



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

<b>Procedure n° 2013-CA-08:</b> (formerly policy n° 2003-CA-08)	<b>Advisory Committees</b> (formerly Corporate and Pedagogical Committees)
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<b>Approved: November 26, 2003</b>	<b>Resolution n°</b>	<b>031126-CA-0069</b>	
<b>Revised:</b>	<b>Resolution n°</b>	<b>CC-090623-CA-0152</b>	<b>CC-130925-CA-0018</b>
		<b>CC-140625-CA-0136</b>	<b>CC-141112-CA-0065</b>
		<b>CC-160427-CA-0078</b>	<b>CC-211027-CA-0111</b>
<b>Origin:</b>	<b>Secretary General</b>		

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

## 1.0 PREAMBLE

The Council of Commissioners of the Sir Wilfrid Laurier School Board believes that a committee structure contributes to the performance of the Council's duties and the examination of specific matters, and is part of an efficient decision-making process.

## 2.0 OBJECTIVES

The objective of this procedure is to establish a committee structure allowing for strategic planning in the areas of policy development and project management. Said structure establishes a procedure for making recommendations to the Council of Commissioners or the Executive Committee and integrates committees mandated by the *Education Act*.

## 3.0 REFERENCES

This procedure is established in accordance notably with the *Education Act*, sections 11, 185, 188 and 193.1.

## 4.0 ESTABLISHMENT OF ADVISORY COMMITTEES

4.1 In accordance with the *Education Act*, the Council of Commissioners has established the following committees:

4.1.1 Governance & Ethics Committee

4.1.2 Audit Committee

4.1.3 Human Resources Committee

4.1.4 Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments and Learning Disabilities (also known at the Sir Wilfrid Laurier School Board as the Special Education Advisory Committee [**SEAC**])

- 4.1.5 Advisory Committee on Transportation (**TAC**)
- 4.1.6 Appeals Review Committee
- 4.2 The committees described in section 4.1 shall provide for at least three (3) sittings every school year, except for the Appeals Review Committee for which the members are convened by the Secretary General when required, in accordance with policy n° 2000-CA-03: *Reconsideration of a Decision Affecting a Student*.
- 4.3 The Council of Commissioners has also established the PQI Committee, whose mandate is to make recommendations to Council with regard to the school board's PQI requests (Plan québécois des infrastructures);
- 4.4 All committees mentioned above, except for the SEAC, the TAC and the Appeals Review Committee, are integrated within two advisory committees, namely the Advisory Committee - Student Success and the Advisory Committee - Administration.
- 4.5 The date, time and place of all committee meetings, except for SEAC, TAC and Appeals Review Committee meetings, are approved annually by the Council of Commissioners at its regular meeting in June (**Annex 1**).

## **5.0 COMPOSITION OF ADVISORY COMMITTEES**

- 5.1 The Advisory Committee - Student Success and the Advisory Committee - Administration are composed of six (6) commissioners and a maximum of four (4) alternates per committee.
- 5.2 The composition of the TAC is established by the *Regulation respecting student transportation*. It is composed of the following members:
  - 5.2.1 The Director General or the Assistant Director General;
  - 5.2.2 A person responsible for transportation services nominated by the Director General;
  - 5.2.3 A principal or centre director nominated by their peers;
  - 5.2.4 A representative of the Parents' Committee of the school board;
  - 5.2.5 Two (2) commissioners appointed by Council resolution;
  - 5.2.6 A representative of each public transit authority whose territory intersects with that of the school board, nominated by the Director General.
- 5.3 The composition of the SEAC has been established by Council resolution n° 980401-0104, and amended to include parent alternates and to provide for a two-year mandate to its members by resolutions n° 030827-ED-0012, 030827-ED-0013 and CC-061213-ED-0078 (**Annex 2**).
- 5.4 The Appeals Review Committee is composed of five (5) commissioners and the Director General or the Director General's delegate as per policy n° 2000-CA-03: *Reconsideration of a Decision Affecting a Student*. The commissioners are named by Council resolution.

