

Minutes of the **Council of Commissioners** meeting held on January 28, 2020 at the Western Québec School Board, 15 rue Katimavik, Gatineau, Québec, at 7:00 p.m.

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

**Personnel:**

Director of Buildings, Technology, and Transportation P. Proulx  
Director of Complementary Services L. Falasconi  
Director of Education S. Aitken

**REGRETS:** Commissioner Brennan.

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

**Call to Order:**

Chair Guy called the meeting to order at 7:02 pm

**C-19/20-61 Adoption of Agenda**

IT WAS MOVED by Commissioner Egan that the agenda be adopted as presented with the following modifications:

- Agenda item 13.1 becomes item 4.3 Proposed Boundary Changes
- Agenda item 12.1 becomes item 4.4 In-Camera Session: Request for reconsideration

Carried unanimously

**Chair's Report**

Chair Guy presented his written report. Topics discussed included:

- Draft Bill 40
- Public Consultation – Transportation boundaries
- New EPCA president

**Director General's Report**

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

- Consultations on Enrolment Criteria and Transportation Boundary
- Water Testing in Schools/Centres
- Workplace Mental Health Leadership Certificate Program
- Sexuality Education Training
- Upcoming WQSB Events, Professional Development and Meetings

- C-19/20-62 Approval of Minutes – December 17, 2019**  
 IT WAS MOVED by Parent-Commissioner Davis that the minutes of a special meeting held on December 17, 2019 be approved as circulated.  
 Carried Unanimously
- C-19/20-63 Annual Report 2018-2019**  
 IT WAS MOVED by Commissioner Brunke that the Annual Report 2018 - 2019 be received as presented.  
 Carried Unanimously
- C-19/20-64 Proposed Boundary Changes**  
 WHEREAS the Planning and Review Committee examined newly proposed options for boundary changes affecting the following schools: Chelsea Elementary, Greater Gatineau Elementary School, Hadley-Philemon Wright High School, Poltimore Elementary School, St. Mike's High School, Queen Elizabeth Elementary School, Wakefield Elementary;  
 WHEREAS following a series of public consultations, the Planning and Review Committee examined newly proposed boundary changes for the fore-mentioned schools according to the plan annexed hereto;  
 WHEREAS the Planning and Review Committee has taken into consideration Articles 275, 4, and 239 of the Quebec Education Act;  
 WHEREAS the Planning and Review Committee is committed to consistent and equitable enrolment criteria and transportation boundaries for all schools in the western Quebec School Board territory;  
 WHEREAS St. Michael's High School is nearing capacity with unclear enrolment criteria;  
 WHEREAS there is no current enrolment criteria nor transportation boundary existing between St. Michael's High School and Hadley-Philemon Wright High School;  
 WHEREAS the Planning and Review Committee recommends to:  
 Establish enrolment criteria for St. Michael's High School and Hadley-Philemon Wright High School  
 Grandfather all existing affected students who are currently enrolled at St. Michael's High School or Hadley-Philemon Wright High School  
 Respect articles 4, 239, and 275 of the Quebec Education Act  
 IT WAS MOVED by Commissioner Dionne that as recommended by the Planning and Review Committee that:  
 Students who live in the Queen Elizabeth Elementary boundary will attend St. Michael's High School;  
 Students who live in the Chelsea Elementary School boundary will attend Hadley-Philemon Wright High School;  
 Students who live in the Greater Gatineau Elementary boundary will attend Hadley-Philemon Wright High School;

Students who live in the Wakefield boundary will have the choice to attend either St. Michael's High School or Hadley-Philemon Wright High School;

Students who live in the Poltimore boundary will have the choice to attend either St. Michael's High School or Hadley-Philemon Wright High School;

A transportation hub be established in Wakefield to facilitate the required accommodations for students from the Wakefield and Poltimore boundaries who attend one of either St. Michael's High School or Hadley-Philemon Wright High School;

All existing affected students who are currently enrolled at St. Michael's High School or Hadley-Philemon Wright High School be grandfathered until the end of the 2023-2024 school year;

When ruling on cross-boundary transfers, priority be given to siblings of students who are enrolled at St. Michael's High School or Hadley-Philemon Wright High School.

