



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

held in the Council Chambers at Howick Elementary School, 5 Lambton, Howick, Quebec, on **Tuesday, December 1, 2022**, 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
- Kenneth Crockett, Electoral Division #4
- Dianne 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
- Peter Stuckey, Electoral Division #8
- Joy Thomas, Electoral Division #5
- Karin Van Droffelaar, Electoral Division #2
- Debra Wright, Electoral Division #10

**Absent with regrets:**

- Lina Chouinard, Electoral Division #3
- Caleigh Saucier, Commissioner representing Parents, Secondary Level

**Also in attendance:**

- Rob Buttars, Director General
- Mike Helm, Assistant Director General & Secretary General
- Eric Colbert, Director of Material Resources
- Chantal Martin, Director of Continuing Education, NFAA Representative
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational & Technology Services
- Luisa Benvenuti, Manager, Administrative Services
- Members of the public

**Call to Order & Opening Remarks**

The Chair opened the meeting at 19:01 hours and welcomed members, including parents whose children attend Chateauguay Valley Regional High School by inter-school transfer and who are trying to get the MRC Haut-St-Laurent to allow them to take the MRC bus. The Chair remembered the 14 women who were killed on this day in 1989 at the Ecole Polytechnique shooting in Montreal. The Chair also acknowledged the beautiful work done by four indigenous students from Howard S. Billings in the production of a music video called The Fly.

**Recognition Statement**

Commissioner K. Van Droffelaar 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

**Swearing in of the Commissioner Representing Parents-at-Large**

Jennifer Largan, Commissioner representing Parents-at-Large took her oath of office. It was noted that the following Commissioners representing Parents also took their oaths at the professional development session of November 29, 2022 in the presence of the Chair, the Secretary General, and the Director General: Caleigh Saucier, Secondary Representative; Lorne Ferguson, Elementary Representative; Brenda Bourdeau, Representing Special Needs.

### **Adoption of the Agenda**

The agenda was approved, as presented, on a motion by Commissioner J. Largan.

**MOTION CARRIED** unanimously.

### **Waiver – Reading of the Minutes of 2022-11-01**

The reading of the minutes of the regular meeting of 2022-11-01 was waived on a motion by Vice-Chair R. Ledoux.

**MOTION CARRIED** unanimously

### **Adoption of the Minutes of 2022-11-01**

It was moved by Commissioner J. Largan that the minutes of the meeting of 2022-11-01 be adopted as presented.

**MOTION CARRIED** unanimously

### **Public Question Period**

The parents in attendance asked if the School Board had sent a letter to the MRC Haut-St-Laurent regarding the bus. The Chair responded that Mr Rob Buttars had sent a letter to the Director General of the MRC, but did not receive a response. The Chair also sent a letter to the Prefect of the MRC, and also received no response. Chair J. Ryan further explained that he had telephoned the Director General of the MRC and did speak with him.

### **Upcoming Important Dates**

At the Council of Commissioners' Meeting of May 3, 2022, it was unanimously resolved that the regular standing committee meetings of December 20, 2022, be cancelled; that the regular council meeting of January 3, 2023 be cancelled; and that a special council meeting be held on January 24, 2023. It was also noted that the School Board Offices, schools, centres, and the Tax Department will be closed from December 26, 2022 to January 6, 2023 inclusively and that public notices would be posted accordingly.

### **Resolution #CC22-12-06-001**

#### **Ceding of Property – De Gaulle Street, Chateauguy / Centre de Services scolaires des Grandes-Seigneuries Tripartite Agreement**

Whereas the Centre de Services scolaires de Grandes-Seigneuries (CSSDGS), the Ville de Chateauguy, and the New Frontiers School Board will be entering in a tripartite agreement for the transfer of land to CSSDGS for them to build a new elementary school; and whereas a draft of the Tripartite Agreement was presented and explains the details of the agreement;

Therefore, it was moved by the Vice-Chair R. Ledoux that the Council of Commissioners of the New Frontiers School Board authorize the Chair or, in his absence, the Vice-Chair, and the Director General or, in his absence, the Assistant Director General, to sign the Tripartite Agreement for the transfer of land to CSSDGS to build a new elementary school.

