

**PROVINCE OF QUÉBEC**  
**Western Québec School Board**

Minutes of the **Council of Commissioners** meeting held on June 25, 2013 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

**PRESENT:** Commissioners Brunke, Chiasson, Daly, Gunn, Guy, Hendry (by telephone), Lanyi, Larivière (by videoconference), McCrank, O'Brien, Perry, Shea, Taylor and N. Young (by videoconference), Parent  
Commissioner Gibbons

**Personnel:**

Director of Human Resources and Technology, M. Dubeau  
Director of Education, M. Lothian  
Director of Buildings, Equipment and Transportation, C. O'Shea  
Assistant Director of Student Services, B. Burn

**REGRETS:** Commissioners Davidson, Dexter, Garbutt, Wilson and R. Young,  
Parent Commissioner Komm

The Director General, Paul Lamoureux, Assistant Director General/Director of Education, Adult Education and Vocational Training, R. Ahern, and the Director of Legal Services/Secretary General, R. Vézina were also present.

**Call to Order**

The Chair, Commissioner Chiasson, called the meeting to order at 7:05 p.m.

**Public Participation**

The Jalapeno Peppers, the Destination ImagiNation team from G. Théberge, who represented the Western Québec School Board in Knoxville, Tennessee, made a presentation on their experience at the DI global finals. They thanked Sonia Lavallée for accompanying them in Tennessee.

Sonia Lavallée made a PowerPoint presentation on Destination ImagiNation and thanked the Board for sending her to the global finals in Knoxville.

Nancy Hall, Chair of St. Michael's High School Governing Board extended warmest thanks to the WQSB for not recommending closure of their school. She stated that the Governing Board and the Community are aware that the age of the building is a concern and that it is in need of upgrades. She suggested a committee be struck to review how the school can be made more efficient. The Community is ready to contribute and work hard toward achieving these goals. She also stated that she expected enrolment to double within the next 4 to 5 years.

**C-12/13-325****Approval of Agenda**

IT WAS MOVED by Commissioner O'Brien that the Agenda be approved with the following additions:

- 7.3.1.5.1 Right of Way Chelsea
- 7.3.1.6.1 Capital Project/PWHS & Hadley: Auditorium seating
- 11.1 Approval of Accounts – December 2012
- 11.2 Approval of Accounts – January 2013
- 11.3 Approval of Accounts – February 2013
- 11.4 Approval of Accounts – March 2013
- 11.5 Approval of Accounts – April 2013
- 11.6 Approval of Accounts – May 2013
- 12.2 Authorization to sign Construction Contracts
- 12.3 Authorization to sign Cleaning Contracts
- 12.4 Authorization to sign MB Contracts
- 12.5 Tender: PWHS Phase II – Acquisition de Luminaires
- 12.6 Joint Community Projects for 2013-2014 school year
- 12.7 Building Permit for New Wakefield School
- 12.8 Vente de bâtiment – Centre d'éducation continue Pontiac
- 12.9 Commissioners' Travel Expenses
- 12.10 Commissioners' Professional Development

Carried unanimously

**C-12/13-326****Approval of Minutes – May 28, 2013**

IT WAS MOVED by Commissioner Guy that the minutes of a meeting held on May 28, 2013 be approved as circulated.

Carried unanimously

**C-12/13-327****Approval of Minutes – June 18, 2013**

IT WAS MOVED by Commissioner O'Brien that the minutes of a special meeting held on June 18, 2013 be approved as circulated.

Carried unanimously

**Chairman's Remarks**

The Chairman addressed the following topics:

- June Events: He encouraged everyone to attend Graduations if possible.
- QESBA Communications are ongoing and will be forwarded to all as they come in.
- Elections Guidelines.

