

**Province of Quebec
Western Quebec School Board**

Minutes of the **Council of Commissioners** meeting held on January 30, 2024, 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, George, Giannakoulis, Graham, Goldsbrough, Kane, Labadie, Lyrette-Brennan, Shaar, and McCrank, Parent-Commissioners Brennan, Boucher-Sharma, Fortier, and Taylor Co-opted Commissioners Commonda and Garner

Personnel:

Director of Complementary Services L. Falasconi
Director of Adult Ed. & Vocational Training J.Dubeau
Director of Education S. Aitken
Contract Compliance Officer A. Gendron
Administrative Officer R. Vincent

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

- **Land Acknowledgment**

Call to order: 7:07 p.m.

C-23/24-76 Adoption of Agenda
IT WAS MOVED by Parent-Commissioner Boucher that the agenda be adopted as presented with the addition of the following agenda item:

- Agenda Item 13.3 IREC Expenditures

Carried unanimously.

C-23/24-77 Approval of Minutes
IT WAS MOVED by Commissioner Cornforth that the minutes of a meeting held on November 28, 2023, be approved as circulated.

Carried unanimously.

C-23/24-78 Establishment of Rules for Oversight; Re: Fiduciary Responsibility of Council
WHEREAS the Council of Commissioners individually and as a whole has fiduciary responsibilities related to the administration of public funds;

WHEREAS there are currently funds allocated for the discretionary spending of Council related to travel reimbursement for Commissioners and professional development expenses in the amount of \$24,000;

WHEREAS there are currently no financial rules governing the expenditure of these funds and the principles of transparency, probity and accountability are of utmost importance;

It was moved by Parent-Commissioner Taylor that with the aim of Council establishing rules for oversight of the budget lines items assigned to it and in order to improve the administration of the funds for travel and professional development (\$24,000), the Council of Commissioners tasks the Audit Committee and the Governance and Ethics Committee with collaborating on and reporting out a draft of proposed financial rules based on best practices and taking into consideration the WQSB context.

Opposed: 8

Abstention: 1

For: 6

Motion defeated.

C-23/24-79

Creation of a Disability Inclusion Working Group

WHEREAS the number of students with special needs is increasing in the Western Quebec School Board (WQSB) and it is important to ensure that all students have equal access to education;

WHEREAS the Special Education Advisory Committee (SEAC) hereby advises the creation of a Disability Inclusion Working Group, to identify barriers and promising practices for disability inclusion in the WQSB;

WHEREAS the Disability Inclusion Working Group would include representation from the WQSB Council of Commissioners, WQSB staff members, SEAC, parents, and community experts;

WHEREAS the Disability Inclusion Working Group would review policies, procedures, and practices related to accessibility, accommodations, and staff training, and consult with experts in inclusive education, school administrators, resource staff and educators, as well as parents of children with Individual Education Plans (IEPs);

WHEREAS the Disability Inclusion Working Group would prepare a report on their work that identifies barriers to and promising practices for disability inclusion in the WQSB and provides recommendations to Council for consideration;

THEREFORE, be it resolved that the Council of Commissioners create a Disability Inclusion Working Group in the Western Quebec School Board with the above-mentioned objectives.

BE IT FURTHER RESOLVED that the Disability Inclusion Working Group report to the Council of Commissioners, on a regular basis and that their findings and recommendations be considered in the development of policies and practices related to disability inclusion in the WQSB.

BE IT FURTHER RESOLVED that the Disability Inclusion Working Group be given the resources necessary to fulfill its mandate and that the Council of Commissioners ensure that the Disability Inclusion Working Group is supported and valued.

IT WAS MOVED by Parent-Commissioner Fortier that as recommended by the SEAC Committee; Council create a Disability Inclusion Working Group in the Western Quebec School Board with the above-mentioned objectives.

Opposed: 14
 Abstention: 1 - Fortier
 For: 0
 Motion defeated.

Director General's Report

As part of his report, Director General Singfield discussed the following topics:

- Strike Updates
- Plan de Rattrapage
- Dr. Sabrina Jafralie
- January Management Advisory Committee meeting
- DPR Training
- Visit to St. Pat's High School
- Black History Month
- The WQSB Gazette
- In School Administrator meetings
- School Activities

C-23/24-80 Annual Report 2022-2023

IT WAS MOVED by Commissioner Labadie that the Annual Report 2022 – 2023 be received as presented.

Carried unanimously.

Assistant Director General's Report

ADG Mr. Proulx gave the council a report on the Plan de rattrapage funding as well as a follow-up on the contract for the outside support for the revision of the budget process.

C-23/24-81

Executive Committee Report – November 21, 2023

IT WAS MOVED by Commissioner Cornforth that Council acknowledge receipt of the Executive Committee minutes of November 21, 2023.

Opposed: 0
Abstention: 1
For: 14
Motion carried.

