

**PROVINCE OF QUEBEC**

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON DECEMBER 14, 2016**

A Regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemere, QC on Wednesday, December 14, 2016 at 19:30 hours, at which were present:

Present: Jennifer Maccarone, Chair; Commissioner Dean Dugas, Vice-Chair; Commissioners Robert Dixon, Guy Gagnon, Paolo Galati, Vicky Kaliozakis, Anne McMullon, Emilio Migliozi, Ailsa Pehi and Parent Commissioners Sergio Di Marco, Stéphane Henley and Bobby Pellerin; and Paul Lamoureux, Director General.

Also present were: Frédéric Greschner, Assistant Director General; Johanne Brabant, Secretary General; Robin Bennett, Director of Information Technology; Richard Blondin, Director of Financial Resources; Jérôme Dionne, Director of Material Resources; Richard Greschner, Director of Human Resources; Tina Korb, Director of Educational Services; Stephanie Krenn, Director of Schools & Interim Director of School Organization & Transportation; Silvia Patella, Interim Director of Complementary Services; and Jocelyne Thompson-Ness, Administration Officer.

Absent: Commissioner Peter MacLaurin

The Chair opened the meeting.

**TIME: 19:31 hours**

The Chair welcomed everyone to the meeting

**0.0 PRESENTATION – SWL FOUNDATION GRANTS:**

Christian Fréchette, President of the Sir Wilfrid Laurier Foundation, advised that every year the Foundation helps to fund the material supplies for innovative, sustainable projects, which engage students in hands-on learning, that fulfill one or more requirements of the Sir Wilfrid Laurier School Board Strategic Plan, the school Educational Project or MESA strategies, and which are not funded through the Ministère de l'Éducation et de l'Enseignement supérieur (the Ministère) parameters. The Foundation is pleased to be handing out over \$40,000 to the schools and their teams tonight.

The Assistant Director General invited representatives of the Foundation, the Chair and the Director General to present the following grants:

Category	School	Project Name	Amount
Arts	Crestview ES	Learning by the Rhythm of my own Drum	\$1,440.00
	Laurentian Regional HS	Music In The Community	\$1,500.00
	Rosemere HS	POP Music Course	\$2,500.00
Sports	Hillcrest Academy	Basketball for All	\$1,400.00
	Rawdon ES	Climbing to Success - Healthy Body Healthy minds	\$3,661.00

Healthy Schools	Complementary Services	Promoting healthy and safe lifestyles	\$500.00
Healthy Schools	Laval Senior Academy	Revitalization project of the student breezeway	\$2,500.00
Technology	Genesis ES	One-to-one use of laptops	\$2,000.00
	Morin Heights ES	Embracing the Google platform	\$2,000.00
Technology	Sainte-Agathe Academy	Use of Assistive Technology Supporting Mathematics Literacy	\$2,000.00
	Twin Oaks ES	Differentiated reading & writing programs through use of technology	\$1,500.00
Academic	CDC Vimont	Salon des métiers	\$2,000.00
Academic	Laval Junior Academy	I Belong - Equipment to support special needs students	\$2,000.00
	Our Lady of Peace ES	Moving for Success	\$2,000.00
	Pinewood ES	ICAN! Succeed at Math	\$2,394.00
Academic	Souvenir ES	Universal Design for Learning and Movement Breaks	\$2,000.00
	Lake of Two Mountains HS	The Urban Cultivator Experience	\$2,500.00
	St Paul ES	Learning to Move and Moving to Learn	\$3,000.00
Safe Schools	McCaig ES	Buddy Bench Program	\$1,265.00
	Phoenix Alternative	Gay Straight Alliance Room	\$500.00
	Pierre E Trudeau ES	Sensory Room in school	\$2,000.00

The Chair called the meeting to order.

**TIME: 20:04 hours**

#### 1.0 ACCEPTANCE OF AGENDA:

##### CC-161214-CA-0041

Commissioner Anne McMullon MOVED THAT the agenda be approved as presented in document #SWLSB-2016/12/14-CA-001.

**Carried unanimously**

#### 2.0 APPROVAL OF MINUTES:

##### CC-161214-CA-0042

Commissioner Paolo Galati MOVED THAT the minutes of the regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board held on November 23, 2016 having been received by all members prior to this meeting, be approved as presented.

