

Province of Quebec

Western Quebec School Board

Minutes of the **Council of Commissioners** meeting held on June 25, 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, Giannakoulis, Graham, Goldsbrough, Labadie, McCrank, Shaar and Brennan, Parent-Commissioners Fortier and Taylor, and Co-opted Commissioners Commonda and Garner.

REGRETS: Commissioners George, Kane and Lyrette-Brennan, and Parent-Commissioner Boucher-Sharma

PERSONNEL:

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

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

- Welcome by Co-opted Commissioner Commonda
- Land acknowledgment by Commissioner Cornforth

Call to Order: 7:09 p.m.

C-23/24-179

Adoption of Agenda

IT WAS MOVED by Commissioner Brushey that the agenda be adopted as presented with the addition of the DG Eval Report and moving agenda item 7.9 to 5.4.

Carried unanimously

C-23/24-180

Approval of Minutes

IT WAS MOVED by Co-opted Commissioner Garner that the minutes of a meeting held on May 28, 2024, be approved as circulated.

Carried unanimously

C-23/24-181 Motion to Move into Camera
IT WAS MOVED by Commissioner Cornforth that Council move into camera at 7:14 p.m.

Carried unanimously

C-23/24-182 Motion to Move out of Camera
IT WAS MOVED by Commissioner Labadie that Council move out of camera at 7:31 p.m.

Carried unanimously

Report of Findings & Conclusion by The Designated Person Following an Investigation

A Complaint regarding an alleged contravention to the Code of Ethics and Professional Conduct for the Commissioners of the Western Quebec School Board (WQSB) was deposited with the Designated Person and a report of findings of his investigation was shared with the Council during the in-camera session.

Director General's Report

The Director General discussed his written report. Topics included:

- Commitment to Success Plan
- Educational projects
- Collective agreements
- Calendar of events
- Project Allo
- Partnership with New Frontiers SB
- A report on the Discipline Committee for the 2023-2024 school year
- Report on the number of bullying/violence/harassment incidents
- DG Projects for the 2024-2025 school year

C-23/24-183 2024-2025 Staffing Plan
IT WAS MOVED by Commissioner Cornforth that following the Director General's presentation, Council approve the staffing plan assignments for 2024-2025.

Carried unanimously

C-23/24-184 Hiring of Administrators – Summer Period
IT WAS MOVED by Commissioner McCrank that normal formalities be waived to accommodate any possible need to fill new administrative postings as soon as possible, on the condition that the Director General notify all commissioners when assignments are finalized.

Carried unanimously

C-23/24-185 Executive Committee Report – May 21, 2024
IT WAS MOVED by Co-opted Commissioner Garner that Council acknowledge receipt of the Executive Committee minutes of May 21, 2024.

Carried unanimously

C-23/24-186 Motion to Move into Camera
IT WAS MOVED by Commissioner Cornforth that Council move into camera at 7:56 p.m.

Carried unanimously

*** Commissioner Graham left the meeting at 7:57 p.m.*

C-23/24-187 Motion to Move out of Camera
IT WAS MOVED by Commissioner Shaar that Council move out of camera at 8:04 p.m.

Carried unanimously

C-23/24-188 Director General Evaluation
WHEREAS the 2023-2024 Director General Performance Assessment was completed on June 12, 2024, by the Executive Committee;

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee, Council acknowledges receipt of the Director General's final assessment rating of Exceeds Expectations as outlined in the Performance Report in accordance with the WQSB Policy F-16.

Carried unanimously

C-23/24-189 Public Tender – Hadley / Philemon Wright – Renovation of Auditorium and Plumbing Work on the Domestic Water System – Contract #23510B011

WHEREAS an amount of \$1,672,995.00 was allocated from the 2022-2023 Measure 50620 for the renovation of the auditorium;

WHEREAS an amount of \$150,000.00 was allocated from the 2023-2024 Measure 50620 for the plumbing;

WHEREAS a public tender was completed;

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

- ACQ – Région de l'Outaouais
- 3955788 CANADA INC. (DMA Construction)
- Groupe GMR Construction inc.

