

Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, January 21, 2015 at 7:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present: Isabel Béland Parent Commissioner

Stephen Burke Chairman Heather Clibbon Commissioner

Sara Downs Commissioner (by telephone)

Christian Falle Parent Commissioner (by videoconference)

Debbie Ford-Caron Commissioner (by videoconference)
Chantal Guay Commissioner (by videoconference)

Kevin JackCommissionerWyna MaroisCommissionerEsther ParadisCommissionerStephen PigeonDirector General

Patsy Poulin Parent Commissioner (by videoconference)

Jo Rosenhek Commissioner

Jo-Ann Toulouse Commissioner (by videoconference)

Aline Visser Commissioner

Absent: Stephen Nellis Parent Commissioner

Jean Robert Vice-Chairman

In attendance: Gina Farnell Director of Complementary Educational Services

François Garon Computer Technician
Patti L. Moore Secretary General
Melanie Simard Executive Secretary

15-01.01 Call to order

The Chairman called the meeting to order at 7:01 p.m.

15-01.02 Approval of the agenda

It was MOVED by A. Visser, SECONDED by E. Paradis and UNANIMOUSLY

RESOLVED, that the agenda be approved as circulated.

15-01.03 Public question period

No public was present.

15-01.04 Question Period for Students

No students were present.

15-01.05 <u>Correspondence from Students</u>

No correspondence was received.

15-01.06 Approval of the minutes of the regular meeting held on December 10, 2014

It was MOVED by C. Guay, SECONDED by J. Rosenhek and RESOLVED, that the minutes of the regular meeting of the Council of Commissioners held on Wednesday, December 10, 2014 be accepted as circulated.

Commissioner K. Jack abstained from voting.

15-01.07 <u>Business arising from the minutes</u>

No business to report.

15-01.08 Report from the Chairman

The Chairman indicated that he had sent a report to commissioners that addressed the following:

- CQSB Agenda Meeting January 12, 2015
- ADIGECS Colloque January 15, 2015
- QESBA Finance Committee and Board of Directors Meetings January 16, 2015
- Principals' Meeting and luncheon January 21, 2015

S. Downs arrived at 7:16 p.m.

J. Robert made a detailed report on a meeting with the Minister Bolduc concerning school board mergers.

15-01.09 Director General's Report

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

- a) Up-date on Strategic Planning
- b) Up-date on SACADE Projects (Students on the Autism Spectrum)
- c) EQLC International Lunch
- d) 2015 Arts Festival Elementary and Secondary
- e) CQSB 2015-2016 Registration Period
- f) Summary of Labour Relations Negotiations
- g) CQSB Basketball Tournament / Cultural Event Update
- h) Labour Relations Committees
 - i) Senior Staff of Service Directors, Coordinators and Management Staff
 - ii) Senior Staff of Schools and Centre Principals
 - iii) Teachers
 - iv) Professionals
 - v) Support Staff

G. Farnell left the meeting at 7:28 p.m.

S. Pigeon mentioned that CQSB ranks first amongst the nine English School Boards in the province of Québec with the highest global success rate on the MELS June 2014 uniform exams.

15-01.10 New Business

a) <u>Code of Ethics and Professional Conduct for the Commissioners of the Central Québec School Board (adoption)</u>

WHEREAS the Education Act requires school boards to establish, by by-law, a code of ethics and professional conduct applicable to commissioners;

WHEREAS the Central Québec Code of Ethics and Professional Conduct for Commissioners was reviewed by the Executive Committee on December 9, 2014 and proposals for modifications were made;

WHEREAS public notice of at least 30 days of the adoption of the Code was given on December 21, 2014;

It was MOVED by D. Ford-Caron, SECONDED by J.-A. Toulouse and UNANIMOUSLY RESOLVED; that the Central Québec School Board Council of Commissioners adopt the revised Code of Ethics and Professional Conduct of the Council of Commissioners as found in **Appendix 1** to the minutes; and

THAT the revised version be added to the Central Québec School Board Web site and that the previous version of the Code of Ethics and Professional Conduct of the Council of Commissioners be saved (paper and electronic) as part of the permanent archives.

b) Rules of Order and Procedure for Meetings of the Council of Commissioners (adoption)

WHEREAS at the November 14, 2014 meeting of the Council of Commissioners members were made aware that the Rules of Order and Procedure for Meeting of the Council of Commissioners was in need of review;

WHEREAS the Executive Committee was mandated to review the policy and proposed changes and to make recommendations to the Council of Commissioners;

WHEREAS the Executive Committee met on December 9, 2014 to review the policy and the proposed changes;

It was MOVED by W. Marois, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; that the Central Québec School Board Council of Commissioners adopt the revised Rules of Order and Procedure for Meetings of the Council of Commissioners as found in **Appendix 2** to the minutes; and

THAT the revised version be added to the Central Québec School Board Web site and that the previous version of the Rules of Order and Procedure for Meeting of the Council of Commissioners be saved (paper and electronic) as part of the permanent archives.

15-01.10 New Business (continued)

c) 2015-2016 School Calendar (Québec City - Youth Sector) (adoption)

WHEREAS section 238 of the Education Act stipulates that every school board shall establish the school calendar of its schools, taking into account the provisions of the basic school regulation;

WHEREAS the teachers' collective agreement provides for a committee that is consulted on the school calendar;

WHEREAS the committee has met and has been consulted on and recommends the adoption of the proposed calendar for the 2015-2016 school year;

It was MOVED by J. Rosenhek, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that the Central Québec School Board accept the school calendar (Youth sector) for the 2015-2016 school year as in **Appendix 3** to the minutes.

d) Attendance at the Fidéides

WHEREAS the Central Québec School Board has been represented at the *Fidéides* for the last several years;

WHEREAS the *Fidéides* event is an opportunity for the School Board to increase its visibility;

WHEREAS the *Fidéides* gala will be held on March 12, 2015;

WHEREAS early registration enables the CQSB to purchase tickets at a reduced rate;

It was MOVED by H. Clibbon, SECONDED by K. Jack and UNANIMOUSLY RESOLVED; that the Central Québec School Board be represented at the 2015 *Fidéides* gala by Mr. Stephen Burke and Ms. Susie Faguy; and

THAT tickets to the event be purchased before February 15, 2015.

e) Criteria for the Admission and Enrolment of Students - 2015-2016 (adoption)

WHEREAS the required consultation on the draft Criteria for the Admission and Enrolment of Students and the Application of School Boundaries – 2015-2016 school year has taken place;

WHEREAS section 239 of the Education Act stipulates that the criteria must be adopted, put into force, and sent to each governing board at least 15 days before the beginning of the student enrolment period;

WHEREAS the enrolment period for the 2015-2016 school year will be from February 2 to February 20, 2015;

15-01.10 New Business (continued)

e) <u>Criteria for the Admission and Enrolment of Students 2015-2016 (adoption)</u> (continued)

It was MOVED by W. Marois, SECONDED by E. Paradis and UNANIMOUSLY RESOLVED; that pursuant to sections 4, 213 and 239 of the Education Act, the Central Québec School Board adopt the Criteria for the Admission and Enrolment of Students and the Application of School Boundaries for the 2015-2016 school year as in **Appendix 4** to the minutes.

f) Three-Year Plan and Deeds of Establishment (adoption)

WHEREAS Section 211 of the EA stipulates that each year ... the school board shall establish a three-year plan for the allocation and destination of its immovables. (Which) must specify, for each school (...) the name and address of the school or centre, the premises at its disposal, the level of instruction provided, (...) forecast for the duration of the plan;

WHEREAS the Central Québec School Board Parents Committee was consulted, as stipulated in Section 79 of the Education Act;

It was MOVED by H. Clibbon, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that pursuant to section 211 of the Education Act, the Central Québec School Board Council of Commissioners adopt the overall Three-Year Plan for the allocation and Destination of Immovables and Deeds of Establishment as in **Appendix 5** to the minutes.

g) Amendment to the CQSB Transportation Policy

It was MOVED by J. Rosenhek, SECONDED by A. Visser to defer this item to the next Council of Commissioners meeting.

h) Policy Concerning Fees Charged to Parents and Adult Students (deposit)

The draft Policy concerning fees charged to parents and adult students was deposited for consultation purposes.

15-01.10 New Business (continued)

i) Commissioners' Standing Committee Membership 2014-2015 - Revision

a) <u>Transportation Advisory Committee - Commission scolaire de la Capitale</u>

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that for the 2014-2015 school year, the commissioner representative for Central Québec School Board at the *Commission scolaire de la Capitale* Transport Advisory Committee be Kevin Jack and Jo Rosenhek as substitute.

b) <u>Transportation Advisory Committee - Commission scolaire Chemin-du-Roy</u>

It was MOVED by E. Paradis, SECONDED by W. Marois and UNANIMOUSLY RESOLVED; that for the 2014-2015 school year, the Administrative Council representative for Central Québec School Board at the *Commission scolaire du Chemin-du-Roy* Transport Advisory Committee be Ms. Pierrette Laliberté, Assistant Director General.

15-01.11 <u>Committee Reports</u>

a) Executive Committee

No meeting was held.

b) Parents' Committee

No meeting was held.

c) Special Needs Advisory Committee

No meeting was held.

d) Transport Advisory Committee

A meeting was held on January 14, 2015. E. Paradis, Chair of the Committee made a brief report on this meeting; the main topic of this meeting was discussed at Item 10. g) Amendment to the CQSB Transportation Policy.

e) Audit Committee

No meeting was held. A meeting is to be held in February.

f) Evaluation of the Director General

No meeting was held.

15-01.11 <u>Committee Reports (continued)</u>

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

i) Riverside Schools Ad Hoc Committee

No meeting was held. A meeting is to be held on January 28, 2015.

15-01.12 Quebec English School Boards Association

a) Report from the Board of Directors

A meeting was held on January 16, 2015. D. Ford Caron made a report on this meeting, the main topics being:

- The nomination of Mr. Stephen Burke, Chairman of CQSB as QESBA's Vice-President. S. Burke will be replacing Mr. Frank Verrillo until the October Annual General Meeting - she extended her heartfelt congratulations to him;
- Meeting with the Minister of Education, Recreation and Sports;
- Changes to the school board structures;
- Spring Conference in Québec City from May 21st to 23rd, 2015.

b) Reports from the Committees

No meetings were held.

15-01.13 Next meeting

The next regular meeting of the Council of Commissioners will be held on Wednesday, February 18th, 2015 at 7:00 p.m.

A special meeting will be scheduled in the week of January 26th.

15-01.14 Question period

a) Public

No public was present.

b) Commissioners

No questions were asked.

