

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

Minutes of the **Council of Commissioners** meeting held on March 26, 2019 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

**PRESENT:** Chair Guy, Commissioners Daly, Dionne, Garbutt, Graham, Labadie, Larventz, Schaler, and Parent-Commissioners Boucher, Brennan, Davis and Cornforth.

**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:** Commissioners Brunke, Egan, McCrank and Young

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

**Call to Order:**

Chair Guy called the meeting to order at 7:03pm

C-18/19-157 **Adoption of Agenda**

IT WAS MOVED by Parent-Commissioner Davis that the agenda be adopted with the following additions:

- 6.1.1 Poltimore Elementary School - Extension request related to the 4-year-old kindergarten initiative
- 6.1.2 Queen Elizabeth Elementary School - Extension request related to the 4-year-old kindergarten initiative
- 6.1.3 Greater Gatineau Elementary School – Extension related to the 4-year-old kindergarten initiative
- 6.1.4 Pierre Elliott Trudeau Elementary School - Extension request related to the 4-year-old kindergarten initiative
- 12.01 Discipline Committee Report
- 12.1 Election Procedures
- 12.2 Appointment of Scrutineers
- 12.3 Nominations for the Position of a Voting Member on the Discipline Committee

Carried Unanimously

March 26, 2019

C-18/19-158 **Approval of Minutes – January 29, 2019**

IT WAS MOVED by Parent-Commissioner Davis that the minutes of a meeting held on January 29, 2019 be approved as circulated.

Carried Unanimously

C-18/19-159 **Approval of Minutes – February 26, 2019**

IT WAS MOVED by Parent-Commissioner Boucher that the minutes of a special meeting held on February 26, 2019 be approved as circulated.

Carried Unanimously

### **Chair's Report**

Chair Guy presented his written report. Topics discussed included:

- Destination Imagination
- His meeting with the Minister of Education Mr. Roberge
- Lab École for P.E.T.E.S
- LCEEQ Wellbeing & Mental Health
- Opening of the Maison des Jeunes in Otter Lake
- Assemblée cuisine at P.E.T.E.S
- English Community Breakfast
- Upcoming WQ English debates at Lord Aylmer
- Music Makers 2019
- Le Grand Défi Pierre Lavoie

### **Director General's Report**

The Director General, M. Dubeau, presented his written report. Topics discussed included:

- The Provincial Budget
- Destination Imagination
- MAC Workshop on Mental Health
- RAC Report to Council
- School Visits
- Upcoming Events & Graduations

C-18/19-160 **Full Time 4-Year-old Kindergarten Registration Procedures and Guidelines**

It was moved by Commissioner Graham that the full time 4-year-old Kindergarten Registration Procedures and Guidelines outlined below be approved.

#### Criteria: Eligibility for Registration

All students must be 4 years old prior to October 1 of the school year.

Students must live at a residence with an approved postal code (socio-economic ranking 6, 7, 8, 9 and 10) and be Bill 101 eligible. (Approved postal code lists provided by the MEES to the school board).

Students must reside within established school boundaries.

#### Registration Procedures

March 26, 2019

Registrations for students at approved postal codes and Bill 101 eligibility will be accepted on a first come basis. Registration forms should have the date and time indicated on the document.  
Note: If the maximum class size is not reached based on the criteria above the school board may broaden the criteria for admission.

Carried Unanimously

**C-18/19-161 Poltimore Elementary School - Extension request related to the 4-year-old kindergarten initiative**

WHEREAS the Provincial Government is moving forward with the 4-year-old kindergarten initiative;

WHEREAS priority will be given to schools with a Socio-Economic factor of 6 to 10;

WHEREAS a communication sent on March 12, 2019 by the MEES entitled « Maternelle 4 ans - Précisions pour le dépôt des demandes » requested that School Boards present their extension requests by March 22, 2019;

WHEREAS Poltimore Elementary School has a Socio-Economic factor of 8;

WHEREAS Poltimore Elementary School does not currently have a full time K4 program;

WHEREAS Poltimore Elementary School does not currently have sufficient room available to add a K4 classroom;

WHEREAS the Building and Technology department proceeded on March 22, 2019 with a request to add 1 classroom at Poltimore Elementary School;

WHEREAS the Council of Commissioners must approve the request;

IT WAS MOVED by Parent-Commissioner Boucher that the extension request for Poltimore Elementary School be approved.

