



Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, September 11, 2024, at 7 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4 and on TEAMS platform.

Present:	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (by TEAMS)
	Debbie Cornforth	Parent Commissioner
	David Eden	Commissioner
	Debbie Ford-Caron	Commissioner (by TEAMS)
	André Gosselin	Commissioner (by TEAMS)
	Jessie Greene	Parent Commissioner (by TEAMS)
	Jason Kilganan	Parent Commissioner
	Stephane Lagacé	Director General
	Cameron Lavallee	Commissioner
	Ian O’Gallagher	Commissioner
	France Pedneault	Commissioner
	Jean Robert	Vice-chairman
	Jo Rosenhek	Commissioner (by TEAMS)
	Jo-Ann Toulouse	Commissioner (by TEAMS)
Absent:	Christian Falle	Parent Commissioner
	Chantal Guay	Commissioner
In Attendance:	Julien Duchamp	Director of Educational Services
	Leslie Dussault-Marcoux	Recording Secretary
	Karine Gauthier	Member of the Public
	Vincent Laliberté	Secretary General
	Anissa Landry	Director of Financial Services
	Nancy L’Heureux	Assistant Director General and Director of Human Resources

24-09.01 Call to Order

The Chairman called the meeting to order at 7:06 p.m.

24-09.02 Native Land Recognition Statement

We would like to begin by acknowledging, honouring, and paying respect to our First Nations Communities; the traditional owners and custodians of the land on which we gather for this event today.

24-09.03 Approval of the Agenda

It was MOVED by F. Pedneault SECONDED by I. O’Gallagher and unanimously RESOLVED; THAT the agenda be approved as presented.

24-09.04 **Public Question Period**

There were no questions.

24-09.05 **Question Period for Students**

No students were present.

24-09.06 **Correspondence from Students**

No correspondence was received.

24-09.07 **Complaints**

No complaints were received.

24-09.08 **Approval of the Minutes Regular Meeting Held on June 12, 2024**

It was MOVED by J. Kilganan, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, June 12, 2024, be accepted as presented, with the modification of the attendance for Jessie Greene from absent to present.

24-09.09 **Business Arising from the Minutes**

No business arose from the minutes.

24-09.10 **Report from the Chairman**

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

- QESBA Special General Meeting – June 14th
- *Chapeau les Filles* – June 17th
- Saint Patrick's High School Graduation – June 20th
- QESBA Finance Committee Meeting – September 5th
- Agenda Meeting – September 3rd
- QESBA Executive Committee Meeting – September 9th
- QESBA Executive Committee Meeting – September 13th

24-09.11 **Director General's Report**

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

- a) Report on Summer Delegation

Secretary General, Vincent Laliberté, presented the report on the Delegation of Authority for Summer Months: a document needed to be signed during the summer but it will be signed by the new Director General, Stéphane Lagacé, during today's meeting, Agenda Item 13.p)

Director General's Report (continued)

b) Update from Educational Services

The newly appointed Director of Educational Services, Julien Duchamp, presented his first report:

Mentoring and professional development sessions were given to our teachers during pedagogical days. A second cohort will take place to ensure the sustainability of this mentoring program. In the same vein, for the second year in a row, our Special Education Technicians were offered two full days of training.

The annual Cross-Country Run will be hosted by the Chairman, Stephen Burke, despite his mandate being over by that time. The CQSB is grateful for his commitment to the English Community.

c) Update from Buildings & Equipment and IT

The Director General, Stéphane Lagacé, presented the report on the latest construction projects: 4 modular classrooms are now available; the renovation of the roof at DDO's school revealed the need for custom-made pre-cut tiles, which will incur some delays and extra costs.

d) Update from Human Resources

In July, the Payroll Department managed to send all updated paychecks for support staff and teachers, with the retroactive raise and its interests, according to the new agreement.

As for the Enrolment update, we are missing only five teachers to fill all available positions. It is, however, proving difficult to find candidates for Maclean Memorial's School in Chibougamau.

e) Update from Communications

The Minister of Finance and Responsible for Relations with English-Speaking Quebecers, Eric Girard, will join the inauguration ceremony for the New Liverpool Elementary School.

f) Update from Financial Services

The Budget for the 2024–2025 school year was presented to the commissioners during the pre-session.

g) Update from Secretariat General

The Secretary General received a training by *Élections Québec* regarding the School Board Elections since he will be endorsing the role of Returning Officer.

