

**OFFICIAL MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
2025-2026
January 12, 2026, at 6:30 p.m. Room E199**

MEMBERS PRESENT: Donald Shewan Paul Dionne
Denise Albert Justine Bell
Stefan Jordan Vince Amato
Marie-Ève Parenteau Han Lin Li
Caroline Comeau Michael Newton

REGRETS: Henriette Dumont, Miriam Morissette

ALSO PRESENT: Anthony Singelis, Nicole Haché, Jonathan Collin, Mark Wallace, Samantha Morley, Patrick Straub

The Governing Board meeting is being held in person. The meeting was called to order and presided over by our chairperson, Paul Dionne at 6:36 p.m.

1) Approval of Agenda

The following agenda was proposed.

1. Approval of agenda
2. Approval of minutes of the meeting of November 17, 2025
3. Business arising from the minutes of November 17, 2025
4. Public question period
5. Continuing Education AEC – Animal Assisted Therapy
Resolution No.: LAM-2025-003
6. Bylaw 6: Proposed Revision to Student Fees 2026-2027
Resolution No.: LAM-2025-004
7. Creation of a Reserved Fund for New Construction Project
Resolution No.: LAM-2025-005
8. Foundation Update
9. Sports Field Entente with the City of Saint-Lambert Update
10. Varia
11. Adjournment

It was **MOVED** by Vince Amato and **SECONDED** by Caroline Comeau that the agenda be approved.

MOTION CARRIED UNANIMOUSLY.

2) Approval of the minutes of the meeting of November 17, 2025.

It was **MOVED** by Donald Shewan and **SECONDED** by Michael Newton to adopt the minutes of the regular meeting of the Governing Board of November 17, 2025
MOTION CARRIED UNANIMOUSLY.

3) Business arising from the minutes of November 17, 2025.

There was no business arising.

4) Public Question Period.

There were no questions from the public.

5) Continuing Education AEC – Animal Assisted Therapy

Resolution No.: LAM-2025-003

Mark Wallace, Director of Continuing Education invited Samantha Morley, Pedagogical Counsellor, to speak to this item. Samantha presented a general overview of this new AEC, including program goals, main competencies, structure, courses and admission requirements. In the program, students who already have training in Special Care Counselling, Early Childhood Education, Nursing, Social Work, or similar fields can gain an additional specialization in zootherapy. The AEC will be offered part-time during evenings and weekends to attract students who are already working. During six courses (480 hours of instruction), students will learn to work with animals in a therapeutic environment. Students will have their therapy animal pre-screened and then gain hands-on experience in labs working directly with the animal. Students will learn to combine intervention skills with human-animal interactions, making them more versatile in the job market while helping meet society's growing needs for mental health and wellbeing support. There is currently no other English college offering this type of training and the market and demand for zootherapy in Quebec is growing. The program is slated to begin in Fall 2026.

WHEREAS the Animal-Assisted Therapy JNC.20 is an AEC that has been developed by Cégep de Granby and Champlain Saint-Lambert has entered into an agreement with Cégep de Granby that provides for the use of this AEC;

WHEREAS Champlain College Saint-Lambert offers several programs that meet the specific admission requirements of this program, including the Special Education Techniques and Early Childhood Education AECs, as well as the DEC in Nursing;

WHEREAS this AEC program to respond to local needs given that it is not offered anywhere else in Quebec in English; and

WHEREAS the Commission of Studies has unanimously endorsed this program at its meeting on December 11, 2025;

BE IT THEREFORE RESOLVED that the Governing Board recommends that the Board of Governors approve this program for Champlain Saint-Lambert. There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Paul Dionne
MOTION CARRIED UNANIMOUSLY

6) Bylaw 6: Proposed Revision to Student Fees 2026-2027

Resolution No.: LAM-2025-004

Don Shewan invited Jonathan Collin, Director of Student Services to speak to this item. Jonathan informed members that the Quebec government has capped the increase to 3%.

Whereas, in accordance with Bylaw 6, the College must review its fees for the upcoming academic year and any changes to the fees must be approved by January 31st; and

Whereas the Administration has reviewed the current fees and identified necessary changes; and

Whereas the College has consulted the Champlain Student Association regarding the “fees charged to all students”;

BE IT THEREFORE RESOLVED that the Governing Board of Champlain College Saint-Lambert recommend the proposed modifications to the fee annex of Bylaw Number 6 regarding student fees, for application as of the Fall 2026 semester to the Board of Governors of Champlain Regional College for adoption.:

Appendix 1 Board of Governors Approved Student Fees

Description of Fees	Fee in Canadian Dollars (\$):	
	St. Lambert 2025-26	St. Lambert 2026-27
3.01 Application Fees		
• Full-time Students by Program:		
▪ Pre-university Programs	30	30
▪ Technical Programs	30	30
▪ Continuing Education	30	30
• Part-time Students All Programs	30	30
3.02 Fees Charged to all Students per Semester		
• Full-time Students:		
▪ Registration Fees	20	20
▪ Fees for Services Related to Studies	25	25

