

Minutes of the **Council of Commissioners** meeting held on September 24, 2019 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

PRESENT: Chair Guy, Commissioners Brunke, Daly, Dionne, Egan, Garbutt, Graham, McCrank, Schaler, Young, and Parent-Commissioners, Boucher, Davis, and Cornforth.

Personnel:

Director of Buildings, Technology and Transportation P. Proulx
Director of Complementary Services L. Falasconi
Director of Finance S. Cox
Director of Education S. Aitken
Director of Human Resources T. Kharyati

REGRETS: Commissioners, Labadie, Larventz, Brennan, and the Assistant Director General / Director of Education, Adult Education/Vocational Training, R. Ahern.

GUESTS: QESBA President Mr. Dan Lamoureux
QESBA Executive Director Russell Copeman

The Director General, M. Dubeau, and the Secretary General – Director of Corporate Services, G. Singfield were also present.

Public Participation

Dr. Tasha Ausman presented to Council the WQTA's participation in the Capital Pride event of 2019. She also sought to obtain the Council's support in this initiative.

Mr. Brian Smeltzer, President of the WQTA, requested that Council consider reinstating Policy F-14 to address recognition for years of service to longtime WQSB teachers.

Mr. Smeltzer also spoke on the results from the workplace violence experienced by teachers questionnaire administered to the members of the Quebec Provincial Association of Teachers.

Call to Order:

Chair Guy called the meeting to order at 7:35 pm

C-19/20-1 Adoption of Agenda

IT WAS MOVED by Parent-Commissioner Davis that the agenda be adopted as presented.

Carried Unanimously

C-19/20-2 Approval of Minutes – June 25, 2019

IT WAS MOVED by Commissioner Egan that the minutes of a meeting held on June 25, 2019 be approved as circulated.

Carried Unanimously

Chair's Report

Chair Guy presented his written report. Topics discussed included:

- Provincial Government's commitment to eliminate or replace the democratically elected school boards with alternative structures
- Various welcome back events he attended
- A meeting held in early September, organized by the office of MP Greg Fergus, to discuss upgrades to the Daniel Johnson Park located near PWHS
- Invitation by the Carleton University Special Projects supporting the Indigenous Strategic Initiatives Committee
- The 2019 CSBA Annual Congress and National Trustee Gathering on Indigenous Education in Toronto.
- WQSB students who received Perseverance Entrance Bursaries by the Cégep Heritage College

Director General's Report

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

- August 19-21 Management Advisory Committee
- Teacher Induction Program
- A short Lab École update
- Student Enrolment
- The Labour Relations Advisory Committee (LRAC) Meeting August 22, 2019
- The new Anishnabe Adult Education Centre

C-19/20-3 Executive Committee Report – September 17, 2019

IT WAS MOVED by Commissioner Brunke that Council acknowledge receipt of the draft Executive Committee minutes of September 17, 2019.

Carried Unanimously

C-19/20-4 MB Hadley Junior High School and Philemon Wright High School – Renovation of 4 Washrooms

WHEREAS the resolution number C-17/18-201 assigned a budget of \$580,000 including taxes and professional fees;

WHEREAS the resolution number C-18/19-215 awarded the contract to Gestion DMJ in the amount of \$289,261 excluding taxes and professional fees;

WHEREAS the assigned budget is \$580,000 including taxes and professional fees and the estimated contract budget is \$410,000;

WHEREAS based on new evacuation trap standards, the piping infrastructure connected to the trap needs to be moved from 9 inches from the wall to 10.5 inches;

WHEREAS to access and modify the piping infrastructure, the following must be done:

- Remove the first floor plaster ceiling under each one of the 4 toilet blocks;
- Cut and replace the pipes under asbestos conditions;

- Close the ceiling;

WHEREAS the old toilets are already removed and disposed of, meaning that a reinstallation of the old equipment is not possible;

WHEREAS different suppliers have been called to validate the availability of 9 inch toilets;

WHEREAS the change order is \$59,869.80, excluding taxes which brings the cost of the change order over the 10% threshold;

WHEREAS an authorization is required by the Council of Commissioners;

WHEREAS explanations will have to be sent to the Treasury Board;

WHEREAS any additional change orders, if any, will have to be approved by the Council of Commissioners for the above-mentioned project;

WHEREAS the remaining budget can cover the cost of this change order;

WHEREAS a straw vote was held by email and a positive response from 9 Commissioners was communicated to the Chair;

WHEREAS authorization was given to proceed with the required change order;

IT WAS MOVED by Commissioner Brunke to authorize this change order and that the Director of Buildings, Technology and Transportation be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

C-19/20-5 MB Hadley Junior High School and Philemon Wright High School – Renovation of 4 Washrooms - Underestimate

WHEREAS the resolution number C-17/18-201 assigned a budget of \$580,000 including taxes and professional fees;

