



December 22, 2020

Ref: 243148

Honourable Lynn Smith  
**Email: [smith@allard.ubc.ca](mailto:smith@allard.ubc.ca)**

Dear Ms. Smith:

Thank you for agreeing to your appointment as part of a special advisory committee to the Chilliwack Board of Education, pursuant to section 171.1 of the *School Act*.

The purpose of this letter is to inform you of government's expectations around duties and responsibilities in your role as a member of this special advisory committee.

Under the *School Act*, a special advisory committee reports to the Minister of Education and is appointed in respect of the improvement of student performance and to inspect and evaluate matters as directed by the Minister. In carrying out your duties, the *School Act* also provides that you may attend any meeting of the Board, enter any building used for school or board purposes, and inspect any record of the Board. The Board and its employees have a statutory obligation to assist you in carrying out your duties.

As a member of this special advisory committee, you will inspect and evaluate the following:

- (a) The Board's ability to fulfill its duties and the ability of the Board's trustees to work together cooperatively in order to fulfill its duties;
- (b) The Board's ability to establish and maintain a safe, welcoming and inclusive school community for all students and staff, regardless of characteristics including background, ability, sex, sexual orientation, or gender identify or expression;
- (c) The extent to which the actions of trustees, in their role as trustees, are consistent with the human rights of students who are enrolled with the Board;
- (d) The Board's relationship with members of the school community and partner groups;
- (e) The adherence of the Board's trustees to the Board's Policy 205 "Code of Ethics for Trustees"; and
- (f) Any effect of the matters set out above on student achievement and performance in the schools operated by the Board.

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Further terms of reference are set out in your appointing order, which is attached for your reference.

I have confidence in your abilities, professionalism and integrity and I expect you will build strong, positive working relationships with the Board and senior staff as well as other stakeholders to perform your duties as part of the special advisory committee.

As an appointee of the Ministry, you will be responsible for documenting your work hours and activities as part of a Statement of Account for remuneration purposes. Over your term as Special Advisor, you will be paid at the rate of \$2,000 per day and your remuneration, excluding expenses, may not exceed \$80,000. Additional expenses for travel and accommodation will be reimbursed at a rate equivalent to Group II rates, in accordance with chapter 10 of the Core Policy Manual. For further information regarding financial requirements, please call Tamara McLeod, Executive Director and Chief Financial Officer, Resource Management Division at (250) 216-6057.

If you have any questions or concerns about your role or any of these expectations, please let me know or contact Keith Godin, Assistant Deputy Minister, at [keith.godin@gov.bc.ca](mailto:keith.godin@gov.bc.ca).

Thank you again for your willingness to accept this opportunity, I look forward to working with you in your new role.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. Scott MacDonald', with a stylized flourish at the end.

D. Scott MacDonald  
Deputy Minister

Attachments: Ministerial Order – Special Advisor Appointment

**PROVINCE OF BRITISH COLUMBIA**

*Ministerial Order No.*    **M481**

**ORDER OF THE MINISTER OF EDUCATION**

I, Jennifer Whiteside, Minister of Education, order as follows:

- 1** Mike McKay of Victoria, BC, and Lynn Smith of Vancouver, BC are appointed as a special advisory committee to the Board of Education for School District No. 33 (Chilliwack) (the “Board”).
- 2** The term of the appointment ends on February 26, 2021.
- 3** The special advisory committee will review the progress of the Board in respect of the improvement of student performance and will inspect and evaluate the matters specified in section 4.
- 4** The special advisory committee will inspect and evaluate all of the following:
  - (a) the Board’s ability to fulfill its duties and the ability of the Board’s trustees to work together cooperatively in order to fulfill its duties;
  - (b) the Board’s ability to establish and maintain a safe, welcoming and inclusive school community for all students and staff, regardless of characteristics including background, ability, sex, sexual orientation, or gender identity or expression;
  - (c) the extent to which the actions of trustees, in their role as trustees, are consistent with the human rights of students who are enrolled with the board;
  - (d) the Board’s relationship with members of the school community and partner groups;
  - (e) the adherence of the Board’s trustees to the Board’s Policy 205 “Code of Ethics for Trustees”;

- (f) any effect of the matters set out in paragraphs (a), (b), (c), (d), and (e) on student achievement and performance in the schools operated by the Board.
- 5 The special advisory committee must submit reports to the Minister in respect of progress made in carrying out the duties set out in section 3 and 4 as follows:
- (a) the special advisory committee must submit a report biweekly, and
  - (b) the special advisory committee must submit a final report, including any recommendations, on or before February 26, 2021.
- 6 Remuneration for the special advisory committee will be paid by the Ministry of Education.

