



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, December 2, 2025**, 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
- Karin Van Droffelaar, Electoral Division #2
- Cristian Espinosa-Fuentes, Electoral Division #5
- Anne-Marie Yelle, Electoral Division #6, via Teams
- Dianne Eastwood, Electoral Division #7
- Peter Stuckey, Electoral Division #8
- Barbara Ednie, Electoral Division #9
- Connor Stacey, Electoral Division #10
- Brenda Bourdeau, Commissioner representing the Special Needs Advisory Committee
- Lorne Ferguson, Commissioner representing Parents, Elementary Level
- Kenneth Bernard, Commissioner representing Parents, Secondary Level
- Jennifer Largan, Commissioner representing Parents at Large

Absent:

- Lina Chouinard, Electoral Division #3, with regrets
- Kenneth Crockett, Electoral Division #4

Also in attendance:

- Mike Helm, Director General
- Joyce Donohue, Assistant Director General & Secretary General
- Kara Johnstone, Director of Educational Services and NFAA Representative
- Chantal Martin, Director of Continuing Education
- Cuthbert McIntyre, Director of Human Resources
- Anton Ryan, Director of Systems & Information Technology
- Terence Savoie, Director of Finance & Material Resources
- Luisa Benvenuti, Manager of Administrative & Communication Services
- Josée Larocque, Representative, BCGO S.E.N.C.R.L.

Call to Order & Opening Remarks

The Chair opened this 365th meeting at 19:02 hours and welcomed members.

Recognition Statement by Commissioner Brenda Bourdeau

Shé:kon. As a person of Indigenous heritage, I feel grateful to have the opportunity to acknowledge the land on which the New Frontiers School Board sits, the unceded territory of the Kanien'keha:ka. The Haudenosaunee, our Indigenous counterparts, served as guardians to protect the land, the history and the culture on which we live, work and study. We must remember their triumphs, we must remember their trials and we must remember their truth, while we continue to forge relationships built on gratitude, respect and friendship. Nia:wen.

Declaration of Conflict

There were no declarations of conflict made relative to the agenda items.

Adoption of the Agenda

The agenda was rearranged to have the Audited Financial Statements considered at the beginning of the meeting. Following this modification, the agenda was adopted on a motion by Commissioner L. Ferguson.

MOTION CARRIED unanimously.

Resolution #CC25-12-02-001

Deposit of 2024-2025 Financial Statements

Whereas the audit firm BCGO S.E.N.C.R.L. was appointed as the auditor for the New Frontiers School Board for the 2024-2025 fiscal school year, and will be represented by Josée Larocque to inform the Council of Commissioners as to their opinion on the New Frontiers School Board’s 2024-2025 Financial Report; and whereas on revenues of \$99,572,020 and expenses of \$99,635,751, the New Frontiers School Board recorded a deficit of \$63,731 for the year ended June 30, 2025; 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 will be provided with extracts of the comparative financial statements including the New Frontiers 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 New Frontiers School Board’s accumulated surplus;

	2024-2025	2023-2024
Financial Results		
Revenues	\$ 99,572,020	\$ 91,466,882
Expenditures	\$ 99,635,751	\$ 89,862,288
Net Surplus/(Deficit)	(\$ 63,731)	\$ 1,604,594
Accumulated Surplus/(Deficit)		
Opening Balance	\$ 4,298,458	\$ 2,693,865
Operational Surplus/(Deficit)	(\$ 63,731)	\$ 1,604,594
Ending Balance	\$ 4,234,727	\$ 4,298,458

Therefore, on the recommendation of the Audit Committee, it was moved by Commissioner C. Espinosa-Fuentes that the Council of Commissioners accept the deposit of the 2024-2025 Financial Statements, bearing the electronic signature 8073029632.

MOTION CARRIED unanimously.

Departure from Meeting

Ms. Josée Larocque, Representative, BCGO S.E.N.C.R.L., left the meeting at 19:08 hours.

Waiver – Reading of the Minutes of 2025-11-04

The reading of the minutes of the regular meeting of 2025-11-04 was waived on a motion by Commissioner B. Ednie.

MOTION CARRIED unanimously.

Adoption of the Minutes of 2025-11-04

It was moved by Commissioner K. Van Droffelaar that the minutes of the regular meeting of 2025-11-04 be adopted as presented.

MOTION CARRIED unanimously.

Public Question Period

There were no questions from members of the public.

Meeting Dates – Reminder & Public Notice

Commissioners were reminded that when the calendar of meetings was approved for the 2025-2026 school year, it included the following exceptions to the regular schedule of meetings: no Standing Committee meetings in December; and no Council meeting in January; and no Standing Committee meetings in February; and no Council meeting in March. Commissioners were also informed that the schools, centres, and Board Office of the New Frontiers School Board, including the Taxation Department, will be closed for the holiday period from Monday, December 22, 2025, to Friday, January 2, 2026, inclusively. It was also noted that Monday, January 5, 2026, is a pedagogical day across the youth sector and the adult general education and vocational sectors. A public notice will be published accordingly.

