by their Parishes during the season of Advent. Initiatives such as these can help families live out their faith and walk the Advent journey together as Pilgrims of Hope.

In this season of Advent, let us be the hands and feet of Christ to those who may feel unseen or excluded. Let us show them that they are important, that they are worthy of love and dignity, and that the hope of Christ is for them as much as it is for all of us. Through these acts of love and compassion, we can bring the light of Christ into our school community and prepare our hearts for the coming of the Saviour.

May this Advent be a time of deep reflection, growth, and, most importantly, love—for in loving others, we encounter the true hope and joy that Christ offers to the world.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Caring for Creation

Advent invites us to deepen our connection to the love of God, and part of that love is reflected in our care for the earth, which is a beautiful gift that God has entrusted to us. The environment, with its rich diversity and boundless beauty, is a manifestation of God's creativity and generosity.

During this season of Advent, we are reminded of our responsibility to be good stewards of God's creation, so that future generations can experience its wonder and benefit from its resources. So this Advent, as we prepare our hearts for the arrival of the Saviour, let us also reflect on how we are preparing the world for future generations.



*"God saw everything that He had made, and indeed, it was very good."
(Genesis 1:31)*

Reflection Question 

During this season of Advent, how can we become better stewards of the environment, caring for God's creation, which is a gift from God, so that future generations can enjoy its beauty and bounty?



School & Classroom
Advent Connection

Teachers can create an "Advent Hope Tree" to be displayed on a bulletin board in the school hallway. Students can create a leaf ornament using recycled materials and write on the leaf something they can do to help care for God's creation. This becomes a tangible way to demonstrate the school's commitment to caring for creation.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Caring for Creation

Family Advent Connection

Create homemade Advent wreaths using reused or recycled items like paper, pine cones, or recycled jars. As you make your wreaths, discuss how using reused or recycled items helps us to be mindful of God's creation during this season of Advent.

Go for a Nature Walk as a family during Advent and pray together to thank God for all the beauty you see.



Parish & Community Advent Connection

Plan an "Advent Garden of Hope" activity with the Parish inviting parishioners to come together and plant hearty winter plants or evergreen shrubs on the Church grounds. As a community of faith, discuss how these plants can bring life and hope to the parish community during the dark winter months.

This Advent, as we wait in joyful anticipation for the birth of our Saviour, let us also reflect on how we can become better stewards of God's creation. May our actions—large and small—reflect a deep love and respect for the earth and a commitment to ensuring that its beauty and bounty are preserved for future generations. In caring for creation, we are honouring the Creator, and in doing so, we prepare the way for Christ's peace and hope to shine more brightly in our world.

May the hope of Advent inspire us to live with greater responsibility, gratitude, and love for God's gift of creation.



CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Responding to the Poverties of our World

During the season of Advent, we are called not only to prepare our hearts for the coming of Christ but also to reflect His love and compassion to those around us, especially those in need. Advent is a season of waiting, but it is also a season of action, where we are reminded to care for the less fortunate, to share hope with the hurting, and to extend love to those who may be struggling.

One way we can live out this call during Advent is by reflecting on the ways we can contribute to justice within our own community. This might involve supporting local organizations that serve the poor, the hungry, and the homeless, or standing up for the rights of those who are vulnerable or oppressed.

Jesus' life on earth was marked by His care for the marginalized—the poor, the sick, the outcasts. He came to be a light in the darkness, offering hope to those who were in need, spiritually and physically. As His followers, we are invited to do the same. This season, we can ask ourselves: how can we reach out to those around us who may be feeling alone, forgotten, or in need of support or our prayers?



Reflection Question

During this season of Advent, how can we respond with love and compassion to those in need in our communities?

School & Classroom Advent Connection

Discuss several Corporal Works of Mercy (feeding the hungry, giving drink to the thirsty, clothing the naked, sheltering the homeless, visiting the sick) with students as a guide to following the example of Jesus and helping those in need during the Advent season.

Select one of the corporal works and create a plan for an initiative. For example, sheltering the homeless can include a collection of blankets, backpacks, and other essentials for a local homeless shelter. Find out what items are needed most and organize a drive for the school to collect donations.



CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Responding to the Poverties of our World



Family Advent Connection

Plan a family activity that focuses on the Corporal Work of Mercy “Visiting the Sick.” Consider making cards or crafts to deliver to patients in hospitals or nursing homes, cook or bake something special for a friend, relative, or neighbour who is ill.

