

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
Regular Board Meeting (Public) AGENDA
Tuesday, October 27, 2015
7 pm

Pg

1. **ATTENDANCE**

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation.

2. **CALL TO ORDER**

3. **ADOPTION OF AGENDA**

Circulated earlier in draft form for Board approval.

4. **CONSENT AGENDA**

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

5 - 9

a. **Adoption of Regular Meeting Minutes – September 22, 2015**

10

b. **Human Resources Report, Retirements and Resignations**

Recommendation:

THAT the Board approve the Consent Agenda items.

5. **REPORT ON IN-CAMERA MEETING**

6. **PRESENTATION/DELEGATION**

a. **No presentation or delegation**

Collaborative Engagement provides Trustees opportunity to review strategic conversations pertaining to the Board agreed dialogue issues. The intent is to share and synthesize the essence of various discussions. Ultimately, the goal is to inform the Board and Senior Management about the major theme, and how (or not) they should influence Board strategy.

7. **COLLABORATIVE ENGAGEMENT**

a. **Education Committee Report**

i. Report from Committee Chair: Janice Caton

11 - 12

1. Minutes of the October 13, 2015 Education Committee Meeting attached for Board information.

Next Meeting: Tuesday, November 10, 2015.

Location: Valley View Elementary School

Time: 6:30 pm

Strategic Direction targets Board actions towards the advancement of the Strategic Plan. Agenda items relate specifically to the Strategic Priority contained in the current plan. Action in this area helps the Board move forward on the key results listed in the Strategic Plan. Agenda items may affect more than one strategic priority.

8. **STRATEGIC DIRECTION**

1. Superintendent Report, Sherry Elwood

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a. **District News**

14 - 18

- b. Correspondence from Deputy Minister Dave Byng, Ministry of Education to Superintendents and Board Chairs, September 28, 2015 --
New Curriculum Implementation and Support Plan

19 - 25

c. **Long Range Facility Plan Summary Report**

9. **BOARD COMMITTEE REPORTS**

1. Finance Committee

Report from Committee Chair: Peter Coleman

26

- a. October 19, 2015 Finance Committee Meeting Minutes attached for Board information.

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- b. **2015-2016 Annual Facility Grant, Capital Project Bylaw No. 126876**

Recommendation:

THAT School District No. 71 (Comox Valley) 2015-2016 Annual Facilities Grant Bylaw No. 126876 in the amount of \$1,430,165 receive its first reading.

THAT School District No. 71 (Comox Valley) 2015-2016 Annual Facilities Grant Bylaw No. 126876 in the amount of \$1,430,165 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and the Board's Procedural Bylaw 2015 to have the third and final reading of the 2015-2016 Annual Facilities Grant Bylaw No. 126876 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) 2015-2016 Annual Facilities Grant Bylaw No. 126876 in the amount of \$1,430,165 receive its third and final reading.

28 - 29

- c. **2015 Capital Plan Submission**, Russell Horswill, Secretary Treasurer

Recommendation:

THAT the Board approve the 2015 Capital Plan for submission to the Ministry of Education as presented.

Board Business come from the Board / Superintendent joint work plan. These items are not appropriate for the Consent Agenda. The Board uses the Board Business Items section of the agenda to fulfill its fiduciary responsibility as a corporate board. Other items can be added to this section depending on the needs of the Board.

10. **BOARD BUSINESS**

30 - 42

1. **Go Smart Committee**, Briefing Note, Ian Heselgrave, Director of Operations

Recommendation:

THAT the Board of Education endorse the final Terms of Reference for the Go Smart Integrated Transportation Committee.

43 - 50

2. **Board Procedural Bylaw 2015 - 2**, Russell Horswill, Secretary Treasurer

Recommendation:

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015-2 receive its first reading.

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015-2 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and the Board's Procedural Bylaw 2015 to have the third and final reading of the Board's Procedural Bylaw, 2015-2 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Board Procedural Bylaw, 2015-2 receive its third and final reading.

3. **Board Strategic Plan Brochure**, Tom Weber, Board Chair

Board Information

4. **Vancouver Island School Trustees Association (V.I.S.T.A.) Fall Conference, October 2-3, 2015**, Verbal Report, Tom Weber, Board Chair

Board Information

5. **BCSTA - Ministry of Education 1st Annual Liaison Meeting**, October 21, 2015, Vancouver, BC, Verbal Report, Tom Weber, Board Chair

Board Information

11. **PUBLIC QUESTION PERIOD**

12. **ADJOURNMENT**

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**

**Regular Board Meeting-Public
September 22, 2015
7 pm**

1. ATTENDANCE

Present:

Trustees

Tom Weber, Chair
Janice Caton, V-Chair
Peter Coleman
Sheila McDonnell
Ian Hargreaves
Vickey Brown
Paula Selby

Staff

Sherry Elwood, Superintendent
Russell Horswill, Secretary Treasurer
Tom Demeo, Assistant Superintendent
Candice Hilton, Director of Finance
Lynda-Marie Handfield, Director, Human Resources
Allan Douglas, Director of Instruction (Elementary)
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Debbie Page, Recording Secretary

Absent:

Regrets:

2. CALL TO ORDER -- 7 PM

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. Adoption of the Regular Meeting Agenda

Motion:

THAT the Board adopt the September 22, 2015 Agenda. [CARRIED 7/7]

4. CONSENT AGENDA

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

- a. **Adoption of Regular Meeting Minutes – June 23, 2015**

- b. **Human Resources Report, Retirements and Resignations**

- c. **2015/16 Transportation Route Changes, Briefing Note, Ian Heselgrave, Director of Operations**

- d. **Day Care Program Update, Briefing Note, Ian Heselgrave, Director of Operations**
- e. Correspondence from Mr. Byng, Deputy Minister, Ministry of Education, G.P. Vanier Secondary School -- **Capital Funding Project Agreement (Project No. 115044)**

Motion:

THAT the Board approve the Consent Agenda items. [CARRIED 7/7]

5. REPORT ON IN-CAMERA MEETING

6. PRESENTATION/DELEGATION

- a. **No Presentations or delegations**

7. COLLABORATIVE ENGAGEMENT

- a. **Education Committee Report**

- i. Report from Committee Chair: Janice Caton

Next Meeting: Tuesday, October 13, 2015

Location: Brooklyn Elementary School

Time: 6:30 pm to 8:30 pm

8. STRATEGIC DIRECTION

Strategic Priority 1 – Education Evolution:

1. Develop a Professional Learning Community
2. Celebrating Organizational Success
3. Ensure a safe, strong, functioning education system that works for all
4. Establish an organizational culture
5. Optimal 21st Century learning organization

Strategic Priority 2 – Engaging our Community:

1. Implement Generative Dialogue model of communication
2. Be responsive to our community
3. Support distributed leadership
4. Increase community understanding of current education issues

Strategic Priority 3 – Relationships:

1. Strong internal and external relationships
2. Celebrate success

1. Superintendent Report, Sherry Elwood

a. District News Highlights

- *School Start-Up* -- Numbers are up in elementary and secondary schools.
- *Honouring Memories Planting Dreams* - Students from Arden and Queneesh joined students across Canada in making over 1000 paper hearts to be planted in the gardens at Rideau Hall, Ottawa. The Heart Garden is a legacy to the work of the Truth and Reconciliation Commission's six year journey.
- *G.P. Vanier Seismic Upgrade* -- The signed project agreement totaling \$33.8 million has been approved. Construction is to begin after the contract has been awarded, Spring 2016; project completion by August 2019.
- *Published Authors* -- Congratulations to Morgan Cross, Holly Moonen, Ashianna Ralyn, and Lucy Dabbs from G.P. Vanier -- winners of a secondary writing contest. Their stories were published in "Our Own Voice 2015". Students in grades 8-12 are encouraged to submit their original fiction short stories and poems by April 15, 2016 -- for more information visit: <http://www.inourvoice.com>
- *Navigate/NIDES Principal Jeff Stewart* has been selected to receive an honorary alumni recognition from the Faculty of Education at the University of British Columbia. UBC is celebrating its centennial year and is recognizing contributions that have been made over the past century. Full news coverage: <http://www.comoxvalleyrecord.com/news/326477381.html>.

b. Forming and Supporting a District Student Round Table (DSRT) Purposes and Processes, Briefing Note, Peter Coleman, Trustee (Town of Comox) and Tom Demeo, Assistant Superintendent

Trustee Peter Coleman and Assistant Superintendent Tom Demeo spoke to the briefing note that was provided to the Board for information.

9. BOARD COMMITTEE REPORTS

1. Finance Committee

Report from Committee Chair: Peter Coleman

- a. Finance Committee Minutes of September 14, 2015 attached for Board information.
- b. **June 30, 2015 Audited Financial Statements**, Russell Horswill, Secretary Treasurer

Motion:

THAT the audited financial statements as at June 30, 2015 be accepted as presented and forwarded to the Ministry of Education. [CARRIED 7/7]

Motion:

THAT the Board receive the Finance Committee report. [CARRIED 7/7]

2. Audit Committee

Report from Committee Chair:

- a. Audit Committee minutes of June 29, 2015 and September 11, 2015 are attached for Board information.

