

# **OPERATIONS, POLICY AND PLANNING COMMITTEE**

**Monday, November 9, 2015 at 7:00 P.M.**

## **REGULAR MEETING**

**OPPs Agendas and Minutes available at:**

**<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>**

**NEXT COMBINED ED POLICY AND OPPs  
MEETING IS SCHEDULED FOR:  
Monday, December 7, 2015 at 7:00 P.M.**

Board of Education of School District #61 (Greater Victoria)

**OPERATIONS, POLICY AND PLANNING COMMITTEE**

*Dialogue with the Public is welcome during Standing Committee Meetings.*

**Regular Agenda for Monday, November 9, 2015 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Leonard**

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

	Presenter	Status	Attachment
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
A. Operations, Policy and Planning Committee Meeting of Tuesday, October 13, 2015			Pgs. 1-6
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS</b>			
<b>5. SUPERINTENDENT'S REPORT</b>			
A. Introduction of Student Representative - Solomon Lindsay, Victoria High School	Piet Langstraat		Verbal
<b>6. FINANCE &amp; LEGAL AFFAIRS</b>			
A. Regulation 3548 School District Signing Authority	Debra Laser	Motion	Pgs. 7-9
B. Policy 1325 Partnership & Attachment Ad Hoc Committee Terms of Reference	Deb Whitten	Motion	Pgs. 10-14
C. Needs Budget Ad Hoc Committee Terms of Reference	Debra Laser	Motion	Pg. 15
<b>7. FACILITIES PLANNING</b>			
A. McKenzie Interchange Planning	Tom Smith	Information	Pg. 16
<b>8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS</b>			
<b>9. NEW BUSINESS</b>			
A. Trustee McNally – Bylaw 9140, Ad Hoc Committee of the Board			
That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 <i>Bylaws of the Board</i> , accept the attached as a replacement for the current board Bylaw 9140 <i>Ad Hoc Committee of the Board</i> .			Pgs. 17-20

**B. Trustee Watters – Conduct a Review of External Committee Appointments**

That the Board of Education of School District 61 (Greater Victoria) conduct a review of external committee appointments by instructing:

- a) trustees currently appointed to external committees to provide the Chair with recommendations and rationale regarding SD61's continued involvement on the committee to which they are appointed.
- b) the Chair to send correspondence to all external committees for which the board makes appointments and inquire if a SD61 representative continues to be valuable.
- c) the Chair to send correspondence to all district Municipalities and First Nations partners expressing the Board's interest in building relationships and being involved in areas of mutual interest, and inquire if there are any committees upon which SD61's presence would be valuable.
- d) the Chair to make recommendations to the Board, based on the above correspondence, for any changes to the list of external committees that receive appointments.

**10. NOTICE OF MOTION****11. GENERAL ANNOUNCEMENTS****12. ADJOURNMENT**



**Operations, Policy and Planning Committee Meeting  
October 13, 2015 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Diane McNally, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Mark Walsh, Manager, Labour Relations and Legal Services, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:30 p.m.

Chair Leonard recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

**1. APPROVAL OF THE AGENDA**

It was moved:

That the October 13, 2015 regular agenda be approved with the following changes: add items 5.A. Introduction of Student Representative; 9.D. Trustee Paynter - Terms of Reference for Ad Hoc Board Standing Committee Review Committee; and 10.A-C. Notice of Motions: Trustee Nohr – Technology Stewardship Committee, Trustee McNally - Bylaw 9140, Ad Hoc Committee of the Board, and Trustee Whiteaker - Parent Education Fund.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the September 21, 2015 Operations, Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

**3. BUSINESS ARISING FROM MINUTES – None**

**4. PRESENTATIONS – None**

**5. SUPERINTENDENT'S REPORT**

- A.** Superintendent Langstraat introduced Willow Mak, Student Representative from S. J. Willis Education Centre.