**Director General's Report**

The Director General presented his written report. Topics covered included:

- WQCC Graduation
- Hull Adult Ed. Center Graduation
- PROCEDE: WQSB & SWLSB will be hosting the Annual Conference to be held at Chateau Cartier on October 16<sup>th</sup> to 18<sup>th</sup>, 2014. R. Ahern gave details on the speakers list. Flyers will be sent out shortly with additional details.
- Kelsey Dauphinée won the QESBA award for "Chapeau, les filles".
- Namur School
- Recognition Supplements and Incentive Premiums
- Pre-Kindergarten
- Principal's new assignments

-Strategic Plan 2013-2018  
 -Dropout Rate  
 -Budget rules

**C-12/13-328**

**Hiring of Administrators**

IT WAS MOVED by Commissioner Taylor that the normal formalities be waived to accommodate any possible need to fill new administrative postings as soon as possible, on condition that the Director General notify all commissioners when assignments are finalized.

Carried unanimously

**QESBA Report**

The Chairman presented his QESBA Report. He gave details on the proposed QESBA Budget. He will be voting in favor of the proposed budget freeze.

**C-12/13-329**

**Nomination – QESBA Board of Directors and Executive Committee**

IT WAS MOVED by Commissioner Perry that Commissioners Guy and Chiasson be nominated to the QESBA Board of Directors, and that Commissioner Chiasson be nominated as member of the Executive.

Carried unanimously

**C-12/13-330**

**Executive Committee Report – June 18, 2013**

IT WAS MOVED by Commissioner O'Brien that the Council acknowledge receipt of the draft Executive Committee minutes of June 18, 2013.

Carried unanimously

**C-12/13-331**

**Appointment Director General– Paul Lamoureux**

IT WAS MOVED by Commissioner O'Brien that, as recommended by the Executive Committee, Paul Lamoureux be officially appointed as Director General of the Western Québec School Board.

Carried unanimously

**C-12/13-332**

**Policy F-14**

IT WAS MOVED by Commissioner O'Brien that, as recommended by the Executive Committee, any recognition payments that could be payable by the Board under Policy F-14, to Directors and Assistant Directors already employed by the Board as of July 1<sup>st</sup>, 2006, are not payable to those administrators whose conditions are covered by the *“Regulation Respecting Certain Conditions of Employment of Senior Executives of School Boards and of the Comité de Gestion de la Taxe Scolaire de l’Ile de Montréal”*.

For: 10

Against: 2

Abstention: 1

Motion carried

**C-12/13-333****Education Committee Report – June 5, 2013**

IT WAS MOVED by Commissioner O'Brien that the Council acknowledge receipt of the draft Education Committee minutes of June 5, 2013.

Carried unanimously

Commissioner O'Brien thanked R. Ahern, M. Lothian and B. Burn for their outstanding patience, commitment and job well done over the course of the year.

Ms. Ahern made a presentation on the Objectives, Targets and Strategies to be embedded in the 2013-2016 Partnership Agreement.

**C-12/13-334****Partnership Agreement 2013-2016**

IT WAS MOVED by Commissioner O'Brien that, as recommended by the Education Committee, Council approve the Objectives, Targets and Strategies for the 2013-2016 partnership agreement.

Carried unanimously

**C-12/13-335****PWHS Trip to New York City**

IT WAS MOVED by Commissioner O'Brien that, as recommended by the Education Committee, Council approve the PWHS trip to New York City from May 9<sup>th</sup> to 11<sup>th</sup>, 2014.

Carried unanimously

**C-12/13-336****Corporate Committee Report – June 4, 2013**

IT WAS MOVED by Commissioner Guy that the Council acknowledge receipt of the draft Corporate Committee minutes of June 4, 2013.

Carried unanimously

**C-12/13-337****Drug and Alcohol Policy Review**

IT WAS MOVED by Commissioner Guy that, as recommended by the Corporate Committee, a review of the Western Québec School Board's Drug and Alcohol Policy be initiated, and that the Corporate Committee be mandated for that purpose.

Carried unanimously

**C-12/13-338****Business Committee Report – May 28, 2013**

IT WAS MOVED by Commissioner Perry that the Council acknowledge receipt of the Business Committee minutes of May 28, 2013.

Carried unanimously

**C-12/13-339****Business Committee Report – June 20, 2013**

IT WAS MOVED by Commissioner Perry that the Council acknowledge receipt of the draft Business Committee minutes of June 20, 2013.

