

**PROVINCE OF QUÉBEC**  
**Ville de Rosemère**

**A Special meeting** of the Executive Committee of the Sir Wilfrid Laurier School Board was held in room 36A of the Administration Centre, 235 Montée Lesage, Rosemère, QC, and via teleconference or videoconference on Tuesday, July 14, 2020 at 9:00 hours, at which were:

**Present at Administration Centre:** Gaëlle Absolonne, Director General; Anna Sollazzo, Director of Corporate Affairs and Secretary General; Robin Bennett, Director of Information Technology; and Michel Dufour, Director of Material Resources and Transportation.

**Present via teleconference or videoconference:** Paolo Galati, Chairperson; Commissioner Bob Pellerin, Vice-Chairperson; Commissioners James Di Sano, Guy Gagnon, Melissa Wall and Parent Commissioner Stéphane Henley.

**Also present via teleconference or videoconference were:** Parent Commissioners Tara Anderson and Anthony Beliotis; Frédéric Greschner, Assistant Director General; and Jocelyne Thompson-Ness, Administration Officer.

**Absent:** Commissioner Vicky Kaliozakis.

### **1.0 Opening of Meeting**

The Chairperson called the meeting to order and confirmed with the Director of Corporate Affairs and Secretary General that the process for calling this special meeting was in conformity with the law.

**TIME: 9:00 hours**

After roll call, the Director of Corporate Affairs and Secretary General confirmed quorum.

### **1.1 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."*

The Chairperson explained that in accordance with appendix 1, section 1.1 of By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board, the Executive Committee exercises all functions and powers of the Council of Commissioners during the period from July to the date of the August meeting of the Council of Commissioners.

### **2.0 Approval of the Agenda:**

The following item was removed from the agenda at the request of the Director General:

- 4.0 Material Resources and Transportation
- 4.5 Engagement of Supplier for Acquisition of Personal Protective Equipment .....RES

In response to a question from Commissioner Guy Gagnon, the Director of Corporate Affairs and Secretary General noted that at a special meeting items can be removed from the agenda but to add an item all members of the Executive Committee have to be present at the meeting.

Approval of the Agenda  
EC-200714-CA-0001

Commissioner Bob Pellerin MOVED THAT the special agenda be approved as amended in document #X-SWLSB-2020/07/14-CA-001.

Carried unanimously

### 3.0 Information Technology

#### 3.1 Purchase of Computer Equipment

##### 3.1.1 iPad

In response to questions concerning the iPads, the Director of Information Technology noted:

- Multiple suppliers of iPads need to be engaged in order to receive the product because tenders cannot be called for Apple products in Québec;
- The results of the tender should be received sometime today;
- The cost is approximately \$504.00 per iPad;
- The school board purchases iPads that are above the base model because these devices are shared and this costs \$1.00 to \$2.00 more than a base iPad;
- To date 500-600 devices have been lent out due to COVID-19;
- The school board needs to purchase more devices in order to cover the 30% reserve recommended by the MEES;
- The school board will be at 29% once the two upcoming purchases are made;
- Québec is the only province with the issue of not being able to buy directly from Apple;
- There is no educational deal with Apple but they do offer services and training. Apple has dedicated trainers in the Montréal area. Training is Apple's education donation.

Purchase of Computer  
Equipment

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) continues to invest in technology via the *Digital Action Plan* for the province of Québec;

iPad

WHEREAS the provincial investment for Measure 50767 (*Mesure spéciale pour l'acquisition d'ensembles numériques*) has been increased for the 2020-2021 school year by \$38,400,000.00;

EC-200714-IT-0002

WHEREAS the allocation for Measure 50767 for the upcoming 2020-2021 school year for the Sir Wilfrid Laurier School Board is in the amount of \$926,476.00;

WHEREAS the MEES has mandated Collecto to conduct a public tender for the acquisition of tablets and tablet style computers;

WHEREAS Collecto has completed tender SAR220-2020 - *Équipements pédagonumériques - Tablettes éducatives* and is currently finalizing contracts with multiple suppliers;

WHEREAS the Sir Wilfrid Laurier School Board is a participant to the tender SAR220-2020 - *Équipements pédagonumériques - Tablettes éducatives* and submitted an intention to purchase 450 iPads for its schools for the 2020-2021 school year;

WHEREAS the Sir Wilfrid Laurier School Board is requiring additional iPad tablets to ensure its students have the necessary access to technology for the start of the 2020-2021 school year;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board exercises all functions and powers of the Council of Commissioners during the period of July and August as per Appendix 1 of the By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Information Technology, the Executive Committee of the Sir Wilfrid Laurier School Board approve the acquisition of equipment available in public tender SAR220-2020 - *Équipements pédagogiques - Tablettes éducatives* not to exceed \$300,000.00, including taxes;

