

## Department Budgets Working Group – Terms of Reference

November 27, 2023

### Purpose

The Department Budgets Working Group is a group consisting of members of the Board of Education, Senior Leadership staff, Financial Services staff, Rightsholders, students and members of CUPE 382, CUPE 947, GVTA, VCPAC, VPVPA. The purpose of the budget working group is to examine specific areas of the School District's budget, make recommendations to the Board of Education and provide reports to the Board of Education with a focus on alignment to the District's Strategic Plan and Enhancing Student Learning Report, in consideration of the Multi-Year Financial Plan, and in compliance with contractual obligations.

### Composition

The Department Budgets Working Group shall be comprised of:

- Representative Trustees of the Board
- Superintendent and/ or designate
- Secretary Treasurer and/or designate
- Member of CUPE 382
- Member of CUPE 947
- Member of GVTA
- Member of VCPAC
- Member of VPVPA
- Representative from each of the Songhees Nation, Esquimalt Nation, Metis Nation and Urban Peoples' House Indigenous Advisory
- Member of the Representative Advisory Council of Students
- Student voice will also be heard through the Representative Advisory Council of Students meetings, Student Symposium and Student Connection events

All working group members share a commitment to ethical conduct, decorum and professional conduct.

All working group members will promote and uphold cultural safety as set out in the Board's Values and Guiding Principles where the budget will be culturally respectful and responsive to the needs of Indigenous peoples.

Trustees will select a chair to help facilitate the dialogue and discussion at the working group meetings.

A member of the Financial Services team or Senior Leadership Team will be responsible for being the note taker at each meeting.

The working group is advisory in nature and reports to the Board through Public Board meetings.