24-09.11 **Director General's Report (continued)**

g) Update from Secretariat General (continued)

Me Laliberté invited anyone to reach out to him should they have any questions concerning the election process, how to register for the open positions of commissioners or on the board of directors.

24-09.12 **Strategic Planning**

N. L'Heureux presented the update on the Action Plans and Commitment-to-success plan for the month of September.

24-09.13 **New Business**

a) 2024-2025 Commissioners Stipends

It was MOVED by F. Pedneault, SECONDED by C. Lavallee and unanimously RESOLVED; THAT effective July 1, 2024, the total remuneration available for the commissioners and the parent commissioners be established in accordance with the amount payable with Decree #1216-2024 adopted on August 14, 2024; and

THAT the total amount established be distributed as per the following:

Chairman	(\$7,227 + \$1,030 + \$16,601)	\$24,858.00
Vice-chairman	(\$7,227 + \$5,151)	\$12,430.00
Commissioners	(14 x \$7,227)	\$101,178.00
Professional Development		\$5,939.00
Constituency Expenses		\$10,605.00
TOTAL		\$155,010.00

and;

THAT any unspent monies generated from the application of Decree #1216-2024 be brought back to the attention of the Council of Commissioners; and

THAT Appendix A of the Policy on Remuneration and Constituency Expenses of the Council of Commissioners be updated with the above amount.

b) One-Year Transportation Contracts

It was MOVED by C. Lavallee, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Central Québec School Board accept the following one-year transportation contracts for the 2024-2025 school year;

Transporter	Capacity	Territory	2024-2025 (\$) Excluding Tax
Transport Nadia Lapointe	Berline 820	Ile d'Orléans	37,909.63
Transport Nadia Lapointe	Berline 810	Charlesbourg Ste-Foy	29,167.85
Transport Nadia Lapointe	Berline 830	Ste-Foy	26,280.00
Autobus Rowley	421 5 row	Valcartier	74,602.50
Autobus Landry	755 12 row bus	Beauce/Charny	81,000.00
Lyne Robert	720&722	Valcartier	39,928.00

and;

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

c) Autorisation de signature d'Offre de financement

WHEREAS Section 288 of the Education Act (EA) stipulates that a school board may, with the authorization of the Minister and subject to such conditions as he prescribes, borrow money by any method recognized by law;

WHEREAS, on June 17, 2024, the Director General, Stephen Pigeon, and the Director of Financial Services, Anissa Landry, signed a financing offer with *Desjardins*;

WHEREAS the School Board needed to sign this offer in order to continue its operations;

WHEREAS The Council of Commissioners did not delegate the power to sign these documents to the Director General and the Director of Financial Services;

WHEREAS The Council of Commissioners can ratify the signatures on the offer in order to allow the Central Québec School Board to continue its operations;

24-09.13

New Business (continued)

c) Autorisation de signature d'Offre de financement

It was MOVED by F. Pedneault, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Council of Commissioners ratifies the signature made by the Director General and the Director of Financial Services on June 17, 2024, on the financing offer with *Desjardins*.

d) Budget Management Process – Youth Sector (adoption)

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

WHEREAS sections 78 and 193 of the Education Act provide for consultation of school governing boards and the Parents' Committee on various matters concerning the organization of services provided by the School Board;

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

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

WHEREAS the draft Budget Management Process – Youth Sector for the 2024–2025 school year was accepted in principle by the Council of Commissioners on February 21, 2024;

WHEREAS appropriate consultation has taken place;

It was MOVED by I. O’Gallagher, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Council of Commissioners accept the Budget Management Process – Youth Sector for the 2024–2025 school year as in the **Appendixes** to the kit.

e) Budget Management Process – Adult & Vocational Education (adoption)

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

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

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

New Business (continued)e) Budget Management Process – Adult & Vocational Education (adoption)

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

WHEREAS the draft Budget Management Process for the 2024–2025 school year was accepted in principle by the Council of Commissioners on February 21, 2024;

WHEREAS appropriate consultation has taken place;

It was MOVED by J. Robert, SECONDED by C. Lavallee and unanimously RESOLVED; THAT the Council of Commissioners accept the Budget Management Process – Adult and Vocational Education Sector for the 2024–2025 school year as in the **Appendixes** to the kit.

f) Operating, Capital Investment and Debt Service Budget (adoption)

WHEREAS as specified by the Education Act (chapter I-13.3), the Central Québec School Board must adopt and submit to the *ministère de l'Éducation et de l'Enseignement supérieur* its Operating, Capital Investment, and Debt Service Budget for the 2024–2025 school year;