- DEFRAN INCORPORÉE
- 6739741 CANADA INC. (Gestion DMJ)
- D.L.S. CONSTRUCTION INC.
- DÉMOLITION ET EXCAVATION L. PICHÉ & FILS

WHEREAS the following bids were received:

6739741 CANADA INC. (Gestion DMJ)	\$669,600.00
DEFRAN INCORPORÉE	\$769,422.00

WHEREAS the lowest bid conformed;

WHEREAS, by its resolution E-23/24-96, the Executive Committee recommends that Council award the contract to 6739741 CANADA INC. (Gestion DMJ);

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee, Council award the contract to 6739741 CANADA INC. (Gestion DMJ) and give the ADG, Mr. Pascal Proulx, the signing authority for this contract.

Carried unanimously

C-23/24-190

Authorization to Change Insurance Providers – *Union réciproque d'assurance scolaire du Québec (URASQ)* – for Liability Insurance Coverage: 2024-2025 to 2027-2028

WHEREAS our civil liability insurance contract expires July 1, 2024;

WHEREAS the administration, in its effort to identify continuous long-term cost savings to the organization, has conducted an analysis of the potential risks of insurance cost fluctuations using the current insurance coverage model;

WHEREAS the WQSB administration conducted a search for services that better meet the needs of the School Board;

WHEREAS 63 of the province's school boards and school service centres have created a Reciprocal Union, *Union réciproque d'assurance scolaire du Québec (URASQ)* for the provision of civil liability insurance coverage that better meets the specific needs of its participants, namely, Quebec's school boards and school service centres;

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 section 13 (5): "in any other case determined by government regulation";

WHEREAS the board of directors of the Union réciproque d'assurance scolaire du Québec (URASQ), at its May 22, 2024, meeting, has accepted the Western Quebec School Board as a new member, conditional to the signed agreement between the parties;

WHEREAS the cost for the liability insurance for 2024-2025 is \$109,763,81 which is competitive with the current insurance premiums;

WHEREAS all the participants in the Union réciproque d'assurance scolaire du Québec (URASQ) had to invest in the capital stock of the URASQ upon their joining;

WHEREAS the WQSB's one-time contribution to the URASQ capital stock is \$49,500.00;

WHEREAS in the event of dissolution, the assets (including our capital stock) of the Union réciproque d'assurance scolaire du Québec, after payment of its obligations, will be returned to the parties in accordance with the operating rules of the Union.

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 administration recommends entering into a contract with the Union réciproque d'assurance scolaire du Québec (URASQ) for its liability insurance coverage for the next 4 years: 2024-2025 to 2027-2028;

WHEREAS, by its resolution E-23/24-99, the Executive Committee recommends the Western Quebec School Board join the Union réciproque d'assurance scolaire du Québec (URASQ) and purchase civil liability insurance coverage from URASQ for the next 4 years: 2024-2025 to 2027-2028;

IT WAS MOVED by Co-opted Commissioner Garner that, as recommended by the Executive Committee, the Western Quebec School Board will join the Union réciproque d'assurance scolaire du Québec (URASQ) and purchase civil liability insurance coverage from URASQ for the next 4 years: 2024-2025 to 2027-2028.

Carried unanimously

C-23/24-191

Rescind Resolution C-23/24-144

WHEREAS, by its resolution E-23/24-100, the Executive Committee recommends rescinding resolution C-23/24-144;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council rescind resolution C-23/24-144.

Carried unanimously

C-23/24-192

Mutual Agreement Contract with ITI INC. for the Application of the Ministerial Obligation to Consolidate Data Processing Centers – Contract #23570G005

WHEREAS the Décret 38-2019 obliges some public organizations to reduce the number of data processing centers by prioritizing the use of cloud services;

WHEREAS the Décret 596-2020 includes school boards in the obligation;

WHEREAS the transfer of our servers to the cloud must be completed by December 31, 2025;

WHEREAS a contract with a supplier from the list of approved suppliers identified by the MCN (Ministère de la Cybersécurité et du Numérique) needs to be signed;

WHEREAS per WQSB Purchasing Policy D-11, *“all purchases made by the School Board must be made in accordance with the Act Respecting Contracting by Public Bodies and its regulations. They must also be made according to the principles set out in this policy and its reference documents, while respecting the amount of funds available”*;

