

PROVINCE OF QUÉBEC  
Ville de Rosemère

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, November 28, 2018 at 18:30 hours, at which were:

**Present:** Paolo Galati, Chairperson; Commissioners Guy Gagnon, Vicky Kaliotzakis, Anne McMullon, and Gaëlle Absolonne, Director General

**Also present were:** Commissioners Anick Brunet, James Di Sano, and Emilio Migliozi; Parent Commissioner Stéphane Henley; Frédéric Greschner, Assistant Director General; Stephanie Krenn, Interim Director of Corporate Affairs and Secretary General; Florence Delorme, Director of School Affairs and School Organization; Jérôme Dionne, Director of Material Resources and Transportation; Geoffrey Hips, Director of Pedagogical Services; Chao Ling Pan, Director of Financial Resources; and Jocelyne Thompson-Ness, Administration Officer.

The Chairperson called the meeting to order.

**TIME: 18:32 hours**

**0.0 Acknowledgement of the Land:**

*"We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Kanien'keha:ka or Mohawk nation. The Mohawk Nation is also known as the "Eastern Door Keepers" and is a member of the Haudenosaunee Confederacy, which also includes the Seneca, Cayuga, Tuscarora, Onondaga and Oneida Peoples.*

*All those who gather here are counted as esteemed stakeholders in our community and most importantly friends."*

**1.0 Acceptance of Agenda:**

Acceptance – Agenda

Commissioner Anne McMullon MOVED THAT the agenda be approved as presented in document #SWLSB-2018/11/28-CA-001.

EC-181128-CA-0026

**Carried unanimously**

**2.0 Approval of Minutes**

Approval – Minutes  
October 24, 2018

Commissioner Vicky Kaliotzakis MOVED THAT the minutes of the Executive Committee meeting of the Sir Wilfrid Laurier School Board held on October 24, 2018, having been received by all members prior to this meeting, be approved as presented.

EC-181128-CA-0027

**Carried unanimously**

**3.0 Business Arising**

There was no business arising.

#### 4.0 Decision Items

#### 4.1 Financial Resources

##### 4.1.1 *Banking Services – Extension:*

Banking Services -  
Extension

EC-181128-FR-0028

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-150629-FR-0060, entering into banking services arrangements with the Caisse Desjardins Thérèse-de Blainville;

WHEREAS the said banking services arrangements expired on October 31, 2018;

WHEREAS an extension of the current banking services arrangements with the Caisse Desjardins Thérèse-de Blainville is being proposed;

WHEREAS a presentation was made at the Audit Committee on November 21, 2018;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Audit Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the extension of the banking services arrangements with the Caisse Desjardins Thérèse-De Blainville from November 1, 2018 to June 30, 2019.

Carried unanimously

##### 4.1.2 *Borrowing Plan:*

Borrowing Plan

EC-181128-FR-0029

WHEREAS, in conformity with section 78 of the Financial Administration Act (CQLR, chapter A-6.001), the Sir Wilfrid Laurier School Board (the "Borrower") wishes to establish a borrowing plan, valid until September 30, 2019, allowing it to conclude long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for an amount not exceeding \$48,840,000;

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

WHEREAS it is deemed appropriate to institute this borrowing plan, to establish the maximum amount of borrowings that may be made under this plan as well as the characteristics and limits with respect to the borrowings to make under this plan, and to authorize the executives of the Borrower to conclude any borrowing transaction under this plan and to approve its terms and conditions;

WHEREAS the Ministre de l'Éducation, du Loisir et du Sport (the "Minister") has authorized the establishment of this borrowing plan in accordance with the conditions specified in his letter dated September 27, 2018;

