

Province of Quebec

Western Quebec School Board

Minutes of the **Council of Commissioners** meeting held on December 17, 2024, at the Western Quebec School Board office, 15, rue Katimavik at 7:00 p.m.

PRESENT: Chair Labadie, Commissioners Bélanger, Brushey, Cornforth, Green, Goldsbrough, Garner, McCrank, Moore, Killeen, Parent-Commissioners Fortier, Bouchard, Rhéault and James.

REGRETS: Commissioner Giannakoulis

PERSONNEL: Director of Complementary Services L. Falasconi, Director of Human Resources A. Paquin, Director of Finance M. Lupien, Contract Compliance Officer A. Gendron, and 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, Mr. P. Proulx, were also present.

- Land acknowledgment by Chair Labadie

Call to Order: 7:04 p.m.

Point of personal privilege

Parent-Commissioner Bouchard addressed the Council.

Point of personal privilege

Commissioner Cornforth addressed the Council.

Parent-Commissioner Bouchard recused herself from the discussions that ensued.

C-24/25-72 Adoption of Agenda

IT WAS MOVED by Commissioner Green and seconded by Commissioner Goldsbrough that the agenda be adopted as presented.

Carried unanimously

Public Participation: Alexandria Arraiz, Parent Advocate representing parents for diversity gave a brief presentation to Council.

C-24/25-73 Adoption of Minutes – November 12, 2024

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Goldsbrough that the minutes of a meeting held on November 12, 2024, be adopted as presented with the correction of the spelling of Commissioner Goldsbrough's last name.

Carried unanimously

Chair's Report

In her report, Chair Labadie combined the QESBA report listed as item 14 on the agenda and will continue to do so in the future. Other items discussed included:

- Express thanks and gratitude to the Commissioners present at last meeting and their participation during the extra long November meeting
- Bill 40 Challenge / Legal Challenge
- Fundraising for the Legal Challenge – Establishment of a Committee
- 2-day QESBA Workshop in Trois-Rivières
- Accepted responsibility for the procedural misstep at last council meeting and the collective responsibility of council to work together to point out issues as they come up rather than after the fact and anonymously
- Extend warmest wishes for the Holiday season

Director General's Report

In addition to his written report, Director General Singfield addressed the following topics:

- Francisation
- MEQ Budget Cuts
 - o DGs called to a mandatory in-person meeting in Quebec City
 - o Portables
 - o Funding for Investments
 - o Budget Cuts: January - March

C-24/25-74 2023-2024 Annual Report

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Bélanger that the 2023-2024 Annual Report be received as presented.

Carried unanimously

*8:47 p.m. A 5-minute recess was called

C-24/25-75 Motion to Move into Camera

IT WAS MOVED by Commissioner Goldsbrough and seconded by Commissioner McCrank that Council move into camera at 8:59 p.m.

Carried unanimously

C-24/25-76 Motion to Move out of Camera

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Parent-Commissioner Fortier that Council move out of camera at 10:34 p.m.

Carried unanimously

Report of Findings & Conclusions by the Designated Person Following Two Investigations

Two complaints regarding alleged contraventions to the Code of Ethics and Professional Conduct for the Commissioners of the Western Quebec School Board (WQSB) were deposited with the Designated Person and a report of the findings of his investigations were shared with the Council during the in-camera session.

In the report, the Designated Person concluded that the Respondents were not in violation of the Code of Ethics. The total cost of the investigation by the Designated Person for the first complaint was \$55,508.38, and for the second complaint, it was \$26,613.49.

The total cost for all four complaints regarding alleged violations of the Code of Ethics and Professional Conduct for the Commissioners of the Western Quebec School Board was \$111,325.61.

C-24/25-77 Motion to Extend until 11:35 p.m.

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Brushey to extend the meeting until 11:35 p.m.

Carried unanimously

** Parent-Commissioner Bouchard left the meeting @ 10:39 p.m.

C-24/25-78 Appointment of one (1) Representative to the Transportation Committee of the Centre de services scolaire des Hauts-Bois-de-l'Outaouais

IT WAS MOVED by Commissioner Garner and seconded by Commissioner McCrank that Commissioner Moore be appointed as representative on the Transportation Committee of the Centre de services scolaire des Hauts-Bois-de-l'Outaouais.

Carried unanimously

C-24/25-79 Election Procedures

IT WAS MOVED by Commissioner Killeen and seconded by Commissioner Garner that the election of the representative to the Transportation Committees of other school service centers in the northern region be held by secret ballot.

Carried unanimously

C-24/25-80 Appointment of Scrutineers

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner McCrank that Director General Singfield and Assistant Director General Proulx be appointed as scrutineers for the election of the representative to the Transportation Committees of other school service centers in the northern region.

