



Minutes of proceedings of a regular meeting of the Council of Commissioners of the New Frontiers School Board

held in the Library at Howard S. Billings Regional High School, 210 McLeod, Chateaugay, Quebec, on **Tuesday, November 7, 2023**, at 19:00 hours and at which the following commissioners were present, representing quorum of the Council of Commissioners:

- John Ryan, Chair
- Raymond Ledoux, Vice-Chair, Electoral Division #1
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee
- Lina Chouinard, Electoral Division #3
- Kenneth Crockett, Electoral Division #4
- Dianne McKell Eastwood, Electoral Division #7
- Barbara Ednie, Electoral Division #9
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Jennifer Largan, Commissioner representing Parents at Large
- Abdul Pirani, Electoral Division #6
- Caleigh Saucier, Commissioner representing Parents, Secondary Level, present via Teams
- Connor Stacey, Electoral Division #10
- Peter Stuckey, Electoral Division #8
- Karin Van Droffelaar, Electoral Division #2

Absent:

- Joy Thomas, Electoral Division #5, with regrets

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Eric Colbert, Director of Material Resources
- Kara Johnstone, Director of Systems & Information Technology
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational Services
- Luisa Benvenuti, Manager of Administrative Services & Communications
- Lynn Harkness, New Frontiers Administrators' Association Representative

Call to Order & Opening Remarks

The Chair opened this 340th meeting at 19:03 hours and welcomed members. He highlighted today's visit of the Howard S. Billings High School's new HIVE Next-School project, with Michael Fullan and Bill Hogarth; Lynn Harkness was welcomed as the NFAA representative.

Recognition Statement

Vice-Chair R. Ledoux acknowledged that the land on which we gather is the traditional and unceded territory of the Mohawk; a place which has long served as a site of meeting and exchange amongst Nations.

Declaration of Conflict

There were no declarations made relative to tonight's agenda items.

Passing of CVCEC Student

Chair J. Ryan acknowledged the passing of Tekanatoken (Angus) Lahache, a 27-year-old student at the Chateaugay Valley Career Education Centre. A card of condolences will be sent to the family on behalf of the New Frontiers School Board.

Adoption of the Agenda

The agenda was adopted as presented on a motion by Commissioner K. Van Droffelaar.

MOTION CARRIED unanimously.

Waiver – Reading of the Minutes of 2023-10-03

The reading of the minutes of the regular meeting of 2023-10-03 was waived on a motion by Commissioner J. Largan.
MOTION CARRIED unanimously.

Adoption of the Minutes of 2023-10-03

It was moved by Commissioner L. Ferguson that the minutes of the meeting of 2023-10-03 be adopted as presented.
MOTION CARRIED by majority vote, with Commissioner D. McKell Eastwood abstaining.

Public Question Period

There were no members of the public in attendance.

Resolution #CC23-11-07-001

Electoral Divisions School Elections of November 2024

Whereas School Elections are due to be held in November 2024; and whereas one of the first tasks in the election process is the division of a school board’s territory into electoral wards; and whereas the following draft division was adopted by the Council of Commissioners on May 30, 2023 and subsequently sent to the “Commission de representation”; and whereas the draft division was presented for a public consultation; and whereas no comments were received from the public;

Therefore, it was moved by Commissioner J. Largan that the New Frontiers School Board adopt the following division of its territory into 10 (ten) electoral wards which maintains the legal balance between the divisions:

Electoral Division	Description	# of Electors*
1	Includes the Town of Lery. Also includes a section of the City of Chateauguy that is described as follows: starting at a point where the Chateauguy River and the municipal border meet in the north-east, this border, Saint-Bernard road, the Chateauguy River and the municipal border back to the starting point. This division includes Ile Saint-Bernard	1050
2	Includes a section of the City of Chateauguy described as follows: starting at a point where Saint-Bernard road and the north-east municipal border meet, this border, St. Jean-Baptiste Boulevard, St. Francis Boulevard, the Chateauguy River and Saint-Bernard road back to the starting point. This division includes the Kahnawake Native Reserve.	1260
3	Includes a section of the City of Chateauguy described as follows: starting at a point where St. Francis Boulevard and St-Jean Baptiste Boulevard meet, St. Jean Baptiste Boulevard, D’Anjou Boulevard, the Chateauguy River, St-Francis Boulevard back to the starting point.	1197
4	Includes the City of Mercier. Also includes a section of the City of Chateauguy described as follows: starting at a point where D’Anjou Boulevard and St. Jean Baptiste Boulevard meet, St. Jean Baptiste, the municipal border, the Chateauguy River, and D’Anjou Boulevard back to the starting point.	1336
5	Includes the section of the City of Chateauguy that is located to the east of St. Jean Baptiste Boulevard.	1006
6	Includes the municipalities of Beauharnois (V), Salaberry-de-Valleyfield (V), and St. Etienne de Beauharnois (M).	1312
7	Includes the municipalities of Sainte Martine (M), St Urbain-Premier (M), Saint-Chrysostome (M), Sainte-Clothilde (M), Saint-Patrice-de-Sherrington (M), Hemmingford (CT), Hemmingford (VL) and Saint-Bernard-de-Lacolle (P). Also includes a section of the municipality of Saint-Cyprien-de-Napierville that is located east of Autoroute 15 and is within the territory of the School Board.	874
8	Includes the municipalities of Howick (M), Ormstown (M), Saint-Stanislas-de-Kostka (M), Saint-Louis-de-Gonzague (P) and Très-Saint-Sacrement (P).	1161
9	Includes the municipalities of Elgin (M), Hinchinbrooke (M), Havelock (CT), and Franklin (M).	912
10	Includes the municipalities of Saint-Anicet (M), Sainte-Barbe (M), Dundee (CT), Godmanchester (CT) and Huntingdon (V). This division includes the Akwesasne Native Reserve.	1001

*Total number of electors: 11,109 / Number of Electoral Divisions: 10 = Average number of electors per division: 1,111

- Minimum number of electors per division: 833
- Maximum number of electors per division: 1389

MOTION CARRIED unanimously.

Ethics Review Officer's Report for 2022-2023

In accordance with By-Law BCAA "Code of Ethics & Professional Conduct of Commissioners", the Ethics Review Officer must provide Council with an annual report. Commissioners were provided with Mr. Ben Huot's (Ethics Review Officer for the New Frontiers School Board) annual activity report in which there were no incidents or complaints.

Chair's Report

The Chair presented his report, which will be available in the Governance folder.

Executive Committee

The Chair reported on the Executive Committee meeting of October 10, 2023, at which the following topics were discussed: major school change, updates from QESBA, school elections, and a proposal from Governance & Ethics to assist with the naming of commissioners to committees.

Strike Action – Update

The Director General provided an update on the legal strike action of Monday, November 6, 2023. Everyone was commended for their professionalism, as the morning unfolded without incident. Employees returned to work after the strike ended at 10:30 am. Given this was a scheduled pedagogical day, the only decision made was to close daycare services for the day. The Director General further indicated that legal strike notices are being deposited for 72-hour consecutive strike action starting on November 21, 2023 at midnight.

Resolution #CC23-11-07-002

Policy IJOC "Volunteers"

Whereas School Board Policy IJOC "Volunteers" has not been reviewed since 2011; and whereas it would be important to ensure this policy is in line with current practices and processes;

Therefore, on the recommendation of the Director General, it was moved by Commissioner P. Stuckey that School Board Policy IJOC "Volunteers" be identified for review; and that Policy IJOC be referred to the Human Resources Standing Committee to undertake said review.

MOTION CARRIED unanimously.

Departure from Meeting

Commissioner K. Crockett left the meeting at 20:07 hours.

Director General's Report

The Director General presented his report, which will be available in the Governance folder. He informed Council that the School Board is being audited by the *Vérificatrice générale du Québec* alongside other school boards, service centres, and certain Quebec government entities. The audit focuses on academic success of indigenous children.