WHEREAS this budget provides for an operating zero deficit;

WHEREAS the school tax proceeds in the amount of \$2,834,952 have been established by taking into consideration:

- A number of 5,138 taxable residential immovables over \$25,000, and;
- A number of 1,737 taxable weighted immovables over \$25,000 from non-residential immovables (neutral panel, billed by French service centres)
- A rate of 0.09152 per \$100 of evaluation set by the Minister for the 2024–2025 school tax;

It was MOVED by D. Eden, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Operating, Capital Investment and Debt Service Budget for the 2024–2025 school year with revenues of \$109,542,432 and expenses of \$109,542,432 be adopted and submitted to the *ministère de l'Éducation*.

g) Request for Building Replacement: MEES

WHEREAS the Mauricie English Elementary School building is aging;

WHEREAS important renovation work must be carried out and that this kind of renovation would require the relocation of the students;

24-09.13

New Business (continued)

g) Request for Building Replacement: MEES (continued)

WHEREAS it is unfeasible for the Central Québec School Board (CQSB) to move the students to another establishment;

WHEREAS for distance and transportation reasons it is not possible to reorganize any of our schools in the Mauricie region in any other way;

WHEREAS the professionals' report carried out in 2018 mentions that a minimum of renovation work would cost several million dollars;

WHEREAS CQSB owns a piece of land (lot #1 211 884) that would allow for the construction of a new school;

WHEREAS this new school would make it possible to offer a vibrant learning community that would allow the Trois-Rivières elementary student population to receive the best possible education;

It was MOVED by F. Pedneault, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Central Québec School Board (CQSB) submit a request to the *Ministère de l'Éducation* for the construction of a new school on lot #1 211 884 to replace the Mauricie English Elementary School (1275 rue Nicolas-Perrot, Trois-Rivières, QC G9A 1C2).

h) Request for Additional Space: New North Shore Elementary School (Charlesbourg)

WHEREAS the beginning of the four-year-old kindergarten programs in most elementary schools will cause schools to have limited capacity;

WHEREAS the relocation of students from the North Shore of Québec previously attending St. Vincent School had created capacity issues in the existing schools in the Québec City region;

WHEREAS no school is physically located in the northeastern territory of Québec City where the Central Québec School Board (CQSB) has the biggest student population;

WHEREAS the lack of a school in this part of the city entitles very long transportation time in the morning and after school for the students to access the current schools;

WHEREAS time spent in school transportation does not contribute to the CQSB mission of supporting vibrant learning communities in its schools that empower students to receive the best possible education and to prepare them to achieve their fullest potential;

24-09.13

New Business (continued)

- h) Request for Additional Space: New North Shore Elementary School (Charlesbourg)
(continued)

It was MOVED by D. Cornforth, SECONDED by I. O’Gallagher and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l’Éducation* for a new elementary school in the *Arrondissement Charlesbourg* to better serve the student population in the northeastern sector of Québec City.

- i) Request for Additional Space: Portneuf Elementary School –Gymnasium and K4 Classroom

WHEREAS Portneuf Elementary School does not have a gymnasium;

WHEREAS there is a need for a K4 classroom;

WHEREAS it is important for Portneuf Elementary School to have their own adapted gymnasium in their building;

WHEREAS regular physical activity promotes concentration, which is a key factor in educational success;

It was MOVED by J. Rosenhek, SECONDED by A. Gosselin and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l’Éducation* for additional permanent space for a gymnasium and a K4 Classroom at Portneuf Elementary School (35, rue Richard, Cap-Santé, QC G0A 1L0).

- j) Request for Additional Space: Riverside Regional High School – Gymnasium

WHEREAS Riverside Regional Elementary School and Riverside Regional High School merged into one building in 2016-2017;

WHEREAS a tunnel separates the secondary and elementary level and the gymnasium is on the elementary side of the building;

WHEREAS Riverside Regional Elementary School has reached the limit of its capacity and can no longer share the gymnasium with the high school students;

WHEREAS it is important for Riverside Regional High School to have their own adapted gymnasium in their building;

WHEREAS there is no other English secondary school within a 20-kilometre radius of Riverside Regional High School and the demographic statistics from the *Ministère de l’Éducation* indicate increased enrolment for this school over the next five years;

New Business (continued)j) Request for Additional Space: Riverside Regional High School—Gymnasium (continued)

