

## PROVINCE OF QUEBEC

## MINUTES OF THE REGULAR EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON JUNE 28, 2017

A Regular meeting of the Executive Committee of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC, on Wednesday, June 28, 2017.

Present Executive Members: Jennifer Maccarone, Chair; Commissioners Dean Dugas, Vice-Chair; Guy Gagnon, Anne McMullon, and Parent Commissioner Sergio Di Marco; and Paul Lamoureux, Director General.

Also present were: Frédéric Greschner, Assistant Director General; Jérôme Dionne, Director of Material Resources; Richard Greschner, Director of Human Resources; Stephanie Krenn, Interim Director of Schools, School Organization & Transportation; Silvia Patella, Interim Director of Complementary Services; Geoffrey Hipps, Assistant Director of Educational Services; and Jocelyne Thompson-Ness, Administration Officer.

Absent: Commissioner Ailsa Pehi

The Chair called the meeting to order.

TIME: 18:31 hours

### 1.0 ACCEPTANCE OF AGENDA:

#### EC-170628-CA-0055

Parent Commissioner Sergio Di Marco MOVED THAT the agenda be approved as presented in document #SWLSB-2017/06/28-CA-001.

Carried unanimously

### 2.0 APPROVAL OF MINUTES:

#### EC-170628-CA-0056

Commissioner Anne McMullon MOVED THAT the minutes of the Executive Committee meeting of the Sir Wilfrid Laurier School Board held on May 10, 2017 having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

### 3.0 ASSISTANT DIRECTOR GENERAL'S REPORT:

#### 3.1 *Assistant Director General's Report:*

The Assistant Director General presented his monthly report and also answered questions, as follows:

- Qualification is having a very good year and over \$100,000 net profit is anticipated;
- There are 104 English students confirmed for programs at the new Vocational Training Centre;
- 143 ETPs have been budgeted for the new Vocational Training Centre;
- A promotion campaign for the Preparing & Finishing Concrete program will be undertaken to make it more visible;

- Due to low registration in Welding & Fitting a bilingual program will be offered, when required, through this school board and Commission scolaire de Laval (CSDL). An addenda to the entente with CSDL for the Welding & Fitting program has been negotiated so that if the school board cannot hold its own cohorts it will join the CSDL cohort;

The Chair turned the chair over to the Vice-Chair and left the meeting.

**TIME: 18:34 hours**

- The Ministère de l'Éducation et de l'Enseignement supérieur (MEES) refused two of the programs requested by the school board, High-Pressure Welding and the Installation et entretien de systèmes de sécurité, as these needs are met through courses offered by the Commission de la construction du Québec (CCQ) for this region.

The Chair returned to the meeting and resumed the chair.

**TIME: 18:36 hours**

The Assistant Director General invited the Commissioners to attend a professional development session for Adult Education and SAE teachers, professionals and support staff on August 29, 2017 at the Chateau Royal.

#### 4.0 BUSINESS ARISING:

There was no business arising.

#### 5.0 DECISION ITEMS:

##### **5.1 *School Organization & Transportation***

##### **5.1.1 *Interboard Transportation Agreements 2017-2018:***

#### EC-170628-CA-0057

Commissioner Guy Gagnon MOVED THAT the following resolutions concerning transportation be tabled to the meeting of Council being held at 19:30 hours on June 28, 2017:

- Interboard Transportation Agreements 2017-2018:
- STL Contract 2017-2022:
- Transportation Contracts 2017-2022:
- Call for Tender - Transporters:

**Carried unanimously**

##### **5.2 *Material Resources***

##### **5.2.1 *Change Orders – St-Vincent ES – Washrooms, Façade & Paving Renovation Project:***

The Director of Material Resources presented and reviewed the change orders for the renovation project at St-Vincent Elementary School noting that snow guards have been added at the entrances as a safety precaution.