“Advent invites us to a commitment to vigilance, looking beyond ourselves, expanding our mind and heart in order to open ourselves up to the needs of people, of brothers and sisters, and to the desire for a new world. It is the desire of many people tormented by hunger, by injustice and by war. It is the desire of the poor, the weak, the abandoned. This is a favourable time to open our hearts, to ask ourselves concrete questions about how and for whom we expend our lives.”

Pope Francis, Angelus, 2nd December 2018

Parish & Community Advent Connection

Organize a Gift Drive at the parish for local shelters or charities that support vulnerable families and individuals. Parishioners can bring in donations like warm clothing, blankets, or hygiene kits. Families can gather after Mass to wrap the items together, adding notes of encouragement or Advent blessings for those receiving these donations.



Advent is a season of giving, not only of material gifts but also of our compassion, patience, and understanding. Whether it's offering a helping hand to a friend or neighbour, reaching out to someone who may be feeling lonely, or offering words of encouragement to a family member, these acts of kindness reflect the love that Christ so freely offers us. In a world that can sometimes feel dark, even the smallest gesture of love can shine brightly, reminding others that they are not alone.

We can also invite others to join in the spiritual practices of the season. This might include sharing time in prayer, attending Mass together, or reading Scripture as a family. Advent is a time of anticipation and reflection, and by including our loved ones in these moments of spiritual preparation, we help one another to grow closer to Christ and to one another.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Serving in Solidarity

Throughout His life, Jesus championed the cause of justice, standing up for the oppressed, the marginalized, and the forgotten. In the same way, we are called to stand together as a community of faith and hope, to address the injustices in our world, and to work toward a more just and peaceful society.

Advent is a time to reflect on how we can be advocates for those who do not have a voice, speaking out against injustice and working to create a world where all people are treated with dignity and respect.

We are called to work together to promote peace and justice, not just for ourselves, but for all people. Solidarity is a key principle of our shared journey toward a world where everyone's rights are respected, everyone belongs, and the common good is upheld.



“At this Christmas when Christ comes, will He find a warm heart? Mark the season of Advent by loving and serving the others with God's own love and concern.”
– Mother Teresa, *Love: A Fruit Always in Season*

Reflection Question



As we journey together during Advent, what can I do to share Christ's hope and love with others?

School & Classroom Advent Connection



Acts of Kindness Chain: On slips of paper, invite students to write down acts of kindness they can do for others, particularly those in need. Each link represents a commitment to show compassion. Keep adding links to the chain throughout the season of Advent then use the chain as decoration to show the growing sense of hope and support for those who need it most.

Engage in acts of service as a school community. Consider organizing a food drive or volunteer to serve meals to those in need. Invite students and staff to collect warm winter clothing for newcomer families in your community.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Serving in Solidarity

Family Advent Connection

Make Advent blessing cards for the elderly that may feel alone and forgotten. Include bible verses of hope and love, prayers, and Advent symbols. If possible, include an Advent treat like a candy cane or cookies. Deliver the cards to an old age community in your neighbourhood. This activity can help spread hope and joy to those who feel isolated.

Families can prepare a warm meal for a neighbour in need or groceries to fill their pantry. Volunteer together as a family to sort food donations, prepare or serve a warm meal.



Parish & Community Advent Connection

Invite children who are attending Sacramental Preparation classes to create their own Advent prayer bookmarks for members of the parish. Distribute these bookmarks to parishioners and invite them to offer a special prayer of hope for the child who created their bookmark each day during Advent.

Organize an Advent supper to bring the community together in service to one another. Collect clothing donations for the Society of St. Vincent de Paul, families in need, or newcomers to the parish.

Advent calls us to a deeper prayerful solidarity. We can lift up the needs of those who are facing injustice and pray for those who are working on the frontlines to bring about change. As we prepare for the celebration of Christ's birth, let us stand together as a community of hope and faith, working to support justice and help bring peace to our world. May this Advent be a time when we deepen our commitment to justice and peace, reflecting the love of Christ in all that we do and sharing that love with all those around us.

