



DPAC Meeting Agenda October 24th, 2019

Held at the School Board Office, Chilliwack

1) **CALL TO ORDER – 7:00 PM**

1.1 Call to Order

1.2 Adoption of the Agenda

- (THAT the agenda be adopted as circulated.)

1.3 Approval of the Minutes

- (THAT the minutes of the September 26th general meeting be approved as circulated.)

2) **SPECIAL PRESENTATION – Primary Prevention – Child Proofing Porn – Jocelyn Thomas**

3) **REPORTS**

- Trustee Report
- Committee Reports
 - CYC Committee
 - CHC Committee
 - Special Needs Advisory Committee
 - Primary Prevention
 - Budget Committee
 - EPAC
- BCCPAC Report and Memberships
- Treasurer's Report
- Chair's Report

4) **UNFINISHED BUSINESS**

4.1 C&B Updates

4.2 PAC 101 Feedback

4.3 Trans Mountain Pipeline Expansion

5) **NEW BUSINESS**

5.1 Dr. Kristin Buhr April 8, 2020 6:30 pm at Sardis Secondary Theatre on parenting kids exhibiting Stress and Anxiety.

5.2 New ideas or concerns

- Roundtable

6) **DATE OF NEXT MEETING**

6.1) November 21, 2019 7 pm School Board Office

7) **ADJOURNMENT**



DPAC Meeting Agenda October 24th, 2019

Held at the School Board Office, Chilliwack

Diane Braun

DPAC Chair



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

Held at the Chilliwack School District Office

Members Present:	Diane Braun	DPAC Chair and CMS Rep
	Michelle McGrath	DPAC Vice Chair
	Alicia Fleetham	Secretary and LME Rep
	Heather Attridge	DPAC Treasurer
	Jessica Clarke	DPAC BCCPAC Rep
	Christine Goodman	DPAC Member at Large & CSS Rep
	Meghan Reid	DPAC Member at Large
	Angela Turner	DPAC Rep Cultus Lake Elementary
	Mallory Tomlinson	DPAC Rep Robertson Elementary
	Kyla Schell	DPAC Rep Vedder Elementary
	Katie Bartel	DPAC Rep FG Leary Elementary
	Jamie Benton	DPAC Rep Cheam Elementary
	Kyla Campbell	DPAC Rep GW Graham Secondary
	Alexandra Jimmie	DPAC Rep Central Elementary
	Tai Weatherhead	DPAC Rep Vedder Middle
	Bonnie Pankratz	DPAC Rep Greendale Elementary
	Karen Layte	DPAC Rep Tyson Elementary
	Jill Luesink	DPAC Rep Sardis Secondary
	Karen Steinebach	DPAC Rep Rosedale Traditional
	Chad Bruniski	DPAC Rep Sardis Elementary
	Elizabeth Beacom	DPAC Rep Watson Elementary
	Theresa Burns	DPAC Rep Yarrow Elementary
Guests:	Molly Armstrong	Parent, Vedder Middle
	Michael Hale	General Public – Pipe Up
	Ian Stephen	Waterwealth Project
Trustee Liaison:	David Swankey	School District 33

1.0 CALL TO ORDER – School District Office

1.1 Called to Order

- Diane Braun, Chair, welcomed those present and called the meeting to order.
- Quorum of 5 voting members met with 18 DPAC Members Present
- Called to order 7:05 PM

1.2 Adoption of the Agenda

- New business added to the Agenda, the renaming of CHANCE and the Ed. Centre
- MOVED by Mallory Agenda adopted as amended. 2nd Angela. CARRIED

1.3 Approval of the Minutes

- MOVED by Bonnie that the minutes be adopted as circulated. 2nd Karen. CARRIED



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

2.0 SPECIAL PRESENTATION – Christine Goodman, Alicia Fleetham, Ian Stephens

DPAC Statement of Opposition to the TransMountain Pipeline Expansion Route

- Christine and Alicia presented an overview of how the TMP affects school staff, students and parents and an update to the membership of DPACs actions to date.
- Details are included in the attached handout that was circulated at the meeting and emailed post meeting.
- DPAC Reps are to include the information in their DPAC report at their next PAC meeting and decide if their PAC supports DPAC's Statement of Opposition. Respond in writing by the next DPAC meeting if any PACs do not wish DPAC to act on their behalf. No response will indicate support.
- Ian Stephen helped to answer questions from members such as:
Are there any other areas where the pipeline has been rerouted?
Yes, TM has opted to reroute in many areas, some nearby are Burnaby, Surrey, Langley, and Hope (at the request of Nestle) have all had alternate routes approved for the pipeline. Burnaby will be rerouting both pipelines and decommissioning the old line.

