

**Province of Quebec  
Western Québec School Board**

Minutes of the **Council of Commissioners** meeting held on June 28, 2022, via Teams at 7:00 p.m.

**PRESENT:** Chair Daly, Commissioners Boucher, Brushey, Cornforth, Giannakoulis, Goldsbrough, Lyrette-Brennan, McCrank, Shaar, and Parent-Commissioners Brennan, Coullée and Taylor.

**REGRETS:** Commissioners George, Graham, Labadie and Connell

**Personnel:**

Director of Complementary Services L. Falasconi  
Director of Education S. Aitken  
Director of Finance M. Lupien  
Director of Human Resources T. Kharyati  
Assistant Director of Buildings and Transportation M. Dusablon  
Contract Compliance Officer A. Gendron  
Coordinator of Finance N. Dagenais  
Administrative Officer R. Vincent

The Director General, M. Dubeau, the Secretary General – Director of Corporate Services, G. Singfield, and the Assistant Director General / Director of Education, Adult Education/Vocational Training, R. Ahern were also present.

- **Land Acknowledgment**

**Call to Order:** 7:23 pm

**C-21/22-192 Adoption of Agenda**  
IT WAS MOVED by Commissioner McCrank that the agenda be adopted as presented.

Carried Unanimously

**C-21/22-193 Approval of Minutes – May 31, 2022**  
IT WAS MOVED by Commissioner Cornforth that the minutes of a meeting held on May 31, 2022 be approved as circulated.

Carried Unanimously

**C-21/22-194 Approval of Minutes – June 14, 2022**  
IT WAS MOVED by Commissioner Lyrette-Brennan that the minutes of a special meeting held on June 14, 2022 be approved as circulated.

Carried Unanimously

**Director General's Report**

The Director General gave a verbal report. Topics discussed included:

- Best wishes and congratulations to T. Kharyati
- Congratulations to the Finance team on the Budget

- Recognized the work of the RAC for 2021-2022
- Presented the staffing plan for 2022-2023
- Read a letter to all WQSB employees thanking them
- Expressed his gratitude to Ruth Ahern
- Thanked Chairman Daly and all Commissioners for their unwavering support

**C-21/22-195 Hiring of Administrators – Summer Period**

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee by its resolution E-21/22-183, Council waive the normal hiring formalities to accommodate any possible need to fill new administrative postings as soon as possible during the summer period, on the condition that the Director General notify all commissioners when assignments are finalized.

Carried Unanimously

**C-21/22-196 Executive Committee Report – June 21, 2022**

IT WAS MOVED by Commissioner Cornforth that Council acknowledge receipt of the draft Executive Committee minutes of June 21, 2022.

Carried Unanimously

**C-21/22-197 Buildings and Technology Investment plan**

IT WAS MOVED by Commissioner Boucher that, as recommended by the Executive Committee by its resolution E-21/22-176, Council approve the Buildings and Technology Investment Plan.

Carried Unanimously

**C-21/22-198 Public Tender – Fence – Dr. Wilbert Keon – Project #21510B460**

WHEREAS an amount of \$200,000.00 was reserved from the 2021-2022 Measure 50624;

WHEREAS the fence installation is related to the project described in resolutions C-15/16-57, C-17/18-14, and C-20/21-139;

WHEREAS a public tender was completed;

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

- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.
- DEFRAN INCORPORÉE

WHEREAS the following bids were received;

D.L.S. CONSTRUCTION INC.	\$275,000.00
DEFRAN INCORPORÉE	\$282,522.00

WHEREAS the lowest bid conformed;

WHEREAS the Director of Buildings recommends rejecting the bid, revising the needs, and re-tendering;

WHEREAS the Executive Committee also recommends by its resolution E-21/22-177 Council reject the bid from D.L.S. Construction Inc.;

IT WAS MOVED by Commissioner Lyrette-Brennan that, as recommended by the Executive Committee and the Director of Buildings, Council reject the bid from D.L.S. Construction Inc.