Carried Unanimously

**C-19/20-65 Motion to move into Camera**

IT WAS MOVED by Parent-Commissioner Boucher that the Council move into Camera at 7:30pm.

Carried Unanimously

**C-19/20-66 Motion to move out of Camera**

IT WAS MOVED by Commissioner Daly that the Council move out of Camera at 8:20pm.

Carried Unanimously

**C-19/20-67 Request for Reconsideration**

CONSIDERING that a decision was made on December 3, 2019 to expel student #0107748 from all schools and services of the WQSB for the remainder of the 2019-2020 school year;

CONSIDERING that on December 9, 2019 a request for reconsideration was presented by the parent of student #0107748;

CONSIDERING the representations made by the parent and student #0107748 before the Council of Commissioners;

IT WAS MOVED by Commissioner Labadie that the decision rendered on December 3, 2019 is upheld and that student # 0107748 be expelled from all schools and services of the WQSB for the remainder of the 2019-2020 school year.

For:	12
Against:	0
Abstained:	2

Motion carried

**C-19/20-68 Executive Committee Report – January 21, 2020**

IT WAS MOVED by Commissioner Daly that the Council acknowledge receipt of the draft Executive Committee minutes of January 21, 2020.

Carried Unanimously

**C-19/20-69 Renewal of Sport-Études Program**

WHEREAS the Hadley Governing Board, the Philemon Wright Governing Board, and the WQSB had previously approved support of the Sport-Études program;

WHEREAS the MEES is requiring all Sport-Études programs to renew their mandate for 2020-2024;

IT WAS MOVED by Parent-Commissioner Boucher that the WQSB approve a request to renew the Sport-Études program at Hadley and Philemon Wright for the 2020-2021 school year.

For:	12
Against:	1
Abstained:	1

Motion carried

**C-19/20-70 Service Agreement with the Centre de gestion de l'équipement roulant du Québec (CGER)**

WHEREAS the CGER is mandated by the government to provide vehicle management services to public bodies;

WHEREAS the possibility to enter into a service agreement with the CGER for a period of 10 years;

WHEREAS the Western Québec School Board currently has a fleet of seven vehicles;

WHEREAS the need to replace one service truck;

WHEREAS the need to add a car into the fleet to reduce the cost of car rental fees and millage expenses;

WHEREAS the agreement includes, but is not limited to, the lease cost, the vehicle registration, vehicle lettering, vehicle maintenance, vehicle tires, and road assistance services;

WHEREAS the intention is to transition the fleet to a leasing type;

IT WAS MOVED by commissioner Dionne to mandate the Director of Buildings, Technology and Transport to enter into a service agreement with the CGER for the Western Québec School Board.

Carried Unanimously

\*Commissioner Daly left the meeting

**C-19/20-71 Group Buying Program – (Collecto) – Natural Gas – SAR350-2020**

WHEREAS the School Board needs to purchase natural gas for heating;

WHEREAS the School Board has the opportunity to participate in the purchasing group offered by Collecto, Services en éducation, SAR350-2020, *Acquisition de gaz naturel et coût de transport*;

WHEREAS this grouping of purchases (Collecto) provides for a standing contract awarded to the lowest bidder;

WHEREAS the *Regulation Respecting Certain Supply Contracts of Public Bodies*, RLRQ c. C-65.1, r 5.1;

WHEREAS this type of contract requires the authorization of the chief executive officer of the public body before the notice of a call for tenders is published;

WHEREAS the contract will cover the period of 2 years, from November 1, 2020 to October 31, 2022, with an option for renewal of one year;

IT WAS MOVED by Commissioner Egan that the WQSB participate in this group purchase and mandate COLLECTO to represent the Western Québec School Board in its tender process and subsequent contract for the acquisition of natural gas, and that the Director General be authorized to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

