

**New Westminster Secondary School Neighbourhood Learning Centre (NLC)**  
**Advisory Committee (the “Committee”)**  
**Terms of Reference**  
**Board Approved December 4, 2018**

**1. Purpose**

The purpose of the Committee is to:

- a) Provide recommendations to District staff and/or the Board of Education on NLC operations;
- b) Advise the Board on NLC issues referred to the Board for further examination;
- c) Advise and inform District staff and/or the Board and on neighbourhood needs;
- d) Provide an opportunity for the neighbourhood to give input into the programs and services offered in the NLC;
- e) Support the evaluation of the delivery of NLC programming and services and, when necessary, make recommendations to the Board;
- f) Support the development and sustainability of the NLC, including fundraising efforts; and,
- g) 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:
  - 1 Board of Education Trustee (Chair) \*
  - 1 New Westminster Secondary Parent Advisory Committee Representative
  - 1 New Westminster Secondary Staff Representative
  - 1 New Westminster Secondary Principal or Vice-Principal
  - 2 New Westminster Secondary Students
  - 1 District Counsellor
  - 1 City of New Westminster Staff Representative
- b) Selected by the Board after an Expression of Interest for Committee participation process:
  - Up to 4 members at large who live in the neighbourhood (i.e. parent, 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.

\*The Chair of the Advisory will only vote in the instance of a tie.

- c) Non-voting advisors to the Advisory shall consist of the following representatives:
  - 1 Senior District Staff
  - 1 Aboriginal Education Advisory Committee Representative
  - 1 Community School Coordinator

**3. Term**

The term for all voting members will be the period from September to August of each year. Voting members can sit for up to two consecutive years and their membership may be renewed by the Board of Education if they wish to continue in the role.

**4. Quorum**

A quorum shall consist of half the voting members plus one. If a quorum is not present within 15 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 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 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 AP104 (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.

**11. 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) A clear proposal is put forth in advance of the meeting (with background material when possible);
- b) Adequate time is set aside for meaningful discussion;

- c) 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;
- d) 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;
- e) Where there is disagreement, there is a commitment to:
  - i. Discussing the underlying assumptions
  - ii. Seeking differences of opinion to gain understanding
  - iii. A willingness to consider different points of view
  - iv. Clarifying the issues; for example, identifying the real issues from surface issues
  - v. Listening carefully to identify interests
  - vi. Looking for “win-win” outcomes
  - vii. 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;
  - viii. 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