

Board of Reference

Board Members

Chairperson

Lynne Champagne, Tyndall (bil.)

Vice-Chairperson

Donald J. Timmerman, Winnipeg

Members

Dave Juce, Hamiota

Michael Zwaagstra, Steinbach

Paulette Jerrard Gillert, Winnipeg

Mandate:

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.

Authority:

[*The Public Schools Act*](#)

Responsibilities:

The Board of Reference hears cases related as set out in section 5 of the Act:

- 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.

Membership:

Appointed by the Lieutenant Governor In Council, 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 eight hearings per year.

Meetings:

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

Frequency: Board hearings are scheduled on an as needed basis.
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;

May receive remuneration:

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.