



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, December 15, 2021 at 7 p.m. on TEAMS platform.

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| Present: | Isabel Béland | Parent Commissioner |
| | Stephen Burke | Chairman |
| | Heather Clibbon | Commissioner |
| | Debbie Cornforth | Parent Commissioner |
| | David Eden | Commissioner |
| | Christian Falle | Parent Commissioner |
| | Debbie Ford-Caron | Commissioner |
| | André Gosselin | Commissioner |
| | Chantal Guay | Commissioner |
| | Jason Kilganan | Parent Commissioner |
| | Cameron Lavallee | Commissioner |
| | Ian O’Gallagher | Commissioner |
| | France Pedneault | Commissioner |
| | Stephen Pigeon | Director General |
| | Jo Rosenhek | Commissioner |
| | Jo-Ann Toulouse | Commissioner |
| Absent: | Jean Robert | Vice-Chairman |
| In Attendance: | Guylaine Allard | Director of Financial Services |
| | Stéphane Lagacé | Director of Educational Services |
| | Nancy L’Heureux | Director of Human Resources and Assistant Director General |
| | Benoît Sévigny | Director of Buildings & Equipment, Information Technologies and Purchasing |
| | Melanie Simard | Recording Secretary |

21-12.01 Call to Order

The Chairman called the meeting to order at 7:00 p.m.

21-12.02 Approval of the Agenda

It was MOVED by J. Rosenhek, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the agenda be approved as presented.

21-12.03 Public Question Period

There were no questions.

21-12.04 Question Period for Students

No students were present.

21-12.05 Correspondence from Students

No correspondence was received.

21-12.06 **Approval of the minutes**

a) Regular Meeting Held on November 10, 2021

It was MOVED by C. Guay, SECONDED by A. Gosselin and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, November 10, 2021 be accepted as presented.

Commissioner D. Cornforth abstained from voting.

b) Special Meeting Held on December 10, 2021

It was MOVED by D. Ford-Caron, SECONDED by C. Guay and RESOLVED; THAT the minutes of the special meeting of the Council of Commissioners held on Friday, December 10, 2021 be accepted as presented.

Commissioners J. Kilganan and D. Cornforth abstained from voting.

21-12.07 **Business Arising from the Minutes**

It was noted that Ms. Anissa Landry was nominated as Director of Financial Services, in replacement to Ms. Guylaine Allard.

21-12.08 **Report from the Chairman**

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

- QESBA AGM Part 1 - November 13
- CQSB Executive Committee Meeting - December 1
- QESBA Board Meeting - December 3
- Finance Director Interview - December 8
- Agenda Meeting - December 8

Mr. Burke thanked Ms. Guylaine Allard, outgoing Director of Financial Services, for her dedication and commitment to the Central Québec School Board throughout the years.

21-12.09 **Director General's Report**

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

- a) Update from Educational Services
- b) Monthly COVID-19 Update
- c) Negotiations Update

21-12.09 **Director General's Report (continued)**

- d) 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

21-12.10 **New Business**

- a) Three-Year Plan for the Destination of Immovables and Deeds of Establishment (adoption)

WHEREAS section 211 of the Education Act stipulates that each school board shall establish a three-year plan for the allocation and destination of its immovables.

WHEREAS section 211 also stipulates that, in accordance with the plan, deeds of establishment are to be issued to each school and centre listed in the plan;

It was MOVED by J.-A. Toulouse, SECONDED by I. O'Gallagher and unanimously RESOLVED; THAT pursuant to section 211 of the Education Act, the Central Québec School Board adopt the three-year plan and the deeds of establishment for its schools and centres for the 2022-2023, 2023-2024, 2024-2025 school years as in **Appendix 1** to the minutes.

- b) Criteria for the 2022-2023 Admission and Enrolment of Students (adoption)

WHEREAS appropriate consultation on the draft Criteria for the Admission and Enrolment of students for the 2022-2023 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 2022-2023 school year will be from February 7, 2022 to February 18, 2022;

It was MOVED by C. Lavalée, SECONDED by D. Cornforth 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 for the 2022-2023 school year as in **Appendix 2** to the minutes.