Motion:

THAT the Board receive the Audit Committee report. [CARRIED 7/7]

10. BOARD BUSINESS

- 1. **Capital Project Bylaw No. 115044, G.P. Vanier Secondary School -- Seismic Upgrade and Partial Replacement**, Briefing Note, Russell Horswill, Secretary Treasurer

Motion:

THAT School District No. 71 (Comox Valley) Capital Project Bylaw 115044 in the amount of \$28,449,086 receive its first reading. [CARRIED 7/7]

THAT School District No. 71 (Comox Valley) Capital Project Bylaw 115044 in the amount of \$28,449,086 receive its second reading. [CARRIED 7/7]

THAT the Board unanimously agree to suspend the requirements of the School Act and the Board's Procedural Bylaw 2015 to have the third and final reading of Capital Project Bylaw 115044 at a subsequent meeting. [CARRIED 7/7]

THAT School District No. 71 (Comox Valley) Capital Project Bylaw 115044 in the amount of \$28,449,086 receive its third and final reading. [CARRIED 7/7]

- 2. **Provincial Exempt Staff Compensation Freeze** (correspondence attached)

- Teresa Rezansoff, President, BC School Trustees Association (BCSTA) to Honourable Mike de Jong, Minister of Finance

- Honourable Mike de Jong, Minister of Finance response to Teresa Rezansoff, President, BC School Trustees Association

Board Information

3. **Logo, School District No. 71**, Janice Caton, Vice Chair/Trustee (City of Courtenay)

Motion:

THAT the Board direct Senior Management to work with the Board Vice-Chair in the development of the presentation of several options for the School District No. 71 (Comox Valley) logo. Results of this work will be presented to the Board at the November 24, 2015 meeting. [CARRIED 7/7]

4. **2015 Summer Work Projects**, Briefing Note, Ian Heselgrave, Director of Operations

Director of Operations Ian Heselgrave spoke to the briefing note that he provided for Board information.

5. **School Trustee Reports**, Cliff Boldt, Trustee (City of Courtenay)

Motion:

THAT the regular public meeting agenda of each Board of Education meeting include an item titled: School Trustee Reports. [CARRIED 6/7]

Note: P. Coleman [abstained]

11. **PUBLIC QUESTION PERIOD**

12. **ADJOURNMENT -- 8 PM**

Chairperson

Secretary-Treasurer

Retirements:

Lynne Powell, Custodian, Courtenay Elementary School and Aboriginal Education Centre, will retire effective January 15, 2016 after 22 years of service with the district.

Bonnie Lembke, Education Assistant Complex (Braille), Arden Elementary School, will retire effective January 29, 2016 after 22 years of service with the district.

Education Committee Meeting—Minutes

Date: Tuesday, October 13, 2015

Location: Brooklyn Elementary School

Address: 1290 Guthrie Road, Comox BC

6:30 pm

Members:

Committee Chair, Janice Caton, City of Courtenay	✓
Board Chair, Tom Weber, Area B/Lazo North	✓
Trustee, Ian Hargreaves, Puntledge, Black Creek	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Clifford Boldt, City of Courtenay	✓
Trustee, Peter Coleman, Town of Comox	✓
Trustee, Vickey Brown, Village of Cumberland	✓
Superintendent, Sherry Elwood	✓
Assistant Superintendent, Tom Demeo	✓
Director of Instruction (Elementary Curriculum) Allan Douglas	✓
Director of Instruction (Student Services) Esther Shatz	✓

AGENDA

1. Brooklyn Update

Lisa Scheck, Principal

Lisa Scheck presented an overview of the start-up at Brooklyn. Based on the concepts learned at last years' Imaginal Learning Workshop, a group of staff met over the summer with the goal of creating a different learning experience for the students at the start of the year.

This group decided to plan a learning adventure based around the concept of "Brooklyn the Village". The students were divided into 3 cohorts:

- the primary cohort grades 1-3 looked at Brooklyn, present;
- the grade 4-5 group studied Brooklyn, the past; and
- the grade 6-7 cohort looked at Brooklyn, the future.

Teachers in the school were divided into cohorts as well. Each staff member designed activities for the cohort and students were able to rotate through the activities designed for their respective cohort.

The learning adventure culminated with a presentation to parents, staff and students.

Staff commented that this experience was one of the best, least stressful start-ups to a school they had ever experienced. Many teachers mentioned that they appreciated being able to work with all students in a cohort not just one class.

The students enjoyed the variety of learning activities they were able to participate in as well as a chance to work with other students on projects.

2. **Aboriginal Education Update**

Bruce Carlos, District Principal

Bruce Carlos gave an update on many of the current activities and initiatives which are occurring in our Aboriginal Education Centre.

Bruce also presented an overview of SD 71's involvement in the support of the journey towards reconciliation.

Some of the initiatives district staff have been part of include:

- 3rd year as provincial leaders in the *Orange Shirt* day campaign;
- sharing TRC information / posters with schools to be displayed and for use by students;
- attended regional sessions regarding Aboriginal world views and perspectives;
- participation in the Projects of Hearts;
- developed and created teacher in-service models;
- sent district teams to the St. Michael's decommissioning ceremony;
- presented at BCSSA/FNESC and Nanaimo conferences;
- developing presentations with Elders;
- working with schools in teaching about reconciliation.

We are proud of all the great work our Aboriginal Education department accomplishes not only locally for our staff and students, but also their influence on a provincial level.

3. **Oxford Video Presentation**

Peter Coleman, Trustee (Town of Comox)

Trustee Peter Coleman shared a video which he presented at a session in Oxford. The focus of the video is "*Why is this (SD 71) a good school system?*" The video once again reminded us of the many great things going on in our district.

4. **Heart and Minds Update**

Doug David and Jay Bridges

Doug David and Jay Bridges presented highlights of their recent trip to the *Design for Change* Conference. They also shared some of the projects/activities which are occurring in our district. Their passion and enthusiasm for this project was very evident. They thanked the Board for the opportunities they have been given and the support they have received as they continue to educate our students on how each one of us can become agents of change.

Next Education Committee Meeting:



DATE: Tuesday, November 10, 2015

TIME: 6:30 pm to 8:30 pm

LOCATION: Valley View Elementary School

School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

District News

There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to debra.page@sd71.bc.ca so that monthly we can honour all that our schools do to support the community and world.



Comox Valley Choir Festival

Monday, November 16, 2015

Comox Pentecostal Church

9 am to 5 pm

Comox Valley Band Festival

Tuesday, November 17 and Wednesday, November 18, 2015

Sid William Theatre

442 Cliffe Avenue, Courtenay, BC

9 am to 5 pm

ShakeOutBC – Thursday, October 22, 2015

Prizes awarded for:

- Most inclusive and dramatic whole school participation photo – **Airport Elementary School**
- Best classroom preparedness photo – **Andrew Clark, Arden Elementary School**
- Most outstanding leadership by a school administrator – photo required – **Christine VanderRee, Queneesh Elementary School**
- Most prepared support staff member – **Fran Pietrzykowski, Aspen Park Elementary School**
- Honorable mentions to: **G.P. Vanier and navigate/NIDES** – for their great work



September 28, 2015

Ref: 184229

Dear Superintendents and Board Chairs:

Today, the Honourable Mike Bernier, Minister of Education and Jim Iker, President of the BC Teachers' Federation announced a three year support plan to help teachers deliver the curriculum efficiently and effectively in their classrooms. All education partner groups were on hand today to show their support.

Highlights of the support plan include \$1 million to fund targeted training this school year. The funding will be used to support training for 2,000 teachers across the province on the new curriculum, and provide for additional professional inservice for teachers.

The full news release and background information can be viewed at <https://news.gov.bc.ca/ministries/education>.

A significant aspect of this announcement is that teachers will be provided time to be trained on and to collaborate with their colleagues regarding the new curriculum. It is a re-allotment of the instructional hours in the year to allow teachers this time to collaborate on the curriculum changes.

Ten new hours of non-instructional time are being designated for teachers this year so that they can become familiar with the new curriculum. How this time is spread throughout the school year will be decided by local school districts and teacher associations through agreement between the superintendent and local president.

As leaders in your district and your schools, we will be providing you with more specific details in the days to come. We ask for your continued support and leadership through the upcoming implemented changes, as you share this information with your Boards, teachers, and parents.

In the days ahead, we encourage you to begin to think about those individuals in your districts who would support the teachers in the local learning sessions. All teachers will be selected by the BCTF local, similar to the curriculum design.

Through local learning sessions, a group of teachers will be brought together at the district level for a provincial overview of the new curriculum. These groups will spend a full day working directly with the new curriculum and, working with the district administration, will design how the collaboration time (10 hours) will be structured in their specific district. These teachers will

return to their schools prepared to help their colleagues work with the curriculum. Travel support will be given to rural districts to support teachers that need to incur expenses to attend the local learning sessions.

The Ministry is partnering with the BCTF to create a provincial framework to be used by teachers and school districts to help guide their work designing the 10 hours of non-instructional time in their districts.

The plan announced today also includes webinars, videos and other support materials so teachers can learn about the changes that have occurred in the provincial curriculum.

We are confident that these supports, developed by working collaboratively with the BCTF and its members, are solid investments in teachers that will result in great success. We will be providing you with further updates including funding allocation information very soon.