Chair’s Report

The Chair presented his report, which will be emailed to all employees and made available in the Governance folder. The following topics were included: Remembering David D’Aoust, visits by local MNAs, Commissioner school tours, articles from The Gleaner written by students, updates from QESBA including Bills 1 and 94, upcoming meetings and events, and The Blanket Exercise which was done with the Grade 11 History students at Chateauguay Valley Regional High School.

Resolution #CC25-12-02-002

Ratification – Special Meeting of Executive Committee

Whereas the Executive Committee held a special meeting on November 18, 2025, in order to consider an unforeseen circumstance requiring a resolution before the next regular meeting of the Council of Commissioners; and whereas the Executive Committee approved the minutes of this special meeting, which were then circulated to the Council of Commissioners; and whereas, in accordance with By-Law BEC “Executive Committee”, the Council of Commissioners must ratify decisions at its next regular meeting;

Therefore, on the recommendation of the Executive Committee, it was moved by Commissioner J. Largan that the decision of the Executive Committee taken at its special meeting of November 18, 2025, be ratified by the Council of Commissioners.

MOTION CARRIED unanimously.

Director General’s Report

The Director General presented his report, which will be emailed to all employees and made available in the Governance folder. The following topics were included: Forum with the Ministry of Education, a thank you message to all employees, an update on the VGQ audit, policies and by-laws being worked on, official enrolment figures, an update on the PROCEDE Conference, St. Willibrord daycare information, results of a recent phishing test, a trip to Ottawa for the international students, the story of an IB student who is planning on attending Auto Mechanics next fall, and a compilation of Remembrance Day events.

Resolution #CC25-12-02-003

Confirmation of High School Collection Zones

Whereas the elementary school collection zones were confirmed by the Council of Commissioners on March 11, 2025 (Resolution #CC25-03-11-001); and whereas the school collection zones for high schools have never been confirmed; Therefore, on the recommendation of the Transportation Advisory Committee and the Educational Services Standing Committee, it was moved by Vice-Chair R. Ledoux that the Council of Commissioners approve the following collection zones for its high schools:

School	Description
Chateauguay Valley Regional High School	Collection zones for: Franklin Elementary School; Gault Institute; Hemmingford Elementary School; Heritage Elementary School; Howick Elementary School; and Ormstown Elementary School.
Howard S. Billings Regional High School	Collection zones for: Centennial Park School; Harmony Elementary School; Mary Gardner School; and St. Willibrord School.

MOTION CARRIED unanimously.

Resolution #CC25-12-02-004

Approval of the List for Non-Payment of School Tax & Appointment of New Frontiers School Board Representatives

Whereas, notwithstanding the New Frontiers School Board’s (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 November 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 provisions within 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 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 P. Stuckey that the Council of Commissioners of the New Frontiers School Board approve the statement of unpaid taxes; and that Terence Savoie, Director of Finance & Material Resources, be appointed as the representative of NFSB in connection with any sale of buildings for non-payment of school taxes.

MOTION CARRIED unanimously.

Resolution #CC25-12-02-005

Building Maintenance Measure (MMB) Projects

Installation of a Chiller – Chateauguay Valley Regional High School

Whereas the Ministry of Education has provided the New Frontiers School Board with funds, within the measure “*Maintien des bâtiments*,” for the 2024-2025 school year budget, for the project “Energy Phase 2 Chiller Installation” at Chateauguay Valley Regional High School; and whereas the professionals (engineers) were given a mandate to prepare plans and specifications for said project; and whereas the pre-purchase of the chiller for this project was approved by the Executive Committee on November 18, 2025; and whereas five tenders were received for the installation; and whereas the sealed tenders were opened publicly on November 27, 2025, in the presence of Terence Savoie, Director of Finance & Material Resources; Stéphane Laliberté, Manager of Material Resources; Léopold Hatungimana, Manager of Material Resources; and Holly Sarazin, Administration Officer of Material Resources, with the following results:

Company	Bid (excluding taxes)
Le Groupe Centco Inc.	\$453,400.00
Tuyauterie Expert Inc	\$595,400.00
Mécanicaction Inc.	\$747,564.00
Plomberie Noel Fredette Inc.	\$539,875.00
Névé Réfrigération Inc.	\$338,200.00

Whereas, after analyzing the bids, the professionals have determined that the lowest conforming bidder, before taxes, is Névé Réfrigération Inc. for \$338,200.00; and whereas there are sufficient funds within the measure “*Maintien des bâtiments*” for the 2024-2025 school year for this project;

Therefore, on the recommendation of the Operations Standing Committee, it was moved by Commissioner P. Stuckey that the Council of Commissioners authorizes the Director General or, in his absence, the Assistant Director General, to sign a contract with Névé Réfrigération Inc. for the installation of the chiller as part of project “Energy Phase 2 Chiller Installation” at Chateauguay Valley Regional High School, for an amount before taxes of \$338,200.00.

Standing Committee Reports from the Meetings of November 18, 2025

Educational Services: The Chair, Vice-Chair R. Ledoux, reported on the following items discussed at the meeting: Policy IHBA is in the consultation process, an update on other policies under review, a field trip was presented from Centennial Park School, and there was a review of a report from the Transportation Advisory Committee.

