



Minutes of proceedings of a special 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, May 30, 2023**, at 19:00 hours and at which the following commissioners were present, representing quorum of the Council of Commissioners:

- John Ryan, Chair
- Lina Chouinard, Electoral Division #3
- Dianne Eastwood, Electoral Division #7
- Barbara Ednie, Electoral Division #9, in attendance via Teams
- 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, in attendance via Teams
- Joy Thomas, Electoral Division #5
- Karin Van Droffelaar, Electoral Division #2
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee, arrived at 19:09 hours

Absent with regrets:

- Kenneth Crockett, Electoral Division #4
- Raymond Ledoux, Vice-Chair, Electoral Division #1
- Peter Stuckey, Electoral Division #8
- *Vacant, Electoral Division #10*

Also in attendance:

- Rob Buttars, Director General
- Mike Helm, Assistant Director General & Secretary General
- Eric Colbert, Director of Material Resources
- Cuthbert McIntyre, Director of Human Resources
- Terence Savoie, Director of Financial Services
- James Walker, Director of Educational & Technology Services
- Luisa Benvenuti, Manager, Administrative Services
- Bonnie Gilmour, President, SEPB Local 576
- Caroline Beaulieu, NFAA Representative

Call to Order & Opening Remarks

The Chair opened the meeting at 19:04 hours and welcomed members, noting that tonight would be Mr Rob Buttars' last Council meeting as the Director General. Mr Ryan thanked Mr Buttars for his service and for leaving New Frontiers on a solid foundation for the future.

Recognition Statement

Commissioner J. Largan 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 the agenda items.

Adoption of the Agenda

The agenda was approved on a motion by Commissioner L. Ferguson.

MOTION CARRIED unanimously.

Public Question Period

There were no questions asked.

Director General's Report

The Director General's report was presented, including the administrative assignments for the 2023-2024 school year. This report will be deposited in the Council Governance folder.

Resolution #CC23-05-30-001

Microsoft Licenses - Authorization to Renew for 2023-2024

Whereas the New Frontiers School Board (NFSB) makes use of the Microsoft software suite (Word, Excel, Teams, Outlook, etc.) which is software that meets the needs of public education in Quebec in terms of the requirements of the Ministry of Education for the security of information; and whereas these needs are currently met through the Microsoft A5 license; and whereas the licenses are available through the provincial supplier Softchoice as selected by the Centre d’acquisitions gouvernementales; and whereas the cost of the software license is \$128.27 + tax per user; and whereas the estimate for the New Frontiers School Board is up to \$150,000.00 + tax for the 2023-2024 school year; and whereas this amount 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 Educational Services Standing Committee, it was moved by Commissioner K. Van Droffelaar that the Council of Commissioners authorize to pay Softchoice for Microsoft A5 licenses for the provision of critical operational and management software for the 2023-2024 school year; 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 #CC23-05-30-002

School Elections 2024 – Division of Territory

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 New Frontiers School Board would normally be entitled to eight electoral divisions based on the number of registered electors (11,109); and whereas Minister Bernard Drainville has responded positively to the School Board’s request to maintain the 10 (ten) divisions it has had for the past number of years;

Therefore, it was moved by Commissioner K. Van Droffelaar 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 Chateaugay that is described as follows: starting at a point where the Chateaugay River and the municipal border meet in the north-east, this border, Saint-Bernard road, the Chateaugay 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 Chateaugay 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 Chateaugay 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 Chateaugay 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 Chateaugay River, St-Francis Boulevard back to the starting point.	1197
4	Includes the City of Mercier. Also includes a section of the City of Chateaugay described as follows: starting at a point where D’Anjou Boulevard and St. Jean Baptiste Boulevard meet, St. Jean Baptiste, the municipal border, the Chateaugay River, and D’Anjou Boulevard back to the starting point.	1336
5	Includes the section of the City of Chateaugay 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.

Resolution #CC23-05-30-003

Naming of Interim Assistant Director General, Secretary General, and Modified Structure

Whereas the administrative structure currently in place for the 2022-2023 school year provides for a combined position of Assistant Director General AND Secretary General, currently filled by Mr Mike Helm; and whereas Mr Helm has been named Director General as of June 1, 2023; and whereas a selection process to replace the Assistant Director General/Secretary General for July 1, 2023 is in progress; and whereas it is mandatory that all school boards have an Assistant Director General and a Secretary General named at all times;

Therefore, it was moved by Commissioner J. Largan that the Council of Commissioners appoint Cuthbert McIntyre as the interim Assistant Director General effective June 1, 2023; and that the Council of Commissioners appoint Luisa Benvenuti as the interim Secretary General effective June 1, 2023; and that the Transportation dossier remain with Mr Helm for the month of June 2023, after which it will be transferred to the Educational Services Director; and that in so doing, the Council of Commissioners adopt a change to the current 2022-2023 administrative structure that separates the positions of Assistant Director General and Secretary General until such time that the new Assistant Director General/Secretary General (combined) is named.

MOTION CARRIED unanimously.

Second Public Question Period

There were no questions asked.

Adjournment

There being no further business, the meeting was closed at 19:27 hours on a motion by Commissioner L. Chouinard.

MOTION CARRIED unanimously.

John Ryan
Chair

Mike Helm
Secretary General