WHEREAS the demographic statistics do not take into consideration the increase in the student population that has been observed in recent years of the elementary students in Riverside Regional Elementary School continuing to Riverside Regional High School;

WHEREAS the increase in student population will also imply a need for additional classrooms and a collaborative room;

WHEREAS the principals of both schools predict an increase in student population beyond 200, at approximately 225 within the next five years, and a total of students close to 600 among elementary and high school;

WHEREAS the capacity calculated by the *Ministère de l'Éducation* is of 175 students for Riverside Regional High School;

It was MOVED by D. Ford-Caron, SECONDED by J. Greene and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l'Éducation* for additional space for three classrooms, a collaborative room and for the construction of a gymnasium at Riverside Regional High School (1770, rue Joule, Jonquière, QC G7S 3B1).

k) Request for Additional Space: Valcartier Elementary School

WHEREAS the Valcartier Elementary School building is aging;

WHEREAS the enrolment at Valcartier Elementary School has been steadily increasing;

WHEREAS we have surpassed the capacity at Valcartier Elementary School as a portable classroom is being used since 2015 to accommodate the community;

WHEREAS the geographic situation does not allow the possibility to transfer students to another school;

WHEREAS the school cannot be extended because of the building's condition and how it no longer meets the standards;

It was MOVED by C. Lavallee, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Central Québec School Board submit a request to the *Ministère de l'Éducation* for a new building for Valcartier Elementary School.

24-09.13

New Business (continued)

l) Criteria for the Admission and Enrolment of Students (deposit)

The draft Criteria for the Admission and Enrolment of Students has been received for consultation purposes. The final document will be presented for adoption at the December 18, 2024, meeting of the Council of Commissioners.

m) Acceptance of Appointment of a Returning Officer

WHEREAS article 22 of the Act respecting school elections states that the Director General of the School Board is the returning officer *ex officio*. He may refuse to act as such only with the authorization of the Council of Commissioners, who shall, in that case, appoint another person to replace him; and

WHEREAS the Director General of the Central Québec School Board does not wish to serve as the Board's Returning Officer;

It was MOVED by J. Greene, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT the Council of Commissioners of the Central Québec School Board authorize the Director General to not act as returning officer; and

THAT the Secretary General, Vincent Laliberté, be appointed as Returning Officer of the Central Québec School Board for the 2024 School Board Elections; and

THAT the Returning Officer shall be remunerated according to the Election Act and the tables provided by *Élections Québec* referring to the *Regulations respecting the tariff of remuneration and expenses of election officers*.

n) Approbation du taux et modalités de rémunération du personnel électoral

ATTENDU QUE les élections scolaires se tiendront le 3 novembre 2024;

ATTENDU QUE la Commission scolaire devra embaucher du personnel électoral afin d'assurer le succès de ses élections;

ATTENDU QUE le Conseil des commissaires doit établir la rémunération pour chaque catégorie de personnel électoral, y compris celui du bureau du président d'élection;

ATTENDU QUE des rémunérations horaires du personnel électoral sont en vigueur depuis le 1^{er} avril 2024, comme présenté dans les documents en ANNEXE;

Il est EN CONSÉQUENCE PROPOSÉ par I. O'Gallagher, APPUYÉ par D. Eden, et RÉSOLU à l'unanimité; QUE le Conseil des commissaires établisse que la rémunération et le remboursement des frais du personnel électoral seront ceux indiqués dans l'annexe.

New Business (continued)o) Delegation of Authority – Election Period

WHEREAS the current Council of Commissioners will hold, on September 11, 2024, its last meeting before the school board elections;

WHEREAS the election period will begin on September 20, 2024;

WHEREAS the election period shall come to an end with the elections of the new Council of Commissioners to take place on November 3, 2024;

WHEREAS the School Board must continue to conform to the stipulations of the various laws and regulations that govern its operations;

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

It was MOVED by C. Lavallee, SECONDED by J. Rosenhek and unanimously RESOLVED; THAT the Director General or the Assistant Director General, in collaboration with the Chairman or the Vice-Chairman, be authorized to make all necessary decisions during the 2024 election period; and

THAT the Director General or the Assistant Director General be authorized to sign all documents pertaining to contracts to be concluded during the 2024 election period, within the adopted budget; and

THAT the Director General report to the Council of Commissioners at the November 20, 2024, meeting.

p) L'autorisation de signer la promesse d'achat et l'acte de vente

*ATTENDU QUE La commission scolaire Central Québec souhaite obtenir un immeuble connu et désigné comme étant le lot **DEUX MILLIONS CENT SOIXANTE-DOUZE MILLE SOIXANTE-DEUX (2 172 062)**, cadastre du Québec, circonscription foncière de Québec;*

