

**Province of Quebec**

**Western Quebec School Board**

Minutes of the **Council of Commissioners** meeting held on September 24, 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, Labadie, McCrank, Kane, Lyrette-Brennan, Parent-Commissioners Boucher-Sharma, Fortier and Taylor, and Co-opted Commissioner Garner.

**REGRETS:** Commissioner Shaar, Parent-Commissioner Brennan and Co-opted Commissioner Commonda

**PERSONNEL:**

Director of Complementary Services L. Falasconi  
Director of Education S. Aitken  
Director of Human Resources A. Paquin  
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.

- Land acknowledgment by Commissioner McCrank

Call to Order: 7:01 p.m.

**C-24/25-4 Adoption of Agenda**

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

Carried unanimously

**C-24/25-5 Adoption of Agenda**

IT WAS MOVED by Commissioner Brushey that the agenda be adopted with the addition of the following items:

- 5.2.1 Report on Findings of the Designated Person
- 8.3 Discussion on commissioners travel reimbursements

Carried unanimously

**C-24/25-6 Approval of Minutes – June 25, 2024**

IT WAS MOVED by Commissioner McCrank that the Minutes of a meeting held on June 25, 2024, be approved as circulated.

Carried unanimously

**C-24/25-7 Approval of Minutes – Special meeting – August 27, 2024**

IT WAS MOVED by Commissioner Brushey that the Minutes of a Special meeting held on August 27, 2024, be approved as circulated.

Carried unanimously

The Secretary General presented the Designated Person's annual report for the year ending June 30, 2024.

**C-24/25-8 Designated Person's Annual Report for Cases Involving Complaints of Alleged Contraventions to By-Law 15**

WHEREAS section 9.2.iv of By-law 15: *Code of Ethics and Professional Conduct for the Commissioners of the Western Quebec School Board (WQSB)* requires the Designated Person to submit a report to the Council of Commissioners by September 30 for the previous school year ending June 30;

WHEREAS the secretary general has received a copy of said report from the Designated Person, Mtre. Vincent Guida;

IT WAS MOVED by Commissioner Kane that Council receive the Designated Person's report as presented.

Carried unanimously

**C-24/25-9 Invoicing from the Designated Person**

WHEREAS resolution C-23/24-72 appointed Mtre. Vincent Guida of Holmsted & Associés s.e.n.c.r.l./LLP as the Designated Person responsible for investigating cases of non-compliance with the Code of Ethics;

WHEREAS resolution C-23/24-73 approved the terms of engagement of the Designated Person;

WHEREAS By-law 30 establishing the delegation of powers and functions of the Western Quebec School Board determines the purchasing authorization;

WHEREAS the current invoicing from the Designated Person totals \$89,149.23, which falls under the delegation of the Executive Committee;

WHEREAS the projected invoicing will exceed \$100,000.00, which falls under the delegation of the Council of Commissioners;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council delegate the signing authority to the Secretary General for all invoices received within this contract and that a report be given monthly at the Council of Commissioners meeting.

Carried unanimously

**C-24/25-10 Motion to Move into Camera**

IT WAS MOVED by Co-opted Commissioner Garner that Council move into camera at 7:23 p.m.

Carried unanimously

**C-24/25-11 Motion to Move out of Camera**

IT WAS MOVED by Parent-Commissioner Boucher-Sharma that Council move out of camera at 8:01 p.m.

Carried unanimously

**Report of Findings & Conclusions 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 the findings of his investigation was shared with the Council during the in-camera session.

In the report, the Designated Person concluded the Respondent was not in contravention of the Code of Ethics. The total cost of the investigation by the Designated Person for this case was \$16,228.97.

**Director General's Report**

The Director General discussed his written report. Topics included:

- Student enrollments
- Listed a series of new hires
- 2024 opening days
- "Déboulage"
- Classroom assistants
- Retroactive pay
- Listed approved DG projects
- Recruitment efforts
- I2A committees

The Director General continued his report by reading a poem called "*I Lost My Talk*" by Rita Joe, in connection with the upcoming Truth and Reconciliation Day, which is recognized on September 30.

He concluded his report by expressing gratitude to all outgoing Commissioners for their time and dedication during their last 4-year term and wished them the best in their future endeavours.