- 5.5 Every year, at its first regular meeting, the Council of Commissioners nominates the Chair and Vice-Chair of the Advisory Committee - Student Success and the Chair and Vice-Chair of the Advisory Committee - Administration. Every year, the Council also designates the members and alternate members on both advisory committees as well as the members of the TAC and the Appeals Review Committee. When school elections take place, the chairs and vice-chairs and the committee members are exceptionally nominated/designated at the first regular meeting after the conclusion of the school elections.
- 5.6 The Director General and Chairperson are ex-officio members of the Advisory Committee - Student Success and the Advisory Committee - Administration. The Director General is a non-voting member.
- 5.7 When invited to participate in either the Advisory Committee - Student Success or the Advisory Committee - Administration, the director of a department or any other member of the management team is a non-voting member.
- 5.8 The Chair of the Council of Commissioners and the Executive Committee as well as the Vice-Chair of the Council of Commissioners and the Vice-Chair of the Executive Committee are not eligible for the positions of Chair or Vice-Chair of either the Advisory Committee - Student Success or the Advisory Committee - Administration.
- 5.9 The Audit, Governance & Ethics and Human Resources Committees are integrated within the Advisory Committee - Administration. The PQI Committee is integrated within the Advisory Committee – Student Success. Both advisory committees are also responsible for making official recommendations to the Council of Commissioners and the Executive Committee, and have therefore been attributed related departments as follows:

**ADVISORY COMMITTEE -  
STUDENT SUCCESS**

PQI Committee

(Related departments/services: Pedagogical Services, Adult Education & Vocational Training and Business Training Services, School Organization and School Affairs, Material Resources and Transportation, Information Resources)

**ADVISORY COMMITTEE -  
ADMINISTRATION**

Audit

Governance & Ethics

Human Resources

(Related departments/services: Legal, Corporate and Communications, Financial Resources, Human Resources and Information Resources)

**6.0 MEETINGS OF THE ADVISORY COMMITTEES**

- 6.1 Committee members may participate in meetings either in person or by video conference. A member who participates in a meeting through those means is deemed to be present at the meeting.
- 6.2 Subject to exceptions, advisory committee meetings must not be scheduled on the day of a meeting of either the Council of Commissioners, the Executive Committee, the Parents' Committee, the SEAC or the TAC.
- 6.3 Quorum for the Advisory Committee - Student Success and the Advisory Committee - Administration is established at four (4) commissioners.

- 6.4 Quorum for the TAC is established by regulation at one third of its members.
- 6.5 Quorum for the SEAC is established by the internal rules of the committee.
- 6.6 Quorum for the Appeals Review Committee is established at three (3) commissioners in accordance with policy n° 2000-CA-03: *Reconsideration of a Decision Affecting a Student*.
- 6.7 The agenda for the Advisory Committee - Student Success and the agenda for the Advisory Committee - Administration are made available to all committee members no later than 5:00 p.m. on the Friday preceding the meeting, unless otherwise advised.

## **7.0 RULES OF ORDER**

- 7.1 The rules of order of both advisory committees (Student Success and Administration) are as follows:
- Wait for recognition from the Chair before speaking;
  - Have a timekeeper and time allocations for agenda items;
  - Respect the current agenda (no personal items);
  - Abstain from sending emails and surfing the Internet during meetings;
  - Notify absences at least 24 hours before the meeting.
- 7.2 By-law n° BL2009-CA-17: *Code of Ethics & Professional Conduct for Commissioners of the Sir Wilfrid Laurier School Board* is adhered to during an advisory committee meeting.

## **8.0 REMUNERATION OF COMMISSIONERS**

- 8.1 The remuneration of commissioners is established annually in accordance with a decree adopted by the Gouvernement du Québec and a resolution from the Council of Commissioners on the disbursement of the remuneration.

**ANNEX I**  
**CORPORATE CALENDAR**  
**2021-2022**

	Council of Commissioners & Executive Committee
	Executive Committee
	Advisory Committee - Administration
	Advisory Committee - Student Success
	Parents' Committee (dates determined by committee)
	SEAC (dates determined by committee)

JULY 2021							AUGUST 2021 (4)							SEPTEMBER 2021 (21)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26 <sub>1</sub>	27 <sub>2B</sub>	28	19	20	21	22	23	24 <sub>5</sub>	25
25	26	27	28	29	30	31	29	30 <sub>3</sub>	31 <sub>4</sub>					26	27	28	29	30		
OCTOBER 2021 (20)							NOVEMBER 2021 (22)							DECEMBER 2021 (17)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1 <sub>7</sub>	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15 <sub>6B</sub>	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29		28	29	30					26	27	28	29	30	31	
31																				
JANUARY 2022 (17)							FEBRUARY 2022 (19)							MARCH 2022 (19)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7 <sub>8</sub>	8	6	7 <sub>9B</sub>	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28 <sub>10</sub>	29	30	31		
30	31																			
APRIL 2022 (19)							MAY 2022 (21)							JUNE 2022 (21)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27 <sub>11B</sub>	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27 <sub>12</sub>	28 <sub>13</sub>	29 <sub>14</sub>	30 <sub>15</sub>		