## EC-170628-MR-0058

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-160608-MR-0122, awarding the contract for the washrooms, façade and paving renovation project at St-Vincent (St-Jacques Centre) Elementary School to Construction Michel Laurence Ltée, for a total cost of 1 332 000,00\$, before taxes, (1 531 467,00\$, all taxes included);

WHEREAS, during the renovation project, change orders occurred to address specific issues related to modifications to site conditions such as relocation and installation of electrical equipment, Hydro-Québec hook-up and additional snow guards above entrances, minus some credits, amounting to 40 682,38\$, before taxes (46 774,57\$, taxes included);

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 40 682,38\$, before taxes (46 774,57\$, taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 1 372 682,38\$, before taxes (1 578 241,57\$, taxes included);

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

### 5.2.2 *Engagement of Contractor – Task Order Contract - Moving:*

The Director of Material Resources explained the following three task order contracts noting that the contract can be cancelled if the supplier selected does not fulfill the requirements laid out in the tender specifications. The school board can give the remainder of the contract to the next supplier.

## EC-170628-MR-0059

WHEREAS, as per the *Regulation respecting certain service contracts of public bodies*, "a public body may enter into a task order contract with one or more service providers when the procurement requirements are recurrent and the number of requests, the rate or frequency at which they are to be performed are uncertain";

WHEREAS public tenders for a moving services task order contract were called and subsequently opened on June 19, 2017;

WHEREAS the conformability of all bidders has been verified by the Material Resources Department;

WHEREAS the estimated monetary value of each contract cannot exceed 25 000,00\$ (before taxes);

WHEREAS the contract is for a three year period, starting July 1<sup>st</sup>, 2017 and ending June 30, 2020;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the moving services task order contract, for the period of July 1<sup>st</sup>, 2017 to June 30, 2020, to **Déménagement M.E.C. Plus**, for a total cost of 63 450,00\$, before taxes (72 951,64\$, taxes included), as per the following tender results:

Tender 17-209-13 - Task Order Contract – Moving		
Rank (from lowest to highest)	Name of Service Provider	Total amount for three years (before taxes)
1	Déménagement M.E.C Plus	63 450,00\$
2	Transport Lyon Inc.	86 625,00\$
3	Dmax Express Inc.	88 875,00\$
	Déménagement universel (La Capitale commercial)	No bid received
	Lachapelle Logistique	No bid received
	Les Déménageurs AMJ Campbell	No bid received
	Les transports Lacombe	No bid received
	Relocalisation Quali-T-Plus Inc.	No bid received

AND THAT, as per the *Regulation respecting certain service contracts of public bodies*, “if the task order contract is entered into with more than one service provider, the performance requests are made to the service provider who submitted the lowest price, unless the provider cannot perform the service, in which case the other providers are solicited according to their respective rank”, the Sir Wilfrid Laurier School Board will solicit the other conformable service providers who submitted a bid, according to their respective rank”, as indicated above;

AND 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;

FURTHER THAT, the Director of Material Resources, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

Carried unanimously

### 5.2.3 Engagement of Contractor – Task Order Contract - Plumbing:

In response to questions from the Chair, the Director of Material Services, with the assistance of the Director General, noted the following:

- The school board could consider engaging plumbers as employees;
- It would be nice if the school board could mentor people who take plumbing through Vocational Training but the school board is obligated to engage plumbers, as well as other trades, who hold the appropriate professional cards;
- The school board has to be able to justify to the Conseil du trésor that it is engaging experts;
- If a contract is under \$3,000 the school board can ask a specific supplier to undertake the work but contracts above that amount and below \$25,000 are subject to invitational tenders;
- The school board cannot tender by school region because it is too costly.

EC-170628-MR-0060

WHEREAS, as per the *Regulation respecting construction contracts of public bodies*, “a public body may enter into a task order contract with one contractor or more when the procurement requirements are recurrent and the monetary value of the construction work, the rate or frequency are uncertain”;

WHEREAS public tenders for a plumbing task order contract were called and subsequently opened on June 19, 2017;

WHEREAS the conformability of all bidders has been verified by the Material Resources Department;

WHEREAS the estimated monetary value of each contract cannot exceed 25 000,00\$ (before taxes);

WHEREAS the contract is for a three year period, starting July 1<sup>st</sup>, 2017 and ending June 30, 2020;

Parent Commissioner Sergio Di Marco MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the plumbing task order contract, for the period of July 1<sup>st</sup>, 2017 to June 30, 2020, to **Mécanicaction Inc.**, for a total cost of 138 720,00\$, before taxes (159 493,32\$, taxes included), as per the following tender results:

