

PROVINCE OF QUÉBEC
Ville de Rosemère

A Regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC on Wednesday, December 11, 2019 at 19:30 hours, at which were:

Present: Paolo Galati, Chairperson; Vicky Kaliotzakis, Vice-Chairperson; Bob Pellerin, Vice-Chairperson Alternate; Commissioners Anick Brunet, James Di Sano, Emilio Migliozi, Melissa Wall and Parent Commissioners Tara Anderson and Stéphane Henley and Gaëlle Absolonne, Director General.

Also present were: Frédéric Greschner, Assistant Director General; Anna Sollazzo, Director of Corporate Affairs and Secretary General; Robin Bennett, Director of Information Technology; Florence Delorme, Director of School Affairs and School Organization; Michel Dufour, Director of Material Resources and Transportation; Chao Ling Pan, Director of Financial Resources; François Badin, Assistant Director of Human Resources and Jocelyne Thompson-Ness, Administration Officer.

Absent: Commissioners Guy Gagnon, Peter MacLaurin, Anne McMullon and Parent Commissioner Anthony Beliotis

The Chairperson opened the meeting.

TIME: 19:31 hours

0.0 Recognition

0.1 Prix Ensemble contre l'intimidation

The Chairperson advised that this evening the school board is honouring Justine Dansereau, Pedagogical Consultant, on being one of the three finalists for the *Prix Ensemble contre l'intimidation*. He extended congratulations, on behalf of the Council, for this accomplishment.

1.0 Opening of Meeting

The Chairperson called the meeting to order and verified quorum with the Secretary General.

The Director of Corporate Affairs and Secretary General confirmed quorum.

TIME: 19:36 hours

1.1 Acknowledgement of the Land

"We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Kanien'keha:ka or Mohawk nation. The Mohawk Nation is also known as the "Eastern Door Keepers" and is a member of the Haudenosaunee Confederacy, which also includes the Seneca, Cayuga, Tuscarora, Onondaga and Oneida Peoples.

All those who gather here are counted as esteemed stakeholders in our community and most importantly friends."

2.0 Approval of the Agenda

Approval of the Agenda

Commissioner Melissa Wall MOVED THAT the agenda be approved as presented in document #SWLSB-2019/12/11-CA-001.

CC-191211-CA-0044

Carried unanimously

3.0 Approval of Minutes

3.1 November 27, 2019:

Approval of Minutes
November 27, 2019

CC-191112-CA-0045

Parent Commissioner Tara Anderson MOVED THAT the minutes of the regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board held on November 27, 2019, having been received by all members prior to this meeting, be approved as written.

Carried unanimously

4.0 Question Period

There were no questions.

5.0 Report from the Chairperson

The Chairperson presented his monthly report noting the following events attended:

- October 24, 2019 – the *Rencontre de mobilisation pour la réussite éducative à Joliette* with Commissioner Bob Pellerin. This is an endeavor between the schools, municipality and local businesses. Véronique Hivon, Deputy for Joliette, was also present;
- October 25, 2019 – the Lake of Two Mountains High School graduation accompanied by Commissioners James Di Sano, Peter MacLaurin, Melissa Wall and Adam Gordon, Chairperson of the Parents Committee. Congratulations to the Principal and her team on a successful evening;
- October 26, 2019 – the Joliette High School graduation accompanied by Commissioners James Di Sano and Bob Pellerin. Congratulations to the Principal and her staff for a very moving ceremony;
- December 6, 2019 – the *Journée nationale de commémoration à la mémoire des victimes de la tuerie de Polytechnique* to commemorate the 30th Anniversary of the fateful shooting of 14 women at the Polytechnique de Montréal. At the December 4, 2019 meeting of the Corporate Committee all 14 names were called out and a moment of silence took place;
- December 9, 2019 – Labour Relations Advisory Committee (LRAC) meeting. The provincial negotiations have begun and the negotiating team from the Quebec English School Boards (QESBA) convened the Chairpersons, Directors General and Directors of Human Resources to a meeting to provide an update on the negotiation process to date;
- December 11, 2019 – participated as a judge at the Joliette High Youth and Philanthropy Initiative (YPI) with Commissioner Bob Pellerin. Five groups did a 10 minute presentation on how they chose a charity organization that they could readily connect with to provide help. YPI began in 2002 by the founders of MAC cosmetics and encourages the strengthening of support for local social issues through empowering young people to determine where money would best be spent within their community. An amount of \$5,000 is awarded to the team with the best project for a donation to their charity;

Commissioner Anick Brunet entered the meeting.

