

**Approved minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, June 18, 2025, at 7 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4 and on TEAMS platform.**

<b>Present:</b>	Linda Bechtiger Debbie Cornforth Debbie Ford-Caron André Gosselin Chantal Guay Jason Kilganan Stephane Lagacé Ian O’Gallagher KayLee Richardson Jean Robert Jo-Ann Toulouse Jo Visser	Parent Commissioner (by TEAMS) Commissioner Commissioner (by TEAMS) Commissioner Commissioner Parent Commissioner Director General Vice-chairman Parent Commissioner Chairman Commissioner (by TEAMS) Commissioner (by TEAMS)
<b>Absent:</b>	David Eden Christian Falle Karine Gauthier Cameron Lavallee Shirley Picknell	Commissioner Parent Commissioner Commissioner Commissioner Commissioner
<b>In Attendance:</b>	Julien Duchamp Vincent Laliberté Anissa Landry Nancy L’Heureux  Benoit Sévigny  Melanie Simard	Director of Educational Services Secretary General Director of Financial Services Assistant Director General and Director of Human Resources  Director of Buildings and Equipment, Information Technology and Purchasing Recording Secretary (by TEAMS)

**25-06.01      Call to Order**

The Chairman called the meeting to order at 7:07 p.m.

**25-06.02      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.

**25-06.03      Approval of the Agenda**

It was MOVED by C. Guay, SECONDED by A. Gosselin and unanimously RESOLVED; THAT the agenda be approved as presented.

**25-06.04      Public Question Period**

No public was present.

**25-06.05      Question Period for Students**

No students were present.

**25-06.06      Correspondence from Students**

No correspondence was received.

**25-06.07      Complaints**

No complaints were received.

**25-06.08      Approval of the Minutes of the Regular Meeting Held on May 21, 2025**

It was MOVED by J. Kilganan, SECONDED by A. Gosselin and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, May 21, 2025, be accepted as presented.

Commissioner D. Cornforth abstained from voting.

**25-06.09      Business Arising from the Minutes**

No business arising from the minutes.

**25-06.10      Report from the Chairman**

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

- DDO Graduation – May 29
- Media Interview – May 31
- QESBA Executive Committee Meeting – June 2
- Chapeau, les filles ! Gala – June 10
- Agenda Meeting – June 11
- Meeting with Minister Drainville – June 13
- Meeting with the Secretariat – June 16
- TRA and SHS Graduations – June 19
- QHS Graduation – June 20

**General Directorate's Report**

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

a) Update from Educational Services

J. Duchamp made a report on the projected enrolment numbers for the 2025–2026 school year, mentioning that to this day there are 5,099 students registered in the Central Québec School Board schools. He also reviewed the 2024–2025 International Student Program and the registration numbers for this program for the 2025–2026 school year.

b) Update from Buildings & Equipment, IT and Purchasing

B. Sévigny made a report on the school yard beautification projects, modulars at Jimmy Sandy Memorial School, the Schefferville housing project and an update on the new high school project in Québec City.

Mr. Sévigny also made an update on the Windows 11 upgrade to all devices at the CQSB. He mentioned how hard the Purchasing Department has worked in the past months with the new government directive on Québec-based suppliers.

c) Update from Human Resources

N. L'Heureux made a report on meetings with the new Director of Human Resources, Julie Simard, and the teacher union association, the administrators' agreement on salary increases, staffing plan with the budget cuts confirmed by the Ministry and the retirement celebration for five employees at the Board Office.

d) Update from Communications

N. L'Heureux made an update on the new Intranet project that is coordinated by the Communications Department in collaboration with Information Technologies, and a new tool created to streamline summer closure reminders for the CQSB establishments.

e) Update from Financial Services

A. Landry made a report on the audit that is completed and mentions that the Financial Services Department is actively working on completing the financial statements as of June 30, 2025, as well as working on the budgetary rules for the 2025–2026 school year.

25-06.11

**General Directorate's Report (continued)**

f) Update from Secretariat General

V. Laliberté made a report on the visit that took place in company of the CQSB Archivist to Shawinigan High School and La Tuque High School to offer support and foster collaborative relationships with the personnel.

g) Update from the General Directorate

S. Lagacé made a report on the visit of Minister Drainville to New Liverpool Elementary School to present bursaries to two students at the school, the AC-OMC Strategic Planning Meeting and the graduation ceremonies in the schools.

