

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

Minutes of the **Council of Commissioners** meeting held on October 30, 2018 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

**PRESENT:** Vice-Chair Guy, Commissioners Brunke, Daly, Dionne, Egan, Garbutt, McCrank, Schaler, Labadie, Larventz, Young and Parent-Commissioners, Brennan, Davis and Giannakoulis.

**Personnel:**

Director of Buildings, Technology, and Archives Mr. P. Proulx  
Director of Complementary Services L. Falasconi  
Director of Human Resources Mr. Terry Kharyati  
Director of Education S. Aitken  
Director of Finance Sandra Cox

**REGRETS:** Chair Shea and Parent-Commissioner Boucher

The Director General, M. Dubeau, the Assistant Director General / Director of Education, Adult Education and Vocational Training, R. Ahern, and the Secretary General M. Alain Gendron were also present.

**Call to Order:**

Vice-Chair Guy called the meeting to order at 7.03pm

**C-18/19-29 Adoption of Agenda**

IT WAS MOVED by Commissioner Egan that the agenda be adopted as presented.

Carried Unanimously

**C-18/19-30 Approval of Minutes – September 25, 2018**

IT WAS MOVED by Commissioner Brunke that the minutes of a meeting held on September 25, 2018 be approved as circulated.

Carried Unanimously

**Director General's Report**

The Director General, M. Dubeau, spoke on his written report. Subjects were:

- Budget Report 2017-2018;
- Updated on Student Enrollment;
- Lab École Meeting in Quebec City;
- Tribute to Ellard Perry.

**C-18/19-31 Executive Committee Report – October 23, 2018**

IT WAS MOVED by Commissioner Daly that the Council acknowledge receipt of the draft executive committee minutes of October 23, 2018.

Carried Unanimously

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**C-18/19-32 Rescind Resolution #C-17/18-196 – Public Tender – Offers of Service for Professionals**

WHEREAS a requirement was omitted in resolution #C-17/18-196 concerning the carry-over of the assigned mandates after June 30<sup>th</sup> 2019;

IT WAS MOVED by Parent-Commissioner Davis to rescind resolution #C-17/18-196.

Carried Unanimously

**C-18/19-33 Public Tender – Offers of Service for Professionals**

WHEREAS the professional services contract has been **adopted** by resolution #C-13/14-297;

WHEREAS the contract was awarded for a three (3) year term with an option of a two (2) renewal periods of 12 months each;

WHEREAS the three (3) year term expired on June 30<sup>th</sup> 2017;

WHEREAS the first renewal was adopted by resolution #C-16/17-178;

WHEREAS the (1) renewal period of 12 months expired on June 30<sup>th</sup> 2018;

WHEREAS this will be the final renewal for this contract;

WHEREAS the contract was awarded to the following professionals;

**Architects**

Fortin, Corriveau, Salvail Dampousse Architecture + Design Inc.  
Les Architectes Carrier Savard Labelle & Associés (LRAA & ACSL)

**Mechanical/Electrical**

CIMA+Gatineau  
Bouthillette Parizeau Inc.  
Les Services EXP Inc.  
Pageau Morel Inc.  
WSP Canada Inc. (Outaouais)

**Civil/Structural**

CIMA+Gatineau  
WSP Canada Inc. (Outaouais)  
Les Consultants Yves Auger & Associés Inc.  
Les Services EXP Inc.

WHEREAS a request has been sent to all professionals confirming they all agree to do business again with the WQSB for an additional and final year;

WHEREAS the assigned mandates during the school year 2018-19 will be completed by the professionals after the end of the original contract;

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IT WAS MOVED by Commissioner Labadie that the Director of Buildings, Technology and Archives, P. Proulx extend the contract with the professionals for one (1) additional and final year.

