

PROVINCE OF QUÉBEC
Western Québec School Board

Minutes of the **Council of Commissioners** meeting held on June 28, 2016 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

PRESENT: Chair Shea, Commissioners Brunke, Daly, Dionne, Egan, Garbutt, Guy, Labadie, Larventz, McCrank, and Schaler, and Parent Commissioners Davis and Komm

Personnel:

Director of Human Resources, School Organization and Transportation, M. Dubeau
Director of Education, Stewart Aitken

The Director General, P. Lamoureux, the Assistant Director General/Director of Education, Adult Education and Vocational Training, R. Ahern, and the Secretary General / Director of Programs and Evaluation, Terry Kharyati, were also present.

REGRETS: Commissioner Young, and Parent Commissioners, Boucher and Fenton

Call to Order

The Chair J. Shea called the meeting to order at 7:00 p.m.

Public Participation

-PWHS Principal Dodie Payne, along with students from PWHS/Hadley, presented a video *N'we Jinan Artists*.

- Tammy Hogan, Bruce Neville, and Louise Frazer, parents of home-schooled students spoke about their experience as home-schooling parents. They requested that parents of home-schooled students be consulted before adopting a home-schooling policy.

-Brian Rock, Executive Director of the Regional Association of the West Quebecers, and President of the Québec Federation of Home and School Association spoke about Bill 105, and spoke about the new History Program for the Grade 9.

C-15/16-139

Adoption of Agenda

IT WAS MOVED by Commissioner Brunke that the agenda be adopted with the following addition:

4.3 Tax Insert

and the removal of item:

9.3.2 Parents' Committee Report – May 16, 2016

Carried unanimously

C-15/16-140

Approval of Minutes – May 31, 2016

IT WAS MOVED by Commissioner Dionne that the minutes of a meeting held on May 31, 2016 be approved as circulated.

Carried unanimously

Chair's Report

The Chair, J. Shea presented his written report which lists the events of the past month.

Director General Report

The Director General, P. Lamoureux, presented his report which included:

-Budget 2016-2017

-Hiring of Administrators

-Tax Insert which will help contributors better understand their tax rate.

C-15/16-141

Hiring of Administrators – Summer Period

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

Carried unanimously

C-15/16-142

Executive Committee Report – June 21, 2016

IT WAS MOVED by Commissioner Guy that the Council acknowledge receipt of the draft Executive Committee minutes of June 21, 2016.

Carried unanimously

C-15/16-143

Director General Evaluation

WHEREAS the 2015-2016 Director General Performance Assessment was completed in June 2016;

IT WAS MOVED by Commissioner Guy that, as recommended by the Executive Committee, the Council acknowledge receipt of the Director General's final assessment rating of "exceeding expectations" as outlined in the Performance Report in accordance with the WQSB Policy F-16.

Carried unanimously

C-15/16-144

Rescind Resolution C-15/16-130 -Public Call For Tenders – Services Entretien Ménager

IT WAS MOVED by Commissioner Daly that the following resolution C-15/16-130 be rescinded.

C-15/16-125 Public Call For Tenders – Services Entretien Ménager – Pontiac High, Darcy McGee High/Symmes Intermediate, and Philemon Wright High/Hadley Intermediate schools

WHEREAS a public call for tenders has been made for the above mentioned contract, for 5 years from July 1, 2016 to June 30, 2021; WHEREAS the following persons and/or businesses retrieved the tender documents;

Groupe Lems

Les services ménagers Roy ltée

NASCO entretien ménager

WHEREAS the following two tenders were received and recorded;

NASCO entretien ménager (5 years) \$2,424,137.13

Les services ménagers Roy Ltée (5 years) \$2,585,282.21

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Daly that the bid submitted by NASCO entretien ménager, in the amount of \$2,424,137.13 for 5 years, be approved. Carried unanimously

Carried unanimously

C-15/16-145

Public Call For Tenders – Services Entretien Ménager – Pontiac High, Darcy McGee High/Symmes Intermediate, and Philemon Wright High/Hadley Intermediate schools

WHEREAS a public call for tenders has been made for the above mentioned three (3) year contract, from July 1, 2016 to June 30, 2019, with the possibility of two additional one-year extensions;

WHEREAS the following persons and/or businesses retrieved the tender documents;

Groupe Lems

Les services ménagers Roy ltée.

