

PROVINCE OF QUÉBEC  
Ville de Rosemère

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, Rosemère, QC on Wednesday, January 23, 2019 at 19:30 hours, at which were:

**Present:** Paolo Galati Chairman; Vicky Kaliozakis, Vice-Chair (via telephone); Commissioners James Di Sano, Guy Gagnon, Peter MacLaurin (via telephone), Anne McMullon, Emilio Migliozi, Melissa Wall and Parent Commissioner Stéphane Henley and Gaëlle Absolonne, Director General.

**Absent:** Commissioners Bob Pellerin, Vice-Chair Alternate, and Anick Brunet; Parent Commissioners Anthony Beliotis and Charbel Mourad

**Also present were:** Frédéric Greschner, Assistant Director General; Stephanie Krenn, Interim Director of Corporate Affairs and Secretary General; Robin Bennett, Director of Information Technology; Florence Delorme, Director of School Affairs and School Organization; Jérôme Dionne, Director of Material Resources and Transportation; Richard Greschner, Director of Human Resources; Geoffrey Hipps, Director of Pedagogical Services; Chao Ling Pan, Director of Financial Resources; and Jocelyne Thompson-Ness, Administration Officer.

The Chairman called the meeting to order.

**TIME: 19:30 hours**

## 0.0 Opening of Meeting

### 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 Acceptance of Agenda

Acceptance of Agenda  
CC-190123-CA-0114

Commissioner James Di Sano MOVED THAT the agenda be approved as presented in document #SWLSB-2019/01/23-CA-001.

**Carried unanimously**

### 2.0 Approval of Minutes

Approval of Minutes  
December 12, 2018  
CC-190123-CA-0115

Commissioner Melissa Wall MOVED THAT the minutes of the regular meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board held on December 12, 2018, having been received by all members prior to this meeting, be approved as written.

**Carried unanimously**

### 3.0 Question Period

There were no questions.

#### 4.0 Report from the Chairman

The Chairman presented his monthly report noting the following:

- Community breakfasts :
  - Laval Junior Academy raised 2 500\$
  - Rosemere High School raised 15 000\$
- Funerals attended:
  - Jim Shea, Chairman of the Western Quebec School Board;
  - Claire Grably, School Secretary at Crestview Elementary School;
- The Commissioners training session on January 19, 2019 at Laurentian Regional High School;
- Over 100 people came out for the Town Hall on January 21, 2019 and the results of the evening are expected shortly from Institut Nouveau Monde (INM).

#### 5.0 Director General's Report

The Director General highlighted:

- "Coffee with the DG". This is a new initiative where the Director General and members of ALT go and have a casual coffee meeting with every school and centre team to see what they are thinking about their school, job and overall environment. The results to date have been very positive;
- The Sir Wilfrid Laurier Foundation Gala on January 21, 2019;
- The upcoming Open House at Laval Senior Academy (LSA) on January 29, 2019. The school is very proud of its 94.4% graduation rate and is looking forward to highlighting all of the great things that take place at LSA;
- The benefit to parents from the new online registration will make it easier to re-register their children for the coming school year. She thanked Information Technology and School Affairs and School Organization for their collaboration on this project and for training the employees who will be using it;
- The official registration period for the 2019-2020 school year is February 4 – 28, 2019;
- The participation of John F. Kennedy Elementary School in Le grand défi Pierre Lavoie that meets one of the goals of the Commitment-to-Success Plan.

In response to a question from Commissioner Emilio Migliozi, the Director General indicated that when she does "Coffee with the DG" she meets with the employees at the school or centre who are available to do so. An invitation is sent to the school and the staff can sign up. The conversation is casual and it is nice to hear about the employees perception and what are seen to be challenges.

#### 6.0 Business Arising:

There was no business arising.

#### 7.0 Decision Items:

##### 7.1 Corporate Affairs and Secretary General:

##### 7.1.1 Nomination of a Commissioner to Regroupement lavallois pour la réussite éducative (RLPRÉ):

In response to a question from Commissioner Melissa Wall, the Chairman indicated that he had spoken with Parent Commissioner Anthony Beliotis and that Commissioner Beliotis accepted to represent the school board on the RLPRÉ.

Nomination of a  
Commissioner to  
Regroupement lavallois  
pour la réussite éducative  
(RLPRÉ)

CC-190123-CA-0116

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board approved resolution #CC-170208-CA-0055, approving the incorporation of the "Regroupement lavallois pour la réussite éducative (RLPRÉ)", formerly the "table interordres Laval";

WHEREAS the RLPRÉ has requested that the Sir Wilfrid Laurier School Board name a representative to sit on its conseil d'administration;

Commissioner James Di Sano MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board name Anthony Beliotis, as its representative for the "Regroupement lavallois pour la réussite éducative (RLPRÉ)" conseil d'administration.