Carried Unanimously

**C-18/19-34 Upcoming Call for Tender for Bank of Professionals**

WHEREAS the contract for all professionals expires June 30<sup>th</sup> 2019;

WHEREAS the Western Québec School Board requires support and guidance from Architects, Mechanical/Electrical Engineers and Civil Engineers;

WHEREAS the cost related in using professionals is included in all project costs;

WHEREAS the Director of Buildings, Technology and Archives P. Proulx is requesting approval by the Council of Commissions to go out to public tender for a bank of professionals;

IT WAS MOVED by Commissioner Egan that the Director of Buildings, Technology and Archives P. Proulx go out to public tender for a bank of professionals and be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

**C-18/19-35 Nomination of a Secretary of Selection Committee for Professionals**

WHEREAS the WQSB needs to proceed with three (3) public tenders based on quality for the selection of the professionals;

WHEREAS according to the DIRECTIVE CONCERNANT LA GESTION DES CONTRATS D'APPROVISIONNEMENT, DE SERVICES ET DE TRAVAUX DE CONSTRUCTION DES ORGANISMES PUBLICS, a Selection Committee by tender must be created and the Council of Commissioners needs to appoint a qualified Selection Committee Secretary;

WHEREAS our Procurement Officer/ Secretary General Mr. A. Gendron is qualified and is available to be Secretary;

IT WAS MOVED by Commissioner Garbutt to nominate Mr. A. Gendron as the Secretary for the Selection Committees for the three (3) tenders for Professionals.

Carried Unanimously

**C-18/19-36 Public Tender – Snow Removal (3-year contract)– Gatineau, Chelsea and Wakefield Project #18510B004**

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

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

6005608 Canada Inc.  
 8698805 Canada Inc.  
 9303-7877 Québec Inc.  
 Justin Meunier  
 Le groupe ESSA  
 Les Fermes Renaud/3916383 Canada Inc.  
 Pha9 Excavation  
 Ray A. Thompson Trucking Ltd  
 Ronald O'Connor Construction Inc.

WHEREAS the following 2 tenders were received and recorded for Lot A (Eardley, WQCC, Lord Aylmer Junior & Senior);

Les Fermes Renaud	\$114,900
6005608 Canada Inc.	\$194,997

WHEREAS the following 2 tenders were received and recorded for Lot B (D'Arcy, South Hull and Board Office);

Les Fermes Renaud	\$106,425
6005608 Canada Inc.	\$191,997

WHEREAS the following 3 tenders were received and recorded for Lot C (HAEC, PWHS & PETES);

Les Fermes Renaud	\$118,200
6005608 Canada Inc.	\$221,910
Pha9 Excavation	\$202,500

WHEREAS the following 2 tenders were received and recorded for Lot D (Buckingham & Greater Gatineau);

8698805 Canada Inc.	\$50,700
6005608 Canada Inc.	\$176,247

WHEREAS the following 4 tenders were received and recorded for Lot E (Chelsea and Wakefield);

6005608 Canada Inc.	\$123,750
Pha9 Excavation	\$147,000
Ronald O'Connor Construction	\$177,000
Les Fermes Renaud	\$240,000

WHEREAS the lowest bids are conformed;

IT WAS MOVED by Commissioner Larventz that the bid submitted by Les Fermes Renaud for Lot A (Eardley, WQCC, Lord Aylmer Junior & Senior), in the amount of \$114,900 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

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IT WAS MOVED by Commissioner Daly that the bid submitted by Les Fermes Renaud for Lot B (D'Arcy, South Hull and Board Office), in the amount of \$106,425 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Commissioner Labadie that the bid submitted by Les Fermes Renaud for Lot C (HAEC, PWHS & PETES), in the amount of \$118,200 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Commissioner Brunke that the bid submitted by 8698805 Canada Inc. for Lot D (Buckingham & Greater Gatineau), in the amount of \$50,700 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Commissioner Garbutt that the bid submitted by 6005608 Canada Inc. for Lot E (Chelsea & Wakefield), in the amount of \$123,750 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

**C-18/19-37 Snow Removal (3-year contract)– Pontiac Area Project #18510A013**

WHEREAS an invitation for tenders has been made for the above-mentioned project;

