

PROVINCE OF QUÉBEC
Ville de Rosemère

A regular meeting of the Executive Committee of the Sir Wilfrid Laurier School Board was held via videoconference, on Wednesday, September 28, 2022, at 18:30 hours, at which were:

Present: Paolo Galati, Chairperson; Commissioner Bob Pellerin, Vice-Chairperson; Commissioners Donna Anber, James Di Sano, Parent Commissioner Adam Gordon; and Gaëlle Absolonne, Director General.

Also present: Commissioner Barbara Barrasso; Parent Commissioner Tara Anderson; Frédéric Greschner, Assistant Director General; Anna Sollazzo, Secretary General and Director of the Legal, Corporate and Communications Department; Robin Bennett, Director of Information Resources; Michel Dufour, Director of Material Resources and Transportation; Chao Ling Pan, Director of Financial Resources; François Badin, Assistant Director of Human Resources; and Jocelyne Thompson-Ness, Administration Officer.

Also present via videoconference: Commissioners Anick Brunet, Vincent Cammisano and Melissa Wall and Parent Commissioners Tara Anderson and Stéphane Henley

Absent: Commissioner Olivia Landry.

0.0 Opening of Meeting

In response to a request from the Vice-Chairperson, the Secretary General and Director of the Legal, Corporate and Communications Department verified that quorum is achieved. The Vice-Chairperson called the meeting to order.

TIME: 18:32 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-220928-CA-0008

Commissioner Donna Anber MOVED THAT the agenda be approved as presented in document no. EC-SWLSB-2022/09/28-CA-001.

Carried unanimously

2.0 Approval of Minutes

2.1 August 24, 2022

Approval of Minutes
 August 24, 2022

EC-220928-CA-0009

Commissioner James Di Sano MOVED THAT the minutes of the regular meeting of the Executive Committee of the Sir Wilfrid Laurier School Board held on August 24, 2022, having been received by all members prior to this meeting, be approved as written and exempt from reading by the Secretary General.

Carried unanimously

2.2 August 29, 2022

Approval of Minutes
August 29, 2022

EC-220928-CA-0010

Commissioner Bob Pellerin MOVED THAT the minutes of the special meeting of the Executive Committee of the Sir Wilfrid Laurier School Board held on August 29, 2022, having been received by all members prior to this meeting, be approved as written and exempt from reading by the Secretary General.

Carried unanimously

3.0 Business Arising

There was no business arising.

Commissioner Vincent Cammisano entered the meeting.

TIME: 18:36 hours

4.0 Decision Items**4.1 Financial Resources****4.2.1 Long-Term Borrowing Plan**

Long-Term
Borrowing Plan

EC-220928-FR-0011

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 now until March 31, 2023, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for an amount not exceeding \$7,475,000;

WHEREAS, in accordance with section 83 of the *Financial Administration Act*, the Borrower wishes to provide that, under this borrowing plan, the power to borrow and the power to approve the terms and conditions be exercised by at least two of its officers;

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

WHEREAS the Ministre de l'Éducation (the "Minister") has authorized the Borrower to establish this borrowing plan in accordance with the conditions specified in its letter dated August 16, 2022;

Parent Commissioner Adam Gordon MOVED THAT the Executive Committee of the Sir Wilfrid Laurier School Board approve:

