

**Province of Quebec
Western Quebec School Board**

Minutes of the **Council of Commissioners** meeting held on March 31, 2026, in a hybrid format at 6:30 p.m.

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

REGRETS: Commissioners Bélanger and Brushey

PERSONNEL: Present at the meeting were the Director General, Mr. G. Singfield; the Assistant Director General and Director of Human Resources, Mr. P. Proulx; the Director of Finance, Ms. M. Lupien; the Director of Education, Ms. J. Dubeau; the Director of Complementary Services, Ms. L. Falasconi; the Coordinator of Administrative Services, Mr. A. Gendron; and the Head of Administrative Management, Ms. R. Vincent.

Land acknowledgement by: Commissioner Goldsbrough

Call to Order 6:31 p.m.

C-25/26-92. Adoption of Agenda

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Goldsbrough THAT the agenda be adopted as presented.

Carried unanimously

C-25/26-93. Adoption of Minutes

IT WAS MOVED by Commissioner Cornforth and seconded by Commissioner Richard THAT the Minutes of a meeting held on February 24, 2026 be adopted as circulated.

Carried unanimously

Chair report:

Chair Labadie spoke on legislative developments, including updates on Bills 40, 94, and 1, noting the ongoing uncertainty regarding the ruling on Bill 21 and the continued uncertainty related to Bill 1. She spoke on the Director General Hiring Committee and confirmed that virtual interviews will take place on April 11, followed by in-person interviews on April 18.

Chair Labadie addressed the provincial budget, which has been tabled and reflects a moderate and encouraging increase to Education; however, budgetary rules have not yet been released, and uncertainty remains regarding the use of the accumulated surplus and staffing.

Director General Report:

Director General Singfield provided an update on the Foundation, an update on Alternative Education, and an update regarding the Director General posting. Information was also shared on the Sport-Études program, including recent provincial rule changes and their impact on enrolled students. A discussion was held regarding the Projets pédagogiques particuliers and Sport-Études, with an overview of their respective structures. An update was also provided on data and goal meetings with principals, noting that the meetings have been well-received. In addition, an update was given on LEARN Québec, specifically regarding tutoring-related funding and student eligibility criteria, followed by an update on the budget.

Director of Education:

Director of Education Jennifer Dubeau addressed the Council regarding the invitation to the Indigenous Voices Forum being held on April 23, 2026.

WQSB AI Framework:

Director General Singfield introduced Mr. Stuart Grey who presented the WQSB AI Framework to the Council of Commissioners.

C-25/26-94.**Contribution to Support a Student from Pontiac High School**

WHEREAS a request was received from Pontiac High School to support a student who has been selected through a highly competitive process to participate in Shad Canada, one of Canada's most prestigious enrichment programs focused on STEAM (Science, Technology, Engineering, Arts, and Mathematics), along with entrepreneurship and innovation;

WHEREAS the Commissioners would like to contribute from their PD fund to support this student;

IT WAS MOVED by Commissioner Moore and seconded by Commissioner McCrank THAT an amount of \$500 from the commissioners' PD budget be provided to support the student.

Carried Unanimously

C-25/26-95.**Executive Committee Report – February 17, 2026**

IT WAS MOVED by Commissioner Cornforth and seconded by Parent-Commissioner Fortier THAT Council acknowledge receipt of the Executive Committee minutes of February 17, 2026.

Carried unanimously

C-25/26-96.

