

Province of Quebec

Western Quebec School Board

Minutes of the **Council of Commissioners** meeting held on May 28, 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, Lyrette-Brennan, McCrank, Parent-Commissioners Boucher-Sharma, Brennan, Fortier, and Taylor and Co-opted Commissioners Commonda and Garner.

REGRETS: Commissioners Labadie and Shaar

PERSONNEL:

Director of Complementary Services L. Falasconi

Director of Adult Ed. & Vocational Training J. Dubeau

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 Cornforth

Call to Order: 7:26 p.m.

C-23/24-161

Adoption of Agenda

IT WAS MOVED by Commissioner George that the agenda be adopted with the additions of:

- 10.1 Procedures to Record the Meetings of Council of the Western Québec School Board
- 10.2 Creation of an Ad-Hoc Committee
- 10.3 IREC Purchase of Books
- 10.4 Notice of Motion by Commissioner Taylor
- 10.5 2024-2025 Budget Adoption Timeline

Carried unanimously.

C-23/24-162**Approval of Minutes**

IT WAS MOVED by Commissioner George that the minutes of a meeting held on April 30, 2024, be approved as circulated.

For: 13

Abstention: 1

Against: 0

Motion Carried

C-23/24-163**Remuneration of Election Officers**

WHEREAS the School Board must fix the rate of remuneration and expenses of election officers;

WHEREAS remuneration rates and expenses for election officers are based on the provincial election staff hourly remuneration table, effective as of April 1, 2024, and provided by Election Québec;

IT WAS MOVED by Commissioner Goldsborough that the hourly rates of election officers be set at:

- Returning Officer: \$ 49.34
- Election Clerk: \$ 37.01
- Deputy Returning Officers: \$ 22.82
- Assistants to the Returning Officer: \$ 29.63
- Designated Persons: \$ 22.14
- Revisors (Board of Revisors): \$ 22.14
- Secretary (Board of Revisors): \$ 21.50
- Revising Agent: \$ 20.89
- Scrutineer: \$ 20.89
- Secretary (Polling Station): \$ 18.80
- Member identity verification panel: \$ 16.92

Carried unanimously.

C-23/24-164**Executive Committee Report – April 23, 2024**

IT WAS MOVED by Commissioner Cornforth that the Council acknowledge receipt of the Executive Committee minutes of April 23, 2024.

Carried unanimously.

C-23/24-165**Public Tender – Lord Aylmer Junior – Replacement of the Electric Boiler – Contract #23510B023**

WHEREAS resolution C-22/23-236 approved the 2023-2024 buildings and technology investment plan;

WHEREAS an amount of \$250,000.00 was allocated from the 2023-2024 measure 50620 for the replacement of the electric boiler;

WHEREAS a public tender was completed;

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

- ACQ - Région de l'Outaouais
- BARETTE BERNARD - ÉNERFLAMME INC.
- LES ENTREPRISES S.A.F. COMBUSTION CHAUFFAGE CLIMATISATION INC.
- MÉCANIQUE NORTHERM INC.
- SÉGUIN MORRIS INC.

WHEREAS the following bids were received:

| | |
|--|------------------|
| ACQ - Région de l'Outaouais | Organisme public |
| BARETTE BERNARD - ÉNERFLAMME INC. | \$ 95 500.00 |
| LES ENTREPRISES S.A.F. COMBUSTION CHAUFFAGE CLIMATISATION INC. | \$ 105 900.00 |
| SÉGUIN MORRIS INC. | \$ 118 100.00 |
| MÉCANIQUE NORTHERM INC. | \$ 158 158.00 |

WHEREAS the lowest bid conformed;

WHEREAS, by its resolution E-23/24-86, the Executive Committee recommends that the Council award the contract to BARETTE BERNARD—ÉNERFLAMME INC.

IT WAS MOVED by Co-opted Commissioner Garner that, as recommended by the Executive Committee, Council award the contract to BARETTE BERNARD - ÉNERFLAMME INC. and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-166

Public Tender – Vacant Building in Campbell’s Bay – Replacement of the Oil Boiler by an Electric Boiler – Contract #23510B021

WHEREAS resolution C-21/22-197 approved the 2022-2023 buildings and technology investment plan;

WHEREAS an amount of \$425,000.00 was allocated from the 2023-2024 measure 50620 for the replacement of the oil boiler;

WHEREAS a public tender was completed;

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

- 176026 CANADA INC. (Amor Construction)
- 3593797 CANADA INC. (Service Sinistre Outaouais)
- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.

- DEFRAN INCORPORÉE
- SÉGUIN MORRIS INC.
- Solutions J.L. Inc.