1. THAT a borrowing plan be established, under which the Borrower may, subject to the characteristics and limits stated hereafter, conclude, from now until March 31, 2023, long-term borrowing transactions with the Ministre des Finances, as the person responsible for the Financing Fund, for an amount not exceeding \$7,475,000 (the "Borrowing Plan");
2. THAT the long-term borrowing transactions made by the Borrower under the Borrowing Plan be subject to the following characteristics and limits:
 - a) Despite the provisions of paragraph 1 above, the Borrower may not, during the period of this Borrowing Plan, make borrowing transactions that would exceed the total amount approved for the Borrower by the Conseil du trésor for such a period 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 and 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 conditional to an annual vote, by Parliament, on the funds required for such purpose;
 - 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 the capital expenditures and expenditures subsidized by the Minister related to the investments of the Borrower;
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 the Borrowing Plan up to the maximum amount stipulated herein, 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 shall be established according to the criteria determined by the Government under Order-in-Council number 513-2022 of March 23, 2022, 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 represents, for the Borrower, the subsidy granted by the Minister on behalf of the Government of Québec;
5. THAT the Borrower be authorized to pay, from the proceeds of each borrowing under the Borrowing Plan, the issue expenses and the management fees that shall have been agreed to;
6. THAT the Director of Financial Resources and the Director General or the Assistant Director General, **provided two of them act jointly**, be authorized, on behalf of the Borrower, to sign the loan agreement, the movable hypothec agreement and the notes; to agree to all the clauses and guarantees not substantially incompatible with the provisions herein, to deliver the notes, to make any changes to these documents not substantially incompatible with the provisions herein, to take any action and to sign any document, necessary or useful, to give full effect to this resolution;

7. THAT, should the Borrower have already adopted a resolution establishing a borrowing plan for the same purposes, this resolution replace the previous resolution without affecting the validity of the borrowings made under its authority before the date of the Borrowing Plan.

Carried unanimously

4.2 Material Resources and Transportation

4.2.1 Engagement of Service Provider – Maintenance and Inspection of Vertical Transportation Equipment

Engagement of Service Provider – Maintenance and Inspection of Vertical Transportation Equipment

EC-220928-MR-0012

WHEREAS the current contract for the maintenance and inspection of vertical transportation equipment expires on October 31, 2022;

WHEREAS public call for tender no. 22-209-05 was published for the maintenance and inspection of vertical transportation equipment and the bids were opened on September 7, 2022;

WHEREAS the conformity of all bidders has been verified;

Commissioner Donna Anber MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Executive Committee of the Sir Wilfrid Laurier School Board award a three-year contract (1 year + 2 optional periods of one year each) for the maintenance and inspection of vertical transportation equipment to Ascenseur Néoservices Inc., for a total cost of \$102,600.00, before taxes, or \$109,665.81, net taxes;

AND THAT the engagement of this service provider be conditional to the receipt of all contractual documents;

FURTHER THAT the Director of Material Resources and Transportation be authorized to sign all documentation concerning this contract.

Carried unanimously

The Assistant Director of Human Resources entered the meeting.

TIME: 18:43

4.3 Legal, Corporate and Communications

4.3.1 Intrado Canada Inc. – Invoice (Communicate)

In response to a question from the Chairperson, the Secretary General and Director of the Legal, Corporate and Communications Department advised that this item is being presented this evening because the total contract amount exceeds the signing authorization of the Director General.

Intrado Canada Inc. – Invoice (Communicate)

EC-220928-CA-0013

WHEREAS the Sir Wilfrid Laurier School Board (the Board) entered into an agreement with West Interactive Services Corporation, now known as Intrado Canada Inc., for the use of School Messenger Communicate on June 18, 2018;

WHEREAS the agreement was for an initial term of 24 months with an automatic renewal for successive one-year periods unless either party provides written notice of its desire not to renew;

WHEREAS the agreed-to cost is \$24,980.00 per year, plus applicable taxes;

WHEREAS the 2022-2023 school year will mark the third one-year renewal of this agreement bringing the total cost of the service to \$124,900.00, plus applicable taxes;

Commissioner James Di Sano MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Executive Committee of the Sir Wilfrid Laurier School Board approve the payment of the invoice received from Intrado Canada Inc. – Intrado Education Division for the subscription to School Messenger Communicate for the 2022-2023 school year, in the amount of \$24,980.00, before taxes, \$28,720.76, all taxes included.

Carried unanimously

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: 18:46 hours

NEXT MEETING → REGULAR → October 26, 2022

Anna Sollazzo, Secretary General

Paolo Galati, Chairperson