**C-24/25-12 Executive Committee Report – June 18, 2024**

IT WAS MOVED by Commissioner Cornforth that Council acknowledge receipt of the Executive Committee minutes of June 18, 2024.

Carried unanimously

**C-24/25-13 Public Tender – Greater Gatineau – Extension – Contract #23510B031**

WHEREAS the following amounts have been allocated to the extension project:

- \$4,766,645.00 from the 2019-2029 Measure 50511
- \$465,514.00 from the 2023-2024 Measure 50645
- \$880,391.00 from the 2023-2024 Measure 50621

WHEREAS a public tender was completed;

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

- Armatures Bois-Francis Inc.
- ACQ Région de l'Outaouais
- Boless Inc.
- Groupe GMR Construction Inc.
- 6739741 Canada Inc. (Gestion DMJ)
- D.L.S. Construction Inc.
- Wesco Distribution Canada LP
- Les Industries CAMA

WHEREAS the following bids were received:

GRUPE GMR CONSTRUCTION INC.	\$4,344,109.00
LES INDUSTRIES CAMA	\$4,938,063.00
BOLESS INC.	\$5,065,400.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Graham that, as recommended by the Executive Committee, Council award the contract to Groupe GMR Construction Inc. and give the ADG, Pascal Proulx, signing authority for this contract.

Carried unanimously

**C-24/25-14 Public Tender – Pontiac High School – Parking Lot Light Repairs – Contract #23510B034**

WHEREAS an amount of \$450,000.00 was set aside from the 2023-2024 Measure 50621;

WHEREAS a public tender was completed;

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

- 176026 Canada Inc. (Amor Construction)
- Seguin Morris Inc.
- AppelleFred
- Infratek Construction
- Messier Électrique Inc.

WHEREAS the following bids were received:

176026 CANADA INC. (AMOR CONSTRUCTION)	\$211,500.00
SEGUIN MORRIS INC.	\$260,094.76
INFRATEK CONSTRUCTION	\$373,087.00
APPELLE FRED	\$473,888.00

WHEREAS the lowest bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Graham that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-15 Public Tender – Maniwaki Woodland – Playground Repair and Installation of a Fence – Contract #23510B044**

WHEREAS an amount of \$200,000.00 was set aside from the 2023-2024 Measure 50621;

WHEREAS a public tender was completed;

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

- Defran Incorporée
- Construction Langevin
- Plomberie Aumond Inc.
- 9115-1951 Québec Inc. (Excavatech JL)

WHEREAS the following bids were received:

9115-1951 QUÉBEC INC. (EXCAVATECH JL)	\$91,686.55
DEFRAN INCORPORÉE	\$306,222.00

WHEREAS the lowest bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Kane that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-16 Public Tender – Onslow, Poltimore, Greater Gatineau – Replacement of the Fences – Contract #23510B042**

WHEREAS an amount of \$400,000.00 was set aside from the 2020-2021 Measure 50621;

WHEREAS a public tender was completed;

WHEREAS the scope has been modified to remove Greater Gatineau;

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

- G. Daviault Ltée
- AppelleFred
- D.L.S. Construction Inc.
- Construction Nugent Inc.
- Les Industries CAMA
- Qualitech Construction

WHEREAS the following bids were received:

CONSTRUCTION NUGENT INC.	\$223,681.00
G. DAVIAULT LTÉE	\$236,000.00
LES INDUSTRIES CAMA	\$238,963.00
QUALITECH CONSTRUCTION	\$239,595.00
APPELLE FRED	\$350,149.63

WHEREAS the lowest bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Labadie that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-17 Tender by Invitation – Maniwaki Woodland, Hadley/Philemon Wright – Replacement of Lights in the Gymnasium – Contract #23510A016**

WHEREAS an amount of \$140,000.00 was set aside from the 2023-2024 Measure 50624;

WHEREAS a tender by invitation to the contractors within our standing contract (C-23/24-119) was completed;

WHEREAS the following bid was received:

SEGUIN MORRIS INC.	\$57,153.22
--------------------	-------------

WHEREAS the bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Labadie that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-18 Tender by Invitation – St-John’s – Replacement of Solar Cloths (Windows) – Contract #23510A018**

WHEREAS an amount of \$81,000.00 was set aside from the 2024-2025 Measure 50624;

WHEREAS a tender by invitation was completed;

WHEREAS the following persons/businesses were invited:

