

Province of Quebec

Western Quebec School Board

Minutes of the **Council of Commissioners** meeting held on March 26, 2024, in a hybrid model at the Western Québec School Board office, 15, rue Katimavik at 7:00 p.m.

PRESENT: Chair Daly, Commissioners Brushey, Cornforth, George, Giannakoulis, Graham, Goldsbrough, Kane, Labadie, McCrank, Shaar, Parent-Commissioners Boucher-Sharma, Fortier, and Taylor, Co-opted Commissioners Commonda and Garner.

REGRETS: **Commissioner** Lyrette-Brennan and Parent-Commissioner Brennan

PERSONNEL:

Director of Complementary Services L. Falasconi
Director of Adult Ed. & Vocational Training J. Dubeau
Director of Education S. Aitken
Director of Finance M. Lupien
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, Mr. P. Proulx, were also present.

- **Welcome by Co-Opted Commissioner Commonda**
- **Land Acknowledgment by Commissioner Graham**

Call to Order: 7:15 p.m.

C-23/24-115 Adoption of Agenda
IT WAS MOVED by Parent-Commissioner Boucher that the agenda be adopted as presented with the following addition:

- Agenda Item 10.3 Annual Budget Procedures and Logistics

Carried unanimously.

C-23/24-116 Approval of Minutes
IT WAS MOVED by Commissioner McCrank that the minutes of a meeting held on February 28, 2024, be approved as circulated.

Carried unanimously.

C-23/24-117

Public Tender – Hadley / Philemon Wright – Roof Renovation and Ventilation System Phase 2 – Contract #23510B014

WHEREAS an amount of \$1,200,000.00 was set aside from 2023-2024 measure 50620;

WHEREAS a public tender was completed;

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

- 2413-2276 QUÉBEC INC. (Couvreur Roland Boudreau)
- 2998939 CANADA INC. (Delta Électrique)
- 9305-4179 Québec Inc. (J.B. Construction)
- BOLESS INC.
- COUVERTURE MONTRÉAL-NORD LTÉE
- D.L.S. CONSTRUCTION INC.
- INNOVELEC INC.
- LES ENTREPRENEURS GÉNÉRAUX RAYMOND & ASSOCIÉS INC.
- MORIN ISOLATION & TOITURES LTÉE
- SÉGUIN MORRIS INC.
- TMR3 Couvreur Inc.

WHEREAS the following bids were received:

TMR3 Couvreur Inc.	\$ 686,000.00
BOLESS INC.	\$ 692,800.00
LES ENTREPRENEURS GÉNÉRAUX RAYMOND & ASSOCIÉS INC.	\$ 714,300.00
D.L.S. CONSTRUCTION INC.	\$ 723,000.00
2413-2276 QUÉBEC INC. (Couvreur Roland Boudreau)	\$ 799,200.00

WHEREAS the lowest bid conformed;

WHEREAS the Executive Committee has recommended, by its resolution: E-22/24-67, that Council award the contract to TMR3 Couvreur Inc;

IT WAS MOVED by Parent-Commissioner Boucher that Council award the contract to TMR3 Couvreur Inc., as recommended by the Executive Committee, and give to the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-118**Group Buying Program CAG 2024-8071-20 Air Filters**

WHEREAS the current contract for the acquisition of air filters will expire on June 30, 2024;

WHEREAS the WQSB has an opportunity to participate in the Group Buying Program through the CAG for procurement of air filters;

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 3 years, from July 1, 2024, until June 30, 2027, including one renewal option for 12 months;

WHEREAS our estimated budget for this contract is \$70,000.00 per year, representing \$210,000.00 over the three-year contract period;

WHEREAS the Executive Committee has recommended, by its resolution: E-22/24-68, that Council join the CAG program contract for its purchase of air filters;

IT WAS MOVED by Commissioner Kane, that as recommended by the Executive Committee, the WQSB proceed with joining the CAG program contract for its purchasing of air filters, and grant signing authority to the ADG, Pascal Proulx, for this contract.

Carried unanimously.

C-23/24-119**Public Tender – Electricians / Execution on request – Contract #23510B014**

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

WHEREAS the following contract specifications:

- this contract amount is for a maximum of \$200,000.00;
- the task order will not exceed \$25,000.00;
- the contract ends after 3 years or when the maximum amount is reached;
- the contractor will be ranked based on the cost submitted in the bid;
- the task order will be offered based on the contractor rank, if the contractor ranked 1 cannot accomplish the task order, the others will be solicited according to their respective rank;

WHEREAS the school board will use this bank of electricians for its tenders by invitation for every contract over \$25,000.00 and below \$100,000.00;

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

- ACQ - Région de l'Outaouais
- AV-TECH INC.
- INNOVELEC INC.
- SÉGUIN MORRIS INC.