Carried unanimously

The Vice-Chair entered the meeting and disconnected from the telephone. TIME: 19:54 hours

### 7.1.2 Policy on Safe and Caring Schools and Centres – Authorization for Consultation:

Policy on Safe and Caring  
Schools and Centres -  
Authorization for  
Consultation

CC-190123-CA-0117

WHEREAS section 18.1 of the Education Act requires students to conduct themselves in a civil and respectful manner, and contribute to a healthy and secure environment;

WHEREAS the Education Act mandates schools to establish rules of conduct and anti-bullying anti-violence plans to ensure safe and healthy school environments;

WHEREAS the school board wishes to formulate a framework to govern and encourage practices conducive to promoting safe schools, centres and work environments for all;

WHEREAS the Sir Wilfrid Laurier School Board currently does not have such policy;

Commissioner Anne McMullon MOVED THAT on the recommendations of the Governance and Ethics Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize for consultation Policy #2019-CA-25: Policy on Safe and Caring Schools and Centres;

AND THAT the consultation begins on January 24, 2019 and ends on March 8, 2019 with the Governing Boards, Parents Committee, Association québécoise des cadres scolaires – Sir Wilfrid Laurier Chapter, Sir Wilfrid Laurier Administrators' Association, Laurier Teachers' Union (LTU), Professionals, CSN-S18 and SEPB-Québec-FTQ Local 577.

Carried unanimously

### 7.1.3 Signing Authority:

#### 7.1.3.1 Contracts and Other Documents:

Signing Authority

Contracts and Other  
Documents

CC-190123-CA-0118

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution # CC-181024-CA-0039, appointing a new Chair

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution # CC-181212-CA-0078, electing a new Vice-Chair;

WHEREAS these new appointments require that the signing authority be updated;

Commissioner Vicky Kalitziakos MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the Chairman, or 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, to sign **contracts and other documents** on behalf of the Sir Wilfrid Laurier School Board, effective 2019-01-24;

AND THAT this resolution replaces resolution #CC-141210-CA-0087 as of the date indicated above.

Carried unanimously

### 7.1.3.2 Cheques and Other Related Financial Documents:

Signing Authority

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution # CC-181024-CA-0039, appointing a new Chair

Cheques and Other Related  
Financial Documents

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution # CC-181212-CA-0078, electing a new Vice-Chair;

CC-190123-CA-0119

WHEREAS these new appointments require that the signing authority be updated;

Commissioner Guy Gagnon MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the Chairman, or 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, or in his absence or with his knowledge, the Director of Financial Resources, to sign **cheques and other related financial documents** on behalf of the Sir Wilfrid Laurier School Board, effective 2019-01-24.

AND THAT this resolution replaces resolution #CC-141210-CA-0088 as of the date indicated above.

Carried unanimously

## 7.2 Human Resources

### 7.2.1 Amendments to Policy on Harassment – Authorization for Consultation:

On a “point of information”, Commissioner Guy Gagnon inquired as to why the consultation period differed from that for the Policy on Safe and Caring Schools and Centres.

The Interim Director of Corporate Affairs and Secretary General noted that the Policy on Safe and Caring Schools and Centres is a new policy and requires additional consultation time whereas the Policy on Harassment is an existing policy that is being amended.

Amendments to Policy on  
Harassment – Authorization  
for Consultation

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #060426-HR-0201, approving policy #2006-HR-06: Policy on Harassment;

CC-190123-HR-0120

WHEREAS it has become necessary to amend this policy in order to reflect the current laws;

Parent Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize for consultation policy #2006-HR-06: Policy on Harassment;

AND THAT the consultation begins on January 24, 2019 and ends on March 4, 2019 with the Association québécoise des cadres scolaires– Sir Wilfrid Laurier Chapter, Sir Wilfrid Laurier Administrators' Association, Laurier Teachers' Union (LTU), Professionals, CSN-S18 and SEPB-Québec-FTQ Local 577.