Carried Unanimously

**C-21/22-199**

**Fuel Adjustment - Measure #50710 Autobus Lasalle**

WHEREAS the invoice for the fuel adjustment of Autobus Lasalle under Measure #50710 is in the amount of \$104,517.56 tax included;

WHEREAS the invoice for the fuel adjustment of Autobus Lasalle under Measure #50710 is greater than \$50,000;

WHEREAS the Executive Committee recommends by its resolution E-21/22-179 Council approve the payment of the invoice for the fuel adjustment of Autobus Lasalle under Measure #50710 in the amount of \$104,517.56 tax included;

IT WAS MOVED by Commissioner Brushey that, as recommended by the Executive Committee, Council approve the payment of the invoice for the fuel adjustment of Autobus Lasalle under Measure #50710, in the amount of \$104,517.56 tax included.

Carried Unanimously

**C-21/22-200**

**Projects with an Opening Date During the Summer**

WHEREAS tender openings for the following projects are scheduled for summer;

<b>Project</b>	<b>Estimated Cost</b>
HVAC maintenance and servicing	\$80,000.00
Fence at Namur	\$85,000.00
Drinker and bottle filler – Lead project	\$160,000.00
Smart Board TV installation	\$55,000.00
Tennis Court at Pontiac High School	\$70,000.00

WHEREAS the opening results of the above-mentioned projects will be presented at the Executive Committee and Council of Commissioners meetings in September 2022;

WHEREAS the Executive Committee recommends by its resolution E-21/22-181 that Council give the Director of Buildings and Technology the authority to sign all tender documents, and that he reports the

results of these projects at the upcoming Executive Committee and Council of Commissioners meetings in September 2022;

IT WAS MOVED by Parent-Commissioner Coutlée that, as recommended by the Executive Committee, Council give the Director of Buildings and Technology the authority to sign all tender documents and that he report the results of these projects at the upcoming Executive Committee and Council of Commissioners meetings in September 2022.

Carried Unanimously

**C-21/22-201**

**Deeds of Establishment for 2022-2023 School Year**

IT WAS MOVED by Commissioner McCrank that, as recommended by the Executive Committee by its resolution E-21/22-182, Council approve the Deeds of Establishment for the 2022-2023 school year.

Carried Unanimously

**C-21/22-202**

**Treasury Board – Delegation of Powers: Contract Management and Procurement Activities Reporting for the 2021-2022 Period to the Treasury Board**

WHEREAS the *Directive concerning the accountability in contractual management of public organizations* defines the general framework for the accountability requirements of public organizations;

WHEREAS this Directive requires that public bodies transmit to the Treasury Board, no later than June 30 of each year, for the year ending March 31, a Declaration (Annexe 3) by the head of the organization, attesting in particular to the reliability of the data and controls concerning:

- All instances for which authorization by the head of the public agency was required;
- Information published on the Electronic Tendering System (SEAO) in accordance with the ACT RESPECTING CONTRACTING BY PUBLIC BODIES (Act) and the regulations, directives, and policies made under that Act.

WHEREAS the Director General has submitted a report to the Council of Commissioners, as required by the WQSB Internal Guidelines for the Management of Procurement, Service and Construction Contracts, concerning the authorization forms submitted to the Treasury Board during the year;

WHEREAS the head of the organization must sign this Declaration and the Act (section 8) specifies that the Council of Commissioners is the head in the case of a school board;

WHEREAS the Executive Committee recommends by its resolution E-21/22-186 that Council give authorization to the Director General to complete and sign the Declaration of the Head of the Organization of the School Board for the period of April 1, 2021, to March 31, 2022, and

to provide all other required information to the Treasury Board for this reporting period;

IT WAS MOVED by Parent-Commissioner Brennan that, as recommended by the Executive Committee, Council authorize the Director General of the Western Quebec School Board to complete and sign the Declaration of the Head of the Organization of the School Board for the period of April 1, 2021, to March 31, 2022, and to provide all other required information to the Treasury Board for this reporting period.