## **B. Sno'uyutth Welcoming Pole – Oak Bay High School**

Superintendent Langstraat informed Trustees that he attended a meeting with the Community Association of Oak Bay (CAOB) and the Songhees Nation to discuss the delivery and installation of the Sno'uyutth welcoming pole, the dedication ceremony, and other remaining costs. Superintendent Langstraat advised that Farmer Construction Ltd has agreed to pay for the cost of the pole base and that the CAOB will pay for the costs related to the dedication ceremony leaving the plaque as the outstanding cost item.

Secretary-Treasurer Laser advised Trustees that the estimated cost of the plaque of \$1,000 could be funded through the Oak Bay High School capital project.

## **C. Oak Bay Engraved Brick Paver Fundraiser Update**

Superintendent Langstraat informed Trustees that he had the opportunity to meet with Secretary-Treasurer Laser, Dave Thomson, Principal, Oak Bay High School and Jim Soles, Supervisor of Building Projects regarding the Oak Bay project and fundraising efforts. He advised that Oak Bay High School will not be proceeding with the engraved brick paver fundraiser. He also advised that Oak Bay High School still needs to raise approximately \$170,000 to complete its fundraising efforts. Superintendent Langstraat informed the Committee that the commonwealth track on the Oak Bay High School property will also need to be upgraded at an estimated cost of \$200,000.

Discussion ensued amongst the Trustees.

Superintendent Langstraat stated that he would be assigning a district staff member to liaise with school fundraising committees engaging in large fundraising efforts to ensure that the District perspective on fundraising is upheld.

# **6. FINANCE AND LEGAL AFFAIRS**

## **A. International Student Program**

Jeff Davis, Director, International Student Program (ISP) presented the preliminary 2015-2016 ISP budget and explained how the school-based funding allocations are used to hire ISP Advisors (teachers) and to provide time for administrators to support the emotional needs of international students. He also explained how the program provides orientation for new students, academic transition, trips and excursions, parents' ELL programs, health seminars, and other activities to promote student engagement and adaptation. Mr. Davis responded to questions from Trustees. Chair Leonard thanked Mr. Davis for his presentation.

## **B. Use of Email for Conducting Business**

Mark Walsh, Manager, Labour Relations and Legal Services provided an overview on the appropriate use of email for conducting the business of the Board. Mr. Walsh advised that the Board can only act within the framework of its by-laws and policies and subject to the School Act. Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Walsh.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Secretary-Treasurer to review Board Bylaw 9360 and recommend changes that would address electronic communication.

**Motion Carried Unanimously**

### **C. 2016-2017 Budget Planning Cycle**

Secretary-Treasurer Laser reviewed the proposed 2016-2017 Budget Plan. Trustees indicated support for the plan and a desire to have increased public engagement at budget meetings.

### **D. Enrolment Update**

Secretary-Treasurer Laser provided Trustees with an enrolment update for 2015-2016 and noted that actual enrolment has increased 410.6 FTE over projected enrolment and 256.2 FTE over enrolment in the previous year.

### **E. Parent Education Fund Update**

Trustee Whiteaker informed the Committee that the Ad Hoc Parent Education Fund Committee met on October 2 and October 9, 2015 to develop an application process, eligibility and criteria to be considered for funding, selection criteria and reporting requirements for the Parent Education Fund. Trustee Whiteaker provided the Committee with a Request for Parent Education Funding Form, the Parent Education Funding Final Summary Report, as well as an implementation plan and timeline for the Parent Education Fund.

Discussion ensued amongst the Trustees with questions of clarification being asked of Ad Hoc Committee members. Superintendent Langstraat suggested that Deputy Superintendent Green, a senior staff member, and a Trustee could be part of the selection team.

The Ad Hoc Parent Education Fund Committee recommended that the following motions be considered at the October 19, 2015 Regular Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) accept the application process, selection criteria, and reporting requirement as presented for implementation, and further that these documents be distributed to PACs in the Greater Victoria School District.

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Parent Education Fund Ad Hoc Committee.

## 7. PERSONNEL

### A. Meeting with Employee Groups

Chair Leonard provided the Committee with information about a recent invitation received by Trustees to meet with one of the employee groups. Discussion ensued amongst the Trustees with concerns raised about discerning the difference between formal meetings and social gatherings intended to strengthen relationships.

