



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

Council Highlights June 21, 2023

The Council adopted the following resolutions:

School Zones for the New School in Saint-Lin-Laurentides, Franklin Hill, Joliette, Laurentia, Pierre Elliott Trudeau, Pinewood and Rawdon Elementary Schools

WHEREAS the Sir Wilfrid Laurier School Board (SWLSB) requested a new school for the Joliette area to alleviate overcrowding in the Lanaudière region;

WHEREAS the SWLSB received authorization from the Ministère de l'Éducation du Québec to build a new school in Saint-Lin-Laurentides;

CC-230621-TS-0128

WHEREAS a school attendance zone needs to be established for the new school in St-Lin-Laurentides;

WHEREAS the Council of Commissioners adopted resolution no. CC-221114-TS-0024 authorizing the consultation of all concerned stakeholders in particular those of Franklin Hill, Joliette, Laurentia, Pierre Elliott Trudeau, Pinewood and Rawdon Elementary Schools (the Schools), on the geographical area that will be serviced by the new school in Saint-Lin-Laurentides;

WHEREAS on November 29, 2022, the Sir Wilfrid Laurier School Board held a public consultation with all stakeholders to present the attendance zone for the new school in Saint-Lin-Laurentides and the impacts on the attendance zones of the Schools, as shown in document no. SWLSB-2023/05/31-TS-001;

WHEREAS the consultation documents were published on the Sir Wilfrid Laurier School Board website and provided to the Governing Boards of each of the Schools;

WHEREAS the public consultation ended on March 17, 2023;

WHEREAS the Directorate and the Council of Commissioners have reviewed the feedback and recommendations received;

Commissioner Barbara Barrasso MOVED THAT, on the recommendation of the Advisory Committee – Administration and Advisory Committee - Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve that, as of January 1, 2024, the following sectors be removed from their respective school attendance zones and be included in the school attendance zone for the new school in Saint-Lin-Laurentides:

- Saint-Calixte, Saint-Esprit, Saint-Lin-Laurentides, Saint-Roch-de-l'Achigan, Saint-Roch-Ouest (formally part of Joliette Elementary School's attendance zone), Sainte-Sophie (East of Montée Morel) (formally part of Laurentia Elementary School's attendance zone), Sainte-Anne-des-Plaines (formally part of Pierre Elliott Trudeau Elementary School's attendance zone), La Plaine (Terrebonne) (formally part of Pinewood Elementary School's attendance zone), Sainte-Julienne (South-West of), Saint-Calixte-North, (formally part of Rawdon Elementary School's attendance Zone) as shown in document no. SWLSB-2023/05/31-TS-002;

AND THAT as of January 1, 2024, the following sectors be removed from Joliette Elementary School and added to the attendance zone of Franklin Hill Elementary School:

- l'Assomption, l'Épiphanie, Lavaltrie (South-West of), Saint-Sulpice, as shown in document no. SWLSB-2023/05/31-TS-003;



AND THAT as of January 1, 2024, the following sectors be removed from Franklin Hill Elementary School and added to the attendance zone of Pinewood Elementary School:

- Îles St-Jean, Old Terrebonne, Terrebonne (East side of highway 25) as shown in document no. SWLSB-2023/05/31-TS-004;

AND THAT the attendance zones of Franklin Hill, Joliette, Laurentia, Pierre Elliott Trudeau, Pinewood and Rawdon Elementary Schools be modified in order to reflect the aforementioned modifications;

AND THAT, should the opening of the school be delayed beyond September 2024, the students that are in the sectors that will make up the school zones for the new school in Saint-Lin-Laurentides, Pinewood Elementary School and Franklin Hill Elementary School will remain in their current schools;

AND THAT when the opening date of the new school in Saint-Lin-Laurentides is confirmed, the sectors above be removed and added as indicated;

FURTHER THAT transportation will be organized and provided by the Sir Wilfrid Laurier School Board.