3.0 REPORTS

3.1 Trustee Report – David Swankey

- In accordance with Policy 213, a Special Meeting of the Board was held on September 12, 2019. At that meeting, the Board approved the submission of a Statement of Opposition to the NEB regarding the proposed routing of the TMP. This follows the previous public meeting in June 2019 where the Board took a position of opposition to the placement of pipelines on District Property.
- The annual Audit Report was delivered to the Board of Education at the Board meeting on September 17, 2019. The auditor reported that the district is adhering to sound financial practice and did not raise any concerns.
- The Board of Education approved the placement of a Rainbow Crosswalk at the District Board office at an estimated cost of \$367.50.
- The Board of Education directed staff to begin the process of renaming the Ed Centre in accordance with Board Regulation 809.1. The ad hoc committee overseeing the process will be consistent with Part A of the regulation.
- The Board of Education received a report from the Director of Facilities reviewing the work done over the summer.
- There are new trustee liaisons assigned to schools, PACs are encouraged to reach out to their liaison if wishing to extend an invite to PAC meetings.
- The District published a statement regarding the climate strike which is in accordance with policy 719



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

3.1 Committee Reports

CYC Committee

- Diane has been posting most of the following events on to our FB page and emailing out to all the PACs via their SD email address. Reminder to ensure that DPAC Reps are sharing these events to parents.
- There is a new downtown family place that has opened at Central elementary
- There is a new family navigator that will help families with children ages 0-6 access services, Diane can provide contact information upon request.
- Connect parenting course Oct 8-Dec 10 for parents of pre-teens and teens at MCFD
- Cognitive Behavioral Therapy group for youth grades 6-8 at the NLC Oct 2-Nov 20 Wednesdays 6-7:30
- The YMCA has a few new programs starting up:
 - Generation health (ages 8-12 yrs with weight and lifestyle changes needed) 10 week program Mondays 630-830
 - Youth MIND (mindfulness ages 18-30) 7 week program Thursdays at NLC 6:30-8:00
 - Teen MIND (mindfulness ages 13-17) 6 week program Thursdays at NLC 3:30-500
 - MIND FIT (ages 13-19 with depression, anxiety) 8 week program Mondays 5:45-7:45

CHC Committee

- Meetings were held in August and September 2019
- The issue was raised regarding the Portal on Yale Road which the city is currently seeking to extend a temporary use permit for an additional 3 years. This is near CMS and CSS. Parents are encouraged to attend an open forum at Ruth and Naomi's on October 3, 2019 from 5:30-7pm for information and discussion
- CHC is presenting a Trauma Informed Communication Workshop on Wednesday Oct 30 from 900am-200pm at the NLC, tickets are available via eventbrite.

Primary Prevention Committee

- New Chair Jennifer Hawkins
- Campaign to limit access to porn via public wifi is ongoing. The presentation has been made to CYC, City Council and Mayor, with future plans to present to DPAC and local MP
- There are plans in the new year for a wellness week at GW Graham that will focus on vaping

Education Policy Advisory Committee

- An update of the scope of how libraries are utilized within schools was completed
- A reminder that there is now district dress code, PACs should to add this item to their agenda to adequately participate in the formulation of their school dress code



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

Reconsideration Advisory Committee

- The book called "Tomorrow when the war began" was reviewed by the committee in June, it was mentioned in a SB meeting and shortly after a parent challenged its use in schools.
- After being reviewed by the committee the result was a recommendation for the book to be continued for use within district schools

3.2 BCCPAC Report – Jessica Clarke

- BCCPAC membership fees now due and must be paid in full by Dec 31 to have voting rights at the AGM in May. Cost is \$75 per PAC however PACs are encouraged to submit \$25 to DPAC who will register and supplement the remaining cost.
- Orange shirt day is September 30, for more information about orange shirt day or to organize your own visit orangeshirtday.org
- DPAC Summit is Nov 14 & 15 in Richmond, Diane and Michelle will be attending