TIME: 19:49 hours

- December 11, 2019 – accompanied by the Assistant Director General to the launch of *Read for fun with the Rockets* program at St-Vincent Elementary School. The Laval Rockets visited over 800 students last year.

The Assistant Director General noted that the Laval Rocket players gave testimonials on how reading influenced their lives and the friendly game of floor hockey with students in grades one and two.

6.0 Report from the Director General

The Director General presented her monthly report noting her attendance at the following events:

- November 28, 2019 – Coffee and Conversation with the DG at Rawdon Elementary School accompanied by members of the Human Resources, Pedagogical Services and Material Resources and Transportation departments. The school staff is very committed and has a team approach to teaching as well as flexible classrooms;
- December 4, 2019 - Coffee and Conversation with the DG at Pinewood Elementary School accompanied by members of the Financial Resources, Material Resources and Transportation and School Affairs and School Organization departments. During morning announcements, the students and staff are advised of the expected behavior for the day and this has received a very positive response;
- December 5, 2019 - Coffee and Conversation with the DG at Hillcrest Academy accompanied by members of the Information Technology department. A very inspiring visit;
- December 10, 2019 – At the Management meeting a friendly competition was held whereby proud school/centre/department moments and the initiatives behind them were posted around the Administration Centre and the members of the Management committee had to name which school/centre/department the proud moment belonged to. Some of the proud moments are: Pierre Elliot Trudeau Elementary School held elections on the same day as the last federal elections to learn about having a voice while a grade 3 class at Crestview Elementary School invented a superhero that helps students learn.

In closing, she reminded everyone of the Embracing Diversity event being held on March 29 – 30, 2020 at Laval Senior Academy and extended best wishes for a very happy holiday season.

The Chairperson noted that Commissioners Guy Gagnon, Peter MacLaurin and Anne McMullon were absent this evening with regret.

7.0 Business Arising:

7.1 Enrolment Criteria

The Director of Corporate Affairs and Secretary General advised the Council that the Parents Committee had been consulted on the enrolment criteria and that the policy was accepted as presented.

WHEREAS the Sir Wilfrid Laurier School Board currently has a policy on enrolment criteria, policy #2014-TS-04: Enrolment Criteria;

WHEREAS said policy is reviewed on an as need basis;

WHEREAS amendments to the policy were made notably regarding on-line re-registration, pre-kindergarten age of admission and the special project school;

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-191023-TS-0027, authorizing for consultation the amendments to the policy;

WHEREAS the consultation period ended on December 9, 2019;

WHEREAS the Sir Wilfrid Laurier School Board Parents Committee has been consulted on Policy #2014-TS-04: Enrolment Criteria and its feedback received and taken into consideration;

WHEREAS the registration period for students, as per the policy, is as follows:

- *Re-registration Period: Begins the last Monday of January of each year for a period of five consecutive calendar days.*
- *Registration Period: Begins the first full week of February until the end of that month.*

Commissioner Emilio Migliozi MOVED THAT, on the recommendation of the Corporate Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the revised Policy #2014-TS-04: Enrolment Criteria.

AND THAT this policy is in effect until replaced.

Amendment
CC-191211-TS-0046

Commissioner James Di Sano MOVED THAT the resolution be amended by removing the words "...on the recommendation of the Corporate Committee,...". Seconded by Commissioner Melissa Wall.

Carried unanimously

Enrolment Criteria
CC-191211-TS-0047

WHEREAS the Sir Wilfrid Laurier School Board currently has a policy on enrolment criteria, policy #2014-TS-04: Enrolment Criteria;

WHEREAS said policy is reviewed on an as need basis;

WHEREAS amendments to the policy were made notably regarding on-line re-registration, pre-kindergarten age of admission and the special project school;

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-191023-TS-0027, authorizing for consultation the amendments to the policy;

WHEREAS the consultation period ended on December 9, 2019;

WHEREAS the Sir Wilfrid Laurier School Board Parents Committee has been consulted on Policy #2014-TS-04: Enrolment Criteria and its feedback received and taken into consideration;

WHEREAS the registration period for students, as per the policy, is as follows:

- Re-registration Period: Begins the last Monday of January of each year for a period of five consecutive calendar days.
- Registration Period: Begins the first full week of February until the end of that month.

Commissioner Emilio Migliozi MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the revised Policy #2014-TS-04: Enrolment Criteria.

AND THAT this policy is in effect until replaced.

Carried unanimously

Commissioner Melissa Wall noted that the Parents Committee appreciated the extension of the consultation period.