Carried unanimously

2023-2024 Initial Budget

CC-230621-FR-0129

WHEREAS in accordance with the *Education Act* (R.S.Q., Chapter I-13.1), Sir Wilfrid Laurier School Board must adopt and submit to the Minister of Education its operating, investment and debt service budget for the 2023-2024 school year;

WHEREAS this budget is balanced for the 2023-2024 school year;

WHEREAS the school tax proceeds, which were of \$10,334,344, were determined by taking into account:

- an adjusted standardized assessment of taxable immovables of \$25,000 or less in the amount of \$28,692,884;
- an amount of 24,162 taxable immovables of more than \$25,000; and
- the rate of \$0.0973 per \$100 of the assessment set by the Minister for the 2023-2024 school tax;

Parent Commissioner Stéphane Henley MOVED THAT the operating, investment and debt service budget, providing for revenues of \$215,168,576 and expenses of \$215,168,576 be approved and submitted to the Minister of Education.

Carried unanimously



Amendment to Expense reimbursement Policy (Annex 1 of Policy)

CC-230621-FR-0130

WHEREAS Annex 1 of policy n° 1999-FR-01: *Expense Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board*, establishes the rates of reimbursement for certain expenses that employees incur throughout the exercise of their function and this annex is subject to an annual review;

WHEREAS the rates in Annex 1 need to be reviewed as they do not reflect the actual increases of cost of travels by car;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to Annex 1 of policy n° 1999-FR-01: *Expense Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board* to reflect the reimbursement rates below, effective July 1, 2023.

Mileage

First 5,000 km	\$0.60/km
Each additional km	\$0.53/km
Carpooling	\$0.70/km

Carried unanimously

Commitment-to-Success Plan
2023-2027

CC-230621-CA-0131

WHEREAS the Ministère de l'Éducation (MEQ) has developed a new strategic plan for the improvement of student success in Québec from 2023-2027;

WHEREAS the strategic plan of the MEQ has established objectives and orientations that all school boards and school service centres must align with;

WHEREAS the MEQ requires that every school board establish a Commitment-to-Success Plan that is consistent with strategic directions and objectives of the department's strategic plan, the whole in accordance with section 209.1 of the *Education Act*;

Commissioner Vincent Cammisano MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the 2023-2027 Commitment-to-Success Plan as contained in document no. SWLSB-2023/06/21-CA-002.

Carried unanimously

Amendments to the Local Arrangements with the Laurier Teachers' Union

CC-230621-HR-0132

WHEREAS the current recall process described under Clause 5-1.17 no longer meets the needs of both the Human Resources Department and the Laurier Teachers' Union;

WHEREAS the current process poses challenges for both the employer and the employees concerned;

WHEREAS the Human Resources Department and the Laurier Teachers' Union proposed to modify the teacher recall process for the Adult Education and Vocational Training sectors to align with the recall procedures of the Youth Sector;

WHEREAS the Laurier Teachers' Union consulted its members on June 14, 2023, resulting in support for the proposed amendment;

WHEREAS the school board consulted the management team concerned throughout the revision process, resulting in support for the proposed amendment;



Commissioner Barbara Barrasso MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the proposed amendment to the LTU Local Agreement (L.R.Q., Chapter R-8.2), primarily concerning Chapters 11 and 13, as per document no. SWLSB-2023/06/21-HR-001.

Carried unanimously

Appointment of In-School Administrators

WHEREAS the position of Principal at Mountainview High School is currently vacant;

Principals

WHEREAS the positions of Principal at Laurentia, Rawdon and Ste-Adèle Elementary Schools will be vacant as of July 1, 2023;

CC-230621-HR-0133

WHEREAS, as per section 79 (2) of the *Education Act*, the Governing Boards of these elementary schools were consulted on the selection criteria for the appointment of the principal;

WHEREAS policies no. 2000-HR-01: *Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Administrators' Association* and no. 2000-HR-02: *Regulating the Working Conditions of Management Staff Represented by the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section*, have been applied;

WHEREAS interviews were held on May 31, 2023, and June 19, 2023;

Commissioner Donna Anber MOVED THAT, on the recommendation of the Selection Committee and the General Directorate, the Council of Commissioners of the Sir Wilfrid Laurier School Board appoint the following to the position of Principal, effective July 1, 2023:

