

**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
PUBLIC MEETING PROCESS**

---

**ABOUT THE BOARD OF EDUCATION**

The Board of Education, in accordance with the *School Act* is a policy-making body whose primary function is to establish procedures and guidelines for the operation of public schools. Local School Boards are responsible for producing a budget and administering expenditures. Elections are held every four years to coincide with local government elections. Nine Trustees are elected for a four-year term beginning December 1 following the election. The next election is scheduled for November 2018.

**PUBLIC MEETING PROCESS**

The following is a description of the public meeting process for School District No. 61 (Greater Victoria). For more detailed information, please refer to the bylaws and regulations located at the following link: <https://www.sd61.bc.ca/board-of-education/policiesregulations/>

Committee meetings are the most appropriate forum for the public to convey concerns and requests for the Board's consideration. This forum provides opportunity for respectful dialogue between the public, elected members, and staff. Presentations that are made at committee level do not preclude the opportunity for a further presentation with additional information to be made at a Board meeting.

**STANDING COMMITTEES (Bylaw 9130)**

The Greater Victoria School District has two standing committees which act in an advisory capacity to the Board. Currently there are the Education Policy and Directions Committee, and the Operations Policy and Planning Committee. The purpose of each standing committee is to clarify issues that need to be referred to the Board for review and decision making, and to present policy recommendations for the Board's consideration.

Members of the public are encouraged to bring forward issues of concern to these standing committees for discussion. These meetings are open to the public and media.

**Education Policy and Directions Committee (Bylaw 9130.1)**

This committee provides direction to administration on the development of new educational policies and to review Board motions that require translation to educational policy. The committee may also make recommendations to the Board regarding educational policy for the District.

Meetings are held on the first Monday of the month at 7:00 p.m. (subject to change) except for July and August which are held at the call of the Chair. Updated information is posted to the District calendar at the following link: <https://www.sd61.bc.ca/news-events/calendars/>

**Operations Policy and Planning Committee (Bylaw 9130.2)**

This committee meets for the purpose of developing for Board consideration major impact areas related to personnel matters, financial and legal matters, matters related to the facilities required to provide educational programs, and information technology and planning matters.

Meetings are held on the second Monday of the month at 7:00 p.m. (subject to change) except for July and August which are held at the call of the Chair. Updated information is posted to the District calendar at the following link: <https://www.sd61.bc.ca/news-events/calendars/>

**GENERAL MEETINGS OF THE BOARD (Bylaw 9360)**

Public Board meetings are where the business of the Board is conducted. Decisions are made regarding governance and policies that guide our School District. Recommendations from the above-noted committees are brought forward to the Board of Education for consideration.

The Board of Education meets in general session on the fourth Monday of the month (subject to change), except where the fourth Monday is a statutory holiday, in which case the meeting takes place on the next working day. Exceptions are as follows: No meeting is held in the month of July, and the December meeting is held on the second Monday of the month. Generally, no meeting is held in August unless required. Updated information is posted to the District calendar at the following link: <https://www.sd61.bc.ca/news-events/calendars/>

Regular meetings take place in the Tolmie Board Room at 556 Boleskine Road, at 7:30 p.m., unless otherwise advertised, and are open to the public and media, whose attendance is both welcome and encouraged.

**PRESENTATIONS TO THE BOARD**

Individuals or groups wishing to make a presentation to the Board must submit a written request and any written materials to the Secretary-Treasurer by noon on the Wednesday prior to the Board meeting at which they wish to speak.

Wherever possible, public representatives are directed to appear at committee meetings, rather than Board meetings. Presentations to the Board are limited to five (5) minutes for each individual with a limit of three (3) speakers per issue. Lengthier briefings will be accepted in writing for the Board's consideration. Trustees may only ask questions of clarification to the presenter. There will be no debate with the Trustees.

For further information contact:  
Secretary-Treasurer and Board of Education  
School District No. 61 (Greater Victoria)  
556 Boleskine Road  
Victoria, British Columbia V8Z 1E8  
Telephone: (250) 475-4117  
Facsimile: (250) 475-4112  
Email: [presentations@sd61.bc.ca](mailto:presentations@sd61.bc.ca)