Whereas the following bids were received:

Contractor	Scenarios Total Cost (For Adjudication Only)	Rank
INNOVELEC INC.	\$ 17,020.00	1
AV-TECH INC.	\$ 18,780.00	2
SÉGUIN MORRIS INC.	\$ 20,758.46	3

WHEREAS the lowest bid conformed;

WHEREAS the Executive Committee has recommended, by its resolution: E-22/24-69, that Council award the contract to the following contractors in the following rankings:

- Rank 1: INNOVELEC INC.
- Rank 2: AV-TECH INC.
- Rank 3: SÉGUIN MORRIS INC.
- Give the ADG, Pascal Proulx, the signing authority for this contract.

IT WAS MOVED by Commissioner Shaar that, as recommended by the Executive Committee, Council award the contract to the contractors as mentioned in the above-mentioned rankings, and give the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-120

Amendment to the Main Motion on the Feasibility Study for contracting the School Tax Service

IT WAS MOVED by Parent-Commissioner Taylor to amend the main motion on the Feasibility Study for contracting the School Tax Service by inserting “including the impact on staff as well as the actual number of calls” between “School Tax Service” and “and to present the result...”

Opposed: 2, Kane, Labadie

Abstention: 1, Graham

For: 9

Motion Carried

C-23/24-121

Feasibility Study - Contracting the School Tax Service

WHEREAS the adoption of Bill 166 – *An Act to Reform the School Tax System*, into law brought the following modifications:

The tax rate is determined by the Government;

The tax rate is the same for all School Boards and School Service Centres;

The authorized taxation revenue is determined by the Government for every School Board and School Service Centre;

The budgets of School Boards and School Service Centres are adjusted by the Government in accordance with the difference between the sums collected and the authorized revenue;

WHEREAS only 1% of the payments are made in person (83% Electronically, 16% by Cheque);

WHEREAS all businesses (neutral) are invoiced by the French School Service Centres (except for the CSS de l’Or-et-des-Bois);

WHEREAS the tax department employs one (1) manager and four (4) office agents;

WHEREAS the employees of the tax departments could be reassigned to responsibilities with greater value for the organization;

WHEREAS a feasibility study would assist in determining the benefits and the drawbacks, including the impact of services to the English-speaking community;

WHEREAS the Executive Committee has recommended, by its resolution: E-22/24-70, that Council authorize the administration to proceed with a feasibility study for the contracting of the School Tax Service;

IT WAS MOVED by Parent-Commissioner Boucher that, as recommended by the Executive Committee, the Council authorize the administration to proceed with a feasibility study for the contracting of the School Tax Service, including the impact on staff and the actual number of calls, and present the study's results to the Council for decision.

Opposed: 2, Graham, Kane

Abstention: 0

For: 10

Motion Carried as Amended

C-23/24-122

Public Tender – Dr S.E. McDowell – Replacement of the Generator – Contract #23510B006

WHEREAS an amount of \$600,000.00 was allocated from the 2022-2023 measure 50620;

WHEREAS a public tender was completed;

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

- 3955788 CANADA INC. (DMA Construction)
- 6739741 CANADA INC. (Gestion DMJ)
- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.
- ÉNERGIE KGC INC.
- INNOVELEC INC.
- SÉGUIN MORRIS INC.
- Services Énergétiques MT Inc.

WHEREAS the following bids were received:

SÉGUIN MORRIS INC.	\$268 727.35
Services Énergétiques MT Inc.	\$283 000.00
D.L.S. Construction Inc.	\$285 000.00
3955788 Canada Inc.	\$453 000.00

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Graham that Council award the contract to SÉGUIN MORRIS INC. in the amount of \$268 727.35 and give the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-123**Public Tender – Golden Valley – Renovation of the Science Lab and Asbestos Removal – Contract #23510B020**

WHEREAS an amount of \$600,000.00 was allocated from the 2022-2023 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.
- PLOMBERIE AUMOND INC.

WHEREAS the following bids were received:

CONSTRUCTION TREM-NOR INC.	\$ 474, 995.00
CONSTRUCTION FILIATRAULT INC.	\$ 537, 537.37

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Brushey that Council award the contract to CONSTRUCTION TREM-NOR INC. and give to the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-124**Public Tender – Symmes / D’Arcy McGee – Ventilation System Duct Cleaning – Contract #23510B009**

WHEREAS a public tender was completed;

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

- 2858-2666 QUÉBEC INC. (1 Clean Air Inc.)
- 7143516 CANADA INC. (Solution D’Air)
- Groupe AirVita Inc.
- GSF CANADA INC.
- LES SERVICES MÉNAGERS ROY LTÉE

WHEREAS the following bids were received:

2858-2666 QUÉBEC INC. (1 Clean Air Inc.)	\$ 79,325.00
LES SERVICES MÉNAGERS ROY LTÉE	Non Admissible

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Giannakoulis that, Council award the contract to 2858-2666 QUÉBEC INC. (1 Clean Air Inc.) and give the ADG, Pascal Proulx, the signing authority for this contract.

Carried unanimously.

C-23/24-125 Intercultural Relations and Education Committee Report – December 4, 2023

IT WAS MOVED by Co-opted Commissioner Garner that the Council acknowledge receipt of the Intercultural Relations and Education Committee Minutes of December 4, 2023.