Carried Unanimously

**C-18/19-162 Queen Elizabeth Elementary School - Extension request related to the 4-year-old kindergarten initiative**

WHEREAS the Provincial Government is moving forward with the 4-year-old kindergarten initiative;

WHEREAS priority will be given to schools with a Socio-Economic factor of 6 to 10;

WHEREAS a communication sent on March 12, 2019 by the MEES entitled « Maternelle 4 ans - Précisions pour le dépôt des demandes » requested that School Boards present their extension requests by March 22, 2019;

WHEREAS Queen Elizabeth Elementary School has a Socio-Economic factor of 9;

March 26, 2019

WHEREAS Queen Elizabeth Elementary School is presently offering K4 in a room that is too small and not dedicated;

WHEREAS enrolment forecasts show an important increase of population for Queen Elizabeth Elementary School;

WHEREAS the Building and Technology department proceeded on March 22, 2019 with a request to add 1 K4 classroom and 2 elementary classrooms at Queen Elizabeth Elementary School;

WHEREAS the Council of Commissioners must approve the request;

IT WAS MOVED by Commissioner Dionne that the extension request for Queen Elizabeth Elementary School be approved.

Carried Unanimously

C-18/19-163 **Greater Gatineau Elementary School - Extension request related to the 4-year-old kindergarten initiative**

WHEREAS the Provincial Government is moving forward with the 4-year-old kindergarten initiative;

WHEREAS priority will be given to schools with a Socio-Economic factor of 6 to 10;

WHEREAS a communication sent on March 12, 2019 by the MEES entitled « Maternelle 4 ans - Précisions pour le dépôt des demandes » requested that School Boards present their extension requests by March 22, 2019;

WHEREAS Greater Gatineau Elementary School has a Socio-Economic factor of 8;

WHEREAS Greater Gatineau Elementary School does not currently have a full time K4 program;

WHEREAS Greater Gatineau Elementary School does not currently have sufficient room available to add a K4 classroom;

WHEREAS the Building and Technology department proceeded on March 22, 2019 with a request to add 3 classrooms at Greater Gatineau Elementary School;

WHEREAS the Council of Commissioners must approve the request;

IT WAS MOVED by Commissioner Graham that the extension request for Greater Gatineau Elementary School be approved.

Carried Unanimously

C-18/19-164 **Pierre Elliott Trudeau Elementary School - Extension request related to the 4-year-old kindergarten initiative**

WHEREAS the Provincial Government is moving forward with the 4-year-old kindergarten initiative;

WHEREAS priority will be given to schools with a Socio-Economic factor of 6 to 10;

WHEREAS a communication sent on March 12, 2019 by the MEES entitled « Maternelle 4 ans - Précisions pour le dépôt des demandes »

March 26, 2019

requested that School Boards present their extension requests by March 22, 2019;

WHEREAS Pierre Elliott Trudeau Elementary School has a Socio-Economic factor of 7;

WHEREAS Pierre Elliott Trudeau Elementary School does not currently have a full time K4 program;

WHEREAS Pierre Elliott Trudeau Elementary School does not currently have sufficient room available to add a K4 classroom;

WHEREAS the Building and Technology department proceeded on March 22, 2019 with a request to add 4 classrooms at Pierre Elliott Trudeau Elementary School;

WHEREAS the Council of Commissioners must approve the request;

IT WAS MOVED by Commissioner Schaler that the extension request for Pierre Elliott Trudeau Elementary School be approved.

Carried Unanimously

### **Sexuality Education Update**

The Director of Complementary Services Lisa Falasconi updated Council on the Sexuality Education Program.

#### **C-18/19-165 Information Security Policy**

WHEREAS an “Act respecting the governance and management of the information resources of public bodies and government enterprises” requires the MEES to ensure a policy on information security is developed by every school board;

WHEREAS a directive from the MEES mandates school boards to adopt and implement an information security management policy and framework;

WHEREAS a policy must be adopted by the school board during the 2018-2019 school year;

WHEREAS a draft sample policy has been developed in collaboration with the MEES and the GRICS;

WHEREAS this policy has been revised with an Information Security Sub-Committee composed of school principals;

WHEREAS the policy has been revised by the Director of Legal Services;

IT WAS MOVED by Parent-Commissioner Boucher that the Information Security Policy be adopted as presented.