- AppelleFred
- Plomberie Aumond Inc.
- Sunny Shutter Inc.
- 6739741 Canada Inc. (Gestion DMJ)

WHEREAS the following bid was received:

APPELLE FRED	\$91,888.00
--------------	-------------

WHEREAS the bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-19 Tender by Invitation – Lord Aylmer Senior – Installation of a Fence – Contract #23510A015**

WHEREAS an amount of \$55,000.00 was set aside from the 2024-2025 Measure 50624;

WHEREAS a tender by invitation was completed;

WHEREAS the following suppliers were invited:

- Les Industries CAMA
- Defran Incorporée
- AppelleFred

WHEREAS the following bids were received:

LES INDUSTRIES CAMA	\$58,716.80
DEFRAN INCORPORÉE	\$88,246.50
APPELLE FRED	\$96,194.98

WHEREAS the lowest bid conformed;

WHEREAS the contract was signed this summer by ADG P. Proulx, as per the authorization by resolution C-23/24-196;

IT WAS MOVED by Commissioner Goldsbrough that, as recommended by the Executive Committee, Council acknowledge the awarding of the contract.

Carried unanimously

**C-24/25-20 Public Tender – Schools in Gatineau, Chelsea and Wakefield – Snow removal – Contract #23510B043**

WHEREAS there is an obligation to ensure snow removal on our properties;

WHEREAS a public tender was completed by lot (Sector);

WHEREAS the following persons/businesses were invited:

- 8891788 Canada Inc. (Paysagement CM)
- 3916383 Canada Inc. (Les Fermes Renaud)
- 9475-5485 Québec Inc. (Paysagement des Collines)
- Provert
- Paysagiste Envert et Fils



- Justin Marquis Entretien Paysager Inc.
- 2740621 Canada Ltée (PBS Construction)
- Déneigement Techni-Snow Inc.
- Les Pavages Lafleur & Fils Inc.

WHEREAS the following bids were received:

Lot A: Eardley, WQCC, Lord Aylmer Junior, Lord Aylmer Senior

3916383 CANADA INC. (LES FERMES RENAUD)	\$112,050.00
JUSTIN MARQUIS ENTRETIEN PAYSAGER INC.	\$120,000.00
DÉNEIGEMENT TECHNI-SNOW INC.	\$158,361.00
2740621 CANADA LTÉE (PBS Construction)	\$186,000.00

Lot B: Symmes D'Arcy McGee, South Hull, Administrative Centre

3916383 CANADA INC. (LES FERMES RENAUD)	\$90,000.00
JUSTIN MARQUIS ENTRETIEN PAYSAGER INC.	\$108,000.00
DÉNEIGEMENT TECHNI-SNOW INC.	\$155,700.00
2740621 CANADA LTÉE (PBS CONSTRUCTION)	\$279,000.00

Lot C: Hull Adult Ed., Hadley Philemon Wright, Pierre Elliott Trudeau

3916383 CANADA INC. (LES FERMES RENAUD)	\$128,400.00
DÉNEIGEMENT TECHNI-SNOW INC.	\$213,798.00
2740621 CANADA LTÉE (PBS CONSTRUCTION)	\$450,000.00

Lot D: Greater Gatineau

PAYSAGISTE ENVERT ET FILS	\$49,500.00
---------------------------	-------------

Lot E: Chelsea and Wakefield


Lot F: Buckingham

PROVERT	\$43,500.00
PAYSAGISTE ENVERT ET FILS	\$49,500.00

WHEREAS the lowest bids for Lots A, B, C, D and F are conformed;

WHEREAS a second tender for Lot E is to be done;

IT WAS MOVED by Commissioner Giannakoulis that, as recommended by the Executive Committee, Council award the contracts to:

1. 3916383 Canada Inc. (Les Fermes Renaud) for Lot A
2. 3916383 Canada Inc. (Les Fermes Renaud) for Lot B
3. 3916383 Canada Inc. (Les Fermes Renaud) for Lot C
4. Paysagiste Envert et Fils for Lot D
5. Provert for Lot F;

and give ADG Pascal Proulx signing authority for this contract.

