

Special Education Advisory Committee

S. E. A. C. – Composition and Administrative Procedures

2025-2026

What is SEAC?

The Special Education Advisory Committee, as mandated by the Education Act (s. 185) is an advisory committee on services for students with ministry exceptionalities and students with social maladjustments or learning disabilities. It provides recommendations to Council and to the Resource Allocation Committee for items outlined in the Education Act.

The mandate of the SEAC as outlined in the Education Act can be found on the WQSB website at the following link:

<https://westernquebec.ca/about/governance/#seac>

As determined by the Council of Commissioners, the following is the WQSB Composition of SEAC (Education Act, s 185, 186):

Voting Members:

- 16 Parents of the students concerned (students with an IEP), designated by the Parents' Committee.
- 1 Teacher representative, designated by their Association
- 1 Non-teaching professional staff representative, designated by their Association
- 1 Support staff representative, designated by their Association
- 1 School principal, designated by the Director General
- Up to 2 representatives of organizations which provide services to students with special needs, designated by Council, after consulting with those bodies

Non-voting Members:

- The Director General or designate.

Interested in becoming a member?

Any parent/guardian of a student with an IEP, who is interested in becoming a member of SEAC, must submit their name at the Annual General Assembly (AGA) of their child's school (held before the end of September) or via Form online ([sign up here](#)), prior to September 30th. Members will then be selected from among these candidates at the first Parents' Committee of the school year.

SEAC moved to 2-year mandates for membership, in 22-23.

Once the names have been submitted to school administration at the Annual General Assembly of parents in September (or submitted online on the SEAC page of the board's website), each parent will receive an application form which will assist the Parent Committee in the selection process.

Some important notes to consider:

- Only parents of children with an Individual Education Plan will be considered for selection to the committee.
- The schedule of meetings is determined at the first meeting. Historically, meetings are held once a month in the evening.
- No experience is required, only a commitment to actively participate.
- Meetings are held at the school board or via Teams, and usually run from 6:30- 8:30pm.

Designation of SEAC Members by Parent Committee

The parent members of SEAC will be “designated by the Parents’ Committee” (Ed Act 2.185)
The parent members of SEAC are designated by The Parent Committee at the first meeting of the school year. (Typically, in October)

The process to be followed for the selection of WQSB SEAC parent members is as follows:

1. Any parent of a student with an IEP, who is interested in becoming a member of SEAC, must submit their name at the General Assembly of their child’s school. (held before the end of September)
2. Parents who are unable to attend the Annual General Assembly at the school are invited to submit their name by filling out the online survey available on the SEAC page of the board’s website.
3. The names of parents, who are interested in becoming members of SEAC, are forwarded to the Parent Committee (via administration).
4. The parents, whose names were submitted, will be invited to introduce themselves (in person or in writing) at the 1st Parent Committee in the event that *17 or more parents have expressed interest and elections must be held.
5. The Parent Committee members will select the parent members to SEAC. (Up to a maximum of *16 parents). Two additional names will be selected by Parent Committee in the event of a resignation or vacancy on SEAC.
6. The names of parent members of SEAC will be forwarded to the Director of Complementary Services by the chair of Parent Committee.
7. The Director of Complementary Services will then invite all SEAC members to the 1st SEAC meeting.

The positions for the following roles will be voted on by parent members of SEAC only, at the first meeting (of SEAC):

- EHDA Parent Commissioner (every two years)
- Parents’ Committee representative

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