25-06.12

**Strategic Planning**

N. L'Heureux presented the updates on the Action Plans and Commitment-to-success plan for the month of June. The following topics were discussed:

- 1.2.1 *Implement and monitor actions to improve success rates of indigenous learners with French leaving exams*—Naming of evaluation committee for indigenous learning and evaluation for 2025–2026.
- 2.2.2 *Support schools/centre in their implementation of their ABAV action plan*— . A reminder was sent out to all CQSB schools concerning the new ABAV protocol and procedures.
- 2.3.2 *Develop on-boarding program for new employees (school secretaries and administrators and teachers)*—Lots of progress has been made in 2024–2025 and will be ongoing in the 2025–2026 school year.
- 2.3.3 *Implement school climate committees in collaboration with regional CIUSSS/CISSS*—Analysis of ongoing support of implementation and monitoring of School Climate Committees for 2024–2025 and framework for 2025–2026.
- 3.2.1 *Publish a CQSB newsletter*—Completed.
- 3.3.2 *Provide support to analyze the results of ensuring proficiency in English and French*—Language marking centres for cycle 2 in high school has been created.
- 4.1.5 *Establish the vision of the school board for the celebration and accessibility of pathways programs*—Curriculum design for new pathway programs in targeted schools has been put into place.
- 5.2.1 *Align best practices in teaching mathematics (conceptual and beyond) based on evidence and research*—Analysis of implementation of transition committee cycle 3 elementary and cycle 1 high school has been done.
- 7. *Elaborate new PPP (projets pédagogiques particuliers)*—Government has confirmed funding for Three Rivers Academy and La Tuque High School to offer PPP's as of September 2025.

**New Business**a) By-Law Regarding the Day, Time and Place of Regular Meetings (adoption)

WHEREAS section 162 of the Education Act indicates that the Council of Commissioners must adopt a by-law concerning the day, time and place of its regular meetings;

WHEREAS section 392 of the Education Act stipulates that public notice must be given before the adoption of a by-law;

It was MOVED by C. Guay, SECONDED by I. O'Gallagher and unanimously RESOLVED; THAT pursuant to section 162 of the Education Act, the 2025–2026 school year regular meetings of the Council of Commissioners be held at 7 p.m. at the Board Office or online via the TEAMS platform on the dates indicated below:

- Friday, September 5, 2025;
- Wednesday, October 1, 2025;
- Wednesday, November 5, 2025;
- Wednesday, December 10, 2025;
- Wednesday, January 21, 2026;
- Wednesday, February 25, 2026;
- Wednesday, March 25, 2026;
- Wednesday, April 22, 2026;
- Friday, May 22, 2026;
- Wednesday, June 17, 2026.

b) Delegation of Authority for Summer Months

WHEREAS it may be necessary for decisions to be made and documents signed during the summer months when no meetings of the Council of Commissioners are scheduled;

It was MOVED by A. Gosselin, SECONDED by K. Richardson 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 summer months (June 18, 2025 – September 5, 2025); and

THAT the Director General or the Assistant Director General and the Chairman or the Vice-chairman be authorized to sign all documents pertaining to contracts to be concluded during the summer months, within the adopted budget; and

THAT the Director General report to the Council of Commissioners at the September 5, 2025, meeting.

**New Business (continued)**c) **Code of Ethics**

WHEREAS section 258.0.1 of the *Education Act* (c. I-13.3) requires that a school board adopt, in the form prescribed by the Minister, a Code of Ethics applicable to its staff members and to any person required to work with minor students or students with handicaps or be in contact with them;

WHEREAS the Code of Ethics must set out the practices and conduct expected of such persons, including the obligation to report without delay any failure to comply with its provisions that could reasonably pose a threat to the physical or psychological safety of students;

WHEREAS this Code of Ethics must be published on the School Board's website and made otherwise accessible to any person who requests it;

WHEREAS all staff members of the School Board and all persons required to work with minor students or students with handicaps or be in contact with them are required to adhere to this Code of Ethics;

WHEREAS the Code of Ethics outlines ethical principles, expected conduct and practices, and must be interpreted broadly and liberally without limiting the School Board's management rights;

WHEREAS the Code of Ethics does not replace and shall not limit any obligations arising from applicable laws, regulations, collective agreements, policies, agreements, contracts, governing board rules of conduct, or professional codes applicable to staff members or persons in contact with minor or handicapped students;