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

**Carried unanimously**

### 3.1.2 Laptops

Purchase of Computer Equipment

WHEREAS the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) continues to invest in technology via the *Digital Action Plan* for the province of Québec;

Laptops

WHEREAS the provincial investment for Measure 50767 (*Mesure spéciale pour l'acquisition d'ensembles numériques*) has been increased for the 2020-2021 school year by \$38,400,000.00;

**EC-200714-IT-0003**

WHEREAS the allocation for Measure 50767 for the upcoming 2020-2021 school year for the Sir Wilfrid Laurier School Board is in the amount of \$926,476.00;

WHEREAS the MEES mandated Collecto in 2019 to conduct a public tender for the acquisition of laptops, desktop computers, monitors and mobile charging carts (tender SAR130-2019- *Postes Informatiques et Moniteurs Neufs*);

WHEREAS Collecto, in April 2020, has revised pricing and equipment availability for tender SAR130-2019 - *Postes Informatiques et Moniteurs Neufs* providing equipment choices from multiple suppliers;

WHEREAS the Sir Wilfrid Laurier School Board is a participant to the tender SAR130-2019 - *Postes Informatiques et Moniteurs Neufs* for the 2020-2021 school year;

WHEREAS the Sir Wilfrid Laurier School Board is requiring additional laptop computers to ensure its students and staff have the necessary access to technology for the start of the 2020-2021 school year;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board exercises all functions and powers of the Council of Commissioners during the period of July and August as per Appendix 1 of the By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Director of Information Technology, the Executive Committee of the Sir Wilfrid Laurier School Board approve the acquisition of equipment available in public tender SAR130-2019 not to exceed \$400,000.00 including taxes;

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

**Carried unanimously**

#### 4.0 Material Resources and Transportation

##### 4.1 Change Orders – Renovation Project – Block C – LSA – Washroom

Change Orders –  
Renovation Project -  
Block C – LSA  
Washroom

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-191023-MR-0029, awarding the contract for the bathroom renovation project at Laval Senior Academy to Berloy Construction Inc., for a total cost of \$1,466,995.00, before taxes or \$1,568,023.28 net taxes;

##### EC-200714-MR-0004

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board adopted resolutions #EC-200129-MR-0034, EC-200226-MR-0039, EC-200325-MR-0044 and EC-200429-MR-0048 and the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-200625-MR-0122, approving various change orders in the amount of \$148,944.03, before taxes or \$152,201.43 net taxes;

WHEREAS during the project, additional change orders occurred relating to various modifications in the amount of \$9,054.92, before taxes or \$9,678.51 net taxes;

WHEREAS a presentation was done at the Corporative Committee meeting of May 20<sup>th</sup>, 2020 with regard to all projected expenses for this project;

WHEREAS the Executive Committee of the Sir Wilfrid Laurier School Board exercises all functions and powers of the Council of Commissioners during the period of July and August as per Appendix 1 of the By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

Commissioner Bob Pellerin 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 \$9,054.92, before taxes or \$9,678.51 net taxes;

AND THAT the total cost of the project, including the change orders, be increased to \$1,624,993.95, before taxes or \$1,736,903.22 net taxes;

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chair, 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 no BL2008-CA-01: Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

##### 4.2 Professional Fees – Renovation Project – LSA - Washroom

The Chairperson turned the chair over to the Vice-Chairperson in order to speak to this resolution.

Professional Fees -  
Renovation Project -  
LSA - Washroom

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-191023-MR-0029, awarding the contract for the bathroom renovation project at Laval Senior Academy to Berloy Construction inc., for a total cost of \$1,466,995.00, before taxes or \$1,568,023.28, net taxes;

##### EC-200714-MR-0005

WHEREAS the professional architectural firm Viau Bastien Gosselin Architectes Inc. was engaged to prepare plans and oversee the project and had submitted their service offer with their professional fees which was below the public tender threshold for these services;

WHEREAS additional charges were incurred during the project relating to delays and modifications due to the breakdown of the elevator, accrued surveillance required since some phases of the project were completed while the school was in occupation and additional costs and delays attributable to the Covid-19 pandemic, as detailed in the accompanying document #SWLSB-2020/07/14-MR-001;

WHEREAS due to these additional charges the professional fees for Viau Bastien Gosselin Architectes Inc. increased from \$100,042.81 before taxes or \$106,832.51 net taxes to \$117,042.81 before taxes or \$125,103.26 net taxes;

Paolo Galati, Chairperson of the Sir Wilfrid Laurier School Board, 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 increase in professional fees submitted by Viau Bastien Gosselin Architectes Inc.;

AND THAT the Chairperson, or in their absence or with their knowledge the Vice-Chair, 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 no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

The Chairperson resumed the chair.