Carried unanimously

**C-24/25-21 Group Buying Program – (CAG) – IT Equipment – 2024-8064-50**

WHEREAS the School Board has the opportunity to participate in the group purchasing plan offered by the Centre d’acquisitions gouvernementales for IT Equipment;

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 1-year from February 1, 2025 to January 31, 2026, with one 12-month renewal option;

WHEREAS the estimated financial commitment for this contract is approximately \$400,000.00;

IT WAS MOVED by Commissioner Goldsbrough that, as recommended by the Executive Committee, Council authorize the WQSB to join the group buying program for this contract.

Carried unanimously

**C-24/25-22 Group Buying Program – (CAG) – “Équipements pédagonumériques” – 2024-7542-50**

WHEREAS the School Board has the opportunity to participate in the group purchasing plan offered by the Centre d’acquisitions gouvernementales for digital equipment for teaching and learning purposes (“Équipements pédagonumériques”);

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 12 months, from January 1, 2025 to December 31, 2025, with one 3-month renewal option;

WHEREAS the estimated financial commitment for this contract is approximately \$320,000.00;

IT WAS MOVED by Commissioner McCrank that, as recommended by the Executive Committee, Council authorize the WQSB to join the group buying program for this contract.

Carried unanimously

**C-24/25-23 Projects with a Bid-Opening Date in October 2024**

WHEREAS the following contracts will need to be awarded between Council’s September 2024 meeting and the one scheduled for November 12, 2024, after the school board elections;

School	Contract	Budget
Onslow, Pontiac High, Dr. S.E. McDowell, Pontiac Adult Ed, St. John’s, 26 Leslie, Dr. Wilbert Keon	Snow removal – 3 years	\$500,000.00
Onslow, Pontiac High, Dr. S.E. McDowell, Pontiac Adult Ed, St. John’s, 26 Leslie (vacant building) Dr. Wilbert Keon	Recycling and garbage – 1 year	\$55,000.00
All Schools	Camera surveillance	\$150,000.00
WQCC	Welding machines	\$200,000.00
Dr. S.E. McDowell	Replacement of the oil boiler	\$1,100,000.00
Pontiac High School	Replacement of the elevator	\$1,300,000.00

WHEREAS the bid-opening results for the above-mentioned contracts will be presented at the Executive Committee and Council of Commissioners meetings in November 2024;

WHEREAS Policy E-10 (Video Surveillance) will be reviewed and revised under the guidance of ADG P. Proulx and brought back to the Council for recommendation to send out for consultation;

IT WAS MOVED by Commissioner Labadie that, as recommended by the Executive Committee, Council authorize ADG P. Proulx to sign all contract documents, and that he report on the results of these contracts to the Executive Committee and Council meetings of November 2024.

Carried unanimously

**C-24/25-24 2024-2025 Buildings and Technology Investment Plan**

WHEREAS the 2024-2025 Investment Plan was provided and presented;

WHEREAS the selection and prioritization of the projects are based on:

- Comprehensive asset assessment and analysis
- Compliance with legal obligations
- Alignment with MEQ guidelines
- Alignment with organizational mission
- School principal Input
- Life-cycle cost reduction
- Resource availability
- Project diversification

WHEREAS the Resource Allocation Committee has approved and recommends the 2024-2025 Investment Plan;

IT WAS MOVED by Commissioner McCrank that, as recommended by the Executive Committee, Council approve the 2024-2025 Buildings and Technology Investment Plan.

Carried unanimously

**C-24/25-25 Public Tender – Chelsea and Wakefield – Snow Removal – 3-year Contract #24510B011**

WHEREAS there is an obligation to ensure snow removal on our properties;

WHEREAS a public tender was completed;

WHEREAS the following persons/businesses retrieved the tender documents:

- 10894958 Canada Inc. (Déneigement Mirik)
- 9475-5485 Québec Inc. (Paysagement des Collines)

WHEREAS the following bids were received:

Lot A: Chelsea School

10894958 CANADA INC. (DÉNEIGEMENT MIRIK)	\$79,398.00
9475-5485 QUÉBEC INC. (PAYSAGEMENT DES COLLINES)	\$131,250.00

Lot B: Wakefield School

10894958 CANADA INC. (DÉNEIGEMENT MIRIK)	\$66,330.00
9475-5485 QUÉBEC INC. (PAYSAGEMENT DES COLLINES)	\$77,040.00

WHEREAS the lowest bids conformed;

IT WAS MOVED by Commissioner Brushey to award the contracts to 10894958 Canada Inc. (Déneigement Mirik) for Lot A and Lot B and give ADG Pascal Proulx signing authority for these contracts.

