



Draft minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Friday, September 11, 2020 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.

Present:

Isabel Béland	Parent Commissioner (by videoconference)
Stephen Burke	Chairman (by videoconference)
Heather Clibbon	Commissioner (by videoconference, arrived at 7:24 p.m.)
Debbie Cornforth	Parent Commissioner (by videoconference)
Sara Downs	Commissioner (by videoconference)
Debbie Ford-Caron	Commissioner (by videoconference)
Chantal Guay	Commissioner (by videoconference)
Cameron Lavallee	Commissioner (by videoconference)
Wyna Marois	Commissioner (by videoconference)
Esther Paradis	Commissioner (by videoconference)
Stephen Pigeon	Director General
Jean Robert	Vice-Chairman (by videoconference, arrived at 8:08 p.m.)
Jo Rosenhek	Commissioner (by videoconference)
Aline Visser	Commissioner (by telephone)

Absent:

Christian Falle	Parent Commissioner
Jason Kilganan	Parent Commissioner
<u>Jo-Ann Toulouse</u>	Commissioner

In Attendance:

Guylaine Allard	Director of Financial Services
Jill Goldberg	Director of Naskapi Liaison (by videoconference)
Stéphane Lagacé	Director of Education Services
Yves Lambert	President, CQTA (by videoconference)
Nancy L'Heureux	Director of Human Resources
Josee Simard	Recording Secretary (by videoconference)
Sandra W. Griffin	Secretary General

20-09.01 Call to Order

The Chairman called the meeting to order at 7:04 p.m.

20-09.02 Approval of the Agenda

It was MOVED by C. Guay, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the agenda be approved with an addition to New Business:
Item 11. m) Proxy Votes for QESBA.

20-09.03 Public Question Period

There were no questions

20-09.04 **Question Period for Students**

No students were present.

20-09.05 **Correspondence from Students**

No correspondence was received.

20-09.06 **Approval of the minutes of the regular meeting held on June 17, 2020**

It was MOVED by J. Rosenhek, SECONDED by A. Visser, and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, June 17, 2020 be accepted as circulated.

Commissioner C. Guay abstained from voting.

20-09.07 **Presentation on Budget**

G. Allard provided a presentation on the budget to the members of the Council of Commissioners and it was very well received.

20-09.08 **Business Arising from the Minutes**

There was no business arising from the minutes.

20-09.09 **Report from the Chairman**

The Chairman provided a report to the Commissioners on the following items:

- QESBA Executive Committee Meetings
- QESBA Board of Directors Meeting – July 3rd, 2020
- Meeting re National Defense Land – July 7th, 2020
- Letters to Quebec and Federal Ministers – July 9th and 29th, 2020
- QESBA Finance Committee – July 8th, August 5th and September 2nd, 2020
- QESBA Special Board of Directors Meeting – August 14th, 2020
- CBC Regional Stations – Interviews – August 27th, 2020
- Agenda Meeting – August 19th, 2020
- QESBA Additional Funding Assessment – August 24th, 2020
- QESBA – CPNCA Information Session – August 25th, 2020
- CBC Quebec AM – August 28th, 2020

20-09.10 **Director General's Report**

The Director General formally addressed the Council and provided a report on the following items:

- a) Update on Strategic Planning
- b) Status of Construction Projects
- c) Report on Summer Delegation of Powers

20-09.10 **Director General's Report (continued)**

- d) Induction Week
- e) Labour Relations Committees
 - i) Senior Staff of Service – Directors, Coordinators and Management Staff
 - i) Senior Staff of Schools and Centre – Principals
 - ii) Teachers
 - iii) Professionals
 - iv) Support Staff

20-09.11 **New Business**

- a) Budget Management Process 2020-2021 – Youth Sector (adoption)

WHEREAS section 96.25 of the Education Act stipulates that school principals shall participate in defining school board policies;

WHEREAS sections 78.3 and 193.9 of the Education Act provide for consultation of school governing boards and the Parents' Committee on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that "the school board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other revenues";

WHEREAS the Central Québec School Board determines these objectives and principles annually in the Budget Management Process;

WHEREAS the draft Budget Management Process – Youth Sector for the 2020-2021 school year was accepted in principle by the Council of Commissioners on March 18, 2020;

WHEREAS appropriate consultation has taken place;

It was **MOVED** by J. Rosenhek, **SECONDED** by C. Guay and unanimously **RESOLVED**; THAT the Council of Commissioners accept the Budget Management Process – Youth Sector for the 2020-2021 school year as in **Appendix 1** to the minutes.