\*Commissioner Daly returned to the meeting

**C-19/20-72 Delegation of Signing Authorities**

WHEREAS article 174 of the Education Act states that the Council of Commissioners may delegate certain functions, by By-Law, to the Director General;

WHEREAS Appendix A of By-Law number 30, “By-Law Establishing Delegations of Powers and Functions of the Western Québec School Board” outlines the Delegations of Powers and Functions currently in place;

It is recommended that the Council of Commissioners hereby authorize the following modifications to Appendix A of By-Law number 30:

**Legend:**

Change the current threshold for the purchase of goods and services that School Principals, Vice-Principals, and Coordinators can approve: Increase the threshold from \$5,000 to \$7,500.

**For FINANCIAL SERVICES, TAXATION and PROCUREMENT <sup>1</sup>**

Functions and Powers	DELEGATIONS		
	Exec.	D.G.	Others
Purchases of Goods/Services equal to or above \$ 50 000 and below \$ 100 000	X		
Purchases of Goods/Services below \$ 50 000		X	
Purchases of Goods equal to or below \$ 25 000			Directors Assistant Directors of Services
Purchases of Services below \$10 000 from a natural person and below \$25 000 in all other cases			Directors Assistant Directors of Services
<b>REMOVE LINE</b> Purchases of Goods/Services equal to or below \$ 5 000			Principals, Vice principals and Coordinators
<b>NEW LINE</b> <b>Purchases of Goods/Services equal to or below \$ 7 500</b>			Principals, Vice principals and Coordinators
Tax write-offs (school taxes)	X		
Write-off of bad-debt provisions (accounts) ✚ Equal to or over \$ 5 000 ✚ Below \$ 5 000	X		D.F.
Short Term Loans (credit notes)			D.F.
Name the secretary and members of any selection committee established to evaluate the quality of tenders		X	

IT WAS MOVED by Commissioner Labadie that Council approve the modifications to Appendix A of By-Law number 30 as recommended.

Carried Unanimously

**C-19/20-73 Special Education Advisory Committee (SEAC) Report – May 27, 2019**

IT WAS MOVED by Parent-Commissioner Davis that the Council acknowledge receipt of the SEAC minutes of May 27, 2019.

Carried Unanimously

**C-19/20-74 Special Education Advisory Committee (SEAC) Report – November 11, 2019**

IT WAS MOVED by Parent-Commissioner Davis that the Council acknowledge receipt of the SEAC minutes of November 11, 2019.

Carried Unanimously

**C-19/20-75 Parents' Committee Report – November 18, 2019**

IT WAS MOVED by Parent-Commissioner Boucher that the council acknowledge receipt of the approved parents' committee minutes of November 18, 2019

Carried Unanimously

**C-19/20-76 Retention Schedule BAnQ (Bibliothèque et Archives nationales du Québec)**

WHEREAS the archives act stipulates the roles and obligations pertaining to archives for public bodies;

WHEREAS one of the obligations is to develop and maintain an up to date retention schedule, which is to be sent for approval to BAnQ;

WHEREAS the current retention schedule was approved in April 2018;

WHEREAS the retention schedule is needed when destroying paper documents after digitalization;

WHEREAS the up to date retention schedule is needed to modify the process for all requests relating to access to information;

WHEREAS the approval by BAnQ takes approximately three months;

WHEREAS modifications might need to be resubmitted, which will add an additional three months for the approval;

WHEREAS the retention schedule has been developed by the law and the best demonstrated practices of School Boards;

IT WAS MOVED by Parent-Commissioner Davis that the Secretary General – Director of Corporate Services, G. Singfield be mandated to sign any and all documents necessary to give full effect to this resolution.

Carried Unanimously

**C-19/20-77 President of Elections**

IT WAS MOVED by Parent-Commissioner Boucher that the Secretary General – Director of Corporate Services, G. Singfield be named the WQSB Returning Officer for the November 1, 2020 School Board Elections.

Carried Unanimously

**C-19/20-78 Adjournment**

IT WAS MOVED by Parent-Commissioner Cornforth that the meeting be adjourned at 9:00 p.m.