Authorization to Award a Contract by Mutual Agreement with Ressources GED for the Purchase and Implementation of the VORTEX Document Management Software

WHEREAS VORTEX is a document and records management software designed to help organizations manage, classify, archive, and retrieve their documents and institutional records in a structured and secure manner;

WHEREAS the Secretary General and the Human Resources Department benchmarked the software with multiple school boards currently using VORTEX and confirmed its suitability and utility for the Western Québec School Board's needs;

WHEREAS the Assistant Director General, Coordinator of administrative services, Information Technology Department, and Secretary General, conducted a privacy impact analysis for the data protection and information security aspects of the software and confirmed that it complies with Québec laws and regulations;

WHEREAS the above privacy impact analysis has been approved by the Commission d'accès à l'information du Québec;

WHEREAS the Information Technology Department has analyzed the implementation plan and is prepared to carry out the implementation, and that the current software CONSTELIO will be decommissioned once all data has been successfully transferred;

WHEREAS Ressources GED, the provider of the VORTEX software, is a Québec-based company;

WHEREAS the estimated cost of this contract for 2 years is \$40,518.00, broken down as follows:

VORTEX implementation: \$29,769.00

Annual license fee for the second year: \$10,749.00

WHEREAS the Secretary General, the Human Resources and Information Technology department recommend VORTEX as the solution of choice and propose awarding the contract by mutual agreement to Ressources GED, the provider of the VORTEX software;

WHEREAS the award of this contract by mutual agreement constitutes a derogation from the WQSB's Purchasing Policy and therefore requires authorization from the Council of Commissioners;

WHEREAS the Executive Committee recommends with its resolution E-25/26-100 that Council authorize the awarding of a contract by mutual agreement to Ressources GED for the purchase and implementation of

the VORTEX document management software, at a total cost of \$40,518.00 for 2 years;

IT WAS MOVED by Commissioner Killeen and seconded by Commissioner Giannakoulis THAT, as recommended by the Executive Committee, Council authorize the awarding of a contract by mutual agreement to Ressources GED for the purchase and implementation of the VORTEX document management software, at a total cost of \$40,518.00 for 2 years, and that the Director of Information Technology be authorized to sign the contract and all associated documents.

Carried unanimously

C-25/26-97.

Authorization to Sign Servitude Agreements and Notarial Documents between the Western Québec School Board and the City of Gatineau for Greater Gatineau and Buckingham Elementary Schools

WHEREAS the fence at Greater Gatineau Elementary School encroaches on land owned by the City of Gatineau;

WHEREAS the City of Gatineau is willing to grant the Western Québec School Board a servitude of tolerance to allow the encroachment to remain in place;

WHEREAS a utility pole and public utility services belonging to the City of Gatineau are installed on Western Québec School Board land at Buckingham Elementary School;

WHEREAS the City of Gatineau requires a servitude of public utilities, notably for water supply, pedestrian access, electrical lines, and cable distribution, over the affected portion of the School Board's land;

WHEREAS both servitudes are mutually beneficial and must be formalized through notarial agreements;

WHEREAS the Executive Committee recommends with its resolution E-25/26-101 that Council authorize the Director General to sign all servitude agreements and notarial documents between the Western Québec School Board and the City of Gatineau pertaining to Greater Gatineau and Buckingham Elementary Schools;

IT WAS MOVED by Parent-Commissioner Bouchard and seconded by Commissioner Goldsbrough THAT, as recommended by the Executive Committee, Council authorize the Director General to sign all servitude agreements and notarial documents between the Western Québec School Board and the City of Gatineau pertaining to Greater Gatineau and Buckingham Elementary Schools.

Carried unanimously

C-25/26-98.

**Group Buying Program – Centre d'acquisitions gouvernementales (CAG)
– Classroom Furniture – 2025-7547-50**

WHEREAS the Western Québec School Board has the opportunity to participate in the group purchasing plan offered by the Centre d'acquisitions gouvernementales (CAG) for classroom furniture;

WHEREAS this type of contract requires the authorization of the Council of Commissioners, as it is a standing order contract with multiple suppliers;

WHEREAS the contract will cover a period of 24 months, from January 19, 2027, to January 18, 2029, with a renewal option of 12 months;

WHEREAS the estimated financial commitment for this contract is approximately \$750,000.00, with an estimated expenditure of \$250,000.00 per year;

WHEREAS the Executive Committee recommends with its resolution E-25/26-102 that Council authorize the Western Québec School Board to proceed with joining the contract for the purchasing of classroom furniture through the Centre d'acquisitions gouvernementales (CAG);

IT WAS MOVED by Commissioner Richard and seconded by Commissioner Green THAT, as recommended by the Executive Committee, Council authorize the Western Québec School Board to participate in the group purchasing plan and mandate the Centre d'acquisitions gouvernementales (CAG) to represent the Western Québec School Board in its tender process and subsequent contract for the acquisition of classroom furniture, and that the Director General be authorized to sign all necessary documents.