21-12.10

New Business (continued)

c) Choice of Date of Annual Public Meeting to Present the Annual Report

WHEREAS as per Section 220 of the Education Act, every school board must invite the public to an information meeting at least once a year;

WHEREAS public notice specifying the date, time and place of the meeting must be given not less than 15 days before it is held;

WHEREAS during the meeting, the commissioners must present the content of the annual report and answer any questions concerning the report;

It was MOVED by J. Kilganan, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Council of Commissioners sets the date of Annual Public Meeting to present the annual report to February 16, 2022.

d) Review of Policy on Travel and Living Expenses Reimbursement Policy (adoption)

WHEREAS the Council of Commissioners adopted the Travel and Living Expenses Policy on June 15, 2007 and the policy was revised on January 11, 2008 and again on June 13, 2012;

WHEREAS the policy was adopted in principle for consultation purposes on October 20, 2021;

WHEREAS consultation has taken place on the proposed changes;

- Complete revision of the policy;
- Revision of all applicable rates in order to comply with the *Secrétariat du Conseil du trésor's* (SCT) "*Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents*"; and
- Revision to occur yearly on April 1st by the Director of Finance who shall update Appendix 1 accordingly and inform the Council of Commissioners prior to its application on the following 1st of July.

WHEREAS consulted parties brought up the following:

- Article 7.1 f) of the Policy: Delete the mention "rental equivalent amount; and
- Article 1 of Appendix 1: Correct Base amount to \$0.52 / kilometre.

It was MOVED by J.-A. Toulouse, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Council of Commissioners accept the December 10, 2021 revised version of the Travel and Living Expenses Policy as in **Appendix 3** to the minutes; and

THAT the Policy be in effect as of January 1st, 2022.

21-12.10

New Business (continued)

e) Strike the Ad Hoc Committee Concerning the Offer of Service in Québec City

WHEREAS many of our schools have reached or will be soon reaching their maximum student/space capacity;

WHEREAS space is needed to relocate the North Shore students attending St. Vincent School;

WHEREAS space is needed to implement 4-year-old kindergartens in all our elementary schools;

WHEREAS we have ageing buildings which need extensive repairs or replacement;

WHEREAS the school board gave a presentation to the *ministère de l'Éducation du Québec* last March and, the project was well received.

WHEREAS most of our schools are close to the centre of town but our clientele is on the outskirts;

WHEREAS the northern rim of the City is growing rapidly and many young families move to the area;

WHEREAS a reorganization of services will bring about the opportunity to decrease bussing time for some students;

WHEREAS a legal opinion from legal counsel was obtained and a 5-year plan should be presented for the reorganization of student services;

WHEREAS the school board wishes to be visionary and reorganize the services for anglophone students for the next 50 years;

WHEREAS the Executive Committee met on December 1, 2021 and was presented with the 5-year plan and wishes to launch the process;

It was MOVED by D. Ford-Caron, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Council of Commissioners approve the formation of an ad hoc committee to review the criteria and to formulate a recommendation to the Council regarding the modification of some of the Schools' Deed of Establishment and Three-Year Plan and the revocation of some of the Schools' Deed of Establishment and the Three-Year Plan; and

THAT the ad hoc committee be composed of the Director General, the Vice-Chairman and three Commissioners; Ian O'Gallagher, David Eden and Debbie Cornforth; and

THAT members of the Administrative Council be invited as needed.

f) Credit Margin for CQSB Construction Projects

ATTENDU QUE, conformément à l'article 78 de la Loi sur l'administration financière (RLRQ, chapitre A-6.001), la Commission scolaire Central Québec (l'« Emprunteur ») souhaite mettre en place un régime d'emprunts, valide jusqu'au 31 décembre 2022, lui permettant d'effectuer des emprunts par marge de crédit auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour financer les projets d'investissement pour lesquels une subvention est accordée par le ministre de L'Éducation (les « projets »);

