

Province of Quebec
Western Quebec School Board

Minutes of the **Council of Commissioners** meeting held on April 29, 2025, at the Western Quebec School Board office, 15, rue Katimavik at 6:30 p.m.

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

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.

REGRETS: Commissioner Brushey

- Land acknowledgement by: Parent-Commissioner Rhéault

Call to Order: 6:34 p.m.

Public Participation

Ms. L. Taylor addresses the Council

C-24/25-131 Adoption of Agenda
IT WAS MOVED by Commissioner Cornforth and seconded by
Commissioner Goldsbrough that the agenda be adopted as amended

- Removal of agenda item 7.4

Carried unanimously

C-24/25-132 Adoption of Minutes
IT WAS MOVED by Commissioner Killeen and seconded by Parent-
Commissioner Bouchard that the minutes of a meeting held on March
25, 2025, be adopted as circulated.

Carried unanimously

Chair's report:

Chair Labadie opted to send the commissioners an email with various links regarding different political goings-on and decided to give the floor to Director General Singfield to address the recently received letter from the Minister's office regarding the appointment of a candidate for the vacancy in Ward 7. Chair Labadie will also submit her report in writing via email to the commissioners.

C-24/25-133**Recommendation Process for the Nomination of a Candidate to the Minister of Education**

WHEREAS a request was made as per the Elections Act to the Minister of Education in response to the vacant commissioner's seat for Ward 7 of the Western Quebec School Board;

WHEREAS the said letter from the Director General of the WQSB to the Minister of Education requested permission to have a commissioner appointed to the vacant ward;

WHEREAS a letter was received from the Assistant Deputy Minister Stephanie Vachon on April 28, 2025, indicating that the WQSB may move forward with the nomination of a candidate for the vacant seat;

WHEREAS the Assistant Deputy Minister outlined the conditions the successful candidate must fulfill;

WHEREAS the submission from the WQSB to the Minister of Education will be evaluated by the Minister of Education;

The selection of the candidate to be submitted to the Minister of Education will be determined by the Executive Committee;

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Belanger to gather candidate names and present them to the Executive Committee for the selection of the successful candidate to submit to the Minister of Education.

For: 12

Abstention: 0

Against: 1 - Garner

Motion Carried

DG Report:

The Director General presented his oral report, and the topics discussed were:

- MEQ imposed hiring targets
- His staffing plan update
- The staffing allocation plan
- The taxation Insert & the transition to CTGSIM
- The work being done on Diversity, Equity, and Inclusion

- COMPASS Student Surveys
- Staff Recognition
- The upcoming Spring Conference

Student Survey Report:

Mr. Rick Young, Education Analytics Consultant, presented the latest data on the student voice survey to the Council.

Code of Ethics Presentation:

Secretary General Eldon Keon gave a presentation to the Council regarding the Code of Ethics applying to Employees and anyone who works with or has contact with minors or students with ministry exceptionalities.

C-24/25-134

Adoption of the WQSB Code of Ethics for Employees and Anyone who Works with or Has Contact with Minors or Students with Ministry Exceptionalities

WHEREAS the government of Quebec decreed (O.C. 227-2055, March 5, 2025) that March 5, 2025, be set as the date of coming into force of section 14 of the Act to reinforce the protection of students, including with regard to acts of sexual violence (2024, chapter 9);

WHEREAS section 14 of the Act introduced modifications under section 258.0.1. of the Education Act (chapter I-13.3) for school service centres and school boards, requiring the adoption of a Code of Ethics for employees and anyone who works with or has contact with minors or students with Ministry exceptionalities;

WHEREAS every educational organization's Code of Ethics must include, without omission in whole or in part of the various sections prescribed by the Ministère de l'Éducation;

WHEREAS the legislation allows school organizations to make additions to any other element of the Code of Ethics deemed relevant, in light of the realities of their organization;

WHEREAS Council has received recommendations from QESBA regarding proposed amendments to the Code of Ethics;

WHEREAS terminology contained in the prescribed document, regarding students with particular profiles, was determined to be outdated and inappropriate;

WHEREAS updated terminology regarding students with particular profiles was developed in concert with members of the General Directorate, Human Resources department, Complementary Services department, and the Special Education Advisory Committee;

WHEREAS the Code of Ethics must be published on the organization's website and made accessible to any person who requests it;

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Goldsbrough that Council adopt the WQSB Code of Ethics as outlined in the documentation submitted.