Carried unanimously

C-25/26-99.

Authorization to Award Contract for Interior Renovations at 26 Leslie Street Prior to the April Council Meeting

WHEREAS the Investment Plan includes an allocation of \$1,300,000 under Measure 50622 (2022–2023) for the interior renovation project at 26 Leslie Street;

WHEREAS the engineering studies have been completed and the updated professional cost estimate for the project is \$2,500,000;

WHEREAS this estimate includes construction costs, professional fees, contingency allowances, and compensation related to remote location;

WHEREAS the project budget must therefore be revised, with an additional \$1,200,000 to be funded from next year's construction budget;

WHEREAS the planning of upcoming projects will remain unchanged pending the opening of all tenders, the completion of current contracts,

and confirmation of future budgets, with any impacts to be reflected in the 2026–2027 Investment Plan;

WHEREAS the alignment of projected expenditures will be reviewed and any required adjustments will be reported to the MEQ in the next accountability report scheduled for April 2026;

WHEREAS this project is critical and must proceed immediately following the tender opening;

WHEREAS, to minimize delays, the Executive Committee recommends, by its resolution E-25/26-104, that an electronic vote be held to authorize the awarding of the contract and the signing of all related documents immediately following the tender opening;

IT WAS MOVED by Commissioner McCrank and seconded by Commissioner Green THAT, as recommended by the Executive Committee, Council hold an electronic vote to authorize the awarding of the contract and the signing of all related documents, thereby allowing the project to proceed immediately following the tender opening.

Carried unanimously

C-25/26-100.

Group Buying Program – Centre d'acquisitions gouvernementales (CAG) – Computers, Laptops, Monitors and Tablets – 2026-8227-50

WHEREAS the Western Québec School Board has the opportunity to participate in the group purchasing plan offered by the Centre d'acquisitions gouvernementales (CAG) for computers, laptops, monitors, and tablets;

WHEREAS this type of contract requires the authorization of the Council of Commissioners, as it is a standing order contract with multiple suppliers;

WHEREAS the contract will cover a period of 24 months, from September 29, 2026, to September 28, 2028, with 3 renewal options of 12 months each;

WHEREAS the estimated financial commitment for this contract with the options is approximately \$3,500,000.00, with an estimated expenditure of \$700,000.00 per year;

WHEREAS the Executive Committee recommends with its resolution E-25/26-105 that Council authorize the Western Québec School Board to participate in the group purchasing plan and mandate the Centre d'acquisitions gouvernementales (CAG) to represent the Western Québec School Board in its tender process and subsequent contract for the acquisition of computers, laptops, monitors and tablets;

IT WAS MOVED by Parent-Commissioner Fortier and seconded by Commissioner Goldsbrough THAT, as recommended by the Executive committee, Council authorize the Western Québec School Board to participate in the group purchasing plan and mandate the Centre d'acquisitions gouvernementales (CAG) to represent the Western Québec School Board in its tender process and subsequent contract for the acquisition of computers, laptops, monitors and tablets, and that the Director General be authorized to sign all necessary documents.

Carried unanimously

C-25/26-101.

Public Tender – Interior Renovation of Dr. S.E. McDowell Elementary School – Phase 2, Contract #25510B008

WHEREAS an amount of \$1,550,000.00 was set aside from the 2024-2025 measure 50621;

WHEREAS the project was divided into two phases to allow for the execution of Phase 1 in the summer of 2024–2025 and Phase 2 in the summer of 2025–2026;

WHEREAS Phase 1 of this project was awarded to LALONDE CANTIN CONSTRUCTION & ASSOCIES CANADA INC. for the amount of \$534,400.00 by resolution C-24/25-157;

WHEREAS a public tender was completed;

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

- Call Fred Inc (Appelle Fred)
- 176026 CANADA INC. (Amor Construction)
- Les Entreprises Géniam
- ACQ Provinciale
- DEFRAN INCORPORÉE
- Seguin Morris Inc.
- D.L.S. CONSTRUCTION INC.

