



**OFFICIAL MINUTES  
REGULAR MEETING OF THE GOVERNING BOARD  
2021-2022  
May 16, 2022 at 6:00 p.m. ZOOM**

**MEMBERS PRESENT:** Donald Shewan Dawn Smith  
Jean-Charles Dumont Vince Amato  
Suzy Cooper Moira Paterson  
Michael Newton Christine Kerr  
Elham Ghobadi Jean-Robert Lessard

**REGRETS:** Geneviève Bourgoing Jaswinder Sehota  
Louis Zargi Shania Dalilli  
Wadi Karfali Richard Fontaine

**ALSO PRESENT:** Malcolm Harper, Maria Bologna, Paul Conway, Nicole Haché, Anthony Singelis, Dean Howie, Yves Rainville, Odette Côté, Sam D'Amico, J. Amorim, R. Islam

The Governing Board meeting is being held via ZOOM in order to comply with governmental recommendations regarding the ongoing COVID 19 pandemic.

The meeting was called to order at 6:05 p.m. It was presided by Dawn Smith, Chairperson of the Governing Board at Champlain College Saint-Lambert.

**1) Approval of Agenda**

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of March 7, 2022
3. Business arising from the minutes of March 7, 2022
4. Public question period
5. Champlain College Saint-Lambert Operating Budget 2022-2023  
Resolution No.: LAM- 2021-012
6. Champlain College Saint-Lambert Capital Budget 2022-2023  
Resolution No.: LAM-2021-013
7. Champlain Regional College Operating Budget 2022-2023  
Resolution No.: LAM-2021-014

8. Champlain Regional College Capital Budget 2022-2023  
Resolution No.: LAM-2021-015
9. Champlain Regional College Finance Bylaws & Policies
  - a) Bylaw 9 (Respecting Procurement Contracts for Goods, Services and Construction)  
Resolution No.: LAM-2021-016
  - b) Policy Concerning Auxiliary Services  
Resolution No.: LAM-2021-017
  - c) Policy concerning donations, sponsorships and memberships  
Resolution No.: LAM-2021-018
10. Adjournment

An addition to the agenda (In-Camera update) was inserted before adjournment. It was **MOVED** by Mike Newton and **SECONDED** by Jean-Robert Lessard that the agenda be approved as modified. **MOTION CARRIED UNANIMOUSLY.**

**2) Approval of minutes of the meeting of March 7, 2022.**

It was **MOVED** by Jean-Robert Lessard and **SECONDED** by Vince Amato to adopt the minutes of the regular meeting of the Governing Board of March 7, 2022. **MOTION CARRIED UNANIMOUSLY.**

**3) Business Arising from the Previous Minutes of March 7, 2022.**

A follow up regarding the last meeting in June was discussed with a request for a hybrid/in-person meeting to also include new/replacement faculty and student representative members.

**4) Public Question Period**

There were no questions from the public.

**5) Champlain College Saint-Lambert Operating Budget 2022-2023**

**Resolution No.: LAM-2021-012**

Paul Conway spoke to this item.

**WHEREAS** each Governing Board must make a recommendation on the adoption of its College's Operating Budget; and

**WHEREAS** the College has prepared a balanced budget for the financial year 2022-2023 for a total of \$37,143,252 and

**WHEREAS** the budget respects the Régime budgétaire and the regulations as set forth by the Ministère de l'Éducation et de l'Enseignement supérieur;

**BE IT THEREFORE RESOLVED** that the Champlain – Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2022-2023 Operating Budget of Champlain Saint-Lambert as tabled.

There was no call for the vote.

**MOVED BY: Donald Shewan**  
**SECONDED BY: Jean-Charles Dumont**  
**MOTION CARRIED UNANIMOUSLY**

**6) Champlain College Saint-Lambert Capital Budget 2022-2023**  
**Resolution No.: LAM-2021-013**

Paul Conway spoke to this item.

**WHEREAS**, Champlain Saint Lambert has prepared the Annual Capital Budget respecting the regulations and budgetary policies as set forth by the Ministère de l'Enseignement supérieur; and

**WHEREAS**, the total 2022-2023 Capital Budget, including the Ministry allocations for immovable and movable assets, other revenues and the carry-over from the previous year totals \$11,117,960 with planned expenses of \$3,693,227; and

**WHEREAS**, the total planned spending does not exceed the total budget for the 2022-2023 financial year and the balance will provision for planned long-term projects;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board adopts the 2022-2023 Capital Budget as tabled.

There was no call for the vote.

**MOVED BY: Vince Amato**  
**SECONDED BY: Jean-Robert Lessard**  
**MOTION CARRIED UNANIMOUSLY**

**7) Champlain Regional College Operating Budget 2022-2023**  
**Resolution No.: LAM-2021-014**

Yves Rainville spoke to this item.

**WHEREAS** each Governing Board must make a recommendation on the adoption of the Operating Budget of Administrative Services; and

**WHEREAS** the Ministry's initial allocation for 2022-2023 has been received; and

**WHEREAS** the Administrative Services have prepared a balanced budget for the financial year 2022-2023 for a total of \$3,881,137; and

**WHEREAS** the budget respects the regulations and the budgetary policy as set forth by the Ministère de l'Enseignement supérieur;

**BE IT THEREFORE RESOLVED** that the Champlain – Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2022-2023 Operating Budget of Champlain Regional College Administrative Services as presented.

