





2023-2026 Term

The following Forms are presented in the order in which they would be used in the Visitation Process

Form	Responsibility	Action	Timeframe
Provincial Pre-Visitation Form	RC	RC sends the link to LCC Director.	Fall 2024
	LCC Director	Director completes the form and when submitted is emailed to the RC	60 days before the Visitation
	RC/RFC	Call LCC Director confirm updates	ONE month before the Visitation
Required Checklist	RC/RFC	Conduct the Visitation. NB: Send stipends immediately to LCO	Jan 2025- Jun 2026
Cover letter and Community Visitation Report	RC/RFC	RC/RFC sends the Cover letter and the Community Visitation Report to the LCC Director	Before the Community's next meeting
Provincial Confidential Visitation Report	RC/RFC	RC/RFC writes candidly about strengths, weaknesses, issues of concern	Immediately after the Visitation

NB: As each visitation is completed the RC immediately submits the *original* copy of the following forms to the PVC:

-  Provincial Pre-Visitation Form.
-  Cover letter and Community Visitation Report.
-  Checklist and any notes taken during the Visitation.
-  Provincial Confidential Visitation Report.

The RC must retain a copy of each form for their records.

Provincial Visitation Review Form	PVC	PVC reviews all materials, checks for completion, writes comments, signs, dates and submits hardcopy to Cindy Perazzo, Provincial Coordinator. PVC keeps documentation, for recording and tracking.	Immediately upon reception of completed Visitation package
Reimbursement Form	RC/RFC	To be completed and sent to Cindy Perazzo, Provincial Coordinator.	No later than July 1, 2026
Post-Visitation Follow Up Report	RC/RFC	RC/RFC contacts each director regarding the implementation of directives, completes the Post Visitation Follow Up Report, and sends the original form to the PVC.	3-4 months after the Visitation