

M.O., 2022**Order 2022-03 of the Minister of Education
dated 6 July 2022**

Education Act
(chapter I-13.3)

Regulation respecting the information that a school service centre's or governing board's annual report must contain

THE MINISTER OF EDUCATION,

CONSIDERING section 457.6 of the Education Act (chapter I-13.3), which provides that the Minister of Education may, by regulation, prescribe the information that a school service centre's or governing board's annual report must contain as well as the form of the report;

CONSIDERING the publication in Part 2 of the *Gazette officielle du Québec* of 29 September 2021 of a draft Regulation respecting the information that a school service centre's or governing board's annual report must contain, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), with a notice that it could be made on the expiry of 45 days following that publication;

CONSIDERING that it is expedient to make the Regulation with amendments;

ORDERS AS FOLLOWS:

The Regulation respecting the information that a school service centre's or governing board's annual report must contain, attached to this Order, is hereby made.

Québec, 6 July 2022

JEAN-FRANÇOIS ROBERGE
Minister of Education

**Regulation respecting the information
that a school service centre's or governing
board's annual report must contain**

Education Act
(chapter I-13.3, s. 457.6)

**DIVISION I
SCHOOL SERVICE CENTRE'S ANNUAL REPORT**

1. In accordance with section 220 of the Education Act (chapter I-13.3), a school service centre's annual report gives the population in its territory an account of the implementation of its commitment-to-success plan and the results obtained measured against the objectives and targets it contains.

2. A school service centre's annual report includes

(1) messages from the chair of the board of directors and the director general of the school service centre, or a joint message from both;

(2) a first section entitled "Presentation of the school service centre" that contains

(a) a presentation of its schools and centres, their clients and its territory;

(b) the highlights of the year; and

(c) the educational services offered and the services offered under section 255 of the Act, giving an account of their quality;

(3) a second section entitled "Governance of the school service centre" that presents

(a) the members of the board of directors, specifying the position occupied by each member;

(b) a schedule of the meetings held;

(c) the decisions of the board of directors;

(d) a list of the board of directors' committees established pursuant to section 193.1 of the Act and their members;

(e) a list of the school service centre's committees set up pursuant to sections 183, 185, 188 and 189 of the Act and their members;

(f) the information concerning the applicable standards of ethics and professional conduct:

i. in the case of French-language school service centres, the internal management rules of the committee of inquiry in ethics and professional conduct referred to in section 29 of the Regulation respecting the standards of ethics and professional conduct applicable to the members of the board of directors of a French-language school service centre, made by Minister's Order 2022-01 (2022, G.O. 2, 551), as well as the number of cases dealt with and the follow-up thereon, any breaches determined during the year by the committee of inquiry in ethics and professional conduct, any penalties imposed, and the names of any members of the board of directors whose mandate was revoked during the year;

ii. in the case of English-language school service centres, the information that must be published in accordance with the fourth and fifth paragraphs of section 175.1 of the Act; and

(g) the information that the school service centre must make public under section 25 of the Act to facilitate the disclosure of wrongdoings relating to public bodies (chapter D-11.1);

(4) a third section entitled "Results" that presents

(a) the results obtained with regard to each objective and target in the commitment- to-success plan and, if applicable, to the objectives determined by the Minister that apply to the plan under section 459.2 of the Act. If a target is not met, the school service centre indicates the difference between the target set out and the result obtained, the reasons for that difference and the measures proposed to remedy the situation;

(b) the information concerning measures to prevent and stop bullying and violence referred to in the second paragraph of section 220 of the Act; and

(c) the information concerning the application of the complaint examination procedure referred to in section 5 of the Regulation respecting the complaint examination procedure established by a school service centre (chapter I-13.3, r. 7.1);

(5) a fourth section entitled "Use of the resources" that presents

(a) the information provided for in section 275.2 of the Act;

(b) a summary of the financial statements of the school service centre filed pursuant to section 287 of the Act;

(c) the information provided for in section 20 of the Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (chapter G-1.011);

(d) the information concerning the maintenance of physical resources, in accordance with table 4.5.1 of Schedule I, as well as any information that the school service centre considers useful concerning the use of its information resources; and

(6) one or more schedules containing the Student Ombudsman's report referred to in the fourth paragraph of section 220.2 of the Act, any report of activities of a committee of the school service centre, and any other document that the school service centre considers relevant to complete the information in its annual report.

DIVISION II

GOVERNING BOARD'S ANNUAL REPORT

3. In accordance with sections 82 and 110.4 of the Act, a governing board's annual report summarizes the board's activities by presenting, in particular, the decisions made by the board pursuant to the Act and the results of the board's activities.

