

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 27, 2019 at 18:30 hours, at which were:

**Present:** Paolo Galati, Chairperson; Bob Pellerin, Vice-Chairperson; Commissioners James Di Sano, Guy Gagnon, Vicky Kaliozakis, Melissa Wall and Parent Commissioner Stéphane Henley; and Gaëlle Absolonne, Director General.

**Also present were:** Parent Commissioners Tara Anderson and Anthony Beliotis; Frédéric Greschner, Assistant Director General; Anna Sollazzo, Director of Corporate Affairs and Secretary General; Florence Delorme, Director of School Affairs and School Organization; Michel Dufour, Director of Material Resources and Transportation; Chao Ling Pan, Director of Financial Resources; and Jocelyne Thompson-Ness, Administration Officer.

### 0.0 Opening of Meeting

The Chairperson called the meeting to order and verified quorum with the Secretary General.

TIME: 18:30 hours

Commissioner Bob Pellerin entered the meeting.

TIME: 18:30 hours

### 0.1 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 Approval of the Agenda:

Approval of the Agenda  
EC-191127-CA-0019

Commissioner Vicky Kaliozakis MOVED THAT the agenda be approved as presented in document #SWLSB-2019/11/27-CA-001.

Carried unanimously

### 2.0 Approval of Minutes

#### 2.1 October 23, 2019

Approval of Minutes  
October 23, 2019  
EC-191127-CA-0020

Commissioner Guy Gagnon MOVED THAT the minutes of the Executive Committee meeting of the Sir Wilfrid Laurier School Board held on October 23, 2019, having been received by all members prior to this meeting, be approved as presented.

Carried unanimously

The Director of School Affairs and School Organization entered the meeting. TIME: 18:32 hours

## 2.2 November 11, 2019

Approval of Minutes  
November 11, 2019

Parent Commissioner Stéphane Henley MOVED THAT the minutes of the Special Executive Committee meeting of the Sir Wilfrid Laurier School Board held on November 11, 2019, having been received by all members prior to this meeting, be approved as presented.

EC-191127-CA-0021

Carried unanimously

## 3.0 Business Arising

### 3.1 School Affairs and School Organization

#### 3.1.1 Deeds of Establishment and Three-Year Plan – Consultation Results

##### 3.1.1 Deeds:

Deeds of Establishment  
and Three-Year Plan –  
Consultation Results

WHEREAS the Executive Committee adopted resolution #EC-190925-TS-0007 authorizing for consultation the deeds of establishment portion of policy #2020-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables;

Deeds

WHEREAS the Executive Committee adopted resolution #EC-191023-TS-0013, authorizing the extension of the consultation period from October 29, 2019 to November 13, 2019 in order to allow for a 45-day consultation;

EC-191127-TS-0022

WHEREAS the consultation period expired on November 13, 2019, and feedback was received on the deeds of establishment for the allocation and destination of immovables and taken into consideration;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Director of School Affairs and School Organization, the Executive Committee of the Sir Wilfrid Laurier School Board approve the final version of the deeds of establishment portion of policy #2020-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables.

Carried unanimously

##### 3.1.2 Three-Year Plan:

Deeds of Establishment  
and Three-Year Plan –  
Consultation Results

WHEREAS the Executive Committee adopted resolution #EC-190925-TS-0008 authorizing for consultation the three-year plan portion of policy #2020-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables;

Three-Year Plan

WHEREAS the Executive Committee adopted resolution #EC-191023-TS-0013, authorizing the extension of the consultation period from October 29, 2019 to November 13, 2019 in order to allow for a 45-day consultation;

EC-191127-TS-0023

WHEREAS the consultation period expired on November 13, 2019, and feedback was received on the three-year plan for the allocation and destination of immovables and taken into consideration;

Commissioner Bob Pellerin MOVED THAT, on the recommendation of the Director of School Affairs and School Organization, the Executive Committee of the Sir Wilfrid Laurier School Board approve the final version of the three-year plan portion of policy #2020-CA-02: Deeds of Establishment and Three-Year Plan for Allocation and Destination of Immovables.

Carried unanimously

#### 4.1 Financial Resources

##### 4.1.1 Annual Borrowing Plan

In response to questions from the Executive Committee, the Director of Corporate Affairs and Secretary General advised that the power to borrow has been delegated to the Executive Committee by the Council of Commissioners as per the by-law.

Annual Borrowing Plan

EC-191127-FR-0024

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 allowing it to conclude from time to time, from now until September 30, 2020, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for not more than \$16,111,000;

WHEREAS in accordance with section 83 of the *Financial Administration 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 borrowings to be contracted by the Borrower, establish the maximum amount of the 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 transactions;

WHEREAS the Ministre de l'Éducation et de l'Enseignement supérieur (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in a letter dated October 16, 2019;

Commissioner Melissa Wall MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude from time to time, from now until September 30, 2020, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for not more than \$16,111,000 be instituted (the "Borrowing Plan");
2. THAT the 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 of each year and included in the period covered in paragraph 1, make borrowing transactions that would result in the total amount approved for the Borrower, for such period, by the Conseil du trésor on account of the long-term borrowing program for Borrowers being exceeded;
  - 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 the funds required for such purpose be voted annually by Parliament;
  - c) each borrowing transaction may be made only in 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 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 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 without exceeding 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 of March 28, 2018, 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 person responsible for the Financing Fund, shall be placed on the debt that the subsidy to be made to it 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 under the borrowing plan, the issue expenses and the management expenses that shall have been agreed;
6. THAT any of the following executives:
 

the Chairperson, and in their absence or with their knowledge the Vice-Chairperson, as well as the Director General, and in their absence or with their knowledge the Assistant Director General of the School Board, **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 of these documents, to receive the net proceeds of the borrowings and give good and sufficient discharge thereof, to deliver the note acknowledging the borrowing, as the case may be, to make any changes not substantially incompatible with these documents, to take any action and sign any documents that may be necessary or useful to give full effect to these documents;
7. THAT, should the Borrower have already adopted a resolution instituting a long-term borrowing plan, 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

Parent Commissioner Tara Anderson entered the meeting.

