

# BOARD OF EDUCATION School District #33 (Chilliwack)

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## 222 POLICY Board Committees

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### EDUCATION POLICY ADVISORY COMMITTEE

The Board of Education believes consultation with employee and community partner groups is an essential part of policy development.

The Board also recognizes and accepts its responsibility to approve policy.

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies 500 – Students, 600 – Instructional-Education Programs and 900 – Community Relations. The committee shall report directly to the Board.

The Chair of EPAC and the Superintendent will meet twice each school calendar year to determine the requirement of committee meetings.

The committee shall consist of three (3) trustees (*one to serve as chair and one as vice chair*), the superintendent, and two (2) representatives from each of the following:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community; and
- Management Group.

The committee may seek the advice of other resources in the conduct of its work.

The Superintendent will work with secondary school principals to ensure there is student representation on the Education Policy Advisory Committee.

### BUDGET COMMITTEE

The Budget Committee will provide input and feedback to the Board on matters related to the preparation and monitoring of the district's annual budget.

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Cross Ref: Appendix A

Adopted: January 13, 1988

Reviewed: August 3, 2000, October 4, 2016, October 18, 2016, November 8, 2016

Revised: April 26, 1994, January 15, 2008, February 10, 2009, October 12, 2010, February 26, 2013, June 17, 2014, February 3, 2015, November 17, 2015, November 8, 2016, October 3, 2017

The Budget Committee will consist of three (3) trustee representatives and one (1) representative from each of the following:

- Chilliwack Principals' and Vice Principals' Association (CPVPA);
- Chilliwack Teachers' Association (CTA);
- Canadian Union of Public Employees' Local 411 (CUPE);
- District Parent Advisory Committee (DPAC);
- Aboriginal Community;
- Management Group; and
- Up to two (2) Community Representatives.

The Superintendent will work with secondary school principals to ensure there is student representation on the Budget Committee.

The Superintendent of Schools, Secretary-Treasurer, Assistant Secretary Treasurer and a recording secretary will act as resources to the committee.

The Budget Committee will meet at least four (4) times per school year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require.

Minutes of meetings will be prepared and provided to the Board of Education at public Board meetings following Committee meetings.

The Budget Committee will carry out the following responsibilities:

- a) Preparation of Preliminary Budget
  - To review plans for public consultation into the budget planning process.
  - To review enrollment and staffing projections.
  - To review preliminary budget documents.
  - To provide input to the Board of Education on the Board's preliminary annual budget.
  
- b) Budget Monitoring
  - To review quarterly financial statements relative to the annual budget.
  - To review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
  - To provide input to the Board of Education on the amended annual budget.

## **AUDIT COMMITTEE**

The primary purpose of the Audit Committee is to assist the Board in fulfilling its oversight responsibilities by overseeing the internal control environment, reviewing the financial statements and the external audit process. The

Committee is advisory to the Board. The Audit Committee shall have direct communication channels with the external auditor to discuss and review issues within its mandate. The Audit Committee makes its recommendations directly to the Board.

The Committee shall consist of three (3) Trustees, and one (1) community member if possible, who is financially literate in these processes. A motion and vote is required for all committee decisions with the quorum being any two, trustees and/or community member.

The Committee shall meet with the external auditors as it deems appropriate to fulfill its duties but no less than two (2) times annually. All Trustees will be invited to attend the final meeting exclusively with the auditors to review the Audit Findings Report and Audited Financial Statements.

Minutes of meetings shall be taken by the corporate secretary or his/her delegate.

The Audit Committee will carry out the following responsibilities:

- a) Selection of Auditor
  - To review and participate in a public tendering process to identify a financial auditor for the school district.
  - To provide a recommendation to the Board of Education regarding the appointment or discharge of the auditor.
  - To review the performance of the auditor.
  
- b) Audit
  - To approve the auditor terms of engagement.
  - To review the auditor's proposed audit scope and approach.
  - To review and confirm the independence of the auditors.
  - To meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the Audit Committee or the auditors believe should be discussed.
  
- c) Risk Assessment
  - To monitor key risks that could impact the achievement of District objectives.
  
- d) Internal Controls
  - To consider the effectiveness of the District's internal financial controls including information technology security and control.
  - To understand the scope of the auditor's review of internal financial controls and obtain reports on significant findings and recommendations together with the response of senior administration.

- e) Financial Statements
- To review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
  - To review with the auditor the results of the audit, including any difficulties encountered.
  - To review with the auditors and senior administration matters that are required to be reported to the Board of Education.
  - To report financial statements to the Board of Education.
- f) Compliance
- To review audit observations and/or any findings by any regulatory agency.
  - To review financial procedures and ensure compliance.
  - To report annually to the Board of Education on the outcome of the financial audit.

### **SPECIAL AND ADHOC COMMITTEES**

The Board will provide terms of reference for such committees including purpose, membership, timelines and dissolution.

**THE BOARD OF EDUCATION WILL SUPPORT EACH COMMITTEE IN SHOWING APPRECIATION AND RECOGNIZING ITS MEMBERS ANNUALLY.**