3.3 Treasurer's Report – Heather Attridge

Approval of the Budget

- MOVED by Jamie that the budget be approved as circulated. 2nd Mallory. CARRIED
- As of August 31, 2019
 - Gaming Account Balance, after commitments: 4446.44
 - General Account Balance, after commitments: 806.68

3.4 Chair's Report – Diane Braun

- Michelle and Diane met with Rohan in June to discuss the way that playgrounds are currently being planned. There is to be continued and more frequent communication between DPAC and the district on this issue. PACs do not need to defer to the principals to decide what playground equipment the school needs.
- There were discussions on ways to get PACs to be more inclusive and diverse.
- DPAC requested for increase of financial support for DPAC, the admin regulation 903.1 was changed to \$2000 instead of \$1500.
- All strategic plan updates that are being presented at Board meetings are available to view on the SD website [here](#)
- At the SB meeting on September 17, 2019 the Board approved a rainbow crosswalk for the SD office, other schools have since started discussions to have rainbow crosswalks installed on their property. Should PACs decide that they would like this it should be discussed at a PAC meeting and advertised on the agenda in advance so all parents are able to come speak to the agenda items (as should be normal practice for all PAC agendas). These can easily be posted to the school FB group or the SD website by the principal.



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

4.0 COMMITTEE LAYOUT FOR 2019/2020

CYC – Diane	Primary Prevention – Meghan, Bonnie
CHC – Jill	TAC – Alicia
Budget – Heather	Summer Learning – Tai
EPAC – Meghan and Jessica	Playground Planning Liaison – Michelle
SNAC – Christine and Alicia	Reconsideration - Meghan
C&B – Diane, Elizabeth, Michelle, Jessica	Social Media – Heather, Elizabeth
Tech support – Elizabeth, Jessica	Parent Presentations – Michelle
External Rep at non-attending schools – Jamie, Diane	DPAC policy and procedure – Diane, Jessica, Elizabeth, Michelle

5.0 NEW BUSINESS

5.1 Constitution and Bylaws review

- The full details of the changes that the committee has recommended for the next meeting have been saved. Consider this as notice, DPAC will be voting on accepting these amendments at our next meeting on October 24, 2019. For any questions in advance of that meeting with regards to this email Diane at dpac@sd33.bc.ca

5.2 School Board Meeting Schedule

- The meeting schedule for the school board is posted on the school district website [here](#)

5.3 Focus for 2019/2020

- DPAC is currently organizing a parent presentation on stress and anxiety in Spring 2020, details to come. DPAC is trying to keep meetings on time but still make them informative and try to connect with PACs with no DPAC Rep so that all schools are represented. DPAC will arrange for a BCCPAC resolutions meeting in early April so members have a better understanding of the voting process prior to the AGM

5.4 PAC 101/Treasurer 101

- DPAC will be presenting PAC 101 on October 10 at 6:30 pm at the NLC, registration is available via Eventbrite, the event is posted on the DPAC Facebook page and has been emailed to SD 33 PAC email addresses

5.5 School Board Meetings

- All school board meetings are open to the public, the agendas, minutes, recordings and live stream are listed on the SD website [here](#). Agendas are posted the Friday before a meeting. Note the public is asked to not cheer, clap or make any other



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

noise at the meetings. There is a public participation portion at the end of the meeting where the public can ask questions to a maximum of 5 minutes on items relating to the agenda. DPAC Reps are reminded if speaking, state your name and say parent at whichever school rather than DPAC Rep at said school since the Chair is the only one authorized to speak on behalf of DPAC.

5.6 Renaming CHANCE Committee

- DPAC is accepting applicants who would be interested in serving on this committee, preferably those who have experience with Chance or the Ed Centre. A sign in sheet was circulated. Meetings have not yet been announced and therefore several volunteers are needed. Preference is given to DPAC exec, then reps, then other parents in the community.

5.7 New ideas or concerns

Roundtable on Summer Learning

- Parents are very satisfied with the programming offered and the learning outcomes.
- The start date immediately follows final week of regular school year and parents feel a delay in Summer learning program start up would better accommodate student and parent schedules.
- The final day is on a Monday, many students do not attend the final day due to scheduling conflicts although registration information states students must attend all days, which therefore discourages many from registering at all.
- Start and end times are a difficult obstacle for working parents since students are reliant on parents for transport and arranging childcare which is not available on site.
- Concerns for special needs children, advertising does not convey adequate supports are easily accessible for these students.