Carried Unanimously

#### **C-18/19-166 Public Tender - Fiber Optic Analysis**

WHEREAS the school board’s fiber optic network was installed for the most part in early 2000 under the MEES grant called “Village Branché”;

WHEREAS the fiber optic network connects all of our schools together for telecommunications purposes;

March 26, 2019

WHEREAS at the beginning of the year 2000, different maintenance contracts and different as built plans were signed and received for the different sections of the network;

WHEREAS several schools have closed or have moved since then, resulting in modifications to the fibre optic network, without the as built plans having been modified;

WHEREAS it has come to our attention that our maintenance contracts have been transferred to other companies and that this has occurred on more than one occasion;

WHEREAS without knowing the path (street by street) of the fiber optic network and without having a clear maintenance contract for each of its sections, no maintenance company is willing to repair our fibre optic lines when a breakage occurs;

WHEREAS 3 major outages have occurred with the fiber optic network within the last 2 months;

School	Date of Incident	# of Days Downtime
Lord Aylmer	February 26 & 27, 2019	2 days
Hull Adult Ed Center	Feb 20 to Feb 27, 2019	7 days
Maniwaki Schools	March 14 & 15, 2019	2 days

WHEREAS the original maintenance contracts were signed for a period of 20 years, meaning that they will be up for renewal in the very near future;

WHEREAS there is a need to have clear plans of every section of the fiber optic network (street by street) in order to renew the maintenance contracts;

WHEREAS there is a need to increase the telecommunication redundancy of the network to fulfil new requirements such as Mozaik, IP Phones and Office 365;

WHEREAS research is needed to determine if there are any available grants to cover the costs of the investments necessary to increase the telecommunication redundancy;

WHEREAS it is recommended to retain the services of an external consultant to:

- Complete the task of reviewing the section plans;
- Review the current maintenance contracts;
- Produce an analysis of the risks of the actual fiber optic network including the single points of failures, the telecommunication redundancy options, and their costs;
- Determine if any grants are available for future projects related to telecommunication redundancy;

WHEREAS the Director General, M. Dubeau and the Director of Buildings, Technology and Archives, P. Proulx recommend to Council to

March 26, 2019

proceed with a public tender process for the purpose of retaining the services of a consultant;

IT WAS MOVED by Commissioner Daly that Mr. Pascal Proulx, Director of Buildings, Technology and Archives, be authorized to proceed with a public tender process to retain the services of an external consultant for the purposes outlined above.

Carried Unanimously

C-18/19-167 **Mesure 50622 – MB – Greater Gatineau – Renovation of Student Washrooms (Postponed)**

WHEREAS resolution #C-17/18-201 granted the Director of Buildings, Technology and Archives approval to submit the above mentioned project to the MEES for approval;

WHEREAS resolution C-17/18-201 approved an expenditure of \$357,248 for the above mentioned project;

WHEREAS an extension project is currently ongoing at Greater Gatineau Elementary School and is expected to be completed for the first day of the 2019-2020 school year;

WHEREAS several delays are expected for the renovation of the washrooms project;

WHEREAS the impact on the school having two major projects not completed for the first day of school is significant;

IT WAS MOVED by Commissioner Graham that the project for the renovation of the student washrooms at Greater Gatineau Elementary School be postponed until the summer of 2020.

Carried Unanimously

C-18/19-168 **Public Call for Tenders – Mesure 50625 – MB – Replacement of Exterior Windows at Onslow Elementary School – 18510B014**

WHEREAS resolution #C-17/18-202 granted the Director of Buildings, Technology and Archives approval to submit the above-mentioned project to the MEES for approval;

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

Defran Inc.

DLS Construction Inc.

Gestion DMJ Entrepreneur Général

Industries CAMA

JB Construction

Les Rénovations Daniel Larivière

WHEREAS the following 5 tenders were received and recorded:

March 26, 2019

Defran Inc	\$108,422
Les Rénovations Daniel Larivière Inc.	\$135,000
Industries CAMA	\$136,964
DLS Construction Inc.	\$163,000
6739741 Canada Inc. (Gestion DMJ)	\$167,230

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Labadie that the bid submitted by Defran Inc., in the amount of \$108,422 excluding taxes and professional fees 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-18/19-169 Capital Projects Mesure 50624 – 2019-2020**

WHEREAS the Capital Grants from MEES for 2019-2020 are estimated at \$1,022,636;

WHEREAS the following list has been retained for the 2019-2020 Capitals project;

Schools	Description	Renovation Transformation	Estimate
PETES	Fire Alarm System Panel	Renovation	\$40,000
PETES	Fire Door Modification	Renovation	\$40,000
Board Office	Water Infiltration – Council Room	Renovation	\$100,000
South Hull	Fire Alarm System Panel	Renovation	\$40,000
Wakefield	Removal of Old Cottage and Relocation of the Geothermal	Renovation	\$250,000
PWHS	Bleachers	Transformation	\$60,000
Symmes/D'Arcy	Bleachers	Transformation	\$90,000
McDowell	Gym Divider	Transformation	\$40,000
Wakefield	Sidewalk Modification	Transformation	\$70,000
Symmes/D'Arcy	New Lab	Transformation	\$20,000

March 26, 2019

Wakefield	Land Levelling	Transformation	\$250,000
Lord Aylmer Senior	Moving Union Office	Transformation	\$22,636
<b>Total</b>			<b>\$1,022,636</b>

IT WAS MOVED by Parent-Commissioner Cornforth that the above-mentioned projects for the Capital Projects Measure 50624-2019-2020 be approved.