Carried unanimously

### 7.3 Material Resources and Transportation

#### 7.3.1 Change Orders

##### 7.3.1.1 Our Lady of Peace ES – Renovation Project:

Change Orders

Our Lady of Peace ES –  
Renovation Project

CC-190123-MR-0121

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-170426-MR-0078, awarding the contract for the complete interior renovation project at Our Lady of Peace Elementary School to Corporation de construction Germano, for a direct expenditure (hereinafter referred to as "net taxes") to the school board in the amount of 1 782 976,81\$;

WHEREAS the Executive Committee and the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolutions #EC-170927-MR-0004, #EC-171025-MR-0011, #EC-171122-MR-0024, #EC-180228-MR-0041, #CC-180228-MR-0085 and #CC-180228-MR-0086 approving change orders in the amount of 303 310,29\$ net taxes;

WHEREAS, a new change order has been submitted for a credit due to certain equipment no longer being required in the amount of 2 000,00\$, before taxes (2 299,50\$, taxes included or 2 137,74\$ net taxes);

Commissioner James Di Sano MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the change order credit in the amount of 2 137,74\$ net taxes;

AND THAT the total cost of the project, including the change orders, be increased to 2 086 287,09\$ net taxes;

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

##### 7.3.1.2 St-Paul ES – Foundation, Roof, Ventilation Systems and Washroom Project:

In response to a question from Commissioner Guy Gagnon, the Director of Material Resources and Transportation advised that change orders 4, 6, 7 and 9 are related to the decontamination of the soil and the removal of the tanks and account for the 10.6% increase to the project budget.

Change Orders

St-Paul ES – Foundation,  
Roof, Ventilation Systems  
and Washroom Project

CC-190123-MR-0122

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-180425-MR-0107, awarding the contract for the bathroom, foundation, roof and CVC system renovation project at Saint-Paul Elementary School to the Corporation de construction Germano for a direct expenditure (hereinafter referred to as "net taxes") to the school board in the amount of 1 627 308,01\$;

WHEREAS, the Executive Committee and Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolutions #EC-180926-MR-0010 and #CC-181128-MR-0070 approving change orders in the amount of 182 291,71\$ net taxes;

WHEREAS, during the renovation project an additional change order occurred relating to various modifications and decontamination work in the amount of 147 882,99\$, before taxes (170 028,47\$, taxes included or 158 067,32\$ net taxes);

Commissioner Vicky Kaliotzakis MOVED THAT, on the recommendation of the Director of Material Resources and Transportation, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the change order in the amount of 158 067,32\$ net taxes;

AND THAT the total cost of the project, including the change orders, be increased to 1 968 297,04\$ net taxes;

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

### **7.3.2 Bank of Professionals - Architects and Engineers, Civil and Structural, Mechanical and Electrical, and Geotechnical:**

Commissioner Guy Gagnon stated that he would not support this resolution as he objects to the fact that there was no Commissioner representation on the Selection Committee.

Bank of Professionals  
Architects and Engineers,  
Civil and Structural,  
Mechanical and Electrical,  
and Geotechnical

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution #CC-170524-MR-0089 approving the call to tender for the creation of a bank of professionals (Architects, Civil and Structural Engineers, Mechanical and Electrical Engineers and Geotechnical Engineers) for a three-year period, for the projects for which the sums for professional fees are less than \$101,100;

**CC-190123-MR-0123**

WHEREAS, as per Article 43 of the Regulation respecting service contracts of public bodies, a public notice of qualification is published again at least once a year for up to three years so as to allow the qualification of other service providers during the period of validity of the list;

WHEREAS a public notice of qualification was published on the SEAO on December 13, 2018, so as to allow the qualification of other service providers for the remaining two years of the bank of professionals and proposals were received on January 10, 2019;

WHEREAS a meeting of the Selection Committee was held on January 16, 2019 to review the proposals received;

Commissioner Emilio Migliozi MOVED THAT, on the recommendation of the Selection Committee and the Director of Material Resources and Transportation, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the addition of the qualified firms to the bank of professionals for projects for which the sums for professional fees are less than 101 100,00\$, as per Document #SWLSB-2019/01/23-MR-001;

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.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners & Parent Commissioners voting YEA:	James Di Sano, Paolo Galati, Stéphane Henley, Vicky Kaliotzakis, Peter MacLaurin, Anne McMullon, Emilio Migliozi
Commissioners & Parent Commissioners voting NAY:	Guy Gagnon
Commissioners & Parent Commissioners ABSTAINING:	Melissa Wall

**7.3.3 Tender Validity Extension – Construction Projects:**

The Director of Material Resources and Transportation advised that the tender validity extension would provide some leeway with the verification of plans and specifications by a city or town, any changes they might request that may be required prior to the issuance of permits.