Chair Leonard provided a notice of motion for the October 19, 2015 Regular Board of Education meeting to recommend that the Board chair respond in writing to the Greater Victoria Teachers Association's invitation to attend a meeting on October 29, 2015.

## 8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

## 9. NEW BUSINESS

### A. Trustee Orcherton – Parent Education Fund

Trustee Orcherton presented her motion and rationale.

That the Board of Education of School District No. 61 (Greater Victoria) receive a report at the May 2016 Operations, Policy and Planning Committee meeting showing the disbursements to date from the Parent Education Fund.

Discussion ensued amongst the Trustees with an amendment suggested to the main motion.

It was moved:

To amend the main motion by replacing "May" with "September".

**Motion Carried**

For: Trustees McNally, Nohr, Orcherton, Paynter, Watters, Whiteaker

Against: Trustee Leonard

Chair Leonard called for a vote on the amended main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) receive a report at the September 2016 Operations, Policy and Planning Committee meeting showing the disbursements to date from the Parent Education Fund.

**Motion Carried**

For: Trustees McNally, Nohr, Orcherton, Paynter, Watters, Whiteaker

Against: Trustee Leonard

Trustee Orcherton left the meeting at 9:30 p.m.

## **B. Trustee Nohr – Culture and Community Ad Hoc Committee**

Trustee Nohr presented her motion and rationale. Discussion ensued amongst the Trustees with concerns expressed about the ad hoc committee not being established as per Bylaw 9140 *Ad Hoc Committee of the Board*.

Associate Superintendent Whitten informed Trustees that the Culture and Community committee is comprised of representatives from our stakeholder groups who have been working collaboratively to create a set of guiding principles to be used to assist our school and work environments to develop a culture that reflects values and aspirations of our school district community. The invited feedback indicated very positive responses and support for the draft principles. In order to avoid potential overlap with the Strategic Plan, the committee suspended its work and provided the facilitator of the strategic planning process with the draft guiding principles. Once the strategic planning process was completed, the committee would then see how they could continue their work.

Chair Leonard called for a vote on the motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) formally dissolve the Culture and Community Ad Hoc Committee by no later than December 31, 2015.

**Motion Carried**

For: Trustees McNally, Nohr, Paynter, Watters

Against: Trustee Leonard

Abstained: Trustee Whiteaker

## **C. Trustee Watters – Budget Committee**

Trustee Watters withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria):

- a) establish an Ad Hoc Budget Committee to develop a restoration budget for the fiscal year 2015-16; and
- b) accept the attached Terms of Reference for the Ad Hoc Budget Committee as per Bylaw 9140 *Ad Hoc Committee of the Board*.

**Motion Withdrawn**

## **D. Trustee Paynter – Terms of Reference for Ad Hoc Board Standing Committee Review Committee**

Trustee Paynter initiated discussion with Trustees regarding the creation of a Terms of Reference for the Ad Hoc Board Standing Committee Review Committee. Discussion ensued amongst the Trustees with points raised about consistent formatting and clarification of who is responsible for writing terms of reference documents.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to complete a draft Terms of Reference for the Ad Hoc Board Standing Committee Review Committee for the October 19, 2015 Regular Board Meeting.

**Motion Carried Unanimously**



## **10. NOTICE OF MOTIONS**

### **A. Trustee Nohr – Technology Stewardship Committee**

Trustee Nohr provided notice of motion for the October 19, 2015 Regular Board of Education meeting.

### **B. Trustee McNally – Bylaw 9140, Ad Hoc Committee of the Board**

Trustee McNally provided notice of motion for the November 9, 2015 Regular Operations, Policy and Planning Committee meeting.

### **C. Trustee Whiteaker – Parent Education Fund**

Trustee Whiteaker provided notice of motions for the October 19, 2015 Regular Board of Education meeting.