#### **4.3 Authorization to Approve Change Orders – Summer 2020**

*WHEREAS during the months of July and August, various construction projects will continue operations and may necessitate the approval of additional change orders;*

*WHEREAS there are no scheduled meetings of either the Executive Committee or the Council of Commissioners of the Sir Wilfrid Laurier School Board until September 2020;*

*WHEREAS approval of change orders are required in order to continue the work and avoid unnecessary charges due to delays;*

*Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Director General be authorized to, after consultation with the Chair of the Sir Wilfrid Laurier School Board and in order to avoid any unnecessary charges due to delays, approve any additional change order required to the ongoing constructions projects indicated in document #SWLSB-2020/07/14-MR-002 up to an amount not exceeding \$150,000.00, all taxes excluded, per change order;*

*AND THAT the Director General be authorized to sign any documentation related to said change orders;*

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

The Director General advised that she has discussed with the Chairperson that there are a lot of projects over the summer months and that the school board wants to have as many completed as possible before school starts.

The Executive Committee entered into discussion and the Director General answered questions and concerns as follows, with the assistance of the Director of Material Resources and Transportation:

- A special Executive Committee could be called over the vacation period, if required, but being able to coordinate all members could be an issue;
- The \$150,000.00 is more or less in case of an emergency as projects will be ongoing during the construction holiday;
- Nothing is anticipated but in case the school board needs to move quickly on an issue having the increased signing authority would be prudent;
- The cost of the work being done over the summer period is in the \$8,000,000.00 to \$9,000,000.00 range;
- The \$150,000.00 is per change order not per project;
- The method in which a contractor submits change orders to a project differs for each one. Some contractors submit change orders individually while other contractors group change orders together, example: the Laval Senior Academy washroom project.

Commissioner Guy Gagnon noted that while he is comfortable with the increased signing authority to the Director General for these specific projects he felt that the Council members should be informed of anything out of the ordinary within a short delay and proposed an amendment to the resolution.

Amendment

**EC-200714-MR-0006**

Commissioner Guy Gagnon MOVED THAT the resolution be amended by adding the words "...after having advised all members of the Council of Commissioners;" at the end of the AND THAT. Seconded by Parent Commissioner Stéphane Henley.

**Carried unanimously**

Authorization to Approve  
Change Orders – Summer  
2020

**EC-200714-MR-0007**

WHEREAS during the months of July and August, various construction projects will continue operations and may necessitate the approval of additional change orders;

WHEREAS there are no scheduled meetings of either the Executive Committee or the Council of Commissioners of the Sir Wilfrid Laurier School Board until September 2020;

WHEREAS approval of change orders are required in order to continue the work and avoid unnecessary charges due to delays;

Commissioner Guy Gagnon MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Director General be authorized to, after consultation with the Chair of the Sir Wilfrid Laurier School Board and in order to avoid any unnecessary charges due to delays, approve any additional change order required to the ongoing constructions projects indicated in document #SWLSB-2020/07/14-MR-002 up to an amount not exceeding \$150,000.00, all taxes excluded, per change order;

AND THAT the Director General be authorized to sign any documentation related to said change orders after having advised all members of the Council of Commissioners;

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

**Carried unanimously**

#### 4.4 Authorization to Approve Acquisition Contacts – Summer 2020

The Director of Material Resources and Transportation advised the Executive Committee that there are several purchases that are pending tender results and that it would be prudent for the Executive Committee to provide the same signing authority of \$150,000.00 to the Director General as they had for the change orders so that acquisition contracts can be approved. As per the previous item, this is a precautionary measure.

In response to a question from Commissioner Guy Gagnon, the Director of Material Resources and Transportation noted that the contract for the lockers is for both St-Jude and Pinewood Elementary Schools.

*WHEREAS the Tender 1389502 – Acquisition des meubles vestiaires aux écoles primaires St-Jude et Pinewood A was published on July 8, 2020;*

*WHEREAS tenders for this acquisition are scheduled to open on August 7, 2020;*

*WHEREAS this acquisition is necessary in order to have the above-mentioned schools properly equipped with furniture for the upcoming school year 2020-2021;*

*WHEREAS the estimate for this acquisition is expected to exceed the signing authority of the Director General as per By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board;*

*WHEREAS other acquisitions will be necessary during the summer period in order to have classrooms properly equipped and to have sufficient protective personal equipment for the upcoming school year 2020-2021;*

