

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

**A Special meeting** of the Executive Committee of the Sir Wilfrid Laurier School Board was held via videoconference on Friday, July 9, 2021, at 12:00 hours, at which were:

**Present via videoconference:** Paolo Galati, Chairperson; Commissioner Bob Pellerin, Vice-Chairperson; Commissioners James Di Sano, Olivia Landry and Parent Commissioner Adam Gordon; and Gaëlle Absolonne, Director General.

**Also present via videoconference were:** Commissioner Anick Brunet and Parent Commissioner Tara Anderson, Frédéric Greschner, Assistant Director General; Anna Sollazzo, Secretary General and Director of Legal, Corporate and Communications; Robin Bennett, Director of Information Resources; Michel Dufour, Director of Material Resources and Transportation; François Badin, Interim Director of Human Resources; and Jocelyne Thompson-Ness, Administration Officer.

**Absent:** Commissioners Donna Anber and Vincent Cammisano.

### 1.0 Opening of Meeting

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

**TIME: 12:00 hours**

The Secretary General and Director of Legal, Corporate and Communications 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.”*

### 2.0 Approval of the Agenda:

Approval of the Agenda

Commissioner James Di Sano MOVED THAT the special agenda be approved as presented in document no. X-SWLSB-2021/07/09-CA-001.

EC-210709-CA-0001

**Carried unanimously**

Parent Commissioner Tara Anderson entered the meeting.

**TIME: 12:02 hours**

### 3.0 Human Resources

#### 3.1 Engagement of Project Manager

The Interim Director of Human Resources provided background information on the candidate retained noting that they met the criteria set out in the posting.

Commissioner Anick Brunet entered the meeting.

TIME: 12:04 hours

The Director of Material Resources and Transportation noted that the retained candidate is currently an employee and that they work well with his team.

Engagement of Project  
Manager

**EC-210709-HR-0002**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution no. CC-210623-HR-0133, approving the Organizational Chart for Management which becomes effective as of the 2021-2022 school year;

WHEREAS there are positions of Project Manager that are currently vacant;

WHEREAS policies no. 2000-HR-01: *Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Administrators' Association* and no. 2000-HR-02: *Regulating the Working Conditions of Management Staff Represented by the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section*, have been applied (the Management Policies);

WHEREAS these positions were posted and a Selection Committee held interviews on July 7, 2021;

WHEREAS as per appendix 1, section 1.1, of by-law no. BL2008-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*, the Executive Committee exercises all functions and powers of the Council of Commissioners during the month of July;

Commissioner Bob Pellerin MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee of the Sir Wilfrid Laurier School Board engage the following as Project Manager, in accordance with the Management Policies of the Sir Wilfrid Laurier School Board:

Name	Effective Date
Ouhiba Izourari	August 2, 2021

**Carried unanimously**

### 3.2 Engagement of a Foreman

The Interim Director of Human Resources advised that two candidates were interviewed and that the candidate retained has a wealth of experience as well as meeting the criteria set out in the posting.

The Director of Material Resources and Transportation noted that the retained candidate will be a good addition to the team.

Engagement of a Foreman

**EC-210709-HR-0003**

WHEREAS the Council of Commissioners of the Sir Wilfrid Laurier School Board adopted resolution no. CC-210623-HR-0133, approving the Organizational Chart for Management which becomes effective as of the 2021-2022 school year;

WHEREAS a position of Foreman is currently vacant;

WHEREAS policies no. 2000-HR-01: *Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Administrators' Association* and no. 2000-HR-02: *Regulating the Working Conditions of Management Staff Represented by the Association québécoise des cadres scolaires – Sir Wilfrid Laurier Section*, have been applied (the Management Policies);

WHEREAS this position was posted and a Selection Committee held interviews on June 2, 2021;

WHEREAS as per appendix 1, section 1.1, of by-law no. BL2008-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*, the Executive Committee exercises all functions and powers of the Council of Commissioners during the month of July;

Commissioner Olivia Landry MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee of the Sir Wilfrid Laurier School Board engage Yves Cholette as Foreman, effective August 9, 2021, in accordance with the Management Policies of the Sir Wilfrid Laurier School Board.

**Carried unanimously**

#### **4.0 Legal, Corporate and Communications**

##### **4.1 Contract for Use of the Vortex Software – Authorization to Sign**

The Chairman congratulated the Secretary General and Director of Legal, Corporate and Communications for her diligent work on this project that will help the school board be more efficient.

The Secretary General and Director of Legal, Corporate and Communications thanked the Chairman noting that she also had the support of Information Resources. This pilot project for electronic archiving has been a long-term priority for the school board. The Vortex software comes highly recommended by other educational institutions. The Vortex software forces the classification of archives on an ongoing basis in accordance with the school board's archive classification plan. Legal, Corporate and Communications, General Directorate and Human Resources will pilot the software.

In response to question from the Chairperson, the Secretary General and Director of Legal, Corporate and Communications advised that Vortex will not replace GRICS.

Contract for Use of the  
Vortex Software –  
Authorization to Sign

**EC-210709-CA-0004**

WHEREAS the Sir Wilfrid Laurier School Board (the SWLSB) wishes to use an integrated document management software to facilitate the classification of its official documents;

WHEREAS the Vortex software is currently used by fifteen (15) other school boards and school service centres;

WHEREAS the SWLSB wishes to use the Vortex software in a pilot project;

WHEREAS the annual cost of a Vortex licence is \$0.50 per student;

WHEREAS, based on the number of students attending the SWLSB, the annual cost for the licence would be approximately of \$6,825.66;

WHEREAS the installation and the training of employees will be undertaken during the 2021-2022 school year at rates of \$115 to \$125 per hour;

WHEREAS, as per appendix 1, section 1.1, of by-law no. BL2008-CA-01: *Delegation of Functions and Powers of the Sir Wilfrid Laurier School Board*, the Executive Committee exercises all functions and powers of the Council of Commissioners during the month of July;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Director of Legal, Corporate and Communications, the Executive Committee of the Sir Wilfrid Laurier School Board authorize the Director of Legal, Corporate and Communications and the Director General to enter into a contract with Ressources GED Louise Paradis Inc., owner of the property rights for the Vortex software;

AND THAT the Director of Legal, Corporate and Communications and the Director General be authorized to sign all documentation concerning this contract, including any renewal not exceeding a total period of six (6) years, the whole within the limits established under by-law no. BL2008-CA-01: *Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board* for the granting of contracts.

**Carried unanimously**

**5.0 Adjournment:**

The Chairman thanked everyone for attending and wished everyone a happy and relaxing summer break.

Parent Commissioner Adam Gordon MOVED the adjournment of the meeting.

**Carried unanimously**

**TIME: 12:18 hours**

**NEXT MEETING ⇨ REGULAR ⇨ August 25, 2021**