15-01.15	<u>In-camera session</u>	
	No in-camera session was held.	
15.01.16	Adjournment	
	The meeting was ADJOURNED at 9:07 p.m. on a 1 by H. Clibbon.	MOTION by E. Paradis, SECONDED
	Patti L. Moore	Stephen Burke
	Secretary General	Chairman

Approved on February 18, 2015.



CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR THE COMMISSIONERS OF THE CENTRAL QUÉBEC SCHOOL BOARD

(Adopted December 4, 1998) (Revised November 14, 2008, January 11, 2013, January 21, 2015)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. References

Education Act (R.S.Q., chapter I-13.3, sections 175.1to 175.4, 176, 177.1)

Act Respecting Elections and Referendums in Municipalities (R.S.Q., chapter E-2.2, sections 306 to 312)

Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal

Information (R.S.Q., chapter A-2.1, sections 53, 59, 158, 164)

Act Respecting School Elections (Chapter E-2.3, sections 21, 21.4, 28.1)

Civil Code of Québec (sections 321 to 326)

CQSB Background Check Policy

2. Title

This by-law is entitled: Code of Ethics and Professional Conduct for the Commissioners of the Central Quebec School Board.

3. Application

Unless indicated otherwise, this by-law applies to every commissioner as defined in the Education Act.

4. Definitions

- 4.1 Review committee: committee composed of 3 persons designated by law to examine a complaint of misconduct of a commissioner, which is contrary to or contravenes the standards of this by-law;
- 4.2 School commissioner: commissioner elected or appointed under the Act respecting school elections;
- 4.3 Parent-commissioner: commissioners representing the parents elected according to the Education Act;
- 4.4 Co-optation: must enable persons whose competence and qualifications are considered complementary to those of the commissioners or useful for the administration of the school board to sit on the council of commissioners. The persons must meet any selection criteria determined by regulation by the Minister.
- 4.5 Conflict of interest: situation in which a commissioner must choose between his personal interest and the interest of the School Board.



5. Duties and responsibilities of commissioners

5.1 **Discretion**

A commissioner must demonstrate absolute discretion both during and after his term of office and must respect the confidential nature of the personal, commercial and scientific information obtained, particularly, the information disclosed during meetings of the school board authorities held in camera.

5.2 Compliance to rules and policy

A commissioner must abide by the laws enumerated in section 1 and by the rules and policies established by the School Board.

5.3 **Remuneration**

A commissioner receives the remuneration determined by the Council of Commissioners in conformity with the applicable legal and statutory dispositions. A commissioner is not entitled to any other remuneration than the one stipulated by these provisions.

6. Conflict of interest

- 6.1 The commissioner must avoid any situation of conflict of interest as provided by the *Education Act* and by this by-law.
- 6.2 As regards contracts or agreements to be negotiated or concluded with the School Board, a commissioner shall not use the information obtained in the exercise of his duties to derive a benefit to which he is not entitled or to which one of his close relations is not entitled.
- 6.3 In addition to what is specifically provided for by section 175.4 of the *Education Act* regarding the interests he might have in an enterprise, a commissioner must disclose any situation that places or could place, directly or indirectly, his personal interests or those of his close relations in conflict with those of the School Board. (See Appendix 1)
- 6.4 A commissioner must not use his title or his position in order to obtain for his close relations or for himself services offered by the School Board to which he or they are not normally entitled.
- 6.5 A commissioner must disclose any illegal or irregular situations against the School Board that he is aware of.
- A commissioner must not directly or indirectly award, solicit or accept a favor or an undue advantage for himself or another person.



7. Identification of situations of conflict of interest

7.1 Definitions

- 7.1.1 A situation of conflict of interest is a situation in which the commissioner might have to choose between his personal interest or those of his close relations and the interests of the School Board.
- 7.1.2 The term interest implies a direct or indirect interest, financial or not, real, apparent or potential; this interest is distinct from the public interest in general and can be perceived as such by a reasonably informed person.
- 7.1.3 Personal interest is the interest of a commissioner.
- 7.1.4 The interest of a close relation is the interest of any person related by blood or by law to a commissioner, or the interest of a company, cooperative, firm or association in which he acts as an administrator or a director and of which he owns more than 10 per cent (10%) of the shares giving a right to vote, when such shares are issued.

7.2 Exclusion

There is no personal interest nor interest of a close relation within the meaning of the present by-law by virtue of being a member, administrator or director of another educational institution, a public institution within the meaning of the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information,* of a non-profit organization or an organization of which the law provides that the commissioner must be a member, administrator or director by virtue of being a member of the School Board.

7.3 Examples

Without limiting the scope of the present article, and serving only as an illustration, the following situations are or can be considered as a conflict of interest:

- 7.3.1 A situation in which the commissioner or one of his close relations has an interest, directly or indirectly, in a deliberation of the School Board;
- 7.3.2 A situation in which the commissioner or one of his close relations has an interest, directly or indirectly in a contract or in a draft contract with the School Board;
- 7.3.3 A situation in which the commissioner or one of his close relations obtains or is about to obtain, directly or indirectly, a personal advantage resulting from a decision of the School Board.



8. Obligations

- 8.1 A commissioner will be motivated primarily by an earnest desire to serve the students, his school board and his constituents.
- 8.2 A commissioner will maintain the integrity, confidence and dignity of the office of school commissioner.
- 8.3 A commissioner will recognize that authority rests with the Council of Commissioners in legal session and not with individual members.
- 8.4 A commissioner will abide by majority decisions of the Council of Commissioners and will act in a manner that reflects this decision.
- 8.5 A commissioner will endeavour to see that School Board funds are expended efficiently, economically and in the best interests of the students.
- 8.6 A commissioner will not discuss the confidential business of the board with persons other than commissioners and those duly authorized by the Council of Commissioners.
- 8.7 A commissioner fulfills his office with independence, integrity and good faith in the best interest of the School Board and the population served by the School Board. He acts with prudence, diligence, honesty, loyalty and assiduity as would a reasonable and responsible person in similar circumstances.
- 8.8 A commissioner must avoid tarnishing the reputation of others and treat the other commissioners as well as the employees of the School Board with respect.
- 8.9 A commissioner must at all times adopt a style of behaviour and communication that is dignified and compatible with his office in order to protect and promote the image and credibility of the School Board.
- 8.10 A commissioner must endeavour to attend all regular, special and working sessions of the Council of Commissioners.



9. Preventive measures

- 9.1 Upon a commissioner's entry into office, he shall identify, in writing, on the form provided by the School Board, situations or relationships that might create a conflict of interest. This form must be completed whenever a change occurs which might create a similar situation.
- 9.2 A commissioner must, among other things, disclose any interest he has in an enterprise doing business or having done business with the School Board and disclose, if such is the case, any real, potential or apparent situation of conflict of interest that might concern him.
- 9.3 A commissioner who is in a situation of conflict of interest or appearance of conflict of interest with regard to a subject treated by the Council of Commissioners must disclose it and withdraw from the session of the Council in order to allow the deliberations and the vote on this subject to take place without him.

10. Reasons for Disqualification from Office

- 10.1 All commissioners must comply with the request for a background check, as per the CQSB Background Check Policy.
- 10.2 A person sentenced to imprisonment (section 12. (5) Act Resecting School Elections) is disqualified for election to the office of school commissioner.
 - Disqualification under subparagraph 5 applies for the term of the sentence but ceases if the person obtains a pardon for the offence committed.
- 10.3 A person is disqualified from holding office as an election officer of any school board if found guilty of an offence that is a corrupt electoral or referendum practice (section 21.(5) Act Resecting School Elections).
 - The disqualification shall continue for five years from the day on which the judgment convicting the person becomes res judicata.
- 10.4 Should any offenses be or be discovered to have been committed, the process highlighted in the background check would apply to all commissioners.



11. Enforcement mechanisms

11.1 Formation of a Review Committee

When necessary, the Council of Commissioners will form a Review Committee whose role is to determine if there is an infraction to the Code of Ethics and to impose a sanction as required. The committee is composed of three people who are neither members of the Council nor employees of the School Board. One of the members must have training or experience in ethics or deontology. The Council will also name a substitute to act in the absence of one of the members. The committee may request the participation of resource people if necessary.

The Review Committee will choose a chair and may adopt rules of procedure.

11.2 Procedures

Complaints arising from the application of the Code of Ethics must be received in writing. Complaints may be received from any person aware of a breach of the Code of Ethics. Complaints are to be addressed to the Secretary General who will forward them to the Review Committee, to the members of the Council of Commissioners during an in-camera session and to the commissioner concerned. The commissioner at whom the complaint is directed has the right to be heard by the Review Committee.

11.3 Travel Expenses

If necessary, travel expenses will be paid for members of the Review Committee in accordance with the School Board's Travel and Living Expenses Policy.

12. Sanctions

- 12.1 If the Review Committee concludes that the commissioner has violated the law or the Code of Ethics and Professional Conduct, it recommends to the Council of Commissioners the disciplinary sanction deemed appropriate.
- 12.2 The possible sanctions that can be recommended are a warning with or without a demand for apologies; a reprimand; a suspension, for a maximum of six (6) months, of part or all of the attributions and functions of the commissioner, except the right to participate in the public meetings of the Council of Commissioners.
- 12.3 The Council of Commissioners decides upon the complaint after considering the recommendations of the Review Committee. The commissioner facing a sanction must be given the opportunity to be heard by the Council regarding the allegations and the appropriate sanction.
- 12.4 The sanctions contemplated in the present by-law are disciplinary in nature. Thus, there is nothing in the present by-law that precludes the Central Québec School Board from taking legal action.



12.5 The Review Committee may also recommend to the Council of Commissioners that an action to declare the commissioner disqualified be taken in accordance with section 308 of the Act Respecting Elections and Referendums in Municipalities.

13. Accessibility of code

The Code of Ethics and Professional Conduct may be examined at the office of the secretary general and on the School Board's web site, www.cqsb.qc.ca. A report will be included in the School Board's Annual Report.

14. Review of Code of Ethics and Professional Conduct

If needed, the Council of Commissioners will review the Code of Ethics and Professional Conduct during the public portion of a meeting.

15. Coming into force

This by-law comes into force on January 21, 2015.



Appendix 1

CENTRAL QUÉBEC SCHOOL BOARD- DECLARATION OF CONFLICT OF INTEREST FORM

As stipulated in section 175.4 of the *Education Act* any member of the Council of Commissioners who has an interest direct or indirect, in an enterprise that places or could place his personal interests or those of his close relations in conflict with those of the School Board must declare such interest to the Director General.