▪ Auxiliary Service Fees	145	149
Total:	190	194
• Part-time Students: (per course)		
▪ Registration Fees	5	5
▪ Fees Services Related to Studies	6	6
▪ Auxiliary Service Fees	32	33
3.03 Other Admissions Related Fees		
English Proficiency Assessment	n/a	n/a
• French Proficiency Assessment	n/a	n/a
• Foreign Transcript Evaluation Fee	n/a	n/a
• Sports-Etudes and Arts-Etudes (per semester)	50	50
• Equivalence Request (<i>Per Course, Per Program</i>)	25 (max 100)	25 (max 100)
• Coop Programs – Alternating Work-Study Programs	n/a	n/a
• 3.04 Late and Course Change Fees		
Late Application Fee	25	25
• Late Registration or Late Course Confirmation	50	50
• Late Timetable Pickup (<i>First year students only</i>)	n/a	n/a
• Late Payment Fee	25	25
• Not Sufficient Funds (NSF) Cheque Fee	50	50
• Course Changes Outside of Schedule	20	20
• 3.05 Recognition of Acquired Competency (RAC) Fees:		
RAC File Analysis	45	45
• RAC Evaluation of Competency (<i>Per Competency, per Program</i>)	40 (max 500)	40 (max 500)
• Missed Appointment for RAC Services	30	30
• 3.06 Other Program or Course Related Fees:		
Optional Program: International Baccalaureate	n/a	n/a
• Course for a student not registered in a program, or Courses Outside Student's Program (<i>Per Course Hour</i>)	6	6
• Outreach Program, Summer School, or Continuing Education (<i>Per Course Hour</i>)	6	6
• File analysis and preparation for the transfer to another institution	250	250

There was no call for the vote.

MOVED BY: Donald Shewan
SECONDED BY: Vince Amato
MOTION CARRIED UNANIMOUSLY

7) Creation of a Reserved Fund for New Construction Project

Resolution No.: LAM-2025-005

Don Shewan spoke to this item. Don informed members that the SMC (Senior Management Committee) met last week and the topic of concern is that the amount in our surplus is not earmarked and might put the College at risk.

Therefore, the creation of a reserved fund will protect our finances.

WHEREAS the College’s auditor has expressed concern about the size of Champlain Regional’s uncommitted surplus which may leave us open to government attempts to recuperate a portion thereof; and

WHEREAS the planned expansion of Champlain Saint Lambert’s facilities may result in needs including professional fees, supplementary construction costs and furniture and equipment for these newly created spaces; and

WHEREAS the project must be entirely self-financed by the College; and

WHEREAS the project may result in additional costs beyond the amount currently offered by Hydro Quebec; and

WHEREAS section 7 of Bylaw 5 (concerning the financial management of the regional college) provides for the creation of reserve funds from the surplus accumulated by a constituent college; and

BE IT THEREFORE RESOLVED that the Governing Board recommend to the Board of Governors the creation of an additional reserve fund for the purchase of furniture and equipment and any overages professional fees for the new construction in the amount of \$1,700,000 and that the Governing Board be informed of any expenditures made under this resolution.

There was no call for the vote.

MOVED BY: Michael Newton

SECONDED BY: Vince Amato

MOTION CARRIED UNANIMOUSLY

8) Foundation Update

Michael Newton reiterated that the process for the transfer of funds to Champlain Regional College Foundation remains stalled due to insufficient documentation regarding a proposed “umbrella structure”.

The primary concerns preventing further action include the lack of critical organizational records required to validate the new structure, specifically a charitable status number and established bylaws.

The consensus is that we need more time to review regional bylaws and policies to ensure that they align with the College’s new governance framework and that three separate accounts and budget codes need to be established before we finalize the agreement of the transfer.

Don has committed to drafting up the rules and regulations to bring forward for approval.

The Adam's P.A.C.E. program, which was created twenty years ago by Ann Taylor in memory of her son, Adam Taylor, operates through the Riverside School Board and is hosted at Champlain College Saint-Lambert, has historically relied on the Champlain College Saint-Lambert Foundation to manage its books. To move toward greater independence, it was indicated that the program should establish its own foundation. Paul Dionne, serving as President of The South Shore Educational Foundation (SSEF), offered to speak with Ann Taylor to facilitate the transfer of Adam's P.A.C.E. funds from the Champlain College Saint-Lambert Foundation to the SSEF. Don will contact Ann Taylor regarding this transfer before the next SSEF board meeting on Wednesday, January 14th.

9) Sports Field Entente with the City of Saint-Lambert Update

Don Shewan informed members that in the beginning of December, the City of Saint-Lambert informed us that, effective immediately, it will begin charging a rate of \$135 per hour, plus applicable taxes, for the use of the artificial turf field located adjacent to the college. This development was unforeseen and was not anticipated in our planning or budgeting. We are currently reviewing the implications of this change and are actively exploring potential solutions and alternatives to mitigate the impact on both our Physical Education courses and our sports teams. We will keep you informed on the progress of this dossier as it develops. Paul Dionne suggested that Don set up a meeting with the Mayor of Saint-Lambert and offered his assistance to help persuade them to reverse their decision.

10) Varia

Paul Dionne asked the CSA (Champlain Student Association) to give a presentation at the next meeting. Marie-Eve Parenteau gladly accepted.

Don informed members that the Forces Avenir Awards Gala has been suspended. Forces Avenir is a province-wide funding program that supports student initiatives at the high school, cegep and university levels. These awards aim to celebrate the achievements of our students with a series of awards in categories such as Healthy Living, Environment and Peace and Justice. We were saddened to learn of the temporary suspension of this programming, given the value and positive impact their initiatives have had on our community in the past. Should the Forces Avenir activities resume in the future, we are open to considering our participation. However, this would be contingent upon our financial capacity, given the significant budgetary constraints resulting from government funding.

Caroline Comeau asked that the Foundation be a reoccurring agenda item.

Dates for next meeting to be sent out by Patrizia Polifroni.

11) Adjournment

It was **MOVED** by Vince Amato and **SECONDED** Caroline Comeau that the meeting be adjourned at 7:43 p.m.

Paul Dionne
Chairperson

Patrizia Polifroni
Recording Secretary