Carried unanimously

C-24/25-81 Nominations for the Position of Representative to the Transportation Committees for the School Service Centers in the Northern Region

IT WAS MOVED by Commissioner Killeen and seconded by Commissioner Garner that Council accept nominations for the position of representative to the Transportation Committees of other school service centers in the northern region.

Nominations

By

Commissioner Brushey

Self

Parent-Commissioner Rhéault

Self

C-24/25-82 Cease Nominations for the Position of Representative to the Transportation Committees of Other School Service Centers in the Northern Region

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Killeen that nominations cease for the position of representative to the Transportation Committees of other school service centers in the northern region.

Carried unanimously

C-24/25-83 Appointment of the Representative to the Transportation Committees of the School Service Centers de l'Or-et-des-Bois, de Rouyn-Noranda, and du Lac-Témiscamingue

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Killeen that Parent-Commissioner Rhéault be appointed as representative to the Transportation Committees of the school service centers de l'Or-et-des-Bois, de Rouyn-Noranda, and du Lac-Témiscamingue.

Carried unanimously

C-24/25-84 Appointment of Four (4) Representatives on the Advisory Cttee on Indigenous Education

IT WAS MOVED by Commissioner Bélanger and seconded by Commissioner Moore that Commissioners Garner, Killeen, Green, and Goldsbrough be appointed as representatives on the Advisory Committee on Indigenous Education.

Carried unanimously

** Commissioner Moore left the meeting @ 11:23 p.m.

C-24/25-85 Appointment of one (1) Commissioner on the Spring Conference Organizing Committee

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Green that Commissioner Bélanger be appointed as representative on the Spring Conference Organizing Committee.

Carried unanimously

C-24/25-86 Review of policy E-10 – Video Surveillance

WHEREAS the resolution C-24/25-23 requests that the administration revise Policy E-10;

WHEREAS the proposed modifications were presented to the Management Advisory Committee (M.A.C) and the Resource Allocation Committee (R.A.C);

WHEREAS the consultation timeline was also presented to the M.A.C and R.A.C;

WHEREAS the R.A.C. has recommended pursuing the consultation process with the proposed modifications;

IT WAS MOVED by Parent-Commissioner Rhéault and seconded by Commissioner Bélanger to begin the consultation process with the various stakeholders involved.

Carried unanimously

C-24/25-87 Review of By-law 15: Code of Ethics and Professional Conduct, for the Commissioners of the Western Quebec School Board

WHEREAS the Designated Person who investigates cases involving alleged contraventions to the Code of Ethics has recommended a review of By-law 15;

WHEREAS the administration recommends Council mandate a review of the Code of Ethics by the Governance and Ethics Committee followed by a legal review by the Secretary General;

IT WAS MOVED by Commissioner Garner and seconded by Commissioner Green that Council mandate the Governance and Ethics Committee to conduct a review of By-law 15 – Code of Ethics and Professional Conduct for the Commissioners of the Western Quebec School Board, followed by a subsequent legal review by the Secretary General and that a report on recommendations be submitted to Council.

Carried unanimously

C-24/25-88 Review of By-law 1: Rules of Governance for Commissioners and Committees of the Western Quebec School Board Council

WHEREAS the previous Council mandated its Governance and Ethics Committee to conduct a review of By-Law 1 – Rules of Governance for Commissioners and Committees of the Western Quebec School Board Council (C-23/24-95);

WHEREAS the final meeting of the Governance and Ethics Committee on September 26, 2024, that produced a draft with proposed changes to the by-law did not have quorum;

WHEREAS there were substantive changes to the by-law made to the revised draft at that meeting;

WHEREAS the draft by-law with proposed changes were sent for approval to members of the previous Governance and Ethics committee by means of an electronic vote;

WHEREAS the draft by-law with proposed changes has been put forward to Council for review and approval by the previous Governance and Ethics Committee;

WHEREAS there is a new COUNCIL as of November 3, 2024;

WHEREAS new members have been elected to the Governance and Ethics Committee;

WHEREAS the administration, upon reviewing the draft by-law recommends additional reviews and revisions of By-Law 1 Rules of Governance for Commissioners and Committees of the Western Quebec School Board Council;

IT WAS MOVED by Parent-Commissioner Fortier and seconded by Commissioner Garner That Council mandate a review and revision, by the new Governance and Ethics committee, of the By-Law 1 Rules of Governance for Commissioners and Committees of the Western Quebec School Board Council.