New Business (continued)b) Budget Management Process 2020-2021 - Adult and Vocational Education (adoption)

WHEREAS section 110.13 of the Education Act stipulates that centre principals shall participate in defining school board policies;

WHEREAS section 110.13 of the Education Act provides for consultation of centre governing boards on various matters concerning the organization of services provided by the School Board;

WHEREAS section 275 of the Education Act stipulates that “the school board shall establish objectives and principles governing the allocation of subsidies, school tax proceeds and its other revenues”;

WHEREAS the Central Québec School Board determines these principles and objectives annually in the Budget Management Process;

WHEREAS the draft Budget Management Process for the 2020-2021 school year was accepted in principle by the Council of Commissioners on March 18, 2020;

WHEREAS appropriate consultation has taken place;

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and unanimously RESOLVED; THAT the Council of Commissioners accept the Budget Management Process - Adult and Vocational Education Sector for the 2020-2021 school year as in **Appendix 2** to the minutes.

c) 2020-2021 Operating, Capital and Debt Service Budget (adoption)

WHEREAS as specified by the Education Act (chapter I-13.3), the Central Québec School Board must adopt and submit to the *ministère de l'Éducation et de l'Enseignement supérieur* its Operating, Capital Investment, and Debt Service Budget for the 2020-2021 school year;

WHEREAS this budget provides for an operating deficit of \$259,948 and that amount is less than the limit of appropriation of the accumulated surplus representing 15% of the accumulated surplus as of June 30, 2019, excluding the net book value of the properties as well as the funding grant related to the provision of employee benefits as of June 30, 2019;

WHEREAS the adjusted standardized evaluation of the taxable properties used for the establishment of the equilibrium grant is established in the amount of \$2,893,143,161 in accordance with the Act and Budgetary Rules for the 2020-2021 school year;

New Business (continued)c) 2020-2021 Operating, Capital and Debt Service Budget (adoption) (continued)

WHEREAS the school tax proceeds in the amount of \$2,866,301 have been established taking into consideration:

- An adjusted standardized assessment of taxable immovables of \$25,000 and less in the amount of \$5,578,398, and
- A number of 6,724 taxable immovables over \$25,000;

It was MOVED by E. Paradis, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Operating, Capital Investment and Debt Service Budget for the 2020-2021 school year with revenues of \$84,806,044 and expenses of \$85,065,992 be adopted and submitted to the *ministère de l'Éducation et de l'Enseignement supérieur*.

d) One-Year Transportation Contracts 2020-2021

It was MOVED by W. Marois, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2020-2021 school year;

Transporter	Capacity	Territory	2019-2020 (\$)	2020-2021 (\$) Excl. taxes
Lyne Robert	Berlin	Tewkesbury/Valcartier	\$17,580.95	\$17,923.78
Autobus Charles A. Morton	5-Row / 12-Row	Chapais	\$50,289.98	\$51,270.64
Tr. Nadia Lapointe- #810	Berlin	Valcartier/Québec	\$25,300.80	\$25,794.17
Tr. Marquis	12-Row	St-Anselme, St-Malachie, Ste-Claire	\$77,799.86	\$79,316.95
Aut. Tremblay & Paradis	5-Row / 30 passengers	Stoneham (140)	\$53,555.00	\$60,300.00
Aut. Tremblay & Paradis	5-Row / 30 passengers	Val-Bélair (136) Covid	\$42,800.00	\$43,634.60
Aut. Tremblay & Paradis	5-Row	Ste-Catherine-de-la-Jacques-Cartier (Covid)	-----	\$56,400.00
Transport Denis Juneau	5-Row / 30 passengers	Ste-Catherine-de-la-Jacques-Cartier	\$50,991.82	\$51,986.16
Autobus Rowley	5-Row / 30 passengers	Lévis Est	\$43,434.07	\$44,281.03
Autobus Rowley	5-Row / 30 passengers	Lévis/St-Jean-Chrysostome	\$44,759.49	\$45,632.30
Autobus Rowley	5-Row / 30 passengers	Charlesbourg	\$40,795.50	\$41,591.02