Carried Unanimously

C-18/19-170 **Transportation Committee Report – March 13, 2019**

IT WAS MOVED by Commissioner Labadie that Council acknowledge receipt of the draft Transportation Committee minutes of March 13, 2019.

Carried Unanimously

C-18/19-171 **Transportation Boundary – St. Michael School**

WHEREAS the student population is increasing and there is no boundary set for the school;

WHEREAS students are registering from different sectors and transportation can be challenging to organize;

WHEREAS the Transportation Committee is recommending that Council re-convene the Planning and Review Committee to consider a transportation boundary for St. Michael's and PWHS/Hadley High Schools;

IT WAS MOVED by Commissioner Labadie that the Planning and Review Committee be re-convened, as recommended by the Transportation Committee.

Carried Unanimously

C-18/19-172 **Parents Committee Report – February 18, 2019**

IT WAS MOVED by Parent-Commissioner Boucher that Council acknowledge receipt of the Parents' Committee minutes of February 18, 2019.

Carried Unanimously

C-18/19-173 **Educational Policy Ctee (EPC) Report – October 23, 2018**

IT WAS MOVED by Commissioner Labadie that Council acknowledge receipt of the EPC minutes of October 23, 2018.

Carried Unanimously

C-18/19-174 **Audit Committee Report – February 26, 2019**

IT WAS MOVED by Commissioner Dionne that Council acknowledge receipt of the draft Audit Committee minutes of February 26, 2019.

Carried Unanimously

C-18/19-175 **Election Procedures**

IT WAS MOVED by Parent-Commissioner Boucher that the election of a member of the Discipline Committee be held by secret ballot.

Carried Unanimously

**C-18/19-176 Appointment of Scrutineers**

IT WAS MOVED by Commissioner Larventz that the Director General and the Assistant Director General be appointed as scrutineers for the election of a member of the Discipline Committee.

Carried Unanimously

**C-18/19-177 Nominations for the Position of a Voting Member on the Discipline Committee**

IT WAS MOVED by Parent-Commissioner Cornforth that Council accept nominations for the vacant position of a voting member on the Discipline Committee.

**Nominations**

**By**

Cornforth

Boucher

Garbutt

Daly

Graham

Labadie

**C-18/19-178 Cease Nominations for the Position of a Voting Member on the Discipline Committee**

IT WAS MOVED by Commissioner Dionne that nominations for the vacant position of a voting member on the Discipline Committee cease.

Carried Unanimously

**C-18/19-179 Election of a Voting Member on the Discipline Committee**

IT WAS MOVED by Parent-Commissioner Davis that Commissioner Garbutt be declared elected member of the Discipline Committee.

Carried Unanimously

**C-18/19-180 Policy Revision: C-5 Discipline**

WHEREAS Policy No. C-5 Outlining the Discipline Committee Process was last revised on May 26, 2015;

WHEREAS Council recommends that the Governance and Ethics Committee review the policy;

IT WAS MOVED by Commissioner Schaler that Council mandate the Governance and Ethics Committee to review Policy No. C-5 Outlining the Discipline Committee Process.

**C-18/19-181 Proposed Amendment to Motion C-18/19-180**

IT WAS MOVED by Commissioner Larventz that motion C-18/19-180 be amended to read as follows:

WHEREAS Policy No. C-5 Outlining the Discipline Committee Process was last revised on May 26, 2015;

WHEREAS Policy No. C-4.1 Policy on Drug Free Atmosphere in our Schools and Related Activities was last revised on June 26, 2014;

WHEREAS Policy No. C-14 Safe Schools Policy was last revised on January 29, 2013;

WHEREAS decisions taken by the Discipline Committee have a profound impact on education outcomes for our students and their families;

WHEREAS Council recommends that the Governance and Ethics Committee review the above-mentioned policies;

IT WAS MOVED by Commissioner Schaler that Council mandate the Governance and Ethics Committee to review Policies No. C-5, C-4.1, and C-14, and to report back to Council by June 25, 2019.

The proposed amendment as well as the main motion as amended were Carried Unanimously

**C-18/19-182 Adoption of School Calendar 2019-2020**

IT WAS MOVED by Parent-Commissioner Davis that the 2019-2020 School Calendar be adopted as presented by the Director of Human Resources.

Carried Unanimously

**C-18/19-183 Adjournment**

IT WAS MOVED by Commissioner Daly that the meeting be adjourned at 10:35 p.m.