Carried unanimously

C-24/25-89 Executive Committee Report – September 17, 2024

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Goldsbrough that the Council acknowledge receipt of the Executive Committee minutes of September 17, 2024.

Carried unanimously

C-24/25-90 Review of Policy F-16: Policy on the Evaluation of the Performance of the Director General

WHEREAS the WQSB has a policy on the evaluation of the Director General: Policy F-16 on the Evaluation of the Performance of the Director General;

WHEREAS the policy was last reviewed in 2018;

WHEREAS the mandate to evaluate the Director General lies with the Executive Committee;

WHEREAS the Executive Committee by its resolution E-24/25-34 recommends that Council mandate the Executive Committee to conduct a review of the policy and report back;

IT WAS MOVED by Commissioner Bélanger and seconded by Commissioner Garner that as recommended by the Executive Committee, Council mandate the Executive Committee to conduct a review of the policy and to report back.

Carried unanimously

C-24/25-91 Review of Policy D-1: Travel, Accommodation and Representation Expenses

WHEREAS following the adoption of the Commissioner's Stipend Distribution option at the Council of Commissioners meeting on November 12, 2024, there is a need to revise Policy D-1;

WHEREAS the administration recommends that the Council mandate the Audit Committee to revise Policy D-1;

IT WAS MOVED by Commissioner Cornforth and seconded by Parent-Commissioner Fortier that, as recommended by the administration, Council mandate the Audit Committee to revise Policy D-1: Travel, Accommodation, and Representation Expenses.

Carried unanimously

C-24/25-92 Review By-Law 30: By-Law Establishing Delegations of Powers and Functions of The Western Quebec School Board

WHEREAS By-law 30 Establishing the Delegations of Powers and Functions of the Western Quebec School Board was last reviewed in June 2018;

WHEREAS the Act Respecting Contracting by Public Bodies has allowed for greater responsibility to be delegated in the awarding of contracts since 2018;

WHEREAS the cost of products and contracts have undergone significant increases due to inflation since 2018;

WHEREAS the thresholds for spending by different categories of decision-makers have not been adjusted for inflation;

WHEREAS the existing thresholds create inefficiencies in the organization;

WHEREAS the administration is recommending a review of By-law 30 be undertaken;

IT WAS MOVED by Commissioner Goldsbrough and seconded by Commissioner Green that Council mandate Director General Singfield to conduct a review of By-law 30 and that he report back to Council with his recommendations.

Carried unanimously

C-24/25-93 Request for Authorization – Group Buying Program – Centre d’acquisitions gouvernementales (CAG) – Gestion des matières résiduelles – 2025-7518-50

WHEREAS the School Board needs a service contract for the garbage pick-up (rental of containers and pick-up);

WHEREAS the School Board has the opportunity to participate in the group purchasing offered by the Centre d’acquisitions gouvernementales (CAG);

WHEREAS this group purchase by the Centre d’acquisitions gouvernementales (CAG) provides for a standing contract awarded to the lowest bidder;

WHEREAS the Regulation Respecting Certain Supply Contracts of Public Bodies, RLRQ C-65.1, r 5.4;

WHEREAS this type of contract requires the authorization of the chief executive officer of the public body before the notice of a call for tender is published;

WHEREAS the contract is for 3 years with two renewal options of 12 months each;

WHEREAS the contract start date is July 1, 2025, and the end date is June 30, 2030;

WHEREAS the contract will cover the period of 3 years, from July 1, 2025, to June 30, 2028, with two (2) options for renewal of one year;

WHEREAS the value of this contract is estimated at \$630,000.00;

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Bélanger that Council authorize the WQSB to participate in the group purchasing offered by the Centre d'acquisitions gouvernementales (CAG), and that the Assistant Director General/Director of Buildings and Technology, Mr. P. Proulx, be authorized to sign all documents necessary.

Carried unanimously

C-24/25-94 Public Tender – Purchase of 10 Welding Power Sources – WQCC Contract #24621B001

WHEREAS a public tender is ongoing for the purchase of welding power sources;

WHEREAS the replacement of this equipment is required to deliver the course;

WHEREAS an amount of \$200,000.00 is available for this purchase;

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

- Vision industrielle Inc.
- Linde Canada Inc.

