

**Province of Quebec
Western Quebec School Board**

Minutes of the **Council of Commissioners** meeting held on June 27, 2023, in a hybrid model at the Western Quebec School Board office 15, rue Katimavik at 7:00 p.m.

PRESENT: Chair Daly, Commissioners Brushey, Cornforth, Giannakoulis, Goldsbrough, Labadie, Lyrette-Brennan, McCrank, Shaar, Co-opted Commissioners Commonda and Garner, and Parent-Commissioners Brennan, Fortier and Taylor.

REGRETS: Commissioners George, Graham, and Parent-Commissioner Boucher-Sharma

Personnel:

Director of Education S. Aitken
Director of Complementary Services L. Falasconi
Director of Adult Ed. & Vocational Training Jennifer Dubeau
Assistant Director of Human Resources J. Svetec
Contract Compliance Officer A. Gendron
Coordinator of Buildings Soufiane El Ouezzani
Administrative Officer R. Vincent

The Director General Mr. G. Singfield, the Secretary General Mr. E. Keon and the Assistant Director General / Director of Buildings & Technology Mr. P. Proulx were also present.

- **Land Acknowledgment**

Call to order: 7:41 p.m.

C-22/23-219

Adoption of the Agenda

IT WAS MOVED by Commissioner Cornforth that the agenda be adopted as presented, with the addition of:

- Business Arising: Poltimore Gym – Physical Memorial to Commemorate Commissioner Rhonda Boucher
- Removal of agenda item 8.7

C-22/23-220

Approval of Minutes

IT WAS MOVED by Commissioner McCrank that the minutes of a meeting held on May 30, 2023, be approved as circulated.

Carried unanimously

Carried unanimously

C-22/23-227

Executive Committee Report – June 20, 2023

IT WAS MOVED by Commissioner Labadie that Council acknowledge receipt of the draft Executive Committee minutes of June 20, 2023.

Carried unanimously

C-22/23-228

Group Buying Program – Centre d’acquisitions gouvernementales – 2023-7529-50 – Assurances complémentaires 2023-2024 – Contract #23570G002

WHEREAS Resolution C-22/23-113 mandated the CAG to represent the WQSB in a tender by invitation for insurance;

WHEREAS the results received from the CAG are as follows:

Lot Number	Description	Supplier	Amount
1	Automobile	Beneva	\$4,785
2	Civil Liability	AON	\$103,664
3	Cyber-risk	AON	Non-conform

WHEREAS the contract will cover a period of one (1) year, from July 1, 2023, to June 30, 2024, with two (2) renewal options of one additional year each;

WHEREAS the commitment is \$325,347 for the 3 years;

WHEREAS an analysis will be conducted to find the appropriate solution for the Cyber-Risk coverage;

WHEREAS the Executive Committee recommends, with its resolution E-22/23-207, that Council award the contract to Beneva and AON for the corporate insurance for 2023-2024, 2024-2025 and 2025-2026, and authorize the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, to sign all necessary documents;

IT WAS MOVED by Parent-Commissioner Taylor that, as recommended by the Executive Committee, Council award the contract to Beneva and AON for the corporate insurance for 2023-2024, 2024-2025 and 2025-2026, and authorize the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, to sign all necessary documents.

Carried unanimously

C-22/23-229

Group Buying Program – (CAG) – Internet SIP Trunk – 2023-8153-50

WHEREAS the contract signed in accordance with resolution C-17/18-108 has ended;

WHEREAS the School Board has the opportunity to participate in the group purchasing plan offered by the Centre d'acquisitions gouvernementales for the Internet SIP Trunk;

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 3 years, from October 1, 2023 to September 30, 2026, with one 24-month renewal option;

WHEREAS the estimated financial commitment for this contract is approximately \$550,000;

WHEREAS the Executive Committee recommends, with its resolution E-22/23-208, that Council authorize the WQSB to join the Group Buying Program for this contract;

IT WAS MOVED by Co-opted Commissioner Commonda that, as recommended by the Executive Committee, Council authorize the WQSB to join the Group Buying Program for this contract.

Carried unanimously

C-22/23-230

Group Buying Program – (CAG) – Desktop Printers – 2022-8065-50 – Request for Authorization to Join the Ongoing Contract

WHEREAS the CAG, through a group purchase tender, has awarded the contract to several suppliers;

WHEREAS the WQSB will be able to choose from the supplier list the ones that suit its specific needs;

WHEREAS each desktop printer lease contract will be for a period of 5 years;

WHEREAS the *Regulation respecting certain supply contracts of public bodies*, RLRQ C-65.1, r 5.1, states that joining a contract after it is awarded requires the authorization of the chief executive officer;

WHEREAS the WQSB has currently 56 desktop printers for an annual cost of \$10,000;

WHEREAS the administrators recommend joining this Group Buying Program;

WHEREAS the Executive Committee recommends, with its resolution E-22/23-209, that Council authorize the WQSB to join the contract for the leasing of desktop printers through the

CAG program and authorize the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, to sign all necessary documents;

IT WAS MOVED by Commissioner Brushey that, as recommended by the Executive Committee, Council authorize the WQSB to join the contract for the leasing of desktop printers through the CAG program and authorize the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, to sign all necessary documents.