WHEREAS the resolution number C-18/19-215 awarded the contract to Gestion DMJ for \$289,261 excluding taxes and professional fees;

WHEREAS a straw vote was held by email concerning a change order of \$59,869.80 and a positive response from 9 Commissioners was communicated to the Chair;

WHEREAS the evaluation of the change order was underestimated by \$3,073.19;

WHEREAS an authorization is required by the Council of Commissioners;

WHEREAS explanations will have to be sent to the Treasury Board;

WHEREAS any additional change orders, if any, will have to be approved by the Council of Commissioners for the above-mentioned project;

IT WAS MOVED by Parent-Commissioner Boucher to authorize this change order and that the Director of Buildings, Technology and Transportation be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

C-19/20-6 Pontiac High School – Chairs in the Auditorium – Derogation Request to the Purchasing Policy

WHEREAS the community has raised funds for the replacement of the auditorium seats at Pontiac High School;

WHEREAS the community was specific on the quality, color, dimension, and installation layout, and has been working with the supplier Sièges Ducharme who has a product that meets their specifications;

WHEREAS the funds raised by the community will cover the entire cost of the seats and the installation;

WHEREAS the total estimated value of this purchase is approximately \$50,000;

WHEREAS *section 7. EXCEPTION* of the Purchasing Policy stipulates: “Except for contracts where the estimated expenditure is equal to or above the thresholds established by the Act Respecting Contracting by Public Bodies (\$100,000), the Council of Commissioners may authorize the School Board, in exceptional circumstances and for legitimate reasons to enter into a contract without following the tendering process described in the Purchasing Policy”;

WHEREAS a tendering process could result in significant delays and it not meeting the community specifications;

WHEREAS the Director of Finance, the Director of Buildings and the Director General recommend to Council that a mutual agreement be signed with Sièges Ducharme for the purchasing of the chairs and the installation;

WHEREAS a straw vote was held by email and a vote of 10 Commissioners for, and 1 against was communicated to the Chair;

IT WAS MOVED BY Commissioner Egan to grant the derogation request of the Purchasing Policy for the above-mentioned project.

Carried Unanimously

C-19/20-7 Call for Tenders by Invitation– Skype Phones – 18570A007

WHEREAS the estimated budget for the above-mentioned project is \$85,000 including taxes;

WHEREAS a call for tenders by invitation was made for the above-mentioned project;

WHEREAS the following persons and/or businesses were invited to participate:

Groupe Solulan
XAV Solutions

Microrama Informatique Inc.

WHEREAS the following 2 tenders were received and recorded:

XAV Solutions	\$73,328.40
Microrama Informatique Inc.	Non-conformed

WHEREAS the lowest bid was conformed;

WHEREAS a straw vote was held by email and a positive vote of 9 Commissioners was communicated to the Chair;

IT WAS MOVED by Parent-Commissioner Boucher that the bid submitted by XAV Solutions, in the amount of \$73,328.40 excluding taxes be approved and that the Director of Buildings, Technology and Transportation Mr. P. Proulx be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

C-19/20-8 MB Projects 2019-2020 – Mesure 50621

WHEREAS the MEES allocated \$6,513,148 within Mesure 50621;

WHEREAS that Mesure is for major renovations and can be applied to any building;

WHEREAS a list of projects needs to be approved by the Council of Commissioners prior to requesting the authorization at the MEES;

WHEREAS the requested amount contains professional fees and taxes;

WHEREAS the Director of Buildings, Technology and Transportation, P. Proulx recommends requesting authorization from the MEES for the following projects;

School	Project	Planned Scope	Amount	Expected Period for the Construction
Golden Valley	Renovation of the Gymnasium	Sand and Varnish floor, floor lines, Equipment, Heating System, Lighting, Repainting, Interior entrance doors, Storage	\$465,000	Summer 2021

Golden Valley	Interior Renovation	Hallways, Stairwell, Classroom Doors, Lighting, Floor, Ceiling	\$1,000,000	Summer 2020
Greater Gatineau	Renovation of the Gymnasium Phase 2	Upper section of the walls, Dividing wall, Renovation of the floor, Mobile Stage	\$625,000	Summer 2021
Hull Adult Ed	Interior Renovation Second floor and Stairwells	Floor, Ceiling, Doors, Lighting, Painting	\$900,000	Summer 2021
Hull Adult Ed	Renovation of the Main Entrance and the North Entrance	Accessibility, Surface Water Runoff, Sidewalk, Masonry	\$475,000	Summer 2020
Dr. S.E. McDowell/Pontiac Adult Ed	Renovation of the Main Entrance (Pontiac Adult Ed)	Canopy, Stairs, Accessibility	\$160,000	Summer 2020
Onslow	Renovation of the West Entrance	Canopy, Cement Slab	\$100,000	Summer 2020
Pontiac High School	Interior Renovation	Hallways 1.200a, 1.200b, 1.200c, Cafeteria, Agora, Kitchen	\$400,000	Summer 2020
Hadley/Philemon Wright High School	Renovation of the Washrooms, Showers and Change Rooms	Washrooms 1.512, 1.422, Washrooms, Showers and Change Rooms in the	\$660,000	Summer 2021

