



**Draft minutes of the regular meeting of the Council of Commissioners of the Central Québec School Board held on Wednesday, February 19, 2020 at 7:00 p.m. at the Board Office, 2046 chemin Saint-Louis, Québec (Québec) G1T 1P4.**

<b>Present:</b>	Isabel Béland	Parent Commissioner
	Stephen Burke	Chairman
	Heather Clibbon	Commissioner (videoconference)
	Debbie Cornforth	Parent Commissioner
	Sara Downs	Commissioner (videoconference)
	Christian Falle	Parent Commissioner (videoconference)
	Chantal Guay	Commissioner (videoconference)
	Debbie Ford-Caron	Commissioner (videoconference)
	Jason Kilganan	Parent Commissioner
	Cameron Lavallee	Commissioner
	Wyna Marois	Commissioner
	Esther Paradis	Commissioner
	Stephen Pigeon	Director General
Aline Visser	Commissioner (telephone)	
<b>Absent:</b>	Jean Robert	Vice-Chairman
	Jo Rosenhek	Commissioner
	Jo-Ann Toulouse	Commissioner (videoconference)
<b>In Attendance:</b>	François Garon	Information Technology Technician
	Guyline Allard	Director of Financial Services
	Stéphane Lagacé	Director of Educational Services
	Yves Lambert	President, CQTA
	Nancy L'Heureux	Director of Human Resources
	Mylène Lescault	Recording Secretary
	Sandra W. Griffin	Secretary General

**20-02.01 Call to Order**

The Chairman called the meeting to order at 7:02 p.m.

Mr. Burke shared the following statement: *"In our ongoing efforts to support the Reconciliation process, we wish to acknowledge that we are here tonight on the traditional, unceded lands of the Huron-Wendat, the original keepers of this land."*

**20-02.02 Approval of the Agenda**

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

**20-02.03**      **Public Question Period**

There were no questions.

**20-02.04**      **Question Period for Students**

No students were present.

**20-02.05**      **Correspondence from Students**

No correspondence was received.

**20-02.06**      **Approval of the minutes of the regular meeting held on December 11, 2019**

It was MOVED by E. Paradis, SECONDED by J. Kilganan and RESOLVED; THAT the minutes of the regular meeting of the Council of Commissioners held on Wednesday, December 11, 2019 be accepted as circulated.

Commissioner C. Guay abstained from voting.

**20-02.07**      **Business Arising from the Minutes**

There was no business arising from the minutes.

**20-02.08**      **Report from the Chairman**

The Chairman had sent his report to the Commissioners prior to the meeting and addressed the following:

- Funeral of Mr. Lawrence Pigeon – January 9<sup>th</sup>, 2020
- QESBA Finance Committee – January 29<sup>th</sup>, 2020
- Jeffrey-Hale Foundation – Philanthropy Takes Flight – January 29<sup>th</sup>, 2020
- QESBA Executive Committee – January 31<sup>st</sup>, 2020
- QESBA Board Meeting – January 31<sup>st</sup>, 2020
- WE R CQ – February 1<sup>st</sup>, 2020
- Agenda Meeting – February 6<sup>th</sup>, 2020
- QESBA Executive – February 12<sup>th</sup>, 2020
- QESBA Phone Conference on Bill 40 – February 20<sup>th</sup>, 2020
  - All commissioners will be receiving a message from the president of QESBA. Phone conference – Bill 40.