Tender Validity Extension  
Construction Projects  
CC-190123-MR-0124

WHEREAS, as per Article 39 of the Regulation respecting construction contracts of public bodies, states that an *“Authorization from the chief executive officer of the public body is required before a notice of the call for tenders is published if the tender validity period is greater than 45 days”* and, in the case of a school board, the chief executive officer is the Council;

WHEREAS the implementation of the Autorité des Marchés Publics (AMP) a Contractor is now allowed to make a complaint during the tendering process and, if this is the case, the school board may have to lengthen the tendering process from a minimum of 15 days to approximately 25 days;

WHEREAS a consequence of the lengthening of the tendering process and potential complaints could result in additional delays being added to the 25 days previously mentioned;

WHEREAS the approval of the results of a tender are time sensitive and there is always the possibility of encountering a situation where a regular meeting of the Council is not scheduled within the required timeframe for approval;

WHEREAS it is preferred that the school board have the permit in hand prior to awarding the tender to a general contractor so as to ensure that there are no unforeseen demands from a city, which is a process that is often delayed for various reasons;

WHEREAS obtaining a permit often places the school board in a situation where a city will not issue a permit until the general contractor has been awarded the contract;

WHEREAS it would be advantageous for the Director of Material Resources and Transportation to be able to increase the tender validity period from 45 days up to but not exceeding 90 days without having to bring a request to the Council every time an increase is required;

Commissioner Melissa Wall MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize the Director of Material Resources and Transportation to extend the tender validity period from 45 days up to but not exceeding 90 days for all calls for tenders for the services of a general contractor;

AND THAT this resolution is in effect until replaced.

Carried unanimously

## 8.0 Information Items

### 8.1 SWL Foundation Report:

There was no report.

The Chairman reminded everyone that the Sir Wilfrid Laurier Foundation January Gala is tomorrow evening and that it is sold out.

### 8.2 Parent Commissioners Reports

#### 8.2.1 Parents Committee Report:

There was no report.

#### 8.2.2 SEAC Report:

Parent Commissioner Stéphane Henley presented and reviewed the monthly SEAC Report noting:

- The next conference is February 19, 2019 and will deal with work and life balance. People can participate in person or online;
- The conference in April will deal with Speech Therapy and the one in May will be on Occupational Therapy;
- SEAC is trying to have as many conferences as possible in order to generate visibility;
- SEAC now has a Facebook page;
- The overcrowding situation at Crestview Elementary School is causing concern for the committee;
- A marketing plan for SEAC is being worked on.

### 8.3 Report of QESBA

Commissioner Peter MacLaurin advised that the next meeting of QESBA is Friday, January 25, 2019. At this meeting, a new Vice-Chair will be elected to replace Jim Shea of the Western Quebec School Board.

## 9.0 Question Period:

The Interim Director of Corporate Affairs and Secretary General explained the process for question period.

In response to questions from Commissioner Guy Gagnon, the Director of Material Resources and Transportation, with the assistance of the Director General, noted the following

- Two directives have been received from the MEES to ensure that all schools are equipped with carbon monoxide detectors;
- The school board has carbon monoxide detectors in all the schools that have a combustion furnace;
- There are also detectors for methane gas;
- The detectors are calibrated every two years and are connected to the alarm system of the school board;
- The schools received a procedure for the detectors in January 2018;
- At 30 parts per million the detector alarm goes off for the first time and there is a second alarm at 200 parts per million;



- CNESST allows for 15 minutes of exposure but the school board will immediately call 911 and evacuate the school;
- To date the school board has never had this type of alarm go off;
- If contractors do not report carbon monoxide alarms this is cause for dismissal and the school board moves to the next lowest conformable bidder on a project;
- The request from the MEES was responded to and the school board procedure was sent with the response. The MEES has since contacted the school board to ask permission to use this procedure for all school boards in Québec;
- The school board has authorized the schools to forward the procedure to parents who have made inquiries.

In response to question from Commissioner Peter MacLaurin, the Chairman noted that the topic of seat belts on school buses will be brought for discussion at the Corporate Committee and then, if necessary, a recommendation can be made to Council.

Commissioner Emilio Migliozi noted that by 2020 all new school buses would be equipped with seat belts.

Stephanie McLellan, President of the Laurier Teachers Union (LTU), advised the Council that LTU has received very positive feedback from its members who have taken part in "Coffee & Conversation with the DG". Those who have been able to attend appreciated the fact that the event was informative, relaxed and enjoyable.

**10.0 Correspondence:**

There was no correspondence.

**11.0 Varia:**

There was no varia

**12.0 Adjournment:**

Commissioner Peter MacLaurin MOVED the adjournment of the meeting.

Carried unanimously

TIME: 20:32 hours

NEXT MEETING ⇒ REGULAR ⇒ February 27, 2019