Carried unanimously

C-24/25-135

Executive Committee Report – March 18, 2025

IT WAS MOVED by Commissioner Green and seconded by Commissioner Killeen that Council acknowledge receipt of the Executive Committee minutes of March 18, 2025.

Carried unanimously

C-24/25-136

Derogation Request No. 25520G001 to the WQSB Purchasing Policy No. D-11 to Enter Into a Mutual Agreement with Spiralis for Training Sessions – Dispute Prevention and Resolution

WHEREAS the Western Quebec School Board wishes to enter into a mutual agreement contract with Spiralis for the training needs on our Dispute Prevention and Resolution Program for 2024-2025;

WHEREAS the ADGESBQ has provided funding through the DG Plan as well as the DG-led DSREA projects of \$50,000.00 to the Western Quebec School Board for training on Dispute Prevention and Resolution;

WHEREAS last year's supplier for this training cancelled his participation in the training, as there are not enough participants;

WHEREAS Spiralis has been contacted and can accommodate the WQSB and meet our specific needs;

WHEREAS section 6.4 of the WQSB Purchasing Policy, "Mutual Agreement Contract" 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 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 Spiralis has quoted \$13,853.34 for the training sessions (Spring 2025 and Autumn 2025);

WHEREAS the administration is recommending the derogation based on:

- The Western Quebec School Board DPR model has been developed in partnership with Thierry Bériault and is specific to us.
- Thierry Bériault is no longer offering support for this initiative.
- Spiralis is willing to work with the WQSB DPR framework to support the initiative in a timely manner and deliver bilingual training.

WHEREAS the Executive Committee recommends by its resolution # E-24/25-71 to approve the derogation request to enter into a mutual agreement contract with Spiralis for the Dispute Prevention and Resolution training;

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Green that, as recommended by the Executive Committee, Council approve the derogation request to enter into a mutual agreement contract with Spiralis for the Dispute Prevention and Resolution training contract.

Carried unanimously

C-24/25-137

Public Tender – Standing Offer Contract with Multiple Suppliers – Work Clothing and Footwear – Technicians, Janitors, and Management Staff – Contract #24510B025

WHEREAS a call for tenders was issued for the above-mentioned contract;

WHEREAS the following contract specifications:

- This contract amount is for a maximum of \$200,000.00.
- The contract ends after 3 years or when the maximum amount is reached.
- Each lot of the contract will be awarded to the lowest bidder.

WHEREAS the contract has a duration of 36 months, consisting of a firm 12-month period and two optional 12-month extensions.

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

- Municipalité de Lac-Etchemin
- MARK'S WORK WEARHOUSE LTD (L'Équipeur)
- STAQ PROMOTIONS
- LE GROUPE J.S.V. INC.
- IGO Inc.

Whereas the following bids were received:

LOT A: Work clothing – Technicians, Janitors, and Management Staff

Contractor	Scenarios Total Cost (For Adjudication Only)
STAQ PROMOTIONS	\$1,915.85
IGO Inc.	\$1,964.95
LE GROUPE J.S.V. INC.	\$2,129.50
MARK'S WORK WEARHOUSE LTD (L'Équipeur)	\$2,140.75

LOTB B: Footwear – Technicians, Janitors, and Management Staff

Contractor	Scenarios Total Cost (For Adjudication Only)
MARK'S WORK WEARHOUSE LTD (L'Équipeur)	\$375.00
IGO Inc.	\$437.95
LE GROUPE J.S.V. INC.	\$480.00

WHEREAS the lowest bids conformed;

WHEREAS the Executive Committee recommends by its resolution # E-24/25-73 that Council award LOT A of the contract to STAQ PROMOTIONS and LOT B of the contract to MARK'S WORK WEARHOUSE LTD (L'Équipeur) and give the ADG, Pascal Proulx, the signing authority for the contract;

IT WAS MOVED by Parent-Commissioner Fortier and seconded by Commissioner Moore that, as recommended by the Executive

Committee, Council award LOT A of the contract to STAQ PROMOTIONS and LOT B of the contract to MARK'S WORK WEARHOUSE LTD (L'Équipeur) and give the ADG, Pascal Proulx, the signing authority for the contract.