WHEREAS the following person and/or businesses were invited;

Art Fleming  
Derek Fleming  
Milton Kidd  
Blue Heron Mountain View  
Morin Sand & Gravel  
Dubeau Mini Décor  
Brain Stanton  
Lasalle  
Mountain View Turf  
Erwin Mohor  
Nugent Construction  
Mickey McGuire

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WHEREAS the following tender was received and recorded for Lot A (Dr. S.E. McDowell and Pontiac High);

Mickey McGuire	\$105,900
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WHEREAS the following 2 tenders were received and recorded for Lot B (Dr. Wilbert Keon);

Derek Fleming Trucking	\$33,382.50
Art Fleming & Sons Ltd	\$37,500.00

WHEREAS the following tender was received and recorded for Lot C (Onslow);

Mountainview Turf Farm	\$35,500
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WHEREAS the following tender was received and recorded for Lot D (St John's and 26 Leslie Street)

Gilbert Morin	\$43,050
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WHEREAS the lowest bids are conformed;

IT WAS MOVED by Commissioner Egan that the bid submitted by Mickey McGuire for Lot A (Dr. S.E. McDowell & Pontiac High), in the amount of \$105,900 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Parent-Commissioner Davis that the bid submitted by Derek Fleming Trucking for Lot B (Dr. Wilbert Keon), in the amount of \$33,382.50 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Commissioner Labadie that the bid submitted by Mountainview Turf Farm for Lot C (Onslow), in the amount of \$35,500 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

IT WAS MOVED by Commissioner Schaler that the bid submitted by Gilbert Morin for Lot D (St John's & 26 Leslie Street), in the amount of \$43,050 excluding taxes be approved and that the Director of Buildings,

Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

**C-18/19-38 GRICS Agreement – Convention d’abonnement à une solution infonuagique de la GRICS**

WHEREAS the GRICS is the official software provider for the school boards in Québec;

WHEREAS the annual cost for the Western Québec School Board is estimated at \$270,000;

WHEREAS the Western Québec School Board has the financial resources identified for this commitment;

WHEREAS the GRICS is deploying its new platform using the cloud technology;

WHEREAS the school boards in Québec need to authorize the GRICS to host their data in the cloud;

WHEREAS the GRICS guarantees that the data will be saved in Canada;

WHEREAS the agreement is for one year with an automatic yearly renewal;

WHEREAS the GRICS is a public organization according to its charter;

WHEREAS a public organization is allowed to enter into a contract with another public organization without being subject to the Act Respecting Contracting by Public Bodies;

WHEREAS the Director of Buildings, Technology and Archives recommends the signature of that Agreement;

IT WAS MOVED by Commissioner Dionne that the Director of Buildings, Technology and Archives, Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

**C-18/19-39 Phones for the Skype for Business project**

WHEREAS an invitation for tenders has been made for 352 phones for classrooms and 143 phones for administration;

WHEREAS these phones will be installed in the following buildings:

Buckingham Elementary  
Chelsea Elementary  
D’arcy McGee / Symmes Junior

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Dr S.E. McDowell/Pontiac Adult Ed  
Golden Valley/Val D'Or Adult Ed  
Lord Aylmer Junior and Senior  
Noranda  
Onslow Elementary  
Queen Elizabeth  
Board Office  
Maniwaki Adult Ed  
WQCC

WHEREAS the following person and/or businesses were invited;

XAV Solution  
Groupe Solulan  
WEPC  
Bridgecast  
Com-Net

WHEREAS the following tenders were received;

WEPC	\$62,012.50
XAV Solution	\$62,218.20
Groupe Solulan	\$66,495.00

WHEREAS the lowest bid is conformed;

IT WAS MOVED by Commissioner Egan that the bid submitted by WEPC in the amount of \$62,012.50 excluding taxes be approved and that the Director of Buildings, Technology and Archives Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

The Director of Buildings, Technology, and Archives Mr. P. Proulx presented a letter received from the MEES concerning the Plan d'action numérique en éducation, and the agreement for the purchase of iPads.