May the hope of Christ's coming fill our hearts, and may that hope inspire us to work for a world where justice, peace, and love reign.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Living as Peacemakers

As we journey through these weeks of Advent, we are reminded of the hope and peace that Christ brings to us, and we are called to reflect that same hope and peace in the world around us. Advent is not just about preparing for Christ's birth—it is also about living as a community of faith, standing together to work for peace in our world.

Jesus, the Prince of Peace, came into the world to reconcile all people to God and to one another. Advent calls us to live as a community that fosters peace. In our homes, schools, workplaces, and neighbourhoods, we can be agents of peace by choosing kindness, patience, and understanding in our interactions with others. We can work to heal broken relationships, resolve conflicts with compassion, and create an environment where people feel safe, valued, and heard.

As we prepare for the coming of Christ, we are reminded that peace is not simply the absence of conflict, but the presence of Christ's love and justice in our lives.



Reflection Question

As we journey together during Advent, what actions can I take to bring peace to my family, friends, community members, and throughout the world?

School & Classroom Advent Connection

Discuss with students what it means to be a peacekeeper, following the example of Jesus. Have them generate ideas on specific ways they can act as "peacekeepers" during Advent in their school, home and community. Make copies of a dove template and have students write and illustrate their ideas on the doves and display them or use them as ornaments in the classroom.



CATHOLIC EDUCATION: PILGRIMS OF HOPE



Advent Pilgrims of Hope ~ By Living as Peacemakers



Family Advent Connection

Pray “The Prayer of St. Francis” together as a family or listen to one of the musical versions of the prayer. Discuss examples of ways to live out each line of the prayer during Advent. Listen to other songs about peace for inspiration, such as “Let There Be Peace on Earth,” “Dona Nobis Pacem,” or “Peace is Flowing Like a River.”

Parish & Community Advent Connection

Host an Advent parish event for families related to peace, e.g. an Advent walk, a caroling event, or a Christian meditation event.



As we wait for the arrival of Christ, we are invited to pray for peace in the world and for an end to violence. Our prayers, joined with the hope of Advent, become a powerful force in the world, reminding us that we are not alone in our desire for peace.

Let us be reminded that the hope of Advent is not just for us—it is for the world. As a community of faith, we are called to share that hope with others, especially those where conflict persist. Every small act of love and service becomes a witness to the hope that Christ brings—a hope that transforms lives and communities, a hope that moves us to work together for peace.

CATHOLIC EDUCATION: PILGRIMS OF HOPE



Jubilee Year 2025 Resources



GOODNEWSFORALL.CA RESOURCES:

Advance Kit Resource ~ Monthly Prayer Services and Reflections



Canadian Conference of Catholic Bishops Webinar Series:
The CCCB Office for Evangelization and Catechesis hosted the webinar series titled, “The Four Constitutions of Vatican II,” inviting the faithful to reflect on the meaning of these documents for the life of the Church today.

CCCB Adult Faith Resources on the Jubilee Year 2025

CCCB Catechetical Activities for Children and Youth

Here you will find age appropriate catechetical resources for children and youth that provide opportunities for reflection on the themes outlined in the Papal Bull of Indiction Spes Non Confundit, issued 9 May 2024.



Lord Jesus, our brother and our saviour, come into our hearts with your love, with your joy, your hope, and your peace.

Help us to reflect your love for all by loving and serving all we meet.

Lord Jesus, come into our lives, and share your gifts with all people.

Blessed are you, Lord Jesus, forever and ever.

Amen!

Canadian Conference of Catholic Bishops



NEXT MONTH'S FEATURE

Pilgrims of Hope and Our Catholic Identity



Interested in sharing what your school community is doing to promote the upcoming Jubilee Year ~ Pilgrims of Hope? Email: julie.webster@dpodsb.org

Jubilee Year Calendar of Major Events



OCSTA 2024 Short-Video Contest - Voting is now Live!

1 message

OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>
To: OCSTA - Sharon McMillan <SMcMillan@ocsta.on.ca>

Thu, Dec 12, 2024 at 8:15 AM

To: Trustees, Directors of Education and Student Trustees – All Ontario CDSBs**Re:** OCSTA 2024 Short-Video Contest – Voting is Open

We are so pleased with the wonderful response to the 2024 OCSTA Short-video Contest. A sincere note of gratitude is extended to all the students, teachers and other staff who shared their creative gifts in the development of each video. This year's theme "Pilgrims of Hope" was wonderfully interpreted by the participants and we hope you will enjoy the contest process and also witnessing the faith inspired work of students and staff from across the province.