<b>THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:</b>	
Commissioners voting YEA:	Robert Dixon, Dean Dugas, Guy Gagnon, Paolo Galati, Anne McMullon, Emilio Migliozi, Ailsa Pehi
Commissioners ABSTAINING:	Vicky Kaliotzakis

### 3.0 QUESTION PERIOD

There were no questions.

### 4.0 REPORTS FROM THE CHAIR & DG

#### 4.1 *Chair's Report:*

The Chair presented her monthly report noting:

- the ongoing public consultation on educational success being conducted by the Ministre de l'Éducation et de l'Enseignement supérieur (the Ministère);
- the Laval strategic group established for the prevention of radicalization leading to violence and how the Laval community can be supported through the schools;
- various holiday activities in the schools;
- participation, in her capacity as President of the Québec English School Boards Association (QESBA), in the consultation being held by the Department of Canadian Heritage for the development of a new multi-year action plan for official languages in Canada. There are some interesting priorities for the support of bilingualism across Canada;
- the deposit of a petition in the National Assembly concerning the equalization of school tax rates;
- attendance at the inauguration of the new addition to Twin Oaks Elementary School and the refurbished swimming complex at Laurentian Regional High School.

Commissioner Guy Gagnon entered the meeting.

**TIME: 20:07 hours**

#### 4.2 *Director General's Report:*

The Director General commented on his monthly report noting:

- participation in the regional consultation on educational success for Laurentides and Lanaudière. Appreciation is extended to the Vice-Chair for his presentation on the challenges faced by this school board and the recommendations on how these can be addressed. It is hoped that the recommendation of this school board will be brought forward in the report to be presented this spring and that financing will also be provided to implement the recommendations;
- the audit of the student files to ensure that all of the information entered is being completed as per the new guidelines and procedures;
- congratulations to Darlene Miller, Principal of Pinewood Elementary School, on being awarded the Association of Administrators of English Schools of Québec (AAESQ) "Outstanding Contribution in Education" Award for the "Moving Beyond Tolerance: Combating Homophobia in Elementary Schools" project. This award is also shared with a group of Sir Wilfrid Laurier School Board teachers;
- the launch in January 2017 of the Sir Wilfrid Laurier School Board App which will make for better communication with parents and stakeholders. The App will be free for the first year. Using the App would meet the Safe School goal within the school board's Strategic Plan.

## 5.0 BUSINESS ARISING

### 5.1 Enrollment Criteria 2017-2018:

#### CC-161214-TS-0043

WHEREAS section 239 of the Education Act states that a school board must adopt an enrolment criteria after consultation with the Parents Committee;

WHEREAS section 193 (6) of the Education Act requires that the Parents' Committee be consulted on the enrolment criteria;

WHEREAS the consultation period expired on December 5, 2016;

WHEREAS the Sir Wilfrid Laurier School Board Parents Committee has been consulted on Policy #2014-TS-04: Enrollment Criteria and its feedback received and taken into consideration;

WHEREAS the registration period for students, as per the policy, is as follows:

- Re-registrations: Begin the last Monday of January of each year for a period of five consecutive calendar days;
- Registrations: Begin the first full week of February until the end of that month;

Commissioner Vicky Kaliozakis MOVED THAT, on the recommendation of the Corporate Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt Policy #2014-TS-04: Enrollment Criteria.

AND THAT this policy is in effect until replaced.

**Carried unanimously**

## 6.0 DECISION ITEMS:

### 6.1 FINANCIAL RESOURCES

#### 6.1.1 Borrowing Plan:

The Director of Financial Resources noted that this is a resolution that is presented annually at the request of the Ministère.

#### CC-161214-FR-0044

WHEREAS in conformity with section 78 of the Financial Administration Act (chapter A-6.001), the Sir Wilfrid Laurier School Board (the "Borrower") wishes to establish a borrowing plan allowing it to conclude from time to time, from now until September 30, 2017, long-term borrowing transactions with the Ministre des Finances, as the body responsible for the Financing Fund, for an amount not exceeding 15,469,000 \$;

WHEREAS in conformity with section 83 of this act, the Borrower wishes to establish, under this borrowing plan, that the power to approve its terms and conditions be exercised by at least two of its executives;

WHEREAS it is deemed appropriate to authorize a borrowing plan covering the long-term borrowings to be contracted by the Borrower, establish the maximum amount of borrowings that may be made under the plan, establish the characteristics and limits in relation to the borrowings to be made under the plan and authorize the executives of the Borrower to conclude any borrowing transaction under such plan, establish its amounts and other characteristics, and accept the terms and conditions relating to each of these borrowings;

