



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

By-Law n° BL2000-CA-05:	Day, Time and Place of Regular Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board		
Approved:	Resolution n°	000126-CA-0130	
	000524-CA-0225	010627-CA-0234	020619-CA-0169
	021127-CA-0041	031126-CA-0078	031126-CA-0079
	031126-CA-0080	040623-CA-0217	050622-CA-0204
	050622-CA-0205	060524-CA-0222	CC-080423-CA-0157
Revised:	Resolution n°		
	CC-081022-CA-0040	CC-081210-CA-0075	CC-100825-CA-0003
	CC-110629-CA-0096	CC-120627-CA-0177	CC-130626-CA-0185
	CC-140625-CA-0133	CC-150629-CA-0188	CC-170628-CA-0101
	CC-180627-CA-0153	CC-190626-CA-0214	CC-200625-CA-0124
Origin:	Secretary General		

This by-law is established in accordance with sections 162, 163 and 169 of the Education Act (CQLR, Chapter I-13.3) as well as with sections 58, 59 and 64 of the *Act to amend mainly the Education Act with regard to school organization and governance*. Should the latter not be enforced with regard to English-language school boards for the 2020-2021 school year, this by-law will be revised accordingly.

1.0 The Council of Commissioners meeting for 2020-2021 will be as follows:

**2020**  
September 23

2.0 No other meeting of the Council of Commissioners will be held during the school year 2020-2021. Should a meeting be required before November 5, 2020, a special meeting will be called in conformity with the relevant sections of the *Education Act* and the *Act Respecting School Elections*.

3.0 In order to ensure continuity in the best interest of the organization and considering the *Act to amend mainly the Education Act with regard to school organization and governance* (should said Act remain applicable to English-language school boards) as well as the relevant sections of the *Act Respecting School Elections*, the Council of Commissioners hereby establishes the following meetings of the Board of Directors of the Sir Wilfrid Laurier School Service Centre:

**2020**  
November 11  
December 9

4.0 All meetings mentioned above will take place in the Boardroom of the Administration Centre located at 235, montée Lesage, Rosemère (Québec) at 19:30 hours (7:30 p.m.).

**5.0** Any Commissioner/Board member who cannot be present at a meeting may, with the permission of the Chair, participate in a meeting of the Council of Commissioners/Board of Directors through a conference call or video conference. A Commissioner/Board member who participates in a meeting through such a means is deemed to be present at the meeting.

At least one commissioner/Board member or the director general must, however, be physically present at the place of the meeting.

**6.0** The Rules of Order & Procedure for the meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board as adopted, shall apply, with the necessary adaptations, to the two meetings hereby established of the Board of Directors and to all other meetings until they are replaced or modified. They are therefore an integral part of the following by-law.

### **EXTRACTS OF THE EDUCATION ACT**

Prior to any amendment resulting from the *Act to amend mainly the Education Act with regard to school organization and governance*

**392.** No by-law may be adopted by a school board where this procedure is provided for in this Act, unless the school board gives public notice of 30 days before adoption, indicating the object of the by-law, the day appointed for its adoption and the place where the draft may be examined.

The school board shall send to each governing board a copy of every draft by-law within the same period before adoption; copy thereof shall also be sent in the same manner to the parents' committee.

This section does not apply to by-laws pertaining to the delegation of functions or powers of the council of commissioners.



**162.** The council of commissioners must, by by-law, fix the day, time and place of its regular meetings.

The council of commissioners must hold at least four regular meetings every school year.

**163.** The chair or two commissioners may call a special meeting of the council of commissioners.

The meeting shall be called by a notice sent to each commissioner by the secretary general, at least two days before the meeting is held.

Within the same period, the secretary general shall give a public notice of the date, place and time of the meeting and of the matters to be discussed. However, no publication in a newspaper is required.

**169.** The council of commissioners may provide that, in the cases and on the conditions determined by by-law, a commissioner may participate in a meeting of the council of commissioners through a means that allows the persons participating in or attending the meeting to communicate directly with each other.

At least one commissioner or the director general must, however, be physically present at the place of the meeting.

A commissioner who participates in a meeting through such a means is deemed to be present at the meeting.

**EXTRACTS OF THE ACT TO AMEND MAINLY THE EDUCATION ACT WITH REGARD TO SCHOOL ORGANIZATION AND GOVERNANCE RELEVANT TO THE COUNCIL OF COMMISSIONERS**

49. The heading of Division III of Chapter V of the Act is replaced by the following heading: "SCHOOL SERVICE CENTRE'S BOARD OF DIRECTORS".