WHEREAS the opening date had to be pushed to December 20, 2024;

WHEREAS suppliers have indicated that manufacturers revise their price on January 1st of each year;

WHEREAS it is expected that prices will increase on January 1st, 2025;

WHEREAS this late in the year, suppliers are hesitant to commit to contracts at today's prices for authorization into the new year;

WHEREAS it is in the best interest of the Western Quebec School Board to issue our purchase order immediately after the tender opening date of December 20, 2024;

WHEREAS the ADG, Pascal Proulx and Procurement Officer, Alain Gendron, recommend issuing the purchase order to the lowest conforming bidder following the tender opening on December 20, 2024, and report the results of the tender to Council at its January meeting;

IT WAS MOVED by Parent-Commissioner Rhéault and seconded by Parent-Commissioner James to authorize the ADG P. Proulx to award the contract to the lowest conformed bidder and to report the name of the supplier and the amount of the contract at the January 2025 Council meeting.

Carried unanimously

C-24/25-95 Public Tender – Standing Offer Contract – Surveillance Cameras – Project #24570B001

WHEREAS there is a need to install surveillance cameras in some of our buildings to enhance safety and security, protect school property, support incident investigations, and enhance emergency responses;

WHEREAS the resolution C-24/25-24 adopted the Investment Plan 2024-2025;

WHEREAS an amount of \$39,000.00 is reserved annually in the investment plan for the surveillance cameras;

WHEREAS a public tender was completed for a standing offer contract;

WHEREAS the following persons/businesses retrieved the tender documents;

- Protect-IP Solutions Globales
- Entreprises Intmotion Inc.
- 137269 Canada Ltée (DesLauriers)

WHEREAS the bid amounts are only used to determine the winner and are not representative of the total amount of the contract;

WHEREAS the following bids were received:

137269 Canada Ltée (DesLauriers)	\$3,875.42	Rank 1
Protect-IP Solutions Globales	\$4,397.11	Rank 2
Entreprises Intmotion Inc.	\$9,154.00	Rank 3

WHEREAS the bid from 137269 Canada Ltée (DesLauriers) is conformed;

WHEREAS the contract is for 3 years and has an estimated value of \$117,000.00;

WHEREAS contracts above \$100,000.00 need to be approved by the Council of Commissioners following a recommendation from the Executive Committee;

WHEREAS the Executive Committee recommends by its resolution E-24/25-30 that Council award the contract to 137269 Canada Ltée (DesLauriers) and to give to the ADG, Pascal Proulx, the signing authority for this contract.

IT WAS MOVED by Commissioner Cornforth and seconded by Parent-Commissioner Fortier that as recommended by the Executive Committee, Council award the contract to 137269 Canada Ltée (DesLauriers) and to give to the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously

C-24/25-96 Signature Authorization for the Tax Transfer Project with the Comité de gestion de la taxe scolaire de l'Île de Montréal (CGTSIM)

WHEREAS the resolution C-23/24-121 authorized the administration to proceed with a feasibility study for the contracting of the School Tax Service;

WHEREAS the Western Quebec School Board has been selected by the Ministry of Education to be one of the two organizations to pilot the tax transfer project to the CGTSIM;

WHEREAS a contract for the pilot project needs to be signed to start the operation;

WHEREAS the 2025-2026 tax bills will be done by the CGTSIM as part of the pilot project;

WHEREAS the Executive Committee recommends by its resolution E-24/25-32 that Council authorize the ADG Pascal Proulx to sign the pilot project contract;

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Goldsbrough that as recommended by the Executive Committee, Council authorize the ADG Pascal Proulx to sign the pilot project contract.

Carried unanimously

C-24/25-97 2023-2024 Financial Statements

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Cornforth that as recommended by the Audit Committee, the Western Quebec School Board's Financial Statements for the year ending June 30, 2024, be accepted as deposited.

Carried unanimously

C-24/25-98 Amended 2024-2025 Budget

WHEREAS resolution C-24/25-2 adopted the 2024-2025 budget with an appropriation exceeding 15% of the accumulated surplus;

WHEREAS the Ministry of Education requested an amended budget to reduce the appropriation of the accumulated surplus to below 15%;

IT WAS MOVED by Commissioner Cornforth and seconded by Parent-Commissioner Rhéault to adopt the amended 2024-2025 budget as presented.

Carried unanimously

C-24/25-99 Audit Committee Report – June 20, 2024

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Cornforth that the Council acknowledge receipt of the Audit Committee minutes of June 20, 2024.

Carried unanimously

C-24/25-100 Audit Committee Report – August 19, 2024

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Cornforth that the Council acknowledge receipt of the Audit Committee minutes of August 19, 2024.

Carried unanimously

C-24/25-101 Audit Committee Report – December 11, 2024

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Cornforth that the Council acknowledge receipt of the Audit Committee minutes of December 11, 2024.

Carried unanimously

C-24/25-102 Adjournment

IT WAS MOVED by Parent-Commissioner Fortier and seconded by Commissioner Garner that the meeting be adjourned at 12:10 a.m.

Carried unanimously