NASCO entretien ménager d'immeubles inc.

WHEREAS the following two tenders were received and recorded;

	3 yrs Fixed contractual engagement	5 yrs Bid for award
NASCO entretien ménager d'immeubles inc.	\$1,438,265.63	\$2,424,137.13
Les services ménagers Roy ltée.	\$1,535,944.61	\$2,585,282.21

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Daly that the bid submitted by NASCO entretien ménager d'immeubles inc., in the amount of \$1,438,265.63 for the 3 year fixed term of the contract, be approved.

Carried unanimously

C-15/16-146

MB Project - Replacement of the Heating System at Noranda School

WHEREAS the Ministry has allocated \$805,700 towards this project;

WHEREAS the professional fees are estimated at \$100,000;

WHEREAS a public call for tenders has been made for the above mentioned project;

WHEREAS the following persons and/or businesses retrieved the tender documents;

Construction Normand Martel Inc.

J.Y. Moreau Électrique Inc.

P.D.G. Industries Inc.

Plomberie Marcel Masse

Raoul Beaulieu Inc.

WHEREAS the following tender was received and recorded:

Construction Normand Martel Inc.	\$720,000
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WHEREAS the bid conformed;

WHEREAS the Building Department negotiated a reduction in price in the amount of \$10,000;

WHEREAS the LCDP provides the opportunity to negotiate the price when there is only one conformed bid;

IT WAS MOVED by Commissioner Labadie that the bid submitted by Construction Normand Martel Inc., in the amount of \$710,000 excluding taxes be approved.

Carried unanimously

C-15/16-147

MB Project - Replacement of Gym Floors at Pierre Elliott Trudeau Elementary School

WHEREAS the Ministry has allocated \$150,000 towards this project;

WHEREAS the professional fees are estimated at \$10,000;

WHEREAS a public call for tenders has been made for the above mentioned project;

WHEREAS the following persons and/or businesses retrieved the tender documents;

ACQ – Région de l'Outaouais

Advantage Sport Inc.

Construction Fred Trottier (QC) Ltee

Construction G.M.R. Associés Inc.

Construction Professio

Defran Inc.

Gestion DMJ Entrepreneur Général

Les Entrepreneurs Généraux Raymond & Associés Inc.

Northwest International Contracting

Produits Centaur Inc. (Entrepreneur Sportif)

WHEREAS the following tenders were received and recorded:

Construction GMR Associés Inc.	\$138,000.00
Defran Inc.	\$167,422.00
Construction Fred Trottier (QC) Limitée	\$177,072.50
6739741 Canada Inc. (Gestion DMJ)	\$179,000.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Schaler that the bid submitted by Construction GMR Associés Inc., in the amount of \$138,000 excluding taxes be approved.

Carried unanimously

C-15/16-148

MB Project - Replacement of Heating System and the Electrical Service - Phase I – South Hull School

WHEREAS the Ministry has allocated \$382,445 towards this project;

WHEREAS the professional fees are estimated at \$42,000;

WHEREAS a public call for tenders has been made for the above mentioned project;

WHEREAS the following persons and/or businesses retrieved the tender documents;

ACQ – Région de l'Outaouais
 Barette & Bernard Combustion Inc.
 E. séguin & Fils Ltée
 Gestion Alpe Inc.
 LCC & Associés Canada Inc.
 SDX Mécanique Inc.

WHEREAS the following tenders were received and recorded:

Barette Bernard – Énerflamme Inc.	\$194,950
LCC et Associés Canada Inc.	\$219,900
E. Séguin et Fils Ltée	\$234,900

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Daly that the bid submitted by Barette Bernard – Énerflamme Inc., in the amount of \$194,950 excluding taxes be approved.