50. Sections 143 to 143.2 of the Act are replaced by the following:

"143. A French-language school service centre shall be administered by a board of directors composed of 15 members, as follows:

(1) five parent representatives who are parents of students attending an institution under the school service centre's jurisdiction, who are members of the parents' committee, who are not members of the school service centre's staff and each of whom represents a district;

(2) five members of the school service centre's staff, including one teacher, one non-teaching professional staff member, one support staff member, one principal of an educational institution and one member of the executive staff; and

(3) five community representatives who are domiciled in the school service centre's territory and who are not members of the school service centre's staff, that is,

(a) one person with expertise in governance, in ethics, in risk management or in human resources management;

(b) one person with expertise in finance or accounting or in financial or physical resources management;

(c) one person from the community, sport or cultural sector;

(d) one person from the municipal, health, social services or business sector; and

(e) one person aged 18 to 35.

The members are designated in accordance with this Act and the regulation made under section 455.2.

"143.1. An English-language school service centre shall be administered by a board of directors composed of the following members:

(1) between 8 and 17 parent representatives who are parents of students attending an institution under the school service centre's jurisdiction, who are not members of the school service centre's staff and who sit as parent representatives on the governing board of a school or vocational training centre;

(2) between 4 and 13 community representatives who are domiciled in the school service centre's territory and who are not members of the school service centre's staff, including

(a) at least one person with expertise in governance, in ethics, in risk management or in human resources management;

(b) at least one person with expertise in finance or accounting or in financial or physical resources management;

(c) at least one person from the community, municipal, sport, cultural, health, social services or business sector; and

(d) at least one person aged 18 to 35; and

(3) four members of the school service centre's staff, including one teacher, one non-teaching professional staff member, one support staff member and one principal of an educational institution.

The members referred to in subparagraph 1 or 2 of the first paragraph are elected or appointed in accordance with the Act respecting school elections (chapter E-2.3), whereas those referred to in subparagraph 3 of the first paragraph are designated in accordance with this Act and the regulation made under section 455.2.

"143.2. In addition to having the qualifications required by sections 143 and 143.1, candidates for a seat on a French-language school service centre's board of directors and candidates for a staff representative seat on an English-language school service centre's board of directors must meet the conditions prescribed by the regulation made under section 455.2.

"143.3. The members of a school service centre's board of directors are designated for three-year terms.

Designation processes shall be held in two of every three years to allow two or three members of each category to be designated each time.

The members designated shall take office on 1 July following their designation, except those referred to in subparagraph 3 of the first paragraph of section 143, who shall take office as and when they are designated. They must, within 30 days after taking office, swear an oath before the school service centre's director general, or before the person designated by the latter, to fulfill the duties of their office faithfully and to the best of their judgment and ability. An entry of the oath is made in the Minutes of Proceedings of the school service centre.

This section does not apply to members whose election is governed by the Act respecting school elections (chapter E-2.3), which provides for the duration of their term and for their taking office. The second paragraph does not apply to representatives of English-language school service centre staff.

"143.4. Despite subparagraph 1 of the first paragraph of section 143, a parent representative who is no longer a member of the parents' committee may apply for the renewal of his or her term as a parent representative on the school service centre's board of directors, provided that one of his or her children is still attending the school of whose governing board he or she was a member.

"143.5. The fact that the representatives of a group fall short of the required number shall not prevent the formation of the school service centre's board of directors.

#### **58. Section 162 of the Act is amended**

(1) by replacing the first paragraph by the following paragraph: "The school service centre's board of directors must, by by-law, set its operating rules.";

(2) by replacing "council of commissioners" in the second paragraph by "school service centre's board of directors";

(3) by adding the following paragraph at the end: "Unless the operating rules provide otherwise, the agenda for a meeting and the accompanying documents must be sent to the members at least two days before the meeting is to be held."

#### **59. Section 163 of the Act is amended by replacing the first two paragraphs by the following paragraphs:**

"The chair or two members of the school service centre's board of directors may ask that a special meeting of the board be called.

The meeting is called by a notice sent to each member of the school service centre's board of directors by the secretary general, at least two days before the meeting is to be held. The notice must be accompanied by the documents necessary for the meeting."

64. Section 169 of the Act is amended by replacing all occurrences of “council of commissioners” and “commissioner” by “school service centre’s board of directors” and “board member”, respectively.



325. Despite section 154 of the Education Act, replaced by section 52, the first sitting of a French-language school service centre’s board of directors must be held no later than 23 October 2020 and that of an English-language school service centre’s board of directors must be held not later than 13 November 2020.