Tender 17-209-06 - Task Order Contract - Plumbing		
Rank (from lowest to highest)	Name of Contractor	Total amount for three years (before taxes)
1	Mécanicaction Inc.	138 720,00\$
2	Av-Tech Inc.	169 137,30\$
3	Entreprises Larry chauffage gaz naturel Inc.	205 050,00\$

AND THAT, as per the *Regulation respecting construction contracts of public bodies*, "if the task order contract is entered into with several contractors, the performance requests are made to the contractor who submitted the lowest price, unless the contractor cannot perform the contract, in which case the other contractors are solicited according to their respective rank", the Sir Wilfrid Laurier School Board will solicit the other conformable contractors who submitted a bid, according to their respective rank", as indicated above;

AND 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;

FURTHER THAT, the Director of Material Resources, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

Carried unanimously

#### 5.2.4 *Engagement of Contractor – Task Order Contract – Floor Repair & Replacement:*

In response to a question from Commissioner Guy Gagnon, the Director of Material Resources advised that after opening the bids, the lowest conformable bidder was contacted to discuss the bid. The bidder is comfortable with the bid and feels that the requirements of the tender can be met within the price submitted

EC-170628-MR-0061

WHEREAS, as per the *Regulation respecting construction contracts of public bodies*, "a public body may enter into a task order contract with one contractor or more when the procurement requirements are recurrent and the monetary value of the construction work, the rate or frequency are uncertain";



WHEREAS public tenders for a floor repair and replacement task order contract were called and subsequently opened on June 19, 2017;

WHEREAS the conformability of all bidders has been verified by the Material Resources Department;

WHEREAS the estimated monetary value of each contract cannot exceed 25 000,00\$ (before taxes);

WHEREAS the contract is for a three year period, starting July 1<sup>st</sup>, 2017 and ending June 30, 2020;

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Director of Material Resources, the Executive Committee of the Sir Wilfrid Laurier School Board award the floor repair and replacement task order contract, for the period of July 1<sup>st</sup>, 2017 to June 30, 2020, to **9180-4294 Québec Inc. – Décor Laval**, for a total cost of 144 474,00\$, before taxes (166 108,98\$, taxes included), as per the following tender results:

Tender 17-209-14 - Task Order Contract – Floor Repair & Replacement		
Rank (from lowest to highest)	Name of Contractor	Total amount for three years (before taxes)
1	9180-4294 Québec Inc. – Décor Laval	144 474,00\$
2	Roy & Fils Ltée	251 999,70\$
3	Tapis solution Inc.	483 420,00\$

AND THAT, as per the *Regulation respecting construction contracts of public bodies*, "if the task order contract is entered into with several contractors, the performance requests are made to the contractor who submitted the lowest price, unless the contractor cannot perform the contract, in which case the other contractors are solicited according to their respective rank", the Sir Wilfrid Laurier School Board will solicit the other conformable contractors who submitted a bid, according to their respective rank", as indicated above;

AND 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;

FURTHER THAT, the Director of Material Resources, be authorized to sign documentation concerning this project, as per the Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, By-Law no BL2008-CA-01.

**Carried unanimously**

The Chair announced that the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) has authorized the additional monies for the enlargement of Franklin Hill Elementary School.

## **5.3 Human Resources**

### **5.3.1 Creation of Positions – Administrative Support Staff:**

In response to questions from the Executive Committee, the Director of Human Resources noted the following:

- The positions are permanent;
- The monies for these positions will be available from now until 2030 as per the MEES action plan.





**EC-170628-HR-0062**

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) authorized school boards to utilize up to 4% from the Capital Investment envelope to aid in managing available fund;

WHEREAS the Administrative Support Staff local union has been consulted on the effects of the modified requirements of its schools and centres;

Parent Commissioner Sergio Di Marco MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board create the following positions, effective on 2017-07-01:

Classification	Place of Work	% of work	Comment
Building Technician	Material Resources Department	100	
Building Technician	Material Resources Department	100	
Administrative Technician	Material Resources Department	100	

Carried unanimously

**5.4 QESBA****5.4.1 QESBA Preliminary Membership Fees 2017-2018:**

The Chair advised that there has been no increase in the amount charged per student over the past three years.