Sincerely,



Dave Byng
Deputy Minister

pc: Principals and Vice-Principals

Attachment: Curriculum Support Plan

Curriculum Support Plan

Year 1: \$1M for targeted training and 10 new hours of non-instructional time dedicated to curriculum implementation.
Targeted Training: 2000 teachers trained will be trained via Local Learning sessions. A group of teachers will be brought together at the district level for a provincial overview and will spend a full day working directly with the new curriculum and design how the collaboration time (10 hours) could best be structured in their district. These teachers will return to their schools prepared to help their colleagues phase in the curriculum.
10 hours of non-instructional time for all teachers this school year to become familiar with the new curriculum. How the time is spread throughout the school year will be decided by local school districts and teacher associations based on a provincial framework.
Provincial Framework: a provincial framework to be used by teachers and school districts to guide their work designing the 10 hours non-instructional time. This provincial framework will be co-created between the Ministry and the BCTF.
Provincial Supports: provincial webinar, instructional videos, printed brochures, planning guides and PowerPoint materials.
YEAR 2: 5 new hours of non-instructional time dedicated to curriculum implementation plus government's designated pro-d day.
YEAR 3: 5 new hours of non-instructional time dedicated to curriculum implementation plus government's designated pro-d day.

Questions and Answers

What does 10 hours of non-instructional time mean? Does this mean teachers will get two more professional development days and more time away from the classroom?

In this first year, teachers will have 10 non-instruction hours to be trained on the new curriculum and collaborate with their colleagues about how best to bring it to life for students in the classroom. It is a re-allotment of the instructional hours in the year to allow teachers this time to collaborate on the curriculum changes. Superintendents will work with their local union president to determine how those hours will be used in their district ie full day, 4 part days, etc.

Will school calendars need to be adjusted?

Yes, this is a re-allotment of the instructional hours in the year to allow teachers this time to collaborate on the curriculum changes. Boards will need to post their new calendar for their community, as soon as they have collaboratively planned the new schedule.

While the plan covers the next 3 years, what happens after that with this non-instructional time?

These hours are dedicated over the next three years specifically for teacher collaboration time related to the curriculum which will be fully implemented over the next three years.

How will this collaboration time for teachers benefit students?

Investing now in our teachers will translate directly to improving student learning sooner. Students will see real benefits in the classroom as teachers become familiar with the new curriculum.

Where is the \$1 million dollars for these sessions coming from?

Government is investing in teachers. The training dollars are coming from the Ministry of Education.

How will the money be spent?

The dollars will be used to support training for 2,000 teachers across the province on the new curriculum so that they can work further with teachers in their local districts. The money will cover release time and partly cover teacher travel expenses in our 44 rural districts.

How do we know for sure if the K-12 curriculum will be in place by 2017/18?

We are working towards 2016/17 as the implementation date for K-9 curriculum and 2017/18 as the implementation date for Grades 10-12. It is an aggressive timeline but we are confident with the help of all of our education partners, especially our teachers, we will reach this timeline. All is on track at this point in time.

What about additional support and resources?

There will be learning sessions at the provincial and local levels, webinars, videos and district-level teams in place so teachers can learn first-hand what is working in the classroom. There will also be instructional videos, brochures, PowerPoints, a planning guide and teacher instructional examples developed by the curriculum teams.

How are the 2,000 teachers selected?

Districts will work with their local union president to select teachers who will be first brought together to work with the provincial framework. These teachers will form a district network to support implementation in their district. Districts will determine the numbers of teachers based on the funding allocation they receive.

How are the 2,000 teachers being trained?

A provincial framework will guide the day these teachers will come together. They will use the provincial framework to design the 10 hours of dedicated non-instructional time. The learning sessions will in part involve a provincial webinar about the new curriculum. More details will be forthcoming about the process.

When will funding be available?

It is expected funding will be transferred to districts in October, 2015. More details will be forthcoming.

Are these 2,000 teachers out of their classroom more?

Yes, these teachers will be out of their classroom for one day of training. The funding being sent to districts from the province is intended to cover TOC costs.

What will the financial supports cover?

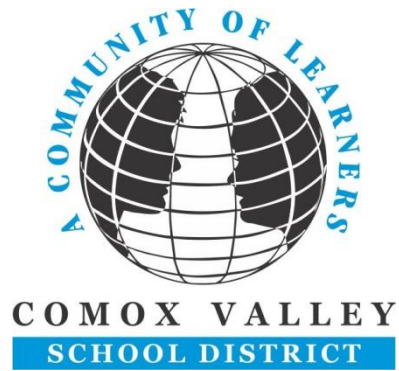
TOC costs will be covered for the 2,000 teachers including some travel in rural districts for teachers to attend their local learning sessions.

When will the learning sessions occur?

It is expected the learning sessions will occur as soon as possible. The provincial framework is being created now with the hope of providing the learning sessions in November/December, 2015.

When will the Provincial Framework be available?

The Provincial Framework is being worked on now as we hope to have it available in a couple of weeks.



School District No. 71 (Comox Valley)

Summary Report – Long Range Facility Plan Recommendation

October 27, 2015

Introduction

The goal of Long Range Facility Plan is to ensure that all District schools are operating at or near full capacity. Full schools provide more program choices for secondary students, and better classroom assignments for elementary students. They also save money, reducing the possibility of staff layoffs. Achieving this goal requires a careful strategy, which minimizes school attendance changes. The community consultation process is intended to identify the optimal strategy for achieving the overall goal. These changes would meet the goal of full-capacity schools.

Background

The Long Range Facility Plan approved by the Board of Education contains three recommendations pertaining to the boundary, structure and programming in the district. The recommendations are:

1. Lake Trail School – “Review the existing and proposed educational programs at Lake Trail Junior Secondary and look toward maximizing the potential use of the building”
2. East Side Area Elementary Schools – “Given existing and projected East Side Elementary enrolment and capacity imbalances, review cross boundary trends and existing elementary school boundaries”
3. West Side Area Elementary Schools – “Continue to monitor enrolment and school usage on the West Side of Courtenay, and that the School District continue to participate in the Arden Road Corridor Local Area Plan process evaluating the enrolment and facility impacts of the proposed development”

The following documents establish the regulatory framework pertaining to school closures:

1. Policy 3-2 – Permanent School Closure
2. Regulation 3-2 R1 – Permanent School Closure
3. Ministerial Order 194/08 – School Opening and Closure Order
4. Government Policy – School Building Closure and Disposal

The regulatory framework requires broad consultation prior to a Board determining if a school will be closed. Policy 3-2 states “... the consultation process will be full and comprehensive with every reasonable effort made to engage the public in the process”. Regulation 3-2 R1 provides direction on the consultation process. A minimum 60 day period is required to conduct the necessary consultation; however, the consultation time would be increased if the school closure (and resultant boundary / configuration changes) is complex.

Long Range Facility Plan Recommendation

Administration was directed to present a comprehensive boundary/configuration change strategy that would address the three Long Range Facility Plan recommendations. The following phased recommendation was presented:

- Phase 1 – Cumberland Campus development including road closure and Medical Clinic development – Complete
- Phase 2 – GP Vanier Secondary School Seismic Mitigation and update Project – Announced

- Phase 3 – Implement Dual Track French Immersion programming at Ecole Puntledge, Ecole Robb Road, and Airport School. Establish attendance boundaries and create a Regular boundary for Ecole Robb Road School – Study Complete
- Phase 4 – Consider alternate educational programming for Denman and Hornby Island schools – Ongoing
- Phase 5 – Macro Boundary Plan (School Closure / Boundary / Configuration) – For Discussion
 - Incorporate French Immersion Dual Track (Phase 3)
 - Close Ecole Puntledge School (consultation required)
 - Relocate Ecole Puntledge School to Lake Trail School (continue to run as a recognized Community School)
 - Convert Arden, Ecole Puntledge (in Lake Trail), and Courtenay Elementary to K-7 schools
 - Transfer West Courtenay 8-9 student to GP Vanier
 - Expand Courtenay Elementary boundaries into Arden and Ecole Puntledge (growth available in Arden)
 - Create Regular English boundary for Ecole Robb Road by adjusting Aspen Park and Brooklyn boundaries
 - Adjust Isfeld boundary to include area around Queneesh (reduce GP Vanier enrolment)
 - Adjust Highland Secondary into Isfeld Secondary boundary (increase Highland enrolment)

Educational Programming Considerations

Secondary Boundary Reconfiguration:

- Leveling the secondary student population between the three 8-12 secondary schools creates optimal opportunity for secondary programming. (750-1000 students per school)

Projected:

- Schools increase ability to assist stress by learners through correct course planning.
- Cohort sizes at each grade allow for more student choice in classes, efficient timetabling, expansion of programs and flexibility in educational pathways for students.
- Secondary students will be offered more programming in their neighbourhood secondary schools.
- Secondary teacher specialists will have more opportunities to teach in their specialty areas.
- “Levels” all secondary schools – does not create have/have not situations.

West Side Grade 7 Retention at Elementary:

- Students at Grade 7 will have 1 transition to secondary school, joining their Grade 8 cohort colleagues directly into the 8-12 system.
- At Grade 8, students can experience more choice in elective and academic programming.
- There may be more extra-curricular activity opportunities.
- There will be greater collaboration opportunities with other K-7 schools.