SCHOOL	PRINCIPAL
Ste-Adèle Elementary School	Luc Gélinas
Laurentia Elementary School	Josiane Fortin
Rawdon Elementary School	Chantal Ouimet
Mountainview High School	Christyne Legault

Carried unanimously

Request to MEQ to Renew Vocational Training Program

WHEREAS the Council of Commissioners adopted resolution no. CC-200625-AE-0123, requesting authorization for AVS 5726: Secretarial Studies - Legal;

Secretarial Studies – Legal

WHEREAS this provisional authorization will be expiring on June 30, 2023;

CC-230621-AE-0134

WHEREAS the Ministère de l'Éducation (MEQ) has changed the code and name of this AVS program to 5873 Secretarial Studies - Legal;

WHEREAS the Sir Wilfrid Laurier School Board wishes to request a permanent authorization for AVS 5873 Secretarial Studies - Legal;

WHEREAS the English Language Vocational Education Council (ELVEC) and the Provincial Organization of Continuing Education Directors, English (PROCEDE) tables have endorsed the Sir Wilfrid Laurier School Board's request for a permanent authorization from the MEQ for this program;



Commissioner Olivia Landry MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board request a permanent authorization from the Ministère de l'Éducation (MEQ) for the following program:

- AVS 5873 Secretarial Studies - Legal

AND THAT the Assistant Director General be authorized to sign any documentation required in this regard.

Carried unanimously

Engagement of Contractor

WHEREAS a section of the roof at Crestview Elementary School requires urgent renovations;

Partial Roof Replacement

WHEREAS public call for tenders no. 22-152-01 was published for the partial roof renovation at Crestview Elementary School and the bids were opened on June 1, 2023;

Crestview ES

WHEREAS the conformity of all bidders has been verified;

CC-230621-MR-0135

Commissioner James Di Sano MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board award the contract for the partial roof renovation at Crestview Elementary School to Toitures V. Perreault, for a total cost of \$645,770.00, before taxes, or \$690,242.57, net taxes;

AND THAT the engagement above be conditional to the receipt of all contractual documents;

FURTHER THAT the Director of Material Resources and Transportation be authorized to sign all documentation concerning this project.

Carried unanimously

Engagement of Suppliers

WHEREAS the Sir Wilfrid Laurier School Board wishes to establish partnerships with recruitment agencies to assist with the enrollment of local students for its vocational training courses;

Local Recruitment Agencies for Vocational Training

WHEREAS, as per the *Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises*, a public body must be authorized by its chief executive officer to enter into a service contract;

CC-230621-MR-0136

WHEREAS, as per the *Regulation respecting certain service contracts of public bodies*, a public body may enter into a task order contract with one or more service providers when the procurement requirements are recurrent and the number of requests, the rate or frequency at which they are to be performed are uncertain;

WHEREAS public call for tenders no. 22-203-01 was published for local recruitment agencies for vocational training and the bids were opened on May 24, 2023;

WHEREAS the conformity of all bidders has been verified;

WHEREAS the task order contract is adjudicated to all service providers and requests are made to the service provider who submitted the lowest price (remuneration percentage), unless the provider cannot perform the service, in which case the other providers are solicited according to their respective rank;



Parent Commissioner Tara Anderson MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board award the three-year task order contract (1 year + 2 optional periods of one year each) for local recruitment agencies for vocational training as follows:

RANK	BIDDER	REMUNERATION %	TOTAL BEFORE TAXES
1	9487-7693 Québec Inc./Canadian Talents Academy	10%	\$300,000
2	9397-6017 Québec Inc./Royal Canadian Academy of Training	10.9%	\$327,000
3	Aptitudes et Plus Inc.	12.5%	\$375,000

AND THAT the Assistant Director General, be authorized to sign all documentation concerning this contract.