Carried unanimously

**C-12/13-340****Telus – Antenna at the Western Québec Board Offices**

WHEREAS Telus has requested authorization to install an antenna on the roof of the Western Québec School Board offices;

WHEREAS the Director of Buildings, Equipment and Transportation is in agreement with its proposed location;

WHEREAS there is a lease agreement for a 10 year period;

WHEREAS the rental money for the 10 year period is \$90,000.00 plus taxes;

WHEREAS Telus will be responsible for having hydro install a separate meter that will be billed directly to Telus for the electrical costs;

WHEREAS the Business Committee discussed and proposed that the money received in rental fees from Telus be assigned to the telecommunications budget;

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that approval be given to Telus to lease a section of the roof of the Western Québec Board Offices, located at 15 Katimavik, Gatineau, J9J 0E9 for an initial ten year period and that the Director of Buildings, Equipment and Transportation be authorized to sign the lease agreement on behalf of the Western Québec School Board.

Carried unanimously

**C-12/13-341****Deeds of Establishment for 2013-2014 school year**

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that the Deeds of Establishment for 2013-2014 school year be approved.

Carried unanimously

**C-12/13-342****Tender: Window Cleaning Contract**

WHEREAS the above mentioned project was by invitation to three (3) companies;

WHEREAS three (3) bids were received;

Léoric	\$ 3,200.00
DL Window Cleaning Services	\$ 3,548.00
Laveurs de Vitre E.P.C	\$ 2,323.26

WHEREAS the lowest bid did not conform;

IT WAS MOVED by Commissioner Perry that, as recommended by the Business Committee, the submitted bid by Léoric in the amount of \$3,200.00 be approved.

Carried unanimously

C-12/13-343

**Roof Maintenance (hourly rate/yearly contract)**

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that the Roof Maintenance contract be awarded to TMR.

Carried unanimously

C-12/13-344

**Rescind Resolution (C-12/13-242) Right of Way Chelsea**

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that resolution C-12/13-242 be rescinded.

***C-12/13-242 Right of Way – Chelsea***

*IT WAS MOVED by Commissioner Young as recommended by the Business Committee, that Western Québec School Board grant servitude of right of way to pass the new sewer and water for the new Chelsea Creek Project, which will be ready in 2014.*

*Carried unanimously*

Carried unanimously

C-12/13-345

**Right of Way Chelsea**

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that the Western Québec School Board approve the servitude for a right of way as outlined in the technical description and plan prepared by the land surveyors “Alary, St-Pierre & Durocher” to provide new sewer and water for the Chelsea Municipality Project.

Carried unanimously

C-12/13-346

**Rescind Resolution (C-12/13-308) Capital Project/Philemon Wright & Hadley: Auditorium seating**

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that resolution C-12/13-308 be rescinded.

***C-12/13-308 Capital Project/Philemon Wright & Hadley: Auditorium seating***

*WHEREAS the above mentioned project was by invitation to three (3) companies;*

*WHEREAS two (2) bids were received;*

<i>CWM Marketing</i>	<i>\$ 14,635.00</i>
<i>Ducharme</i>	<i>\$ 18,030.05</i>

*WHEREAS the lowest bid conformed;*

*IT WAS MOVED by Commissioner R. Young that the submitted bid by CWM Marketing in the amount of \$14,635.00 be approved.*

*Carried unanimously*

Carried unanimously

**C-12/13-347****Capital Project/Philemon Wright & Hadley: Auditorium seating**

WHEREAS the above mentioned project was by invitation to three (3) companies;

WHEREAS two (2) bids were received;

CWM Marketing	\$ 14,635.00
Ducharme	\$ 18,030.05

WHEREAS the lowest did not conform;

IT WAS MOVED by Commissioner Perry as recommended by the Business Committee, that the submitted bid by Ducharme in the amount of \$18,030.05 be approved.

Carried unanimously

Although the Minutes of the Business Committee of the Whole held on June 20, 2013 were distributed, it was noted that there was no quorum.