ATTENDU QUE, le montant des emprunts à contracter en vertu de ce régime d'emprunts ne devra pas excéder les montants autorisés par le ministre de l'Éducation, conformément à la Loi sur l'instruction publique (RLRQ, chapitre I-13.3) et à la Loi sur l'administration financière pour ces Projets;

ATTENDU QUE les projets seront financés uniquement auprès du ministre des Finances, à titre de responsable du Fonds de financement;

ATTENDU QUE tout emprunt temporaire effectué auprès d'institutions financières pour le financement des Projets, doit, à l'échéance ou dès que possible, être financé auprès du ministre des Finances, à titre de responsable du Fonds de financement;

ATTENDU QU'IL est opportun à cet effet d'autoriser ce régime d'emprunts et d'en approuver les conditions et modalités;

ATTENDU QUE, conformément à l'article 83 de la Loi sur l'administration financière, l'Emprunteur souhaite, dans le cadre de ce régime d'emprunts, que le pouvoir d'emprunter et celui d'approuver les conditions et les modalités des emprunts soient exercés par au moins deux de ses dirigeants;

ATTENDU QUE ce régime d'emprunts doit être autorisé par le ministre de l'Éducation, conformément à la Loi sur l'instruction publique et à la Loi sur l'administration financière;

Il est PROPOSÉ par C. Guay, APPUYÉ par D. Cornforth et RÉSOLU à l'unanimité;

1. QUE, sous réserve de l'autorisation requise du ministre de l'Éducation, l'Emprunteur soit autorisé à instituer un régime d'emprunts, valide jusqu'au 31 décembre 2022, lui permettant d'effectuer des emprunts par marge de crédit auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour les projets d'investissement pour lesquels une subvention est accordée par le ministre de l'Éducation (les « Projets »), selon les limites et caractéristiques suivantes :
 - a) le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 432-2018 du 28 mars 2018, tel que ce décret peut être modifié ou remplacé de temps à autre;

f) Credit Margin for CQSB Construction Projects (continued)

- b) *les emprunts par marge de crédit seront réalisés en vertu d'une convention de marge de crédit à intervenir avec le ministre des Finances, à titre de responsable du Fonds de financement, conformément aux conditions et aux modalités qui y sont établies;*
 - c) *le montant des emprunts effectués par marge de crédit ne devra, en aucun temps, excéder les montants autorisés par le ministre de l'Éducation en vertu de lettres d'autorisation qu'il délivre de temps à autre pour ces Projets.*
2. *QUE les Projets soient financés uniquement auprès du ministre des Finances, à titre de responsable du Fonds de financement;*
3. *QU'aux fins de déterminer le montant des emprunts auquel réfère le paragraphe 1c), il ne soit tenu compte que du solde des emprunts en cours et non encore remboursés, contractés auprès du ministre des Finances, à titre de responsable du Fonds de financement, ainsi que des emprunts temporaires contractés auprès d'institutions financières pour les Projets, antérieurement à la présente résolution;*
4. *QUE tout financement temporaire en cours auprès d'institutions financières pour les fins des Projets soit, à l'échéance ou dès que possible, réalisé auprès du ministre des Finances, à titre de responsable du Fonds de financement;*
5. *QU'aux fins de constater chaque emprunt ou chaque remboursement de capital ou d'intérêts sur les marges de crédit, l'Emprunteur soit autorisé à remettre au ministre des Finances, à titre de responsable du Fonds de Financement, une confirmation de transactions;*
6. *QUE le Directeur général, la Directrice générale adjointe, le Président ou le Vice-président de l'Emprunteur, pourvu qu'ils soient deux agissants conjointement, soit autorisé, au nom de l'Emprunteur, à signer la convention de marge de crédit, à y consentir à tout ajout ou modification non substantiellement incompatible avec les dispositions des présentes et toute confirmation de transaction ainsi qu'à poser tous les actes et à signer tous les documents nécessaires ou utiles pour donner plein effet aux emprunts par marge de crédit;*
7. *QUE le Directeur général, la Directrice générale adjointe, le Président ou le Vice-président de l'Emprunteur, pourvu qu'ils soient deux agissants conjointement, soit autorisé, pour et au nom de l'Emprunteur, à signer la convention de marge de crédit, à consentir à tout ajout ou modification non substantiellement incompatible avec les dispositions des présentes et à poser tous les actes et à signer tous les documents nécessaires ou utiles pour donner plein effet aux emprunts par marge de crédit;*
8. *QUE la présente résolution remplace toutes les résolutions antérieurement adoptées pour les mêmes fins.*