4. A governing board's annual report includes

(1) a message from the chair of the governing board, including a brief portrait of the institution;

(2) a first section entitled "Presentation of the governing board" that lists the members of the governing board and specifies each member's position and the expired portion of their term;

(3) a second section entitled "Summary of activities" that presents

(a) a schedule of the meetings held;

(b) the activities carried out and the decisions made pursuant to the Education Act, mainly those relating to the general powers conferred on a governing board and those relating to educational services, community services, physical resources and financial resources; and

(c) the results of the activities carried out and the decisions made by the governing board; and

(4) one or more schedules containing any document that the governing board considers relevant to complete the information in its annual report.

DIVISION III**DRAWING UP OF THE ANNUAL REPORTS**

5. The annual reports are drawn up using the templates in the Schedule.

6. This Regulation comes into force on *(insert the date corresponding to the fifteenth day following the date of its publication in the Gazette officielle du Québec)*.

It applies as of the 2021-2022 school year.

SCHEDULE I

(s. 5)

TEMPLATE FOR A SCHOOL SERVICE CENTRE'S ANNUAL REPORT

ANNUAL REPORT
School service centre

MESSAGE FROM THE CHAIR
of the school service centre's board of directors

Insérer le texte

MESSAGE FROM THE GENERAL MANAGEMENT
of the school service centre

Insérer le texte.

Table of contents

- 1. Presentation of the school service centre**
 - 1.1 Overview of the school service centre
 - 1.2 Highlights
 - 1.3 Educational services and other services
- 2. Governance of the school service centre**
 - 2.1 Board of directors
 - 2.2 Other governance committees
 - 2.3 Code of ethics and professional conduct
 - 2.4 Disclosure of wrongdoings relating to public bodies
- 3. Results**
 - 3.1 Commitment-to-success plan
 - 3.2 Anti-bullying and anti-violence plan
 - 3.3 Complaint examination procedure
- 4. Use of the resources**
 - 4.1 Allocation of the school service centre's revenues
 - 4.2 Financial resources
 - 4.3 Workforce management and control
 - 4.4 Service contracts involving an expenditure of \$25,000 or more
 - 4.5 Physical and technological resources
- 5. Schedules to the annual report**
 - Report of the Student Ombudsman
 - Other schedules

1. Presentation of the school service centre

1.1 Overview of the school service centre

Insérer le texte.

1.2 Highlights

Insérer le texte.

1.3 Educational services and other services

Insérer le texte.

2. Governance of the school service centre

2.1 Board of directors

Members of the board of directors

Insérer le texte.

Schedule of the meetings held

Insérer le texte. (Utiliser au besoin, le style « paragraphe de liste » avec des puces comme ci-dessous)

Decisions of the board of directors

- Insérer le texte.
- Insérer le texte.
- Insérer le texte.
- Insérer le texte.

2.2 Other governance committees

Insérer le texte.

■ List of the board of directors' committees and their members

Name of committee	List of members
Governance and ethics committee	
Audit committee	
Human resources committee	

■ List of the school service centre's committees and their members

Name of committee	List of members
Advisory committee on management	
Advisory committee on services for handicapped students and students with social maladjustments or learning disabilities	
Advisory committee on transportation	
Parents' committee (or regional parents' committee and central parents' committee, as applicable)	

2.3 Code of ethics and professional conduct

Insérer le texte.

2.4 Disclosure of wrongdoings relating to public bodies

Insérer le texte.

**Accountability under the Act to facilitate the disclosure of
wrongdoings relating to public bodies**

Accountability 20XX-20XX <i>Act to facilitate the disclosure of wrongdoings relating to public bodies</i>	Number of disclosures or communications of information
1. Disclosures received by the designated officer	
2. Disclosures ended under paragraph 3 of section 22	
3. Well-founded disclosures	
4. Disclosures broken down according to the categories of wrongdoings set out in section 4	
(1) a contravention of a Québec law, of a federal law applicable in Québec or of a regulation made under such a law,	
(2) a serious breach of the standards of ethics and professional conduct,	
(3) a misuse of funds or property belonging to a public body, including the funds or property it manages or holds for others,	
(4) gross mismanagement within a public body, including an abuse of authority,	
(5) any act or omission that seriously compromises or may seriously compromise a person's health or safety or the environment,	
(6) directing or counselling a person to commit a wrongdoing described in any of paragraphs 1 to 5,	
5. Information forwarded under the first paragraph of section 23	

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3. Results

3.1 Commitment-to-success plan

3.1.1 Results of the commitment-to-success plan (PEVR)

■ Approach 1: xxx

Objective	Indicator	Target	Results ¹ 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX- 20XX	Results ² 20XX- 20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

¹ Results of the first year of accountability of the PEVR.