**C-12/13-348****Budget 2013-2014**

WHEREAS in conformity with the Education Act the Western Québec School Board must adopt and forward the 2013-2014 budget to the Minister of Education, Recreation and Sports;

WHEREAS the 2013-2014 budget shows a deficit of \$ 853 884 and that this deficit is inferior to 32% of the Board's accumulated surplus on June 30, 2013, with the exception of the net accounting value of its land;

WHEREAS the evaluation, which has been utilised to determine the equalisation grant is established at \$ 6 458 940 374 in conformity with the law and the budget rules for the 2013-2014 school year;

WHEREAS the budget includes school tax rate of \$ 0.258674;

WHEREAS the school tax rate is in conformity with the Law;

IT WAS MOVED by Commissioner Perry that the 2013-2014 operating, capital and debt services budget be adopted and forwarded to the Minister of Education, Recreation and Sports and that the tax rate be set at \$ 0.258674.

Carried unanimously

**C-12/13-349****Tax Rate**

IT WAS MOVED by Commissioner Perry that the school tax rate for 2013-2014 be set at \$ 0.258674 per \$100 evaluation.

Carried unanimously

**C-12/13-350****Interest Rate**

IT WAS MOVED by Commissioner Perry that the interest rate for 2013-2014 be set at 16% on all outstanding school taxes.

Carried unanimously

- C-12/13-351**      **Uncollectable Taxes**  
 IT WAS MOVED by Commissioner Perry that the outstanding taxes and interest amounting to \$ 4 142.99 be written off for 2012-2013 fiscal year.  
 Carried unanimously
- C-12/13-352**      **SEAC Report – May 6, 2013**  
 IT WAS MOVED by Commissioner Lanyi that the Council acknowledge receipt of the draft SEAC minutes of May 6, 2013.  
 Carried unanimously
- C-12/13-353**      **Consultative Transportation Committee Report – June 17, 2013**  
 IT WAS MOVED by Commissioner Taylor that the Council acknowledge receipt of the draft Consultative Transportation Committee minutes of June 17, 2013.  
 Carried unanimously
- C-12/13-354**      **Five year Contract 2012/2017-Autobus LaSalle Inc.**  
 IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the 5 year contract negotiated with Autobus LaSalle Inc. in the amount of one million five hundred thirty-four thousand one hundred forty-six dollars and seventy six cents (\$1,534,146.76) including the 2.91 % indexation be approved.  
 Carried unanimously
- C-12/13-355**      **Extended Contract – Transport Létourneau Inc.**  
 WHEREAS Transport Létourneau Inc. has been on contract with the W.Q.S.B. for the past 25 years;  
 WHEREAS Transport Létourneau Inc.'s contract was renewed annually and his transportation service has been excellent;  
 WHEREAS the W.Q.S.B. has extended all its other transportation contracts for five years;  
 WHEREAS Transport Létourneau Inc. has requested that its contract be extended for an additional four years;  
 IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, Transport Létourneau Inc.'s one year contract in the amount of sixty-three thousand five hundred ninety dollars and sixty-five cents (\$63,590.65) be extended for another four year period terminating on June 30, 2017.  
 Carried unanimously
- C-12/13-356**      **Indexation**  
 IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the 2013-2014 school bus contracts be indexed by 1.52%.  
 Carried unanimously



