

**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE  
PUBLIC MEETING  
ACTION SHEET**

DATE: September 28, 2022  
TO: Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Revised Draft Policy 2.5 Board Committees Representation and Annual Workplan and  
Revised Draft Policy 2.6 Board Meeting Procedures

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**Recommendation:**

***That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the revised Draft Policy 2.5 - Board Committees Representation and Annual Workplan and revised Draft Policy 2.6 – Board Meeting Procedures.***

**Background:**

On June 22, 2022, the Board passed the following motion:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the revised Draft Policy 2.5 - Board Committees Representation and Annual Workplan and revised Draft Policy 2.6 – Board Meeting Procedures and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

**Community engagement plan**

The consultation was posted on the district's community engagement webpage and included background information with instructions on how to participate during the consultation period:

<https://www.sd68.bc.ca/board/community-engagement/>

Information on the community engagement period was:

- Emailed to all district staff via district email
- Emailed to all families via School Messenger platform
- Posted on district news
- Shared on social media (Facebook, Twitter and Instagram)

The 30-day notice of motion consultation period began on June 27, 2022. The community had until July 31, 2022 to provide feedback by emailing [consultation@sd68.bc.ca](mailto:consultation@sd68.bc.ca).

**Timeline**

- Monday, June 27, 2022
  - Email to families
  - District News
  - Social media posts

- Monday, July 25, 2022
  - Reminder email to staff and families
  - Social media posts
- Monday, August 29, 2022
  - Reminder email to staff and families
  - Social media reminder

### Messaging

#### *Email to staff and families:*

The Nanaimo Ladysmith Public Schools' Board of Education is seeking feedback on the following:

- Long Range Facilities Plan: Ladysmith and North Oyster capacity and seismic; and
- Draft policies 2.5 (Board committees representation and annual workplan) and Draft policy 2.6 (Board meeting procedures).

Background information and instructions on how you can participate can be found on the district's [community engagement webpage](#).

#### *Social media:*

##### Facebook/Instagram

The Nanaimo Ladysmith Public Schools' Board of Education is seeking feedback on the following:

- Long Range Facilities Plan: Ladysmith and North Oyster capacity and seismic; and
- Draft policies 2.5 (Board committees representation and annual workplan) and Draft policy 2.6 (Board meeting procedures).

Background information and instructions on how you can participate can be found on the district's [community engagement webpage](#).

##### Twitter

It's time to provide feedback on the capacity and seismic issues in Ladysmith and North Oyster as well as two draft policies (2.5 & 2.6). Background info and how to participate can be found at <https://www.sd68.bc.ca/board/community-engagement/>

### **Discussion:**

The district received one feedback email, attached as Appendix C.

### **Appendices:**

Appendix A: Draft Revised Policy 2.5 – Board Committees Representation and Annual Workplan

Appendix B: Draft Revised Policy 2.6 – Board Meeting Procedures

Appendix C: Consultation Feedback

Appendix D: Board of Education Action Sheet dated June 22, 2022