It is the responsibility of the up-to-date.	member of the Council of Commissioners to ensure that the declaration is
I,declare:	, commissioner of the Central Québec School Board, do hereby
	ect interest in the following enterprise(s) which is susceptible to place my with those of the School Board:
Any other declaration of co	nflict of interest:
Therefore, I will abstain from through which I would be in	om participating in any discussion and/or decision of the School Board n conflict of interest.
Signature	<u> </u>





RULES OF ORDER AND PROCEDURE FOR MEETINGS OF THE COUNCIL OF COMMISSIONERS

(Adopted August 22, 2003) (Revised April 22, 2005, November 14, 2008, June 12, 2013, January 21, 2015)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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PREAMBLE

The following rules of order and procedures for meetings of the Council of Commissioners of the Central Québec School Board are based on the Act Respecting School Elections, the Education Act and Robert's Rules of Order.

These procedures are designed to facilitate effective decision-making and to achieve consensus within a reasonable amount of time.

The members of the Council of Commissioners will have recourse to Robert's Rules of Order for any rule or regulation not covered in this policy. However, the Act Respecting School Elections and the Education Act take precedence over either this policy or Robert's Rules of Order.

The term of office of appointed Commissioners shall not exceed four years. (E.A. 143)

PROCEDURES FOR MEETINGS

1.0 PREPARATION OF AGENDA

- 1.1 The agenda is prepared by the Director General and the Secretary General and is reviewed with the Chair and Vice-Chair.
- 1.2 To have an item placed on the agenda; Council members are encouraged to address their requests to the Chair no later than one week and one day prior to the meeting.
- 1.3 Administrators should direct their requests to place items on the agenda to the Director General or to the Secretary General within the time frame stated in 1.2.
- 1.4 Whenever possible, documents relative to an item on the agenda of a meeting should be sent at the same time as the agenda in order to facilitate decision-making. It is therefore important that an individual who adds an item to the agenda ensures that the document is forwarded to the Secretary General before the agenda and associated documents are sent out. In exceptional circumstances, when no document is immediately available, an individual who wishes to place an item on the agenda will provide the Secretary General with a brief one-paragraph description of the point to be discussed.
- 1.5 In the interest of expediency, questions relating to a specific incident or matter of personal interest may often be responded to directly by the Director General or a Director of Service outside of Council of Commissioner's meetings.



1.6 The Board agenda will normally be structured as follows:

Call to Order

Approval of the agenda

Public question period

Question Period for Students

Correspondence from Students

Approval of the Minutes

Business Arising from the Minutes

Chair's Report

Director General's Report including

Up-date on Strategic Planning

Labour Relations Committees (senior staff of service, senior staff of schools, teachers, professionals and support staff)

New Business

Committee Reports

- a) Executive Committee
- b) Parents' Committee
- c) Special Needs Advisory Committee
- d) Transport Advisory Committees
- e) Audit Committee
- f) Evaluation of the Director General
- g) Ethics and Governance Committee
- h) Human Resources Committee
- i) Any ad hoc committee as formed by the Council

Quebec English School Boards Association

Next meetings

Question period - public

Question period - commissioners

In-camera (as required)

Adjournment

- 1.7 Normally, board meetings will be held from 7:00 p.m. to no later than 10:30 p.m. Should there be a need to extend the meeting, it will be upon resolution.
- 1.8 The agenda, along with supporting documents, including draft resolutions with legal references and explanatory notes, and other written material will be sent by email and placed on SharePoint no later than one week preceding the meeting. Additional information may be sent by email up to 36 hours prior to the meeting if necessary.
- 1.9 Items may be added to the agenda at the meeting if it is the will and pleasure of the Council of Commissioners. Should a resolution arise from this agenda item, a 2/3 majority vote will be required in order for the Council to consider the motion.



2.0 MINUTES OF BOARD MEETINGS

2.1 Recording of minutes

The minutes of the meetings of the Council of Commissioners constitute a record of the meeting.

The minutes will consist of but not be limited to:

Date, time, and place of the meeting

Presence, absence and attendance by telephone or videoconference (as well as the time of arrival or departure of members)

Whether the meeting is regular or special

Chair and secretary of the meeting

Approval of minutes

Mention of loss of quorum during the meeting

All motions/resolutions voted upon, the result of the vote and the names of the commissioners voting for or against or who abstained from voting/ or the names of Commissioners who were temporarily absent from the meetings

Brief description of reports and/or information items

Brief description of presentations made during the public and commissioners' question periods.

Time of adjournment

2.2 Reading of the minutes

The Secretary General is excused from reading the minutes provided that a copy thereof has been received by each member present at least six hours before the opening of the meeting at which they are to be approved.

2.3 Adoption of minutes

Draft minutes of the previous meeting are submitted to the Council of Commissioners for approval. Members are asked to give typographical errors to the Secretary General <u>prior</u> to the meeting.

2.4 Distribution of approved minutes

The approved minutes, having been signed by the Chair of the meeting and the Secretary General, are posted on the School Board's web site.



3.0 IN-CAMERA MEETINGS

The decisions made in an in-camera sessions and, where appropriate, the factors considered in determining to hold the meeting in-camera should be recorded.

- The Secretary General and the Director General should be part of the Meeting to keep the minutes unless circumstances require that they also be absent. In their absence, the Chairperson is responsible for ensuring that an appropriate record of the meeting is kept;
- Before going in-camera, the Chairperson will ask any members attending the meeting via videoconference or by phone to ensure that the conversation cannot be overheard by any other person;
- It is the responsibility of the Commissioner participating via videoconference or by phone to disclose the presence of any third parties who might be able to overhear the conversation;
- If it is not possible for the Commissioner participating via videoconference or by phone to participate in the in-camera discussion in complete confidentiality, the Commissioner will be disconnected until the end of the in-camera session;
- The School Board will re-contact the Commissioner when the in-camera session is finished.

4.0 RIGHTS AND DUTIES OF MEMBERS

- 4.1 Only duly elected members of the Council of Commissioners, the Director General and persons authorized by either the Chair or the Director General may participate in deliberations of the Council.
- 4.2 Every member has a right to be convened to all meetings and to be present. Each member may submit, support, defend or debate any proposal deemed appropriate by the Chair. Each member also has the right to ask pertinent questions, to intervene in a debate and to be a candidate for posts that the Council of Commissioners intends to fill. Parent Commissioners are not entitled to vote at meetings of the Council of Commissioners or at the Executive Committee, or to be appointed Chair or Vice-chair of the School Board. Exception: All commissioners have the right to vote for the co-opted commissioners.
- 4.3 Co-optation must enable persons whose competence and qualifications are considered complementary to those of the Commissioners or useful for the administration of the School Board.
- 4.4 Every Council member is entitled to raise a question of privilege if he deems that a rule has not been observed or if order or decorum has not been ensured.
- 4.5 Commissioners have authority only when acting as members of the Council of Commissioners legally in session. The Council shall not be bound in any way by any statement or action on the part of any individual board member except when such statements or actions are in pursuance of specific instructions by the Council. (See also the Commissioners' Code of Ethics and Professional Conduct)



- 4.6 Discussion of a topic, which has already been disposed of by the Council, is not permissible at the same meeting unless moved by someone who voted with the prevailing majority on the original vote. A two-thirds majority vote is required to reconsider the question.
- 4.7 An individual may speak only after being acknowledged by the Chair. The speaker must address the Chair; he may not address another Council member nor answer a question by another member without first being acknowledged by the Chair.
- 4.8 The right to speak is granted in order of request.
- 4.9 Once the Chair feels that a subject has been discussed for a reasonable length of time and in order to close the debate, he will ask each member to speak briefly on the question, the last speaker being the mover of the motion.
- 4.10 The speaker may be interrupted by the Chair or another Council member on a question of privilege, on a point of order or for a matter to be discussed in committee. Furthermore, the Chair may interrupt or terminate an individual's speaking privilege if the speaker's comments are disruptive, obscene, or insulting.
- 4.11 Every member has a duty to respect the order and silence required for the proper functioning of the meeting.
- 4.12 Every member must avoid private conversations, unnecessary departures, noise, disorder and distractions such as the use of cell phones or other means of communication.
- 4.13 An attack (physical or verbal) against a person is unacceptable.
- 4.14 It is the responsibility of a member to notify the Secretary General as soon as possible whether or not they will attend a Council meeting.
- 4.15 Commissioners may attend meetings by telephone or video-conference as stipulated in the By-law Governing Attendance at Council Meetings by Telephone or Video-conference. Attendance by videoconference or by phone should normally be offered to those Commissioners living further than 100 km (or 75?) from the School Board. Any method used to participate in a Council of Commissioners' meeting should ensure that all commissioners have equal access to one another. A commissioner cannot serve as an interpreter for another.
- 4.16 According to the Act Respecting School Elections, section 193:

"The term of a commissioner who fails to attend three consecutive regular sittings of the council of commissioners ends at the close of the following sitting unless the commissioner attends that sitting.



The council may, at that sitting, grant the commissioner a period of grace until the next regular council sitting if he was in fact unable to attend the sittings. In such a case, the commissioner's term ends on the day of that next sitting, if he is not in attendance.

The council may also in due time order that a commissioner's failure to attend sittings of the council for serious reasons beyond his control that cause no prejudice to the electors of the school board or the commissioner's electoral division, does not entail the end of his term.

The first three paragraphs do not apply if the commissioner is unable to attend the sittings by reason of the provisional execution of a judgment declaring his disqualification or ouster from office."

4.17 In order to be named to sit on a committee, a commissioner must be present; physically, by telephone, or by video-conference at the meeting or have signified his interest in sitting on a committee in writing to either the Director General or the Secretary General prior to the meeting.

5.0 RIGHTS AND DUTIES OF THE CHAIR

- 5.1 The Chair exercises the rights and exercises the duties provided for in the Education Act, this policy, and "Robert's Rules of Order".
- 5.2 Specifically, the Chair shall:
 - 5.2.1 Ensure that proceedings are conducted in an orderly fashion, with an appropriate degree of decorum and conduct the meeting in an impartial manner.
 - 5.2.2 Determine whether proposals and questions can be entertained.
 - 5.2.3 Give a warning for inappropriate behavior, ask for an apology, and propose sanctions to the Council, if required, at the time of the incident.
 - 5.2.4 Call for a brief break at his discretion.
 - 5.2.5 Be an ex-officio member of all legally constituted committees and/or ad hoc committees of the Council.
 - 5.2.6 Have the right to intervene in his capacity as a Council member. In such a case, he will relinquish the Chair and be replaced by the Vice-Chair or any other member of the Council.
 - 5.2.7 Have the right to require a member to leave the meeting temporarily for just cause subject to an appeal of his decision.
 - 5.2.8 The Chair can vote on all issues at Council meetings and has the casting vote in the event of a tie.
- 5.3 The Chair must entertain an appeal resulting from the decision of the chair.