There was no call for the vote.

**MOVED BY: Donald Shewan**  
**SECONDED BY: Jean-Charles Dumont**  
**MOTION CARRIED UNANIMOUSLY**

**8) Champlain Regional College Capital Budget 2022-2023**  
**Resolution No.: LAM-2021-015**

Yves Rainville spoke to this item.

**WHEREAS** each Governing Board must make a recommendation on the adoption of the Capital Budget of Administrative Services; and

**WHEREAS** the Ministry's initial Capital allocation for 2022-2023 has not been received; and

**WHEREAS** the 2022-2023 budget has been prepared using the same figures as 2021-2022; and

**WHEREAS** the total 2022-2023 Capital Budget, including the ministry allocations for capital and moveable assets, other revenues, and the carry-over from previous year totals \$2,782,007 with planned expenses of 607,823; and

**WHEREAS** the total planned spending does not exceed the total budget for the 2022-2023 financial year and the balance will provision for planned long-term projects;

**WHEREAS** the budget respects the regulations and the budgetary policy as set forth by the Ministère de l'Enseignement Supérieur;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board recommends to the Board of Governors the adoption of the 2022-2023 Capital Budget of Administrative Services as presented.

There was no call for the vote.

**MOVED BY: Jean-Charles Dumont**  
**SECONDED BY: Jean-Robert Lessard**  
**MOTION CARRIED UNANIMOUSLY**

**9) Champlain Regional College Finance Bylaws and Policies**

Yves Rainville spoke to these items.

- a) Bylaw 9 (Respecting Procurement Contracts for Goods, Services and Construction)**  
**Resolution No.: LAM-2021-016**

**WHEREAS** Bylaw 1 appendix B states that the Champlain Regional Board of Governors adopt bylaws and Policies, after consultation with each Governing Board; and

**WHEREAS** a review of the purchasing policy dated June 2009 has been completed; and

**WHEREAS** the highly legal and regulated nature of public contract management and the general practices of the college system advocate for the choice of a bylaw rather than a policy; and

**WHEREAS** an initial consultation process was undertaken in spring 2021 with the senior management committee and the management personnel of the organization; and

**WHEREAS** additional consultation feedback was received and incorporated into the proposed Bylaw during the 2021-22 academic year; and

**WHEREAS** the name of the new bylaw shall be *BYLAW 9 - RESPECTING PROCUREMENT CONTRACTS FOR GOODS, SERVICES, AND CONSTRUCTION*;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board recommends the adoption of *BYLAW 9 - RESPECTING PROCUREMENT CONTRACTS FOR GOODS, SERVICES, AND CONSTRUCTION*.

There was no call for the vote.

**MOVED BY: Jean-Charles Dumont**  
**SECONDED BY: Vince Amato**  
**MOTION CARRIED UNANIMOUSLY**

**b) Policy Concerning Auxiliary Services  
Resolution No.: LAM-2021-017**

**WHEREAS** the Ministère de l'Enseignement supérieur (MES) requires that Colleges adopt a policy concerning Auxiliary Services;

**WHEREAS** Bylaw 1 appendix B states that the Champlain Regional Board of Governors adopt bylaws and Policies, after consultation with each Governing Board; and

**WHEREAS** the policy was prepared within the guidelines set by the Ministère de l'Enseignement supérieur; and

**WHEREAS** a consultation process was undertaken in winter 2022 with the senior management committee and the management personnel of the organization; and

**WHEREAS** the name of the new Policy shall be *POLICY CONCERNING AUXILIARY SERVICES*;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board recommends the adoption of the *POLICY CONCERNING AUXILIARY SERVICES*.

There was no call for the vote.

**MOVED BY: Michael Newton**  
**SECONDED BY: Jean-Charles Dumont**  
**MOTION CARRIED UNANIMOUSLY**

**c) Policy Concerning Donations, Sponsorships and Memberships  
Resolution No.: LAM-2021-018**

**WHEREAS** the Ministère de l'Enseignement supérieur (MES) requires that Colleges adopt a policy Concerning Donations, Sponsorships and Memberships;

**WHEREAS** Bylaw 1 appendix B states that the Champlain Regional Board of Governors adopt bylaws and Policies, after consultation with each Governing Board; and

**WHEREAS** the policy was prepared within the guidelines set by the Ministère de l'Enseignement supérieur; and

**WHEREAS** a consultation process was undertaken in winter 2022 with the senior management committee and the management personnel of the organization; and

**WHEREAS** the name of the new Policy shall be *POLICY CONCERNING DONATIONS, SPONSORSHIPS AND MEMBERSHIPS*;

**BE IT THEREFORE RESOLVED** that the Champlain Saint-Lambert Governing Board recommends the adoption of the *POLICY CONCERNING DONATIONS, SPONSORSHIPS AND MEMBERSHIPS*.

There was no call for the vote.

**MOVED BY: Michael Newton**  
**SECONDED BY: Moira Paterson**  
**MOTION CARRIED UNANIMOUSLY**

**10) In Camera Update**

The Governing Board meeting moved to an in-camera session at 6:58 p.m. for voting members only.

**11) Adjournment**

There being no other business, it was **MOVED** by Dawn Smith that the meeting be adjourned at 8:00 p.m.

Dawn Smith  
Chairperson

Patrizia Polifroni  
Recording Secretary