Expansion of the French Immersion Dual Track Program:

- Offers more seats in French Immersion programming.
- Allows for English program students in the Ecole Robb Road community to attend their K-7 neighbourhood school.
- Exposes current single track Ecole Robb Road French Immersion to a dual track model in preparation for high school.
- Allows for students who are not successful in French Immersion to stay at their home school.
- Exposes an English stream population to a bilingual educational experience.
- Increases the number of students at Airport Elementary School, creating more support and diverse offerings for students.
- Re-establishes French Immersion programming at Airport, honoring their bilingual students and community.
- Aligns the dual track model.

Ecole Puntledge Park Move to Lake Trail:

- The facility at Lake Trail will allow for more space for educational programming.
- More seats for dual track French Immersion on the West side.
- Larger gymnasium and specialty spaces will allow for elementary students to be exposed to elective-type programming, ie., cooking, wood-working, textiles, etc.
- Flexibility of spacing at Lake Trail allows for placement of elementary district programs such as ENTER etc., for offering to English and French Immersion students on the West side.

Budget

The potential cost savings is approximately \$720,000 to close Ecole Puntledge School and relocate to Lake Trail School. There may be greater savings actually realized when staffing at GP Vanier is determined, which would include the grade 8 and 9 students from Lake Trail School. However, to ensure a conservative estimate is provided, we reduced the savings expectation. The detailed breakdown of the savings is:

School Administration	\$ 343,440
Instructional Supports	137,111
Operations & Maintenance	244,255
Capital (AFG & Minor)	122,500
Transportation	<u>(130,000)</u>
Total Estimated Savings	<u>\$ 717,306</u>

The detailed cost savings includes \$594,806 worth of potential ongoing Operating Budget savings and \$122,500 in ongoing minor capital budget savings for a total savings of \$717,306. It is estimated that a one-time budget of \$65,000 to \$185,000 will be required to modify Lake Trail School to accommodate elementary school students, which would be funding from the Annual Facility Grant.

Consultation Process

The consultation process must satisfy the regulatory framework required in Board Policy and established by the Ministry of Education. Consultation required for a school closure has different requirements than consultation pertaining to boundary and grade configuration changes. The community consultation process is intended to identify the optimal strategy – one that fully considers all relevant facts and respects the input received.

Appendix 1 – Consultation Process depicts the recommended strategy to engage the various communities necessitated by the Phase 5 - Macro Boundary Plan (School Closure / Boundary / Configuration) recommendation. Two separate processes will be undertaken: 1) school closure consultation, and 2) French Immersion dual track consultation. It is expected that the consultations will commence in November 2015 leading to a Board decision in March 2015.

It is recommended that an external consultant be engaged to manage the consultation process. Trustees and Senior Management will be fully engaged in all aspects of the process; however, leading and managing the meeting will be dealt with externally. An external consultant is recommended to improve the level of accountability and responsiveness to the school community, while provide relief to already busy senior leaders.

Timeline

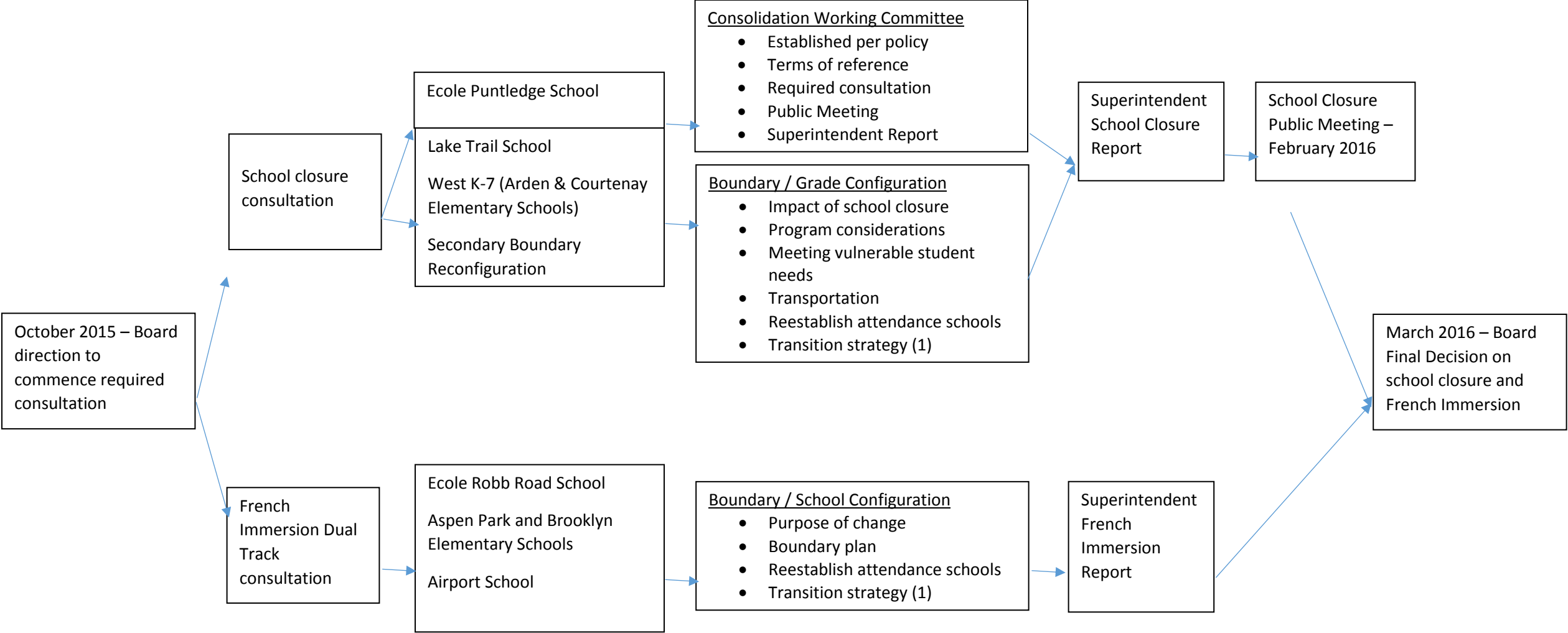
The recommendations will significantly impact the 2016-17 Annual Operating budget. In order to adequately plan for the budget process, the Board should position themselves to conclude the required consultation by February 2016, which will allow the Board to make a final determination at the March 2016 meeting. To achieve a March 2016 decision, the following timeline is recommended:

1. October 2015 Board Meeting – provide formal notice by resolution to commence the Ecole Puntledge School Closure consultation and to consult with schools impacted by the resultant boundary / configuration change (Phase 5);
2. November 01 to January 31 – conduct broad community consultation required by the regulatory framework affecting school closures;
3. February 2016 Board Meeting – receive a report from the Superintendent on the formal school closure process and the broad community consultation; and,
4. March 2016 Board Meeting:
 - a. Board consider community consultation and other related information to determine if Ecole Puntledge School will be closed September 2016 (bylaw required).
 - b. If decision made to close Ecole Puntledge School, then a motion to implement the revised school boundary / configuration plan effective September 2016 (Phase 5).

Recommended Motion

THAT the Board of Education of School District 71 approve in principle the recommendations set out in Phase 5 of the October 27, 2015 Long Range Facility Plan Summary, for distribution and consultation in accordance with Board Policy 3-2 and Regulation 3-2R1, commencing November 01, 2015.

Appendix 1 - Consultation Process



- Note (1) – Transition Strategy:
- Student not moved if it would cause two school transition in consecutive years (i.e. grade 6, 7 and 8)
 - Student can remain in existing high school if they are entering their grade 12 year (currently grade 11)
 - Transition strategy does not apply to siblings – they would be relocated according to the boundary plan

Finance Committee

Public Finance Committee Meeting Minutes Monday, October 19, 2015 (School Board Office, Seminar Room)

The meeting was called to order at 1:05 pm.

Members

In Attendance

Peter Coleman (Chair)	Yes
Vickey Brown (Trustee Representative)	Yes
Sherry Elwood (Superintendent of Schools)	Yes
Russell Horswill (Secretary Treasurer)	Yes
Candice Hilton (Director of Finance)	Yes
Ian Heselgrave (Director of Operations)	Yes
Debbie Page (Recording Secretary)	Yes

A REVIEW PRIOR MEETING MINUTES

A.01 Finance Committee Minutes - September 14, 2015

Reviewed September 14, 2015 Finance Committee meeting minutes re: unfinished business.
Minutes adopted at the September 22, 2015 regular In-Camera Board Meeting.

B COMMITTEE BUSINESS

B.04 2015 Capital Plan Submission, Ian Heselgrave, Director of Operations

The following recommendation will be brought forward to the October 27, 2015 regular public Board meeting:

Recommendation:

THAT the 2015 Capital Plan be submitted to the Ministry of Education as presented.

B.06 2016/17 Budget Consultation - Action Plan - Russell Horswill, Secretary Treasurer

The Finance Committee discussed the 2016/17 budget consultation process.

C ADJOURNMENT

C.01 Meeting adjourned: 2:10 pm Next Meeting: TBA

CAPITAL PROJECT BYLAW 126876 2015/2016 Annual Facility Grant

A BYLAW by the Board of Education of School District No. 71 (Comox Valley) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a capital plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The capital project of the Board approved by the Minister and specifying a maximum expenditure of \$1,430,165 for Project No. 126876 is hereby adopted.
2. This Bylaw may be cited as "School District No. 71 (Comox Valley) Capital Project Bylaw No. 126876

READ A FIRST TIME THE _____.

READ A SECOND TIME THE _____.

