



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Council Highlights February 21, 2024

The Council adopted the following resolution:

Recruitment and Hiring of an Assistant Director General WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant Director General;

Process for Recruiting WHEREAS, in accordance with section 4.1.1 of policy no. 2012-CA-21: *Policy for the Recruitment and Hiring of a Director General and an Assistant Director General*, the Council of Commissioners must select the method to be used for this process from the following:

CC-240221-CA-0069

- A) Carry out the process by itself;
- B) Carry out part of the process by itself and engage external support;
- C) Outsource the entire process and engage a Human Resources Consulting Firm to carry it out, in this case, only sections 4.1.2 and 4.8 shall apply.

Commissioner Barbara Barrasso MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board select method B to be used for the recruitment process of an Assistant Director General.

Carried unanimously

Amendment to Resolution Commissioner Donna Anber MOVED THAT the dates in the resolution for the criteria, duration and method of posting for the recruitment of an Assistant Director General be changed to read February 26, 2024 to March 26, 2024. Seconded by Commissioner James Di Sano.

CC-240221-CA-0070

Carried unanimously

Recruitment and Hiring of an Assistant Director General WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant Director General;

Criteria, Duration and Method of Posting WHEREAS, in accordance with sections 4.1.2 and 4.1.3 of policy no. 2012-CA-21: *Policy for the Recruitment and Hiring of a Director General and an Assistant Director General*, the Council of Commissioners must decide, by resolution, on the specific criteria and the duration of the publication of the post of Assistant Director General;

CC-240221-CA-0071

Parent Commissioner Chloée Alary MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the criteria as contained in document no. SWLSB-2024/02/05-CA-002, as the specific criteria for the post of Assistant Director General;

AND THAT the position of Assistant Director General be posted internally and externally as follows:

- On the Corporate website;
- Through the means of the education network;
- Through provincial or national newspapers; and/or
- Through social media platforms.

FURTHER THAT the Director of Human Resources be mandated to post this position from February 26, 2024. to March 26, 2024.

Carried unanimously



Amendment to Resolution
CC-240221-CA-0072 Commissioner Stéphane Henley MOVED THAT the resolution concerning the selection committee be amended to include the Director General as an ex-officio member. Seconded by Parent Commissioner Elena Ferrato.

Carried unanimously

Recruitment and Hiring of an Assistant Director General WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant Director General;

Selection Committee
CC-240221-CA-0073 WHEREAS, in accordance with sections 4.2.1 and 4.2.2 of policy no. 2012-CA-21: *Policy for the Recruitment and Hiring of a Director General and an Assistant Director General*, the Council of Commissioners must name a Selection Committee which must include the Chairperson and Vice-Chairperson of the Council, the Chairperson and Vice-Chairperson of the Executive Committee, a Parent Commissioner and three Commissioners, one from each of the following regions: Laval, Laurentides and Lanaudière;

Commissioner Donna Anber MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board name the following to the Selection Committee for the position of Assistant Director General;

AND THAT two (2) alternates be named in the event of an absence.

Chairperson – Council / Executive	Paolo Galati
Vice-Chairperson Council	Melissa Wall
Vice-Chairperson Executive Committee	Donna Anber
Parent Commissioner	Chloée Alary
Commissioner – Laval	Barbara Barrasso
Commissioner – Laurentides	Stéphane Henley
Commissioner – Lanaudière	Bob Pellerin
Commissioner Alternate	James Di Sano
Parent Commissioner Alternate	Elena Ferrato
Director General (Ex-officio)	

Carried unanimously

Recruitment and Hiring of an Assistant Director General WHEREAS the Council of Commissioners approved resolution CC-240221-CA-0069 selecting to carry out part of the process by itself and engage external support for the recruitment and hiring of an Assistant Director General, as per section 4.1, subsection 4.1.1.2; of policy no. 2012-CA-21: *Policy for the Recruitment and Hiring of a Director General and an Assistant Director General*;

Selection and Mandate – External Support

CC-240221-CA-0074

WHEREAS section 4.1.4 of said policy states, “If the Council of Commissioners chooses method 4.1.1.2, it will determine by resolution the roles and responsibilities for the Council of Commissioners and for the external support.”;

Commissioner Anick Brunet MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board retain the services of Auray Leadership, Member of Raymond Chabot Grant Thornton, to provide support with the hiring process;

AND THAT the mandate to the said firm be to provide the following services:

- Assist the Selection Committee with the interview process;
- Assist with the psychometric assessments if required; and
- Proceed with the reference check of the successful candidate.



AND THAT the budget for these services not exceed \$5,000.00, plus applicable taxes;

FURTHER THAT the Chairperson, as well as the Director General, be authorized to sign all documentation concerning this contract.