Carried unanimously

C-15/16-149

Capital Project - Connection to Water Services, Sanitary Drainage - Chelsea School

WHEREAS a public call for tenders has been made for the above mentioned project;

WHEREAS the following persons and/or businesses retrieved the tender documents;

ACQ – Région de l'Outaouais
 C.S. Terrec Inc.
 Construction G.M.R. Associés Inc.
 Les Construction B.G.P.
 Les Constructions et Pavage Jeskar Inc.
 Les Entreprises Rob & Syl
 Nugent Construction Inc.
 Outabec Construction (12991) Enr.
 Polane
 Pronex Excavation Inc.

WHEREAS the following tenders were received and recorded:

Les Entreprises Rob & Syl (118012 Canada Inc.)	\$106,383.00
Outabec Construction	\$130,332.00
Polane	\$134,284.09
Excavation LePAM (9300-1139 Québec Inc.)	\$136,355.97
Nugent Construction	\$144,530.00
Construction B.G.P.	\$148,777.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Garbutt that the bid submitted by Les Enterprises Rob & Syl (118012 Canada Inc.), in the amount of \$106,383 excluding taxes be approved.

Carried unanimously

C-15/16-150

Capital Project – Irrigation System - Philemon Wright High School

WHEREAS a call for the tendering of bids has been made by invitation for the above mentioned project;

WHEREAS the following persons and/or businesses were invited to tender bids;

Industries CAMA
 One Pond Irrigation
 Irrigation Outaouais
 Les Ferme Renaud
 Strathmore Irrigation

WHEREAS the following tender was received and recorded:

Industries CAMA	\$69,781
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WHEREAS the bid conformed;

IT WAS MOVED by Commissioner Schaler that the bid submitted by Industries CAMA, in the amount of \$69,781 excluding taxes be approved.

Carried unanimously

C-15/16-151

Patrol of the Western Québec School Board (WQSB) Parking Lot

WHEREAS the WQSB needs to control the access to its parking lot at the school board;

WHEREAS the Ville de Gatineau offered to patrol the parking lot at no charge under the following conditions:

- a. Signs must be displayed in the parking lot informing users of the regulations;
- b. All users must be offered a parking pass;
- c. All parking regulations will be monitored by the Ville de Gatineau;
- d. Violations will be controlled by the Ville de Gatineau.

WHEREAS a formal agreement is required between the WQSB and the Ville de Gatineau;

WHEREAS any of the WQSB schools in Gatineau may take part in this program if they so wish;

IT WAS MOVED by Commissioner Guy that the WQSB go forth with this project, and that the Director of Buildings, Equipment and Technology, P. Proulx, be authorized to sign all necessary documents.

Carried unanimously

C-15/16-152

Asbestos – Preventative Maintenance

WHEREAS the report produced by WSP contains recommendations for the preventative maintenance in the schools containing asbestos;

WHEREAS the preventative maintenance includes the sealing of the material containing asbestos, and the removal of the material that is low risk;

WHEREAS the preventative maintenance must be done in the following schools;

Buckingham
Chelsea
Dr. S.E. McDowell
Dr. Wilbert Keon
Golden Valley
Hull Adult Education Centre
Noranda
Onslow
Poltimore
South Hull

WHEREAS a budget of \$165,000 has been assigned from the Maintenance budget;

WHEREAS the above mentioned projects need to be completed during the summer;

WHEREAS the date of the tender opening is scheduled for July 7, 2016;

IT WAS MOVED by Commissioner Brunke that the Director of Buildings, Equipment, and Technology, P. Proulx, be authorized to

sign all tender documents, and that he present the results of the above mentioned project at the Council of Commissioners' meeting in September 2016.

Carried unanimously

C-15/16-153 Projects with an Opening Date During the Summer

School	Project	Amount	Resolution #	Estimated Opening Date
Dr. Wilbert Keon	Roof	\$100,000	C-15/16-103	July 2016
Wakefield School	Retaining Wall	\$300,000	C-15/16-104	July 2016
Maniwaki Woodland	Roof	\$100,000	C-15/16-101	July 2016

WHEREAS the Council of Commissioners has approved the above mentioned projects;

WHEREAS the Ministry has approved the grants on June 3, 2016;

WHEREAS the tender openings are scheduled during the summer;

WHEREAS the above mentioned projects need to be completed during the summer;

WHEREAS the final results of the above projects will be presented to the Council of Commissioners' meeting in September 2016;

IT WAS MOVED by Commissioner Egan that the Director of Buildings, Equipment, and Technology, P. Proulx, be authorized to sign all tender documents, and that he present the results of the above mentioned projects at the Council of Commissioners' meeting in September 2016.