## **11. GENERAL ANNOUNCEMENTS – None**

## **12. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 10:12 p.m.

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: November 9, 2015

**RE: REGULATION 3548, SCHOOL DISTRICT SIGNING AUTHORITY**

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The School District signing authorities were approved by board motion in January 1999. Regulation 3548, School District Signing Authority has been written to replace the board motions.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve Regulation 3548, School District Signing Authority.
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## REGULATION 3548

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### SCHOOL DISTRICT SIGNING AUTHORITY

#### 1. Corporate Seal

The signing officers for execution of all legal documents requiring the corporate seal shall be the Chair or Vice-Chair of the Board, together with the Secretary-Treasurer or Associate Secretary-Treasurer.

#### 2. Legal Documents

The signing officers of the Board for contracts and other legal documents shall be any two of the Chair or Vice-Chair of the Board or the Superintendent of Schools or the Secretary-Treasurer or the Associate Secretary-Treasurer.

#### 3. Banking

Any two of the following signatures shall be authorized for bank documents:

- Chair of the Board
- Vice-Chair of the Board
- Superintendent of Schools
- Secretary-Treasurer
- Associate Secretary-Treasurer

#### 4. Agreements Requiring One Signature

Some agreements require only the signature of one authorized Board official to bind the Board. Examples include new insurance policies and leases. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or in his/her absence, the Associate Secretary-Treasurer is authorized to sign on behalf of the Board. Where there is not a financial commitment inherent in the agreement, the Superintendent of

Schools, the Secretary-Treasurer or the Associate Secretary-Treasurer is authorized to sign on behalf of the Board.

Labour agreements involving letters of understanding, memorandums of agreement, and grievance settlements, require the signature of either the Superintendent of Schools, the Secretary-Treasurer, the District Principal, Human Resource Services or the Manager, Labour Relations, to bind the Board to the terms of the agreement.

*Greater Victoria School District*

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Adopted: November 2015

## **Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Policy 1325 Partnership and Attachment Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to review and update Policy 1325 Partnership and Attachment.

### **Deliverables:**

The Policy 1325 Partnership and Attachment Ad Hoc Committee will produce an updated Policy 1325 Partnership document.

### **Membership:**

The committee will be comprised of the following voting members:

- One Trustee appointed by the Board Chair
- A Senior staff member appointed by the Superintendent
- One VPVPA representative
- One Student representative

### **Timeline:**

The Committee will prepare an updated policy document to be submitted to the Operations, Policy and Planning (OPPS) Committee by June 2016. Updates will be provided to the OPPS Committee as information is available.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

- Anyone may attend and contribute to the discussions without voting privileges
- Meeting dates and location will be available on the District website

### **Date Adopted:**

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Policy 1325 Partnership and Attachment Ad Hoc Committee Terms of Reference.
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## **POLICY 1325**

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### **PARTNERSHIP**

The Greater Victoria School Board recognizes and supports the development of mutually beneficial partnerships between the Board, schools and the community, including business and non-business sectors, which are consistent with Board policies and regulations. The Board believes these relationships can be an important aspect of a child's education and will benefit the educational system as a whole.

To help in the development of such partnerships the Board has developed guidelines which are intended to help schools and/or District staff initiate partnership activities. It is important to note that:

- communications between the District and schools regarding such activities must be current and up-to-date
- protocols and guidelines have been adopted and can be found in the District's Regulations
- partnerships must enhance learning opportunities and/or have educational or cultural value
- partnerships must ensure children and the schools are not exploited through the activities
- recognition of all forms of partnership between the community, and schools, and/or the District shall be acknowledged in a fair and equitable manner
- whenever possible and appropriate, school-based committees should be formed to coordinate the activities and relationships with the business and/or the community organization

- partnership activity may fall within, but is not exclusive to, the following categories: School/business, school/institution, fundraising, corporate sponsorship and entrepreneurial activities.