*WHEREAS these acquisitions need to be approved before the next scheduled meetings of the Council of Commissioners and of the Executive Committee of the Sir Wilfrid Laurier School Board;*

*Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Executive Committee authorize the Director General to approve the engagement of the retained supplier for Tender 1389502 – Acquisition des meubles vestiaires aux écoles primaires St-Jude et Pinewood A for an amount not exceeding \$150,000.00, all taxes excluded, and that the Director General be authorized to sign any documentation related to said engagement;*

*AND THAT for the months of July and August, in the case of a required and necessary purchase to ensure the well-being and safety of the students of all schools and centres for the upcoming school year 2020-2021, the Director General be authorized to approve any other engagement of supplier, after consultation with the Chair of the Sir Wilfrid Laurier School Board and up to an amount not exceeding \$150,000.00, all taxes excluded, per supplier;*

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

The Executive Committee entered into discussion and the Director of Material Resources and Transportation, noted the following:

- The acquisition of supplies is not just for lockers but also for equipment for other schools;
- The resolution is written to accommodate both the purchase of lockers and other necessary equipment required by the schools;
- A resolution for the service providers has already been approved so tenders are not necessary so purchases are via a regular purchase order.

Discussion continued resulting in Commissioner Guy Gagnon proposing an amendment based on input from said discussions.

Amendment

Commissioner Guy Gagnon MOVED THAT the following changes be made to the resolution:

**EC-200714-MR-0008**

1. Move the 5<sup>th</sup> WHEREAS to become the first WHEREAS and remove the word "other";
2. Replace the amounts of \$150,000.00 in the conclusions and replace by \$105,000.00;
3. Switch the text as follows in the conclusion of the resolution:

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Executive Committee, for the months of July and August, in the case of a required and necessary purchase to ensure the well-being and safety of the students of all schools and centres for the upcoming school year 2020-2021, authorize the Director General to approve any other engagement of supplier, after consultation with the Chair of the Sir Wilfrid Laurier School Board and up to an amount not exceeding \$105,000.00, all taxes excluded, per supplier

AND THAT the Director General be authorized to approve the engagement of the retained supplier for Tender 1389502 – *Acquisition des meubles vestiaires aux écoles primaires St-Jude et Pinewood A* for an amount not exceeding \$105,000.00, all taxes excluded, and that the Director General be authorized to sign any documentation related to said engagement;

Seconded by Commissioner Bob Pellerin.

**Carried unanimously**

Authorization to Approve  
Acquisition Contacts –  
Summer 2020

WHEREAS acquisitions will be necessary during the summer period in order to have classrooms properly equipped and to have sufficient protective personal equipment for the upcoming school year 2020-2021;

**EC-200714-MR-0009**

WHEREAS the Tender 1389502 – *Acquisition des meubles vestiaires aux écoles primaires St-Jude et Pinewood A* was published on July 8, 2020;

WHEREAS tenders for this acquisition are scheduled to open on August 7, 2020;

WHEREAS this acquisition is necessary in order to have the above-mentioned schools properly equipped with furniture for the upcoming school year 2020-2021;

WHEREAS the estimate for this acquisition is expected to exceed the signing authority of the Director General as per By-Law no BL2008-CA-01: Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board;

WHEREAS these acquisitions need to be approved before the next scheduled meetings of the Council of Commissioners and of the Executive Committee of the Sir Wilfrid Laurier School Board;

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, for the months of July and August, in the case of a required and necessary purchase to ensure the well-being and safety of the students of all schools and centres for the upcoming school year 2020-2021, the Executive Committee authorize the Director General to approve any other engagement of supplier, after consultation with the Chair of the Sir Wilfrid Laurier School Board and after advising all members of the Council of Commissioners, up to an amount not exceeding \$105,000.00, all taxes excluded, per supplier;

AND THAT the Director General be authorized to approve the engagement of the retained supplier for Tender 1389502 – *Acquisition des meubles vestiaires aux écoles primaires St-Jude et Pinewood A* for an amount not exceeding \$105,000.00, all taxes excluded, AND THAT the Director General be authorized to sign any documentation related to said engagement;



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

**Carried unanimously**

Commissioner Guy Gagnon noted that the changes proposed are not a reflection on the administrative team but in order to establish accountability.

The Director General advised that there would need to be a special Executive Committee in August in order to address additional transportation requirements for 2020-2021.

The Chairperson thanked everyone for their time and wished all a happy and healthy summer.

**5.0 Adjournment:**

Parent Commissioner Stéphane Henley MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 9:52 hours**

**NEXT MEETING ⇒ REGULAR ⇒ September 23, 2020**

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**Anna Sollazzo, Secretary General**

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**Paolo Galati, Chairperson**