Commissioner Guy Gagnon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan, valid until September 30, 2019, be established, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for an amount not exceeding \$48,840,000;
2. THAT the long-term borrowing transactions 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 result in exceeding 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 even if payment of this subsidy requires that the funds for this purpose be voted annually by Parliament;
  - c) each borrowing transaction may only be made in the legal currency of Canada, with the Ministre des Finances, as the person responsible for the Financing Fund;
  - d) the proceeds of each borrowing transaction may only be used, other than for the payment of borrowing costs, to fund capital expenditures and expenditures related to the Borrower's investments 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 to the preceding limits and characteristics, 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 up to the amount stipulated therein, under a single loan agreement to be reached by the Borrower and the Ministre des Finances, as the person responsible for the Financing Fund;
  - b) for each borrowing, the debt shall be acknowledged by a note from the Borrower to the Ministre des Finances, as the person responsible for the Financing Fund;
  - c) the interest rate payable on all borrowing transactions will be established according to the criteria determined by the Government under Order-in-Council number 432-2018 dated March 28, 2018, as such order-in-council may be amended or replaced from time to time; and
  - d) to ensure payment of the principal of each borrowing and the interest owed thereon at maturity, the debt which, for the Borrower, represents the subsidy to be granted to it by the Minister on behalf of the Government of Québec shall be subject to a movable hypothec without delivery in favour of the Ministre des Finances, as the person responsible for the Financing Fund;
5. THAT the Borrower be authorized to pay, from the proceeds of each borrowing contracted under this borrowing plan, the flotation and management costs that shall have been agreed to;
6. That any of the following executives:
- the Chair and, in his absence or with his knowledge, the Vice-Chair, as well as the Director General, or in her absence or with her 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, the movable hypothec agreement and the note, to agree to all clauses and guarantees not substantially incompatible with the provisions herein, to deliver the note, to make any changes to these documents not substantially incompatible with the provisions herein, to take any action and sign any document that may be necessary or useful to give full effect to the provisions herein;

7. THAT, should the Borrower have already adopted a resolution to establish 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

## 4.2 Pedagogical Services

### 4.2.1 2018-2019 Complementary Services Interboard Agreements:

#### 4.2.1.1 Montreal Oral School for the Deaf – Non-Integrated Students:

In response to a question from Commissioner Vicky Kaliozakis, the Director of Pedagogical Services noted that the total cost of services are unchanged from 2017-2018.

Montreal Oral School  
for the Deaf

WHEREAS the Montreal Oral School for the Deaf invoices the Sir Wilfrid Laurier School Board for the education of some of its students;

Non-Integrated Students

WHEREAS the total cost of the services provided for the 2018-2019 school year for non-integrated students amount to:

EC-181128-ED-0030

Level	Number of Students	Cost Per Student	Cost of Services 2018-2019
Kindergarten	1	25,926.00\$	25,926.00\$
Elementary	4	28,009.00\$	112,036.00\$
Secondary			
<b>Total Cost</b>	<b>5</b>		<b>137,962.00\$</b>

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Director of Pedagogical Services, the Executive Committee of the Sir Wilfrid Laurier School Board approve the payment of the invoice received from Montreal Oral School for the Deaf for educational services provided to non-integrated students of the Sir Wilfrid Laurier School Board for the 2018-2019 school year, in the amount of \$137,962.00.

Carried unanimously

#### 4.2.1.1 Montreal Oral School for the Deaf – Integrated Students:

Montreal Oral School  
for the Deaf

WHEREAS the Montreal Oral School for the Deaf invoices the Sir Wilfrid Laurier School Board for the education of some of its students;

Integrated Students

WHEREAS the total cost of the services provided for the 2018-2019 school year for integrated students amount to:

EC-181128-ED-0031

Level	Number of Students	Cost Per Student	Cost of Services 2018-2019
Kindergarten	1	9,219.00\$	9,219.00\$
Elementary	8	9,219.00\$	73,752.00\$
Secondary	2	9,219.00\$	18,438.00\$
<b>Total Cost</b>	<b>11</b>		<b>101,409.00\$</b>

Commissioner Vicky Kaliozakis MOVED THAT, on the recommendation of the Director of Pedagogical Services, the Executive Committee of the Sir Wilfrid Laurier School Board approve the payment of the invoice received from Montreal Oral School for the Deaf for educational services to be provided to integrated students of the Sir Wilfrid Laurier School Board for the 2018-2019 school year, in the amount of \$101,409.00.