		Philemon Wright section		
Wakefield	Modification of the Geothermal equipment and Water Runoff	Removal of the Cottage (Obligation), Move the Geothermal equipment in the school, Leveling the land	\$803,148	Summer 2020
WQCC	Roof, Phase 2	3 roof sections on the first extension	\$725,000	Summer 2020
Envol	Roof, Gutters and Chimney	Renovation of the Roof (Shingles), Replacement of the Gutters and Masonry	\$200,000	Summer 2020

IT WAS MOVED by Commissioner Dionne that the list of projects mentioned above be sent to the MEES by the Director of Buildings, Technology and Transportation Mr. P. Proulx for approval.

Carried Unanimously

C-19/20-9 MB Projects 2019-2020 – Mesure 50622

WHEREAS the MEES allocated \$2,544,353 within the Mesure 50622;

WHEREAS that Mesure is for major renovations and can only be applied to buildings with a conditional index of D or E;

WHEREAS a list of projects needs to be approved by the Council of Commissioners prior to requesting the authorization at the MEES;

WHEREAS the requested amount contains professional fees and taxes;

WHEREAS the Director of Buildings, Technology and Transportation, P. Proulx recommends requesting authorization from the MEES for the following projects;

School	Project	Planned Scope	Amount	Expected Period for the Construction
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Buckingham	Interior Renovation of the Stairwells	Renovation of the Walls, Railing, Ceiling, Lighting, Fire doors in the Bus Entrance Stairwell, K5 Stairwell, Scene Stairwells, Stairwells A	\$375,000	Summer 2020
Buckingham	External Works	Caulking and Soffits	\$100,000	Summer 2020
Lord Aylmer Junior	Renovation of the Gymnasium	Repair the floor, Lines on the floor, Equipment, Painting, Lighting, CVCA Equipment	\$435,000	Summer 2021
Poltimore	Roof	Replacement of the roof membrane	\$234,353	Summer 2020
South Hull	Masonry	Repointing of the Bricks	\$200,000	Summer 2021
South Hull	Renovation of the Washrooms	Boys Washroom and 2 girls Washrooms	\$475,000	Summer 2021
South Hull	Renovation of the Big Gymnasium	Replace floor, Fixing Walls, Painting, Lighting, CVCA	\$725,000	Summer 2021

IT WAS MOVED by Parent-Commissioner Cornforth that the list of projects mentioned above be sent to the MEES by the Director of Buildings, Technology and Transportation, Mr. P. Proulx, for approval.

Carried Unanimously

C-19/20-10 WQSB Insurance

WHEREAS a call by public invitation for tenders, no 18510B031, was made for the tendering of bids for the above-mentioned project;

WHEREAS the tendering was for a one (1) year contract including a two (2) one-year renewal option;

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

Aon Hewitt Inc.
Aon Risk Solutions
Banque Nationale du Canada – Secteur public

BFL Canada
Société de télédiffusion du Québec

WHEREAS one bid was received:

Company	1 year	3 years
Aon Risk Solutions	\$101,645	\$304,935

WHEREAS the bid conformed;

IT WAS MOVED by Commissioner Young, that the submitted bid by Aon Risk Solutions, in the amount of \$304,935 for a one (1) year contract including the two (2) one-year renewal options, excluding taxes, be approved.

Carried Unanimously

C-19/20-11 MB Hull Adult Education Centre – Replacement of Interior Finishes

WHEREAS the resolution number C-17/18-200 assigned a budget of \$850,000 including taxes and professional fees for the above-mentioned project;

WHEREAS the resolution number C-18/19-111 reduced the budget to \$650,000 including taxes and professional fees for the above-mentioned project;

WHEREAS the resolution number C-18/19-214 awarded the contract to DLS Construction Inc. for \$427,000 excluding taxes and professional fees;

WHEREAS the total value of the change orders will go over 10%;

WHEREAS the power delegated to the Director General for the approval of change orders is up to 10% of the contract value and should be increased to 12% for this project;

WHEREAS explanations will have to be sent to the Treasury Board;

WHEREAS any change orders bringing the total over 12% will have to be approved by the Council of Commissioners;

IT WAS MOVED by Commissioner Schaler to delegate to the Director General the power of authorizing change orders of up to 12% for this project.