New Business (continued)d) One-Year Transportation Contracts 2020-2021 (continued)

Autobus Rowley	5-Row / 30 passengers	St-Agapit/St-Apo	\$45,750.00	\$46,642.13
Société Transport Saguenay	5-Row / 18 passengers	Alouette	\$46,757.84	\$47,669.62
Autobus Québec Métro	12-Row	Ancienne-Lorette/Ste- Foy (New) Covid	-----	\$54,900.00

and THAT the Director General be authorized to sign the contracts on behalf of the School Board.

e) Delegation: Transport Advisory Membership for Other School Boards

WHEREAS Section 2 of the Regulation Respecting Student Transportation states that the advisory committee on student transportation of a board shall consist of [...] the Director General or the Assistant Director General of any school board for which the board organizes student transportation;

WHEREAS the Director General has many other important responsibilities and cannot attend the meetings in the school boards that provide all or part of the transportation services for our schools;

WHEREAS the Central Québec School Board (CQSB) does not have a full-time Assistant Director General;

WHEREAS the Director General intends to delegate this responsibility;

It was MOVED by D. Ford-Caron, SECONDED by I. Beland and unanimously RESOLVED; THAT for the 2020-2021 school year, the representative on the various Transport Advisory Committees for the Central Québec School Board be as follows:

C.s. de la Beauce-Etchemin:	Julie Bureau
C.s. de l'Énergie:	Julie Bureau
C.s. de La Jonquière:	Julie Bureau
C.s. de Portneuf:	Julie Bureau
C.s. du Chemin-du-Roy:	Julie Bureau
C.s. du Lac-Saint-Jean:	Julie Bureau

New Business (continued)f) Renewal of Agreement – Pharmacy Technical Assistance Program

WHEREAS the Central Québec School Board (CQSB) has been offering the Pharmacy Technical Assistance (PTA) program since January 2016 in a partnership agreement with the Lester B. Pearson School Board;

WHEREAS all cohorts since 2016 at the Eastern Québec Learning Centre are complete;

WHEREAS CQSB does not yet have a program authorisation for the PTA program;

WHEREAS CQSB would like to continue their partnership agreement with the Lester B. Pearson School Board who have an authorisation;

WHEREAS the request for a Partnership Agreement between two boards must be approved by the Council of Commissioners of both boards;

It was MOVED by C. Guay, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners approve the partnership between the Central Québec School Board and the Lester B. Pearson School Board regarding the Pharmacy Technical Assistance (PTA) program for the 2020-2021 and 2021-2022 school years; and

THAT the Central Québec School Board's Council of Commissioners respectfully request that the Lester B. Pearson School Board Council of Commissioners give their approval for this partnership.

g) Deed of Sale for a Site and a Building

WHEREAS the Central Québec School Board was granted by the *Ministère de l'Éducation et de l'Enseignement supérieur*, a new elementary school on the South Shore of Québec;

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* has confirmed funding for the new school and the purchase of land;

WHEREAS the *Ville de Lévis* has pledged an amount of \$300,000 towards the purchase of the site and building at 1575 chemin du Sault in Lévis;

WHEREAS confirmation of the said amount from the *Ville de Lévis* will be confirmed by resolution at a future *Ville de Lévis* municipal council meeting to be held on September 14, 2020;

New Business (continued)g) Deed of Sale for a Site and a Building (continued)

WHEREAS the deed of sale of the site and building located at 1575 chemin du Sault in Lévis (lot number 2 155 028 of the cadastre of Québec) has been verified by the Central Québec School Board's lawyers and notary and they are in agreement;

It was MOVED by H. Clibbon, SECONDED C. Lavallee by and unanimously RESOLVED; THAT pending the confirmation of funding from the *Ville de Lévis*, the Chairman of the Council of Commissioners be authorized to sign the deed of sale for the site and building located at 1575 chemin du Sault in Lévis (lot number 2 155 028 of the cadastre of Québec) on behalf of the Central Québec School Board for the construction of a new elementary school on the South Shore of Québec; and

