

Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: November 13, 2018

Submitted by: Kim Morris, Secretary-Treasurer

Item: **Requiring Action**

Neighbourhood Learning Centre Process

New Westminister Secondary School is open to other options for its purpose built NLC space, and feedback should be gathered from the community at large as to the purpose of the future space.



School District No. 40



**Neighbourhood Learning Centre (NLC)
Neighbourhood Advisory Committee Terms of Reference
(revised June 30, 2015)**

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;
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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 and their membership may be renewed by the Board 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

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:
 - o Discussing the underlying assumptions