Carried unanimously.

C-23/24-126 Intercultural Relations and Education Committee Report – February 5, 2024

IT WAS MOVED by Co-opted Commissioner Garner that the Council acknowledge receipt of the Intercultural Relations and Education Committee Minutes of February 5, 2024.

Carried unanimously.

C-23/24-127 Communications Committee Report – January 17, 2024

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

Carried unanimously.

C-23/24-128 Advisory Committee on Indigenous Education Report – February 26, 2024

IT WAS MOVED by Co-opted Commissioner Commonda that the Council acknowledge receipt of the Advisory Committee on Indigenous Education Minutes of February 26, 2024.

Carried unanimously.

C-23/24-129 Recording of Council Meetings

IT WAS MOVED by Commissioner Shaar that, the Council of Commissioners meetings be recorded.

Carried unanimously.

C-23/24-130 Publication of Recorded Council Meetings

IT WAS MOVED by Commissioner Shaar that, Council recordings be used as a tool for Council members only and will not be published.

Carried unanimously.

C-23/24-131

Means of Recording of Council Meetings

IT WAS MOVED by Parent-Commissioner Taylor to send the matter of the means of recording of Council meetings to the Communications Committee for review.

Carried unanimously.

C-23/24-132

Amendment to the Main Motion: Proposed Changes to Internal Procedures

It WAS MOVED by Parent-Commissioner Taylor to amend the main motion on the proposed changes to Internal Procedures as follows:

DELETE: WHEREAS the governance Policy of the WQSB was last amended in 2008.

WHEREAS there has been an increase in the number of motions presented to the council from commissioners in recent years;

DELETE: WHEREAS this practice often leads to much longer debates;

WHEREAS the current practice is for all motions to be deposited to the Secretary-General by the Thursday before the council meeting;

DELETE: WHEREAS this does not provide enough time for Council and the administrative staff to properly study the proposal, consult experts, and be properly informed to render a vote;

IT WAS MOVED by Commissioner _____ THAT BY-LAW 1: Rules of Governance for Commissioners and Committees of the Western Québec School Board Council, include in its Annex of Internal Meeting Procedures:

INSERT“Motions from Council members are encouraged to be signaled at the council meeting immediately prior, or by having the secretary general include in the call of the meeting at which the motion is to be made, a notice of intent to deposit a motion to be voted on. Exceptional circumstances and situations arising after the call of the meeting has gone out, may be considered in adding motions to the agenda when the agenda is put forward at the start of the meeting.”

DELETE: immediately after the following:

“The agenda will be adopted. A change to the prescribed order of business may be proposed by any commissioner or the director general and will require majority approval, without debate.”

Opposed: 7
 Abstention: 1
 For:5
 Motion defeated.

C-23/24-133

Proposed Changes to Internal Procedures

WHEREAS the governance Policy of the WQSB was last amended in 2008;

WHEREAS there has been an increase in the number of motions presented to council from commissioners in recent years;

WHEREAS this practice often leads to much longer debates;

WHEREAS the current practice is for all motions to be deposited to the Secretary-General by the Thursday before the council meeting;

WHEREAS this does not provide enough time for Council and the administrative staff to study the proposal properly, consult experts, and be adequately informed to render a vote;

IT WAS MOVED by Commissioner Labadie that By-Law 1: Rules of Governance for Commissioners and Committees of the Western Québec School Board Council, be amended by inserting:

“Motions from Council members must be deposited using a notice of motion process at the council meeting and be voted on at the subsequent meetings.”

immediately after the following:

“The agenda will be adopted. A change to the prescribed order of business may be proposed by any commissioner or the director general and will require majority approval, without debate.”

Opposed:5
 Abstention:0
 For:7
 Motion Carried

C-23/24-134

Annual Budget Procedures and Logistics

WHEREAS one of the essential roles and responsibilities of the Council of Commissioners is to approve the WQSB budget;

WHEREAS the current process is for Council to be presented with a final draft and a brief overview, and then be expected to vote, all within the June meetings of Council;

WHEREAS this does not provide enough time for members of the Council of Commissioners to study the proposed budget or current

budget execution, give feedback, formulate pertinent questions, receive fulsome answers from the Administration and Audit Committee members, consult experts, and be adequately informed to render a vote;

IT WAS MOVED by Parent-Commissioner Taylor that the following process be adopted as an ongoing practice to provide the Council of Commissioners the time and information necessary to meet its fiduciary duties in relation to budget approval:

- At an early June working meeting of the Council, a report of the current budget execution and progress towards substantive goals and objectives be provided;
- At a subsequent working meeting of the Council in June after the Audit Committee review, a draft of the proposed budget be presented, and time be allotted for elaboration by the Administration, as well as discussion and feedback from the Council;
- At the regular June meeting of the Council, the final draft of the budget will be presented for approval.

Carried unanimously.

C-23/24-135

Adjournment

IT WAS MOVED by Co-opted Commissioner Garner that the meeting be adjourned at 10:01 p.m.