WHEREAS the following bids were received:

| | |
|--------------------------|--------------|
| DEFRAN INCORPORÉE | \$254 422.00 |
| Solutions J.L. Inc. | \$297 000.00 |
| SÉGUIN MORRIS INC. | \$335 000.00 |
| D.L.S. CONSTRUCTION INC. | \$467 000.00 |

WHEREAS the lowest bid conformed;

WHEREAS, by its resolution E-23/24-87, the Executive Committee recommends Council award the contract to DEFRAN INCORPORÉE;

IT WAS MOVED by Parent-Commissioner Fortier that, as recommended by the Executive Committee, Council award the contract to DEFRAN INCORPORÉE and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-167 Public Tender – Vacant Building in Campbell’s Bay – Roof Renovation – Contract #23510B038

WHEREAS an amount of \$250,000.00 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:

- 156093 CANADA INC. (TOITURES L & L)
- 2413-2276 QUÉBEC INC. (Couvreur Rolland Boudreau)
- 9086994 Canada Inc. (Toitures Cossette)
- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.
- MORIN ISOLATION & TOITURES LTÉE
- TMR3 Couvreur Inc.

WHEREAS the following bids were received:

| | |
|---|---------------|
| 2413-2276 QUÉBEC INC. (Couvreur Rolland Boudreau) | \$ 118 700.00 |
| TMR3 Couvreur Inc. | \$124,000.00 |
| MORIN ISOLATION & TOITURES LTÉE | \$129,100.00 |

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Goldsborough that, Council award the contract to 2413-2276 QUÉBEC INC. (Couvreur Rolland Boudreau) and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-168

Public Tender – Noranda – Replacement of Attachments and Review the External Insulation – Contract #23510B039

WHEREAS the resolution C-23/24-82 awards the contract for the Front Entrance, Exterior Stairs, Emergency Exits, and Exterior Finishing at Noranda School;

WHEREAS major problems for the attachments of the siding and the insulation were discovered during the removal of the existing siding;

WHEREAS there is a need for a new contract for the replacement of the attachments and the review of the external insulation;

WHEREAS an amount of \$800,000.00 was allocated from the 2021-2022 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 NORMAND MARTEL INC.

WHEREAS the following bids were received:

| | |
|----------------------------------|----------------|
| CONSTRUCTION NORMAND MARTEL INC. | \$ 587, 048.78 |
|----------------------------------|----------------|

WHEREAS the lowest bid conformed;

WHEREAS, by its resolution E-23/24-89, the Executive Committee recommends Council award the contract to CONSTRUCTION NORMAND MARTEL INC.;

IT WAS MOVED by Commissioner Cornforth that, as recommended by the Executive Committee, Council award the contract to CONSTRUCTION NORMAND MARTEL INC.

and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-169

Public Tender – St-John's – Replacement of Light Fixtures, Curtains and Ceiling Tiles – Contract #23510B035

WHEREAS an amount of \$300,000.00 was allocated from the 2020-2021 measure 50620 and \$1,000,000.00 was allocated from the 2021-2022 measure 50620 for this project;

WHEREAS a public tender was completed;

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

- 9102-4190 QUÉBEC INC. (CONSTRU MAX)
- ACQ - Région de l'Outaouais
- AppelleFred
- D.L.S. CONSTRUCTION INC.
- DEFRAN INCORPORÉE
- SYSTÈMES D'INTÉRIEURS M. POULIN INC.

WHEREAS the following bids were received:

| | |
|-------------------------------------|----------------|
| AppelleFred | Not conform |
| DEFRAN INCORPORÉE | \$ 975 222.00 |
| D.L.S. CONSTRUCTION INC | \$ 977 000.00 |
| SYSTÈMES D'INTÉRIEURS M. POULIN INC | \$ 1 043 000.0 |

WHEREAS circumstances have led us to question the validity of certain tender submissions;

WHEREAS it is recommended to cancel the tender;

IT WAS MOVED by Commissioner McCrank that the Council cancel the tender and authorize the ADG, Pascal Proulx, to sign all necessary documents.

Carried unanimously.

C-23/24-170

Public Tender – Redesign of the Bus Lane at Dr S.E. McDowell and Renovation of the Sidewalks at St-John’s – Contract #23510B024

WHEREAS an amount of \$450,000.00 was allocated from the 2021-2022 measure 50620 for the redesign of the bus lane, and an amount of \$150,000.00 was allocated from the 2021-2022 measure 50620 for the renovation of the sidewalks;

WHEREAS a public tender was completed;

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

- 118012 CANADA LTÉE (LES ENTREPRISES ROB & SYL)
- 130247 CANADA INC. (PAVAGE INTER CITÉ)
- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.

- DEFRAN INCORPORÉE
- Groupe GMR Construction inc.
- RN Civil
- Construction Jason Hynes Inc.