** Parent-Commissioner Brennan left the meeting @ 8:57 p.m.

C-23/24-82

Public Tender – Noranda – Front Entrance, Exterior Stairs, Emergency Exits, and Exterior Finishing – Contract #23510B008

WHEREAS the resolution C-22/23-236 approved the 2023-2024 buildings and technology investment plan;

WHEREAS this project has been allocated \$1,250,000.00 from 2021-2022 measure 50621;

WHEREAS an amount of \$1,000,000.00 was set aside from 2023-2024 measure 50620;

WHEREAS this tender is the second tender for this project;

WHEREAS the resolution C-22/23-199 cancels the last tender;

WHEREAS the scope of the project was modified;

WHEREAS a public tender was completed;

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

- CONSTRUCTION NORMAND MARTEL INC.
- 2645-3530 QUÉBEC INC. (Hardy Construction Inc.)
- ACQ - Région de l'Outaouais

WHEREAS the following bids were received:

CONSTRUCTION NORMAND MARTEL INC.	\$ 1,711,479.55
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WHEREAS the lowest bid conforms;

WHEREAS the Executive Committee recommends by its resolution # E-23/24-48 to award the contract to CONSTRUCTION NORMAND MARTEL INC. and grant signing authority to the ADG, Pascal Proulx, for this contract;

IT WAS MOVED by Parent-Commissioner Boucher that as recommended by the Executive Committee, Council award the contract to CONSTRUCTION NORMAND MARTEL INC. and grant signing authority to the ADG, Pascal Proulx, for this contract.

Carried unanimously.

C-23/24-83

Public Tender – Poltimore Play Structure, Protective Fall Surfaces, Exterior Classroom and Onslow Exterior Classroom – Contract #23510B010

WHEREAS an amount of \$110,000.00 was set aside from the 2023-2024 measure 50620;

WHEREAS an amount of \$102,000.00 was set aside from the 2022-2023 measure 50530;

WHEREAS the resolution E-22/23-185 cancels the last tender for Poltimore;

WHEREAS the scope of the project has been modified;

WHEREAS a public tender was completed;

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

- 9078-5734 QUÉBEC INC. (Multi Jeux Marlin)
- 6739741 CANADA INC. (Gestion DMJ)
- INEXCO CONSTRUCTION INC.
- D.L.S. CONSTRUCTION INC.
- ÉQUIPEMENTS RÉCRÉATIFS JAMBETTE INC.

WHEREAS the following bids were received:

D.L.S. CONSTRUCTION INC.	\$ 200,000.00
9078-5734 QUÉBEC INC. (Multi Jeux Marlin)	\$ 218,330.00

WHEREAS the lowest bid conforms;

WHEREAS the Executive Committee recommends by its resolution # E-23/24-49 to award the contract to D.L.S. Construction Inc. and grant signing authority to the ADG, Pascal Proulx, for this contract;

IT WAS MOVED by Parent-Commissioner Boucher that as recommended by the Executive Committee, Council award the contract to D.L.S. Construction Inc. and grant signing authority to the ADG, Pascal Proulx, for this contract.

Carried unanimously.

C-23/24-84

Group Buying Program – (CAG) – Projectors and Smart Boards– 2024-7509-50

WHEREAS there is a specific need for the acquisition and/or replacements of classroom projectors and smart boards;

WHEREAS the School Board has the opportunity to participate in the group purchasing plan offered by the Centre d’acquisitions gouvernementales, education: 2024-7509-50 - Équipements audiovisuels et solutions numériques interactives;

WHEREAS the Regulation Respecting Certain Supply Contracts of Public Bodies, RLRQ 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 this is a standing order contract for which either contractor may be selected for the award of an order if the price submitted does not exceed the lowest price by more than 10% (RCA, art. 18; RCTI, art. 43, par. 2)

WHEREAS the contract will cover the period of 2 years, from May 1, 2024, to April 30, 2026, with one additional (1) 12-month renewal option;

WHEREAS the estimated financial commitment for this contract is approximately \$ 270,000.00 for the 36 months of May 1, 2024, to April 30, 2027;

WHEREAS the Executive Committee recommends by its resolution # E-23/24-50 that the WQSB proceed with joining the contract for its purchasing of projectors and smart boards through the CAG program and grant signing authority to the ADG, Pascal Proulx, for this contract.

IT WAS MOVED by Commissioner Labadie that as recommended by the Executive Committee the WQSB proceed with joining the contract for its purchasing of projectors and smart boards through the CAG program and grant signing authority to the ADG, Pascal Proulx, for this contract.

Carried unanimously.

C-23/24-85

Derogation Request No. 23560G003 and 23560G004 to the WQSB Purchasing Policy No. D-11 to Enter into a Mutual Agreement with Mrs. Sara Quirke and with *Klinic de psychologie* for a period of 12 months.