- C-12/13-357**      **2013-2014 Budget**  
IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the budget for 2013-2014 be approved.
- Carried unanimously
- C-12/13-358**      **Timiskaming First Nation – Invoice for extra bus**  
IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the invoice submitted by Temiskaming First Nation in the amount of twenty seven thousand nine hundred sixty five dollars and eighty cents (\$27,965.80) be approved.
- Carried unanimously
- C-12/13-359**      **Transport G.G.R. Ltee – Invoice**  
IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the invoice submitted by Transport G.G.R. Ltee in the amount of five thousand seventy five dollars (\$5 075.00) be approved.
- Carried unanimously
- C-12/13-360**      **Autobus LaSalle-Days out of calendar**  
IT WAS MOVED by Commissioner Taylor that as recommended by the Consultative Transportation Committee, the invoice submitted by Autobus LaSalle in the amount of one thousand four hundred thirty seven dollars and seventy cents (\$1,437.70) be approved.
- Carried unanimously
- C-12/13-361**      **Autobus LaSalle- Noon hour transportation**  
IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the invoice submitted by Autobus LaSalle Ltee in the amount of three thousand three hundred ninety-nine dollars and sixty cents (\$3 399.60) be approved.
- Carried unanimously
- C-12/13-362**      **Autobus Outaouais – Extra mileage invoice**  
IT WAS MOVED by Commissioner Taylor that, as recommended by the Consultative Transportation Committee, the invoice submitted by Autobus Outaouais in the amount of twenty three thousand two hundred eighty seven dollars and fifty seven cents (\$23 287.57) be approved.
- Carried unanimously
- C-12/13-363**      **Parents’ Committee Report – May 27, 2013**  
IT WAS MOVED by Commissioner Taylor that the Council acknowledge receipt of the draft Parents’ Committee minutes of May 27, 2013.
- Carried unanimously

- C-12/13-364 PIC Report – June 11, 2013**  
IT WAS MOVED by Commissioner Shea that the Council acknowledge receipt of the draft PIC minutes of June 11, 2013.  
Carried unanimously
- C-12/13-365 EPC Report – May 29, 2013**  
IT WAS MOVED by Commissioner O'Brien that the Council acknowledge receipt of the draft EPC minutes of May 29, 2013.  
Carried unanimously
- C-12/13-366 Planning and Review Report – June 12, 2013**  
IT WAS MOVED by Commissioner Guy that the Council acknowledge receipt of the draft Planning and Review minutes of June 12, 2013.  
Carried unanimously
- Planning and Review Report**  
The Chairman presented the Planning and Review Committee Report on the potential closure of St. Michael's High School.
- C-12/13-367** IT WAS MOVED by Commissioner Lanyi that Policy C-25 be distributed to all Commissioners and that its possible review be discussed at the next Council of Commissioners meeting in September.  
Carried unanimously
- C-12/13-368 Approval of Accounts – December 2012**  
IT WAS MOVED by Commissioner Perry that the accounts for the month of December 2012 be approved in the amount of \$ 6,138,677.65.  
Carried unanimously
- C-12/13-369 Approval of Accounts – January 2013**  
IT WAS MOVED by Commissioner Perry that the accounts for the month of January 2013 be approved in the amount of \$ 3,728,724.85.  
Carried unanimously
- C-12/13-370 Approval of Accounts – February 2013**  
IT WAS MOVED by Commissioner Perry that the accounts for the month of February 2013 be approved in the amount of \$ 3,648,048.53.  
Carried unanimously
- C-12/13-371 Approval of Accounts – March 2013**  
IT WAS MOVED by Commissioner Perry that the accounts for the month of March 2013 be approved in the amount of \$ 5,187,301.63.  
Carried unanimously
- C-12/13-372 Approval of Accounts – April 2013**  
IT WAS MOVED by Commissioner Perry that the accounts for the month of April 2013 be approved in the amount of \$ 2,601,882.69.  
Carried unanimously

**C-12/13-373****Approval of Accounts – May 2013**

IT WAS MOVED by Commissioner Perry that the accounts for the month of May 2013 be approved in the amount of \$ 4,017,368.64.

Carried unanimously

**C-12/13-374****Adoption of By-Laws (2013-2014 Calendar of Meetings)**

IT WAS MOVED by Commissioner McCrank that the following By-Laws be adopted as presented.

- A By-Law to fix the day, time and place of the regular meetings of the Council of Commissioners of the Western Québec School Board for the school year 2013-2014.
- A By-Law to fix the day, time and place of the regular meetings of the Executive Committee of the Western Québec School Board for the school year 2013-2014.