Carried unanimously

C-22/23-231

Treasury Board – Delegation of Powers: Contract Management and Procurement Activities Reporting for the 2022-2023 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, with its resolution E-22/23-211, 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, 2022, to March 31, 2023, and to provide all other required information to the Treasury Board for this reporting period;

IT WAS MOVED by Commissioner Cornforth 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, 2022, to March 31, 2023, and to provide all other required information to the Treasury Board for this reporting period.

Carried unanimously

C-22/23-232

Banking Services Contract – 22530G001

Whereas the current Banking Services contract with RBC comes to an end June 30, 2023;

WHEREAS section 13 of the *Act respecting contracting by public bodies* states: “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 paragraph 13(5) states: “in any other case determined by government regulation”;

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

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 RBC Solutions in the amount of \$70,000.00 for the annual banking fees for a period of three (3) years starting July 1, 2023, and ending June 30, 2026;

WHEREAS the Executive Committee recommends, with its resolution E-22/23-212, that Council approve the quote submitted by RBC in the amount of \$70,000 for the period of three (3) years;

It was moved by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council approve the quote submitted by RBC in the amount of \$70,000 for the period of three (3) years.

Carried unanimously

C-22/23-233

Projects with an Opening Date During the Summer

WHEREAS tenders for the following contracts will open after June 27;

Building	Project/Contract	Estimated Amount	Note
All	Cleaning products and cleaning items	\$1,000,000	3 years or \$1,000,000
All	Task Order Contract (Standing orders) for electrician services	\$200,000	3 years or \$200,000
All	Task Order Contract (Standing orders) for lockers	\$500,000	3 years or \$500,000
All	Task Order Contract (Standing orders) for window blinds	\$300,000	3-years or \$300,000
All	Classrooms and administrative furniture – Standing Offer Contract	\$750,000	Investment Budget
Gatineau Area	Identification of circuit breakers in electrical panels	\$150,000	Operational
Dr Wilbert Keon	Elevator, front step, exterior finishing and roof access	\$900,000	Investment Budget
Maniwaki Woodland	Upgrade protective surfacing and relocate some playground structure	\$100,000	Investment Budget
Poltimore	Furniture for the extension	\$80,000	Extension Budget
Poltimore	Play structure	\$80,000	Investment Budget
St-John's	Sidewalk	\$80,000	Investment Budget
Symmes / D'Arcy McGee	Replacement of water pipes (Kytex)	\$300,000	Investment Budget

WHEREAS the opening results of the above-mentioned projects will be presented at the Executive Committee and Council of Commissioners meetings in September 2023;

WHEREAS the Executive Committee recommends, with its resolution E-22/23-215, that Council give the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, the authority to sign all tender documents and that he report the results of these projects at the next Executive Committee and Council of Commissioners meetings in September 2023;

IT WAS MOVED by Parent-Commissioner Taylor that, as recommended by the Executive Committee, Council give the

ADG, Director of Buildings and Technology, Mr. Pascal Proulx, the authority to sign all tender documents and that he report the results of these projects at the next Executive Committee and Council of Commissioners meetings in September 2023.

Carried unanimously

C-22/23-234

Tender by Invitation – Lord Aylmer Sr. Campus – Hallways Painting – Contract #22510A026

WHEREAS a tender by invitation was completed for the above-mentioned project;

WHEREAS the following persons and/or businesses were invited:

- 6329276 CANADA INC. (Creation Design & ACC)
- 8573298 CANADA INC. (Finition S.P.)
- LES CONSTRUCTIONS LOVAIL INC.
- Le Groupe P.F. Brisson Peinture Inc.

WHEREAS the following bids were received:

6329276 CANADA INC. (Creation Design & ACC)	\$54,861.00
LES CONSTRUCTIONS LOVAIL INC.	\$67,645.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Cornforth to award the contract to 6329276 CANADA INC. (Creation Design & ACC) and give the ADG, Director of Buildings and Technology, Mr. Pascal Proulx, signing authority for this contract.

Carried unanimously

C-22/23-235

Deeds of Establishment for the 2023-2024 School Year

IT WAS MOVED by Commissioner Goldsbrough that Council approve the Deeds of Establishment for the 2023-2024 school year.

Carried unanimously

C-22/23-236

2023-2024 Buildings and Technology Investment Plan

IT WAS MOVED by Commissioner Brushey that Council approve the 2023-2024 Buildings and Technology Investment Plan.

Carried unanimously

C-22/23-237

Audit Committee Report – May 15, 2023

IT WAS MOVED by Commissioner Giannakoulis that Council acknowledge receipt of the Audit Committee minutes of May 15, 2023.

Carried unanimously

C-22/23-238

Audit Committee Report – June 20, 2023

IT WAS MOVED by Commissioner Giannakoulis that Council acknowledge receipt of the Audit Committee minutes of June 20, 2023.

