

Budget Committee of the Whole – Terms of Reference

The Budget Committee (the “Committee”) is a committee of the whole of the Board of Education. The purpose of the Budget Committee is to oversee the School District’s budget process, make recommendations and deliver reports to the Board of Education.

The Budget Committee Responsibilities

- Oversee the annual budget process;
- Review the preliminary budget and the final budget and recommend approval of the budget by the Board;
- Review proposed budget changes, ensure proposed changes are aligned with the school district Strategic Plan and recommend approval of supported budget changes by the Board;
- Receive budget input from education partners and the public.

Confidentiality

Deliberations and information received at meetings of the Budget Committee shall be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to trustees of the board, the Superintendent, the Secretary Treasurer, or, as determined by the Committee, or in pursuance of specified duties under the School Act or the Freedom of Information and Protection of Privacy Act.

Budget Committee Composition

- The Budget Committee is a committee of the whole, assisted by the School District’s Secretary Treasurer, Assistant Secretary Treasurer, and Superintendent of Schools.
- The Committee Chair is a trustee appointed by the Board.
- All committee members shall commit to: ethical conduct, proper use of authority, decorum and professional conduct.
- A quorum at meetings of the Committee shall be a majority of its members.

Frequency of Committee Meetings:

The Committee shall meet at least three times per year and additional special meetings may be called if required.

Minutes

Minutes of decisions made by the Committee shall be kept by the Secretary Treasurer. Such minutes are to record decisions of the Committee but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made by Committee members, shall not be recorded in the minutes of the Committee meetings unless the Committee makes a decision as a result of such reports.

A copy of the Committee meeting minutes shall be provided to the Board of Education. All Committee meeting minutes shall be made available to the Board appointed auditors for review.