

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68**  
**MINUTES OF THE BUSINESS COMMITTEE MEETING**

**November 10, 2021**

Absent	G. Keller, Chair C. O'Neill, Vice-Chair T. Brzovic S. Higginson	C. McKay B. Robinson J. Stanley E. Wilkinson
Absent	S. Saywell, Superintendent/CEO M. Walsh, Secretary-Treasurer T. Davie, Deputy Superintendent	D. Burgos, Ex. Dir. of Communications K. Matthews, Manager Admin. Services

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:00 pm.

**2. ADDITIONS TO THE AGENDA**

There were no additions.

**3. DELETIONS TO THE AGENDA**

There were no deletions.

**4. CHANGE IN ORDER**

There was no change in order.

**5. APPROVAL OF THE AGENDA**

B21/10/13-01

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Higginson

That the Agenda be approved.

**CARRIED UNANIMOUSLY**

**6. APPROVAL OF THE MINUTES**

B21/10/13-02

IT WAS MOVED BY Trustee Brzovic

IT WAS SECONDED BY Trustee Higginson

That the minutes of the Business Committee meeting held on October 13, 2021, be approved.

**CARRIED UNANIMOUSLY**

**7. PRESENTATIONS**

There were no presentations.

**8. SENIOR STAFF REPORTS**

**8.1 Tim Davie, Deputy Superintendent**

Re: Anti-Racism and Cultural Safety - Administrative Procedure 350 (Update)

Kerri Steel presented an updated Administrative Procedure 350 - Anti-Racism and Cultural Safety, which has been revised and renamed to reflect current social context and updated language. It was noted that this AP will likely be updated as Policy 2.10 is updated. The revised AP 350, together with an Information Sheet is attached to the Agenda.

**8.2 Mark Walsh, Secretary Treasurer**

Re: Investments Administrative Procedure (New)

Mark Walsh presented a newly created Administrative Procedure associated with investments. The Administrative Procedure, together with an Information Sheet is attached to the Agenda.

**8.3 Mark Walsh, Secretary-Treasurer**

Re: 1st Quarter Financial Report

Mark Walsh presented the first quarter financial results. The Q1 2021/22 Financial Report is attached to the Agenda.

**8.4 Mark Walsh, Secretary-Treasurer**

Re: Long Range Facilities Plan Committee - Terms of Reference

Mark Walsh presented the proposed Terms of Reference for the Long Range Facilities Plan Committee. The Terms of Reference, together with an Action Sheet is attached to the Agenda.

B21/11/10-03

IT WAS MOVED BY Trustee McKay

IT WAS SECONDED BY Trustee Stanley

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Terms of Reference for the Long Range Facilities Plan Committee.

**CARRIED UNANIMOUSLY**

8.5 Mark Walsh, Secretary-Treasurer

Re: By-Election

Mark Walsh presented recommended changes to the Trustee Election By-Law. An Action Sheet is attached to the Agenda.

B21/11/10-04

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee O'Neill

That the Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the amended Bylaw No. 2 – Trustee Elections, during the November 18, 2021, Special Open Board Meeting; and that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the amended Bylaw No. 2 – Trustee Elections during the November 18, 2021, Special Open Board meeting.

**CARRIED UNANIMOUSLY**

9. **CORRESPONDENCE REFERRED FROM THE REGULAR BOARD MEETING**

9.1 Mayor Aaron Stone, Town of Ladysmith

Re: Town of Ladysmith OCP Review

B21/11/10-05

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee Brzovic

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) refer the correspondence from Mayor Aaron Stone, Town of Ladysmith, to the Chair for response, following further consultation with the Long Range Facilities Plan Committee.

**CARRIED UNANIMOUSLY**

10. **UNFINISHED BUSINESS**

There was no Unfinished Business.

11. **NEW BUSINESS**

There was no New Business.

12. **FOR INFORMATION**

13. **QUESTION PERIOD**

There were no questions this evening.

14. **ADJOURNMENT**

The meeting adjourned at 7:14 pm.

B21/10/13-06

IT WAS MOVED BY Trustee Stanley

IT WAS SECONDED BY Trustee O'Neill

That the meeting be adjourned.

**CARRIED UNANIMOUSLY**