It was MOVED by J. Kilganon, SECONDED by A. Gosselin and unanimously RESOLVED; THAT the Council of Commissioners adopt the Code of Ethics as in the **Appendix 1** to the minutes.

d) **Amendment to the Transportation Policy (adoption)**

WHEREAS the Central Québec School Board's revised Transportation Policy was deposited for consultation purposes at the April 23, 2025;

WHEREAS the Transport Advisory Committee has recommended changes to certain sections;

WHEREAS the appropriate consultation has taken place, and all agreed to the recommended changes;

New Business (continued)d) Amendment to the Transportation Policy (adoption) (continued)

It was MOVED by D. Cornforth, SECONDED by I. O'Gallagher and unanimously RESOLVED; THAT the revised sections of the Transport Policy be adopted as in the **Appendix 2** to the minutes.

e) Québec High School Promise of Sale with *Ville de Québec* (adoption)

WHEREAS the *Ville de Québec* wishes to acquire an immovable property owned by the Central Québec School Board as part of the proposed tramway project under Phase 1 of the CITÉ Plan;

WHEREAS the immovable property is known and designated as being two parts of Lot 6 267 163 of the Cadastre of Québec, Registration Division of Québec, represented by Parcels 1 and 4, with a total approximate area of 52.8 square metres, as shown, for indicative purposes, on the plan attached hereto and countersigned by the parties for identification purposes;

WHEREAS the sale price is set at sixteen thousand dollars (\$16,000), payable in full upon the signing of the notarial deed of sale, as final and definitive payment for the transfer of ownership;

WHEREAS the sale shall be made without legal warranty, at the risks and perils of the *Ville de Québec*;

It was MOVED by K. Richardson, SECONDED by J. Kilganon and unanimously RESOLVED; THAT the Council of Commissioners of the Central Québec School Board mandate the Director General, Mr. Stéphane Lagacé, to sign, on behalf of the School Board, the Promise of Sale of the above-mentioned immovable property to the *Ville de Québec*.

f) Québec High School Servitude with Hydro-Québec (adoption)

WHEREAS the Central Québec School Board (CQSB) is the owner of the property known and designated under number 6 267 163 in the Québec Cadastre, jurisdiction of Québec;

WHEREAS the *Ville de Québec* has requested that the CQSB grants to Hydro-Québec, a servitude agreement with an irrevocable option for a period of twenty-four (24) months to acquire perpetual real rights of servitude on a parcel of land approximately 3.8 square meters in area, identified as parcel 3, crossing the above-mentioned property;

WHEREAS this servitude agreement is a requirement from the *Ville de Québec* as part of their tramway project under Phase 1 of the CITÉ Plan;

**New Business (continued)**f) Québec High School Servitude with Hydro-Québec (adoption) (continued)

WHEREAS it is necessary to authorize the Director General, Mr. Stéphane Lagacé, to sign the servitude agreement on behalf of the CQSB;

It was MOVED by A. Gosselin, SECONDED by J.-A. Toulouse and unanimously RESOLVED; THAT the Central Québec School Board enter into a servitude agreement with the Hydro-Québec, and;

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

g) Québec High School Servitude with Énergir (adoption)

WHEREAS the Central Québec School Board (CQSB) is the owner of the property known and designated under number 6 267 163 in the Québec Cadastre, jurisdiction of Québec;

WHEREAS Énergir has requested that the CQSB grant a servitude agreement with an irrevocable option to acquire:

- a perpetual real servitude on a strip of land 2.79 meters wide, approximately 23.6 square meters in area, represented as parcel 2, and;
- a temporary servitude for a period of three (3) years, 1 meter wide and approximately 14.5 square meters in area, represented as parcel 5;

WHEREAS the servitude agreement allows Énergir to install, operate, maintain, and replace infrastructure related to the distribution of natural gas;

WHEREAS it is necessary to authorize the Director General, Mr. Stéphane Lagacé, to sign the servitude agreement on behalf of the CQSB;

It was MOVED by C. Guay, SECONDED by K. Richardson and unanimously RESOLVED; THAT the Central Québec School Board enter into a servitude agreement with Énergir; and

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



h) Authorization to Sign Contracts (adoption)

WHEREAS under the *Directive on the Management of Supply Contracts, Service Contracts, and Construction Work Contracts of Public Bodies*, dated February 18, 2025, public bodies must obtain authorization from their governing Council of Commissioners to enter into directly negotiated contracts involving expenditures below the public tender thresholds;