WHEREAS the Western Québec School Board wishes to enter into a mutual agreement contract with Psychologists for the 2023-2024 and 2024 – 2025 school years;

WHEREAS the Human Resources Department published several postings for the above-mentioned position;

WHEREAS there were no applications submitted for these positions;

WHEREAS the contract start date will be February 1, 2024, and the contract end date will be January 30, 2025;

WHEREAS s. 6.4 Mutual Agreement Contract, the WQSB Purchasing Policy states that:

- a) The School Board may use a mutual agreement process for contracts of an estimated value below \$5,000.00;
- b) The School Board communicates directly with at least one supplier, indicating the good(s), service(s) or construction work(s) required and any other relevant information;
- c) Before entering into a contract by mutual agreement, the School Board must ensure that fair prices and conditions are obtained;

WHEREAS the value of this contract to be entered into by mutual agreement is above the threshold of \$5,000.00;

WHEREAS the tendering process for a contract above \$5,000.00 requires three written quotes;

WHEREAS Policy D-11, s. 7 provides an exception to the tendering process:

Except for contracts where the estimated expenditure is equal to or above the thresholds established by the Act Respecting Contracting by Public Bodies, 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 processes described herein.

WHEREAS Mrs. Sarah Quirke has provided integrated services for the psycho-educational assessments for our students in the past and is available to meet the WQSB needs for the year;

WHEREAS Klinik de psychologie provides integrated services for the psycho-educational assessments for our students, and the clinic is available to meet the WQSB needs for the year;

WHEREAS the annual value of each of the contracts is set at a maximum of \$ 40,000.00;

WHEREAS the Executive Committee recommends by its resolution # E-23/24-51 to approve the derogation request to enter into a mutual agreement contract with Mrs. Sarah Quirke and Klinik de Psychologie for a period of 12 months;

IT WAS MOVED by Parent-Commissioner Boucher that as recommended by the Executive Committee Council approve the derogation request to enter into a mutual agreement contract with Mrs. Sarah Quirke and Klinik de Psychologie for a period of 12 months.

Carried unanimously.

C-23/24-86

Authorization Request – Disposal of the Vacant Building Located at 26 Leslie Campbell's Bay

WHEREAS meetings of the review and planning committee were held;

WHEREAS there is a need to increase school capacity in the Pontiac sector at the Elementary level;

WHEREAS it is possible to increase school capacity by transferring the vacant building located at 26 Leslie, Campbell's Bay;

WHEREAS the Hauts Bois de l'Outaouais School Service Center has shown its interest in the building;

WHEREAS the Regulation respecting the norms, conditions and procedure for disposing of an immovable of a school board (chapter I-13.3, r. 7) states:

- A school board must obtain authorization from the Minister of Education, Recreation and Sports to dispose of an immovable having a value exceeding \$100,000.00.

IT WAS MOVED by Commissioner Labadie to mandate the administration to request authorization from the Minister of Education to dispose of the vacant building located at 26 Leslie, Campbell's Bay.

Carried unanimously.

C-23/24-87

Public Tender – Chelsea – Roof Renovation – Contract #23510B018

WHEREAS an amount of \$475,000.00 was set aside from 2022-2023 measure 50620;

WHEREAS a public tender was completed;

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

- 156093 CANADA INC. (Toitures L&L)
- 2413-2276 QUÉBEC INC. (Couvreur Rolland et Fils)
- 9086994 Canada Inc. (Toitures Cossette)
- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC
- LES TOITURES RAYMOND ET ASSOCIÉS INC.
- MORIN ISOLATION & TOITURES LTÉE
- TMR3 Couvreur Inc.
- Toitures 2M Inc.

WHEREAS the following bids were received:

LES TOITURES RAYMOND ET ASSOCIÉS INC.	\$ 166,800.00
9086994 Canada Inc. (Toitures Cossette)	\$ 203,000.00
MORIN ISOLATION & TOITURES LTÉE	\$ 208,600.00

TMR3 Couvreur Inc.	\$ 214,800.00
2413-2276 QUÉBEC INC. (Couvreur Rolland et Fils)	\$ 221,950.00

WHEREAS the lowest bid conformed;

WHEREAS a written confirmation has been received from the lowest bidder confirming his capacity to execute the contract at that price;

IT WAS MOVED by Commissioner Lyrette-Brennan to award the contract to LES TOITURES RAYMOND ET ASSOCIÉS INC. and give to the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-88

Bonification of the Commissioners' Discretionary Funds

WHEREAS the current legislative context has made it necessary for the WQSB Council of Commissioners to assert the English language community of Quebec's constitutional right to manage and control their schools;

IT WAS MOVED by Commissioner Shaar to bonify the 2023-2024 Commissioners' discretionary fund by \$30,000.00.

Carried unanimously.