8.0 Decision Items:

8.1 Human Resources

8.1.1 Local Arrangements - SWLP

Local Arrangements
SWLP

CC-191211-HR-0048

WHEREAS the Sir Wilfrid Laurier School Board ratified the agreement in principle with the Syndicat des Professionnelles et Professionnels de l'Ouest du Québec Anglophone (SPPOQA-CSQ) for the Sir Wilfrid Laurier Professionals (SWLP) on those matters subject to local arrangements;

WHEREAS the negotiations have been completed to the satisfaction of all parties involved;

Commissioner Bob Pellerin MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the Local Arrangements between the Sir Wilfrid Laurier School Board and the Syndicat des Professionnelles et Professionnels de l'Ouest du Québec Anglophone (SPPOQA-CSQ) for the Sir Wilfrid Laurier Professionals (SWLP), as they appear in document #SWLSB-2019/12/11-HR-001.

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chairperson, as well as the Director General, or in their absence or with their knowledge the Assistant Director General, be authorized to sign all documentation concerning these negotiations.

Carried unanimously

8.1.2 Signing of Local Arrangements

The Chairman thanked each member of the negotiating team for all of the time and effort put in to the negotiation of the Local Arrangements between the SWL Professionals and the Sir Wilfrid Laurier School Board.

8.2 Financial Resources

8.2.1 2018-2019 Financial Statement and Auditor's Report

2018-2019 Financial
Statement and Auditor's
Report

CC-191211-FR-0049

WHEREAS the Education Act requires the Sir Wilfrid Laurier School Board to submit annual financial statements;

WHEREAS the firm Amyot Gélinas s.e.n.c.r.l., has completed the audit of the records and statements of the Sir Wilfrid Laurier School Board for the period ending June 30, 2019;

WHEREAS the financial statements were presented on November 13, 2019 to the members of the Corporate Committee;

WHEREAS in accordance with section 286 of the Education Act a public notice was given on November 26, 2019;

WHEREAS the school board has a preliminary surplus of \$105,351.00;

WHEREAS the 2018-2019 Financial Statements, prepared according to the Canadian Public Sector Accounting Standards, show the following:

Beginning Accumulated Surplus:	
<u>Current Year:</u>	
Revenues:	\$174,810,717.00
Expenses:	<u>\$174,705,366.00</u>
Total Current Year Surplus:	\$105,351.00
Ending Accumulated Surplus:	\$9,276,132.00

Commissioner Vicky Kalliotzakis MOVED THAT, on the recommendation of the Director of Financial Resources, the 2018-2019 audited Financial Statements of the Sir Wilfrid Laurier School Board for the period ending June 30, 2019 and the auditor's report be accepted by the Council of Commissioners of the Sir Wilfrid Laurier School Board as submitted by the Director General.

Carried unanimously

The Director of Financial Resources presented the 2018-2019 financial results noting:

- A surplus of \$105,351 was achieved even though a deficit had been forecasted;
- The increases in revenues and expenses compared to 2017-2018;
- The increases in revenues and expenses from the 2018-2019 revised budget;
- The comparison between the revised budget and the actual budget;
- Vocational Education – increased costs due higher enrolment in the Carpentry Program at Construc-Plus and the need for additional personnel for the Health, Assistance and Nursing Program at CDC Pont-Viau;
- Adjustments to Ministère de l'Éducation et de l'Enseignement supérieur ("MEES") grants for the prior year in the Youth sector and Vocational Training. Approximately \$89,000 was recovered from the 2016-2017 school year;
- Supplemental allocations – these are for expenses concerning non-integrated students;
- Other grants and revenues – Loan of services now has to be presented as both a revenue and an expense;
- Youth sector – the teacher salary envelope is a recurring item that is examined on an annual basis to see what improvements can be made. There were measure monies remaining but the amount not spent decreased from 10% in 2017-2018 to 6% in 2018-2019;
- EHDAA classroom support – the school board investment in special needs services is significant and is always monitored closely to ensure that the needs of this specific group are being met;
- Administration – there was an increase in maintenance and energy costs due to the 2019 winter weather but lower than predicted. Transportation saw a savings in bus mileage and the STL bus passes;
- Self-financing activities:
 - Service aux entreprises - profit of \$268,360
 - International Student Program (Youth sector) – profit of \$234,386
 - International Student Program (Vocational Training sector) – profit of \$614,192.