WHEREAS per *Regulation Respecting Contracting by Public Bodies in the Field of Information Technologies*, CQLR c. C-65.1, r 5.1: “A contract for the acquisition of cloud goods or services may be entered into by mutual agreement with a supplier or a service provider, following an interest call issued by the Minister of Cybersecurity and Digital Technology, to the extent that a framework agreement has been entered into with the supplier or service provider and provided that

(1) the contract concerns goods or services referred to in the framework agreement;

(2) the term of the contract does not exceed 3 years including any renewal;

(3) the supplier or service provider retained by the public body is the one who offers the most advantageous goods or services; and

(4) the goods or services referred to in the framework agreement consider the applicable criteria related to security, levels of services and compliance.

To determine the most advantageous goods or services, the public body must base itself on the price exclusively”;

WHEREAS the WQSB has requested written quotes from 12 suppliers retained by the MCN;

WHEREAS after analysis, **ITI Inc.** is the supplier who offers the most advantageous goods or services, and the goods or services consider the applicable criteria related to security, levels of services and compliance;

WHEREAS the cost varies with the number of servers and quantity of data in the cloud;

WHEREAS important efforts were made over the last 3 years and will continue to be made to reduce the number of servers and data that will need to be transferred to the cloud;

WHEREAS the value of the contract for our current server’s configuration is \$240,000.00 for 3 years;

WHEREAS, by its resolution E-23/24-101, the Executive Committee recommends authorizing the Western Quebec School Board to proceed with the contract signature with ITI Inc. and that the ADG, Mr. Pascal Proulx, be authorized to sign all documents necessary to give full effect to this resolution;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council authorize the Western Quebec School Board to proceed with the contract signature with ITI Inc. and that the ADG, Mr. Pascal Proulx, be authorized to sign all documents necessary to give full effect to this resolution.

Carried unanimously

C-23/24-193

Derogation Request to the WQSB Purchasing Policy No. D-11 to Enter into a Mutual Agreement with Pearson Clinical Assessment Canada for the 2024-2025 School Year – Contract #24560G001

WHEREAS the Western Quebec School Board wishes to enter into a mutual agreement contract with Pearson Clinical Assessment Canada for the 2024-2025 school year;

WHEREAS s. 6.4 – Mutual Agreement Contract – of 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 for a mutual agreement contract;

WHEREAS the tendering process for a contract above \$5,000.00 requires 3 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 Pearson Clinical Assessment Canada has provided assessment tools in print form in the past;

WHEREAS the WQSB Complimentary Services professionals are familiar with the tools provided by Pearson Clinical Assessment Canada;

WHEREAS WQSB wishes to have access to the full Digital Assessment Library (DAL) from Pearson Clinical Assessment Canada by entering into a mutual agreement with Pearson Clinical Assessment Canada;

WHEREAS the annual value of the contract is \$30,163.00;

WHEREAS, by its resolution E-23/24-102, the Executive Committee recommends Council approve the derogation request to enter into a mutual agreement contract with Pearson Clinical Assessment Canada for the 2024-2025 school year;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council approve the

derogation request to enter into a mutual agreement contract with Pearson Clinical Assessment Canada for the 2024-2025 school year.

Carried unanimously

C-23/24-194

Creation of an Evaluation Committee for the Analysis of Tender Submissions that Seem Unusually Low

WHEREAS there are occasions in which tender submissions seem unusually low relative to those submitted by competitors as well as the estimates prepared by the Western Quebec School Board;

WHEREAS there is a risk of jeopardizing performance and not meeting the conditions set out in the tender documents due to unusually low tender submissions;

WHEREAS the steps outlined in section 15.4 of the *Regulation Respecting Certain Supply Contracts of Public Bodies*, within the *Act Respecting Contracting by Public Bodies*, require that an evaluation committee be formed to undertake an analysis of tender submissions that are unusually low if the supplier fails to provide reasons in writing warranting the price within five days of the request;

WHEREAS Council must approve the appointment of members to the committee;

WHEREAS forming a standing committee before the summer break will be proactive and will help avoid the need for convening a Special Council Meeting if an Evaluation Committee is required;