WHEREAS the Ministre de l'Éducation, du Loisir et du Sport (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in a letter dated October 28, 2016;

Parent Commissioner Sergio Di Marco MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan be instituted, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude from time to time, from now until September 30, 2017, long-term borrowing transactions with the Ministre des Finances, as the body responsible for the Financing Fund, for an amount not exceeding 15,469,000 \$;
2. THAT the long-term borrowings made by the Borrower under this borrowing plan be subject to the following characteristics and limits:
  - a) despite the provisions of paragraph 1 above, the Borrower may not, during each of the **fifteen-month** periods extending from July 1 to September 30 and included in the period covered in paragraph 1, make borrowing transactions that would exceed the total amount approved for the Borrower, for such period, by the Conseil du trésor under the long-term borrowing program for school boards;
  - b) the Borrower may not make a borrowing transaction unless it receives a subsidy from the Government of Québec in accordance with the standards established by the Conseil du trésor for the granting or the promise of subsidies to school boards as well as with the terms and conditions determined by the Minister and providing for the payment of the principal and interest of the borrowing concerned even if, otherwise, payment of such subsidy is subject to an annual vote by Parliament on the funds required for such purpose;
  - c) each borrowing transaction may only be made in the legal currency of Canada, with the Ministre des Finances, as the body responsible for the Financing Fund;
  - d) the proceeds of each borrowing may be used, other than for the payment of borrowing fees, only to fund the capital expenditures and expenditures related to the investments of the Borrower subsidized by the Minister;
3. THAT, for the purposes of determining the total amount to which paragraph 1 above refers, only the face value of the borrowings made by the Borrower be taken into account;
4. THAT, in addition of the preceding characteristics and limits, the borrowings be subject to the following characteristics:
  - a) the Borrower shall be able to contract one or several borrowings throughout the life of this borrowing plan without exceeding the amount stipulated therein, under a single loan agreement to be reached by the Borrower and the Ministre des Finances, as the body responsible for the Financing Fund.
  - b) each borrowing shall be acknowledged by a note from the Borrower to the Ministre des Finances, as the body responsible for the Financing Fund;

- c) the interest rate payable on all borrowings will be established according to the criteria determined by the Government under Order-in-Council number 1267-2001 of October 24, 2001, concerning the criteria for fixing the rates of interest that may be charged on the loans and the nature of the costs that may be charged in computing interest rates or in computing the repayment of the loans, modified by Order-in Council number 1057-2013 of October 23, 2013 and number 1152-2015 of December 16, 2015, adopted under Section 24 of the Act Respecting the Ministère des Finances (CQLR, chapter M-24.01), as such order-in-council may be amended or replaced from time to time;
- d) for the purpose of ensuring payment at maturity of the principal of each borrowing and the applicable interest due, a movable hypothec without delivery in favour of the Ministre des Finances, as the body responsible for the Financing Fund, shall be placed on the debt that the subsidy granted by the Minister, on behalf of the Government of Québec, represents for the Borrower;
5. THAT the Borrower be authorized to pay, from the proceeds of each borrowing contracted with the Ministre des Finances, as the body responsible for the Financing Fund under the borrowing plan, the issuance costs and servicing fees that shall have been agreed to;
6. THAT any of the following executives:
- the Chair, and in her absence or with her knowledge, the Vice-Chair, as well as the Director General, and in his absence or with his knowledge, the Assistant Director General of the Borrower, **provided two of them act jointly**, be authorized, on behalf of the Borrower, to sign the loan agreement, movable hypothec agreement and notes; to agree to all the clauses and guarantees not substantially incompatible with the provisions hereof, to deliver the note acknowledging the borrowing, to make any changes to these documents not substantially incompatible with the provisions hereof, and to take any action and sign all documents, necessary or useful, for giving full effect to the provisions hereof;
7. THAT, should the Borrower have already adopted a resolution instituting a borrowing plan for the same purposes, this resolution replaces the previous resolution, without affecting the validity of the borrowings made under its authority before the date of this borrowing plan.

**Carried unanimously**

## 6.2 MATERIAL RESOURCES

### **6.2.1 Tender Validity Extension – Franklin Hill ES Enlargement Project:**

The Director of Material Resources noted that this request for a tender validity extension for the Franklin Hill Elementary School enlargement project is precautionary.