**MOTION CARRIED** unanimously

### **Resolution #CC22-12-06-002**

#### **Ceding of Land – Brenda Milner School – Correction**

Whereas on January 12, 2016, the Council of Commissioners of the New Frontiers School Board (NFSB) unanimously adopted Resolution #CC16-01-12-002 "Motion of Support - Special Needs School - Chateauguy - Commission scolaire des Grandes-Seigneuries"; and whereas on May 23, 2017, the Council of Commissioners unanimously adopted Resolution #CC17-05-23-003 to sign a partnership agreement with the CSDGS for the provision of services to special needs students of the NFSB at the new special needs school in Chateauguy ("the Agreement"); and whereas, through Resolution No. CC17-05-23-003, the NFSB accepted the contribution of land for the project; and whereas the land concerned is described in the technical description prepared by Louise Rivard, Land Surveyor, on February 26, 2016, under number 17874 of her minutes (the "Technical Description"), which identifies NFSB as the owner; and whereas the land is now known as lot "six million one hundred and seven thousand nine hundred and seventy-three" (6 107 963) of the cadastre of Quebec, registration division of Châteauguy (the "Land"), on which the Brenda Milner Regional School is built which already belongs to the Centre de services scolaires des Grandes-Seigneuries;

Therefore it was moved by Vice-Chair R. Ledoux that the New Frontiers School Board transfer the Land to the Centre de services scolaires des Grandes-Seigneuries free of charge, with a right of first refusal clause to be accepted by the Minister of Education; and that, for the avoidance of doubt, the NFSB waives, for all purposes, any right of repossession or any right of repetition that may result in its favour under the terms of the two deeds of sale published as numbers 129,547 and 129,548, which deeds relate, in whole or in part, to the Land and the following lots: six million one hundred and eight thousand six, six million one hundred and eight thousand two hundred and fifty one and six million one hundred and eight thousand two hundred and fifty two (6,108,006, 6,108,251 and 6,108,252) of the cadastre of Quebec, registration division of Chateauguy, and this, insofar as the City of Chateauguy does the same; and

### **Resolution #CC22-12-06-002 / Ceding of Land – Brenda Milner School – Correction – cont’d**

That the NFSB sign the amendment to the notice of transfer under section 121 of the Education Act published under number 289 609, to include the portion of lot 221 omitted from that notice, as shown in the Technical Description; and that this resolution gives authority to the Chair, Mr. John Ryan, or the Vice-Chair, Mr. Raymond Ledoux, and to the Director General, Mr. Rob Buttars, or the Assistant Director General, Mr. Mike Helm, to sign any legal document relating to the transfer of the Land, the waiver of the right of repossession, and the amendment to the notice of transfer, and any other document related to this transaction.

**MOTION CARRIED** unanimously

### **QESBA Report**

The Chair reported that there is still no news on the Bill 40 judgement. A consultation on Bill 96 has been sent to all school boards and service centres. Spring Conference planning is moving along.

### **Departure from Chambers**

Commissioner K. Crockett left Council Chambers at 19:40 hours.

### **Departure from Chambers**

Commissioner J. Thomas left Council Chambers at 19:44 hours.

### **Resolution #CC22-12-06-003**

#### **Letter re Bill C-13**

It was moved by Commissioner P. Stuckey at the Council of Commissioners of the New Frontiers School Board send a letter to the Federal Liberal MPs in Quebec outlining our concerns regarding Bill C-13, particularly how it applies to the Province of Quebec.

**MOTION CARRIED** by majority vote.

### **Return to Chambers**

Commissioner K. Crockett returned to Council Chambers at 19:47 hours, and was in attendance for the vote on Resolution #CC22-12-06-003.