THAT if the Chairman be unavailable for the signature of the deed of sale, the Director General act as substitute.

h) Hiring of a General Contractor: A.S. Johnson Memorial School – Backyard and Parking, Phase 1

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 17, 2020 – September 11, 2020);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the September 11, 2020 regular meeting;

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the restoration of the A.S. Johnson Memorial School's backyard and parking, phase 1;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on June 2, 2020 and the envelopes were opened on June 23, 2020;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

New Business (continued)h) Hiring of a General Contractor: A.S. Johnson Memorial School – Backyard and Parking, Phase 1 (continued)

It was MOVED by A. Visser, SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners ratify the decision to accept the lowest tender that met the specifications for the restoration of the A.S. Johnson Memorial School's backyard and parking, phase 1 (919, rue Mooney Ouest, Thetford Mines, QC G6G 6H3) as submitted by Cité Construction TM Inc. (467, rue Monfette Est, Thetford Mines, QC G6G 7H4), in the amount of \$347,217.50 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

i) Hiring of a General Contractor: Dollard-des-Ormeaux School – Restoration of Washrooms, Bus Zone and Other Work

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 17, 2020 - September 11, 2020);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the September 11, 2020 regular meeting;

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the restoration of the Dollard-des-Ormeaux School washrooms, bus zone and other work;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on June 4, 2020 and the envelopes were opened on June 26, 2020;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

New Business (continued)i) Hiring of a General Contractor: Dollard-des-Ormeaux School – Restoration of Washrooms, Bus Zone and Other Work (continued)

It was MOVED by J. Rosenhek SECONDED by I. Béland and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners ratify the decision to accept the lowest tender that met the specifications for the restoration of the Dollard-des-Ormeaux School washrooms, bus zone and other work (18, rue Ladas, Shannon, QC G3S 0B8) as submitted by Les Entreprises QuébecHab Inc. (564, rue de l'Argon, Québec, QC G2N 2E1), in the amount of \$1,222,000.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

j) Hiring of a General Contractor: Jimmy Sandy Memorial School – Bus Shelter

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 17, 2020 – September 11, 2020);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the September 11, 2020 regular meeting;

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the construction of the Jimmy Sandy Memorial School bus shelter;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on May 15, 2020 and the envelopes were opened on June 9, 2020;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

New Business (continued)j) Hiring of a General Contractor: Jimmy Sandy Memorial School – Bus Shelter (continued)

It was MOVED by D. Conforth, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners ratify the decision to accept the lowest tender that met the specifications for the construction of the Jimmy Sandy Memorial School bus shelter (1014, Naskapi Road, C.P. 5152, Kawawachikamach, QC G0G 2Z0) as submitted by FDF Construction (145, rue des Turquoises, Boischatel, QC G0A 1H0), in the amount of \$1,695,000.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

k) Hiring of a General Contractor: St. Patrick's High School – Handrails and Stairs

WHEREAS the Council of Commissioners mandated the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, to authorize all necessary decisions during the summer months (June 17, 2020 - September 11, 2020);

WHEREAS the Chairman or the Vice-Chairman, in collaboration with the Director General or the Assistant Director General, were authorized to sign all documents pertaining to contracts to be concluded during the summer months within the adopted budget;

WHEREAS the Council of Commissioners mandated the Director General to report all decisions to the Council of Commissioners at the September 11, 2020 regular meeting;

WHEREAS the Central Québec School Board had reserved part of the *maintien des bâtiments* budget for the renovation of the St. Patrick's High School handrails and stairs;

WHEREAS plans and specifications were prepared and a public call for tenders for general contractors was published on SEAO on July 3, 2020 and the envelopes were opened on August 7, 2020;

WHEREAS the architect has recommended that the lowest tender be accepted as it met the requirements and specifications of the project;

New Business (continued)

k) Hiring of a General Contractor: St. Patrick's High School – Handrails and Stairs (continued)