Carried unanimously

By-Law

Delegation of Functions and Powers

WHEREAS it has been determined that a new structure is required for by-law no. BL2008-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board* in order to ensure clarity, efficiency and effectiveness;

CC-230621-CA-0137

WHEREAS a subcommittee of the Governance and Ethics Committee was created and given the mandate to review the current by-law no. BL2008-CA-01: *Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board*;

WHEREAS the extensive modifications that were brought to the current by-law has made it necessary to create an entirely new by-law no. BL2023-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board* which will replace the current by-law upon its adoption;

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution no. CC-230426-CA-0108, authorizing for consultation the amendments to by-law no. BL2023-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*;

WHEREAS a consultation period was held from April 27 to June 5, 2023;

WHEREAS the Sir Wilfrid Laurier Administrators' Association, the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section, the Laurier Teachers Union, SPPOQA (Syndicat des professionnelles et professionnels de l'ouest du Québec Anglophone)-CSQ, CSN-S18 and SEPB-Québec-FTQ Local 577, were consulted on the policy and feedback was received and taken into consideration;

Commissioner Donna Anber MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to by-law no. BL2023-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*, as per document no. SWLSB-2023/06/21-CA-003;

AND THAT the Director General is mandated to report to the Council on every contract between \$150,000.00 and \$249,999.00;



AND THAT all policies impacted by this new by-law be updated accordingly;

FURTHER THAT by-law no. BL2023-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board* replace by-law no. BL2008-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*, effective immediately.

Carried unanimously

By-Law

Day, Time and Place of Council Meetings
2023-2024

CC-230621-CA-0138

WHEREAS, in accordance with section 162 of the *Education Act*, the day, time and place of the regular meetings of the Council of Commissioners must be fixed by by-law;

WHEREAS no by-law may be adopted by a school board unless public notice is given according to section 392 of the *Education Act*;

WHEREAS said public notice must indicate the object of the by-law, the day appointed for its adoption and the place where the draft may be examined;

WHEREAS public notice was given with regard to the amendments to by-law no. BL2000-CA-05: *Day, Time and Place of Regular Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board* and a copy of the draft by-law was sent to each governing board and to the Parents' Committee;

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to by-law no. BL2000-CA-05: *Day, Time and Place of Regular Meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board*, for the 2023-2024 school year, as per document no. CC-SWLSB-2023/06/21-CA-004;

AND THAT this by-law becomes effective upon the publication of a public notice to that effect, in accordance with section 394 of the *Education Act*.

Carried unanimously

By-Law

Day, Time and Place of Executive Committee Meetings 2023-2024

CC-230621-CA-0139

WHEREAS, in accordance with sections 162 and 182 of the *Education Act*, the day, time and place of the regular meetings of the Executive Committee must be fixed by by-law;

WHEREAS no by-law may be adopted by a school board unless public notice is given according to section 392 of the *Education Act*;

WHEREAS said public notice must indicate the object of the by-law, the day appointed for its adoption and the place where the draft may be examined;

WHEREAS public notice was given with regard to the amendments to by-law no. BL2008-CA-15: *Day, Time and Place of Regular Meetings of the Executive Committee of the Sir Wilfrid Laurier School Board* and a copy of the draft by-law was sent to each governing board and to the Parents' Committee;

Commissioner Anick Brunet MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to by-law no. BL2008-CA-15: *Day, Time and Place of Regular Meetings of the Executive Committee of the Sir Wilfrid Laurier School Board*, for the 2023-2024 school year, as per document no. CC-SWLSB-2023/06/21-CA-005;

AND THAT this by-law is effective upon the publication of a public notice to that effect, in accordance with section 394 of the *Education Act*.

Carried unanimously



Information Security Policy

WHEREAS the Sir Wilfrid Laurier School Board processes a significant amount of data in multiple formats;

Authorization for Consultation

WHEREAS the *Act respecting the governance and management of the information resources of public bodies and government enterprises* (AGMIR, LRQ, and Bill 133) and the *Directive sur la sécurité de l'information gouvernementale* (DSIG, a directive of the Quebec Treasury Board applicable to school boards and school service centres) impose obligations on educational institutions in their capacity as public bodies;

CC-230621-CA-0140

WHEREAS the AGMIR and the DSIG require that school boards and school service centres adopt, implement, update and enforce an Information Security Policy in order to ensure confidentiality, integrity and availability of the information it stores or uses in the course of its activities;

Commissioner Bob Pellerin MOVED THAT, on the recommendation of the Advisory Committee – Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize for consultation the Information Security Policy, as contained in document no. CC-SWLSB-2023/06/21-CA-006;

AND THAT this consultation be for a period of sixty (60) days with the Governing Boards, the Parents' Committee, the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section, the Sir Wilfrid Laurier Administrators' Association, the Laurier Teachers' Union, SPPOQA (Syndicat des professionnelles et professionnels de l'Ouest de Québec Anglophone), CSN-S18 and the SEPB-Québec-FTQ Local 577 beginning on September 29, 2023, and ending on November 27, 2023.