WHEREAS the Evaluation Committee must have at least 3 members, designated by Council, in addition to the Contract Rules Compliance Monitor of the public body;

WHEREAS the administration has identified at least 3 interested members who are not involved in the contract awarding process: Erick Tremblay, Tammy Downing, Hannah Patrick, Christopher Byrne, David Carle and Lisa Falasconi;

WHEREAS, by its resolution E-23/24-103, the Executive Committee recommends approving the candidates submitted as members of the Evaluation Committee for the Analysis of Tender Submissions that Seem Unusually Low;

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee, Council approve the candidates submitted as members of the Evaluation Committee for the Analysis of Tender Submissions that Seem Unusually Low.

Carried unanimously

C-23/24-195 Public Tender – Extended Tender Validity Period – Extension Greater Gatineau – Project #23510B031

WHEREAS an amount of \$5,058,136.00 was allocated from the 2019-2029 PQI for the Extension of Greater Gatineau;

WHEREAS resolution C-22/23-236 approved the 2023-2024 Buildings and Technology Investment Plan;

WHEREAS an amount of \$1,400,000.00 was allocated from the 2023-2024 Mesure 50621 for the ventilation system in the older section of the school;

WHEREAS an additional \$465,514.00 was allocated from Mesure 50645 for the ventilation system;

WHEREAS the MEQ authorized the WQSB to pursue with the tender;

WHEREAS prior to awarding the contract, the MEQ requires to review the bids and authorize the WQSB to sign;

WHEREAS for this reason, the tender validity period needs to be longer than 45 days;

WHEREAS a validity period longer than 45 days needs to be approved by the Council of Commissioners;

WHEREAS the administration recommends a validity period of 60 days;

WHEREAS, by its resolution E-23/24-104, the Executive Committee recommends Council set the tender validity period for this project to 60 days;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council set the tender validity period for this project to 60 days.

Carried unanimously

C-23/24-196 Projects with an Opening Date During the Summer

WHEREAS tenders for the following contracts will open after June 25;

School	Contract #	Project	Estimated Contract Cost
Greater Gatineau	23510B031	Extension	\$5,500,000.00

Dr S.E. McDowell, Golden Valley, Wakefield	24510B001	Replacement of soft surfaces in play areas	\$250,000.00
Pontiac High	23510B034	Repair to the parking lights	\$325,000.00
Maniwaki Woodland	23510B043	Repair on the playground and installation of a fence	\$138,000.00
South Hull	23510A011	Accessibility access to play structure	\$250,000.00
Onslow, Poltimore, Greater Gatineau	23510B042	Replacement of fences	\$300,000.00
Dr S.E. McDowell, Pontiac High, St. John's	24510A001	Extreme Heat Project: Add AC to create Cool Zones	\$90,000.00
Maniwaki Woodland, Maniwaki Adult Ed.	24510A002	Extreme Heat Project: Add AC to create Cool Zones	\$55,000.00
Maniwaki Woodland, Hadley/Philemon Wright	23510A016	Replacement of lights in the gymnasium	\$80,000.00
St. John's	23510A018	Replacement of Solar Cloth (Windows)	\$56,000.00
Lord Aylmer Senior	24510A003	Installation of a fence	\$55,000.00
Dr. Wilbert Keon	TBD	Snow Removal – 3 years	\$80,000.00

Dr S.E. McDowell, Pontiac High	TBD	Snow Removal – 3 years	\$110,000.00
Maniwaki Woodland, Maniwaki Adult Ed	TBD	Snow Removal – 3 years	\$60,000.00
Golden Valley	TBD	Snow Removal – 3 years	\$80,000.00
Noranda	TBD	Snow Removal – 3 years	\$60,000.00
Buildings in Pontiac, Onslow	24510A009	Recycling and Garbage – 1 year	\$55,000.00
Gatineau Sector Schools Eardley, WQCC, Lord Aylmer Junior & Senior, D’Arcy McGee / Symmes, South Hull, Board Office, HAEC, PWHS, PETES, Greater Gatineau, Chelsea, Wakefield, Buckingham	23510B043	Snow Removal – 3 years	\$500,000.00

WHEREAS the opening results of the above-mentioned projects will be presented at the Executive Committee and Council of Commissioners meetings in September 2024;

WHEREAS, by its resolution E-23/24-105, the Executive Committee recommends Council authorize ADG, Mr. Pascal Proulx, to sign all tender documents and that he reports the results of these projects at the next Executive Committee and Council of Commissioners meetings in September 2024;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council authorize ADG, Mr. Pascal Proulx, to sign all tender documents and that he reports the results of these projects at the next Executive Committee and Council of Commissioners meetings in September 2024.