Resolution # CC23-11-07-003

Permanent Authorization Request « Horticulture spécialisée en aménagement durable »

Whereas the Continuing Education Department of the New Frontiers School Board would like to submit a request for a permanent authorization from the Ministry of Education to offer the *Horticulture spécialisée en aménagement durable* course #5387 – Attestation of Vocational Speciality (AVS) at the Huntingdon Adult Education & Community Centre in Huntingdon, Québec; and whereas the request must be accompanied by a resolution from the Council of Commissioners;

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Director General be authorized to approve and sign the request for a permanent authorization to offer the *Horticulture spécialisée en aménagement durable* course #5387 – Attestation of Vocational Speciality (AVS) at the Huntingdon Adult Education & Community Centre in Huntingdon, Québec, to be submitted to the Ministry of Education.

MOTION CARRIED unanimously.

Resolution # CC23-11-07-004

Membership Fees « Association Réseau du Sport Étudiant du Québec (RSEQ) »

Whereas the *Réseau du Sport Étudiant du Québec* (RSEQ) is the governing body of primary and secondary school, collegiate and university sport in Quebec; and whereas the New Frontiers School Board has been affiliated with RSEQ Montérégie for many years; and whereas the New Frontiers School Board would like to renew the affiliation for the upcoming year; and whereas the Council of Commissioners is required to adopt a motion confirming this sports affiliation with RSEQ Montérégie for the 2023-2024 school year;

Resolution # CC23-11-07-004 - Membership Fees RSEQ – cont'd

Therefore, on the recommendation of the Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the New Frontiers School Board pay to *l'Association RSEQ Montérégie* a base affiliation fee of \$387.64; and a per capita membership rate of twenty-seven cents per student (\$0.26675) at the elementary level; and a per capita membership rate of twenty-eight cents per student (\$0.27742) at the secondary level; and that these fees be based on the September 30, 2023, enrolments at all our schools; and that Terri Marino (secondary level) and Sylvie Dumouchel (elementary level) be designated as the School Board's representatives to the RSEQ.

MOTION CARRIED unanimously.

Return to Meeting

Commissioner K. Crockett returned to the meeting at 20:13 hours.

Resolution # CC23-11-07-005

Rental of Space - Gault Institute

Whereas Gault Institute is facing ongoing challenges with respect to overcrowding; and whereas space is available for rent at a nearby church; and whereas senior leadership of the New Frontiers School Board has visited the available space and is satisfied that it can meet the needs of Gault Institute in a safe manner;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the New Frontiers School Board enter into a lease agreement with the Church *Igreja Adventista do 7 Dia Luso Brasileira de Montreal* beginning on November 8, 2023 and ending on June 30, 2026, for a total estimated cost of \$73,500, including an annual indexation based on the Canada inflation rate; and that the Director of Material Resources be authorized to sign the lease agreement and any associated documentation on behalf of the New Frontiers School Board.

MOTION CARRIED unanimously.

Resolution # CC23-11-07-006

Authorization to Enter into a Contract with Micro-Logic, Winning Supplier from Purchasing Tender

CAG-2022-7512-50 for Network Equipment for Buildings within the New Frontiers School Board

Whereas the New Frontiers School Board (NFSB) renews and upgrades the network on a regular basis; and whereas the *Centre d'acquisitions gouvernementales* (CAG) tendering services had a tendering offer which had criteria that met the needs of the NFSB; and whereas on November 1, 2022, the Council of Commissioners authorized the NFSB to participate in tender CAG-2022-7512-50, for network equipment for NFSB buildings, for a five-year contract with an anticipated estimated cost of \$221,000; and whereas Micro-Logic has been awarded the tender for the provision of wi-fi equipment only; and whereas the anticipated approximate total cost of the wi-fi equipment only for the NFSB is \$250,000, which exceeds the authority of the Director General as provided for in By-Law BLA, "Delegation of Powers by the Council to the Director General";

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the Council of Commissioners authorize the New Frontiers School Board to enter into a contract with Micro-Logic, winner of the *Centre d'acquisitions gouvernementales* tender number 2022-7512-50 for the purchase of wi-fi routers, subsequent software, and training; and that the Director General, or in his absence, the Assistant Director General, be empowered to sign and give effect to such contract.