**C-18/19-40 Financial Statements 2017-2018**

IT WAS MOVED by Commissioner Dionne that the Western Québec School Board's Financial Statements for the year ending June 30, 2018 be accepted as deposited.

Carried Unanimously

**C-18/19-41 Long-Term Loan**

ATTENDU QUE, conformément à l'article 78 de la Loi sur l'administration financière (RLRQ, chapitre A-6.001), la Commission scolaire Western Québec (l'« Emprunteur ») souhaite instituer un régime d'emprunts, valide jusqu'au 30 septembre 2019, lui permettant d'emprunter à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 7 641 000 \$;

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ATTENDU QUE, conformément à l'article 83 de cette loi, l'Emprunteur souhaite prévoir, dans le cadre de ce régime d'emprunts, que le pouvoir d'emprunter et celui d'en approuver les conditions et modalités soient exercés par au moins deux de ses dirigeants ;

ATTENDU QU'il y a lieu d'autoriser ce régime d'emprunts, d'établir le montant maximum des emprunts qui pourront être effectués en vertu de celui-ci, ainsi que les caractéristiques et limites relativement aux emprunts à effectuer et d'autoriser des dirigeants de l'Emprunteur à conclure tout emprunt en vertu de ce régime et à en approuver les conditions et modalités ;

ATTENDU QUE le ministre de l'Éducation, du Loisir et du Sport (le « Ministre ») a autorisé l'institution du présent régime d'emprunts, selon les conditions auxquelles réfère sa lettre du 27 septembre 2018;

**SUR LA PROPOSITION DU COMMISSAIRE DIONNE IL EST RÉSOLU :**

QU'un régime d'emprunts, valide jusqu'au 30 septembre 2019, en vertu duquel l'Emprunteur peut, sous réserve des caractéristiques et limites énoncées ci-après, effectuer des emprunts à long terme auprès du ministre des Finances, à titre de responsable du Fonds de financement, pour un montant n'excédant pas 7 641 000 \$, soit institué ;

QUE les emprunts à long terme effectués par l'Emprunteur en vertu du présent régime d'emprunts soient sujets aux caractéristiques et limites suivantes :

Malgré les dispositions du paragraphe 1 ci-dessus, l'Emprunteur ne pourra, au cours de chacune des périodes de **quinze mois** s'étendant du 1er juillet au 30 septembre et comprises dans la période visée au paragraphe 1, effectuer des emprunts qui auraient pour effet que le montant total approuvé pour l'Emprunteur, pour une telle période, par le Conseil du trésor au titre de la programmation des emprunts à long terme des commissions scolaires, soit dépassé ;

l'Emprunteur ne pourra effectuer un emprunt à moins de bénéficier d'une subvention du gouvernement du Québec conforme aux normes établies par le Conseil du trésor, au titre de l'octroi ou de la promesse de subventions aux commissions scolaires, ainsi qu'aux termes et conditions déterminés par le Ministre et pourvoyant au paiement en capital et intérêt de l'emprunt concerné même si, par ailleurs, le paiement de cette subvention est sujet à ce que les sommes requises à cette fin soient votées annuellement par le Parlement;

Chaque emprunt ne pourra être effectué qu'en monnaie légale du Canada auprès du ministre des Finances, à titre de responsable du Fonds de financement ;

Le produit de chaque emprunt ne pourra servir, outre le paiement des frais inhérents à l'emprunt concerné, que pour financer les dépenses d'investissement et les dépenses inhérentes aux investissements de l'Emprunteur subventionnées par le Ministre ;

QU'aux fins de déterminer le montant total auquel réfère le paragraphe 1 ci-dessus, il ne soit tenu compte que de la valeur nominale des emprunts effectués par l'Emprunteur ;

QU'en plus des caractéristiques et limites énoncées précédemment, les emprunts comportent les caractéristiques suivantes :