6.0 QUESTION PERIODS

6.1 **Public**

The Council of Commissioners will entertain questions and statements from interested parties at each session. In order to maintain order and to respond to questions:

- 6.1.1 The agenda for the meetings of the Council of Commissioners will provide for two (2) question periods, one immediately after the approval of the agenda, and one at the end of the meeting.
- 6.1.2 The first question period may be limited to a maximum of twenty (20) minutes and the second question period may be limited to a maximum of ten minutes. At the discretion of the Chair, either question period may be extended.
- 6.1.3 Speakers are asked to limit their initial presentation to five (5) minutes. Speakers must identify themselves, state what organization they represent (when applicable) and address the Chair.
- 6.1.4 The Chair may redirect any question to a member of the School Board administration or to another member of the Council of Commissioners who wishes to respond.
- 6.1.5 A question or statement may be included or appended to the minutes when presented in writing. The subject of oral questions will be recorded and responses may also be included with the minutes.
- 6.1.6 When a question cannot be answered at the time of asking, the Chair will request a member of the administration to obtain the necessary information so that the question may be answered at the next meeting of the Council of Commissioners.

6.2 Commissioners

- 6.2.1 The agenda for the meetings of the Council of Commissioners will provide for one question period for commissioners at the end of the meeting.
- 6.2.2 All questions are addressed to the Chair.
- 6.2.3 Any question requiring a decision must be placed on the agenda either prior to the meeting or for a future meeting and a draft resolution provided to the Secretary General as stipulated in section 1.0.
- 6.2.4 The Chair may redirect any question to a member of the School Board administration or to another member of the Council of Commissioners who is able to respond.
- 6.2.5 When a question cannot be answered at the time of asking, members of the Administrative Council will research the question and respond at the following meeting in agenda item "Business Arising from the Minutes".

6.2.6 The subject of questions will be recorded and responses may also be included in the minutes.

6.3 Students

The agenda for the meetings of the Council of Commissioners will provide for one question period for students at the beginning of the meeting. Sections 6.2.2 to 6.2.6 apply to questions asked by students.

7.0 ABUSE OF RULES OF ORDER

- 7.1 When a participant contravenes the rules, especially those relating to order, the Chair will issue a warning and subsequently may impose, or may ask the Council to impose, one or several sanctions:
- 7.2 Possible sanctions may include:
 - Request to withdraw certain comments;
 - Request for an apology;
 - Withdraw right to speak at the meeting;
 - Motion of censure;
 - Request to leave the meeting.
- 7.3 The incident may also be referred for study and recommendation to the Review Committee formed under the Code of Ethics and Professional Conduct for the Commissioners of the Central Québec School Board. A motion to impose a penalty against a member requires a simple majority vote.

8.0 **DEFINITIONS**

8.1 Question of privilege

A question of privilege may be raised when a member believes that his reputation or that of another member of the Council is endangered or to complain about physical conditions of the meeting room or other similar circumstances.

8.2 **Point of order**

A point of order may be raised if a member considers that an inexact expression has been used, that an argument already dispensed with has been reintroduced or if a rule of procedure has been violated.

8.3 Calling the Question

Calling the question is a motion asking the assembly to vote on the motion being debated. If it is accepted by a majority vote, then the motion being debated is voted upon immediately. If it is rejected, the debate continues.



8.4 Amendments

An amendment may be proposed at any time during the discussion of a main motion.

An amendment can itself be amended, in which case the amendment to the amendment takes precedence over the amendment.

8.5 **Motion**

A proposal for action, in particular, a formal proposal made by the Council of Commissioners (e.g. *I move the adoption of the following resolution*".)

8.6 **Resolution**

A formal expression of opinion, will or intent adopted by the Council of Commissioners.

9.0 REVIEW

- 9.1 At its first public meeting of each school year, the Council of Commissioners will examine the Rules of Order and Procedure.
- 9.2 The Rules of Order will be amended from time to time as is necessary.

2015-01-21





CENTRAL QUÉBEC SCHOOL BOARD

2015-2016 SCHOOL CALENDAR

Everest, Holland, St. Vincent, Ste-Foy and Valcartier Elementary Schools Quebec High School and St. Patrick's High School

AUGUST 2015								SEPTEMBER 2015							OCTOBER 2015							
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27				20.5.1	-1.0		26				L	-1.0		1 st day of school: August 31, 2015								
1 st ana	1 Ped				ol Days	116	2 nd are	3 Ped [ol Days	0016	Last day of school: June 23, 2016								
1 st snow day to be used on: Jan. 22, 2016 2 nd snow day to be used on: Mar. 24, 2016 3 rd snow day to be used on: April 29, 2016											.010	Number of student days: 180 Number of teacher days: 200										
S snow day to be used on: April 27, 2010										Inditibet of feddief days: 200												



CRITERIA FOR THE ADMISSION AND ENROLMENT OF STUDENTS AND THE APPLICATION OF SCHOOL BOUNDARIES - 2015-2016 SCHOOL YEAR

(Adopted January 21, 2015)

THE REGISTRATION PERIOD IS FROM: MONDAY, FEBRUARY 2 TO FRIDAY, FEBRUARY 20, 2015 AT 4:00 P.M.

- 1. The elementary and secondary schools under the jurisdiction of the Central Québec School Board will accept requests for admission and enrolment for students who reside on the territory of the School Board and:
 - Who have attained the age of admission as defined by the Education Act or who have obtained a
 derogation of age requirement prior to their first day of school. Students who have requested a
 derogation of age requirement but have not received approval from the School Board will not be
 permitted to attend school;
 - Who have been informed by the Ministry of Education that they are eligible for English language education. Students who have not received approval from the Ministry will not be permitted to attend an English school until approval is obtained;
 - Who have provided a copy of all documents required by the School Board.
- 2. Requests for students living on the territory of another school board who have obtained the approval of their school board and the Central Québec School Board prior to registering will also be accepted subject to the clauses listed below. (ex. The Cree School Board)
- 3.
- a) For kindergarten and elementary students wishing to attend La Tuque High, Mauricie English Elementary, Shawinigan High, St. Patrick (Thetford Mines), Portneuf Elementary, Riverside Regional Elementary, and MacLean Memorial Schools, all requests for admission and enrolment that meet the criteria outlined in Section 1 above will be accepted.
- b) Students attending a four-year-old kindergarten program must reside within a postal code that is designated by the *Ministère de l'éducation, du loisir et du sport* as meeting the criteria. Said criteria are linked to poverty index. The minimum number of students to establish a class shall be six (6) and the maximum number shall be eighteen (18).
- 4.
- a) For secondary level students wishing to attend A.S. Johnson Memorial High, Dollard-des-Ormeaux, La Tuque High, MacLean Memorial, Riverside Regional High, Shawinigan High Schools and Three Rivers Academy, all requests for admission and enrolment that meet the criteria outlined in Section 1 above will be accepted.
- b) For secondary level students wishing to attend Québec High and St. Patrick's High Schools in Québec City, all requests for admission to the services of the School Board that meet the criteria outlined in Section 1 above will be accepted. Students will be enrolled in a school subject to the following stipulations.
 - i) Students currently attending a CQSB school

Students who were registered/attended a school of the Central Québec School Board during the 2014-2015 school year may register at the school of their choice for Secondary I, II, III, IV, or V. Requests for registration will be handled through the school the student attends in 2014-2015.

- ii) Students not currently attending a CQSB school
 - A. All requests for registration for students who meet the criteria in section 1 who did not attend a Central Québec school during the 2014-2015 school year, including students from private schools or the French Sector, will be received and processed by the school of their choice (Québec High School or St. Patrick's High School) prior to 4:00 p.m. on February 20, 2015.



- B. All students whose requests for registration are received after the registration period will be assigned to a school by Educational Services. Assignments will be based on the availability of space either at the school level or in the classroom. Confirmation of the school to which the student is assigned will be sent on or before March 31, 2015.
- C. All requests for registration for students, who meet the criteria in Section 1, who did not attend a Central Québec school in 2014-2015, including students from private schools or the French sector, will be processed by Educational Services after March 31, 2015. Registration forms for students new to the School Board that are received by either Québec High School or St. Patrick's High School will be dated by the school and forwarded to Educational Services. The School Board will make the decision as to which school a new student will attend according to the availability of space. Confirmation of the school to which the student is assigned will be sent by April 15, 2015.
- D. All requests for registration of students from other countries who meet the criteria in Section 1 will be processed by Educational Services. The School Board will make the decision as to which school a new student will attend according to the availability of space and confirmation of the school to which the student is assigned will be sent by June 30, 2015.
- a) Kindergarten and elementary students in the Québec City region who meet the criteria outlined in section 1 and who wish to attend one of the following schools, will be admitted to the Educational Services of the Central Québec School Board and assigned to a school according to the territorial boundaries or catchment areas as determined by the Council of Commissioners¹: Dollard-des-Ormeaux, Everest Elementary, Holland Elementary, Ste-Foy Elementary, St-Vincent, and Valcartier Elementary Schools.

¹ See appendix 1 for the description of the catchment areas.

Families with parents having joint custody and whose domiciles are located in two different catchment areas will be required to determine which is their official address for educational purposes. The children will attend the school in that catchment area and transportation will be provided to and from the official address only.

- b) Requests for cross-boundary transfers, that is, the enrolment of a kindergarten or elementary student in a school other than the school to which he/she is assigned, may be granted for the period of one year only², subject to the following:
 - i) The granting of the request:

5.

- does not entitle the student to transportation;
- cannot create oversized classes, oversized grade levels or oversized cycles within the chosen school:
- does not guarantee that the student will receive the same type of service that is provided at the school to which the student was originally assigned;
- cannot create any additional cost to the School Board.
- ii) A written request must have been submitted to the Director of Instructional Services no later than March 31 of the preceding school year.

Requests received after the deadline of March 31 will not be considered until after September 30 of the given school year.

The School Board will render a decision and advise parents no later than May 31.



- iii) Spaces available will be filled through a random selection process from amongst those who applied as stipulated in 5.b.ii).
- iv) Once a request for a cross-boundary transfer has been granted, it is binding and cannot be revoked during the school year.
- ² Those families who were granted a cross-boundary transfer must re-apply for the 2015-2016 school year.
- 6. The Central Québec School Board recognizes that in the Metropolitan Québec City area, it may be necessary to transfer students from one school to another when the pedagogical services, as defined in the Basic School Regulation, for a student or group of students, are not offered in one school but are in another or a transfer to another school is in the best interest of the student for social, emotional, or psychological reasons as determined after evaluation of the student by the School Board.
- 7. When the School Board is unable to provide services for a student, it may be necessary to enter into an agreement with another school board, a private school, or an institution under the jurisdiction of another ministry, for the provision of educational services in accordance with sections 213 and 214 of the Education Act.
- 8. All requests to transfer a student from one Central Québec school to another, within the same region, will be refused after September 30. The School Board reserves the right to waive this condition should, after evaluation by the School Board, the psychological and/or social considerations of a particular student merit special consideration.