Human Resources: The Chair, Commissioner B. Ednie, reported on the following items discussed at the meeting: a review of policies being updated, school calendars for the next two years, Staff Appreciation Week, various staffing updates, and the Director General provided his first update on his Priorities and Performance Plan.

Operations: The Chair, Commissioner P. Stuckey, reported on the following items discussed at the meeting: various policies in review, motions previously presented, financial results, and a summer projects update.

Parents’ Committee Report

The Chair, Commissioner J. Largan, reported on the meeting of November 20, 2025. Topics included: December 18 meeting being cancelled, discussion regarding drop-off and pick-up zones in Chateauguay, medical leaves in Educational Services which may impact services to students, how to help bridge the gap between staff and families, and that SNAC is moving projects along.

Special Needs Advisory Committee Report

Commissioner B. Bourdeau reported on the meeting of November 13, 2025, which took place on Teams due to poor weather conditions. The main topic of discussion was regarding IEPs. There was concern expressed with the absences in Educational Services that may lead to a lack of services, and a session on assistive technology is being planned.

Governance & Ethics Committee Report

The Chair, Commissioner B. Ednie, reported on the meeting of December 1, 2025, which included the following topics: Council email and kit reading data is being tracked monthly, a review of various bills, review of the October 28 Commissioner professional development session, a reference guide for adding items to agendas of meetings of the Council of Commissioners, the timeline for Council kit sending, a review of various by-laws and policies, a look at Commissioner meeting satisfaction results, and a review of the current Netiquette guidelines to be updated.

Transportation Advisory Committee Report

Commissioner C. Espinosa-Fuentes reported on the meeting of November 18, 2025. Topics included: updates regarding transportation services in general along with special accommodation requests. The committee was asked to support signage in one of the municipalities. Bussing for Summit School was reviewed, along with the draft motion presented earlier regarding high school collection zones.

Departure from Meeting Room

Vice-Chair R. Ledoux left the meeting room at 20:21 hours.

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 2025:

Chq Nbr	Chq Date	Paid To	Amount
251443	2025-11-06	DELL COMPUTER CORPORATION	46 501,63
251447	2025-11-06	CHENELIERE EDUCATION INC.	27 282,43
251448	2025-11-06	ERPI-EDITIONS DU RENOUVEAU PEDAGOGIQUE INC	20 191,75
251477	2025-11-06	AVOCATS LE CORRE & ASSOCIES, S.E.N.C.R.L. (LES)	12 598,44
251478	2025-11-06	BCGO S.E.N.C.R.L.	45 415,13
251482	2025-11-06	BOHAM GAZ INC.	10 495,70
251494	2025-11-06	CONSTRUCTION JACQUES THEORET INC.	70 591,60
251495	2025-11-06	CONSTRUCTIONS B. MARTEL INC.	246 780,75
251496	2025-11-06	CONSTRUCTIONS J. BOULAIS INC.	365 068,62
251503	2025-11-06	EDITIONS CEC INC., LES	58 475,66
251504	2025-11-06	ENTRETIEN PLANEX INC.	12 624,25
251520	2025-11-06	IXL LEARNING	11 062,50
251535	2025-11-06	NSW CONTROLE INC.	12 578,27
251550	2025-11-06	R.S. D'AMOUR & FILS INC.	10 113,29
251551	2025-11-06	REFRIGERATION INTER-RIVE INC.	30 781,00
251567	2025-11-06	TC. MEDIA LIVRES INC.	14 234,23
251568	2025-11-06	TEACHING SOLUTIONS SOFTWARE	24 877,14
251652	2025-11-20	CONSTRUCTIONS J. BOULAIS INC.	230 621,34
251653	2025-11-20	COOPERATIVE DE L'UNIVERSITE LAVAL - COOP ZONE	25 865,92
251655	2025-11-20	CROISIERES AML	13 653,90
251683	2025-11-20	INSO - MONTREAL	71 485,71
251708	2025-11-20	PLOMBERIE NOEL FREDETTE INC	25 248,51
251709	2025-11-20	PRECICOM TECHNOLOGIES INC	83 506,80
251721	2025-11-20	RIDDELL/ALL AMERICAN SPORTS CORP.	16 811,17
251727	2025-11-20	SERRURIER HAVELOCK ENR.	15 320,35
251730	2025-11-20	SOFTCHOICE LP	10 554,71
251755	2025-11-20	C. S. LESTER B. PEARSON	30 250,00
251783	2025-11-20	NOVEXCO/ HAMSTER	12 353,18
251807	2025-11-20	INTERNATIONAL BACCALAUREATE ORGANIZATION	36 020,47

Correspondence

There was no correspondence received.

Unfinished Business / Business Arising / General Order

There were no items to discuss.

Second Public Question Period

There were no questions from members of the public.

Adjournment

There being no further business, the meeting was closed at 20:22 hours on a motion by Commissioner K. Van Droffelaar.
MOTION CARRIED unanimously.

John Ryan
Chair

Joyce Donohue
Secretary General