#### **CC-161214-MR-0045**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolutions #CC-160427-MR-0090, #CC-160427-MR-0091 and #CC-160427-MR-0092 approving the engagement of the architects and engineers to prepare the drawings, plans and tender specifications for the enlargement of Franklin Hill Elementary School and that, upon receipt of the completed drawings, plans and tender specifications, public tenders be called for the services of contractors;

WHEREAS, as per Article 39 of the Regulation respecting construction contracts of public bodies, authorization from the chief executive officer of the public body is required before a notice of the call for tenders for services of a contractor is published if the tender validity period is greater than 45 days;

WHEREAS the Director of Material Resources recommends, as a precautionary measure, that the bids remain open for acceptance for a period of 90 days (rather than 45 days), from the closing of the tendering process;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the extension of the tender validity period from 45 to 90 days, for the upcoming call for tenders for the services of a contractor for the enlargement of Franklin Hill Elementary School;

AND THAT the tender validity period of 90 days be clearly indicated in the tendering documents.

**Carried unanimously**

### **6.2.2 Engagement of Professionals – Capital Projects 2016-2017:**

The Director of Material Resources presented and reviewed the engagement of professionals for the balance of the 2016-2017 capital projects and answered questions and concerns, with the assistance of the Director General, as follows:

- the revised list has been presented to the Ministère and approval is pending;
- there is a rotation through the list of professionals when doing projects;
- if the Ministère decided that it would not authorize a project, the school board would be responsible for covering the costs of the professionals;
- it is rare that the Ministère refuses a project;
- all school boards follow the same process for the services of professionals and there is no risk taken as all are validated by the Ministère;
- the projects being presented this evening are all of an urgent nature.

#### **CC-161214-MR-0046**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-161123-MR-0038 approving the revised 2016-2017 capital priorities, for its schools and centres for a total amount of 11 833 430,00\$ as per Document #SWLSB-2016/11/23-MR-001.

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Director of Material Resources, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the engagement of the following architects and engineers to prepare the drawings, plans and tender specifications for the capital projects listed below;

<b>2016-2017 CAPITAL PROJECTS</b>						
<b>SCHOOL</b>	<b>MEES ALLOCATION</b>	<b>PROJECT</b>	<b>PROFESSIONALS</b>			
			<b>ARCHITECTS</b>	<b>CIVIL &amp; STRUCTURAL ENGINEERS</b>	<b>MECHANICAL &amp; ELECTRICAL ENGINEERS</b>	<b>GEOTECHNICAL ENGINEERS</b>
Genesis Elementary School	\$510,000 Measure 50621	Washrooms & HVAC	Giasson Farregut Architectes Inc.	-----	Énergénia Inc.	-----
	\$350,000 Measure 50626	Masonry Work				

Grenville Elementary School	\$686,417 Measure 50622	Boiler Room Conversion from Heating Oil to Electricity & Washrooms	Langlois Architectes	Stantec	IngémeI Experts-Conseil	Groupe ABS
Laurentian Elementary School	\$1,200,000 Measure 50625	Masonry Work	DKA Architectes	-----	-----	-----
	\$208,334 Measure 50626	Doors & Windows				
Pinewood Elementary School Campus A	\$375,000 Measure 50621	Lighting & Boiler Room	B+B Architecture + Design Inc.	-----	Ponton Guillot Inc.	-----
Pinewood Elementary School Campus B	\$550,000 Measure 50622	Ceiling, Lighting & Waste Water Pumping Station Replacement	B+B Architecture + Design Inc.	-----	Ponton Guillot Inc.	-----
	\$125,000 Measure 50626	Doors & Hallways				
Rawdon Elementary School	\$502,499 Measure 50621	Boiler Room Conversion from Heating Oil to Electricity	-----	-----	Albert Piette & Associés Inc.	-----
St-Paul Elementary School	\$900,000 Measure 50621	Washrooms, HVAC & Parking Pavement (Phase2)	Héloïse Thibodeau Architecte Inc.	Beaudoin Hurens	Beaudoin Hurens	SNC-Lavallin GEM Québec Inc. (Formerly Groupe Qualitas Inc.)
	\$200,000 Measure 50625	Roofing				
	\$1,100,000 Measure 50626	Foundation Work (Phase 2)				
Ste-Adèle Elementary School	\$858,792 Measure 50625	Doors & Windows & Foundation Work & Exterior Siding (Phase 2)	L'Écuyer Lefavre Architectes	DWB Consultants	-----	-----
Souvenir Elementary School	\$156,364 Measure 30850	Elevator & Washroom Accessibility	Bellemare et Gilbert Architectes Inc.	D'Aronco, Pineau, Hébert, Varin (DPHV) Inc.	Induktion Groupe Conseil Inc.	GHD Consultants Limitée
Terry Fox Elementary School	\$300,000 Measure 50621	Lighting Conversion from T12 to LED	-----	-----	Blondin Fortin	-----
Laurentian Regional High School	\$600,000 Measure 50625	Windows Replacement	Désilets-Leroux Architectes	-----	-----	-----
Phoenix Alternative	\$300,000 Measure 50621	Washrooms	Maggy Apollon Architectes Inc.	Bureau D'Études Spécialisées Inc. (BES Inc.) & Le Groupe Force S.E.N.C. (GF)	Services Techniques HB Inc. & Jean-Pierre Frenette Ingénieur Conseil	Inspec-Sol
	\$415,000 Measure 50626	Masonry & Foundation Work				

