

Minutes of the proceedings of a **regular** session of the Council of Commissioners for Riverside School Board held at the Administration Centre, 7525, chemin de Chambly, St. Hubert, Québec on November 11, 2014.

The Secretary General established that quorum was met and Chairman Dan Lamoureux, called the meeting to order at 7:35 p.m.

COMMISSIONERS PRESENT:

P. Booth Morrison	C. Horrell
D. Butler	D. Lamoureux
A. Capobianco Skipworth	L. Llewelyn Cuffling
C. Craig	A. Mazur
H. Dumont	D. Smith
M. Gour	D. Smyth

Parent Commissioners

T. Aguiar
P. Chouinard
M. Rayes
L. Rodrigues

Also present

Sylvain Racette, Director General
Pierre Farmer, Assistant Director General
Denise Paulson, Secretary General
Michel Bergeron, Director of Financial Resources
Wendy Bernier, Director of Human Resources
Mary Williams, Director of Educational Services
Gail Somerville, Director of Complementary Services
Lucie Roy, Director of Adult and Continuing Education

Presence noted

Steve LeSueur
Julie Guyot
Isabelle Lessard
Joanne Lamoureux

ADOPTION OF THE AGENDA:

Item 14 should read appointment instead of election. Add item 14.5 Marketing and Communications

IT IS MOVED by Commissioner Cuffling and seconded by Commissioner Chouinard that the agenda be adopted as amended and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

The Secretary General confirms that all conflict of interest forms have been received from Commissioners.

The Director General swears in the Chairman, commissioners and parent commissioners.

The names of the candidates declared elected and the official results of the poll are hereby entered in the Minute Book.

Observation of one minute of silence in honour of Remembrance Day

ADOPTION OF THE MINUTES OF THE MEETING HELD ON SEPTEMBER 16, 2014

IT IS MOVED by Commissioner Smith seconded by Commissioner Capobianco Skipworth that the Minutes of the meeting held on September 16, 2014 be adopted.

UNANIMOUS

BUSINESS ARISING FROM THE MINUTES

The Director General followed up:

- None

PUBLIC QUESTIONS :

- S. LeSueur offered congratulations to elected and acclaimed commissioners and stated that he looked forward to working with everyone.

CHAIRMAN AND DIRECTOR GENERAL

Chair's remarks – D. Lamoureux

- The Chair noted that he had spent an interesting week and a half since his election and that he was looking forward to working with everyone. He stated that the combination of returning commissioners and new commissioners created a good nucleus for a strong Council. He looks forward to an interesting future for Riverside.

Director General's remarks – S. Racette

Topics that required special attention

Since the last Council meeting there have been 5 expulsions: 1 from Chambly Academy, 2 from Centennial and 1 from St. Johns, all for possession of drugs and one expulsion from all schools for trafficking.

Meetings and Events

The Director General listed the meetings and events he attended since the last Council meeting

Things Council Should Know

- › Three board joint projects under discussion
- › ACCESS Queen parking
- › St. Johns bus incident
- › St. Johns parking lot incident
- › ACCESS Auto Mechanics Program – start-up November 24th
- › Bill 15
- › Letter from Minister Bolduc re cuts to measures
- › October 23 : Flags at half-mast and/or moment of silence in schools for death of soldiers
- › Graduation Rate
- › Fraser Report
- › Chambly Academy Academic Awards (M. Williams attending) – November 12
- › Professionals Appreciation Week – November 17 to 21

Hats Off

- › To Kathleen Balfour and Melanie Melnyk for work on elections
- › To Arlene Holm for stepping in at Cedar Street
- › The St. Lambert Public Library. ACCESS Queen Street Campus students will be allowed to use the library.
- › To Sophie Compagna – The integration of students from LINKS, SAIL and Pre-K at St. Mary's is a success.
- › To Steven Carroll and his students for their successful senior play Candy Shop Zombies
- › To St. Lambert Elementary and Centennial Staff for letters from satisfied parents
- › To all of you for stepping up to make Riverside the best school board possible for the students of our community.

NEW BUSINESS

Resolution B502-20141111

APPOINTMENT OF A RETURNING OFFICER AND TWO SCRUTINEERS

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Smyth, that Michel Bergeron and Wendy Bernier be appointed as Scrutineers and D. Paulson be appointed Returning Officer.