Carried Unanimously

C-19/20-12 Memorandum of Understanding with the City of Gatineau for the Use of Facilities

WHEREAS the City of Gatineau approached us to join the Memorandum of Understanding for the use of facilities that was developed with the Gatineau French School Boards;

WHEREAS the parties recognize the contribution and responsibilities of the other parties in providing services to their respective clientele;

WHEREAS the parties own certain facilities and equipment respectively;

WHEREAS the parties recognize such assets must be put at the service of the community concerned, as part of their respective roles;

WHEREAS the parties wish to work together on the use of some of their facilities;

WHEREAS the parties wish to work together to find funding opportunities for infrastructure projects to improve services to citizens and students;

WHEREAS the parties have already settled on specific agreements and may develop other partnerships outside of this framework protocol;

WHEREAS the parties recognize they will prioritize their respective clientele for the use of their facilities;

WHEREAS the parties agree to prioritize the other party when allocating the remaining hours before making them available to third parties;

WHEREAS the Western Québec School Board's Gatineau School Principals are open to the idea;

WHEREAS the City of Gatineau would like to receive a resolution demonstrating our interest to participate in the Memorandum of Understanding;

WHEREAS the Director of Buildings, Technology and Transportation recommends signing the Memorandum for a one-year period;

IT WAS MOVED by Parent-Commissioner Boucher to authorize the Director of Buildings, Technology and Transportation, Mr. P. Proulx, to sign the Memorandum of Understanding for a period of one (1) year.

For:	10
Against:	1
Abstained:	1

Motion carried

C-19/20-13 Motion to move into Camera

IT WAS MOVED by Commissioner Schaler that the Council moves into Camera at 9:13pm.

Carried Unanimously

*Commissioners Schaler and Garbutt left the meeting 9:15pm

C-19/20-14 Motion to move out of Camera

IT WAS MOVED by Commissioner Brunke that the Council moves out of Camera at 9:22pm.

Carried Unanimously

C-19/20-15 Responsable de l'application des règles contractuelles (R.A.R.C.)

ATTENDU QU'en vertu de l'article 21.0.1 de la *Loi sur les contrats des organismes publics*, la CSWQ doit désigner un Responsable de l'application des règles contractuelles;

LE COMMISSAIRE DIONNE PROPOSE QUE M. Alain Gendron soit désigné comme responsable de l'application des règles contractuelles de la CSWQ, prenant effet immédiatement.

Carried Unanimously

C-19/20-16 D-1 Reimbursement of Expenses

WHEREAS the Director of Finance has recommended revisions based on data collected from various sources, including the provincial government;
IT WAS MOVED by Commissioner Dionne that Council accept the revisions to Policy D-1, Annex A, as presented.

For:	8
Against:	2
Abstained:	0

Motion carried

C-19/20-17 Review of Policy D1 – Exceptional Travel Situations

IT WAS MOVED by Commissioner Daly to mandate the Director of Finance to review Policy D1 with the intention of examining exceptional travel situations.

Carried Unanimously

C-19/20-18 Policy D-1, Annex A – Yearly Review

WHEREAS rates used in the calculation to determine the kilometer rate, set in Annex A of Policy D-1, are subject to change during the year;

WHEREAS travel reimbursements affect many categories of employees;

WHEREAS it is recommended by the senior administration that Policy D-1, Annex A be reviewed annually;

WHEREAS the revision will be set by using the same factors, data collected from various sources, including the provincial government;

WHEREAS the policy shall be brought forth to Council once a year;

IT WAS MOVED by Commissioner Brunke that the Director of Finance may implement a revised kilometer rate once during the year; and that the revision be set by the same factors and that the policy be brought forth to Council once per year.

Carried Unanimously

C-19/20-19 Revised Transportation Policy

WHEREAS the Transportation Committee has reviewed and amended sections of the Transportation Policy;

WHEREAS the Transportation Policy has been sent to all Governing Boards for review and comments;

IT WAS MOVED by Commissioner Brunke that the revised Transportation Policy be adopted.

Carried Unanimously

C-19/20-20 Policy Derogation – Private Road

WHEREAS the revised Transportation Policy adopted by Council clearly states that transportation is not offered on private roads;

WHEREAS a new special needs student # 0126607 is registered to the Hadley Life Skills Center and their residence is located on a private road in Val-des-Monts;

WHEREAS the closest bus stop picking up students residing in this sector is located on a public road approximately 1.7 km from their residence;

WHEREAS student #0126607 has a severe disability and cannot walk this distance nor be transported on a regular bus with other students;

The Transportation Committee recommends a derogation to the Policy allowing a berline car to travel on a private road to transport student #0126607 to and from school;

IT WAS MOVED by Commissioner Brunke that, as recommended by the Transportation Committee, a derogation to the Policy allowing a berline car to travel on a private road to transport student #0126607 to and from school be approved.

Carried Unanimously

C-19/20-21 Adjournment

IT WAS MOVED by Commissioner Daly that the meeting be adjourned at 9:58 p.m.