Students' first day: September 1, 2021 Students' last day: June 23, 2022		Teachers' first day: August 26, 2021 Teachers' last day: June 30, 2022	
HOLIDAYS		PEDAGOGICAL DAYS	
		IN-SCHOOL	BOARDWIDE
Canada Day	July 1, 2021	August 26, 30 & 31, 2021	August 27, 2021
Labour Day	September 6, 2021	September 24, 2021	October 15, 2021 (QPAT)
Thanksgiving	October 11, 2021	November 1, 2021	February 7, 2022 (LCEEQ)
Christmas Break	December 24 - January 6	January 7, 2022 (daycares closed)	May 27, 2022
Winter Break	February 28 - March 4, 2022	March 28, 2022	
Easter Break	April 15 & 18, 2022	June 27, 28, 29 & 30, 2022	<b>FLOATING</b>
Victoria Day	May 23, 2022		F1 –
Saint-Jean Baptiste	June 24, 2022		F2 –
			F3 –
			F4 –
			F5 –
		5 floating pedagogical days to be determined by the school, 3 of which must be scheduled after March 31, 2022. Schools must identify these days with an "s" and number them in priority of elimination.	

\* Please note that, in the calendar, the number in brackets beside the month indicates the number of working days that month.

\*\* 200 working days between August 26, 2021, and June 30, 2022.

ANNEX 2

COMMISSION SCOLAIRE  
SIR-WILFRID-LAURIER



SIR WILFRID LAURIER  
SCHOOL BOARD

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235, MONTÉE LESAGE, ROSEMÈRE, QC J7A 4Y6  
EXTRACT OF DELIBERATIONS OF THE EXECUTIVE COMMITTEE OF  
SIR WILFRID LAURIER SCHOOL BOARD

**SUBJECT:                   ADVISORY COMMITTEE ON SPECIAL EDUCATION**

**REFERENCE:               030827-ED-0012 & 030827-ED-0013**

**030827-ED-0012**

WHEREAS the Chairman of the Advisory Committee on Services to Handicapped Students and Students with Social Maladjustments or Learning Difficulties has requested that parent alternates be named so as to ensure good parental participation;

WHEREAS it is within the purview of the Council of Commissioners to set the members of this committee, as prescribed by sections 185 and 186 of the Education Act (R.S.Q., Chapter 1-13.3);

Grace Nesi MOVED THAT, on the recommendation of the Directorate and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board amend resolution #980401-0104, adopted by the Provisional Council of English Language School Board 50-05, by adding at the end of the resolution the following:

*“AND THAT the parent members may be replaced by parent alternates as chosen by the Parents’ Committee;*

*AND FURTHER THAT the parent alternates will sit on the committee with full voting privileges when replacing a parent member.”*

**030827-ED-0013**

Walter Fogel MOVED TO AMEND the resolution so that the last paragraph reads: *AND FURTHER THAT the parent alternates will sit on the committee ~~with~~ and will have full voting privileges when replacing a parent member.”*

Grace Nesi accepted the amendment.

**Carried unanimously as amended.**



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

**EXTRACT OF DELIBERATIONS OF THE COUNCIL OF COMMISSIONERS OF THE  
SIR WILFRID LAURIER SCHOOL BOARD**

**SUBJECT: MANDATE OF SEAC COMMITTEE**

**REFERENCE: CC-061213-ED-0078**

WHEREAS, Section 185 of the Education Act requires a school board to establish an Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities (SEAC);

WHEREAS the composition of the said Advisory Committee is determined by Section 185 of the Education Act.

WHEREAS, the representatives of the parents of handicapped students and students with social maladjustments or learning disabilities must constitute the majority of the members of the said Advisory Committee;

WHEREAS, the Council of Commissioners shall determine the number of representatives from each group;

WHEREAS, the SEAC Committee passed a resolution to request a mandate of members for a two year term to be staggered over two years to take effect in 2007-2008.

WHEREAS, the Education Committee made a recommendation to support the change in mandate for the term of office to be staggered over two years to take effect in 2007-2008.

Carolyn Curiale MOVED THAT, on the recommendation of the Education Committee and the Executive Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that the mandate for the Advisory Committee on services for handicapped students and students with social maladjustments or learning disabilities (SEAC) be modified and become a two year term to be staggered over two years effective for the 2007-2008 school year.

**Carried unanimously**