Carried unanimously

C-23/24-197

Treasury Board – Delegation of Powers: Contract Management and Procurement Activities Reporting for the 2023-2024 Period to the Treasury Board

WHEREAS the *Directive on Accountability in Contract Management for Public Bodies* 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 to the reliability of the data and controls concerning:

- All instances for which authorization by the head of the public body 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 will submit 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, by its resolution E-23/24-106, the Executive Committee recommends 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, 2023, to March 31, 2024, 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, 2023, to March 31, 2024, and to provide all other required information to the Treasury Board for this reporting period.

Carried unanimously

C-23/24-198

Uncollectable Taxes

WHEREAS, by its resolution E-23/24-107, the Executive Committee recommends that the outstanding taxes and interest totaling \$88,196.96 be written off for the 2023-2024 fiscal year;

IT WAS MOVED by Parent-Commissioner Taylor that, as recommended by the Executive Committee, Council approve that the outstanding taxes and interest totaling \$88,196.96 be written off for the 2023-2024 fiscal year.

Carried unanimously

C-23/24-199

Public Tender – Dr. Wilbert Keon – Repair on the Floor Level 2 – Contract #23510B033

WHEREAS an amount of \$350,000.00 was allocated from the 2023-2024 Mesure 50620 for the repair on the floor level 2;

WHEREAS a public tender was completed;

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

- 2696894 CANADA INC. (LES CONSTRUCTIONS QUALITECH)
- ACQ – Région de l'Outaouais
- DEFRAN INCORPORÉE
- 2740621 CANADA LTÉE (PBS)
- D.L.S. CONSTRUCTION INC.

WHEREAS the following bids were received:

2740621 CANADA LTÉE (PBS)	\$167,500.00
Les Industries CAMA	\$188,100.00
DEFRAN Incorporée	\$247,422.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Goldsbrough to award the contract to 2740621 CANADA LTÉE (PBS) and give the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously

C-23/24-200

Public Tender – Poltimore, Queen Elizabeth, Dr. Wilbert Keon, South Hull, Maniwaki Woodland – Replacement of Solar Cloths (Windows) – Contract #23510B040

WHEREAS an amount of \$261,000.00 was allocated from the 2024-2025 Measure 50624 for the replacement of solar cloths (windows);

WHEREAS a public tender was completed;

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

- AppelleFred
- STORÉVOLUTION INC.
- 6739741 CANADA INC. (Gestion DMJ)
- Plomberie Aumond Inc.
- Sunny Shutter Inc.

WHEREAS the following bids were received:

AppelleFred	\$205,044.00
Plomberie Aumond Inc.	\$88,000.00
Sunny Shutter Inc.	Not Eligible

WHEREAS the supplier Plomberie Aumond Inc. has indicated that they will not proceed with the contract;

WHEREAS the bid by AppelleFred conformed but seems high compared to the lowest;

WHEREAS the administration recommends cancelling the tender and returning to tender later;

IT WAS MOVED by Commissioner Shaar that Council:

- Cancel the tender
- Return to tender later
- Give the ADG Proulx the authority to sign all tender documents if the opening happens during the summer
- Request a report of the results of this project at the next Executive Committee and Council of Commissioners meetings in September 2024.

Carried unanimously

- C-23/24-201 Deeds of Establishment for the 2024-2025 School Year**
IT WAS MOVED by Co-opted Commissioner Commonda that the Deeds of Establishment for the 2024-2025 school year be approved.

