

POLICY 160 BOARD COMMITTEES

Purpose

The Board may establish committees to advise it on specific matters. Committees are advisory and report directly to the Board through the committee chair. The Board retains responsibility and authority for all decisions. Committee members serve voluntarily and are not compensated for their service.

Standing committees provide an opportunity to engage with key employee and partner groups in areas of Board governance on an ongoing basis.

Special and Ad Hoc committees are formed for time-limited, specific purposes. When the purpose or goal of the committee has been accomplished, the committee is retired. The Board will provide terms of reference for special and ad hoc committees that will include purpose, membership, timelines and dissolution.

All committees are supported by the following:

- A statement of the committee's mandate and/or terms of reference that establishes the committee's role.
- Membership on the committee, if the Board desires certain qualifications and/or experiences as a pre-condition for appointment to a committee.
- Other matters as determined by the Board.

General Guidelines

Appointment and Membership

Unless otherwise specified in this policy or in a committee's terms of reference, the following provisions govern the appointment of committee members. The Board will appoint one Trustee to serve as Chair and one Trustee to serve as Vice-Chair of each standing committee.

1. The Board will appoint member(s) to a committee consistent with policy and any membership qualifications as specifically set out for the committee.
 - 1.1. Membership by organization – In cases where the Board has determined membership on a committee will be by partner groups, the partner group will be requested to submit nominees for vacancies.
 - 1.2. Community members – Where community representation is required, the committee chair will work with administration on a process for advertising for interested candidates.
 - 1.2.1. Application form – Any community member applying to be a member of a committee will complete an application form.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



1.2.2. Selection process – The Board will review all applications and make the final selection for community representation.

1.3. Student members – For committees that include student representation, the Superintendent will work with secondary school principals to arrange that representation.

Term of Office, Removal and Vacancies

2. A committee member who is appointed by the Board is entitled to remain a committee member for a two-year term. Members may be reappointed for one additional two-year term, after which time they must reapply.

2.1. The Board may exercise its discretion to remove a committee member at any time.

2.2. The Board will address all pending vacancies in a reasonable period of time.

Participation

3. Any Trustee who is not appointed to a standing advisory committee may attend its meetings as an observer.

Committee Operations

4. The committee chair will encourage the participation of all members and present the committee's work and recommendations to the Board.

5. A motion and vote are required for any committee recommendation to the Board.

6. Minutes of committee meetings will be prepared and provided to the Board at a Regular Public Board meeting following each committee meeting.

7. The Board will support each committee by showing appreciation and acknowledging their work annually.

EDUCATION POLICY ADVISORY COMMITTEE

The Education Policy Advisory Committee (EPAC) mandate is to advise the Board on matters related to education policy under Policies 200 – Partner & Community Relations, and 300 – Students, Instruction & Programs.

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

The committee will 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 groups.

- 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

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



- Secondary students

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

The quorum is any eight members.

BUDGET ADVISORY COMMITTEE

The Board of Education values consultation as an important part of budget development and monitoring.

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.

- 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
- Secondary students
- Up to two (2) community representatives.

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.

The quorum is six members.

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.

AUDIT WORKING COMMITTEE

The Board of Education is committed to financial oversight, with understanding and interpreting the district audit being integral to good governance.

The Audit Working Committee mandate is to assist the Board in fulfilling its financial oversight responsibilities.

Related Legislation: School Act [RSBC 1996, Part 8, Division 8, Section 156]

Related Contract Article: Nil

Adopted: September 22, 2026

Amended: xxxx

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



The Audit Working Committee will have direct communication channels with the external auditor to discuss and review issues within its mandate.

The committee will operate as a committee of the whole, comprising all Trustees (one to serve as Chair and one as Vice-Chair) and up to two (2) community members who are financially literate in these processes.

The committee will meet with the external auditors as it deems appropriate to fulfill its duties but not less than two (2) times annually. Committee members will be invited to attend the final audit presentation by the auditors to review the Audit Findings Report and Audited Financial Statements.

The quorum is any four members.

The Audit Working Committee will carry out the following responsibilities:

1. Selection of Auditor
 - 1.1. Review and participate in a public tendering process to identify a financial auditor for the school district.
 - 1.2. Provide a recommendation to the Board regarding the appointment or release of the auditor.
 - 1.3. Review the performance of the auditor.
2. Audit
 - 2.1. Review the auditor terms of engagement.
 - 2.2. Review the auditor's proposed audit scope and approach.
 - 2.3. Review and confirm the independence of the auditors.
 - 2.4. Meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the committee or the auditors believe should be discussed.
3. Risk Assessment
 - 3.1. Comment upon key risks that could impact the achievement of district objectives.
4. Internal Controls
 - 4.1. 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.
 - 4.2. Consider and make recommendations on the effectiveness of the district's internal financial controls including information technology security and control.
5. Financial Statements
 - 5.1. 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.
 - 5.2. Review with the auditor the results of the audit, including any difficulties encountered.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



- 5.3. Review with the auditors and senior administration matters that are required to be reported to the Board.
- 5.4. Provide comment upon the financial statements to the Board.
- 6. Compliance
 - 6.1. Review audit observations and/or any findings by any regulatory agency.
 - 6.2. Review financial procedures and ensure compliance.