MOTION CARRIED unanimously.

Resolution # CC23-11-07-007

Financial Assistance Program for Playground Equipment

Whereas the Ministry of Education is offering financial assistance for recreational, sports, and outdoor infrastructures; and whereas this financial assistance program can be used to cover costs related to the replacement of school playground equipment; and whereas some play structures in our elementary schools are due to be replaced; and whereas a maximum of \$200,000 is available; and whereas a motion from the Council of Commissioners is required by the Ministry to allow the New Frontiers School Board to apply to this financial assistance program;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the New Frontiers School Board support this financial opportunity; and that the Director of Material Resources be authorized to apply to this financial assistance program for recreational, sports, and outdoor infrastructures, on behalf of the New Frontiers School Board.

MOTION CARRIED unanimously.

Resolution # CC23-11-07-008

Building Maintenance Measure (MMB)

Interior Renovation Phase 4 & Bathroom Renovation St. Willibrord School

Whereas the Ministry of Education has provided the New Frontiers School Board with funds within the measure “*Maintien des bâtiments*” from the 2023-2024 school year for the following project “Interior renovation phase 4 and bathroom renovation” at St. Willibrord Elementary School; and whereas the professionals (architects and engineers) were given a mandate to prepare plans and specifications for said project; and whereas six tenders were received:

Company	Bid (excluding taxes)
Constructions Valrive Inc.	\$800 448.00
Construction Emery Paquette Inc.	\$959 000.00
Polyval Construction Inc.	\$1 019 400.00
Immobilier Belmon Inc.	\$1 033 390.27
Humaco Construction Inc.	\$1 037 585.00
Les Constructions GMP Inc.	\$1 439 106.00

Whereas sealed tenders for the above-mentioned project were opened publicly on October 31, 2023, in the presence of Vice-Chair Raymond Ledoux; Terry Savoie, Director of Finance; Léopold Hatungimana, Manager of Material Resources; Stéphane Laliberté, Manager of Material Resources; Eric Colbert, Director of Material Resources; and whereas after analyzing the bids, the professionals have determined that the lowest conforming bidder, before taxes, is Constructions Valrive Inc. for \$800 448.00; and whereas there are sufficient funds within the measure “*Maintien des bâtiments*” for the 2023-2024 school year for this project;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner D. McKell Eastwood that the Council of Commissioners authorizes the Director General or, in his absence, the Assistant Director General, to sign a contract with Constructions Valrive Inc. for the project “Interior renovation phase 4 and bathroom renovation” at St. Willibrord Elementary School, for an amount before taxes of \$800 448.00.

MOTION CARRIED unanimously.

Standing Committee Reports from the Meetings of October 17, 2023

Educational Services

The Chair, Commissioner K. Van Droffelaar noted that the following items were discussed at the meeting: policy on promotion, math conference attended by one of our school teams, another school team benefitted from a Killingbeck Scholarship, an update on the groups in our vocational education programs, welcome back barbecues, CLC highlights, and other student and staff initiatives and activities.

Human Resources

The Chair, Commissioner B. Ednie noted that there are several policies for HRSC to review and update, they also discussed administrative staffing and the Long-Term Service and Extracurricular Activities banquets.

Operations

The Vice-Chair, Commissioner D. McKell Eastwood indicated that most items had already been covered throughout this agenda, however she did note that Mr Rob Buttars had conducted an audit of our Risk Management Plan.

Parents’ Committee Report

Commissioner J. Largan indicated the meeting will take place tomorrow evening, Wednesday, November 8, 2023.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau asked that James Walker provide the report as she was absent from the SNAC meeting of October 25, 2023. Two presentations were made that evening; the next meeting is scheduled for November 22 but may have to be moved due to impending strike action.

Governance & Ethics

The Chair, Commissioner B. Ednie, reported on the meeting of November 6, 2023. Caroline Bouchard, the School Board’s Personal & Social Development Consultant, presented on the use of pronouns, a presentation which will be given to all Commissioners. Information regarding the professional development session of November 28, 2023, will be sent out to commissioners shortly.