AND THAT the cost of these services be paid in accordance with the Act Respecting Contracting By Public Bodies, Chapter C-65.1, r. 9 *Tarif d'honoraires pour services professionnels fournis au gouvernement par des architectes* and Chapter C-65.1, r. 12 *Tarif d'honoraires pour services professionnels fournis au gouvernement par des ingénieurs*;

AND THAT, upon receipt of the completed drawings, plans and tender specifications, public tenders be called for the services of contractors;

FURTHER THAT, the Chair, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this project.

**Carried unanimously**

### **6.3 HUMAN RESOURCES**

#### **6.3.1 Selection Committee - Principal:**

The Chair called for volunteers for the Selection Committee to name a new Principal for Joliette High School.

#### **CC-161214-HR-0047**

WHEREAS the current Principal at Joliette High School has submitted her letter of retirement, effective 2017-02-15, leaving the position vacant;

Commissioner Dean Dugas MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board mandate the Director of Human Resources to post the position of Principal for Joliette High School.

AND THAT the Selection Committee be established as follows to hold interviews:

Commissioner #1:	Dean Dugas
Commissioner #2:	Jennifer Maccarone
Commissioner Alternate #1:	Anne McMullon
Commissioner Alternate #2:	Guy Gagnon
Parent Commissioner:	Bob Pellerin
Parent Commissioner Alternate:	Sergio Di Marco
Director General or Delegate	
Director of Human Resources	
Representative of AQCS	
Representative of SWLAA	

**Carried unanimously**

### **7.0 INFORMATION ITEMS**

#### **7.1 SWL Foundation:**

Commissioner Ailsa Pehi provided a brief report on the activities of the Sir Wilfrid Laurier Foundation noting the upcoming gala in January 2017, ways to increase the visibility of the Foundation and how to find new methods of funding.

Commissioner Paolo Galati encouraged everyone to promote the gala as ticket sales have been slow.

**7.2 Parent Commissioners Report:**

Parent Commissioner Sergio Di Marco provided an update on the December 1, 2016 meeting of the Parents Committee noting:

- the committee approved the Enrollment Criteria and the Deeds and Three-Year Plans as presented;
- the informative presentation on demographics by the Director General;
- recruitment of guest speakers to present on various subjects, ex. Bill 105, Autism, how to market your school, etc.;
- the presentation and consultation of the 2017-2018 school calendars.

**7.3 Report of QESBA:**

The Chair drew the Council's attention to the Monday Messages and noted that as of January 5, 2017, the Parent Commissioners will have the right to vote at meetings of the Council and Executive Committee. The Resource Allocation Committee needs to be in place for January 2017. As of November 2018, the Co-opted Commissioner will have to be active in the sports or health sector in order to be elected.

**8.0 QUESTION PERIOD:**

There were no questions.

**9.0 CORRESPONDENCE:**

The Chair drew the Council's attention to the items contained in the package.

**10.0 VARIA:**

There was no varia.

**11.0 ADJOURNMENT OF MEETING:**

Commissioner Robert Dixon MOVED adjournment of the meeting.

**Carried unanimously**

**TIME: 20:40 hours**

**NEXT MEETING ⇨ REGULAR ⇨ January 25, 2017**