We are pleased to announce that the qualifying list of submissions has been posted and all trustees, students, teachers, staff, families and friends across our system are invited to vote on their favourite Catholic elementary school video and their favourite Catholic secondary school video.

The window to vote is from December 12th to December 23rd. The top 1st, 2nd and 3rd place videos at both the elementary and secondary levels will be announced on January 17th at the Catholic Trustees Seminar (an announcement will also be shared with all Catholic school boards and each of the winners).

We hope you will be able to take time over the next few days to view as many videos as possible before voting. The submissions are all so inspiring and unique in their celebration of the theme "Pilgrims of Hope. To begin voting visit <https://www.togetherinfaith.ca/video-contest-voting/> (scroll down to view instructions on voting).

Wishing you a blessed Advent and a very Merry Christmas!

Sharon McMillan

DIRECTOR OF COMMUNICATIONS

Ontario Catholic School Trustees' Association

1510-2 Sheppard Ave. E. - Toronto, ON M2N 5Y7
Cell: 416.460.7937 T: 416.932.9460 ext. 232Follow us on Twitter | Friend us on Facebook | www.ocsta.on.ca



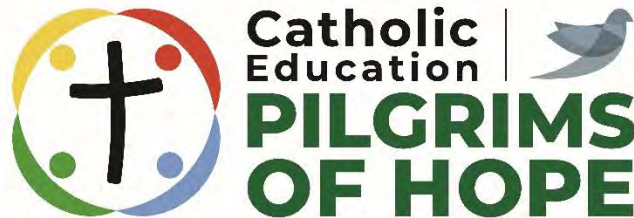
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Ontario Catholic School
Trustees' Association

95th ANNUAL GENERAL MEETING & CONFERENCE

MAY 1-3, 2025



Hilton Toronto/Markham Suites
8500 Warden Avenue, North York, ON L6G 1A5

Co-Hosted by:

York Catholic District School Board

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Dates to Remember

January 10, 2025 12:00 pm (EST)	Deadline for OCSTA Awards nominations. <ul style="list-style-type: none"> - <i>Trustee Award of Merit</i> - <i>Student Trustee Alumni Award</i>
February 7, 2025 12:00 pm (EST)	Deadline for receipt of Annual General Meeting Resolutions from Boards.
March 14, 2025	Deadline for Early Bird registration. Full payment must be received in the OCSTA office by this date in order to receive the discounted rate.
March 21, 2025	Cancellation deadline for full refund of registration fees. See "Cancellations" for more information regarding refunds.
April 3, 2025 9:00 am (EDT)	Deadline for Nominations: OCSTA Directors in Regions 1, 2, 3, 4, 5, 9, 10 & 11
April 8, 2025	Deadline for booking rooms at the Hilton Toronto/Markham Suites Hotel within the OCSTA block. See "Hotel Reservations and Room Rates" for information regarding fees and cancellation penalties.
April 12, 2025	Cancellation deadline for full refund of purchased Breakfast Ticket(s) and Annual Dinner Ticket(s).
April 16, 2025	Distribution of Final Nominations Report
April 30, 2025 8:40 am (EDT)	Deadline for receipt of Proxy Forms
May 2, 2025 9:00 am (EDT)	All proxy badges must be collected from the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 14, 2025)

\$785.35 (\$695.00 + \$90.35 HST)

Full payment must be received in the OCSTA office by the Early Bird Fee date (March 14, 2025) in order to receive the discounted rate.

Regular Fee (after March 14, 2025)

\$858.80 (\$760.00 + \$98.80 HST)

Student Trustee Fee

Same as above

Breakfast Package

\$67.80 (\$60.00 + \$7.80 HST) – *includes Friday and Saturday breakfast*

Additional Annual Dinner Ticket

\$107.35 (\$95.00 + \$12.35 HST) – *includes gratuities*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunch and the Annual Dinner.

Registration

REGISTER NOW



A separate registration will have to be completed for each delegate attending.

If not paying by EFT, please make cheques payable to:

OCSTA

1510 - 2 Sheppard Avenue East

Toronto, ON M2N 5Y7

Note: There is no cost for attending only the business session portion of the AGM. However, meals are not provided, and individuals must register before **April 17, 2025**. There is no reduction in fees for partial attendance.