Audit Committee

The Chair, Commissioner L. Chouinard, reported on their meeting of October 27, 2023; chair and vice chair selection tabled; the audited financial statements have been deposited; and Rob Buttars was in attendance to present his findings on the audit of our Risk Management Plan – overall quite good.

New Business

There was no new business to discuss.

List of Disbursements

Commissioners were provided with the list of disbursements for the month of October 2023:

Chq Nbr	Chq Date	PaidTo	Amount
231069	10/4/2023	AXXYS CONSTRUCTION	193,448.36
231070	10/4/2023	CONSTRUCTIONS B. MARTEL INC.	85,779.02
231071	10/4/2023	CONSTRUCTIONS VALRIVE	61,992.34
231072	10/4/2023	COUVERTURE MONTREAL NORD LTEE	384,528.86
231073	10/5/2023	CSSDGS	30,609.43
231087	10/12/2023	BOHAM GAZ INC.	19,304.90
231097	10/12/2023	COPICOM INC	15,335.57
231101	10/12/2023	EDITIONS CEC INC., LES	18,055.15
231103	10/12/2023	ENTREPRISES JSR (LES)	16,556.40
231109	10/12/2023	GRAND & TOY LIMITED	12,009.00
231112	10/12/2023	GROUPE GESFOR POIRIER PINCHIN INC.,LE	12,773.72
231113	10/12/2023	GROUPE ICLASS CANADA	97,832.23
231114	10/12/2023	GROUPE LABERGE INC.	11,225.05
231143	10/12/2023	PRECICOM TECHNOLOGIES INC	18,614.45
231148	10/12/2023	REFRIGERATION INTER-RIVE INC.	23,328.20
231153	10/12/2023	SAVARD ARCHITECTE	12,525.12
231157	10/12/2023	SERVICE DE CONSULTATION DE VALLEYFIELD INC.	28,559.79
231165	10/12/2023	TELEPHONIE 2000 INC.	10,942.37
231204	10/12/2023	ERPI-EDITIONS DU RENOUVEAU PEDAGOGIQUE INC	32,929.90
231216	10/12/2023	J. DAGENAIS ARCHITECTE	11,863.98
231237	10/12/2023	NEDWORKS/NOEL BURKE	25,869.38
231271	10/12/2023	DELL COMPUTER CORPORATION	10,563.91
231287	10/11/2023	SERVICES DE CARTES DESJARDINS	18,069.60
231288	10/12/2023	9006-6473 QUEBEC INC. CLUB AVENTURE JEUNESSE	15,819.38
231348	10/26/2023	OBURO	12,111.47
231365	10/26/2023	NOVEXCO/ HAMSTER	16,534.85
231371	10/26/2023	ACIER VULCAN INC	25,667.44
231375	10/26/2023	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	10,345.22
231401	10/26/2023	GUAY BEAUTE INC.	15,136.07
231423	10/26/2023	OUTILS PIERRE BERGER INC.	30,141.01
231426	10/26/2023	PLOMBERIE NOEL FREDETTE INC	10,875.49
231431	10/26/2023	R.S. D'AMOUR & FILS INC.	23,081.90
231469	10/26/2023	CONSTRUCTION J.P.ROY INC	296,777.81
231470	10/26/2023	CONSTRUCTIONS B. MARTEL INC.	31,927.12
231471	10/26/2023	COUVERTURE MONTREAL NORD LTEE	363,139.22
231472	10/26/2023	PLOMBERIE NOEL FREDETTE INC	630,899.37
231475	10/31/2023	INTERNATIONAL BACCALAUREATE ORGANIZATION	30,732.49

Correspondence

There was no correspondence received.

Unfinished Business / Business Arising / General Order:

Grass Cutting Contract – City of Chateauguay

In response to a question raised at the last meeting, the Director General indicated that our contract with the City of Chateauguay does not provide for an exact length for the grass, but it does provide for regular cutting of the grass. This past summer was a bit difficult due to the amount of rain we had; there is regular communication with the City to know when sporting events are taking place.

Second Public Question Period

There were no members of the public present.

Adjournment

There being no further business, the meeting was closed at 20:42 hours on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General