The Council entered into discussion and the Director of Financial Resources, with the assistance of the Directorate team, answered questions and concerns as follows:

- The transportation envelope will be reduced by the amount, if any, the MEES claws back annually;
- The start time of schools can be examined at this time prior to the next transportation contract negotiations in 2022. There are several challenges to take into account the fact that transportation in various areas of the school board runs in waves. The school board is always trying to reduce the amount of time spent on the school bus;
- Discussions prior to the beginning of transportation contract negotiations allow the school board to advise the MEES that more monies are required in order to continue operating an efficient school transportation system;
- The MEES finances the school board for the students it has registered and then provides a grant for the balance of what is needed to complete the budget;
- The school board staffs according to enrolment;
- Sport-études has helped to increase enrolment;
- While enrolment has decreased in the Laurentians and Lanaudière, overall enrolment has increased beyond the projections of the MEES by 100 students. The pre-kindergarten program has also helped with the increase in enrolment;
- The Director of School Affairs and School Organization will provide exit information concerning students that select to attend another school outside of the Sir Wilfrid Laurier School Board at a future meeting of the Corporate Committee.

The Vice-Chairperson reminded Commissioners that the information concerning students selecting to attend another school outside of this school board has already been compiled and presented as it was used during discussions concerning the establishment of a 240 school.

In closing, the Director of Financial Resources noted:

- The auditor's report was positive and there were no major errors;
- The school board is following accounting practices;
- The school board will have to do better in ensuring that all journal entries are signed;
- For the first time in four years there were no errors in the 391 sampled student files selected for review by the auditors.

8.2.2 Statement of Unpaid Taxes

The Director of Financial Resources presented an overview of the statement of unpaid taxes for the last five years.

Statement of Unpaid Taxes

WHEREAS section 339 of the Education Act ("the Act"), requires the Director General to prepare a statement of the school taxes due and owing by owners;

CC-191211-FR-0050

WHEREAS section 340 of the Act stipulates that the statement prepared as per section 339 be submitted to the Council of Commissioners for approval;

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Corporate Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the statement prepared as of November 22, 2019 in the amount of \$2,326,514.10.

Carried unanimously

8.2.3 Budget Building 2020-2021 – Authorization for Consultation

The Director of Financial Resources presented a revised timeline for the budget building for 2020-2021 noting that this had been discussed at the December 4, 2019 meeting of the Audit Committee.

Budget Building
2020-2021
Authorization for
Consultation

CC-191211-FR-0051

WHEREAS the Sir Wilfrid Laurier School Board is commencing its budget building process for the 2020-2021 school year;

WHEREAS section 275 of the Education Act requires that a school board establish the objectives and principles governing the allocation of its revenues;

WHEREAS the Sir Wilfrid Laurier School Board has drafted its "2020-2021 Budget Consultation Survey";

WHEREAS said consultation survey was presented to the Audit Committee on December 4, 2019;

Commissioner Anick Brunet MOVED THAT, on the recommendation of the Audit Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize for consultation the "2020-2021 Budgetary Consultation Survey", as contained in document #SWLSB-2019/12/11-FR-001;

AND THAT the consultation begins on December 11, 2019 and ends on March 13, 2020 with the Governing Boards, Parents Committee, Association québécoise des cadres scolaires – SWL Chapter (AQCS) and the Sir Wilfrid Laurier Administrators Association (SWLAA).

Carried unanimously

8.3 Corporate Affairs and Secretary General

8.3.1 Procedure #2020-CA-26: Organizational Framework for Managing Corruption and Collusion Risks in Contract Management Processes

WHEREAS the Sir Wilfrid Laurier School Board ("the SWLSB") is subject to the Act respecting contracting by public bodies ("the Act")

WHEREAS section 26 of the Act specifies that the Conseil du trésor may issue directives on the management of supply, service and construction contracts of public bodies and that these directives are binding;

WHEREAS the Conseil du trésor adopted the "Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle" ("the Directive");

WHEREAS the Directive requires the SWLSB to design and implement an organizational framework for managing corruption and collusion risks in contract management processes;

WHEREAS the SWLSB has developed a procedure for this purpose and this was presented at the December 9, 2019 meeting of the Corporate Committee;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Corporate Committee, the Council of Commissioners adopt procedure #2020-CA-26: Organizational Framework for Managing Corruption and Collusion Risks in Contract Management Processes.

Amendment

Commissioner Melissa Wall MOVED THAT the resolution be amended by changing the date in the 5th WHEREAS from the 9th to the 4th. Seconded by Parent Commissioner Tara Anderson.