Please refer to: Partnership 1325 (attach)

*Greater Victoria School District*

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Adopted: January 25, 1999

Revised: September 8, 1999

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Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

# **POLICY 1325 – PARTNERSHIP (attachment)**

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## **DEFINITIONS**

School/Business -	a relationship involving a school or district department entering into a specific agreement or arrangement with a local business and/or corporation that has clearly articulated purpose, goals and objectives. This relationship is usually set for a specific period of time and involves activities primarily focussing on the exchange of goods and services.
Corporate Sponsorship-	refers to any local, national or international business organization that agrees to support and/or sponsor an activity within a school and/or District department which allows the business to support public education in a fair, ethical and beneficial way. Corporate sponsorship for the sole purpose of advertising and/or promotion does not fit within the District's policy or Guiding Principles.
District Department -	refers to any and all departments such as (but not limited to) Maintenance, Finance, Human Services, Information Technology, Facilities, School Services and Purchasing, within the Greater Victoria School District No. 61.
District Office -	refers to the central administration, both Board and senior management, of the Greater Victoria School District No. 61.
District-wide Fundraising-	refers to any district initiated activity undertaken to raise funds that will be administered equitably throughout the district by the GVSD Education Foundation.
Entrepreneurial Activities -	refers to act(s) of generating funds and/or the sale of District services, resources and/or property specifically designed to increase the revenue of the District/school.



Exploited -	where a student or school is placed in an unfair situation or position of potential abuse by a partner for selfish use.
GVSD Education Foundation-	refers to a group of individuals who form a Board to act as a trust agent for money donated and/or raised through district-wide fundraising initiatives. An Education Foundation constitution and bylaws has been established to govern this Board. The Education Foundation Board is independent of, but works in conjunction with, the Board of School Trustees. The Education Foundation will oversee and administer funds raised under the District wide initiatives and will ensure fair and equitable distribution for the betterment of Public Education within the Greater Victoria School District.
Partnership -	is any formal arrangement, agreement and/or relationship between a GVSD and community group, with clearly defined educational goals and objectives.
Schools -	refers to any or all elementary and secondary schools within the Greater Victoria School District No. 61. Includes all groups involved at the school such as administrators, teachers, support staff, Parent Advisory Councils and Student Councils.
School-based Fundraising -	refers to a variety of activities intended to support and enhance individual school needs and/or activities. These will be under the direct supervision and responsibility of the school principal who will ensure District Protocols and Guidelines are followed.
School/Institution -	a relationship involving a school or District department with other educational and/or non-profit organization primarily focussing on the exchange of goods and services.

## **Needs Budget Ad Hoc Committee Terms of Reference**

### **Purpose:**

The Needs Budget Ad Hoc Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to support the Board in its advocacy role related to public education funding.

### **Deliverables:**

The Needs Budget Ad Hoc Committee will create a “needs budget” document to be submitted to the Ministry of Education along with the annual budget document. The “needs budget” is intended to illustrate the shortfall in public education funding in meeting the needs of the school system.

### **Membership:**

The committee will be comprised of the following voting members:

- Four Trustees appointed by the Board Chair
- The Superintendent or designate
- The Secretary-Treasurer

As required, the Chair may invite other resource people.

### **Timeline:**

The Committee will create the “needs budget” document to be presented at the April 2016 Operations, Policy and Planning (OPPS) Committee meeting. Updates will be provided to the OPPS Committee as work on the document proceeds.

### **Voting:**

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

### **Procedural Notes:**

- Other trustees may attend and contribute to the discussions without voting privileges

### **Date Adopted:**

#### **Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to the Needs Budget Ad Hoc Committee Terms of Reference.
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# ***FACILITIES SERVICES***

491 Cecelia Road, Victoria, B.C. V8T 4T4

Phone 250-920-3400 Fax 250-920-3461

Web Site: [www.sd61.bc.ca](http://www.sd61.bc.ca)

**TO: Operations, Policy and Planning Committee**

**FROM: Thomas Smith, Director of Facilities Services**

**DATE: November 9, 2015**

**RE: McKenzie Interchange, Ministry of Transportation and Infrastructure,  
Spectrum and Marigold School Sites**

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The following is being provided for information.

The Ministry of Transportation and Infrastructure contacted the school district a few months ago to participate on the Stakeholder Committee for the planned McKenzie Highway #1 interchange. Staff recently met with the Ministry's Project Manager to review possible impacts on the Spectrum Community High School and Marigold Elementary School properties.