Carried Unanimously

**C-21/22-203 WQSB Risk Management Plan Concerning Corruption and Collusion in Contract Management Processes for the 2022-2023 period**

WHEREAS in accordance with the *D-12 Corruption and Collusion Risk Management Policy*, the Risk Management Plan of the Western Quebec School Board must be updated every year, and include the following elements:

- an assessment of corruption and collusion risks in contract management processes, whereby risks are detected, analyzed, and evaluated;
- the provisions for handling risks, including risk mitigation measures.

WHEREAS the 2022-2023 risk management plan has been reviewed by the Director General;

WHEREAS the Director General recommends the adoption of the WQSB 2022-2023 Risk Management Plan concerning corruption and collusion in contract management processes for the 2022-2023 period;

WHEREAS the Executive Committee recommends by its resolution E-21/22-187 that Council approve the WQSB Risk Management Plan concerning corruption and collusion in contract management processes for the 2022-2023 period as presented;

IT WAS MOVED by Parent-Commissioner Coutlée that, as recommended by the Executive Committee, Council approve the WQSB Risk Management Plan concerning corruption and collusion in contract management processes for the 2022-2023 period as presented.

Carried Unanimously

**C-21/22-204 Public Tender – Generator – Hadley / Philemon Wright – Project #21510B340**

WHEREAS the MEQ has allocated \$729,333.00 from the 2021-2022 Measure 50621;

WHEREAS a public tender has been completed;

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

- ACQ – Région de l'Outaouais
- AppelleFred
- D.L.S. CONSTRUCTION INC.
- SÉGUIN MORRIS INC.

WHEREAS the following bids were received;

SÉGUIN MORRIS INC.	\$256,853.31
AppelleFred	\$437,505.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Lyrette-Brennan that Council award the contract to SÉGUIN MORRIS INC. in the amount of \$256,853.31, and that signing authority for this contract be given to the Director of Buildings.

Carried Unanimously

**C-21/22-205**

**Insurance Renewal**

WHEREAS the *Act respecting contracting by public bodies*, section 13: “A contract involving an expenditure equal to or above the public tender threshold specified in section 10 may be entered into by mutual agreement” and at section 13 (5): “in any other case determined by government regulation”;

WHEREAS the Regulation respecting certain service contracts of public bodies, section 37 “ A financial or banking service contract may be entered into by mutual agreement;

WHEREAS after validation with the Treasury Board, a damage insurance contract is a financial services contract;

WHEREAS the WQSB Purchasing Policy D-11, Section 5 states that the School Board may enter into contracts by mutual agreement in the cases permitted by the Act Respecting Contracting by Public Bodies and its regulations, even when the contract involves an expenditure equal to or above the tendering threshold for public tenders;

WHEREAS the School Board has requested and received a quote from AON Risk Solutions in the amount of \$138,661.00 for complementary damage and liability insurance coverage for a period of one (1) year starting July 1, 2022, and ending June 30, 2023;

IT WAS MOVED by Commissioner Lyrette-Brennan that the quote submitted by AON Risk Solutions in the amount of \$138,661.00 be approved, and that the signing authority be given to the Director General Mr. Mike Dubeau.

Carried Unanimously

**C-21/22-206**

**Additional Cost – Renovation of Three Gymnasium Storage Areas – Lord Aylmer – Contract #20510B220**

WHEREAS the resolution C-20/21-207 authorized a contract with Les Rénovations Daniel Larivière in the amount of \$135,600.00 excluding professional fees and taxes;

WHEREAS change orders have been received totaling \$17,082.05, which has brought the change order percentage to above 10%;

WHEREAS the assigned budget can cover these change orders;

IT WAS MOVED by Commissioner Brushey to authorize the amendments to this contract.

Carried Unanimously

**C-21/22-207      Audit Committee Report – June 20, 2022**

IT WAS MOVED by Parent-Commissioner Coutlée that Council acknowledge receipt of the draft Audit Committee minutes of June 20, 2022.