Carried unanimously

**C-12/13-375****Authorization to sign Construction Contracts**

IT WAS MOVED by Commissioner Perry that the Director of Buildings, Equipment and Transportation, Mr. Colin O'Shea be authorized to sign the contract for the construction of the new Wakefield School building for and on behalf of the Western Québec School Board, awarded to construction GMR Inc. by resolution C-12/13-295.

Carried unanimously

**C-12/13-376****Authorization to sign Cleaning Contracts**

IT WAS MOVED by Commissioner Perry that the Director of Buildings, Equipment and Transportation, Mr. Colin O'Shea be authorized to sign the Cleaning Contracts for and on behalf of the Western Québec School Board, awarded by resolutions C-12/13-320 (Hourly Rate for 2012-2013), C-12/13-321 (Eardley), C-12/13-322 (Greater Gatineau) and C-12/13-323 (Lord Aylmer Jr & Sr.).

Carried unanimously

**C-12/13-377****Authorization to sign MB contracts**

IT WAS MOVED by Commissioner Perry that the Director of Buildings, Equipment and Transportation, Mr. Colin O'Shea be authorized to sign the MB projects for and on behalf of the Western Québec School Board, awarded by resolutions C-12/13-299 (Dr. S. E. McDowell – Replacement of Heating System) and C-12/13-300 (Golden Valley – Exterior Walls).

Carried unanimously

**C-12/13-378****Tender: PWHS Phase II – Acquisition de Luminaires**

WHEREAS the above mentioned project went to public tender;

WHEREAS four (4) bids were received;

Éclairage etc.	\$64,635.50
Nedco	\$66,962.18
Lumen	\$68,092.65
Dubo Électrique Ltée	\$68,870.55

WHEREAS the lowest bid was conform;

IT WAS MOVED by Commissioner Perry that the submitted bid by Éclairage Etc. in the amount of \$64,635.50 be approved.

Carried unanimously

**C-12/13-379****Joint Community Projects for 2013-2014 school year**

WHEREAS one (1) Joint Community Project was submitted;

IT WAS MOVED by Commissioner Taylor that an amount of \$8,000.00 be allocated for the 2013-2014 Joint Community Projects.

Carried unanimously

**C-12/13-380****Building Permit for New Wakefield School**

IT WAS MOVED by Commissioner Guy that Mr. Colin O'Shea, Director of Buildings, Equipment and Transportation, be authorized to apply for the building permit for the new Wakefield School.

Carried unanimously

**C-12/13-381****Vente de bâtiment Centre d'éducation continue Pontiac**

LA COMMISSAIRE TAYLOR PROPOSE QUE, tel que l'a recommandé le Comité des affaires, la Commission scolaire Western Québec demande au Ministère de l'Éducation, du Loisir et du Sport, l'autorisation de vendre par voie d'appel d'offres publique, selon la section II du règlement sur les normes, les conditions et la procédure d'aliénation d'un immeuble d'une commission scolaire, pour la bâtisse située au 26, rue Leslie, Campbell's Bay, Québec.

Carried unanimously

**C-12/13-382****Commissioners' Travel Expenses**

IT WAS MOVED by O'Brien that effective July 1, 2013, no travel rate be paid to those commissioners travelling 25 km or less (one way distance), and to reduce the current rate by 50% for those travelling more than 25 km.

For: 3

Against: 10

Motion defeated

**C-12/13-383****Commissioners' Professional Development**

IT WAS MOVED by Commissioner O'Brien that all commissioners' requests for Professional Development should come to Council in advance for approval.

For: 9

Against 4

Motion carried

Commissioner Shea reported on the possibility of Heritage College offering a 3 year Nursing Program in Shawville, which would be funded by Emploi Québec.

The Chairman thanked Marcy Galipeau for all her contributions towards improving communications at the Western Québec School Board. Ms. Galipeau will be leaving shortly to pursue her career in the Health sector.

**Date of next meeting:**

The next meeting of the Council of Commissioners will be held on September 24, 2013.

**C-12/13-384****Adjournment**

IT WAS MOVED by Commissioner Daly that the meeting be adjourned at 9:50 pm.

RV/nb