UNANIMOUS

Number of votes required for election: 7/12

Resolution B503-20141111

ELECTION OF THE VICE-CHAIR

WHEREAS Article 155.1 of the Education Act states that the “Council shall appoint, from among its members, the vice-chair of the school board. The term of office of the vice-chair, unless removed by a vote of not less than two-thirds of the members of the council of commissioners who are entitled to vote, expires at the same time as the vice-chair’s term as commissioner.”

IT IS MOVED by Commissioner Chouinard, seconded by Commissioner Smith, that nominations be opened.

Moved by	Nominee	Seconded by	Accepts	Votes received (7/12 needed to win)
P. Chouinard	P. Morrison	A. Capobianco Skipworth	no	
D. Smyth	L. Cuffling	M. Reyes	Yes	

IT IS MOVED by Commissioner Dumont and seconded by Commissioner Gour that nominations cease.

DECLARATION OF ACCLAMATION

Commissioner Cuffling is hereby declared acclaimed as Vice-Chair of the Council of Commissioners of Riverside School Board, effective immediately:

Resolution B504-20141111

MODIFICATION TO BY-LAW 3: DELEGATION OF AUTHORITY TO THE EXECUTIVE

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Butler that By-Law 3: Delegation of Authority be modified as indicated and that a copy be appended to the Minutes of this meeting.

UNANIMOUS

Resolution B505-20141111

APPOINTMENT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE AND THE GOVERNANCE AND ETHICS COMMITTEE OF THE COUNCIL OF COMMISSIONERS OF RIVERSIDE SCHOOL BOARD

WHEREAS Article 179 of the Education Act has been modified by Bill 88 to state that: “The council of commissioners shall establish an executive committee composed of the number of voting members of the council it determines, including the chair of the school board, and a co-opted commissioner, if any, and a commissioner representing the parents’ committee.”

WHEREAS By-Law 3 has been modified to reflect the changes made by Bill 88 to the Education Act;

IT IS MOVED by Commissioner Capobianco Skipworth, seconded by Commissioner Dumont that **Commissioners Lamoureux, Cuffling, Craig, Smith, Smyth and parent commissioner Aguiar** make up the Executive Committee for 2014-2015.

UNANIMOUS

Resolution B506-20141111

APPOINTMENT OF MEMBERS TO THE TRANSPORTATION ADVISORY COMMITTEE FOR 2014-2015

WHEREAS the Transportation Advisory Committee is mandated by Article 188 of the Education Act; and

WHEREAS it is mandated in the composition of the Transportation Advisory Committee that two Commissioners of the Council of Commissioners be members of the committee:

IT IS MOVED by Commissioner Mazur seconded by Commissioner Horrell that **Commissioners Cuffling and Chouinard** be appointed to the Transportation Advisory Committee for Riverside School Board.

UNANIMOUS

Resolution B507-20141111

APPOINTMENT OF MEMBERS TO THE EDUCATION COMMITTEE

IT IS MOVED by Commissioner Smyth, seconded by Commissioner Craig, that **Commissioners Smith, Rodrigues, Rayes, Aguiar, Butler and Cuffling** be appointed to the Education Committee for the school year.

UNANIMOUS

Resolution B508-20141111

APPOINTMENT OF MEMBERS TO THE AUDIT, FINANCE AND MATERIAL RESOURCES COMMITTEE FOR 2014-2015

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Dumont, that **Commissioners Rayes, Morrison, Chouinard, Gour and Cuffling** be appointed to the Audit, Finance and Material Resources Committee for the 2014-2015 school year.

UNANIMOUS

Resolution B509-20141111

APPOINTMENT OF MEMBERS TO THE HUMAN RESOURCES COMMITTEE

IT IS MOVED by Commissioner Cuffling , seconded by Commissioner Smith , that **Commissioners Mazur, Dumont, Rodrigues, Chouinard, Gour and Smyth** be appointed to the Human Resources Committee for the 2014-2015 school year.

UNANIMOUS

Resolution B510-20141111

APPOINTMENT OF MEMBERS TO THE MARKETING AND COMMUNICATIONS COMMITTEE

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Cuffling, that **Commissioners Mazur, Craig, Capobianco, Aguiar and Horrell** be appointed to the Marketing and Communications Committee for the 2014-2015 school year.

UNANIMOUS

Resolution B511-20141111
CO-OPTED COMMISSIONERS

WHEREAS Article 143 (3) of the Education Act states that the Council may also be composed of: “two commissioners co-opted by the members of the council of commissioners ..., after consulting with the groups most representative of the social, cultural, business and labour sectors in the region.”

IT IS MOVED by Commissioner Smith, seconded by Commissioner Capobianco Skipworth that this Council reserve its right of cooptation and consider it at a future date.

