



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)		
<b>Approved: November 26, 2003</b>	<b>Resolution n°</b> <b>031126-CA-0069</b>		
<b>Revised:</b>	<b>Resolution n°</b>	<b>CC-080827-CA-0006</b>	
		<b>CC-090623-CA-0152</b>	<b>CC-130925-CA-0018</b>
		<b>CC-140625-CA-0136</b>	<b>CC-141112-CA-0067</b>
		<b>CC-160427-CA-0078</b>	<b>CC-211027-CA-0011</b>
		<b>CC-220223-CA-0062</b>	<b>CC-230621-CA-0142</b>
		<b>CC-240626-CA-0132</b>	<b>CC-241113-CA-0018</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 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**)
- 4.2 The committees described in section 4.1 shall provide for at least three (3) sittings every school year;
- 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 and the TAC, 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 and TAC 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 both composed of all commissioners, and therefore, of thirteen (13) voting members.
- 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 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 of the TAC. 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.
- 5.5 The Director General is an ex-officio member of the Advisory Committee - Student Success and the Advisory Committee - Administration. The Director General is a non-voting member.

- 5.6 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.
- 5.7 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.
- 5.8 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 five (5) 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 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 1

Approved by resolution  
No. CC-240626-CA-0132

<span style="color: yellow;">■</span>	Council & Executive Committee
<span style="color: blue;">■</span>	Executive Committee
<span style="color: orange;">■</span>	Advisory Committee - Administration
<span style="color: green;">■</span>	Advisory Committee – Student Success
<span style="color: pink;">■</span>	Parents Committee (Dates determined by committee)
<span style="color: lightblue;">■</span>	SEAC (Dates determined by committee)

## CORPORATE CALENDAR 2024-2025

JULY 2024							AUGUST 2024 (5)							SEPTEMBER 2024 (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER 2024 (22)							NOVEMBER 2024 (21)							DECEMBER 2024 (15)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1*	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JANUARY 2025 (20)							FEBRUARY 2025 (20)							MARCH 2025 (16)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6*	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL 2025 (20)							MAY 2025 (21)							JUNE 2025 (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Students' first day: August 30, 2024							Teachers' first day: August 26, 2024													
Students' last day: June 23, 2025							Teachers' last day: June 30, 2025													

HOLIDAYS		PEDAGOGICAL DAYS	
		IN-SCHOOL	BOARD-WIDE
Canada Day	July 1, 2024	August 26-29 2024	September 20, 2024
Labour Day	September 2, 2024	November 1, 2024*	October 18, 2024 (QPAT Conference)
Thanksgiving	October 14, 2024	January 6, 2025* (Daycares closed; SEPB - PD plans for support staff)	February 10, 2025 (LCEEQ)
Christmas Break	Dec. 23, 2024 to Jan. 3, 2025	April 25, 2025	May 16, 2025
Winter Break	March 3 to March 7, 2025	June 25-30, 2025	
Easter Break	April 18 and 21, 2025		
National Patriot's Day	May 19, 2025		
Québec's National Day	June 24, 2025		
*Clause 8-5.03 Teachers' Collective Agreement (10% of pedagogical days) – dates established by the Board: November 1, 2024 January 6, 2025		5 floating pedagogical days to be determined by each school, 3 of which must be scheduled after March 31, 2025	

*Russell Copeman*

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**