Carried unanimously

**C-24/25-26 Risk Management Plan to Prevent Corruption and Collusion in the Awarding of Contracts for the 2024-2025 Financial Year**

WHEREAS every public body listed in section 4 of the *Act Respecting Contracting by Public Bodies* is required to develop a Risk Management Framework;

WHEREAS the Western Quebec School Board, as part of its risk management framework and in compliance with the *Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle*, has developed a policy (D-12 – Corruption and Collusion Risk Management Policy);

WHEREAS Policy D-12 – Corruption and Collusion Risk Management – directs the school board to implement a corruption and collusion risk management plan for public contracts;

WHEREAS the administration has analyzed risk factors developed by the Treasury Board and presented a Risk Management Plan to Prevent Corruption and Collusion in the Awarding of Contracts in 2024-2025;

WHEREAS the school board must submit a copy to the Treasury Board within 15 days of a request;

WHEREAS the plan must be adopted by the Council before the next budget year;

IT WAS MOVED by Commissioner Kane that Council approve the proposed ***Risk Management Plan to Prevent Corruption and Collusion in the Awarding of Contracts*** for the 2024-2025 budget year.

Carried unanimously

**C-24/25-27 Extension of Meeting Time**

IT WAS MOVED by Commissioner McCrank to extend the meeting time by 15 minutes.

Carried unanimously

**Derogation to Policy D-1 – Travel, Accommodation and Representation Expenses**

IT WAS MOVED by Parent-Commissioner Boucher-Sharma that the administration review the total number of kilometers reimbursed to Commissioner Brushey and ensure that the reimbursement aligns with the actual distance traveled, based on the 534 kilometers (one way) for a total of 1,068 kilometers for a round trip. This pertains to the Commissioner's travel expenses for the 2023-2024 school year.

**C-24/25-28 Amendment to Main Motion on Policy D-1 – Travel, Accommodation and Representation Expenses**

IT WAS MOVED by Co-opted Commissioner Garner that the review of the total number of kilometers reimbursed to Commissioner Brushey be retroactive to the 2022-2023 school year.

For: 13  
 Against: 2  
 Abstention: 0  
 Motion Carried

**C-24/25-29 Derogation to Policy D-1 – Travel, Accommodation and Representation Expenses**

IT WAS MOVED by Commissioner Goldsbrough that the administration review the total number of kilometers reimbursed to Commissioner Brushey and ensure that the reimbursement aligns with the actual distance traveled, based on the 534 kilometers (one way) for a total of 1,068 kilometers for a round trip. This pertains to the Commissioner’s travel expenses for the 2022-2023 and 2023-2024 school years.

For: 13  
 Against: 0  
 Abstentions: 2  
 Motion Carried

**C-24/25-30 Extension of Meeting Time**

IT WAS MOVED by Commissioner McCrank to extend the meeting time by 15 minutes.

Carried unanimously

**C-24/25-31 Human Resources Committee Report – June 3, 2024**

IT WAS MOVED by Commissioner Goldsbrough that Council acknowledge receipt of the Human Resources Committee minutes of June 3, 2024.

Carried unanimously

**C-24/25-32 Transport Michel Therrien Inc. – Approval of Contract Sale**

WHEREAS by its resolution number C-22/23-15 adopted on September 27, 2022, the WQSB awarded Transport Michel Therrien Inc. a two-year contract, including a one-year renewal option;

WHEREAS Transport Michel Therrien Inc. has recently informed the WQSB of its interest in selling their contract representing 14 vehicles and routes to Pascal Richard and Nancy Tartarian, who will incorporate their company on October 1, 2024;

WHEREAS at a recent meeting of the Transportation Committee, Commissioner A. Cornforth, seconded by Parent Representative Brandy Killeen, moved that the Transportation Committee recommend that Council approve the sale of the contract.

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Transportation Committee, Council approve the sale of the contract between Transport Michel Therrien Inc. and Pascal Richard and Nancy Tartarian.

Carried unanimously

**C-24/25-33 Adjournment**

IT WAS MOVED by Parent-Commissioner Boucher-Sharma that the meeting be adjourned at 10:39 p.m.