UNANIMOUS

Resolution B512-20141111
REMUNERATION OF COMMISSIONERS FOR 2014-2015

WHEREAS Decree 707-2014 outlining the maximum annual amounts payable to members of the council of commissioners of school boards took effect on July 16, 2014;

WHEREAS a proposal for the distribution of monies was made to Council at a work session on September 9, 2014 and discussed at a work session on November 8, 2014;

IT IS MOVED by Commissioner Rodrigues, seconded by Commissioner Dumont, that the proposal of 2 parts of the whole for the Chair, 1.5 parts for the Vice-Chair and 1 part for each commissioner be adopted and that a copy of the adopted proposal be appended to these minutes.

UNANIMOUS

Resolution B-20141111
DEPOSIT FOR CONSULTATION OF THE PLANNING DOCUMENT FOR 2015-2018

IT IS MOVED by Commissioner Morrison, seconded by Commissioner Caopbianco, that the planning document for 2015-2018, which regroups the following documents:

- Enrolment Criteria
- Programs and School Zones
- Three-Year Plan of Allocation and Destination of Immovables
- List of Schools
- Deeds of Establishment

be received for consultation to run from November 12, 2014 to January 15, 2015; and

THAT it be adopted at the January 20th, 2015 meeting of the Council of Commissioners.

It was moved by Commissioner Cuffling and seconded by Commissioner Smith that this resolution be tabled and reviewed at a work session on November 25th at 6:30 p.m.

UNANIMOUS

Resolution B513-20141111
RENEWAL OF THE APPOINTMENT OF A CONTRACT RULES COMPLIANCE MONITOR

WHEREAS, the Secretary General, Denise Paulson, was appointed to the position of Contract Rules Compliance Monitor by Resolution B451-20130326 in accordance with the Integrity in Public Contracts Act adopted by the National Assembly on December 7, 2012;

WHEREAS, the mandate expired on June 30, 2014;

WHEREAS it is the responsibility of the Council of Commissioners to appoint the Contract Rules Compliance Monitor;

IT IS MOVED by Commissioner Cuffling, seconded by Commissioner Capobianco Skipworth , that the Council of Commissioners appoint the Secretary General, Denise Paulson, to assume the role of Contract Rules Compliance Monitor (RORC) for Riverside School Board effective immediately until June 30, 2015.

ABSTENTION 1 (Gour)
UNANIMOUS

Chairman Dan Lamoureux relinquished the chair to Vice-Chair Cuffling for the discussion of the following resolution.

Resolution B514-20141111

RESOLUTION TO OPPOSE BILL 10

WHEREAS the health and social services plan plays a central role in the vitality of our English-speaking communities,

WHEREAS these health and social service institutions, which were built and supported by Quebec's English-speaking community, provide critical services to all Quebecers regardless of language;

WHEREAS Riverside School Board wishes to reaffirm the right of local communities to govern and control public institutions;

WHEREAS Riverside School Board condemns legislation that would end the institutional life of recognized bilingual institutions, eradicate local governance structure and impose a top-down approach which will make meaningful community participation in the governance of the institutions and the future stewardship of services in English impossible;

WHEREAS Riverside School Board denounces a law that would fatally compromise the bilingual status of our institutions (except for the MUHC) which allows internal communications, board meetings, signs, hiring from within the community and patient record-keeping to take place in English as well as French;

WHEREAS Riverside School Board has taken note of public statements made by the Government of Quebec to the effect that it understands the importance of community-controlled institutions to the future of Quebec's English-speaking community;

IT IS MOVED by Commissioner Dumont, seconded by Commissioner Horrell that the health and social services institutions of Quebec's English-speaking communities be preserved in a meaningful way and that the community have a significant role in their governance in order to ensure a continued guarantee of access to services; and

FURTHERMORE, that a copy of this resolution be sent to all school boards of the Province as well as to the members of the National Assembly on the territory of Riverside School Board.

UNANIMOUS

OTHER BUSINESS

Correspondence - As listed in Appendix "A" to these Minutes. Copies available to the public.

PUBLIC QUESTIONS : None

ROUND OF APPLAUSE

- Commissioner Cuffling thanked Kathleen Balfour, Returning Officer and Melanie Melnyk, Secretary of Elections for the outstanding job they did throughout the election period.
- Commissioner Capobianco congratulated everyone on their acclamation or election and indicated that she looked forward to working with everyone.
- Commissioner Smith attended the Remembrance Day ceremony at Chambly Academy. She noted that the service is more incredible every year.
- Commissioner Gour attended the Remembrance Day ceremony at Centennial. Students did readings of their own work. She also noted that she received very positive feedback from the Alternate School staff

CLOSING:

IT WAS MOVED by Commissioner Chouinard, and seconded by Commissioner Gour, at 9:22 p.m., that the meeting be closed.