Carried unanimously

- C-23/24-202 Agreement to Organize Transportation for Students from Another School Board (Hauts-Bois-De-l'Outaouais)**

WHEREAS the Western Quebec School Board has a requirement for transportation services for students at the following schools: Dr. Wilbert Keon, St. John's, Maniwaki Woodland;

WHEREAS the WQSB administration recommends that, based on historical practice, an agreement be entered into with CSS des Hauts-Bois-de-l'Outaouais to share transportation services;

IT WAS MOVED by Commissioner Labadie to authorize Director General Singfield to negotiate and sign an agreement with CSS des Hauts-Bois-de-l'Outaouais for shared transportation services.

Carried unanimously

Financial Matters

Mr. P. Proulx, Acting Director of Finance, presented a report on the Budget Follow-up process, Commissioners Expense report, IREC Report, and the consultation process with the MEQ.

- C-23/24-203 Governance & Ethics Committee Report – June 20, 2024**
IT WAS MOVED by Parent-Commissioner Taylor that Council acknowledge receipt of the Governance & Ethics Committee Minutes of June 20, 2024.

Carried unanimously

- C-23/24-204 Revised Policy C-5 – Policy Outlining the Discipline Committee Process – Send for Consultation**

WHEREAS the Governance and Ethics Committee has completed revisions to the WQSB Policy C-5 Outlining the Discipline Committee Process and has reported out of committee its final draft to Council;

WHEREAS the policy adoption process requires that policies be sent to Governing Boards, Parents' Committee, SEAC, Unions and Associations, Management Team, and Commissioners for a 60-day consultation process;

WHEREAS the participation by all stakeholders in the 60-day consultation process can only occur once all committees including Council are formed;

IT WAS MOVED by Parent-Commissioner Taylor that the Council of Commissioners send the draft Policy C-5 out for consultation on November 13, 2024, and adopt the finalized policy at its regular meeting set for January 2025.

Carried unanimously

C-23/24-205

Communications Committee Report – June 17, 2024

IT WAS MOVED by Parent-Commissioner Taylor that Council acknowledge receipt of the Communications Committee Minutes of June 17, 2024.

Carried unanimously

C-23/24-206

Adoption of By-Laws 51 and 52 (2024-2025 Calendar of Meetings)

IT WAS MOVED by Commissioner McCrank 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 Quebec School Board for the school year 2024-2025.
- A By-Law to fix the day, time, and place of the regular meetings of the Executive Committee of the Western Quebec School Board for the school year 2024-2025.

Carried unanimously

Agenda item 12.2

C-23/24-207

QESBA Membership Fees for 2024-2025

WHEREAS the QESBA membership fees were determined by the budget proposed by the Board of directors on May 8, 2024, and ratified on June 14, 2024;

WHEREAS the fees are based on the September 30 student enrolment for the 2023-2024 school year at a rate of \$11.75 per student;

WHEREAS the fees will be invoiced in two installments;

WHEREAS the first installment represents 75% of the fees, which equals \$73,223.06 and is due by July 31, 2024;

WHEREAS the second installment representing the remaining 25% of the fees will be billed in January 2025;

IT WAS MOVED by Commissioner Shaar that, in accordance with the request of the QESBA Board of Directors, the first installment of \$73,223.06 is to be remitted before July 31, 2024.

Carried unanimously

C-23/24-208

Motion to Suspend the Rules

IT WAS MOVED by Parent-Commissioner Taylor to suspend the rules of order.

For: 9

Against: 1

Abstention: 1

Motion Carried

C-23/24-209

Amendment: Proposal to Remove the Following Paragraph from the main Motion:

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 Commissioner Shaar to remove paragraph number three of the main motion.

Carried unanimously

C-23/24-210

Amendment to the Amendment to Reinstate Part of Paragraph Three of the Main Motion:

WHEREAS the principles of transparency, probity and accountability are of utmost importance;

For: 6

Against: 3

Abstention: 0

Motion Carried

C-23/24-211

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 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 clear spending priorities and rules for oversight of the budget line 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 task the Audit Committee with drafting a set of proposed financial rules based on best practices and taking into consideration the WQSB context for submission at the 2024-2025 budget adoption meeting.

For: 10
Against: 1
Abstention: 0
Motion Carried

C-23/24-212

Adjournment

IT WAS MOVED by Co-opted Commissioner Garner that the meeting be adjourned at 9:12 p.m.