20-02.09

**Director General's Report**

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

- a) Update on Strategic Planning
- b) WE R CQ
- c) 4-year old Kindergarten Groups  
*Stéphane Lagacé informed members that Shawinigan High School and St. Patrick Elementary School would be offering 4-year old Kindergarten for the 2020-2021 school year in addition to La Tuque High School, MacLean Memorial School and Mauricie English Elementary School.*
- d) Professional Development for Board Administrators
- e) 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

20-02.10

**New Business**

- a) Corruption and Collusion Risk Management Policy (adoption)

WHEREAS the draft Corruption and Collusion Risk Management Policy was deposited for consultation purposes at the December 11, 2019 regular meeting of the Council of Commissioners;

WHEREAS appropriate consultation has taken place;

It was MOVED by C. Lavallee, SECONDED by C. Falle and unanimously RESOLVED; THAT the Central Québec School Board's Council of Commissioners adopt the Corruption and Collusion Risk Management Policy as in **Appendix 1** of the minutes.

- b) Plan directeur en ressources Informationnelles (PDRI)

WHEREAS the obligation for the School Boards to deposit a Master Plan in Information Resources before December 31<sup>st</sup> of each year;

WHEREAS the importance of defining the contribution of information resources for the achievement of the mission of the School Board;

WHEREAS the need to respect the orientations and directives of the MEES in matters of Information Resources;

It was MOVED by S. Downs, SECONDED by I. Beland and unanimously RESOLVED; THAT the Central Québec School Board adopt the "*Plan Directeur en Ressources Informationnelles*".

20-02.11

**Committee Reports**

a) Executive Committee

No meeting was held.

b) Parents' Committee

A meeting was held on February 5, 2020.

Parent Committee Members expressed their concern regarding the lack of psychologists for student evaluations. This issue was discussed amongst members.

c) Special Needs Advisory Committee

No meeting was held.

d) Transport Advisory Committee

No meeting was held. The next meeting is scheduled for March 10, 2020.

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

A meeting was held on February 19, 2020. No report was made.

i) Resource Allocation Committee

No meeting was held.

**20-02.12**      **Quebec English School Boards Association**

a) Report from the Board of Directors

No report was made.

D. Ford-Caron raised a question regarding the Spring Conference. Commissioners were invited to confirm their interest in attending to the Secretariat General. The three-day event is scheduled to be held May 21 - 23, 2020.

b) Report from Committees

No report was made.

**20-02.13**      **Next meetings**

The next regular meeting will be held on Wednesday, March 18, 2020.

**20-02.14**      **Question period**

a) Public

There were no questions.

b) Commissioners

There were no questions.

**20-02.15**      **In-camera session**

No in-camera session was held.

**20-02.16**      **Adjournment**

The meeting was ADJOURNED at 8:00 p.m. on a MOTION by E. Paradis.



COMMISSION SCOLAIRE CENTRAL QUÉBEC  
CENTRAL QUÉBEC SCHOOL BOARD

**CORRUPTION AND COLLUSION RISK  
MANAGEMENT POLICY**

(Adopted February 19, 2020)

**POLICY**

*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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## 1.0 OBJECTIVES

To ensure the existence of a structured and standardized process to detect, analyze, evaluate, manage and monitor the risks of corruption and collusion arising from the activities of contract management processes.

To define the roles and responsibilities of various stakeholders in corruption and collusion risk management with respect to contract management processes.

To define applicable reporting mechanisms.

## 2.0 SCOPE AND LEGAL FRAMEWORK

This policy is intended for all employees of the Central Québec School Board (referred to as the "School Board") involved in contract management processes. It applies to all stages of the contract management process, from the assessment of needs until the end of the contract. As some contracts must be approved by the Council of Commissioners, this policy also applies to the Commissioners.

This policy is based on the Government's legal framework, which includes the Act respecting contracting by public bodies as well as the applicable regulations, policies and guidelines, namely the *Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle* (French only; referred to as the "Directive"). It is also in conformity with the School Board's Policy on Supply, Services and Construction Contracts.

## 3.0 DEFINITIONS

### 3.1 COLLUSION

Secret agreement between potential bidders who organize themselves by impeding the competition, notably by fixing prices or production, by sharing sales, or territories or by rigging the bid.

### 3.2 CORRUPTION

Exchange or an attempt to exchange where, directly or indirectly, an undue advantage is offered, promised or granted via a bribe or requested, accepted or received by a public office holder, in return for an action by the public office holder for the benefit of the briber.