WHEREAS the following bids were received:

DEFRAN INCORPORÉE	\$550,422.00
D.L.S. CONSTRUCTION INC.	\$555,000.00
Call Fred Inc (Appelle Fred)	\$562,342.00
Les Entreprises Géniam	\$619,850.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Moore and seconded by Commissioner Giannakoulis THAT Council award the contract to DEFRAN INCORPORÉE and grant the Director of Buildings the authority to sign this contract.

Carried unanimously

C-25/26-102.

Revised Policy C-5 – Policy Outlining the Discipline Policy Process – Send for Consultation

WHEREAS legislative amendments resulting from the adoption of *Bill 9, Bill 25 and Bill 94* necessitate updates to the School Board’s Policy Outlining the Discipline Committee Process (C-5);

WHEREAS a comprehensive review of Policy C-5 was undertaken by the school board’s consultant for diversity, equity and inclusion, resulting in recommended revisions to strengthen inclusion, equity, and accessibility for all stakeholders;

WHEREAS a revision by the previous Governance and Ethics Committee did not fully incorporate all legislative, policy updates and accessibility for all stakeholders;

WHEREAS Council has amended By-law 30 Establishing the Delegations of Powers and Functions of the Western Québec School Board to ensure compliance with the law (s.174, EA);

WHEREAS the existing policy does not reflect this amendment;

WHEREAS the Governance and Ethics Committee has completed a comprehensive review and revision of Policy C-5 to ensure compliance with the applicable legislative changes, by-law amendment, and to better reflect standards of equity and inclusion;

WHEREAS the Governance and Ethics Committee recommends that Council authorize the distribution of the revised Policy C-5 for broad consultation.

IT WAS MOVED by Commissioner Green and seconded by Parent-Commissioner James THAT, as recommended by the Governance and Ethics Committee, the revised Policy C-5, with the revised title, *Policy Outlining the Discipline Hearing Process for Students of the Western Québec School Board*, be sent for consultation.

Carried unanimously

C-25/26-103. Revised Policy F-18 - Prevention Reporting and Processing of Cases of Psychological Harassment – Send for Consultation

IT WAS MOVED by Commissioner Killeen and seconded by Parent-Commissioner Rhéault THAT, as recommended by the administration, the revised Policy on Prevention, Reporting and Processing of Cases of Psychological Harassment be sent for consultation.

Carried unanimously

C-25/26-104. Revised Policy G-1 – Transportation – Send for Consultation

IT WAS MOVED by Commissioner Moore and seconded by Parent-Commissioner Bouchard THAT, as recommended by the Transportation Committee, the revised Policy on Transportation be sent for consultation.

Carried unanimously

C-25/26-105. Governance & Ethics Committee Report – March 12, 2026

IT WAS MOVED by Commissioner Green and seconded by Parent-Commissioner James THAT Council acknowledge receipt of the Governance and Ethics Committee minutes of March 12, 2026.

Carried unanimously

C-25/26-106. Transportation Committee Report – March 23, 2026

IT WAS MOVED by Commissioner Moore and seconded by Parent-Commissioner Bouchard THAT Council acknowledge receipt of the Transportation Committee minutes of March 23, 2026.

Carried Unanimously

C-25/26-107. Adoption of School Calendar 2026-2027

IT WAS MOVED by Commissioner Moore and seconded by Commissioner Killeen THAT the 2026-2027 School Calendar be adopted as presented by the Director of Human Resources.

Carried Unanimously

Adjournment

The Chairperson adjourned the meeting at 8:50 p.m.