READ A THIRD TIME, PASSED AND ADOPTED THE _____.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 71 (Comox Valley) Capital Project Bylaw No. 126876 adopted by the Board the _____.

Secretary-Treasurer



CP2 - Five Year Capital Plan Summary

School District: 71 Comox Valley

Capital Plan Year: 2015/2016

Capital Plan Submission Date:

Unsubmitted

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	116947	71SPS02	SPS - COURTENAY ELEMENTARY COURTENAY ELEMENTARY SEISMIC UPGRADE	\$2,848,000	\$0	\$0	\$0	\$0	\$2,848,000
2	116334	71MEUP01	MECHUP - ROYSTON ELEMENTARY ROYSTON ELEMENTARY MECHANICAL UPGRADE	\$802,500	\$0	\$0	\$0	\$0	\$802,500
3	116948	71SPS01	SPS - LAKE TRAIL SECONDARY LAKE TRAIL SECONDARY SEISMIC UPGRADE	\$1,350,315	\$0	\$0	\$0	\$0	\$1,350,315
4	116949	71MEUP02	MECHUP - CUMBERLAND SECONDARY CUMBERLAND JUNIOR SECONDARY MECHANICAL UPGRADE	\$835,400	\$0	\$0	\$0	\$0	\$835,400
5	N/A	71ENERGY03	BEP - COURTENAY ELEMENTARY COURTENAY ELEMENTARY - CLADDING REPLACEMENT - PHASE 1.	\$170,100	\$0	\$0	\$0	\$0	\$170,100
6	N/A	71ENERGY04	BEP - COURTENAY ELEMENTARY COURTENAY ELEMENTARY - CLADDING REPLACEMENT - PHASE 2.	\$214,200	\$0	\$0	\$0	\$0	\$214,200
7	116332	71BEP01	BEP - CUMBERLAND SECONDARY CUMBERLAND JUNIOR BUILDING ENVELOP PROGRAM UPGRADE	\$1,350,000	\$0	\$0	\$0	\$0	\$1,350,000
8	N/A	71MEUP05	MECHUP - MARK R. ISFELD SENIOR SECONDARY MARK ISFELD SECONDARY - MECHANICAL UPGRADE	\$845,000	\$0	\$0	\$0	\$0	\$845,000



CP2 - Five Year Capital Plan Summary

School District: 71 Comox Valley

Capital Plan Year: 2015/2016

Capital Plan Submission Date: Unsubmitted

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
9	N/A	71ENERGY01	MECHUP - LAKE TRAIL SECONDARY LAKE TRAIL SECONDARY - DDC REPLACEMENT	\$127,005	\$0	\$0	\$0	\$0	\$127,005
Total:				\$8,542,520	\$0	\$0	\$0	\$0	\$8,542,520

School District No.71 (Comox Valley)

607 Cumberland Road
Courtenay, B.C., V9N 7G5
Fax: (250) 334-4472
Telephone: (250) 334-5516

Office of the Director of Operations

Briefing Note GO Smart Integrated Transportation Committee

September 18th 2015

Backgrounder

The Comox Valley Cycling Task Force concluded its term this past October 1st, 2014. The Cycling Task Force has been in existence since 2006 and has accomplished a number of initiatives through this collaborative and partnership-oriented forum. Due to the work of the committee there have been many improvements in the safety and convenience of cycling as a mode of transportation for Comox Valley residents. Of direct benefit to SD 71 was the Cycling Task Force's financial support and drive to initiate the Active School Travel Planning process.

A key to the Task Force's successes is the cross-agency collaboration. Members of the Cycling Task Force include elected officials from the Village of Cumberland, the City of Courtenay, the Town of Comox and the CVRD. Other representatives include the Cycling Coalition, Comox Valley Mobility Committee, VIHA, Ministry of Transportation and Infrastructure and School District 71.

New Business

This collaboration continues under the new TOR and committee name – Go Smart Integrated Transportation Committee. **Committee Purpose:** To increase the safety, convenience, affordability and health benefits for all people to travel by walking, by bus, by cycling and other alternative and accessible modes to the private automobile.

The School Board will have a voting seat on the new committee but there are no financial commitments embedded in the TOR.

Village of Cumberland has adopted the new TOR on September 15th, 2015

See attached TOR.

Recommendation

- **THAT the Board of Education endorse the final TOR for the Go Smart Integrated Transportation Committee.**

Ian Heselgrave, Director of Operations



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

WHEREAS, most people use a combination of different modes of transportation, including car, public transit, walking, cycling, and scooters or wheelchairs; and

WHEREAS, studies show that people who travel by walking and by bike are healthier, more productive, and require less time off work whilst over-reliance on cars contributes to traffic congestion and climate change; and

WHEREAS, walking and cycling infrastructure is less costly to taxpayers than infrastructure for private automobiles and provides a growing tourist attraction; and

WHEREAS, many people consider the Comox Valley has insufficient safe and efficient alternative transportation routes, especially for children; therefore be it

RESOLVED, that we, the (City of Courtenay, Town of Comox, Village of Cumberland, Comox Valley Electoral Area Services Committee, Board), sign on to and support the Terms of Reference for the Go Smart Integrated Transportation Advisory Committee.

Go Smart Advisory Committee:

safe, healthy, affordable transportation for all

Terms of Reference

Committee Purpose:

To increase the safety, convenience, affordability and health benefits for all people to travel by walking, by bus, by cycling and other alternative and accessible modes to the private automobile.

Committee Objectives:

- :- To help participating jurisdictions reach their respective greenhouse gas reduction targets as pertains to the transportation sector through a partnership-based approach;¹

¹ The Official Community Plans of each jurisdiction and the Comox Valley Regional Growth Strategy each contain policies on reducing automobile use and increasing other modes of transportation to meet a variety of objectives, one of which is Greenhouse Gas reduction targets as contained within respective OCPs and the RGS. Each jurisdiction, however, has different Greenhouse Gas emission targets and some communities contain 'modal share' targets as well. City of



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

- To help participating jurisdictions achieve respective accessible mobility objectives;
- To provide consistent messaging and public education across all participating jurisdictions on how to and the benefits (health, cost, greenhouse gases) of 'Go Smart';
- To identify regionally significant transportation links and work towards co-ordinated implementation where possible.

Tasks:

1. Regional education to promote regional Greenhouse Gas emission targets and modal share targets
2. Two-way public engagement – 'ear to the ground' (in) and education (out)
3. Technical referral for staff
4. Identifying Regional Active and Accessible Travel priorities
5. Mapping and data collection assistance
6. Search for funding opportunities including grants and through partnerships
7. Assess regional opportunities as they arise, and learn from each other
8. Receiving delegations

Authority: Serves as a resource, a vehicle for cross-agency collaboration and makes recommendations to the Local Governments represented, including the School District 71. Type: Advisory body and working group.

Participants and Committee Composition:

1. Representatives of the public (Public Advisory Committee)
2. Local Government staff
3. Elected officials, including from SD71
4. Other agencies (RCMP, ICBC, MoTI, Island Health etc.)

All meetings are open to the public and shall be advertised on the participating agency websites.

Decision-making approach: Matters that require a vote to reflect a decision, position or resolution of the Committee will be voted upon by the represented Elected Officials. One Elected Official from each of the following agencies is invited to participate in the Committee:

- City of Courtenay

Courtenay's OCP contains modal share targets. The Village of Cumberland's OCP references targets (including mode share target) set forth in the Comox Valley Sustainability Strategy (CVSS). The Town of Comox's OCP acknowledges the expected Greenhouse Gas emission results from more compact development and reduced automobile use. The CVRD's OCP includes the Greenhouse Gas reduction targets from the CVSS. And the Comox Valley Regional Growth Strategy contains modal share targets.



Go Smart Advisory Committee

Represented by:

Town of Comox
City of Courtenay
Village of Cumberland
Comox Valley Regional District
School District 71

- Town of Comox
- Village of Cumberland
- One Comox Valley Electoral Area Director
- School Board Trustee

All other decisions will be made by consensus.

Chairperson: to be elected by the committee.

Timeframes, reporting and deadlines:

- Will meet every 2 months for a total of 6 times a year: January, March, May, July, September, November.
- Will provide annual reports to represented Local Governments or more often as required by issues.
- The committee term will correspond to the Local Government elected official term, with the committee to be reviewed shortly after elections.
- The committee will conduct the following general duties in the following months (approximate), at a minimum and in addition to any other tasks identified by the committee, consistent with its mandate:
 - January: Debrief on annual reports submitted to the four local governments and School District Board. Discuss new ideas or feedback from elected officials discussion. Plan for data collection cycle for the year. Solicit capital project lists from City, Town, Village and MoTI.
 - March: Confirm regional priority projects. Plan for Bike to Work Week and summer-oriented public education.
 - May: Report back on discussions of regional priority projects with respective jurisdictions. Implement public education.
 - July: Prepare Plan for Active School Travel planning, new schools. Implement public education.
 - September: Confirm if regional transportation priorities have been included for respective budget-proposal inclusion.
 - November: Prepare annual report for respective Councils and Boards. Set goals for next year.