L'Emprunteur pourra contracter un ou plusieurs emprunts pendant toute la durée du régime d'emprunts jusqu'à concurrence du montant qui y est prévu, et ce, aux termes d'une seule et unique convention de prêt à conclure entre l'Emprunteur et le ministre des Finances, à titre de responsable du Fonds de financement ;

Chaque emprunt sera constaté par un billet fait à l'ordre du ministre des Finances, à titre de responsable du Fonds de financement ;

Le taux d'intérêt payable sur les emprunts sera établi selon les critères déterminés par le gouvernement en vertu du décret numéro 432-2018 du 28 mars 2018, tel que ce décret peut être modifié ou remplacé de temps à autre ; et

Afin d'assurer le paiement à l'échéance du capital de chaque emprunt et des intérêts dus sur celui-ci, la créance que représente pour l'Emprunteur la subvention qui lui sera accordée par le Ministre, au nom du gouvernement du Québec, sera affectée d'une hypothèque mobilière sans dépossession en faveur du ministre des Finances, à titre de responsable du Fonds de financement.

QUE l'Emprunteur soit autorisé à payer, à même le produit de chaque emprunt contracté en vertu du présent régime, les frais d'émission et les frais de gestion qui auront été convenus ;

QUE l'un ou l'autre des dirigeants suivants :

Le Président  
Ou le Directeur général  
Ou le Vice-président  
Ou la Directrice générale adjointe

de l'Emprunteur, **pourvu qu'ils soient deux agissant conjointement**, soit autorisé, au nom de l'Emprunteur, à signer la convention de prêt, la convention d'hypothèque mobilière et le billet, à consentir à toute clause et garantie non substantiellement incompatible avec les dispositions des présentes, à livrer le billet, à apporter toutes les modifications à ces documents non substantiellement incompatibles avec les présentes, ainsi qu'à poser tous les actes et à signer tous les documents, nécessaires ou utiles, pour donner plein effet aux présentes;

QUE, dans la mesure où l'Emprunteur a déjà adopté une résolution instituant un régime d'emprunts pour les mêmes fins, la présente résolution remplace la résolution antérieure, sans pour autant affecter la validité des emprunts conclus sous son autorité avant la date du présent régime d'emprunts.

Adoptée à l'unanimité

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**C-18/19-42 Parents Committee Report – October 15, 2018**

IT WAS MOVED by Parent-Commissioner Davis that the council acknowledge receipt of the draft parents' committee minutes of October 15, 2018

Carried Unanimously

**C-18/19-43 Educational Policies Report – May 23, 2018**

IT WAS MOVED by Commissioner Labadie that the council acknowledge receipt of the approved Educational Policies Committee minutes of May 23, 2018

Carried Unanimously

**C-18/19-44 Adoption of Policy F-17 — Code of Conduct for Employees and Volunteers**

IT WAS MOVED by Commissioner Garbutt that as recommended by the Governance and Ethics Committee and following the consultation process, Policy F- 17 Code of Conduct for Employees and Volunteers be adopted as presented.

Carried Unanimously

**C-18/19-45 Audit Committee Report – October 22, 2018**

IT WAS MOVED by Commissioner Dionne that the council acknowledge receipt of the draft audit committee minutes of October 22, 2018.

Carried Unanimously

**C-18/19-46 Composition of Governing Board St. John's Elementary**

WHEREAS St. John's has been designated as only an elementary school since the present WQSB's allotment of Governing Board was decided;

WHEREAS St John's Elementary Principal requests that the number of parent participants on the Governing Board be decreased from 6 to 4;

That the number of teacher participants on the Governing Board be decreased from 4 to 2;

That the number of support staff participants on the Governing Board remain as 2;

That there will be no professional staff participants on the Governing Board;

IT WAS MOVED by Parent-Commissioner Davis that, as recommended by the Principal of St John's Elementary, the composition of the Governing Board be as follows:

**4 parents, 2 teachers, and 2 support.**

Carried Unanimously

**Adjournment**

IT WAS MOVED by Commissioner Young that the meeting be adjourned at 8:30 p.m

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