Carried unanimously

### 4.3 School Affairs and School Organization

#### 4.3.1 *2018-2019 Deed of Establishment – Crestview ES:*

2018-2019 Deed of Establishment

Crestview ES

EC-181128-TS-0032

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution # EC-171213-CA-0032, approving the the deeds of establishment portion of policy #2018-CA-02: Deeds of Establishment and Three Year Plan for Allocation and Destination of Immovables;

WHEREAS Crestview Elementary School required additional space for the 2018-2019 school year which could be accommodated at John F. Kennedy Elementary School;

Commissioner Guy Gagnon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve the amendment to the deed of establishment for Crestview Elementary School for the 2018-2019 school year;

AND THAT this deed be added to policy #2018-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables.

**Carried unanimously**

#### 4.3.2 *Deeds of Establishment and Three-Year Plan:*

##### 4.3.2.1 Deeds of Establishment 2019-2020:

Deeds of Establishment 2019-2020

EC-181128-TS-0033

WHEREAS section 39 of the Education Act (chapter I-13.3) requires the school board to establish a deed of establishment for each school and centre;

WHEREAS section 40 of the Education Act (chapter I-13.3) also requires the school board to consult with the Governing Board to amend or revoke the deed of establishment of a school or centre in keeping with the three-year plan of allocation and destination of the school board immovables;

Commissioner Vicky Kalotzakis MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board authorize for consultation of the proposed policy #2019-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables.

AND THAT the Deeds of Establishment of this proposed policy be subject to a 30-day consultation beginning on November 29, 2018 and ending on January 14, 2019.

**Carried unanimously**

##### 4.3.2.2 Three-Year Plan 2019-2022:

Three-Year Plan 2019-2022

EC-181128-TS-0034

WHEREAS section 211 of the Education Act (chapter I-13.3) requires the school board to establish each year a three-year plan of allocation and destination of its immovables;

WHEREAS section 211 also requires the school board to draw up, in accordance with the plan, a list of its schools and of its vocational training and adult education centres and issue a deed of establishment to them;

Commissioner Anne McMullon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board authorize for consultation of the proposed policy #2019-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables.

AND THAT the Three-Year Plan of this proposed policy be subject to a 30-day consultation beginning on November 29, 2018 and ending on January 14, 2019.

**Carried unanimously**

#### 4.4 Material Resources and Transportation

##### 4.4.1 Change Orders:

##### 4.4.1.1 CDC Laurier-Vimont – Installation of Emergency Staircase:

Change Orders

CDC Laurier-Vimont –  
Installation of  
Emergency Staircase

**EC-181128-MR-0035**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-180627-MR-0062, awarding the contract for the installation of an emergency staircase at CDC Laurier-Vimont to Ross et Anglin Ltée., for a total cost of 124 249,55\$, before taxes, (142 855,92\$, all taxes included);

WHEREAS, the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-181024-MR-0021, approving the change order related to minor architectural and electrical engineering modifications in the amount of 2 338,66\$, before taxes (2 688,87\$, taxes included) increasing the total cost of the project to 126 588,21\$, before taxes (145 544,79\$, taxes included);

WHEREAS, during the renovation project an additional change order occurred relating to the custom ventilation exhaust that is required and new sensor for the alarm panel in the amount of 1 351,50\$, before taxes (1 553,89\$, taxes included);

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change order in the amount of 1 351,50\$, before taxes (1 553,89\$, taxes included);

AND THAT the total cost of the project, including the change order, be increased to 127 939,71\$, before taxes (147 098,68\$, taxes included);

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

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

**Carried unanimously**

##### 4.4.1.2 Franklin Hill ES – Enlargement Project:

In response to questions, The Director of Material Resources and Transportation noted the following:

- This change order is the final one for this project;
- The "Act respecting contracting by public bodies" allows that for additional expenses below 10%, the Executive Committee can approve while, 10% and over, expenses must be approved by the Council.