Carried unanimously

Risk Management Plan 2023-2024

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);

CC-230621-CA-0141

WHEREAS the Directive requires the Sir Wilfrid Laurier School Board to adopt, for each financial year, a risk management plan concerning corruption and collusion risks in contract management processes;

WHEREAS a new *Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes* has been developed for 2023-2024;

Parent Commissioner Tara Anderson MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the *2023-2024 Risk Management Plan Concerning Corruption and Collusion Risks in Contract Management Processes*, as presented in document no. CC-SWLSB-2023/06/21-CA-007.

Carried unanimously

Corporate Calendar
2023-2024 (Annex 1 of Procedure)

WHEREAS Annex 1 of procedure no. P2013-CA-08 *Advisory Committees* must be reviewed and approved annually in June, as per section 4.5 of the procedure;

CC-230621-CA-0142

Commissioner James Di Sano MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the date, time and place of the Advisory Committee meetings, as per document no. CC-SWLSB-2023/06/21-CA-008.

Carried unanimously



School Daycare Services Policy

CC-230621-TS-0143

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution no. CC-230329-TS-0096, authorizing for consultation the amendments to policy no. 1999-ED-01: *School Daycare Services*;

WHEREAS a consultation period was held from March 30 to May 29, 2023;

WHEREAS the Governing Boards of the elementary schools, the Parents' Committee, the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section, the Sir Wilfrid Laurier Administrators' Association, and the SEPB (Local 577), were consulted on the policy and feedback was received and taken into consideration;

Commissioner Vincent Cammisano MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to policy no. 1999-ED-01: *School Daycare Services*, as per document no. SWLSB-2023/06/21-TS-001.

Carried unanimously

Program of Studies for the
Secondary School

CC-230621-ED-0144

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution no. CC-230329-ED-0095, authorizing for consultation the amendments to policy no. 1999-ED-04: *Program of Studies for Secondary School*;

WHEREAS a consultation period was held from March 30 to May 29, 2023;

WHEREAS the Governing Boards, the Parents' Committee, the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section, the Sir Wilfrid Laurier Administrators' Association, the Laurier Teachers' Union, SPPOQA (Syndicat des professionnelles et professionnels de l'Ouest de Québec Anglophone), CSN-S18 and the SEPB-Québec-FTQ Local 577 were consulted on the policy and feedback was received and taken into consideration;

WHEREAS a new summer program model will be implemented in July 2023, as a pilot project;

WHEREAS additional amendments could be brought to section 8.0 of the Policy in light of the new summer program model;

Commissioner Barbara Barrasso MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to section 1.0 through 7.0 of policy no. 1999-ED-04: *Program of Studies for Secondary School*, as per document no. SWLSB-2023/06/21-ED-001;

AND THAT when the new summer program pilot project has concluded, section 8.0 of the policy be revisited.

Carried unanimously



QESBA Preliminary Membership
Fees 2023-2024

CC-230621-CA-0145

WHEREAS the Sir Wilfrid Laurier School Board is a member of the Quebec English School Boards Association (QESBA);

WHEREAS the QESBA has issued its preliminary membership fee statement for the 2023-2024 school year based on the 2022-2023 official September 30, 2022, declaration of enrolment;

WHEREAS a statement for the balance of the 2023-2024 membership fees will be sent in the fall of 2023 once the official September 30, 2023, enrolment figure is received from the Ministère de l'Éducation;

Commissioner Donna Anber MOVED THAT, on the recommendation of the Advisory Committee – Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the preliminary membership fees for 2023-2024 in the amount of \$114,123.82, to be paid to the Quebec English School Boards Association.

Carried unanimously