ATTENDU QUE L'immeuble est un terrain vacant situé au 1039, avenue Wolfe, Québec (Québec) G1V 0B2; sujet à toutes les servitudes pouvant grever l'immeuble;

ATTENDU QUE L'Immeuble est acquis par l'Acheteur pour des fins institutionnelles, notamment pour l'établissement d'une école secondaire anglophone. Cependant, l'Acheteur pourra disposer à son gré de l'Immeuble, et ce même s'il n'est plus requis à cette fin ;

*ATTENDU QUE Les parties déclarent que la valeur de la contrepartie d'**UN MILLION NEUF CENT DOUZE MILLE CINQ CENTS DOLLARS (1 912 500,00 \$)***

24-09.13

New Business (continued)

o) L'autorisation de signer la promesse d'achat et l'acte de vente (continued)

ATTENDU QUE Le Conseil des commissaires doit autoriser le Directeur général à signer la promesse d'achat ainsi que l'Acte de vente afin de réaliser ce projet;

*Il est EN CONSÉQUENCE, PROPOSÉ par I. O'Gallagher, APPUYÉ par D. Cornforth et RÉSOLU à l'unanimité; QUE le directeur général, Monsieur Stéphane Lagacé, est autorisé à signer au nom de la Commission scolaire Centrale Québec la promesse d'achat ainsi que l'acte de vente du lot **DEUX MILLIONS CENT SOIXANTE-DOUZE MILLE SOIXANTE-DEUX (2 172 062)**, cadastre du Québec, circonscription foncière de Québec.*

p) DDO Roofing – Cost Change Approval

WHEREAS a part of Dollard-des-Ormeaux School roof needed to be replaced;

WHEREAS, on May 15, 2024, the Central Québec School Board's (CQSB) Council of Commissioners accepted the lowest tender that met the specifications for the renovation works at the Dollard-des-Ormeaux School as submitted by *Toitures Falardeau* in the amount of \$582,360.00 (taxes not included);

WHEREAS when the roof was demolished, it became apparent that the roof slopes did not follow the structure, and rather were in the old insulation that was since removed;

WHEREAS this led to a change order during the course of the project for custom-made insulation with pre-cut roof slopes;

WHEREAS this imponderable will incur an increase of \$163,088 from the initial contract value of \$582,360;

WHEREAS a raise in costs above 10% must be approved by the Council of Commissioners before going forward;

It was MOVED by C. Lavallee, SECONDED by J. Greene and unanimously RESOLVED; THAT the CQSB's Council of Commissioners accept the amendment to the previous resolution concerning the cost for the renovation work to be done on the roof of the Dollard-des-Ormeaux School (18, rue Ladas, Shannon, QC G3S 0B8) as submitted by *Toitures Falardeau* to the new amount of \$745,448.00 (taxes not included).

24-09.14

Committee Reports

a) Executive Committee

No meeting was held.

24-09.14

Committee Reports (continued)

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 September 9, 2024. C. Lavalée reported on the two issues discussed at the meeting: a complaint from a parent concerning bus stops on the south shore that might go to the Student Ombudsman. The second matter was a complaint regarding the delays on the buses going to pick up the students from the New Liverpool Elementary School at the end of the day. This was mostly explained by the construction work around the school.

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.

i) Resource Allocation Committee

No meeting was held.

24-09.15

Québec English School Boards Association

a) Report from the Board of Directors

A recruiter from the CQSB's Human Resources team will attend the QESBA – CARE Conference, presenting our recruitment and retainment process for indigenous students and staff members.

24-09.15 **Québec English School Boards Association (continued)**

b) Report from Committees

No report was made.

24-09.16 **Next meeting**

The next regular meeting will be held on November 20, 2024.

24-09.17 **Question period**

a) Public

There were no questions.

b) Commissioners

Commissioner J. Rosenhek thanked her fellow commissioners for the past 28 years she has spent along with them as she retires from her commissioner's role. Commissioner D. Cornforth expressed her interest for the position and will most likely apply during the upcoming School Board Elections.

24-09.18 **In-camera session**

No in-camera session was held.

24-09.19 **Adjournment**

The meeting was ADJOURNED at 8:44 p.m. on a motion by D. Eden.

Vincent Laliberté
Secretary General

Stephen Burke
Chairman

Approved on November 20, 2024.