² Results of the subsequent years of implementation of the PEVR.

■ Approach 2: xxx

Objective	Indicator	Target	Results ¹ 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX- 20XX	Results ² 20XX- 20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

Explanation of the results

Insérer le texte.

3.1.2 Objectives determined by the Minister of Education

Objective	Indicator	Target	Results ³ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX
Objective 1							
Objective 2							
Objective 3							
Objective 4							
Objective 5							
Objective 6							

Insérer le texte.

³ Results of the first year of accountability of the PEVR.

⁴ Results of the subsequent years of implementation of the PEVR.

3.2 Anti-bullying and anti-violence plan

3.2.1 Summary of the incidents of bullying and violence reported at the school service centre

■ Scale of frequency of the incidents of bullying or violence

Scale
No incident
Fewer than 10 incidents reported
10 to 19 incidents reported
20 to 39 incidents reported
40 or more incidents reported

School	BULLYING (frequency of incidents)	VIOLENCE (frequency of incidents)	Proportion of the measures for which a complaint was filed with the Student Ombudsman
Name of the school (number of students)	Example: Fewer than 10 incidents	Example: 10 to 19 incidents reported	Example: (1.8%)

3.2.2 Measures in the schools of the school service centre

Insérer le texte.

3.3 Complaint examination procedure

4. Use of the resources

4.1 Allocation of the school service centre's revenues

Objectives of the annual allocation of revenues

Insérer le texte

Principles of the annual allocation of revenues

Insérer le texte

Criteria to be used to determine the amounts allocated

Insérer le texte

4.2 Financial resources

Insérer le texte

4.3 Workforce management and control

■ Staff distribution in hours

Job class	Hours worked (1)	Overtime (2)	Total paid hours (3) = (1) + (2)	Number of employees for the period concerned
1.Executive staff	00:00	00:00	00:00	
2.Professional staff	00:00	00:00	00:00	
3.Teaching staff	00:00	00:00	00:00	
4.Office staff, technicians and staff of comparable rank	00:00	00:00	00:00	
5.Labourers, maintenance and service staff	00:00	00:00	00:00	
Total in hours	00:00	00:00	00:00	

■ Overview of staffing level

Target set out by the Minister of Education (A) Source: Information sent by the Ministère de l'Éducation du Québec (MEQ) via CollecteInfo	
Total hours of paid work (B) Source: Information sent by the MEQ via CollecteInfo	
Extent of the overstaffing, if applicable Calculation: (C) = (B) – (A)	
Compliance with staffing level Answer choice: Yes/No (If the answer is "No", the school service centre must specify the measures taken to correct the situation)	

4.4 Service contracts involving an expenditure of \$25,000 or more

■ Service contracts involving an expenditure of \$25,000 or more

	Number of contracts	Amount of the contract (before taxes)
Service contracts with a natural person		
Service contracts with a contractor other than a natural person		
Total		

4.5 Physical and information resources

4.5.1 Physical resources

■ Immovable assets

20XX-20XX (Previous year)		20XX-20XX (Year of accountability)	
Balance not invested or incurred	Investments made	Amounts incurred	Amounts not invested or incurred

4.5.2 Information resources

Insérer le texte.

5. Schedules to the annual report

Report of the Student Ombudsman

Insérer le rapport du protecteur de l'élève.

Other schedules

Insérer les annexes.

SCHEDULE II

(s. 5)

TEMPLATE FOR A GOVERNING BOARD'S ANNUAL REPORT

ANNUAL REPORT
Governing board

MESSAGE FROM THE CHAIR
of the governing board

Insérer le texte

Table of contents

1. Presentation of the governing board

1.1 List of the members of the governing board

2. Summary of the activities of the governing board

2.1 Schedule of the meetings of the governing board

2.2 Activities carried out and decisions made

2.3 Results

Schedules

1. Presentation of the governing board

1.1 List of the members of the governing board

Surname and given name	Title (e.g. parent, school staff and position on the board)

2. Summary of the activities of the governing board

2.1 Schedule of the meetings of the governing board

Date (Month day, year)	Type of meeting specify: regular, special, subcommittee, etc.