WHEREAS section 13.1.1 of the Directive requires that a public body obtain such authorization from its Council of Commissioners for the acquisition of goods via an online marketplace, when the contract falls under the first paragraph of section 14 of the *Act*;

WHEREAS such authorization is not required when the company operating the online marketplace has a retail outlet in Québec or whose principal activity is the sale of Québec-made goods;

WHEREAS the Central Québec School Board requires the authorization from the Council of Commissioners for the following suppliers:

- Hudl
- Sora
- Renaissance Learning
- PBIS
- Dibles
- IXL Learning Inc

WHEREAS a presentation outlining the specific needs of the organization and demonstrating the impossibility of acquiring the required goods from suppliers located in Québec was made to the Council of Commissioners during its pre-session;

WHEREAS it is in the interest of administrative efficiency and regulatory compliance that the Director General be duly authorized by the Council of Commissioners to sign and approve such contracts on behalf of the organization according to our purchasing policies and guidelines;

It was MOVED by A. Gosselin, SECONDED by D. Cornforth and unanimously RESOLVED; THAT the Council of Commissioners authorizes the administrators responsible of these purchasing to negotiate and sign contracts on behalf of the organization.

**New Business (continued)**i) **Authorization to Open an Individual Tender (adoption)**

WHEREAS section 46 of the *Regulation respecting certain service contracts of public bodies* provides that the authorization of the chief executive officer is required for any service contract of a repetitive nature whose total duration, including any renewals, exceeds three years, and also where only one service provider has submitted a compliant tender or, in the case of a quality-based evaluation, where only one tender is deemed acceptable, in which case the selection committee must not know the price and the chief executive officer must determine whether or not the awarding process should proceed;

WHEREAS the call for tenders for janitorial services for the school years 2025–2026, 2026–2027, and 2027–2028 was published on the *Système électronique d'appel d'offres du gouvernement du Québec* (SEAO) in accordance with regulatory requirements, offering a reasonable and sufficient timeframe for bidders to submit tenders;

WHEREAS despite meeting all publication and timing requirements, certain regions received very few tenders, and in at least one case, although multiple tenders were received, only one was found compliant following the compliance analysis, creating a situation that falls under the scope of section 46 of the *Regulation respecting certain service contracts of public bodies*;

WHEREAS reopening the call for tenders is not a viable option due to the tight timeframe before the start of the school year in September 2025, and doing so would compromise the timely implementation of essential janitorial services needed to ensure the safety and cleanliness of school facilities;

WHEREAS the Central Québec School Board must act in accordance with the principles of transparency, integrity, and the fair treatment of bidders, while also ensuring continuity of services to students;

It was MOVED by K. Richardson, SECONDED by J. Visser and unanimously RESOLVED; THAT the Central Québec School Board Council of Commissioners authorizes the selection committee to proceed with the opening and analysis of the tenders received for the janitorial contracts for the years 2025–2026, 2026–2027 and 2027–2028, even if they are or have become unique.

**Committee Reports**a) **Executive Committee**

No meeting was held.

25-06.14

**Committee Reports (continued)**

b) Parents' Committee

A meeting was to be held on June 11, 2025, due to no quorum, the committee had a round table of events and activities in their respective schools and held a consultation on the Code of Ethics.

c) Special Needs Advisory Committee

A meeting was held May 26, 2025. J. Kilganon made a report on the meeting concerning hiring process for special education technicians, adapting to their positions, integration of services and the implementation of IEP's.

d) Transport Advisory Committee

No meeting was held.

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.

25-06.15

**Québec English School Boards Association**

a) Report from the Board of Directors

D. Ford-Caron made a report on the meetings held concerning QESBA finances, eligibility discussions, Bill 40 and fundraising in schools.

b) Report from Committees

No report was made.

**25-06.16      Next meeting**

The next regular meeting will be held on September 5, 2025.

**25-06.17      Question period**

a) Public

No public was present.

b) Commissioners

There were no questions.

**25-06.18      In-camera session**

It was MOVED by D. Ford-Caron, SECONDED by I. O’Gallagher to start an in-camera at 8:47 p.m.;

It was MOVED by C. Guay, SECONDED by I. O’Gallagher to close the in-camera session at 8:59 p.m.

**25-06.19      Adjournment**

The meeting was ADJOURNED at 9:00 p.m. on a motion by A. Gosselin.

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Vincent Laliberté  
Secretary General

Jean Robert  
Chairman

Approved on September 5, 2025.