



Neighbourhood Learning Centre (NLC) Neighbourhood Advisory Committee

Terms of Reference

1. The purpose of the NLC Neighbourhood Advisory Committee is to:

- Advise the Board on NLC issues referred to them for further examination;
- Provide recommendations to District staff and/or the Board of Education on NLC operations;
- Advise and inform District staff and/or the Board and on neighbourhood needs;
- Provide an opportunity for the neighbourhood to give input into the programs and services offered in the NLC;
- Support the evaluation of the delivery of NLC programming and services and, when necessary, make recommendations to the Board;
- Support the development and sustainability of the NLC, including fundraising efforts; and,
- Help engage the neighbourhood, and broader community, in NLC activities.

2. Membership and Advisors

The Advisory shall be comprised of the following voting members:

a. Appointed by their respective group or organizations:

- *Trustee Representative**
- *Qayqayt Parent Advisory Committee Representative*
- *Qayqayt School Staff Representative*
- *Qayqayt Child Care and/or Before and After-School Representative*
- *Non-profit representative from the KIDS NEW WEST Child Development Committee*

b. Selected by the Board after an Expression of Interest process:

- *Youth Representative*
- *Senior Representative*
- *Downtown Business Representative*
- *Up to 4 members at large who live in the neighbourhood (i.e. parent of a preschooler, service user, etc.)*

Appointed representatives will appoint alternate members, as appropriate.

Changes to the Advisory composition will be subject to the approval of the Board of Education of School District No. 40.

*Since the Trustee representative will also be the Chair of the Advisory, they will only vote in the instance of a tie.

Non-voting advisors to the Advisory shall consist of the following representatives:

- *Senior Administrator*
- *NLC staff*
- *Community School Coordinator*
- *Community Program Development Officer*

3. Term

The term for all voting members will be the period from September to August of the following year. Voting members can sit for up to two consecutive years, but can remain active with the Advisory on its Action Teams after this period.

4. Quorum

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the names of the members present at the meeting will be recorded, and the meeting shall stand adjourned.

5. Chair

The Trustee representative shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

The Chairperson will take input from the committee in establishing the agenda, and District staff will ensure the agenda is sent out to the Advisory in advance of meetings.

6. Recording Secretary

A secretary will be appointed on an annual basis, and they will take minutes and circulate said minutes to the Advisory after each meeting.

Minutes will also be provided to the Board when the Trustee Representative reports out on the meeting.

7. Meetings

Meetings will take place a minimum of three times annually; with dates and locations to be established in advance.

8. Action Teams

Action teams, or smaller working groups, will be established as needed to focus on specific projects or activities.

9. Rules of Procedure

Advisory procedures shall be governed by:

- The District Code of Conduct Policy No. 402.1 / 502.1 (see attached)
- The NLC Decision Making Guidelines (see attached)

10. Reporting Out

The Trustee representative will report out on the activities of the advisory committee at a Board meeting after each meeting.

District staff will provide an overview of the Advisory's activities to the Board on an annual basis by the end of June each year.

District Code of Conduct Policy # 402.1 / 502.1

<http://district.sd40.bc.ca/sites/default/files/502-1%20District%20Code%20of%20Conduct%20DONE.pdf>

Neighbourhood Learning Centre (NLC) Decision Making Guidelines

Decision-making: The NLC Advisory Committee shall operate on the principle of seeking consensus for any recommendations put forward by the Advisory to the Board of Education.

Definition of Consensus: Consensus is a process for multi-party decision-making that synthesizes the ideas of all participants into a decision that is acceptable to all. Consensus requires high levels of commitment, time and communication. Consensus is not a compromise or form of deal making. It involves exploring “interests” and ensuring that the decision fits with the group’s purpose and values.

Consensus Guidelines:

- A clear proposal is put forth in advance of the meeting (with background material when possible);
- Adequate time is set aside for meaningful discussion;
- All parties are expected and encouraged to participate. If any party chooses not to participate, they give license to the group to make the decision for them and they commit to endorsing that decision;
- There may not be 100 % agreement; rather, consensus means that all parties are able to “live with” the decision provided there is the opportunity to review it after the decision has been implemented;
- Where there is disagreement, there is a commitment to:
 - Discussing the underlying assumptions
 - Seeking differences of opinion to gain understanding
 - A willingness to consider different points of view
 - Clarifying the issues; for example, identifying the real issues from surface issues
 - Listening carefully to identify interests
 - Looking for “win-win” outcomes
- Where there is a disagreement and a decision needs to be made, a vote will take place with the majority vote being the group decision;
- If time is not an issue, the decision may be deferred to a later date to go through the consensus process after committee members have had time to consider the issues; and,
- The opinions of all parties will be treated with respect.