335. The provisions of this Act come into force on 8 February 2020, except

(1) sections 1, 3, 4 and 9, paragraph 3 of section 11, paragraph 2 of section 16, sections 21, 22, 25 and 27, paragraph 1 of section 32, paragraph 1 of section 34, section 35, paragraph 1 of section 36, paragraph 2 of section 38, sections 39 and 41, paragraph 1 of section 44, paragraph 2 of section 46, sections 49, 50 and 52 to 64, paragraph 2 of section 65, sections 66, 70 to 76 and 78, subparagraphs a and b of paragraph 1 and paragraph 2 of section 80, sections 83, 84 to 86, 88, 90 and 92 to 96, subparagraph b of paragraph 1 and paragraph 2 of section 97, sections 99 to 104, 106 to 108 and 110 to 116, paragraph 1 of section 117, sections 119 to 125, 127, 129 to 133 and 135, section 139 insofar as it enacts sections 457.6 and 457.8, sections 141 and 144, paragraph 3 of section 145, paragraph 2 of section 148, and sections 161, 163 to 165, 168 to 176, 178 to 181, 185 to 188, 265, 267 to 306, 308 to 312 and 314, which come into force on 15 June 2020 insofar as they concern a French-language school service centre and on 5 November 2020 insofar as they concern an English-language school service centre;

(2) sections 2, 5 and 8, section 33, section 51, paragraph 1 of section 65, subparagraph c of paragraph 1 of section 80, sections 109, 118 and 136, section 139 insofar as it enacts section 457.7.1, section 142 insofar as it enacts section 459.5.5, section 143, paragraphs 1 and 2 of section 145, and sections 151, 166, 167, 176, 177, 182 and 183, which come into force on 1 July 2020;

(3) section 10, paragraphs 1 and 2 of section 11, sections 12 to 15, paragraph 1 of section 16, sections 17 to 19, 20, 23, 24, 26 and 28 to 31, paragraph 2 of section 36, section 37, paragraph 1 of section 38, sections 42 and 43 and section 45, which come into force on 1 August 2020;

(4) section 40, paragraph 1 of section 46, sections 47, 48, 67 and 69, paragraph 2 of section 117, sections 126 and 128, section 139 insofar as it enacts section 457.7, and section 142 insofar as it enacts section 459.5.4, which come into force on 5 November 2020;

(5) sections 91, 98 and 140, which come into force on 1 July 2020 insofar as they concern a French-language school service centre and on 1 July 2021 insofar as they concern an English-language school service centre;

(6) section 105, which comes into force on 1 July 2020 insofar as it concerns a French-language school service centre and on 5 November 2020 insofar as it concerns an English-language school service centre; and

(7) sections 6, 7, paragraph 2 of section 32, paragraph 2 of section 34, paragraph 2 of section 44, and sections 138 and 266, which come into force on 1 July 2021.

## **EXTRACTS OF THE ACT RESPECTING SCHOOL ELECTIONS**

Prior to any amendment resulting from the *Act to amend mainly the Education Act with regard to school organization and governance*

**160.1.** During the period beginning at 5:00 p.m. 35 days before polling day in a general election and ending when the majority of the candidates elected to the office of commissioner for seats open for nominations at that election have been declared elected, the council of commissioners or the executive committee shall not sit unless a fortuitous event necessitating its intervention occurs, or to comply with an obligation imposed by law. Deliberations during such a sitting shall pertain only to such event.

If the majority of the candidates elected to the office of commissioner for seats open for nominations at the election have not been declared elected before the fifth day following polling day, the provisions of the first paragraph cease to apply from the beginning of that day.

## **EXTRACTS OF THE ACT TO AMEND MAINLY THE EDUCATION ACT WITH REGARD TO SCHOOL ORGANIZATION AND GOVERNANCE RELEVANT TO SCHOOL ELECTIONS**

**234.** Section 160.1 of the Act is amended

(1) in the first paragraph,

(a) by striking out “office of commissioner for”;

(b) by replacing “council of commissioners or the executive committee” by “English-language school service centre’s board of directors”;

(2) by striking out “office of commissioner for” in the second paragraph.



**324.** Despite section 335 of this Act, for the purposes of the 1 November 2020 general election, the provisions of the Act respecting school elections pertaining to the dates and time limits associated with the electoral process and with the division into electoral divisions remain applicable as they read before being amended by this Act.

For the purposes of this section, the electoral process includes all the stages and all the procedures that precede and follow an election including, among other things, the rules governing the financing of candidates and the control of election expenses.