21-12.10

New Business (continued)

g) Nomination of a New CSGI

WHEREAS Alain Bourassa, one of the Sectoral Incident Management Coordinators who was appointed on September 13, 2019 is no longer in employment of the Central Québec School Board;

WHEREAS Pascal Carpentier, the other Sectoral Incident Management Coordinator who was appointed on March 21, 2018 is still in employment of the Central Québec School Board;

WHEREAS as stipulated in the *Act Respecting the Governance and Management of the Information Resources of Public Bodies and Government Enterprises*, public bodies must implement an integrated and coordinated system in order to preserve the School Board's digital heritage;

WHEREAS the School Board must designate two Sectoral Incident Management Coordinators concerning matters of incident management;

It was MOVED by I. O'Gallagher, SECONDED by C. Falle and unanimously RESOLVED; THAT the Central Québec School Board appoints Keven Cormier, Information Technology Technician, Principal Class, to fulfill the role of Sectoral Incident Management Coordinator; and

THAT Pascal Carpentier, Coordinator of Information Technology, continues to assume his role as Sectoral Incident Management Coordinator.

h) Budget Management Process 2022-2023 for the Youth Sector and Adult Education & Vocational Training (deposit)

The draft Budget Management Process 2022-2023 for the Youth Sector and Adult Education & Vocational Training was deposited for consultation purposes.

i) Nomination to QESBA Board of Directors and Executive Committee

WHEREAS the Québec English School Board Association (QESBA) Board of Directors consists of two members appointed by each member board;

WHEREAS the Québec English School Board Association (QESBA) Executive Committee membership shall consist of either the Board Chairperson or Vice-chairperson from each of the nine English school boards;

WHEREAS the nominations must be received no later than December 15, 2021;

21-12.10 **New Business (continued)**

i) Nomination to QESBA Board of Directors and Executive Committee (continued)

It was MOVED by C. Guay, SECONDED by D. Cornforth and unanimously RESOLVED; THAT Stephen Burke and Debbie Ford-Caron be nominated to the Board of Directors of the QESBA; and

THAT Stephen Burke sit on the Board of Directors as a member of the Executive Committee of QESBA.

21-11.11 **Committee Reports**

a) Executive Committee

A meeting was held on December 1, 2021.

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 November 23, 2021. C. Lavallee made a report on the meeting.

e) Audit Committee

No meeting was held.

f) Evaluation of the Director General

No meeting was held.

g) Ethics and Governance Committee

No meeting was held.

h) Human Resources Committee

No meeting was held.

21-11.11 **Committee Reports (continued)**

i) Resource Allocation Committee

No meeting was held.

21-12.12 **Quebec English School Boards Association**

a) Report from the Board of Directors

Debbie Ford-Caron provided a report to the Commissioners on the following items:

- Bill 9 – Ombudsman Changes
- EPCA
- New High School Course “Culture and Citizenship in Québec”
- Bill 96
- Bill 40
- Annual General Meeting
- Collective Agreements
- COVID

The next meeting is scheduled to be held on January 28, 2022.

b) Report from Committees

No report was made.

21-12.13 **Next meeting**

The next regular meeting will be held on Wednesday, January 19, 2022.

21-12.14 **Question period**

a) Public

There was no public.

b) Commissioners

There were no questions.

21-12.15 **In-camera session**

No in-camera session was held.

21-12.16 **Adjournment**

The meeting was ADJOURNED at 8:21 p.m. on a motion by D. Ford-Caron.

Stephen Pigeon
Director General

Stephen Burke
Chairman

Approved on January 19, 2022.