- ** Commissioner Boucher left the meeting @ 9:51 p.m.
- ** Commissioner Goldsborough left the meeting @ 9:51 p.m.
- ** Commissioner Boucher returned to the meeting @ 9:53 p.m.
- ** Commissioner George left the meeting @ 9:58 p.m.
- ** Commissioner Goldsborough returned to the meeting @ 10:10 p.m.
- ** Commissioner Lyrette-Brennan left the meeting @ 10:13 p.m.

C-23/24-89

Invoice for the Law 40 Legal Challenge

WHEREAS the resolution C-22/23-205 set aside an amount of \$15,000.00 from the Commissioner discretionary fund for the Law 40 Legal Challenge;

WHEREAS an invoice of \$15,000.00 needs to be paid to QESBA;

IT WAS MOVED by Commissioner McCrank to proceed with the payment of the invoice from the Commissioner Discretionary Fund.

Opposed: 2 - Graham/Fortier
 Abstention: 1 Taylor
 For: 9
 Motion Carried.

C-23/24-90

Extension of Meeting Time

IT WAS MOVED by Commissioner McCrank to extend the meeting time by 30 minutes.

Carried Unanimously

- C-23/24-91** **Human Resources Committee Report – January 15, 2024**
IT WAS MOVED by Commissioner Labadie that the Council acknowledge receipt of the Human Resources Committee Minutes of January 15, 2024.

Carried unanimously.

- C-23/24-92** **Review of Hiring Practices Policy**
IT WAS MOVED by Co-Opted Commissioner Garner that as recommended by the HR Committee, the Governance and Ethics Committee review the hiring practices policy to enhance the opportunity for greater diversification.

Opposed: 8
Abstention: 1
For: 3
Motion defeated.

- C-23/24-93** **Communications Committee Report – November 27, 2023**
IT WAS MOVED by Parent-Commissioner Taylor that the Council acknowledge receipt of the Communications Committee Minutes of November 27, 2023.

Carried Unanimously

- C-23/24-94** **Advisory Committee on Indigenous Education Report – November 27, 2023**
IT WAS MOVED by Commissioner McCrank that the Council acknowledge receipt of the Advisory Committee on Indigenous Education Minutes of November 27, 2023.

Carried unanimously.

- C-23/24-95** **Amendments to By-Law 1 Rules of Governance for Commissioners and Committees of the Western Québec School Board Council**

WHEREAS By-Law 1 was established on November 28, 2023, to comply with legislative requirements, allowing the Council of Commissioners to conduct meetings virtually;

WHEREAS other portions of the rules of order were outlined in the by-law;

WHEREAS Annexes were yet to be worked on by the Governance and Ethics Committee at the time of the adoption of the By-Law;

IT WAS MOVED by Commissioner McCrank to mandate the Governance and Ethics Committee to update and complete By-Law #1 Rules of Governance for Commissioners and Committees of the Western Québec School Board Council.

Carried unanimously.

C-23/24-96

Council Training

WHEREAS understanding the fiduciary responsibility of commissioners is essential for the proper functioning of the Council;

WHEREAS training has not been provided to all members of the Council on their fundamental obligations;

IT WAS MOVED by Parent-Commissioner Taylor that training be arranged by the Secretary-General on the collective and individual obligations and fiduciary responsibility of commissioners.

Opposed: 1 - Labadie
 Abstention: 2 –
 Goldsborough/Brushy
 For: 8
 Motion Carried.

C-23/24-97

IREC Expenditures

WHEREAS in the budget approved for 2023-2024 the WQSB Council of Commissioners decided to commit up to \$30,000 to a proposed program of activities elaborated and led by the Intercultural Relations and Education Committee, and

WHEREAS beginning with Black History Month in February 2024, plans and engagements are getting underway for activities aimed at organizing trips, workshops, event speakers, which actively create opportunities for individuals of different cultural backgrounds to come together, exchange ideas, and learn from one another, and

WHEREAS expenditures are also being costed out for creating multimedia materials and digital resources for deployment in response to racial incidents,

It was moved by Co-Opted Commissioner Garner that Overture With The Arts be engaged to present a virtual workshop in February open to up to 100 participants in the amount of \$1500 + tax, and that \$2500 be allocated to cover registration and transportation for up to 5 people to attend an in-person conference in Toronto, ON to be held on February 21st, entitled Cultivating Mental Health and Well-being Anti-Racism Conference.

It was also moved to authorize the expenditure of remaining funds from the budget in keeping with the proposal submitted with the budget, and in accordance with the procurement rules, with monthly reporting of expenditures being made to Council.

Approving commissioner to use their PPD money if they wish to attend the Conference.

Carried unanimously.

C-23/24-98

Adjournment

IT WAS MOVED by Commissioner McCrank that the meeting be adjourned at 11:22 p.m.