Appendix 1 - Transportation and Enrolment Catchment Areas 2015-2016

- 1. For students attending the following schools, the territory for transportation purposes is determined by the French school board that provides transportation:
 - A.S. Johnson Memorial High School*
 - Dollard-des-Ormeaux School*
 - La Tuque High School
 - MacLean Memorial School*
 - Mauricie English Elementary School
 - Portneuf Elementary School
 - Riverside Regional Elementary School*
 - Riverside Regional High School*
 - Shawinigan High School
 - St. Patrick Elementary School*
 - Three Rivers Academy
 - ≛ The Central Québec School Board organizes pupil transportation for some of the students attending these schools who live on the territory of municipalities where pupil transportation was provided during the 2002-2003 school year in accordance with the School Board's Transport Policy.
- 2. For students attending the following schools, the territories established for transportation are as indicated below:
 - i) **Québec High and St. Patrick's High Schools**: The Metropolitan Québec City area and municipalities on the south shore which fall within the area covered by the yellow bus routes, which were in place during the 2002-2003 school year.
 - ii) Holland Elementary School: The area covered by Stoneham, Lac-Delage, Lac-Beauport, Château-Richer, L'Ange-Gardien, Ste-Anne-de-Beaupré, Ile d'Orléans, Mont Ste-Anne, Saint-Férréol-les-Neiges, Boischâtel and Ste-Brigitte-de- Laval, as well as that part of the Ville de Québec starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au Foulon then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite-Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite-Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René-Lévesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to autoroute Charest, east along the middle of autoroute Charest to av. St-Sacrement, then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of the arrondissement La Cité (the Rivière St-Charles), to its intersection with the eastern boundary of Arrondissement Limoilou and then north on this boundary to Autoroute Félix-Leclerc, west along the autoroute to 1re Av., north along the middle of 1re Av. then boul. Henri- Bourassa to a point just south of the dwellings along the south side of rue Saint-Aubert, rue de l'Étoile and rue des Anciens-Canadiens and east along this line to the Rivière Des Roches, then on a line north past the sandpit on the east side to a point just north of a line running behind the dwellings on the north side of rue Hector-Bédard and rue du Rebord and following this line west to autoroute Laurentien, then north along the autoroute to the boundary of the Ville de Québec, then west and then south along this boundary to a point just south of rue des Alisiers, then west to Lac-St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west side and continuing north and then east on a line to av. Tewkesbury just north of rue Plante, then north on a line behind the dwellings on the east side of av. Tewkesbury to the Rivière Jacques- Cartier to the east of and excluding Tewkesbury.

- iii) Ste-Foy Elementary School: Includes a part of the Ville de Québec defined as follows; starting at a point on the southern boundary of the Ville de Québec due south of the Anse-au-Foulon, then on a line north through and including the Parc du Bois-de-Coulonge to rue Grand-Allée, then west on a line along the middle of rue Grand-Allée and then boul. Laurier to av. Marguerite- Bourgeois, north on a line behind the dwellings on the west side of av. Marguerite- Bourgeois to boul. René-Lévesque, west on a line along the middle of boul. René- Levesque to av. Painchaud, north on a line behind the dwellings on the west side of av. Painchaud and then west along the center of rue Hélène-Boulé to rue Pierre-Maufay, north along the middle of rue Pierre-Maufay to ch. Ste-Foy, west along the center of ch. Ste-Foy to rue Émile-Côté, continuing on a line north along the middle of rue Émile-Côté and its extension to autoroute Charest west along the middle of autoroute Charest to autoroute Robert-Bourassa, south down the middle of autoroute Robert-Bourassa to boul. Laurier, west along the middle of boul. Laurier and continuing northwest on autoroute Duplessis to autoroute Charest, west along the middle of autoroute Charest and autoroute Félix- Leclerc to the western boundary of the Ville de Québec and then continuing to boul. Wilfrid-Hamel, then west along the middle of boul. Wilfrid-Hamel and then rte.138 to the western limits of Ville de Saint-Augustin-de-Desmaures and then on a line south to the southern boundary of the Ville de Québec, then east along this boundary to the starting point.
- iv) St. Vincent School: The territory on the south shore which falls within the area covered by yellow bus routes which were in place during the 2002 - 2003 school year. On the north shore, all of the Ville de L'Ancienne-Lorette, and a part of the Ville de Québec defined as follows; a part of the Arrondissement Haute St-Charles starting a point on the western boundary of the arrondissement and rte. Ste-Geneviève, then east along a line through the middle of rte Ste-Geneviève, boul. St-Claude, rue Verret, rue Racine, and boul. Bastien to rue Chef- Nicolas-Vincent, then north on a line behind the dwellings on the east side of rue Chef- Nicolas-Vincent and then continuing on a line behind the buildings on the east side of rue George-Cloutier, continuing north along the boundary of Wendake to a point on a line just north of rue de la Rivière Nelson, extending west along this line to a point just east of the dwellings on the east side of boul. Valcartier, north along this line to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement and extending into Arrondissement Laurentien to boul. Henri- IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av. Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien, north on that boundary and then west along the northern boundary of Ville de Saint-Augustin-de-Desmaures to its western boundary, then south along that boundary to rte. 138, east along the middle of rte. 138 to autoroute Félix-Leclerc, east along autoroute Félix-Leclerc to autoroute Duplessis, south along autoroute Duplessis to the intersection with boul. Laurier, continuing east along boul. Laurier to autoroute Robert-Bourassa, then north along autoroute Robert-Bourassa to autoroute Charest and west along autoroute Charest to autoroute Henri-IV, and north along autoroute Henri-IV to rte. Ste-Geneviève, and east along the middle of rte. Ste- Geneviève to the starting point.
- v) Valcartier Elementary School: The area covered by the municipalities of Tewkesbury and St- Gabriel-de- Valcartier and in the Arrondissement Haute St-Charles on a line from a point on its northern boundary just behind the residences on the east side of boul. Valcartier south to rue Martineau, then west on a line south of the dwellings on the south side of rue Martineau to the western boundary of the arrondissement, then north along this boundary to the northern boundary of the Ville de Québec.



- vi) **Dollard-des-Ormeaux School**: The area covered by the municipalities of Shannon, (including all of Base Valcartier), Fossambault-sur-le-Lac, Sainte-Catherine-de-la- Jacques Cartier and a part of the Ville de Québec, Arrondissement Laurentien, defined as follows; starting at a point situated at the intersection of its northern and eastern boundaries extending south along its eastern boundary to a point intersecting a line extending from behind the dwellings on the south side of rue Martineau in Arrondissement Haute-St-Charles to this boundary, then west into Arrondissement Laurentien to boul. Henri-IV, south along boul. Henri-IV to av. Industrielle, west along the middle of av. Industrielle to boul. Pie XI, south along the middle of boul. Pie XI to av. de la Montagne, west along a line behind the dwellings situated on the south side of av. de la Montagne to the western boundary of Arrondissement Laurentien then north along this boundary to the northern limits of the Ville de Québec.
- vii) Everest Elementary School: The Arrondissement Limoilou, and that part of Arrondissement Charlesbourg not included in Holland School territory and the Arrondissement Haute-St-Charles starting in the north east at a point on the boundary with Arrondissement Charlesbourg and a line just south of rue des Alisiers, then west to Lac-St-Charles and north through the lake to the boundary of the Ville de Québec, past Lac-Delage on the west and then north to the Ville de Québec boundary, west along the boundary to a point just east of the dwellings on the east side of boul. Valcartier, south on this line to a point just north of rue de la Rivière Nelson, east to the boundary with Wendake, south along this boundary then on a line behind the dwellings on the east side of rue Georges-Cloutier and then rue Chef- Nicolas-Vincent to boul. Bastien, then west on a line through the middle of boul. Bastien, rue Racine, rue Verret, boul. St-Claude and rte. Ste-Geneviève to autoroute Henri-IV and then south along autoroute Henri-IV to autoroute Charest, east along autoroute Charest to av. St-Sacrement, then north along the middle of av. St-Sacrement to the intersection of boul. Wilfrid-Hamel, and from this point east along the boundary of Arrondissement La Cite (the Rivière St-Charles), to the boundary of Arrondissement Limoilou, and then following the boundary of Holland School back to the north east starting point on the boundary of Arrondissements Charlesbourg and Haute St-Charles.

Transportation to the above schools will be provided within the catchment area only and according to the stipulations of the Transport Policy.

- N.B. The names of municipalities and sectors that now form part of the new Québec City have been used for purposes of clarity.
- 3. In exceptional cases, students who are under the jurisdiction of the School Board but who reside off the territory defined for transportation purposes for the school which they are entitled to attend, may receive compensation from the School Board in accordance with the *ministère de l'Éducation, du Loisir et du Sport* and School Board budget rules.