Carried unanimously

C-15/16-154 Centre de Services Partagés Québec (CSPQ) – Group Buying of Computers and Laptops

WHEREAS the contract for purchasing computers and laptops for the Western Québec School Board (WQSB) schools and board office has expired in May 2016;

WHEREAS the WQSB has the opportunity to participate in the Group Buying Program through the CSPQ for the purchasing of computers and laptops;

WHEREAS the contract will cover the period of 2 years, from July 1, 2016 to June 30, 2018 with one year option for renewal;

WHEREAS the estimated budget for this contract is \$120,000 per year;

IT WAS MOVED by Commissioner Dionne that the WQSB proceed with joining the contract for its purchasing of computers and laptops through the CSPQ, and that the Director of Buildings, Equipment, and Technology, Mr. P. Proulx, be authorized to sign all documents necessary to give full effect to this resolution.

Carried unanimously

C-15/16-155 Maintien des Bâtiments 2016-2017

WHEREAS the following projects have been prioritized;

School	Project	Estimated Cost
South Hull	Heating and Ventilation PH 2	\$ 400,000
Pierre Elliott Trudeau	Windows PH 1	\$ 330,237
Lord Aylmer Sr.	Front Entrance & Windows	\$ 875,000
Golden Valley	Exterior Doors	\$ 200,000
Noranda	Exterior Doors	\$ 200,000
Hull Adult Ed	Repoint Brick Exterior Walls	\$ 100,000
Total Allocation		\$ 2,105,237

WHEREAS the budget is estimated at \$2,105,237;

WHEREAS a request must be sent to the Ministry for the allocation of funds through the Maintien de Bâtiments grant;

IT WAS MOVED by Commissioner Labadie that the above mentioned projects be submitted to the Ministry.

Carried unanimously

C-15/16-156

Deeds of Establishment for 2016-2017

IT WAS MOVED by Commissioner McCrank that the Deeds of Establishment for the 2016-2017 school year be approved as presented.

Carried unanimously

C-15/16-157

Lait-école – 2016-2017 à 2018-2019

La Commission scolaire Western Québec mandate la Fédération des commissions scolaires du Québec (FCSQ) pour qu'elle procède en son nom à l'appel d'offres regroupé provincial concernant l'achat de Lait-école pour les années scolaires 2016-2017 à 2018-2019.

Elle s'engage à respecter le contrat-cadre liant la FCSQ et le fournisseur retenu. En conséquence, elle ne peut décider d'opter pour un autre fournisseur ou de négocier des prix séparés pour elle-même.

IT WAS MOVED by Commissioner Egan that the resolution to mandate la Fédération des commissions scolaires du Québec to go to tender for the Lait École – 2016-2017 à 2018-2019 be approved.

Carried unanimously

C-15/16-158**Budget 2016-2017**

WHEREAS in conformity with the Education Act the Western Québec School Board must adopt and forward to the Ministère de l'Éducation, et de l'Enseignement supérieur (MEES) the operational, investment, and debt service budget for the 2016-2017 school year;

WHEREAS the 2016-2017 budget shows a balance between projected revenues and expenses;

WHEREAS the evaluation is established at \$9,737,979,205 in conformity with the Law and the budget rules for the 2016-2017 school year;

WHEREAS the budget includes a school tax rate of \$0.17978 per \$100 of evaluation;

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

IT WAS MOVED by Commissioner Guy that the 2016-2017 operating, investment, and debt service budget be adopted and forwarded to the MEES, and that the tax rate be set at \$0.17978 per \$100 of evaluation.

Carried unanimously

C-15/16-159**Tax Rate for 2016-2017**

IT WAS MOVED by Commissioner Egan that the school tax rate for the 2016-2017 school year be set at \$0.17978 per \$100 evaluation.

Carried unanimously

C-15/16-160**Interest Rate on Outstanding School Taxes**

IT WAS MOVED by Commissioner Guy that the interest rate for 2016-2017 be set at 16% on all outstanding school taxes.