WHEREAS the following bids were received:

| | |
|--|---------------|
| Construction Jason Hynes Inc. | \$ 351 157.05 |
| D.L.S. CONSTRUCTION INC. | \$ 433 290.00 |
| 130247 CANADA INC. (PAVAGE INTER CITÉ) | \$ 528 705.00 |
| DEFRAN INCORPORÉE | \$ 539 222.00 |

WHEREAS the lowest bid conformed;

IT WAS MOVED by Parent-Commissioner Fortier that Council award the contract to Construction Jason Hynes Inc. and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-171

Public Tender – Pontiac High School – Purchase and Installation of Two Motorized Retractable Bleachers - Gymnasium – Contract # 23510B029

WHEREAS a public tender was completed;

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

- ACQ - Région de l'Outaouais
- D.L.S. CONSTRUCTION INC.
- LEXCO CONSTRUCTION INC.

WHEREAS the following bids were received:

| | |
|--------------------------|---------------|
| LEXCO CONSTRUCTION INC. | \$ 89 500.00 |
| D.L.S. CONSTRUCTION INC. | \$ 123 000.00 |

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Graham that Council award the contract to LEXCO CONSTRUCTION INC. and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-172

Public Tender – Symmes / D’Arcy McGee – Installation and Lease of 6 Portable Classrooms – Contract #23510B028

WHEREAS a public tender was completed;

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

- ACQ - Région de l'Outaouais

- AMB Modulaire
- GESTION A. SANTERRE INC.
- LALONDE CANTIN CONSTRUCTION & ASSOCIÉS CANADA INC.
- Location RCM Inc.
- SMS - Dion Inc.

WHEREAS the following bids were received:

| | |
|-----------------|-----------------|
| SMS – Dion Inc. | \$ 1 945 000.00 |
| AMB Modulaire | \$ 2 487 000.00 |

WHEREAS the lowest bid conformed;

IT WAS MOVED by Commissioner Goldsborough that Council award the contract to SMS – Dion inc. and authorize the ADG, Pascal Proulx, to sign the contract.

Carried unanimously.

C-23/24-173

Communications Committee Report – April 17, 2024

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

Carried unanimously.

C-23/24-174

Procedures to Record the Meetings of Council of the Western Québec School Board

WHEREAS Council, at its March 26, 2024, meeting, mandated the Communications committee to review the means of recording Council meetings;

WHEREAS the Communications Committee has developed PROCEDURES TO RECORD THE MEETINGS OF THE COUNCIL OF THE WESTERN QUÉBEC SCHOOL BOARD;

IT WAS MOVED by Parent-Commissioner Fortier that the *Procedures to Record the Meetings of Council of the Western Québec School Board* be adopted by Council as presented and added as an annex to By-Law 1: Rules of Governance for Commissioners and Committees of the Western Quebec School Board.

Carried unanimously.

C-23/24-175

Creation Of an Ad-Hoc Committee

IT WAS MOVED BY Commissioner Goldsborough that an ad-hoc committee composed of commissioners, in-school administrators, and senior administrators should be formed to

draft a policy for honoring members of the WQSB who have passed away.

Carried unanimously.

C-23/24-176

IREC Purchase of Books

WHEREAS the Intercultural Relations and Education Committee has, as part of its mandate to encourage cross-cultural understanding and respect across the Western Quebec School Board while at the same time adding capacity to the adoption of best practices in education at all levels of the organization;

WHEREAS books that reflect the rich diversity of cultures in Canada and the world encourage that understanding and respect, and;

WHEREAS the gifting of books that increase awareness, understanding and respect for racial and cultural diversity last year was well-received by the WQSB Administration, the schools, and the students;

IT WAS MOVED BY Parent-Commissioner Taylor to approve the expenditure by IREC of up to \$3000 to purchase pertinent books and present them to WQSB schools again this year.

Carried unanimously.

C-23/24-177

2024-2025 Budget Adoption Timeline

| | |
|--------------------|--|
| June 11 | Q/A about sectoral expenditures |
| June 11 to June 20 | Additional questions sent to Pascal |
| June 20 | Audit committee for the sectoral expenditures Answers to the additional questions will be provided in the minutes |
| June 25 | Regular council –Update on the budget building process |
| August 20 | Final version of the budget provided to the Council of Commissioners |
| Week of August 19 | Audit committee |
| August 27 | Special Council of Commissioners – Adoption of the budget |

IT WAS MOVED by Commissioner Goldsborough that the timeline for the budget adoption process for the WQSB's 24-25 budget be approved as presented.

Carried unanimously.

C-23/24-178

Adjournment

IT WAS MOVED by Parent-Commissioner Fortier that the meeting be adjourned at 8:05 p.m.