TIME: 18:45 hours

## 4.2 Material Resources and Transportation

### 4.2.1 Change Order – Roofing Project – Twin Oaks ES:

Change Order  
Roofing Project  
Twin Oaks ES

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-190227-MR-0140, awarding the contract for the roof renovation at Twin Oaks Elementary School to Couvreur Verdun inc., for a total cost of \$819,495.00, before taxes (\$942,214.38, all taxes included or \$875,931.57 net taxes);

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Boards adopted resolution #EC-190925-MR-0010 approving the change order relating to the demolition of concrete skylights, reducing the height of the roof access hatch, various repairs to cement and anti-vandalism measures in the amount of \$6,966.64, before taxes (\$8,009.89, taxes included or \$7,446.42 net taxes);

WHEREAS, during the renovation project, additional change order credits occurred in the amount of (\$37,211.91), before taxes (\$42,781.39, taxes included or \$39,774.60 net taxes) relating to the adjustments to the work for the displacement of an air conditioning unit and construction of a new base; and additional modifications to the roof drainage; and the cancellation of the asbestos removal and the replacement of the motorized shutter for the ventilation;

WHEREAS this project is now completed;

Commissioner Vicky Kalitziakos MOVED THAT, on the recommendation of the Corporate Committee, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change order credit in the amount of (\$37,211.91), before taxes (\$42,781.39, taxes included or \$39,774.60 net taxes);

AND THAT the total cost of the project, including the change orders, be decreased to \$789,249.73, before taxes (\$907,439.88, taxes included or \$843,603.39 net taxes);

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chairperson, as well as the Director General, or in their absence or with their knowledge the Assistant Director General, be authorized to sign all documentation concerning to conclude this project;

FURTHER THAT the Director of Material Resources and Transportation, be authorized to sign documentation concerning the conclusion of this project, as per by-law #BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

#### 4.2.2 Engagement of Service Provider – Elevator Maintenance

In response to a question from Parent Commissioner Stéphane Henley, the Director of Material Resources and Transportation noted that the supplier who held the contract previously has won the bid for this contract.

Engagement of Service  
Provider

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolution #EC-141201-MR-0021, approving a service provider for elevator maintenance;

Elevator Maintenance

**EC-191127-MR-0026**

WHEREAS the contract for the servicing and maintenance of elevator equipment expires on December 31, 2019;

WHEREAS public tenders were called for a service provider for elevator maintenance and subsequently opened on November 5, 2019;

WHEREAS the conformability of all bidders has been verified and the lowest conformable bidder retained;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Corporate Committee, the Executive Committee of the Sir Wilfrid Laurier School Board award the contract for the maintenance of the elevator equipment to Ascenseurs Innovatec Inc. for a total cost of \$109,050.00 before taxes (\$125,380.24\$ all taxes included or \$116,560.00\$ net taxes);

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chairperson, as well as the Director General, or in their absence or with their knowledge the Assistant Director General, be authorized to sign all documentation concerning this contract;

FURTHER THAT the Director of Material Resources and Transportation, be authorized to sign documentation concerning this contract, as per by-law #BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

Carried unanimously

Parent Commissioner Anthony Belioitis entered the meeting.

TIME: 18:50 hours

#### 4.2.3 Engagement of Contractor – Installation of Playground Equipment – FHES

Engagement of Contractor WHEREAS the installation of a new playground area at Franklin Hill Elementary School is required;

Installation of Playground Equipment - FHES WHEREAS public tenders for the above mentioned project were called and subsequently opened on February 28, 2019;

EC-191127-MR-0027 WHEREAS the conformability of all bidders has been verified and the lowest conformable bidder retained;

WHEREAS the contract for the above mentioned project was awarded to Construction Lavallée Inc. in the amount of \$74,199.00, before taxes (\$85,310.30, taxes included or \$79,308.90 net taxes);

WHEREAS the results of the tender originally fell within the signing authority of the Director General, as per by-law #BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board;

WHEREAS during the project a change order occurred relating to the requirement of additional turf (grass) to cover the renovation area in the amount of \$8,394.00, before taxes (\$9,651.00, taxes included or \$8,972.07 net taxes);

Commissioner James Di Sano MOVED THAT, on the recommendation of the Director of Material Resources & Transportation, the Executive Committee of the Sir Wilfrid Laurier School Board approve the change order in the amount of \$8,394.00, before taxes (\$9,651.00, taxes included or \$8,972.07 net taxes);

AND THAT the total cost of the project, including the change order, be increased to \$82,593.00, before taxes (\$94,961.30, taxes included or \$88,280.97 net taxes);

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chairperson, as well as the Director General, or in their absence or with their 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 #BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

Carried unanimously

The Director of Material Resources and Transportation asked the Executive Committee if it would be willing to have the method in which the amounts and the taxes are displayed in resolutions changed to read the amount before taxes and net taxes. The Executive Committee agreed.

In response to a question from the Chairperson, the Director of Financial Resources advised that PST and GST are examined on a regular basis to ensure that the school board is receiving its refunds.

**5.0 Information Items**

There were no information items.

**6.0 Varia**

There was no varia.

**7.0 Adjournment:**

Commissioner Bob Pellerin MOVED the adjournment of the meeting.

Carried unanimously

TIME: 18:55 hours

NEXT MEETING ⇨ REGULAR ⇨ December 11, 2019