THREE-YEAR PLAN FOR THE ALLOCATION AND DESTINATION OF IMMOVABLES

2014-2015 / 2015-2016 / 2016-2017 (Adopted on January 21st, 2015)

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

Building Premises A.S. Johnson Memorial High School

Deed of Establishment #:

Address: 919, rue Mooney Ouest, Thetford Mines G6G 6H3

Level of Instruction Provided: Secondary: Cycles 1 & 2

Capacity: 210

Provisional estimated enrolment 2014-2015: 92 2015-2016: 99 2016-2017: 100

Building Premises Bishop Mountain School

Deed of Establishment #: II

Address: 2046, chemin St-Louis, Québec G1T 1P4

Level of Instruction Provided: Administrative offices

Capacity: n/a

Provisional estimated enrolment 2014-2015: n/a 2015-2016: n/a 2016-2017: n/a

Building Premises Dollard des Ormeaux School

Deed of Establishment #: III

Address: 18 rue Ladas, Shannon G0A 1R1

Level of Instruction Provided: Preschool: 5-year old, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2

Capacity: Primary: 310 & Secondary: 150

 Provisional estimated enrolment
 2014-2015:
 P 310
 2015-2016:
 P 435
 2016-2017:
 P 470

 S 115
 S 137
 S 150

Building Premises Eastern Québec Learning Centre

Deed of Establishment #: IV (a) & IV (b)

Address: 3005, rue William-Stuart, Québec G1W 1V4

Level of Instruction Provided: General Education: Adult (a)

Vocational Education (b)

Capacity: --

Provisional estimated enrolment 2014-2015: - 2015-2016: - 2016-2017: -

Building Premises Everest Elementary School

Deed of Establishment #: V

Address: 2280, Laverdière, Québec G1P 2T3

Level of Instruction Provided: Preschool: 5-year olds, Primary: Cycles 1, 2 & 3

Capacity: 410

Provisional estimated enrolment 2014-2015: 319 2015-2016: 315 2016-2017: 320

Building Premises Holland Elementary School

Deed of Establishment #: VI

Address: 940, avenue Ernest Gagnon, Québec G1S 3R2

Level of Instruction Provided: Preschool: 5-year olds, Primary: Cycles 1, 2 & 3

Capacity: 365

Provisional estimated enrolment 2014-2015: 273 2015-2016: 263 2016-2017: 268

Building Premises Jimmy Sandy Memorial School

Deed of Establishment #: VII (a) & VII (b)

Address: 1025 Naskapi Road, P.O. Box 5152, Kawawachikamach G0G 2Z0

Level of Instruction Provided: Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2 (a)

General Education: Adult (b)

Capacity: Primary: 170 & Secondary: 150

 Provisional estimated enrolment
 2014-2015:
 P 148
 2015-2016:
 P 150
 2016-2017:
 P 150

 S 90
 S 95
 S 95
 S 95



Building Premises La Tuque High School Deed of Establishment #: Address: 531, rue St-Maurice, La Tuque G9X 3E9 **Level of Instruction Provided:** Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2 Primary: 145 & Secondary: 135 Capacity: Provisional estimated enrolment 2014-2015: P 85 2015-2016: P 90 2016-2017: P 92 S 49 S 48 S 50

Building Premises MacLean Memorial School Deed of Establishment #: ΙX 159 - 5e Avenue, Chibougamau G8P 2E6 Address: **Level of Instruction Provided:** Preschool: 4 & 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2 Primary: 145 & Secondary: 120 Capacity: 2014-2015: P 130 Provisional estimated enrolment 2015-2016: P 135 2016-2017: P 138 S 75 S 65 S 80

Mauricie English Elementary School **Building Premises** Deed of Establishment #: Address: 1241, rue Nicolas-Perrot, Trois-Rivières G9A 1C2 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3 Capacity: 340 2014-2015: Provisional estimated enrolment 263 2015-2016: 271 2016-2017: 266

Building Premises Portneuf Elementary School Deed of Establishment #: XΙ Address: 35, rue Richard, Cap-Santé G0A 1L0 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3 Capacity: 211 Provisional estimated enrolment 2014-2015: 2016-2017: 103 2015-2016: 108 114

Building Premises Québec High School Deed of Establishment #: XII Address: 945, avenue Belvédère, Québec G1S 3G2 **Level of Instruction Provided:** Secondary: Cycles 1& 2 Capacity: 510 Provisional estimated enrolment 2014-2015: 2015-2016: 415 2016-2017: 420 414

Building Premises Riverside Regional High School Deed of Establishment #: Address: 1770, rue Joule, Ville de Saguenay G7S 3B1 **Level of Instruction Provided:** Secondary: Cycles 1& 2 Capacity: 360 Provisional estimated enrolment 2014-2015: 111 2015-2016: 120 2016-2017: 125

Building Premises Riverside Regional Elementary School Deed of Establishment #: XIV Address: 1782, rue Neilson, Ville de Saguenay G7S 3A2 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3 Capacity: Provisional estimated enrolment 2014-2015: 314 2015-2016: 321 2016-2017: 336



Building Premises
Deed of Establishment #:

Address:
919, rue Mooney Ouest, Thetford Mines G6G 6H3
Level of Instruction Provided:
Preschool: 5-year olds, Primary: Cycles 1, 2 & 3
Capacity:
215

2015-2016:

145

2016-2017:

150

Building Premises
Deed of Establishment #:

Address:
75, rue de Maisonneuve, Québec G1R 2C4
Level of Instruction Provided:
Capacity:
690

St. Patrick's High School
XVI
SVI
Secondary: Cycles 1 & 2
690

Provisional estimated enrolment 2014-2015: 485 2015-2016: 480 2016-2017: 490

147

2014-2015:

Provisional estimated enrolment

Building Premises St. Vincent School

Deed of Establishment #: XVII

Address: 995, avenue Wolfe, Québec G1V 3J9

Level of Instruction Provided: Preschool: 5-year olds, Primary: Cycles 1, 2 & 3

Capacity: 580

Provisional estimated enrolment 2014-2015: 453 2015-2016: 460 2016-2017: 465

Building Premises Ste-Foy Elementary School Deed of Establishment #: XVIII Address: 1240, rue Julien-Green, Québec G1W 3M1 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3 Capacity: 215 Provisional estimated enrolment 2014-2015: 161 2015-2016: 192 2016-2017: 210

Building Premises Shawinigan High School Deed of Establishment #: XIX Address: 1125, avenue des Cèdres, Shawinigan G9N 1P7 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3, Secondary: Cycles 1 & 2 Capacity: Primary: 145 & Secondary: 150 Provisional estimated enrolment 2014-2015: P 111 2015-2016: P 116 2016-2017: P 116 S 60 S 63 S 65

Building Premises Three Rivers Academy Deed of Establishment #: Address: 1875, rue Nicolas-Perrot, Trois-Rivières G9A 1C5 **Level of Instruction Provided:** Secondary: Cycles 1 & 2 Capacity: 300 Provisional estimated enrolment 2014-2015: 133 2015-2016: 120 2016-2017: 125

Building Premises Valcartier Elementary School Deed of Establishment #: XXI Address: 1748, boulevard Valcartier, Saint-Gabriel-de-Valcartier G 0A 4S0 **Level of Instruction Provided:** Preschool: 5-year olds, Primary: Cycles 1, 2 & 3 Capacity: 76 Provisional estimated enrolment 2014-2015: 2015-2016: 2016-2017: 66 71

Version: January 21, 2015





DEEDS OF ESTABLISHMENT - 2015-2016

(Adopted on January 21st, 2015)

DEED OF ESTABLISHMENT I

Name: A.S. Johnson Memorial High School

Address: 919, rue Mooney Ouest, Thetford Mines G6G 6H3

School Board: Central Québec

Building Code: 881 007

Levels of Instruction: Secondary - Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT II

Name: Bishop Mountain School

Address: 2046, chemin St-Louis, Québec G1T 1P4

School Board: Central Québec

Building Code: 881 030

Levels of Instruction: Administrative offices

Language of Instruction: n/a

Premises The entire building is used for administrative purposes

DEED OF ESTABLISHMENT III

Name: Dollard des Ormeaux School Address: 18, rue Ladas, Shannon G0A 1R1

School Board: Central Québec

Building Code: 881 011

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3 Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT IV (a)

Name: Eastern Québec Learning Centre

Address: 3005, rue William-Stuart, Québec G1W 1V4

School Board: Central Québec

Building Code: 881 028

Levels of Instruction: General Education: Adult

Language of Instruction: English

Premises The entire building is used for educational purposes with the exception of

the rooms indicated in the shaded areas of the attached floor plan



DEED OF ESTABLISHMENT IV (b)

Name: Eastern Québec Learning Centre

Address: 3005, rue William-Stuart, Québec G1W 1V4

School Board: Central Québec

Building Code: 881 028

Levels of Instruction: Vocational Education

Language of Instruction: English

French

Premises The entire building is used for educational purposes with the exception of

the rooms indicated in the shaded areas of the attached floor plan

DEED OF ESTABLISHMENT V

Name: Everest Elementary School

Address: 2280, Laverdière, Québec G1P 2T3

School Board: Central Québec

Building Code: 881 010

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VI

Name: Holland Elementary School

Address: 940, avenue Ernest Gagnon, Québec G1S 3R2

School Board: Central Québec

Building Code: 881 004

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VII (a)

Name: Jimmy Sandy Memorial School

Address: 1025 Naskapi Road, P.O. Box 5152, Kawawachikamach G0G 2Z0

School Board: Central Québec

Building Code: 881 025

Levels of Instruction: Preschool: 4 & 5-year olds

Primary: Cycles 1, 2 & 3 Secondary: Cycles 1 & 2

Language of Instruction: English

Naskapi



DEED OF ESTABLISHMENT VII (b)

Name: Jimmy Sandy Memorial School

Address: 1025 Naskapi Road, P.O. Box 5152, Kawawachikamach G0G 2Z0

School Board: Central Québec

Building Code: 881 025

Levels of Instruction: General Education: Adult

Language of Instruction: English

Naskapi

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT VIII

Name: La Tuque High School

Address: 531, rue St-Maurice, La Tuque G9X 3E9

School Board: Central Québec

Building Code: 881 017

Levels of Instruction: Preschool: 4 & 5-year olds

Primary: Cycles 1, 2 & 3 Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT IX

Name: MacLean Memorial School

Address: 159 - 5e Avenue, Chibougamau G8P 2E6

School Board: Central Québec
Building Code: 881 021 (Secondary)

881 022 (Primary)

Levels of Instruction: Preschool: 4 & 5-year olds

Primary: Cycles 1, 2 & 3 Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT X

Name: Mauricie English Elementary School

Address: 1241, rue Nicolas-Perrot, Trois-Rivières G9A 1C2

School Board: Central Québec

Building Code: 881 014

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English



DEED OF ESTABLISHMENT XI

Name: Portneuf Elementary School

Address: 35, rue Richard, Cap-Santé G0A 1L0

School Board: Central Québec

Building Code: 881 009

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XII

Name: Québec High School

Address: 945, avenue Belvédère, Québec G1S 3G2

School Board: Central Québec

Building Code: 881 002

Levels of Instruction: Secondary: Cycles 1& 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XIII

Name: Riverside Regional High School

Address: 1770, rue Joule, Ville de Saguenay G7S 3B1

School Board: Central Québec
Building Code: 881 018 (Secondary)

881 019 (Secondary)

Levels of Instruction: Secondary: Cycles 1& 2

Language of Instruction: English

Premises The entire building is used for educational purposes with the exception of

the rooms indicated in the shaded areas of the attached floor plan.