2.2 Activities carried out and decisions made

Matters addressed	Dates (Month year)	Actions taken (e.g. adopted, approved, consultation made, etc.)	Comments (Clarifications, partners, does not apply, etc.)
General powers			
Adopting the educational project ⁵			
Adopting the anti-bullying and anti-violence plan			
Approving the rules of conduct and the safety measures (or the operating rules of centres)			
Approving the required financial contributions			
Establishing the principles for determining the cost of the documents in which students write, draw or cut out			
Approving the list of material for personal use			
Adopting the operating rules of childcare			
Giving notices to the administration (power of initiative) or the school service centre			
Forming committees (e.g. a subcommittee on a particular matter)			
Consulting on amending or revoking the deed of establishment			

⁵ Other powers are also listed in the *Education Act* and may be mentioned by the governing board in the "Actions taken" column.

Matters addressed	Dates (Month year)	Actions taken (e.g. adopted, approved, consultation made, etc.)	Comments (Clarifications, partners, does not apply, etc.)
Consulting on the selection criteria for the appointment of the principal			
Informing the parents and the community of the educational services provided and of their level of quality			
Sending documents intended for the parents			
Powers relating to educational services			
Approving the approach for the implementation of the basic school regulation			
Consulting on the choice of textbooks and instructional material and on the ways in which parents are to be informed of the academic progress of their children			
Approving the overall approach for the enrichment or adaptation of the objectives and content of the programs of studies			
Approving the conditions and procedures for integrating the activities or content prescribed by the Minister (e.g. sex education)			
Approving the time allocation for each subject (grids-subjects)			
Approving educational activities which entail changes in the students' schedule inside or outside of school			
Approving the approach for the implementation of the student services and special educational services programs (or popular education for centres)			
Consulting the parents			
Consulting the students or a group of students (as is required)			
Powers relating to community services			
Organizing community services (e.g. extracurricular activities)			
Contracting with a person or body			
Powers relating to financial and physical resources			
Approving the use of premises or immovables that are placed at the disposal of the institution			
Soliciting and receiving sums of money (designated fund)			
Adopting the institution's annual budget			
Other activities carried out (e.g. consultations, information, special projects, etc.)			

2.3 Results

Insérer le texte.

Schedules

Insérer les annexes.

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M.O., 2022-10

Order number I-14.01-2022-10 of the Minister of Finance dated 4 July 2022

Derivatives Act
(chapter I-14.01)

CONCERNING the Regulation to amend Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions

THE MINISTER OF FINANCE,

WHEREAS subparagraphs 3, 9 and 12 of the first paragraph of section 175 of the Derivatives Act (chapter I-14.01) provide that the *Autorité des marchés financiers* may make regulations concerning the matters referred to in those subparagraphs;

WHEREAS the fourth and fifth paragraphs of that section provide that a draft regulation under that section must be published in the *Bulletin de l'Autorité des marchés financiers* with the notice required under section 10 of the Regulations Act (chapter R-18.1) and may not be submitted for approval or be made before 30 days have elapsed since its publication;

WHEREAS the second and sixth paragraphs of that section provide that a regulation under the first paragraph of that section must be submitted to the Minister of Finance, who may approve it with or without amendment, and comes into force on the date of its publication in the *Gazette officielle du Québec* or on any later date specified in the regulation;

WHEREAS the Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions was approved by ministerial order no. 2017-06 dated 15 June 2017 (2017, G.O. 2, 1669);

WHEREAS there is cause to amend this Regulation;

WHEREAS the draft Regulation to amend Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions was published for consultation in the *Bulletin de l'Autorité des marchés financiers*, vol. 18, no. 37 of 16 September 2021;

WHEREAS the *Autorité des marchés financiers* made, on 13 June 2022, by the decision no. 2022-PDG-0034, Regulation to amend Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions;

WHEREAS there is cause to approve this Regulation with amendment;

CONSEQUENTLY, the Minister of Finance approves with amendment the Regulation to amend Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions appended hereto.

4 July 2022

ERIC GIRARD
Minister of Finance

Regulation to amend Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions

Derivatives Act
(chapter I-14.01, s. 175, par. 1, subpar. (3), (9) and (12))

1. Section 43 of Regulation 94-102 respecting Derivatives: Customer Clearing and Protection of Customer Collateral and Positions (chapter I-14.01, r. 0.001) is amended by replacing « month » by « quarter ».

2. Form 94-102F3 of this Regulation is amended by replacing, in footnote 13, « month » by « quarter ».

3. This Regulation comes into force on 26 July 2022.

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