Carried unanimously

C-24/25-138

Public Tender – Philemon Wright High School – Parking Renovation | Phase 4 – Contract #24510B021

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

WHEREAS an amount of \$3,000,000.00 was set aside from the 2024-2025 measure 50621;

WHEREAS a public tender was completed;

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

- Polane Inc.
- 118012 CANADA LTÉE (LES ENTREPRISES ROB & SYL)
- 10570389 Canada Inc. (RN Civil)
- 2998939 CANADA INC. (DELTA ENTREPRISE D'ÉLECTRICITÉ)
- Les entreprises Le-Bo Construction Inc.
- 3782981 CANADA INC. (ENTREPRISES A.M.S.)
- Infratek Construction
- Seguin Morris Inc.
- 130247 CANADA INC. (PAVAGE INTER CITÉ)
- 10087548 CANADA INC. (EXCAVATION GTS)
- CONSTRUCTION NUGENT INC.
- ACQ – Région de l'Outaouais
- 6369472 CANADA INC. (ÉQUINOXE JMP)
- DEFRAN INCORPORÉE
- Eurovia Québec Construction Inc.

WHEREAS the following bids were received:

ÉQUINOXE JMP	\$1,238,304.06
LES ENTREPRISES ROB & SYL	\$1,244,451.75
Infratek construction	\$1,354,423.82

POLANE INC.	\$1,466,716.76
Eurovia Québec Construction Inc.	\$1,497,262.32
EXCAVATION GTS	\$1,638,038.80

WHEREAS the lowest bid conformed;

WHEREAS the Executive Committee recommends by its resolution # E-24/25-74 that Council award the contract to ÉQUINOXE JMP, and give the ADG, Pascal Proulx, the signing authority for the contract;

IT WAS MOVED by Commissioner Garner and seconded by Commissioner Killeen that, as recommended by the Executive Committee, Council award the contract to ÉQUINOXE JMP, and give the ADG, Pascal Proulx, the signing authority for the contract.

Carried unanimously

C-24/25-139

Public Tender – Annual Inspection and Maintenance of Boilers, Oil and Gas Water Heaters, Gas Rooftop Units, Gas Unit Heaters, and Other Gas Heating Units – Contract #24510B035

WHEREAS a call for tenders was issued for the above-mentioned contract;

WHEREAS the following contract specifications:

- The contract ends after 3 years have been reached;
- Each lot of the contract will be awarded to the lowest bidder;

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

- BARETTE BERNARD – ÉNERFLAMME INC.
- Seguin Morris Inc.

WHEREAS the following bids were received:

LOT A: Pontiac area

Contractor	Total Cost
Seguin Morris Inc.	\$23,942.50
BARETTE BERNARD - ÉNERFLAMME INC.	\$24,204.90

LOT B: Gatineau area

Contractor	Total Cost
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BARETTE BERNARD - ÉNERFLAMME INC.	\$82,819.33
Seguin Morris Inc.	\$86,010.00

LOT C: Maniwaki area

Contractor	Total Cost
BARETTE BERNARD - ÉNERFLAMME INC.	\$7,919.08
Seguin Morris Inc.	\$9,699.00

LOT D: Val d'Or area

Contractor	Total Cost
Seguin Morris Inc.	\$11,590.00
BARETTE BERNARD - ÉNERFLAMME INC.	\$13,782.73

LOT E: Noranda area

Contractor	Total Cost
Seguin Morris Inc.	\$12,200.00
BARETTE BERNARD - ÉNERFLAMME INC.	\$13,782.73