Carried Unanimously

**C-21/22-208      Budget 2022-2023**

WHEREAS in conformity with the Education Act the Western Québec School Board must adopt and forward to the Ministère de l'Éducation du Québec (MEQ) the operational, investment and debt service budget for the 2022-2023 school year;

WHEREAS the budget was produced in the anticipation of a normal school year and has no special provision for the challenges of COVID-19;

WHEREAS the 2022-2023 budget shows a \$353,362.00 deficit between projected revenues and expenses;

WHEREAS the deficit does not exceed the 15% of the available surplus and is aligned with the budget rules;

WHEREAS the proceeds of school taxes in the amount of \$16,563,933.00 as of June 30, 2022, were established using the official taxation rate for the school year 2022-2023 as registered in the Gazette;

WHEREAS the Ministry subsidy of \$1,919,403.00 will compensate for the balance of taxation revenue to reach the allocated amount;

WHEREAS the school tax interest rate is set at 5% for 2022-2023 in conformity with Gazette publication;

IT WAS MOVED by Parent-Commissioner Coutlée that the 2022-2023 operating, investment and debt service budget be adopted and forwarded to the MEQ and that the tax rate is applied as published by the MEQ.

Carried Unanimously

- C-21/22-209**      **Uncollectable Taxes**  
IT WAS MOVED by Commissioner McCrank that the outstanding taxes and interest amounting to \$30,708.47 be written off for the 2021-2022 fiscal year.
- Carried Unanimously
- C-21/22-210**      **Special Education Advisory (SEAC) Report – April 25, 2022**  
IT WAS MOVED by Parent-Commissioner Taylor that Council acknowledge receipt of the SEAC minutes of April 25, 2022.
- Carried Unanimously
- C-21/22-211**      **Special Education Advisory (SEAC) Report – June 14, 2022**  
IT WAS MOVED by Parent-Commissioner Taylor that Council acknowledge receipt of the SEAC minutes of June 14, 2022.
- Carried Unanimously
- C-21/22-212**      **Complementary Services Committee Report – January 31, 2022**  
IT WAS MOVED that Council acknowledge receipt of the Complimentary Services Committee minutes of January 31, 2022.
- Carried Unanimously
- C-21/22-213**      **Governance & Ethics Committee Report – May 2, 2022**  
IT WAS MOVED by Commissioner Shaar that Council acknowledge receipt of the Governance & Ethics Committee minutes of May 2, 2022.
- Carried Unanimously
- C-21/22-214**      **Governance & Ethics Committee Report – June 16, 2022**  
IT WAS MOVED by Commissioner Shaar that Council acknowledge receipt of the Governance & Ethics Committee minutes of June 16, 2022.
- Carried Unanimously
- C-21/22-215**      **Adoption of Policy A-6 – Educational Communications with Students and Home**  
IT WAS MOVED by Parent-Commissioner Taylor that, as recommended by the Governance and Ethics Committee, Policy A-6 – Educational Communications with Students and Home be adopted.
- Carried Unanimously
- C-21/22-216**      **Adoption of WQSB Statement on the Use of Slurs, Epithets**  
IT WAS MOVED by Parent-Commissioner Taylor that, as recommended by the Governance and Ethics Committee, the WQSB Statement on the use of slurs, epithets be adopted and incorporated into the C-14 – Safe Schools Policy.
- Carried Unanimously



**C-21/22-217**      **Ad Hoc Communications Committee Report – May 9, 2022**  
IT WAS MOVED by Commissioner Lyrette-Brennan that Council acknowledge receipt of the Ad Hoc Communications Committee minutes of May 9, 2022.

Carried Unanimously

**C-21/22-218**      **Adoption of By-Laws 47 and 48 (2022-2023 Calendar of Meetings)**  
IT WAS MOVED by Commissioner Lyrette-Brennan 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 2022-2023.
- 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 2022-2023.

