

DRAFT TERMS OF REFERENCE FOR THE BUDGET SUB-COMMITTEE

The Budget Sub-Committee shall be a Sub-Committee of the Corporate Services, Strategic Planning and Property Committee (CS Committee) and be established with the following terms and responsibilities:

1. Vet and approve staff proposals on any consultation and communication plans regarding the operating budget for the following fiscal year for presentation to the CS Committee.
2. Vet and approve staff proposals on the operating budget for the following fiscal year for presentation to the CS Committee.
3. Vet and approve staff proposals regarding the use of strategic reserve funds, including, but not limited to Information Technology Strategic investments and Student Equity investments, for presentation to the CS Committee.
4. Consider the impact of private matters related to budget preparations, including, but not limited to collective agreement implications and other employee-related issues.
5. Other matters as mandated from time to time by the CS Committee.
6. Meet at least four (4) times during the budget planning cycle (typically January to June), but more often as determined by the Sub-Committee.
7. The Sub-Committee shall be comprised of three (3) Trustees for a one-year term as well as the current Chair and Vice-Chair of the Board as ex officio members. Quorum shall be achieved by the presence of at least 50% of the members either in-person or by phone.
8. The Chair of the Sub-Committee shall be decided by majority vote at the first meeting each year.
9. The Sub-Committee shall be supported by the Director of Education (or her/his designate), the Associate Director of Facilities, Business and Community Development and Chief Financial Officer and any other staff deemed necessary by the Director and the Associate Director.