

**Board of Reference**

**Board Member**

Chairperson

Lynne Champagne, Tyndall (bil.)

Vice-Chairperson

Donald J. Timmerman, Winnipeg

Members

Bruce Dunning, Virden

Michael Zwaagstra, Steinbach

Paulette Jerrard Gillert, Winnipeg

**Mandate:**

The Board of Reference is established under authority provided by *The Public Schools Act, R.S.M. 1987, Chapter 250*, and was authorized originally in 1960. The Board's main function is to decide matters related to boundaries of school divisions and districts, at the request of individual land owners, First Nations Band councils, school boards, or the Minister of Education and Training.

**Authority:**

*The Public Schools Act, R.S.M. 1987, Chapter 250*

**Responsibilities:**

The Board of Reference may make an award in respect to a request to transfer a parcel of land from one school division to another, a request to remove reserve land from a school division or school district, a request that land that is not in a school division or school district be added to an existing school division or school district, or a request to amalgamate two or more school divisions or school districts to form one or more new school divisions or school districts.

The Board must hold a public hearing each time a request is received, and must determine if the request should be granted in whole or in part, or be denied. An Award of the Board must specify the territory to be transferred, added or removed and establish the boundaries or area of the affected school divisions and school districts.

The Board may only make an award in respect of a request if it is satisfied that the transfer, addition or removal of land is for an education purpose; does not result in transferring rights, property, debts, obligations, liabilities or employees to a new school division or school district without the consent of the affected school divisions or districts; and does not have a materially detrimental impact on the ability of any of the affected school divisions or school districts to meet the educational needs of pupils within their boundaries or area.

An award of the Board is final, but does not preclude an application to the Court of Queen's Bench for judicial review.

**Membership:**

Appointed by the LGIC, the Board consists of five members. Three members of the board of reference constitute a quorum.

**Length of Terms:**

A member of the board of reference shall hold office for such term as may be fixed in the order appointing him, not exceeding two years, but a member may be appointed for a further term.

**Desirable Experience:**

There is no formal educational or experience requirement; however potential members should be able to demonstrate an understanding of the issues being brought before the Board. Knowledge of the K-12 education system, or of municipal government, is an asset.

An effective board member must be able to read written material, analyze written and verbal information in order to ascertain facts, and apply relevant legislation to this written and verbal information.

Board members:

- must be able to communicate verbally and have the ability to ask questions using open ended, non-judgmental language;
- have active listening skills;
- be able to read and interpret policies/legislation and how it applies to the situation;
- use plain language;
- adhere to a degree of confidentiality; and
- have the ability to make decisions in a fair and unbiased manner.

**Time Commitment:**

Board hearings are scheduled whenever a petition is received. Three members constitute a quorum. Hearings usually last from 1 to 3 hours, and on average there are 8 hearings per year.

**Meetings:**

Location:                   The location of the hearing is dependent on the location of the land being considered for transfer.

Frequency:                 Average 8 hearings per year

**Remuneration:**

Each member of the board of reference, other than a person who is in receipt of remuneration for duties performed

- a) as a member of the civil service of the government; or
- b) as a member or employee of a board, commission, corporation or other similar body that is appointed or controlled by, or is under the authority or direction of the government;

Remuneration is as fixed by LGIC:

Chair:                   \$175.00 per sitting of the Board  
Members:               \$150.00 per sitting of the Board.

If the vice-chairperson is required to act as chairperson, the vice-chairperson shall be paid remuneration at the rates payable to the chairperson.

Additionally, members may be reimbursed for out-of-pocket expenses incurred in the discharging of their duties as may be approved by the Minister of Finance.