UNANIMOUS

Dan Lamoureux, Chairman

Denise Paulson, Secretary General



**CONSEIL DES COMMISSAIRES
COUNCIL OF COMMISSIONERS**
Members are hereby convened to a **regular** meeting on
Tuesday, November 11, 2014 at 7:30 p.m. at the
Administration Centre
7525 chemin de Chambly, St. Hubert, QC

REVISED AGENDA – REGULAR MEETING

1. Call to Order and Quorum
2. Adoption of the Agenda
3. Confirmation by the Secretary General of receipt of conflict of interest forms
4. Swearing-in of Chairman, commissioners and parent commissioners
5. The names of the candidates declared elected and the official results of the poll are entered in the minute book of the school board (art. 162 SEA)
- Observation of one minute of silence**
6. Approval of Minutes (art. 170 EA¹)
 - 6.1 Adoption of the Minutes of the meeting of September 16, 2014
 - 6.2 Business arising from the Minutes of the meeting of September 16, 2014
7. Questions from the Public – 30 minutes (art. 168 EA)
8. Chairman's Remarks
9. Director General's Remarks
10. Appointment of a Returning Officer and two scrutineers
11. Election of the Vice-Chair
12. Resolution to Modify By-Law 3: Delegation to the Executive
13. Election of members to the Executive Committee (art. 179 EA) and the Governance and Ethics Committee (art. 193.1 EA)
14. Appointment of Members to the following committees: see Guidelines on Committee Operations
 - 14.1 Transportation Advisory Committee (art. 188 EA)
 - 14.2 Education Committee
 - 14.3 **Audit**, Finance and Material Resources (art. 193.1 EA)
 - 14.4 Human Resources (art. 193.1 EA)
 - 14.5 Marketing and Communications
15. Resolutions
 - 15.1 Co-opted commissioners (art. 143.1 to 143.3 EA) (art. 193.1 EA)
 - 15.2 Remuneration of commissioners
 - 15.3 Deposit for Consultation of the Planning Document for 2015-2016
 - 15.4 Renewal of Appointment of a Contract Rules Compliance Monitor (RORC)
 - 15.5 Resolution to oppose Bill 10
16. Correspondence
17. Other Business
18. Questions from the Public – 20 minutes
19. Bravos (2 minutes per member)
20. Date of Next Regular Meeting: **December 16, 2014 at 7:30**
21. Close of Meeting

Given at St. Hubert, Québec, on November 11, 2014

Denise Paulson, Secretary General

¹ Education Act

By-Law Name:	Delegation of Powers to the Executive
By-Law Number:	3
Resolution Number:	B504-20141111
Date Approved by Council:	2014-11-11
Date of Next Review:	3 years from approval by Council

Preamble

The Council of Commissioners is the governing body of Riverside School Board. In it are vested all the rights, powers and obligations necessary to direct the affairs of the “Board” in accordance with the Education Act.

In accordance with Sections 179 to 181 inclusive of the Education Act and for the purpose of making efficient the day-to-day administration of the Board, certain powers shall be delegated to the Executive Committee. However, all actions of the Executive Committee must be within the existing framework of the law and regulations of the Government of Quebec, of collective agreements, orders-in-council and decrees as well as all rules, policies and decisions of the Board as adopted by the Council of Commissioners. Policy establishment and revision remains the prerogative of the Council of Commissioners.

Definitions

Council The duly elected Council of Commissioners of Riverside School Board

Board Riverside School Board

Establishment

Members The Executive Committee shall be composed of 8 members, including:
 - four Commissioners appointed by Council
 - the Chairman of the Council who shall also preside as Chairman of the Executive
 - one parent commissioner (non-voting)
 - the Director General (non-voting) and the Secretary General (non-voting)

Attendance Council shall review the appointment of members who miss more than three consecutive meetings of the Executive Committee.

Election The Council shall elect the members of the Executive Committee at the first regular meeting of the Council in August of the new school year. Notwithstanding the foregoing, following general school board elections, Council shall elect members of the Executive Committee at the first meeting of the new Council.

