

POLICY 162 BUDGET ADVISORY COMMITTEE

The Board of Education values consultation as an important part of budget development and monitoring. The Board also recognizes and accepts its responsibility to approve the annual budget. The Budget Advisory Committee is advisory in nature and reports directly to the Board through the chair of the committee.

The Budget Advisory Committee will consist of three (3) trustee representatives (*one to serve as Chair and one as Vice-Chair*) and one (1) representative from each of the following groups. Any trustee may attend committee meetings as an observer.

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

The chair's responsibility is to encourage the participation of each member and to present minutes of the meeting at a subsequent Board meeting.

The Budget Advisory 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.

A motion and vote are required for any committee recommendations, with the quorum being any six members.

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

The Budget Advisory Committee provides input to the Board on matters related to:

1. The *Preliminary Annual Budget*
 - 1.1. Review plans for public consultation into the budget planning process.
 - 1.2. Review enrollment and staffing projections.
 - 1.3. Review preliminary budget documents.
2. Budget Monitoring
 - 2.1. Review quarterly financial results relative to the annual budget.
 - 2.2. Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget.
 - 2.3. Provide input to the Board of Education on the amended annual budget.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65 (2)]

Related Contract Article: CTA Collective Agreement Article A.5 (2)

Adopted: January 13, 1988

Amended: 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, June 18, 2019

Amended: December 8, 2020