CC-191211-CA-0052

Carried unanimously

Procedure #2020-CA-26:
Organizational Framework
for Managing Corruption
and Collusion Risks in
Contract Management
Processes

WHEREAS the Sir Wilfrid Laurier School Board ("the SWLSB") is subject to the *Act respecting contracting by public bodies* ("the Act")

WHEREAS section 26 of the Act specifies that the Conseil du trésor may issue directives on the management of supply, service and construction contracts of public bodies and that these directives are binding;

CC-191211-CA-0053

WHEREAS the Conseil du trésor adopted the "Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle" ("the Directive");

WHEREAS the Directive requires the SWLSB to design and implement an organizational framework for managing corruption and collusion risks in contract management processes;

WHEREAS the SWLSB has developed a procedure for this purpose and this was presented at the December 4, 2019 meeting of the Corporate Committee;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Corporate Committee, the Council of Commissioners adopt procedure #2020-CA-26: Organizational Framework for Managing Corruption and Collusion Risks in Contract Management Processes.

Carried unanimously

8.3.2 2019-2020 and 2020-2021 Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes

WHEREAS the Sir Wilfrid Laurier School Board ("the SWLSB") is subject to the Act respecting contracting by public bodies ("the Act")

WHEREAS section 26 of the Act specifies that the Conseil du trésor may issue directives on the management of supply, service and construction contracts of public bodies and that these directives are binding;

WHEREAS the Conseil du trésor adopted the "Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle" ("the Directive");

WHEREAS the Directive requires the SWLSB to adopt, for each financial year, a "Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes";

WHEREAS the SWLSB has developed a plan for this purpose and this was presented at the December 9, 2019 meeting of the Corporate Committee;

Commissioner MOVED THAT, on the recommendation of the Corporate Committee, the Council of commissioners of the Sir Wilfrid Laurier School Board adopt the "2019-2020 and 2020-2021 Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes", as presented in document #SWLSB-2019/12/11-CA-002.

Amendment

Parent Commissioner Stéphane Henley MOVED THAT the resolution be amended by changing the date in the 5th WHEREAS from the 9th to the 4th. Seconded by Commissioner Anick Brunet.

CC-191211-CA-0054

Carried unanimously

2019-2020 and 2020-2021
Risk Management Plan
Concerning Corruption and
Collusion Risks in Contract
Management Processes

WHEREAS the Sir Wilfrid Laurier School Board ("the SWLSB") is subject to the *Act respecting contracting by public bodies* ("the Act")

WHEREAS section 26 of the Act specifies that the Conseil du trésor may issue directives on the management of supply, service and construction contracts of public bodies and that these directive are binding;

CC-191211-CA-0055

WHEREAS the Conseil du trésor adopted the "Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle" ("the Directive");

WHEREAS the Directive requires the SWLSB to adopt, for each financial year, a "Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes";

WHEREAS the SWLSB has developed a plan for this purpose and this was presented at the December 4, 2019 meeting of the Corporate Committee;

Commissioner Melissa Wall MOVED THAT, on the recommendation of the Corporate Committee, the Council of commissioners of the Sir Wilfrid Laurier School Board adopt the "2019-2020 and 2020-2021 Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes", as presented in document #SWLSB-2019/12/11-CA-002.

Carried unanimously

9.0 Information Items

9.1 SWL Foundation Report:

There was no report.

The Vice-Chairperson reminded everyone that the Sir Wilfrid Laurier Foundation Gala is being held on January 23, 2020.

9.2 Parent Commissioners Reports

9.2.1 Parents Committee Report:

Parent Commissioner Tara Anderson wished the Council Happy Holidays from the Parents Committee.

9.2.2 SEAC Report:

In response to a question from Commissioner Emilio Migliozi, the Chairperson noted that an update on the Crestview ES Visioning Committee would be provided at the January 22, 2020 meeting of the Corporate Committee.

Parent Commissioner Stéphane Henley noted that SEAC is working on an IEP information package for the corporate website and that it will be posted sometime in February 2020. He will provide an update on the progress of this venture at the January 2020 meeting.

9.3 Report of QESBA

There was no report.

10.0 Question Period

There were no questions.

11.0 Correspondence

There was no correspondence.

12.0 Varia

There was no varia.

The Director General wished everyone a very happy and safe holiday and drew attention to the notebook provided to them as a token of appreciation from the CDCs.

13.0 Adjournment

The Chairperson wished his fellow Commissioners and the Directorate all the best for a safe and healthy holiday season and to continue to believe in the education process as the school board moves into 2020.

Parent Commissioner Tara Anderson MOVED the adjournment of the meeting.

Carried unanimously

TIME: 21:05 hours

NEXT MEETING ⇒ REGULAR ⇒ January 29, 2020