Duration Commissioners shall be elected to the Executive Committee for a one-year term. Any vacancy shall be filled by the Council within 30 days, and the duration of the

appointment shall be for the unexpired portion of the mandate of the original member.

Section I - Delegation of Rights, Powers and Obligations

Article 1 In accordance with Section 181 of the Education Act, this By-Law is designated By-Law No. 3 of Riverside School Board and determines the rights, powers and obligations which the Council delegates to the Executive Committee and the conditions of such delegation.

Article 2 Notwithstanding the foregoing, the Council may recall and dispose of any matter hereby delegated to the Executive Committee.

Article 3 The Council reserves the right to rescind, revoke or cancel any decision of the Executive Committee.

Article 4 The Council maintains all functions and powers that are not delegated by virtue of this by-law.

Section II - Powers of Decision

The Council delegates to the Executive Committee the following rights, powers and obligations:

FINANCIAL RESOURCES AND AUDIT:

Article 5 the appointment of signing officers;

Article 6 the approval of short and long-term borrowing requirements as authorized by the Minister of Education;

Article 7 the conclusion of leases for periods greater than one year for rental of surplus space or buildings and other vacant accommodation, in accordance with Board policy;

Article 8 the conclusion of leases for additional space as required by Riverside School Board;

Article 9 the awarding of tenders in accordance with Board policy;

Article 10 the right to insure the buildings and properties of the Board;

PEDAGOGICAL AND STUDENT SERVICES:

Article 11 the review of specific agreements with other boards with respect to the education of students who are the responsibility of this Board or other boards, as the case may, be and the approval of payment of such services;

Article 12 the review of specific agreements with hospitals, social service agencies and similar organizations for the provision of services to students who are the responsibility of this Board, and the approval of payment of such services;

HUMAN RESOURCES:

Article 13 the right to insure personnel of the Board;

Article 14 the right to name Board personnel as representatives authorized to exchange information with departments of the Government of Quebec or Canada and other agencies, as required.

Section III - Powers of Study, Consultation and Special Duties

The Council delegates to the Executive Committee the following powers of study, consultation and special duties:

Article 15 to review and prepare for deposit at Council new draft policies and by-laws submitted by departments or mandated by Council and to review and revise existing policies and by-laws on an ongoing basis as the need arises;

Article 16 to carry out any specific duties as may be mandated by the Council from time to time;

Article 17 to apply article 9.1 of By-Law 14: Examination of Complaints which states that the Executive Committee will decide on the actions to be taken and ensure that the complainant, the Student Ombudsman and the Council of Commissioners are so advised;

Article 18 In the event that a meeting of the full Council cannot be convened, the Council of Commissioners delegates the following functions and powers to the Executive Committee to ensure the continuity of the administration of the School Board:

- To make any and all decisions and perform any actions needed to conclude and sign acts, contracts, agreements, protocols or requests;
- To make any necessary staff appointments or transfers and take all necessary measures to ensure that administrative and management obligations are met within prescribed deadlines, in accordance with the proper functioning of the School Board and in order to avoid incurring prejudice; and
- To render an account to Council of the application of this clause.

Section IV - Obligations to Meet, to Report and to Make Recommendations

- Article 19 The Executive Committee shall normally meet in public session once every month. A special meeting may be called by the Chairman or two members of the Executive, as required.
- Article 20 The Executive Committee is subject to the same rules of procedure as adopted by Council under By-law 1, with the exception of any item herein mentioned as well as any specific regulations as may be included in the Education Act.
- Article 21 The Executive Committee shall report regularly to Council on actions it has taken by virtue of the authority delegated to it. The Agenda and the Minutes of the Executive Committee shall be sent to all Commissioners.
- Article 22 The Executive Committee shall make recommendations to the Board on any item covered under Section III of this By-Law that requires Board action.
- Article 23 Any Commissioner may attend any or all meetings of the Executive Committee. (Section 180 of the Education Act: “Commissioners who are not members of the executive committee are entitled to attend its sittings, but are not entitled to vote or to take part in the proceedings of the committee.”)
- Article 24 The meetings of the Executive Committee are public meetings, and shall include a time period for questions from the public. A calendar of meeting dates shall be adopted each year.
- Article 25 This By-Law comes into force upon its adoption by Council and will be the subject of a public notice as soon as possible after its adoption. It is to be available to be viewed by the public at the Board offices during regular working hours.

COMMISSIONER REMUNERATION

Chair = 2 parts of the whole = \$15,933.02

Vice-chair = 1.5 parts = \$11,949.77

14 other commissioners = 1 part = \$7,966.51 each