6.0 DATE OF NEXT MEETING: OCTOBER 24 AT 7:00 PM AT THE BOARD OFFICE

7.0 AJOURNMENT: 9:02pm

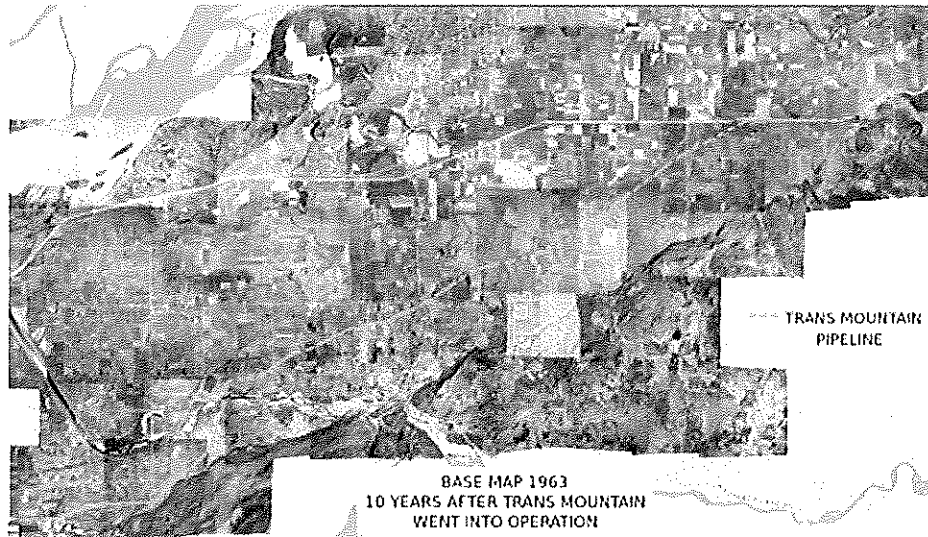


DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

PROPOSED BUDGET 2019/2020

	GAMING	GENERAL
Opening Balances	3,901.44	1,911.68
Adjusted Opening Balance	3,901.44	1,911.68
<u>Income</u>		
Gaming Grant Income	2,500.00	
2019/2020 SD 33 BCCPAC Conference Support		2,000.00
DPAC Membership Fees District Wide (28 X 25.00)		700.00
Total Income	2,500.00	2,700.00
Total Funds to be Allocated in 2019/2020	6,401.44	4,611.68
<u>Expenditures</u>		
Miscellaneous Office Supplies & Printing Costs	500.00	
BCCPAC Membership Fees (DPAC)	150.00	
BCCPAC Membership Fees (District Wide) 100% (For those with active DPAC representatives) 28 x 75.00		2,100.00
BCCPAC Conference Expenses (2 x 300)	600.00	
BCCPAC AGM Expenses (Travel, Meals, Hotel, Mileage, AGM for 2)		725.00
BCCPAC AGM Expenses (2 Extra People for AGM Only)		530.00
Fall 2019 Workshop - PAC 101	75.00	350.00
Spring 2020 Workshop - Kristen Buhr Presentation (600.00 plus GST)	630.00	100.00
Total Expenditures	1,955.00	3,805.00
Excess to be held for Contingency Fund	4,446.44	806.68

Trans Mountain Expansion Project & Public Safety



Trans Mountain Expansion Project Route across Chilliwack is Not an Optimal Route, but an Historical Accident

In 1952-53 when the original Trans Mountain pipeline was built as a 150,000 barrel per day pipeline, Chilliwack was a very different place. The water supply was from Elk, Dunville, and Nevin Creeks on the hillsides. Vedder Middle School and Watson Elementary School didn't exist. Fields spanned what are now urban areas. The Trans Canada Highway didn't officially open until ten years later in 1962.

Since then throughput on the pipeline has been increased to 300,000 barrels per day, the city has grown up around it, and our water supply comes from wells in the Sardis Vedder Aquifer -- the 'Protected Groundwater Zone' that the pipeline unfortunately lies right across.

Now Trans Mountain want to increase pressure on the 66 year old pipeline again -- to 350,000 barrels per day -- and add another pipeline carrying 540,000 barrels of diluted bitumen per day through our community. The pipelines would be less than 10 metres from homes, cross Vedder Middle and Watson Elementary Schools, pass by 4 city drinking water wells, and run through salmon habitat enhancement areas and wetlands as it crosses Vedder River upstream of Yarrow Waterworks wells and the Great Blue Heron Nature Reserve before running through Yarrow along the Vedder Mountain Fault.