Franklin Hill ES –  
Enlargement Project

**EC-181128-MR-0036**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-170628-MR-0124, awarding the contract for the enlargement project at Franklin Hill Elementary School to KF Construction Inc. for a total cost of 5 842 815,39\$, before taxes, (6 717 776,99\$, all taxes included);

WHEREAS, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-170901-MR-0003, approving change orders related to addressing specific issues related to the extension of the construction schedule, winter weather jobsite conditions, rising prices of materials and withdrawal of a subcontractor (plumber) from the contract in the amount of 187 841,00\$, before taxes (215 970,18\$, taxes included), increasing the total cost of the project to 6 030 656,39\$, before taxes (6 933 747,18\$, taxes included);

WHEREAS, the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-180425-MR-0046, approving the change orders related to the modification of several building systems such as structural steel, siding, windows and plumbing, amounting to 54 591,70\$, before taxes (62 766,81\$, taxes included) increasing the total cost of the project to 6 085 248,09\$, before taxes (6 996 513,99\$, taxes included);

WHEREAS, the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-180627-MR-0064, approving the change orders related to ventilation systems, drainage systems and various structural modifications in the amount of 41 657,40 \$, before taxes (47 895,60\$, taxes included) increasing the total cost of the project to 6 126 905,49 \$, before taxes (7 044 409,59\$, taxes included);

WHEREAS, the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-180926-MR-0006, approving change orders related to ventilation systems, drainage systems, electrical systems and various structural modifications in the amount of 105 392,18\$, before taxes (121 174,66\$, taxes included) increasing the total cost of the project to 6 232 297,67\$, before taxes (7 165 584,25\$, taxes included);

WHEREAS, during the enlargement project additional change orders occurred relating to various architectural modifications in the amount of 10 782,04\$, before taxes (12 396,65\$, taxes included);

Commissioner Vicky Kalitziakos MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change orders in the amount of 10 782,04\$, before taxes (12 396,65\$, taxes included);

AND THAT the total cost of the project, including the change orders, be increased to 6 243 079,71\$, before taxes (7 177 980,90\$, taxes included);

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

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

**Carried unanimously**

#### **4.5 QESBA**

##### **4.5.1 QESBA Balance of Fees 2018-2019:**

In response to questions from the Chairperson, the Director General noted:

- The Quebec English School Boards Association annual membership fees are paid in two parts, 75% in the spring and the 25% balance after September 30;
- There is no GST or PST on the membership fees.

QESBA Balance of Fees  
2018-2019

**EC-181128-CA-0037**

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-180627-CA-0065 authorizing the payment of the provisional Quebec English School Boards Association (QESBA) membership fee;

WHEREAS the QESBA has submitted an invoice for the balance of the 2018-2019 annual membership fee;

WHEREAS discussions were held on the balance of the annual QESBA membership fee at the November 21, 2018, meeting of the Corporate Committee;

Commissioner Anne McMullon MOVED THAT, on the recommendation of the Corporate Committee, the Executive Committee the Sir Wilfrid Laurier School Board approve the payment of the balance of the 2018-2019 Quebec English School Boards Association (QESBA) annual membership fee in the amount of 28 592.12\$.

Carried unanimously

**5.0 Information Items:**

There were no information items.

**6.0 Varia:**

There was no varia.

**7.0 Adjournment:**

Commissioner Anne McMullon MOVEDDD the adjournment of the meeting.

Carried unanimously

TIME: 19:01 hours

NEXT MEETING ⇨ REGULAR ⇨ December 12, 2018