Resources Required:

- Website hosting on Local Government websites
- Other agencies that do not have voting rights but that may be consulted from time to time include RCMP, ICBC, MoTI, Island Health
- The Committee may apply for funds from its representative agencies or other sources



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

- Participants are expected to engage actively in the committee by fulfilling committee functions (e.g. Chair, secretary, organizer), conducting research and action items in between meetings. These functions shall be determined by the committee.
- Funding will be required to fulfill the public education mandate and may be required for individual activities on a case by case basis.



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

Backgrounder document to the Committee Terms of Reference

Participants and Committee Composition:

It is expected that by participating in the Regional Go Smart Committee that each participating jurisdiction will also set up processes within their organizations to ensure that jurisdiction-specific tasks (e.g. infrastructure projects) are considered. The tasks will principally include: advising on priority transportation projects that align with Greenhouse Gas emission and modal share targets and accessibility objectives for the upcoming budget cycle and providing technical referral support to staff.

All regional meetings are open to the public and shall be advertised on the participating agency websites. The general public may participate as observers to the Committee who will officially be comprised of four groups of people, each of which will participate in the committee in different ways depending on their strengths and roles:

1. Representatives of the public (Public Advisory Committee)
2. Local Government staff
3. Elected officials, including from SD71
4. Other agencies (RCMP, ICBC, MoTI, Island Health etc.)

Representatives of the Public: The Go Smart *Public* Advisory Committee (Go Smart PAC) shall be governed by its own Terms of Reference (to be approved by the Go Smart Advisory Committee, the “Parent” Committee) and shall ensure public representation of a variety of mobility needs. Anyone may apply to serve on the Go Smart Public Advisory Committee and must demonstrate a commitment to the objective of the Parent Committee. The Parent Committee shall approve all applications based on application criteria that will be determined as part of the Public Advisory Committee TOR. A seat for organized mobility organizations (e.g. Cycling Coalition and Accessibility Committee) will be ensured on the Go Smart PAC. Members may serve for two, 2 year terms after which the position must be opened for new applicants. The Public Committee will send a maximum of 2 members to each Go Smart meeting as participants.

Staff: Staff from each Local Government and Ministry of Transportation and Infrastructure is encouraged to attend as many of the meetings as possible to provide technical support, and may choose their attendance based on agenda-relevance. Staff must work within their identified corporate work plans and are also encouraged to seek effective communication means within their own organizations to ensure that ideas and decisions from the Committee are incorporated into their representative organizations where appropriate. No one staff member shall be assigned to the Committee, but rather agenda-relevance shall inform which departmental staff attend. The committee has no authority to direct staff to conduct works outside of



Go Smart Advisory Committee

Represented by:

Town of Comox
City of Courtenay
Village of Cumberland
Comox Valley Regional District
School District 71

meetings. Staff direction to do committee work must be confirmed through their respective corporate work plans.

Elected Officials: As the committee is a Local Government and School Board Committee, matters that require a vote to reflect a decision, position or resolution of the Committee will be voted upon by the represented Elected Officials. Staff or other members of the committee will not have voting privileges. For other discussion, the committee will strive for consensus. One Elected Official from each of the following agencies is invited to participate in the Committee:

1. City of Courtenay
2. Town of Comox
3. Village of Cumberland
4. One Comox Valley Electoral Area Director
5. School Board Trustee

Other Agencies: Other agencies are invited to attend all meetings and especially on agenda-specific items.

Regional Committee Activities:

Go Smart Comox Valley will have eight core functions, the rationale, participation and logistics of each of which is discussed:

1. Regional Education to promote modal share targets

a) Rationale: Achieving modal share targets will require the active participation of a significant percentage of the population, and there is reason to believe that the public is interested in having more transportation options. For instance, in any North American community it is estimated that there are approximately two-thirds of the population who would consider riding a bike for transportation if safe and convenient cycling infrastructure was provided.² Getting information to this 'interested but concerned' segment of the population would be the focus of education efforts that would focus on not just cycling, but transit, walking and carpooling as well.

b) Participation by: All participants.

c) How it will work: This task will require funds or dedicated staff resources to fulfill. The Go Smart would identify an educational campaign, or objectives of an educational campaign, to consider for further implementation subject to allocated resources. Identifying partnerships for resource leveraging and

² Four Types of Cyclists article by Roger Geller, <https://www.portlandoregon.gov/transportation/article/237507>



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

existing venues and educational programs to include a 'Go Smart' message will be critical to the success of a Regional Education approach.

2. Two-way public engagement - 'ear to the ground'(in) and education (out)

- a) **Rationale:** Transportation affects everyone and many residents have opinions that they wish to share, but may not know how to do so. And while each Local Government (and possibly other agencies) undertake public consultation processes related to transportation, regular 'check ins' with the public to get a 'pulse' of public opinion is not an on-going activity. Having a sense of public opinion can be valuable to raise flags for further investigation and to give a sense of public acceptance. In emphasizing a two-way communication, the Committee can also help to *disseminate* information about the changing face of transportation, as well as listen to the public.
- b) **Participation by:** All participants.
- c) **How it will work:** The Public Advisory Committee would serve to provide regular (quarterly) regional venues for anyone to come forward and voice a transportation related concern and to promote community dialogue on mobility topics. Staff may attend, but are not required to. Public advisory body reps would facilitate the event and take minutes which would be circulated to all bodies on the Committee, for their information. Local Government staff may use the information as they see fit. It will be very important to convey to the public during the meetings that while this is an opportunity to have one's say, it does not guarantee that all items raised will be attended to. The meetings shall be held in different parts of the community to make accessible to as many of the public as possible.

3. Technical referral for staff

- a) **Rationale:** The committee will provide a forum for dialogue and preliminary consultation on proposed transportation projects of regional significance. This has been identified as a useful 'vetting' forum. Projects of regional significance include any route that is part of the cycling, transit or greenway network plan of any jurisdiction that directly abuts and links with a neighbouring jurisdiction and/or is critical to the functioning of the mobility network of the adjacent jurisdiction.
- b) **Participation by:** All Participants.
- c) **How it will work:** When Local Government staff or other agencies have a regionally significant project that requires public review, the project should be referred to the Committee unless timelines make such a referral untenable. Staff is not bound to any comments through this process, but will take comments under advisement, similar to other referral and public consultation procedures.



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

4. Identifying Regional Active and Accessibility Travel priorities

- a) **Rationale:** While the committee is committed to working with and accommodating all road users, priority transportation projects will inevitably be cycling, walking, transit and accessibility oriented given the modal share targets for each Local Government. As such, the committee will identify Regional Active and Accessibility Travel priorities to ensure that regionally core links in the transportation system are identified and worked towards by the respective appropriate jurisdictions.
- b) **Participation by:** All participants.
- c) **How it will work:** In conjunction with activity 5 identified below (Mapping and data collection assistance), a list of priority regional cycling, walking and transit routes and accessibility concerns will be identified. Each year the list of priority projects will be reviewed to ensure they remain current and will distributed to the participant jurisdictions for information and consideration in budget cycles.

5. Mapping and data collection assistance

- a) **Rationale:** Local Governments and other organizations require accurate up to date transportation data to inform decision-making about transportation investments. Currently the CV Cycling Coalition provides annual traffic counts free of charge, makes the data available to anyone and has provided the only survey on cycling behaviour in the Valley to date. Data collection initiatives need to be expanded to include:
 - More traffic sampling dates and locations in order to be even more helpful to staff, and to compliment the more comprehensive (although to date generally car-oriented) data collection efforts that happen at less regular transportation planning cycles.
 - Evaluation of new projects to determine their impact.
 - Community surveys of preferred mobility routes, behaviours and interest in mobility choices.
 - Cycling and walking community assessments/audits (which include assessment of engineering, education, enforcement, encouragement and evaluation programs) to target gaps and strengths.

Accurate mapping of the current and desired transportation routes is also required to ensure that new road projects are accommodating the desired balance of road users. Mapping is a critical tool to identify where priority designation should be allocated to the various modes. All these activities require the help of volunteers in order to be feasible to the various organizations.

- b) **Participation by:** Primarily representatives of the public (e.g. volunteers), the Public Advisory Committee, other agencies and staff and under the supervision of staff. Maps will be produced in house by staff in those jurisdictions with sufficient in-house mapping capabilities. Where funds are



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

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required to hire consultants to assist in producing maps, a budget request will be made individually or jointly to the four Local Governments at the appropriate time in their budget cycle, depending on what area of the Valley is being mapped.

- c) **How it will work:** Data collecting and mapping projects will be communicated to representative Councils/Board to inform staff work plan, and possibly funding, arrangements. Once approved, staff will work with selected volunteers to train them in traffic data collection methods. Staff will use data to inform decisions and evaluate past projects. Staff will work with the public advisory committee to review and refine mapping.

6. Search for funding opportunities including grants and through partnerships

- a) **Rationale:** Staff often do not have the time to actively search out funding opportunities; a wider 'net' of people looking for funding arrangements can bring opportunities to attention to be acted upon. The Cycling Task Force proved a valuable vehicle for initiating creative collaborative funding arrangements: by applying for and receiving grants (e.g. Fitzgerald Avenue cycling lane project), securing partnership funding (e.g. Active School Travel planning), writing letters of support for other complementary initiatives (e.g. CV Cycling Coalition "New Horizons" school-rodeos grant) and engaging the non-profit sector to champion projects (e.g. Rotary Rail-Trail leadership).

- b) **Participation by:** All: Elected Officials, the Public, Public Advisory Committee, other agencies and staff.