DPAC MEETING MINUTES FOR SEPTEMBER 26TH, 2019

A Safer Route Is Possible!

The pipeline follows Highway 1 from Hope to Chilliwack and returns to Highway 1 where Trans Mountain have a pump station on McDermott Road in Abbotsford. If they dig their new trench to follow Highway 1 between those points where it's already at the highway, schools, residential areas, community wells, and vital ecological areas would be avoided. Access to the pipelines along the highway would also be easier and faster for future maintenance or emergency response.

In many other communities such as Edmonton, Langley, Surrey, Coquitlam, and Burnaby, the new pipeline is taking a new route to avoid developed areas. With a new route across Chilliwack the 66 year old pipeline could also be decommissioned and replaced in the new trench, as is being done in the Burnaby Mountain area where they're boring a tunnel through the mountain to move the pipelines out of residential areas.

Before the last election and before the Federal Court of Appeal paused the pipeline project, the City of Chilliwack filed a statement of opposition with the National Energy Board saying "*The City categorically opposes the routing of the project through lands proximate to the Aquifer. The Project must be routed away from the City's drinking water source*". More recently the Chilliwack Board of Education wrote the NEB saying "*The placement of a pipeline carrying diluted bitumen or other petroleum products on school grounds is an unnecessary and unreasonable risk*". CUPE Local 411 "*is opposed to the TMEP pipeline running through any Chilliwack School District Property, as the safety of our students, staff, and parents is our paramount concern. An alternate route that does not run through school property is what we would prefer.*" The Chilliwack District Parent Advisory Council believe "*staff, parents, and students have not been adequately informed of the potential hazards involved with the pipeline, and oppose the routing of the expansion project through schools and other nearby school properties.*" WaterWealth and other stakeholders are advocating a safer route for the pipeline across Chilliwack. It is time for politicians in senior levels of government to act. Now we have one last chance to move the Trans Mountain pipeline to a safer route through the restarting NEB detailed route hearings.

Please, let us stand up for public safety in the upcoming expected route hearing to be consistent with these statements of opposition. **The Project must be routed away from schools, the City's drinking water source, and residential areas!** A route following Highway 1 does that and more.

HANDOUT ADAPTED BY CHILLIWACK DPAC FROM INFORMATION PUBLISHED BY THE WATERWEALTH PROJECT

PROPOSED BUDGET 2019/2020	GAMING	GENERAL
Opening Balances	3,901.44	1,911.68
Adjusted Opening Balance	<u>3,901.44</u>	<u>1,911.68</u>
<u>Income</u>		
Gaming Grant Income	2,500.00	
2019/2020 SD 33 BCCPAC Conference Support		2,000.00
DPAC Membership Fees District Wide (28 X 25.00)		700.00
Total Income	<u>2,500.00</u>	<u>2,700.00</u>
Total Funds to be Allocated in 2019/2020	<u>6,401.44</u>	<u>4,611.68</u>
<u>Expenditures</u>		
Miscellaneous Office Supplies & Printing Costs	500.00	
BCCPAC Membership Fees (DPAC)	150.00	
BCCPAC Membership Fees (District Wide) 100% (For those with active DPAC representatives) 28 x 75.00		2,100.00
BCCPAC Conference Expenses (2 x 300)	600.00	
BCCPAC AGM Expenses (Travel, Meals, Hotel, Mileage, AGM for 2)		725.00
BCCPAC AGM Expenses (2 Extra People for AGM Only)		530.00
Fall 2019 Workshop - PAC 101	75.00	350.00
Fall 2019 Workshop - PAC 101 - Refreshments, Snacks	250.00	
Spring 2020 Workshop - Kristen Buhr Presentation (600,00 plus GST)	630.00	100.00
Spring 2020 Workshop - Refreshments, Snacks	250.00	
Total Expenditures	<u>2,455.00</u>	<u>3,805.00</u>
Excess to be held for Contingency Fund	<u>3,946.44</u>	<u>806.68</u>

*Amendments to show approval from Gaming to use money for refreshments and snacks.

*Actual costs for PAC 101 was roughly 225.00 as of Oct 16th.