In response to a question from Commissioner Guy Gagnon, the Director General advised that the student numbers for Adult Education and Vocational Training are weighted so that gives the ".30" students.

**EC-170628-CA-0063**

WHEREAS the Sir Wilfrid Laurier School Board is a member of the Quebec English School Boards Association;

WHEREAS the Quebec English School Boards Association has issued a provisional membership fee statement for the 2017-2018 school year;

Commissioner Dean Dugas MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board approve the amount of \$86,942.46 be paid to the Quebec English School Boards Association.

Carried unanimously

**5.5 Educational & Complementary Services****5.5.1 Research Projects:****Educational Services Research Project:**

The Assistant Director of Educational Services advised that research reports will be provided and that parental permission is required to participate in the research project as a requirement of McGill University's ethics policy.

EC-170628-ED-0064

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Interim Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Educational Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
1	A randomized control trial: Computer-based vs. paper and Pencil ABRACADABRA and its effects on grade1 and grade 2 students' reading and spelling skills, motivation, self-esteem and enjoyment in relation to reading	Kristen Sha Dr. Robert Savage	McGill University Faculty of Education

Carried unanimously

**Complementary Services Research Project:**

The Interim Director of Complementary Services advised that this is a Pan Canadian research project and that Ste-Agathe Academy was randomly selected to be the research school. Parental consent is required and there will be a summary report at the end of the project.

EC-170628-ED-0065

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Interim Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Complementary Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
2	Cancer Risk assessment in Youth Survey (CRAYS)	Hannah Tait Leia Minaker Steve Manske	University of Waterloo Propel Centre for Population Health Impact

Carried unanimously

The Interim Director of Complementary Services advised that this research project aligns with the school board's current strategic plan and will allow for a true picture of how the schools feel about social services. This research project does not involve students.

EC-170628-ED-0066

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Interim Director of Complementary Services, the Executive Committee of the Sir Wilfrid Laurier School Board permit the following research projects related to Complementary Services be conducted in its schools and centres:

Project	Title of Research	Researcher (s)	Affiliation (University & Department)
3	Investigating social disparities in school-based health-promoting programming (Project PromeSS)	Dr. Jennifer O'Loughlin Dr. Marie-Pierre Sylvestre Nancy Hanusaik	Centre de recherche du Centre hospitalier de Université de Montréal

Carried unanimously

**5.2 Interboard Education Agreements :**

The Interim Director of Complementary Services presented and reviewed the interboard educational agreements noting that these schools and centres provide services for our students that this school board cannot.

In response to questions from the Chair, the Interim Director of Complementary Services advised that she would provide the number of students receiving services from these schools and how much it cost to transport them this past school year.

In response to a question from the Vice-Chair, the Interim Director of Complementary Services noted that the school board does provide transportation for some of the students receiving services from these schools and centres with the exception of the Summit School which provides transportation free of charge to the students that live in Laval and Rosemere.

**C-170628-ED-0067**

Commissioner Dean Dugas **MOVED THAT**, in accordance with section 213 of the Education Act (R.S.Q., Chapter I-13.3), the Executive Committee of the Sir Wilfrid Laurier School Board authorize the Director General to **ENTER INTO AGREEMENT** with the following educational institutions governed by the Act respecting private education and other school boards for the provision of instructional services at the pre-school, elementary or secondary level:

English Montreal School Board  
Commission scolaire de Montréal

Institut canadien pour le développement neuro-intégratif "Steps Ahead"  
Mackay Centre  
Montreal Oral School for the Deaf  
Peter Hall School  
Summit School  
Vanguard School  
Yaldei School

AND THAT this resolution be in effect until replaced.

Carried unanimously

**6.0 INFORMATION ITEMS****6.1 Research Project - Teachers:**

This was covered under item 5.5.1.

**7.0 VARIA:**

There was no varia

**8.0 ADJOURNMENT OF MEETING:**

Parent Commissioner Sergio Di Marco **MOVED** the adjournment of the meeting.

Carried unanimously

TIME: 19:04 hours

**NEXT MEETING ⇨ REGULAR ⇨ SEPTEMBER 27, 2017**

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Paul Lamoureux, Director General

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Jennifer Maccarone, Chair