WHEREAS the lowest bids conformed;

WHEREAS the Executive Committee recommends by its resolution # E-24/25-76 that Council award the contract to Seguin Morris Inc. for LOT A, LOT D and LOT E, and to BARETTE BERNARD – ÉNERFLAMME INC. for LOT B and LOT C, and give the ADG, Pascal Proulx, the signing authority for the contract;

IT WAS MOVED by Commissioner Cornforth and seconded by Parent-Commissioner Bouchard that, as recommended by the Executive Committee, Council award the contract to Seguin Morris Inc. for LOT A, LOT D and LOT E, and to BARETTE BERNARD – ÉNERFLAMME INC. for LOT B and LOT C, and give the ADG, Pascal Proulx, the signing authority for the contract.

Carried unanimously

C-24/25-140**Public Tender – Golden Valley – Renovation of the Masonry – Gym - Contract #24510B003**

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

WHEREAS an amount of \$1,000,000 was allocated from the 2024-2025 school year measure 50620;

WHEREAS a public tender was completed;

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

- ACQ – Région de l'Outaouais
- CONSTRUCTION FILIATRAULT INC.
- CONSTRUCTION TREM-NOR INC.

WHEREAS the following bids were received:

CONSTRUCTION TREM-NOR INC.	\$799,500.00
CONSTRUCTION FILIATRAULT INC.	\$999,880.00

WHEREAS the lowest bid conformed;

WHEREAS the Executive Committee recommends by its resolution # E-24/25-77 that Council award the contract to Construction Trem-Nor Inc. and grant the Assistant Director of Buildings, Soufiane El Ouezzani, the authority to sign this contract;

IT WAS MOVED by Commissioner Goldsbrough and seconded by Commissioner Garner that, as recommended by the Executive Committee, Council award the contract to Construction Trem-Nor Inc. and grant the Assistant Director of Buildings, Soufiane El Ouezzani, the authority to sign this contract.

Carried unanimously

C-24/25-141**Authorization to Transfer Land**

WHEREAS the Western Quebec School Board owns the property described below:

- Owner's name: School House
- 362, chemin du Pont, Val-Des-Monts
- Size: 711 m²
- Value: \$2,100

WHEREAS Jacquelin FALARDEAU and Sherrie FALARDEAU are interested in the land;

WHEREAS the property's layout and location are not beneficial to the WQSB;

WHEREAS the past usage and the condition of this land is unknown;

WHEREAS the administration recommends transferring the land, as is, and at no cost to the Western Quebec School Board;

IT WAS MOVED by Commissioner Belanger and seconded by Commissioner Cornforth to authorize the land transfer and to give the ADG, P. Proulx, the delegation of signature for this transaction.

For: 10

Abstention: 2

Against: 1

Motion Carried

C-24/25-142

Renewal of Photocopier Contract

WHEREAS a budget is allocated annually for the rental and service of photocopiers;

WHEREAS the annual cost for 55 photocopiers distributed across all the schools and centres, including the board office is \$387,285.00 for a duration of 5 years;

WHEREAS there is a need to keep this service;

WHEREAS an evaluation of the service has been completed with the managers;

WHEREAS the rental is conducted with Copicom Inc. and the contract is overseen by the CAG;

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Killeen to authorize the ADG P. Proulx to sign the contract.

Carried unanimously

C-24/25-143

Proposed Calendar of Meetings 2025-2026 – Council of Commissioners

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Green that the 2025-2026 calendar of meetings of the Council of Commissioners of the Western Quebec School Board, as proposed by the Director General, be sent for public notice as required by section 392 of the Education Act.

Carried Unanimously

C-24/25-144

Proposed Calendar of Meetings 2025-2026 – Executive Committee

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Parent-Commissioner Fortier that the 2025-2026 calendar of meetings of the Executive Committee of the Western Quebec School Board, as proposed by the Director General, be sent for public notice as required by section 392 of the Education Act.

Carried Unanimously

Adjournment

The Chairperson adjourned the meeting at 9:42 p.m.