- c) **How it will work:** All committee participants (and wider public) are invited to share funding opportunities with the larger committee for discussion and follow-up where appropriate.

7. Assess regional opportunities as they arise, and learn from each other

- a) **Rationale:** This includes working on projects that have regional implications (e.g. highway expansions, projects that occur at jurisdictional boundaries) as well as exploring regional *approaches* to initiatives. In multi-agency forums, many times opportunities for projects and partnerships are not immediately apparent. Through relationship building with various organizations, and a forum to engage in cross-agency discussion, opportunities to collaborate can be identified. This opportunity to keep the door open for these opportunities is critical to ensuring that all the participating bodies can work together, more efficiently, within their own scope of work, towards common goals. One of the key areas the Committee can assist with is ensuring that evolving Best Practices regarding transportation trends, tools and strategies are shared. An example of this is in the area of Active School Travel planning (a Best Practice) which originated through the Cycling Task Force from group discussion. The initiative would not have been able to germinate without the individual contributions of each participating



Go Smart Advisory Committee

Represented by:

Town of Comox

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agency. The project has been considered very successful by parents, School Board and Local Government elected officials and is now expanding under the leadership of the School Board. This project however was not identified in the CTF's original Terms of Reference, because it emerged as an opportunity *during* the Committee's process.

- b) **Participation by:** Elected officials, Public Advisory Committee, other agencies and staff.
 - c) **How it will work:** On regional projects, the affected agencies will work closely together. When a new idea is presented, the Committee will consider it for further dialogue and action, where appropriate. The Committee will report promising ideas to the bodies they represent through the annual reporting process, or more frequent as needed.
- 8. Receiving delegations**
- a) **Rationale:** Members of the public, groups or even other agencies may wish to present information or an idea in a regional transportation forum, without the formality of presenting before municipal Councils and the regional Board.
 - b) **Participation by:** All in attendance at the meeting, and who are on the circulation list for minutes, would receive the delegation.
 - c) **How it will work:** The opportunity and procedure for presenting as a delegation before the Go Smart Advisory Committee will be outlined on the participating agency websites. Delegation requests will be forwarded to the Chair of the Go Smart Advisory Committee.



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

Go Smart PUBLIC Advisory Committee

Terms of Reference

Committee Objective: To work with the public and provide advice and recommendations into the Go Smart regional Advisory Committee, as related to their mandate.

Tasks:

1. Review the current state of transportation in the Comox Valley and identify priorities for improvement to achieve modal share targets and accessibility policies.
2. Provide consultation both at the initial stages of planning, and during the design process, where transportation changes and developments are proposed that will affect transit, cycling and pedestrian road users.
3. Advocate for transit, cycling and pedestrian universally accessible transportation infrastructure improvements in the Comox Valley.
4. Provide a process for the general public, stakeholders and organizations to communicate issues, concerns and suggestions.
5. May also contact or coordinate meetings as required with each jurisdiction, including MOTI, to deal with specific jurisdictional issues.

Authority: Serves as a resource and makes recommendations to the Go Smart regional Advisory Committee.

Participants and Committee Composition:

The Committee shall be comprised of no more than 8 members. Members shall be sufficiently 'broad minded' regarding transportation modes, and be able to effectively represent a variety of transportation perspectives, with a goal of achieving modal split targets. The Go Smart Advisory Committee shall create a set of criteria for selection of Public Advisory Committee members, and will post this information in the media and websites, along with a deadline for submissions. The elected officials of the Go Smart Advisory Committee shall select the Public Advisory Committee members based on received submissions.

All meetings are open to the public and shall be advertised on the participating agency websites.

Decision-making approach: The group will work by consensus.

Chairperson: to be elected by the Public Advisory Committee.

Timeframes, reporting and deadlines:



Go Smart Advisory Committee

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

- The Public Advisory Committee will be in place for the same time frame as the Go Smart Advisory Committee.
- Will meet every 2 months for a total of 6 times a year. The meetings will be open to the general public and will be advertised on the participating agency websites.
- Two representatives of the Public Advisory Committee will attend the Go Smart Advisory Committee meetings and provide a report each time.

School District No. 71 (Comox Valley)

Board Procedural Bylaw, 2015-2

Board Approved Update: **To be dated**

WHEREAS the *School Act* requires that the Board establish procedures governing conduct of its meetings;

THEREFORE this Bylaw provides rules and regulations for governing the procedure at meetings of the Board of Education, School District No. 71 (Comox Valley) and matters relating thereto.

1. Definitions

For purposes of this Bylaw the words used shall have their ordinary meaning save and except the words following, which shall have the meaning herein set out, namely:

- “Act” - shall mean the *School Act* and amendments thereto;
- “Board” - shall mean the Board of Education, School District No. 71 (Comox Valley);
- “Chairperson” or “Chair” - shall mean the Chairperson of the Board, or the Chairperson of any committee of the Board;
- “Meeting” - shall mean any regular meeting of the Board;
- “Regulation” - shall mean the School Regulation;
- “Secretary-Treasurer” - shall mean the Secretary-Treasurer of the Board;
- “Special Meeting” - shall mean any meeting of the Board which is not a regular meeting of the Board;
- “Superintendent” - shall mean the Superintendent of Schools for School District No. 71 (Comox Valley)
- “School Trustee Written Report” - shall be a written report voluntarily provided by a Trustee to be included in the Regular Meeting Agenda that highlights their activities on behalf of the Board since the last report. The content of Trustee written reports shall be limited to the mandate of Board of Education. Each Trustee may speak to their written report for a maximum two (2) minutes.

Wherever the singular or masculine is used in this Bylaw, it shall be considered as if the plural or feminine has been used where the context so requires.

2. **Meetings—Generally**

Board Quorum—a Quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Rules of Order—Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of *Robert's Rules of Order* shall apply to the conduct of meetings, provided, further, that where both these Rules and *Robert's Rules of Order* are silent, the *School Act* shall apply over the Rule in question.

The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.

Under the order of “Question Period” questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.

Meetings of the Board shall be either regular meetings or special meetings. The Chairperson shall preside, when present, at all meetings of the Board and generally shall fulfill the duties usually performed by a Chairperson. If the Chairperson is absent from the meeting, the Vice-Chairperson shall preside.

If both the Chairperson and the Vice-Chairperson are absent from the meeting, the members present at the meeting shall elect one of their number to act as Chairperson of the meeting.

Regular Meetings of the Board shall be held on the fourth Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any regular meeting of the Board or arrange for the holding of such regular meeting at some other time.

The Education Committee shall meet on the second Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any Education Committee or arrange for the holding of such Education Committee at some other time.

The Board shall meet monthly with the District Superintendent.

Special Meetings of the Board may be called by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson, or by the Secretary-Treasurer on request of a majority of the Board. Only the business for which the meeting was called shall be conducted at the meeting. The Secretary-Treasurer will be responsible for advising all members of the Board and the public of special meetings.

The Board expects the Superintendent, the Secretary-Treasurer, and the Assistant Superintendent of Schools to attend all regular and special meetings.

3. **Inaugural Meeting**

The last regular meeting held in November of each year shall be considered an inaugural meeting. The first order of business shall be to elect a Chairperson and Vice-Chairperson of the

Board. During an election year the Board will delay Board elections until the completion of appeal timelines by using an extraordinary meeting for selection.

The inaugural meeting shall be convened by the Secretary-Treasurer, who shall be interim Chairperson until such time as the Board Chairperson has been elected.

The Secretary-Treasurer shall call for nominations for Board Chairperson and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved.

The newly-elected Board Chairperson shall assume the chair and call for nominations for the election of a Board Vice-Chairperson in the same manner as for the election of the Chairperson.

4. **Regular Board Meetings and Education Committee of the Whole**

All regular Board Meetings shall commence at the hour of 6:00 pm, with the public portion of the meeting to commence at 7:00 pm. All Education Committee meetings shall commence at 6:30 pm and both shall adjourn not later than the hour of 9:00 pm. Meetings may continue to a specified or unspecified time, provided that the members present at the meeting unanimously resolve continuation.

All regular meetings and Education Committee meetings shall be open to attendance by the media and by the general public.

At least forty-eight hours prior to the time of commencement of the regular meeting, the Secretary-Treasurer shall provide all members of the Board with the agenda. The agenda will include the following items:

- minutes of the previous meeting;
- minutes of any special meetings held since the previous regular meeting;
- copies of Management Reports;
- copies of Committee Reports;
- notice of which Board appointees to other bodies will be reporting;
- notice of items of new business to be considered;
- copies of correspondence to be considered.

The Order of Business—for any regular meeting of the Board shall be as follows, namely:

- Attendance
- Call to Order
- Adoption of Agenda
- Consent Agenda
- Report of In-Camera Meeting
- Presentation/Delegation
- Education Committee Report
- Collaborative Engagement

- Generative Dialogue
- Education Committee

- Strategic Direction (from Strategic Plan)
- Board Committee Reports
- Board Business
- School Trustee Written Reports
- Public Question Period
- Adjournment

provided that the Board may, by resolution at any regular meeting, suspend the regular order of business or alter or vary the regular order of business.

Consent Agenda includes all matters presented for Board information that does not require any action of the Board. An individual Trustee may request that an item be removed from the Consent Agenda during the Adoption of the Agenda. Any items removed will be done so without debate and will be placed in the Board Business section of the agenda.