December 21, 2020

Date



Jennifer Whiteside  
Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:** School Act, R.S.B.C. 1996, c. 412, s. 171.1



December 22, 2020

Ref: 243149

Mike McKay  
Hadrian Educational Consulting  
**Email:** s.22

Dear Mr. McKay:

Thank you for agreeing to your appointment as part of a special advisory committee to the Chilliwack Board of Education, pursuant to section 171.1 of the *School Act*.

The purpose of this letter is to inform you of government's expectations around duties and responsibilities in your role as a member of this special advisory committee.

Under the *School Act*, a special advisory committee reports to the Minister of Education and is appointed in respect of the improvement of student performance and to inspect and evaluate matters as directed by the Minister. In carrying out your duties, the *School Act* also provides that you may attend any meeting of the Board, enter any building used for school or board purposes, and inspect any record of the Board. The Board and its employees have a statutory obligation to assist you in carrying out your duties.

As a member of this special advisory committee, you will inspect and evaluate the following:

- (a) The Board's ability to fulfill its duties and the ability of the Board's trustees to work together cooperatively in order to fulfill its duties;
- (b) The Board's ability to establish and maintain a safe, welcoming and inclusive school community for all students and staff, regardless of characteristics including background, ability, sex, sexual orientation, or gender identity or expression;
- (c) The extent to which the actions of trustees, in their role as trustees, are consistent with the human rights of students who are enrolled with the Board;
- (d) The Board's relationship with members of the school community and partner groups;
- (e) The adherence of the Board's trustees to the Board's Policy 205 "Code of Ethics for Trustees"; and
- (f) Any effect of the matters set out above on student achievement and performance in the schools operated by the Board.

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Further terms of reference are set out in your appointing order, which is attached for your reference.

I have confidence in your abilities, professionalism and integrity and I expect you will build strong, positive working relationships with the Board and senior staff as well as other stakeholders to perform your duties as part of the special advisory committee.

As an appointee of the Ministry, you will be responsible for documenting your work hours and activities as part of a Statement of Account for remuneration purposes. Over your term as Special Advisor, you will be paid at the rate of \$220 per hour and your remuneration, excluding expenses, may not exceed \$65,000. Additional expenses for travel and accommodation will be reimbursed at a rate equivalent to Group II rates, in accordance with chapter 10 of the Core Policy Manual. For further information regarding financial requirements, please call Tamara McLeod, Executive Director and Chief Financial Officer, Resource Management Division at (250) 216-6057.

If you have any questions or concerns about your role or any of these expectations, please let me know or contact Keith Godin, Assistant Deputy Minister, at [keith.godin@gov.bc.ca](mailto:keith.godin@gov.bc.ca).

Thank you again for your willingness to accept this opportunity, I look forward to working with you in your new role.

Sincerely,

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D. Scott MacDonald  
Deputy Minister

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  - (d) the Board’s relationship with members of the school community and partner groups;
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- (f) any effect of the matters set out in paragraphs (a), (b), (c), (d), and (e) on student achievement and performance in the schools operated by the Board.
- 5 The special advisory committee must submit reports to the Minister in respect of progress made in carrying out the duties set out in section 3 and 4 as follows:
- (a) the special advisory committee must submit a report biweekly, and
  - (b) the special advisory committee must submit a final report, including any recommendations, on or before February 26, 2021.
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December 21, 2020

Date



Jennifer Whiteside  
Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:** School Act, R.S.B.C. 1996, c. 412, s. 171.1