It was MOVED by H. Clibbon, SECONDED by E. Paradis and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners ratify the decision to accept the lowest tender that met the specifications for the renovation of the St. Patrick's High School handrails and stairs (75, rue De Maisonneuve, Québec, QC G1R 2C4) as submitted by Construction Couture & Tanguay (1019, chemin Industriel, Lévis, QC G7A 1B3), in the amount of \$109,142.00 (*taxes not included*); and

THAT the Director General be authorized to sign the contracts on behalf of the School Board.

l) Delegation of Authority – Election Period

WHEREAS the current Council of Commissioners will hold its last meeting before the school-board elections on September 11, 2020;

WHEREAS if elections are to be held under the Act Respecting School Elections, the elections for the new Council of Commissioners will take place on November 1, 2020;

WHEREAS if elections are to be held under Bill 40 – An Act to amend mainly the Education Act with regard to school organization and governance, the elections for the new Board of Directors will take place on November 1, 2020;

WHEREAS the ruling of the Court of Appeal of Québec to this effect is to be expected by September 18, 2020

WHEREAS no matter what the ruling of the Court of Appeal of Québec is to be the School Board must continue to conform to the stipulations of the various laws and regulations that govern its operations;

WHEREAS it may be necessary for decisions to be made and documents signed during the period before the new Council of Commissioners or Board of Directors is formed;

It was MOVED by D. Cornforth, SECONDED by S. Downs and unanimously RESOLVED; THAT the Director General or the Assistant Director General, in collaboration with the Chairman or the Vice-Chairman, be authorized to make all necessary decisions during the 2020 election period; and

20-09.11

New Business (continued)

- l) Delegation of Authority – Election Period (continued)

THAT the Director General or the Assistant Director General be authorized to sign all documents pertaining to contracts to be concluded during the 2020 election period, within the adopted budget.

- m) Proxy Votes for the Quebec English School Board Association

WHEREAS the Quebec English School Board Association (QESBA) Annual General Meeting (AGM) will take place by videoconference at the end of October with the exact date to be confirmed;

WHEREAS each member of the Central Québec School Board's (CQSB) Council of Commissioners has a vote at the AGM;

It was MOVED by J. Rosenhek, SECONDED by E. Paradis and unanimously RESOLVED; THAT the members of the Central Québec School Boards Council of Commissioners, give proxy to Commissioner Debbie Ford-Caron to vote on their behalf.

20-09.12

Committee Reports

- a) Executive Committee

No meeting was held.

- b) Parents' Committee

A meeting was held on July 7, 2020. I. Béland and D. Cornforth reported on the meeting stating that the main items were about Transportation and Bill 40.

- c) Special Needs Advisory Committee

No meeting was held.

- d) Transport Advisory Committee

No meeting was held.

- e) Audit Committee

No meeting was held.

20-09.12

Committee Reports (continued)

f) Evaluation of the Director General

No meeting was held. Chairman Stephen Burke expressed accolades of S. Pigeon. Speaking of his dedication to the success of CQSB and the honour of working with him throughout the years.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

i) Resource Allocation Committee

A meeting was held on September 8, 2020. S. Pigeon reported about the distribution of amount saved through student provisional cuts and distributed into the school budgets.

20-09.13

Quebec English School Boards Association

a) Report from the Board of Directors

No report was made.

b) Report from Committees

QESBA, D. Ford-Caron provided a report to the Commissioners prior to the meeting on the following items:

- Court of Appeals;
- Superior Court;
- APPELE Québec;
- Covid-19;
- AGM;
- Elections;
- Student Representative for QESBA.

20-09.14

Next meeting

The next regular meeting is to be confirmed.

20-09.15 **Question period**

a) Public

There were no questions. Chairman S. Burke spoke of Y. Lambert's professionalism, open-mindedness and politeness during their years working together.

b) Commissioners

C. Guay had a question concerning returning officers of the Council and the present legislation of Bill 40.

20-09.16 **In-camera session**

No in-camera session was held.

20-09.17 **Adjournment**

The meeting was ADJOURNED at 8:45 p.m. on a motion by A. Visser, and seconded by J. Rosenhek

Sandra Wright Griffin
Secretary General

Stephen Burke
Chairman