Business Sessions consist of:

- Nominations report (if required)
- President's address
- Introduction of and address by candidates (if required)
- Presentation of Audited Financial Statements
- Resolutions session
- Report of the returning officer re: election(s) (if required)

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package

The conference kit will be distributed to delegates at the event and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate

Cancellations

Registration Fees:

Up to March 21, 2025 – full refund

March 22 to April 2, 2025 – 75% of the registration fee will be refunded.

April 3 to April 12, 2025 – 50% of the registration fee will be refunded.

After April 12, 2025 – no refund, under any circumstances will be issued. Substitutions are welcomed.

Breakfast Ticket and Additional Annual Dinner Ticket

A full refund for breakfast tickets and annual dinner tickets will be issued for cancellations received by **April 12, 2025**. After that date, no refunds will be issued, but substitutions are welcomed.

All cancellations must be submitted in writing to Paulina Daniel at pdaniel@ocsta.on.ca.

Hotel & Meals

Hotel Reservations and Room Rates

Hilton Toronto/Markham Suites
8500 Warden Avenue, North York, ON L6G 1A5

The Hilton Toronto/Markham Suites has set aside a block of rooms for delegates and guests attending the OCSTA 2025 AGM & Conference, starting at the discounted rate of \$195.00/night + applicable taxes.

Please note that hotel rooms may be reserved for Conference registrants ONLY. To secure the OCSTA discounted rate, **rooms must be booked by April 8, 2025, and only after delegates have registered for the event.** After this date, the rate will be provided on the basis of availability.

Once registered, please click the booking icon below



or call 1-905-470-8500
(refer to the "OCSTA AGM 2025").

IMPORTANT HOTEL POLICIES:

- All individual reservations must be guaranteed with a one-night's room and tax by credit card at the time of booking.
- Guests will be responsible for all charges associated with their room.
- Any reservation which fails to materialize (No Show) and has not been cancelled a minimum of 48 hours prior to arrival will be charged one night's room and tax.
- Check-in: 3:00 pm / Check out: 11:00 am (subject to change without notice).
- Early Departure Fee: If a guest checks out prior to the checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently \$75.00).

Parking

Complimentary overnight parking for 1 vehicle per room is provided.

A parking rate of \$15.00/day is offered to guests not staying overnight.

Prices are subject to change without notice.

Meals & Receptions

Our Conference provides wonderful opportunities to meet other trustees and colleagues from across the province.

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

The following is a summary of the receptions and meals planned for OCSTA's AGM & Conference:

May 1

- **Evening Reception**
Food Stations

May 2

- **Breakfast**
- **Delegate Lunch**
- **Annual Dinner**

May 3

- **Breakfast**

If you have any special dietary needs, please indicate such on the registration form.

Eucharistic Celebration

Mass will be celebrated on Friday, May 2, at 5:00 pm:

St. Justin Martyr Parish
3898 Highway No.7 East
Unionville, Ontario
L3R 1L3

Transportation will be available.



Business Sessions

Nominations

Nominations are open for the following positions:

- [OCSTA Regional Director](#)
 - Regions 1, 2, 3, 4, 5, 9, 10, 11

Please click the link above for the nomination form. Additional forms may be reproduced locally as required. The deadline date for nominations is **9:00 a.m. (EDT) on April 3, 2025**.

A list of all nominations received in the OCSTA office by April 3, 2025, will be distributed to all member boards by **April 16, 2025**.

If however, no nominations are received by the deadline date at the Corporation Head office, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. Guidelines for preparing resolutions are available [here](#). The deadline date for receipt of resolutions in the OCSTA office is **12:00 pm EST, February 7, 2025**.

Proxy Votes

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have, and show, a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members, unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 9:00 am on the day the meeting of the Members is to commence.

A proxy form is available [here](#). Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **8:40 am (EDT), April 30, 2025**.

Should you have any questions, please contact Connie Araujo-De Melo at cdemelo@ocsta.on.ca or call the OCSTA office at 416-932-9460.

Award Nominations

Trustee Award of Merit

Click [here](#) to link to the memo and nomination form.
Deadline: **January 10, 2025, 12:00 pm EST**.

Student Trustee Alumni Award

Click [here](#) to link to the memo and nomination form.
Deadline: **January 10, 2025, 12:00 pm EST**.