DEED OF ESTABLISHMENT XIV

Name: Riverside Regional Elementary School

Address: 1782, rue Neilson, Ville de Saguenay G7S 3A2

School Board: Central Québec

Building Code: 881 020

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English



DEED OF ESTABLISHMENT XV

Name: St. Patrick Elementary School

Address: 919, rue Mooney Ouest, Thetford Mines G6G 6H3

School Board: Central Québec

Building Code: 881 007

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XVI

Name: St. Patrick High School

Address: 75, rue de Maisonneuve, Québec G1R 2C4

School Board: Central Québec

Building Code: 881 005

Levels of Instruction: Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes with the exception of

the rooms indicated in the shaded areas of the attached floor plan

DEED OF ESTABLISHMENT XVII

Name: St. Vincent School

Address: 995, avenue Wolfe, Québec G1V 3J9

School Board: Central Ouébec

Building Code: 881 001

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XVIII

Name: Ste-Foy Elementary School

Address: 1240, rue Julien-Green, Québec G1W 3M1

School Board: Central Québec

Building Code: 881 006

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3

Language of Instruction: English



DEED OF ESTABLISHMENT XIX

Name: Shawinigan High School

Address: 1125, avenue des Cèdres, Shawinigan G9N 1P7

School Board: Central Québec

Building Code: 881 016

Levels of Instruction: Preschool: 5-year olds

Primary: Cycles 1, 2 & 3 Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XX

Name: Three Rivers Academy

Address: 1875, rue Nicolas-Perrot, Trois-Rivières G9A 1C5

School Board: Central Ouébec

Building Code: 881 015

Levels of Instruction: Secondary: Cycles 1 & 2

Language of Instruction: English

Premises The entire building is used for educational purposes

DEED OF ESTABLISHMENT XXI

Name: Valcartier Elementary School

Address: 1748, boulevard Valcartier, Saint-Gabriel-de-Valcartier G 0A 4S0

School Board: Central Ouébec

Building Code: 881 008

Levels of Instruction: Preschool: 5-year olds

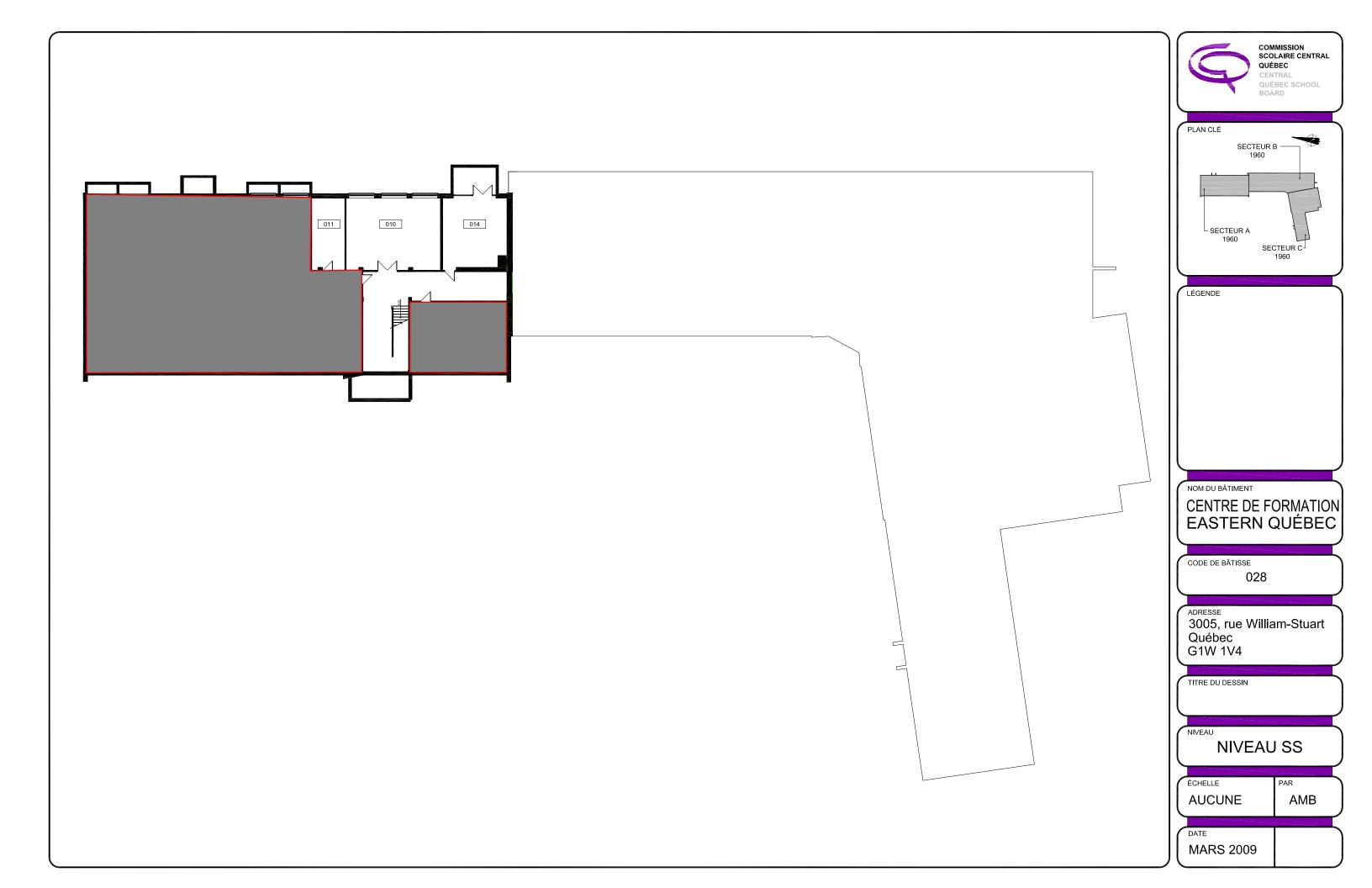
Primary: Cycles 1, 2 & 3

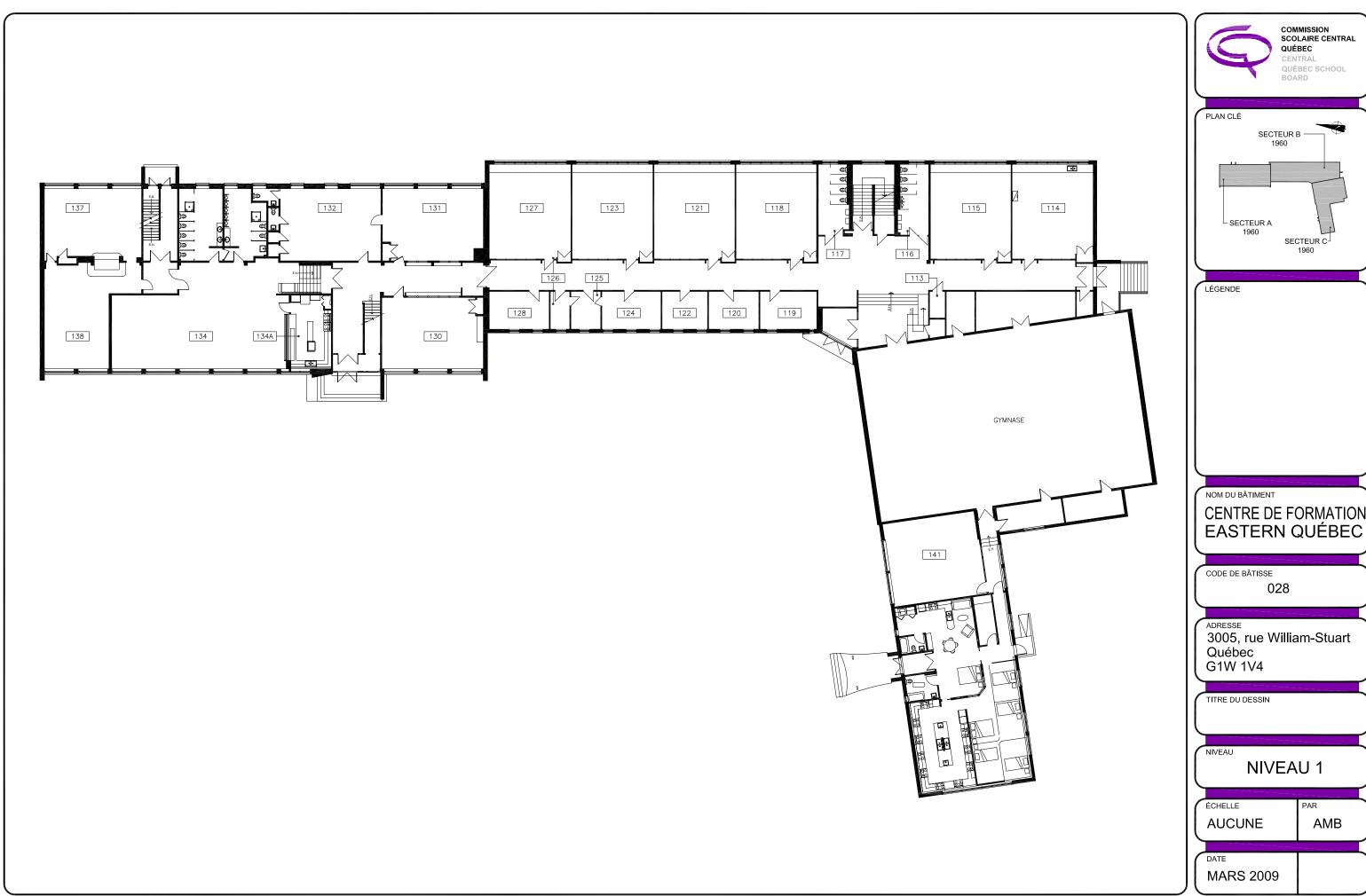
Language of Instruction: English



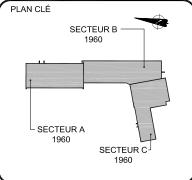


FLOOR PLANS

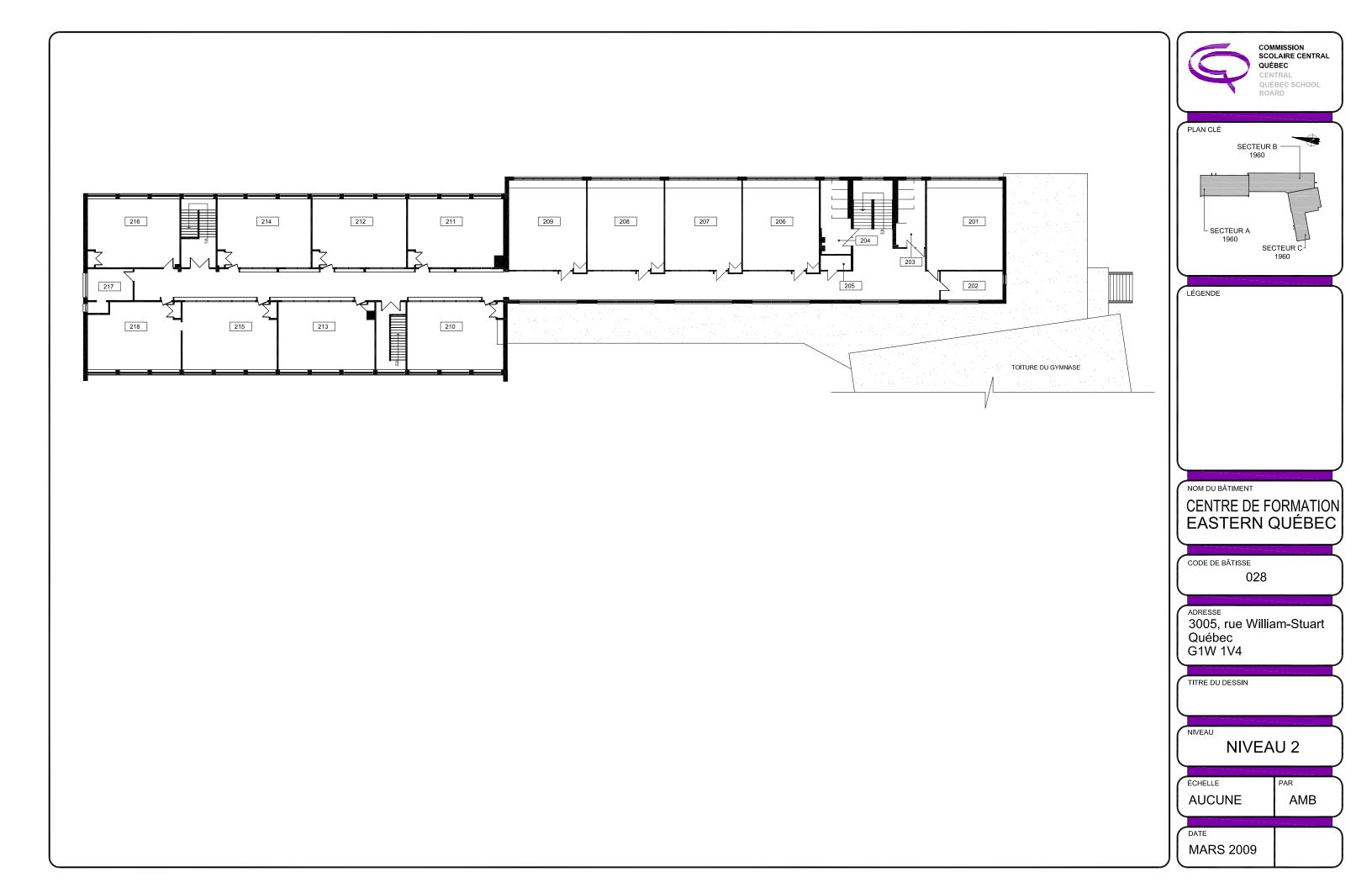


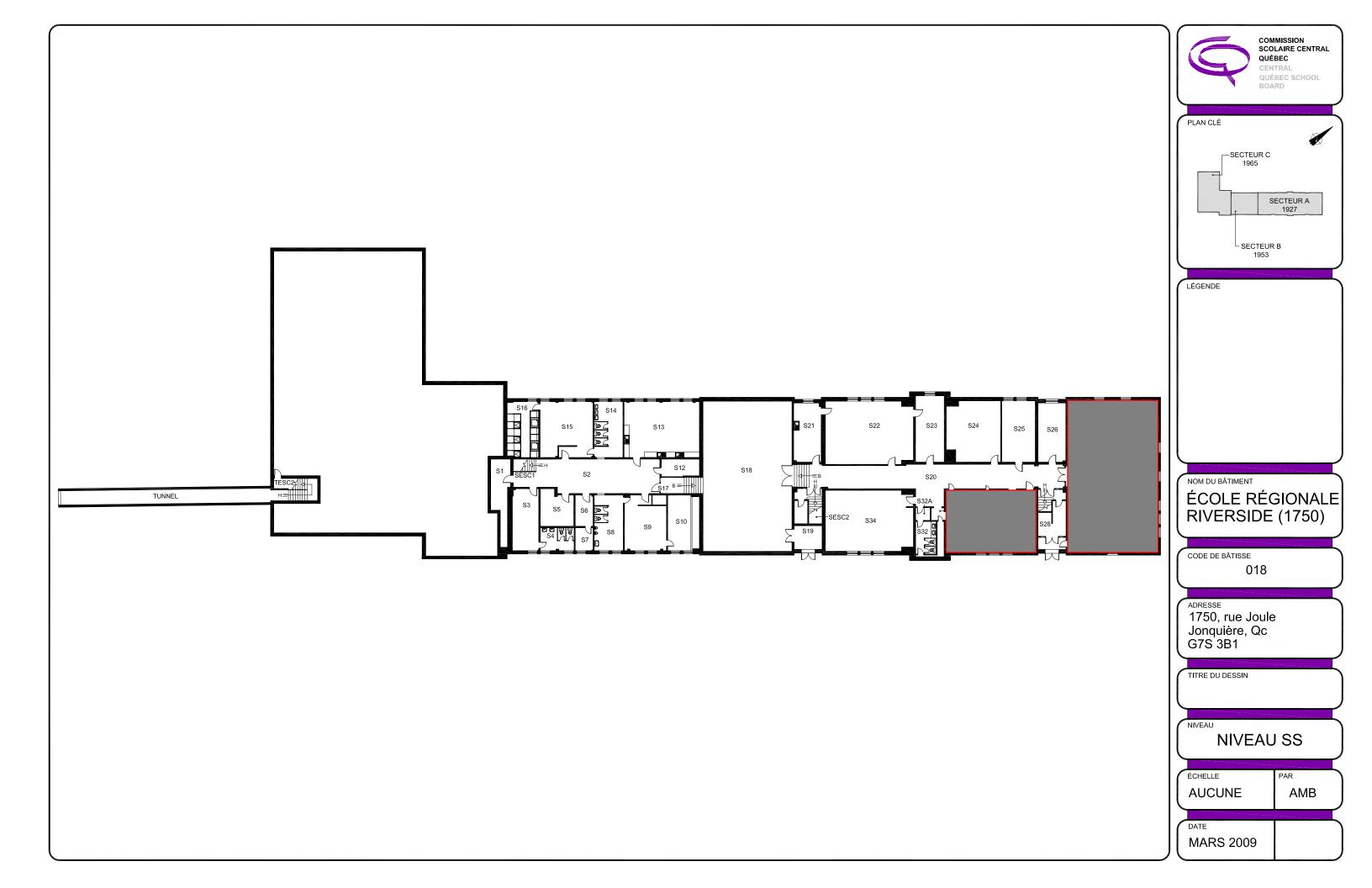


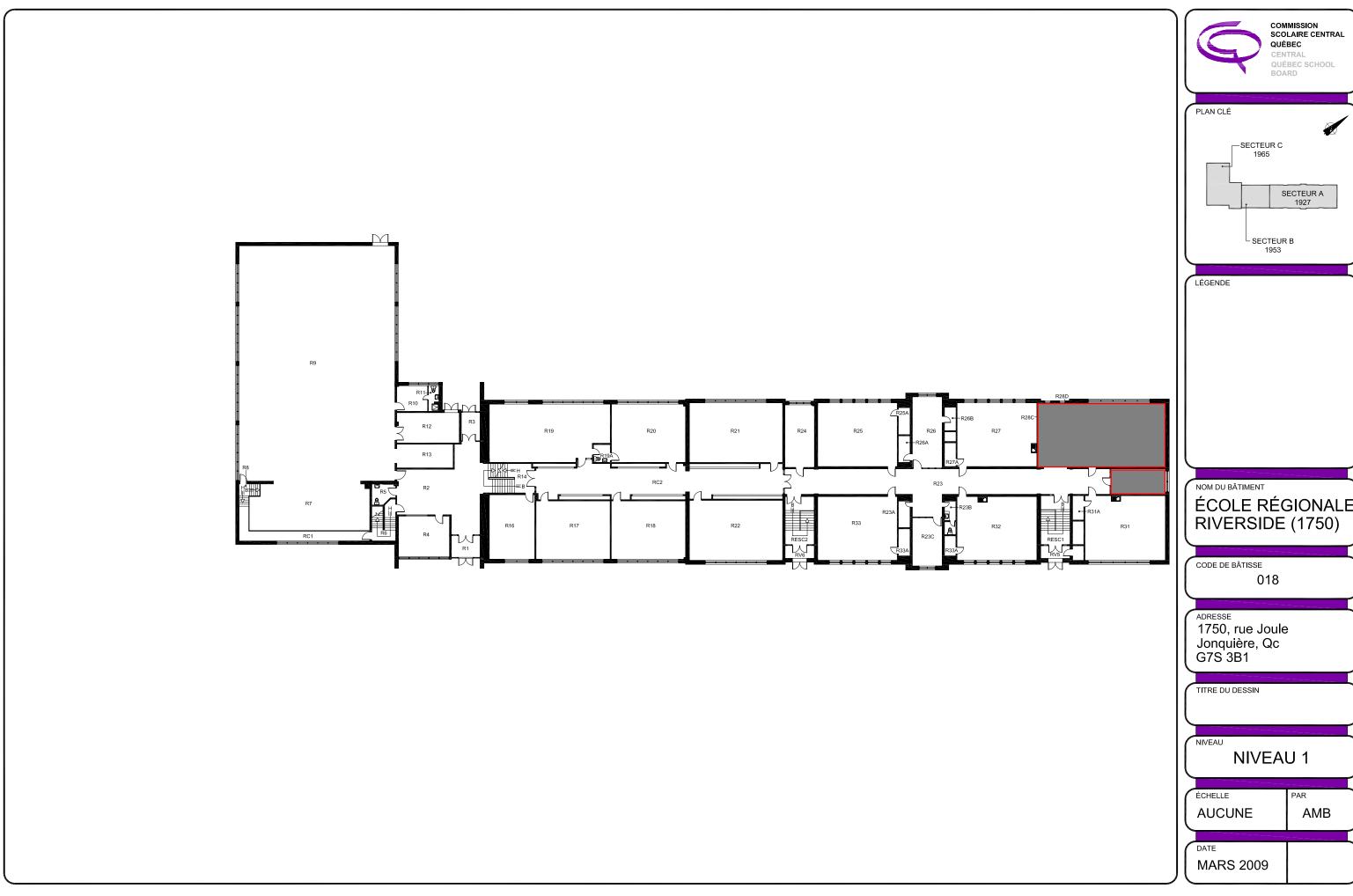




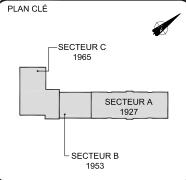
CENTRE DE FORMATION











ÉCOLE RÉGIONALE