For: 9

Against: 1 (Commissioner Daly)

Motion carried

C-15/16-161**Uncollectable Taxes**

IT WAS MOVED by Commissioner Dionne that the outstanding taxes and interest amounting to \$ 49,936.23 be written off for the 2016-2017 fiscal year.

Carried unanimously

C-15/16-162**Parents' Committee Report – March 14, 2016**

IT WAS MOVED by Parent-Commissioner Davis that the Parents' Committee minutes of March 14, 2016 be tabled to the next meeting.

Carried unanimously

C-15/16-163**Parents' Committee Report – April 18, 2016**

IT WAS MOVED by Parent-Commissioner Davis that the Parents' Committee minutes of April 18, 2016 be tabled to the next meeting.

Carried unanimously

C-15/16-164**Professional Improvement Committee (PIC) Report – June 8, 2016**

IT WAS MOVED by Commissioner Brunke that the Council acknowledge receipt of the draft PIC minutes of June 8, 2016.

Carried unanimously

C-15/16-165

Complementary Services Committee Report – June 15, 2016

IT WAS MOVED by Commissioner Schaler that the Council acknowledge receipt of the draft Complementary Services Committee minutes of June 15, 2016.

Carried unanimously

C-15/16-166

Adoption of Policy E-10 — Video Surveillance

IT WAS MOVED by Commissioner Garbutt that, as recommended by the Governance and Ethics Committee, and following the consultation process, Policy E-10 *Video Surveillance* be adopted as presented.

Carried unanimously

C-15/16-167

Audit Committee Report – May 31, 2016

IT WAS MOVED by Commissioner Dionne that the Council acknowledge receipt of the draft Audit Committee minutes of May 31, 2016.

Carried unanimously

C-15/16-168

Adoption of By-Laws 33 and 34 (2016-2017 Calendar of Meetings)

IT WAS MOVED by Commissioner Larventz 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 2016-2017.

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 2016-2017.

Carried unanimously

C-15/16-169

Conseil du Trésor – Directive concernant la reddition de comptes en gestion contractuelle des organismes publics

ATTENDU QUE la Directive concernant la reddition de comptes en gestion contractuelle des organismes publics définit le cadre général quant aux exigences de la reddition de comptes des organismes publics;

ATTENDU QUE cette Directive exige que les organismes publics transmettent au secrétariat du Conseil du trésor, au plus tard le 30 juin de chaque année, pour l'année se terminant le 31 mars, une Déclaration du dirigeant de l'Organisme, attestant notamment de la fiabilité des données et des contrôles concernant :

1. l'ensemble des cas pour lesquels une autorisation du dirigeant de l'organisme public était requise;
2. les informations publiées sur le Système électronique d'appel d'offres (SEAO) conformément à la Loi sur les contrats des

organismes publics, aux règlements, directives et politiques pris en vertu de la Loi.

LE COMMISSAIRE MCCRANK PROPOSE QUE le directeur général de la Commission scolaire Western Québec soit autorisé à compléter et signer la Déclaration du dirigeant de l'organisme de la Commission scolaire pour la période du 1 avril 2015 au 31 mars 2016, et à fournir tout autre renseignement requis au Secrétariat du Conseil du trésor.

Carried unanimously

C-15/16-170

Budget Parameters and QESBA

IT WAS MOVED by Commissioner Guy that QESBA take the next available opportunity to discuss with the MEES the problems occurring because of the delays in presenting the budget parameters for schools boards in June of each year. These types of delays lead to inefficient use of school board funds which are directly related to educational services for our students.

Carried unanimously

C-15/16-171

In-Camera Session

IT WAS MOVED by Commissioner Guy that the session move in-camera at 9 p.m.

Carried unanimously

C-15/16-172

Public Session

IT WAS MOVED by Commissioner Guy that the meeting resume public session at 9:20 p.m.

Carried unanimously

Date of next meeting

The next meeting of the Council of Commissioners will be held on September 27, 2016.

C-15/16-173

Adjournment

IT WAS MOVED by Commissioner Dionne that the meeting be adjourned at 9:21 p.m.

Carried unanimously

TK/nb