EXPERIENCE

Unionville/Markham

DISCOVER THE UNIQUE FLAVOURS & EXPERIENCES THIS REGION HAS TO OFFER



Angus Glen Golf Club

- [Angus Glen Golf Club](#)



Valley Art Gallery

- [Varley Art Gallery](#)



Flato Markham Theatre

- [Flato Markham Theatre](#)



Go Place Spa

- [Go Place Spa](#)



Markville Mall

- [Markville Mall](#)



Vaughan Mills

- [Vaughan Mills](#)



Catholic Education
PILGRIMS OF HOPE



Ontario Catholic School
Trustees' Association



Ontario Catholic School
Trustees' Association

**95th ANNUAL
GENERAL MEETING
& CONFERENCE**
MAY 1-3, 2025



Hilton Toronto/Markham Suites
8500 Warden Avenue
Markham, ON L6G 1A5

TITLE SPONSOR
BLG
Borden Ladner Gervais

THURSDAY, MAY 1	
5:30pm Conference Centre Foyer	Registration - Light refreshments will be available. Meet & Greet (Cash Bar)
6:30pm Conference Centre	Opening Liturgy <i>York CDSB</i>
7:00pm Conference Centre	Opening Remarks <i>Michael Bellmore</i> , President, OCSTA <i>Jennifer Wigston</i> , Conference Chair <i>Elizabeth Crowe</i> , Co-Host Board Chair, York CDSB
7:30pm Conference Centre	Reception – Details to follow
FRIDAY, MAY 2	
7:30am Conference Centre Foyer	Registration/Buffer Breakfast
8:30am Conference Centre	Morning Praise <i>Fr. Jim Mockler</i> , Chaplain, OCSTA
8:40am Conference Centre	President's Report <i>Michael Bellmore</i> , President, OCSTA
9:10am Conference Centre	Nominations Report & Introduction of Candidates <i>Patrick J. Daly</i> , Past President, OCSTA
9:30am Conference Centre	Keynote Address: <i>Mike Patin</i> , International Catholic Speaker and Former Educator
10:30am Conference Centre Foyer	Break
10:45am Conference Centre	Ministry of Education Update (TBC) <i>Hon. Jill Dunlop</i> , Minister of Education
11:15am Conference Centre	Presentation of Financial Report <i>Marino Gazzola</i> , Chair, Budget & HR Committee, OCSTA
11:30am Evergreen Room	Student Trustee Workshop Indigenous Influencers <i>Speaker TBA</i>
11:30am Conference Centre	Resolutions Session <i>Patrick J. Daly</i> , Chair, Resolutions Committee
12:30pm Violet/Orchid	Elections
12:30pm Conference Centre	Buffet Lunch
12:30pm Evergreen Room	Student Trustee Lunch
1:45pm Conference Centre	Effective Advocacy Strategies for Catholic Education Leaders <i>Tim Hudak</i> , Former Ontario PC Leader

FRIDAY, MAY 2 (CONT'D)	
2:30pm Conference Centre 1	Concurrent Workshops 1. Human Trafficking & Internet Child Exploitation <i>York Regional Police</i>
Primrose Room	2. Current Topics in Labour Relations <i>Borden Ladner Gervais LLP</i>
Holly Room	3. Risk Assessment Management for School Boards <i>MNP</i>
Butternut Room	4. CDSB Panel - Current Youth Mental Health Strategies (TBC)
3:00-3:35pm Conference Centre	Report of the Returning Officer <i>Marianne Mazzorato</i> , Director of Education, Dufferin-Peel CDSB
5:30pm	Mass, Commissioning Ceremony & Special Presentations St. Justin Martyr Parish, 3898 Highway No. 7 East Unionville, ON., L3R 1L3
6:30pm Conference Centre Foyer	Silent Auction (6:30pm – 8:30pm)
6:30pm Conference Centre Foyer	Reception (Cash Bar)
7:00pm Conference Centre	Annual Dinner & Awards Presentation
SATURDAY, MAY 3	
7:45am Conference Centre Foyer	Buffet Breakfast
8:45am Conference Centre	Morning Praise - York CDSB
9:00am Conference Centre	Mandatory Trustee Module: Financial Management and Governance <i>Speaker TBA</i>
10:00am Conference Centre	Mandatory Trustee Module: Effective Community Engagement <i>Speaker TBA</i>
11:00am Conference Centre	Closing Remarks & Adjournment