Carried unanimously

C-22/23-239

D-1 Travel, Accommodation, and Business Representation Expenses

WHEREAS in consideration of the Director of Finance's recommendation to update the D-1 Travel, Accommodation, and Business Representation Expenses policy as follows:

the addition of compensation when an employee transports a load of 100lbs/45.36kg or more, at the request of his/her superior, in his own vehicle;

IT WAS MOVED by Co-opted Commissioner Garner that Council adopt the updated D-1 Travel, Accommodation, and Business Representation Expenses policy as recommended by the Director of Finance.

Carried unanimously

Governance & Ethics Committee Oral Report

In a short verbal report to Council, Commissioner Shaar discussed Bill 9 and its prescriptive nature as well as how it affects the policies of the WQSB.

C-22/23-240

Human Resources Committee Report – March 23, 2023

IT WAS MOVED by Commissioner Goldsbrough that Council acknowledge receipt of the Human Resources Committee minutes of March 23, 2023.

Carried unanimously

C-22/23-241

Human Resources Committee Report – May 11, 2023

IT WAS MOVED by Commissioner Goldsbrough that Council acknowledge receipt of the Human Resources Committee minutes of May 11, 2023.

Carried unanimously

C-22/23-242

Special Education Advisory (SEAC) Report – May 8, 2023

IT WAS MOVED by Parent-Commissioner Fortier that Council acknowledge receipt of the SEAC minutes of May 8, 2023.

Carried unanimously

C-22/23-243 **Ad Hoc Communications Committee Report – May 24, 2023**
IT WAS MOVED by Parent-Commissioner Fortier that Council acknowledge receipt of the Ad Hoc Communications Committee minutes of May 24, 2023.

Carried unanimously

C-22/23-244 **Ad Hoc Communications Committee Report – June 14, 2023**
IT WAS MOVED by Commissioner Goldsbrough that Council acknowledge receipt of the Ad Hoc Communications Committee minutes of June 14, 2023.

Carried unanimously

C-22/23-245 **Adoption of By-Laws 49 and 50 (2023-2024 Calendar of Meetings)**
IT WAS MOVED by Commissioner Labadie 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 2023-2024.
- 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 2023-2024.

Carried unanimously

C-22/23-246 **Resolution to be Postponed Definitely - Local, National and International Trips**
IT WAS MOVED by Parent-Commissioner Taylor that the resolution concerning local, national, and international trips be postponed until the Director General consults senior administration and school administrators to develop guidelines for local, national, and international travel.

Carried unanimously

C-22/23-247 **Advisory Indigenous Education Committee Meetings**
WHEREAS the Advisory Indigenous Education Committee was established to advise the Board and support initiatives related to strengthening and improving Indigenous students' educational experience and environment, as well as building relationships between communities and the WQSB;

WHEREAS no meetings of this Committee were called during the 2022-2023 school year and there are issues of importance that need to be addressed;

WHEREAS meetings of the Advisory Indigenous Education Committee need to be held regularly each school year;

It was moved by Parent-Commissioner Taylor that meetings of the Advisory Indigenous Education Committee may be called by

the Chair or by any two members of the Committee with 10 days' notice.

For: 11
 Abstention: 0
 Against: 1 (Daly)
 Motion Carried

C-22/23-248

**Commissioner Rhonda Boucher Memorial – Poltimore
 Gymnasium**

WHEREAS Commissioner Rhonda Boucher, who is recently deceased, worked tirelessly on behalf of the students and schools in her ward: Buckingham Elementary, Namur (K-11) and Poltimore Elementary;

WHEREAS it was due in great measure to her advocacy with the provincial government that a gymnasium was constructed at Poltimore Elementary School;

It was moved unanimously that the Administration work in collaboration with the Principal of Poltimore Elementary, the family, and interested stakeholders to create a physical memorial to commemorate Commissioner Rhonda Boucher in relation to the new gymnasium in the 2023-2024 school year.

It is also moved that any request for funding from the Board will be brought to Council.

Carried unanimously

C-22/23-249

QESBA Membership Fees for 2023-2024

WHEREAS the QESBA membership fees were determined by the budget proposed by the Board of Directors on May 17, 2023, and ratified on June 9, 2023;

WHEREAS the fees are based on the September 30 student enrolment for the 2022-2023 school year at a rate of \$11.30 per student;

WHEREAS the fees will be invoiced in two installments;

WHEREAS the first installment represents 75% of the fees, which equals to \$70,376.40 and is due by July 31, 2023;

WHEREAS the second installment representing the remaining 25% of the fees will be billed in the fall of 2023;

IT WAS MOVED by Commissioner Labadie that, in accordance with the request of the QESBA Board of Directors, the first installment of \$70,376.40 is to be remitted prior to July 31, 2023.

For: 10
 Abstention: 1
 Against: 0
 Motion Carried

C-22/23-250

**Motion to temporarily adjourn with the intention of
resuming no later than Thursday, June 29 at 6 p.m.**
Carried unanimously