New business shall not be considered at any regular meeting unless it arises directly out of correspondence, reports, or other matters arising during the regular order of business, provided that the members present at any regular meeting of the Board may, by unanimous resolution, waive the giving of notice. New business may only be introduced by a member as provided herein through a Notice of Motion.

Referral to Committee of any matter arising during the course of any regular meeting may be made upon resolution of the meeting.

Committee of the Whole Board may be called at any regular meeting of the Board upon resolution of the meeting, and the regular order of business shall thereupon be suspended until return to regular order of business has been resolved. It is expected that the Superintendent, Secretary-Treasurer, and Assistant Superintendent of Schools shall attend meetings of the Committee of the Whole Board. The Board may invite other persons to attend all or part of a meeting of the Committee of the Whole Board.

Except for a record containing a general statement of the nature of the matters discussed, no business transacted at any meeting of the Committee of the Whole Board shall be published, reported, or otherwise communicated to anyone not present at the meeting without the consent of the meeting to such publication, reporting, or communication being first obtained.

Unfinished business at the time of adjournment shall be dealt with by the Board:

- at the next regularly scheduled meeting; or
- at a special meeting of the Board called in the manner provided in this Bylaw.

5. **Special General (Open) and Special Confidential (Closed) Meetings**

Notice of, and the agenda for, special meetings shall be provided by the Secretary-Treasurer to all members of the Board at least forty-eight hours in advance of the meeting. Should the matter be of an emergent nature, this requirement may be waived by a vote of a majority of all of the members of the Board, which will be considered as the first item of business at the special meeting.

All special meetings of the Board shall be called in accordance with this Bylaw, shall be limited to the purposes set out herein, and shall follow the procedures for regular meetings insofar as those procedures may be applicable.

Special general (open) meetings are called to consider matters that the Chairperson of the Board (or in the absence of the Chairperson, the Vice-Chairperson), or a majority of Board, consider desirable to be dealt with prior to the next regularly scheduled meeting. Such meetings are open to the public, and all the media normally receiving a copy of the agenda for regular Board meetings will be advised.

Special confidential (closed) meetings are meetings from which the public and the media are excluded as the matter(s) to be considered are of a confidential nature. No Board member shall disclose to the public the proceedings of a confidential meeting unless a resolution has been passed at the confidential meeting to permit disclosure.

Unless otherwise determined by the Board, the following matters shall be considered in closed session:

- salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures;
- accident claims and other matters where Board liability may arise;
- legal opinions respecting the liability or interest of the Board;
- the conduct, efficiency, discipline, suspension, or termination of employees;
- medical examiners or examinations and medical reports;
- matters pertaining to individual students including the conduct, discipline, suspension, or expulsion of students, truancy, and indigent students;
- personnel matters of a sensitive nature;
- purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- lease, sale, or exchange of real property prior to finalization thereof;
- matters pertaining to the safety, security, or protection of Board property;
- such other matters where the Board decides that the public interest so requires.

6. Rules of Order

A Bylaw may be proposed at either a Regular meeting of the Board or at a Special meeting called for the purpose of considering the Bylaw.

Resolutions may be proposed during the meeting for items properly included in the agenda, provided that any resolution proposed shall relate to the matter under discussion and consideration. Other than a motion to approve the Consent Agenda items, other motions during this item shall be ruled out of order.

A member of the Board shall provide a written Notice of Motion, which includes background information and the resolution wording, at the meeting prior to consideration of the motion. Notice of Motion is required to rescind a Board motion, amend something previously adopted, to amend these Procedural Bylaws, to discharge a Committee, or to postpone an event already scheduled. New business, which is not germane to an agenda item, may only be introduced by a

member through written Notice of Motion, as provided herein, at the meeting prior to consideration of the new business. The Board may suspend the Notice of Motion requirement by simply majority vote.

Notice of Motion, as provided herein, is the preferred method for a member to introduce new business. Notwithstanding that in some cases, new business may be added to the agenda provided forty-eight (48) hours notice has been provided through the Chair to members, and that members agree by simple majority vote to suspend the Notice of Motion requirement.

A resolution shall be presented by motion of a member of the Board and shall be seconded by another member of the Board before acceptance for discussion or vote. The Chairperson may not move or second a resolution.

Each member of the Board shall normally be entitled to speak only once to any resolution proposed at any regular meeting, and every member of the Board present at the meeting shall be entitled to speak before the question is called. The Chairperson shall allow each member of the Board a maximum of five (5) minutes to speak per resolution.

Notwithstanding the foregoing, the mover of the resolution shall have the right to close debate.

The Chairperson shall put the vote when the question is called.

Any member who does not vote for or against the resolution when the vote is put shall be deemed to have abstained, and shall not be counted for purposes of the vote.

The Chairperson has the same right to vote as the other members of the Board; in the case of an equality of votes for and against a motion, the question is resolved in the negative, and the Chairperson shall so declare.

All motions are debatable except:

- a motion for adjournment of debate;
- a motion for adjournment of a meeting;
- a motion to recess;
- a motion to table;
- a motion to suspend rules;
- a motion to limit debate; and,
- a motion to go into Committee of the Whole or closed session.

Reconsideration

A question previously dealt with will only be reconsidered if a Board member gives Notice of Motion, as provided herein, that a motion to reconsider will be presented at the next regular meeting.

The Notice of Motion, complete with supporting documentation, must be given to all members of the Board either in writing through the Secretary-Treasurer four days in advance, or with the agenda. A motion of the Board to reconsider must be passed by having a majority of all its members cast an affirmative vote. Provided the motion to reconsider is approved, the original question can be dealt with forthwith.

No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. A motion to rescind a duly approved resolution shall follow the reconsideration process.

Bylaws

Bylaws shall only be proposed when at least forty eight hours notice of the intention to propose the bylaw has been given to all members of the Board, provided that the members present at a regular meeting of the Board may, by unanimous resolution, waive the giving of notice.

A bylaw shall receive two readings before being finally passed and adopted. A proposed bylaw shall not be considered for amendment until it has passed its first reading, and shall not be amended save and except by a new amending bylaw after it has been finally considered and adopted.

A bylaw may receive its two readings at a single regular meeting or special meeting of the Board and shall be reconsidered and adopted or rejected at the regular meeting next following the meeting at which it passes its second reading, or at a special meeting called for that purpose, provided that the Board may, by unanimous resolution of the members present at the regular or special meeting of the Board at which it passes its second reading, suspend the requirements of this regulation and reconsider or adopt or reject the bylaw at the same regular or special meeting at which it passes its second reading.

Notwithstanding the foregoing, consideration of money bylaws in the form specified by the Minister of Education may receive all required readings and be reconsidered and adopted at the same meeting.

7. Policies

Policies and amendments to policies shall only be proposed when Notice of Motion, as provided herein, of intention to propose the policy or amendment has been given to all members of the Board.

First consideration by the Board of a proposed policy or major amendment to a policy will be by formal resolution giving notice of motion of the Board's intention to adopt the policy or amendment at a subsequent regular meeting.

The members present at a regular meeting of the Board may, by unanimous resolution, waive the requirements of this section.

8. Standing Committee

Standing committees of the Board shall be established by the Board Chairperson, following consultation with each Board member and in compliance with the Committee's of the Board policy.

The Chairperson of the Board shall annually appoint such members of the Board and management staff as he/she deems advisable to the standing committees of the Board. The

membership of such committees may be revised by the Chairperson of the Board, who will so inform the Board at the next regular Board meeting.

Each of the standing committees shall be under direct supervision of a Chairperson or responsible Board member, and, where deemed advisable, a Vice-Chairperson may be appointed. The Chairperson of the Board may attend meetings of standing committees of which he/she is not an official member, but shall not be entitled to vote at such meetings.

No standing committee, other than the Education Committee, shall include more than three members of the Board. The Education Committee is a committee of the whole Board; however, it shall be chaired by the Vice-Chairperson of the Board. The other rules that pertain to standing committees shall pertain to the Education Committee.

Committee meetings may be called at any time by the Chairperson of the committee for the purpose of dealing with the business of such committee, and the committee may adopt its own procedures for the dispatch of its business, provided that no resolution shall be passed at any committee meeting, but matters of recommendation for the Board shall be brought from the meeting by way of report to a regular meeting for consideration and such action as is deemed advisable. No one other than committee members shall be entitled to attend such meetings without invitation of the Chairperson of the committee.

9. **Reports and Records**

Reports and recommendations shall be made to the Board at regular meetings by:

- management, or;
- for committee matters, the committee Chairperson or a member delegated.

All reports to the Board for recommendation or action shall be accompanied by all relevant information. Reports for information only need not be complete.

Minutes of the meetings shall be in summary form and shall contain the form of the motion, the results of the vote and a record of how each member voted. Discussion preceding the vote need not be recorded. In matters of general discussion or report where no vote is taken, a brief statement of the purport of the matter shall suffice unless the meeting otherwise directs.

10. **General**

This Bylaw is to be read in conjunction with the provisions of the *School Act* governing School Board meetings. In the event of conflict between this Bylaw and the *Act*, the *Act* shall take precedence.

Read a first time this _____ day of _____.

Read a second time this _____ day of _____.

Reconsidered, finally passed, and adopted this _____ day of _____.

Chairperson

Secretary-Treasurer