The first Stakeholder Meeting has been scheduled for November 9<sup>th</sup>, and the first Public Open House is scheduled for November 17<sup>th</sup>. Details for the Open House will be forthcoming.

School staff and Parent Advisory Committees will be notified of the Open Houses. Facilities staff will be reviewing the optional plans and providing input as required.

From what the Ministry has shared to date, we are not overly concerned with regard to the impact on the functions of our sites. The Ministry is demonstrating an awareness of our concerns regarding student access to the schools during and after construction.

More information and future project updates will be available at: [engage.gov.bc.ca/mckenzieinterchange](http://engage.gov.bc.ca/mckenzieinterchange)

Facilities staff will continue to monitor the project process and will bring information to the School's and the Board's attention when required.

OFFICE OF THE  
**SECRETARY-TREASURER**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4110

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TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: November 9, 2015

RE: **BYLAW 9140 – AD HOC COMMITTEE OF THE BOARD**

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Trustee McNally submitted the following Notice of Motion:

That the Board of Education of School District No. 61 (Greater Victoria), per Bylaw 9010 *Bylaws of the Board*, accept the attached as a replacement for the current board Bylaw 9140 *Ad Hoc Committee of the Board*.

If the Operations, Policy and Planning Committee is able to reach agreement with respect to the proposed revisions to Bylaw 9140 *Ad Hoc Committee of the Board*, the following are the recommended motions for the Board's consideration:

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9140, *Ad Hoc Committee of the Board* at the meeting of November 16, 2015.

Motion to be Carried Unanimously

That Bylaw 9140, *Ad Hoc Committee of the Board* be:

Read a first time this 16<sup>th</sup> day of November, 2015;

Read a second time this 16<sup>th</sup> day of November, 2015:

Read a third time, passed and adopted this 16<sup>th</sup> day of November, 2015.

## **BYLAW 9140**

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### **AD HOC COMMITTEE OF THE BOARD**

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the ~~Board or a Committee of the Whole Board or~~ **appropriate Standing Committee of the Board**, within the time prescribed and within its terms of reference, with recommendation for action ~~or, where necessary,~~ **which may include a recommendation for** policy change.
3. All committees established by the Board of **Education** Trustees including Standing Committees of the Board, are considered advisory committees to the Board. ~~The terms of reference for each established committee will be defined by the Board together with the date of presentation to the Board or Standing Committees.~~
4. **Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted for Board consideration by school district senior administration, and presented to the appropriate Standing Committee of the Board for debate and recommended approval to the Board as soon as possible after the Ad Hoc Committee is established.**
5. Trustee members of any Ad Hoc Committee shall be as selected by the Board, **using a process determined by the Board.**
6. The membership of the Committee shall select a Chair at the first meeting of the Committee **or may choose to rotate the Chair position amongst Committee members.**
7. The Chairperson of the Board shall be an ex officio member of all Ad Hoc Committees, without voting rights.

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8. The Superintendent ~~or designate shall be a member of all Ad Hoc Committees, with voting rights, and the Superintendent~~ may appoint a ~~member of Administration or others~~ **staff members** to assist an Ad Hoc Committee.
8. ~~The District Leadership Team shall prepare a report indicating Administration's reaction to the Ad Hoc Committee's report, and both reports shall be submitted to the Board, or the Standing Committee of the Board, simultaneously.~~
9. The Ad Hoc Committee shall be ~~automatically~~ dissolved when its term of appointment is at an end, ~~unless extended by the Board.~~ **by Board motion.**

*Greater Victoria School District*

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Approved: April 27, 1981  
Revised: Sept. 22, 1986  
Revised: October 24, 1988  
Minor revisions: June 1998  
Adopted: February 25, 2002  
Reviewed: March 2012  
Revised: April 20, 2015  
**Revised:** \_\_\_\_\_

## **Ad Hoc Committee Terms of Reference Template**

**Purpose:**

**Deliverables:**

**Membership:**

**Timeline:**

**Voting:**

**Procedural Notes:**

**Date Adopted:**