Carried unanimously

2022-2023 Annual Report

CC-240221-CA-0075

WHEREAS section 220 of the *Education Act* requires every school board to prepare an annual report giving the population in its territory an account of the implementation of its commitment-to-success plan and the results obtained;

WHEREAS public notice of the presentation of its annual report was given in accordance with section 220.1 of the *Education Act*;

WHEREAS the Advisory Committee - Administration reviewed the 2022-2023 Annual Report of the Sir Wilfrid Laurier School Board at its meeting on February 7, 2024, and provided feedback;

Parent Commissioner Elena Ferrato MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board adopt the 2022-2023 Annual Report of the Sir Wilfrid Laurier School Board, as per document no. CC-SWLSB-2024/02/21-CA-003.

Carried unanimously

Policy on the suspension of classes and/or emergency closure of establishment(s) during unusual and unpredictable circumstances or inclement weather

CC-240221-HR-0076

WHEREAS the Council of Commissioners adopted resolution no. CC-231025-HR-0031 authorizing for consultation the policy no. 2006-HR-07: *Policy on the suspension of classes and/or emergency closure of establishment(s) during unusual and unpredictable circumstances or inclement weather*;

WHEREAS the consultation period expired on November 24, 2023, and feedback was received on the policy and taken into consideration;

Commissioner Désirée Ramacieri MOVED THAT, on the recommendation of the Advisory Committee - Administration, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the amendments to policy no. 2006-HR-07: *Policy on the suspension of classes and/or emergency closure of establishment(s) during unusual and unpredictable circumstances or inclement weather*.

Carried unanimously

Five-Year Service Contract

External Auditors

CC-240221-MR-0077

WHEREAS section 284 of the *Education Act* (R.S.Q., Chapter I-13.3) requires that "for each fiscal year, every school board shall appoint from among the members of the professional order of accountants governed by the Professional Code (chapter C-26) an external auditor who shall file a report of his audit of the financial transactions of the school board";

WHEREAS the service contract for external auditing services for the Sir Wilfrid Laurier School Board expires on June 30, 2024;

WHEREAS a public call to tenders is required to seek external auditing services;

WHEREAS the *Regulation Respecting Certain Service Contracts of Public Bodies* requires the "authorization of the chief executive officer of the public body for every contract whose expected term, including any renewal, is greater than three years";

WHEREAS the Sir Wilfrid Laurier School Board (SWLSB) wishes to tender and grant the service contract for external auditing services for the Sir Wilfrid Laurier School Board for a total term of five years, including all renewal periods;



Commissioner Stéphane Henley MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board authorize a three (3) year service contract with two additional renewal options of one (1) year, for a total length of five (5) years, for external auditing services.

Carried unanimously

Engagement of Contractor

WHEREAS, as per the *Regulation respecting construction contracts of public bodies*, “a public body may enter into a task order contract with one contractor or more when the procurement requirements are recurrent and the monetary value of the construction work, the rate or frequency are uncertain”;

Task Order Contract

Interior Systems

WHEREAS public call for tenders no. 23-209-07 was published for interior systems task order contract and the bids were opened on February 12, 2024;

CC-240221-MR-0078

WHEREAS the call for tenders was divided in three regional lots (respectively eastern region, northern region and western region) allowing for each bidder to submit a bid in one or more lots;

WHEREAS the conformity of all bidders has been verified;

Commissioner Bob Pellerin MOVED THAT, on the recommendation of the Advisory Committee – Student Success, the Council of Commissioners of the Sir Wilfrid Laurier School Board award a three-year task order contract (1 year + 2 optional periods of one year each) for interior systems as follows:

Lot	Rank (from lowest to highest bid)	Name of Contractor	Total amount for 3 years before taxes
1 Eastern region	1	Francis Leblanc Construction	\$182,730.00
	2	Gaudreau Rénovation Construction inc.	\$223,561.95
2 Northern region	1	Francis Leblanc Construction	\$182,730.00
	2	Gaudreau Rénovation Construction inc.	\$223,561.95
3 Western region	1	Francis Leblanc Construction	\$182,730.00
	2	Gaudreau Rénovation Construction inc.	\$223,561.95

AND THAT the engagement of the contractor be conditional to the receipt of all contractual documents;

AND THAT, as per the *Regulation respecting construction contracts of public bodies*, “if the task order contract is entered into with several contractors, the performance requests are made to the contractor who submitted the lowest price, unless the contractor cannot perform the contract, in which case the other contractors are solicited according to their respective rank”, the Sir Wilfrid Laurier School Board will solicit the other conformable contractors who submitted a bid, according to their respective rank, as indicated in the table above;

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

Carried unanimously