### **Return to Chambers**

Commissioner J Thomas returned to Council Chambers at 19:48 hours, and was not in attendance for the vote on Resolution #CC22-12-06-003.

### **Executive Committee Report**

The Executive Committee will meet next on December 13, 2022; the meeting kit will be available on Friday afternoon.

### **Resolution #CC22-12-06-004**

#### **Submission of 2021-2022 Audited Financial Statements**

#### **Reports from the Audit Firm BCGO S.E.N.C.R.L. & the Director of Finance**

Whereas the audit firm BCGO S.E.N.C.R.L. was appointed as the auditors for the New Frontiers School Board (NFSB) for the 2021-2022 fiscal school year, and whereas on revenues of \$79,709,946 and expenses of \$75,134,213 the New Frontiers School Board recorded a surplus of \$4,575,733 for the year ended June 30, 2022; and whereas under the accounting policy of the Ministry of Education, the excess of revenues over expenses is allocated to the accumulated deficit if any; and whereas commissioners were provided with extracts of the comparative financial statements including the School Board's Balance Sheet, Income Statement, and Statement of Accumulated Surplus; and whereas the schedules below summarize the results of operations and the effect upon the School Board's accumulated deficit.

<b>Financial Results</b>	<b>2021-2022</b>	<b>2020-2021</b>
Revenues	\$ 79,709,946	\$ 70,738,134
Expenditures	75,143,213	70,432,610
<b>Net Surplus/(Deficit)</b>	<b>\$4,575,733</b>	<b>\$305,524</b>
<b>Accumulated Surplus/(Deficit)</b>		
Opening Balance	\$ (2,922,921)	\$ (3,228,445)
Operational Surplus/(Deficit)	4,575,733	305,524
<b>Ending Balance</b>	<b>\$ 1,652,812</b>	<b>\$ (2,922,921)</b>

Therefore, it was moved by Commissioner K. Crockett that the Council of Commissioners accept the deposit of the 2021-2022 Financial Statements, bearing the electronic signature 1686099168.

**MOTION CARRIED** unanimously

## Director General's Report

The Director General provided updates from the standing committee meetings of November 15, 2022; the report will be placed in the Governance folder.

### Resolution #CC22-12-06-005

#### Sale for Non-Payment of School Taxes & Appointment of New Frontiers School Board (NFSB) Representative

Whereas, notwithstanding the NFSB protocols for sending repeated notices and reminders to property owners of taxable immovable property for payment of school tax to NFSB, there are still owners each year that remain in default of payment of school taxes; and whereas, according to article 339 of the Education Act of Quebec, we must prepare, before the beginning of January of each year, the list of owners with taxes due on buildings which may be put up for sale for non-payment of school taxes; and whereas the provisions of the Education Act, the Cities & Towns Act, and the Municipal Code of Quebec, provide that these statements of unpaid school taxes be approved by the Council of Commissioners; and whereas it is in the interest of NFSB, when deemed necessary, to ask the municipalities of our territory, to register NFSB as a creditor in the sale for non-payment of taxes, on the taxable immovables described in the approved statement of unpaid school taxes; and whereas it is necessary to appoint a representative of the NFSB in connection with any sale of buildings for non-payment of school taxes to the Regional County Municipalities of our territory;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner K. Crockett that the Council of Commissioners of the New Frontiers School Board approve the statement of unpaid taxes as presented; and that Terence Savoie, Director of Financial Resources, be appointed as the representative of the NFSB in connection with any sale of buildings for non-payment of school taxes.