Carried Unanimously

**C-21/22-219**      **SEAC Policy**  
WHEREAS section 187 (1) of the Education Act provides in the relevant part:

*The school board shall report each year to the Committee (SEAC) and the Minister on requests for reconsideration made under section 9 relating to services for handicapped students and students with social maladjustments or learning disabilities.*

WHEREAS there does not appear to be any specific policy or mechanism within the WQSB to make requests for reconsideration under section 9 actionable at the Council level, similar to the appeals students and parents can make to a decision to expel a student;

IT WAS MOVED by Parent-Commissioner Taylor to refer the matter to its Governance and Ethics Committee for study considering all applicable by-laws, policies, and legislations.

For: 10  
Against: 1 Brennan  
Abstained: 0  
Motion Carried

**C-21/22-220**      **Council Training**  
WHEREAS the WQSB has publicly articulated on multiple occasions its commitment to the principles and objectives of anti-racism, reconciliation, and equity;

WHEREAS this commitment is reflected in one of the Board's four Pillars, namely Safety and Security, and as a result of this direction, mandatory training and initiatives are underway among the Board's stakeholders (staff, students, the MAC);

WHEREAS there is an urgent need for increasing knowledge and skills around anti-racism and equity at all levels of the organization;

WHEREAS the Council of Commissioners in its position of leadership in the Board is committed to setting an example of continuing education and skill development in the areas of racial healing and reconciliation;

IT WAS MOVED by Parent-Commissioner Taylor that Council allocate time and resources for its own course of training around these issues each year.

Carried Unanimously

**C-21/22-221**

**Co-opted Commissioners**

WHEREAS the WQSB has publicly articulated on multiple occasions its commitment to the principles and objectives of anti-racism, reconciliation, and equity;

WHEREAS this commitment is reflected in one of the Board's four Pillars, namely Safety and Security, as well as in the development of policies and practices that flow from that Pillar;

WHEREAS the WQSB recognizes the value added to the organizational culture and operations of having people with diverse backgrounds, perspectives, and lived experiences around the Council table;

WHEREAS section 143 (3) of the Education Act provides for a school board to have up to two Co-Opted Commissioners on the Council of Commissioners;

WHEREAS Co-opted Commissioners are non-voting members, however, their cultural experiences will add valuable perspectives to the decision-making of Council;

WHEREAS at this time the WQSB has no Co-Opted Commissioners;

IT WAS MOVED by Commissioner Boucher to approve the initiation of the consultation process mandated by the Education Act, with a view to adding two Co-Opted Commissioners in the 2022-2023 school year, one from the Indigenous community and one of racialized background who will bring the cultural experience of BIPOC stakeholders within the WQSB (i.e., students, staff and families) to Council.

For: 10

Against: 0

Abstained: 1 Coutlée

Motion Carried

**C-21/22-222**

**QESBA Membership Fees for 2022-2023**

WHEREAS English school boards are facing a threat to their existence with Bill 40;

WHEREAS the QESBA and its nine-member school boards have undertaken a legal challenge to the Constitutionality of Bill 40;

WHEREAS this legal challenge represents a significant disbursement of QESBA funds;

WHEREAS the QESBA per student membership fee has not been increased since 2004, eighteen years ago;

WHEREAS member boards receive an annual increase from the Ministry of Education;

WHEREAS had these membership fees been increased simply to keep pace with inflation during this eighteen-year period, they would have been \$11.92 today;

WHEREAS the current per-student QESBA membership fee is limiting the ability of the Association to fulfill its mission and mandate;

IT WAS MOVED by Commissioner Shaar that the Council of Commissioners approve the \$11.00 per student QESBA membership fee for the 2022-2023 QESBA financial year which begins on July 1<sup>st</sup>;

BE IT FURTHER RESOLVED that the Council of Commissioners authorize the disbursement of the QESBA 2022-2023 membership fees on the following dates:

- 75% of the fees payable by July 1, 2022
- 25% of the fees payable by February 1, 2023

Carried Unanimously

**C-21/22-223**

**Adjournment**

IT WAS MOVED by Commissioner Brushey that the meeting be adjourned at 10:14 p.m.

Carried Unanimously