### 3.3 RISK MANAGEMENT

Activities carried out for the purpose of steering and guiding an entity with respect to risk.

### 3.4 STAKEHOLDER

A person or entity that can either influence a decision or an activity, or that can be or presume to be influenced by a decision or activity.

### 3.5 RISK MANAGEMENT PLAN

A risk management framework is comprised of the following elements: organizational context, assessment of the current situation (identification, analysis and risk assessment), desired situation (mitigation measures) and monitoring.





## 4.0 GUIDELINES

### 4.1 THE POLICY

- Meets the needs of the School Board and the requirements of the Directive;
- Represents an effective method in countering corruption and collusion for the School Board;
- Allows for assessing the control measures in place;
- Is an integral part of management and takes into account other organizational processes (strategic planning, internal rules of conduct, internal policies, etc.);
- Protects the reputation and assets of the School Board;
- Assists in decision-making.

### 4.2 RISK MANAGEMENT PLAN

The School Board is committed to implement a plan to manage the risks of corruption and collusion pertaining to public contracts. The successful implementation of the plan depends on effective communication and stakeholder consultation. This plan includes, but is not limited to:

- The assessment of the risks of corruption and collusion as well as the controls in place. This step includes the identification, analysis and evaluation of risks;
- A plan of risk mitigation measures is comprised of planned actions, risk ownership, indicators, targets, timeline and final outcome;
- The follow-up: monitoring and review by assessing the mitigation measures implemented by the School Board and reviewing risks and controls.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 THE COUNCIL OF COMMISSIONERS

Approves this policy and requests updates when pertinent.

### 5.2 THE CHIEF EXECUTIVE OFFICER

Approves the Risk Management Plan mentioned in clause 4.2 of this policy;

Ensures that the School Board complies with the requirements of the Directive through this policy;

Ensures that the responsibilities and authorities of the relevant roles are assigned to strategic stakeholders, including the Contract Rules Compliance Monitors (CRCM), in order to identify, analyze and assess the risks of corruption and collusion in contract management processes;

Ensures that these responsibilities are communicated to all levels of the School Board;

Ensures the implementation of corrective actions following the recommendations of the Secrétariat du Conseil du trésor (treasury board) or of the Unité permanente anticorruption (UPAC, i.e. the permanent anticorruption unit) concerning the control of the risks of corruption and collusion of the organization.



### **5.3 DIRECTOR GENERAL**

Assumes an advisory role and provides support;

Supports the Chief Executive Officer and the Contract Rules Compliance Monitor (CRCM) in accountability reporting, including monitoring the action plan for new mitigation measures.

### **5.4 THE CONTRACT RULES COMPLIANCE MONITOR (CRCM)**

Ensures that a plan is in place to manage the risks of corruption and collusion;

Reports to the Chief Executive Officer regarding the risks identified and the risk management approach;

Ensures the improvement of the process for managing the risks of corruption and collusion in contract management processes.

### **5.5 THE MANAGER (SENIOR MANAGER) INVOLVED IN A CONTRACT MANAGEMENT PROCESS**

Manages the risks of corruption and collusion;

Ensures accountability and follow-up of risk mitigation measures under his or her responsibility;

Informs the CRCM of any vulnerable situation that may affect the achievement of the organization's objectives.

## **6.0 REVISION OF THE POLICY**

This policy is revised as needed.

## **7.0 ACCOUNTABILITY REPORTING**

The School Board's reporting process consists of carrying out an annual reassessment of risks as well as monitoring the effectiveness of the actions taken to ensure that such risks are dealt with in a timely manner. The Secrétariat du Conseil du trésor may request a copy of the accountability report.

## **8.0 EFFECTIVE DATE**

This policy comes into effect on the date of its approval by the Council of Commissioners on February 19, 2020.