**MOTION CARRIED** unanimously

### Resolution #CC22-12-06-006

#### One-Year Berline Contract - 2022-2023 School Year

Whereas, at their meeting of December 6, 2022, the Transportation Advisory Committee reviewed an additional busing requirement for the New Frontiers School Board for the 2022-2023 school year; and whereas, as per Policy BDE, the Operations Standing Committee is responsible for recommending bus contracts; and whereas at their meeting of December 6, 2022, the Operations Standing Committee reviewed the additional busing requirement; and whereas it is beneficial to provide the most efficient busing services to meet the needs of our students;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner K. Crockett that the New Frontiers School Board sign a contract for a Berline for the remainder of the 2022-2023 school year; and that the following bus route be contracted as of December 12, 2022, to provide busing services for the remainder of the 2022-2023 school year, terminating on June 30, 2023:

Contractor	Vehicle #	Vehicle Type	Area Served	Base Price Tax Inc
Dufresne	402	Berline	Ormstown Learning Centre	\$29,975

**MOTION CARRIED** unanimously

### Standing Committee Chair Reports – Meetings of November 15, 2022

- Educational Services – Commissioner K. Van Droffelaar, Chair, reported on the results presentation, and the following topics: extended field trips, report cards, interviews, a carpentry bursary, and CLC partnerships.
- Human Resources – Commissioner B. Ednie, Chair, reported that the committee is working on policy GBGB, and learned about LifeWorks TeleMedicine – virtual access to medical support for employees.
- Operations –Chair K. Crockett reported on the audited financial statements, the collection list for unpaid taxes, a report from Material Resources, and discussions about safety and security measure.

### Parents' Committee Report

Commissioner J. Largan reported on the meeting of November 17, 2022 at which all committee seats were filled. The Committee has worked to coordinate fundraising initiatives so that families, especially in Chateauguay, are not being asked for support at the same time. CVR bussing issue was discussed, as was the delay in receiving report cards and inconsistencies with parent/teacher interviews – some being online only.

### Special Needs Advisory Committee

Commissioner B. Bourdeau reported on the SNAC meeting of November 23, 2022, where the Directors of Finance and Education & Technology presented on how funding for special needs is received and allocated. Ministry codes were reviewed, and there was a discussion about digital textbooks.

## Governance & Ethics

Commissioner B. Ednie, Chair, reported that Commissioner L. Ferguson will chair this committee. At the meeting of November 14, they reviewed the Netiquette guide, By-Law BEC, the process for public question periods, and the PD session of November 29, 2022.

## Audit Committee

Vice-Chair R. Ledoux reported on the meeting of November 22. The committee also reviewed the audited Financial Statements, and the Auditor's report. The NFSB report card on purchasing process is up to 93%. A new surveillance report for Risk Management will be undertaken during the 2022-23 school year, as will a new contract for auditing requirements.

## Transportation Advisory Committee

Commissioner P. Stuckey, Chair, reported on the meeting which took place tonight, mainly to approve the need for a new Berline. 120 special accommodations have been granted, including 11 who are students attending CVR by inter-school transfer.

## Professional Relations Committee - NFAA

Chair J. Ryan reported on the meeting of November 21, where an update on the new absence management system was provided. The Committee agreed to continue with flexibility for the use of professional development funds. The Local Administrators Policy will need to be updated to reflect changes in the Provincial Regulation, should it be deposited this year. Administrators were acknowledged for their patience as they still await salary adjustments and new working conditions. The evaluation process will be reviewed this year. The PD session of October 27 & 28 was reviewed.

## New Business

There was no new business to discuss.

## List of Disbursements

Commissioners were provided with the list of disbursements for the month of November 2022:

Cheque #	Date	Paid to	Amount
221748	11/10/2022	BCGO S.E.N.C.R.L.	31,043.25
221750	11/10/2022	BOHAM GAZ INC.	15,178.55
221762	11/10/2022	CONSTRUCTIONS B. MARTEL INC.	128,731.36
221777	11/10/2022	GIANT STEPS SCHOOL	40,539.32
221780	11/10/2022	GUAY BEAUTE INC.	16,252.66
221781	11/10/2022	LAP OF LUXURY 9314-6611 QUEBEC INC	11,180.28
221813	11/10/2022	SECURITE QUENNEVILLE INC.	11,751.61
221814	11/10/2022	SERRURIER HAVELOCK ENR.	12,185.31
221829	11/10/2022	9072-0103 QUEBEC INC.	25,783.30
221830	11/10/2022	AUTOBUS DUFRESNE INC.	18,810.99
221831	11/10/2022	AUTOBUS RACINE LTEE	10,428.86
221832	11/10/2022	AUTOBUS ROLAND LEDUC INC.	122,935.17
221835	11/10/2022	RO-BUS INC.	77,925.49
221836	11/10/2022	TRANSPORT P.M.D. BRAULT INC.	22,261.06
221837	11/24/2022	SERVICES DE CARTES DESJARDINS	13,811.56
221851	11/15/2022	GIANT STEPS SCHOOL	10,134.84
221855	11/21/2022	CONSTRUCTIONS B. MARTEL INC.	87,919.76
221856	11/21/2022	CONSTRUCTIONS GMP INC (LES)	52,517.39
221857	11/21/2022	CONSTRUCTIONS VALRIVE	22,126.77
221858	11/21/2022	LES TOITURES INDUSTRIE PRO 9259-5263 QUEBEC INC	445,896.03
221859	11/21/2022	PRIEST	53,300.65
221860	11/21/2022	6848508 CANADA INC PORTES ET FENETRES VERDUN	184,017.14
221861	11/21/2022	9072-0103 QUEBEC INC.	25,783.30
221862	11/21/2022	AUTOBUS DUFRESNE INC.	18,810.98
221863	11/21/2022	AUTOBUS RACINE LTEE	10,428.85
221864	11/21/2022	AUTOBUS ROLAND LEDUC INC.	121,197.78
221867	11/21/2022	RO-BUS INC.	81,489.71
221868	11/21/2022	TRANSPORT P.M.D. BRAULT INC.	23,603.40
221879	11/21/2022	C. S. LESTER B. PEARSON	13,381.00

221886	11/21/2022	CONSTRUCTIONS VALRIVE	19,372.66
221892	11/21/2022	ECOLE PETER HALL SCHOOL INC.	218,274.60
221906	11/21/2022	GROUPE GESFOR POIRIER PINCHIN INC.,LE	15,813.38
221913	11/21/2022	LABORATOIRE GS INC	11,048.69
221916	11/21/2022	LE GROUPE DE MAINTENANCE COUTURE INC.	10,922.63
221946	11/21/2022	ROMCOBAT BATIMENTS INC	30,543.11
221951	11/21/2022	SERVICE DE CONSULTATION DE VALLEYFIELD INC.	45,898.04
221957	11/21/2022	THERAPIE KIDDO ACTIVE THERAPY POINTE CLAIRE	10,355.00
221968	11/23/2022	NEDWORKS/NOEL BURKE	51,738.75
221977	11/24/2022	9184-5065 QUEBEC INC.	11,756.20
222002	11/24/2022	J. DAGENAI ARCHITECTE	13,084.73
222032	11/24/2022	STRYKER CANADA ULC	13,214.08
222045	11/24/2022	LINITA ACTION CPR S.E.N.C.	10,573.45
222055	11/25/2022	HYDRO QUEBEC	28,401.85
222062	11/25/2022	HYDRO QUEBEC	11,778.68
222069	11/25/2022	GAZ METRO	11,990.14
222072	11/30/2022	MSA INFRASTRUCTURES INC.	362,201.72
222073	11/30/2022	ROMCOBAT BATIMENTS INC	51,525.58

### Correspondence

Commissioners were provided with a letter of appreciation received from the former Chair, Mr David D'Aoust, thanking everyone for the recognition ceremony of November 1, 2022.

### Unfinished Business / Business Arising / General Order

There was none to take care of.

### Second Public Question Period

No members of the public were remaining.

### Adjournment

There being no further business, the meeting was closed at 21:00 hours on a motion by Commissioner J. Largan.

**MOTION CARRIED** unanimously.

John Ryan  
Chair

Mike Helm  
Secretary General