CHILLIWACK SCHOOL DISTRICT
PARENT ADVISORY COUNCIL
STATEMENT OF REVENUES AND EXPEDITURES
JULY 1, 2019 - JUNE 30TH, 2020

	<u>Gaming Account</u> <u>1465970</u>	<u>General Account</u> <u>1465954</u>
Bank Balance as at July 1st, 2019	3,900.90	1,318.20
2017/18 CSS School Contribution BCCPAC AGM	-	486.29
BCCPAC Mileage from 2019 AGM		107.00
2018/19 Province of BC DPAC Grant	2,500.00	
Interest	0.80	0.29
Total Funds Available	<u>6,401.70</u>	<u>1,911.78</u>
Expenditures Paid		
<u>BBCPAC Membership Fees</u>		
BCCPAC DPAC Membership Cheque #75	150.00	
<u>BBCPAC AGM & Conference</u>		
<u>DPAC Workshop Costs</u>		
<u>Miscellaneous Expenses</u>		
Total Expenditures	<u>150.00</u>	<u>-</u>
Closing Bank Balance September 30, 2019	<u>\$ 6,251.70</u>	<u>\$ 1,911.78</u>
<u>Expenditures Committed:</u>		
Total Commitments on Account	<u>-</u>	<u>-</u>
NET Adjusted Bank Balance	<u>\$ 6,251.70</u>	<u>\$ 1,911.78</u>

School District No. 33
Chilliwack District Parent Advisory Council
Constitution & Bylaws

The British Columbia School Act provides that:

... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

...the district parents' advisory council may advise the board on any matter relating to education in the school district.

Thus, it is our mission;

“To educate, inform, and empower parents to be true partners in the education of their children”

Contents

CONSTITUTION.....	4
Section 1 – NAME	4
Section 2 – PURPOSES OF THE DPAC	4
Section 3 -- INTERPRETATION OF TERMS	5
BYLAWS.....	6
Section 1 – MEMBERSHIP	6
Section 2 –GENERAL MEETINGS.....	6
Notice	6
Quorum	6
Voting	7
Conduct	7
Section 3 – ELECTRONIC (E) MEETINGS	7
Quorum	8
Voting	8
Section 4 – EXECUTIVE	8
Role of Executive	8
Executive Defined	8
Eligibility	8
Election of Executive.....	8
Term of Office	9
Vacancy	9
Removal of Executive.....	9
Remuneration of Executive	9
Section 5 – EXECUTIVE MEETINGS	9
Meetings	9

Quorum	9
Notice	9
Voting	10
Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES	10
Code of Ethics	10
Representing the Council	10
Privilege	10
Disclosure of Interest	10
Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES	10
The Chair will	10
The Vice-Chair will	11
The Secretary will	11
The Treasurer will	11
The BCCPAC Representative will	12
Members at Large will	12
Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES.....	12
Section 9 – FINANCIAL MATTERS	13
Financial year	13
Power to raise money	13
Bank accounts	13
Signing authority	13
Annual budget	13
Non-budgeted expenditures	13
Treasurer’s report	13
Auditor	13
Section 10 – CONSTITUTION AND BYLAW AMENDMENTS	14

Section 11 – PROPERTY OF DOCUMENTS14
Section 12 – DISSOLUTION 14
CODE OF ETHICS16

CONSTITUTION

Section 1 – NAME

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

The DPAC will operate as a non-profit organization with no personal financial benefit.

The business of DPAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

Section 2 – PURPOSES OF THE DPAC

The purposes of the District Parent Advisory Council will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33.
2. To communicate with parents and PACs on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of School District # No. 33.
6. To provide parent education and professional skill development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the Chilliwack school district.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

Section 3 -- INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

“district” means School District No. 33

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33.

“PAC” or “parent advisory council” refers to any organized group of parents recognized under the British Columbia School Act

“parent” is as defined in the School Act and means:

- ~~a. the guardian of the person of the student or child,~~
- ~~b. the person legally entitled to custody of the student or child, or~~
- ~~c. the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 33.~~
- ~~d. a parent of other person who has guardianship or custody of the student or child other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education.~~
- b. A person who usually has the care and control of the student or child.
- e. The parent must have a child enrolled in School District No. 33

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

BYLAWS

Section 1 – MEMBERSHIP

1. One delegates elected annually from each individual school's Parent Advisory Councils will make up the voting membership of the District Parent Advisory Council. One alternate voter may be identified on the DPAC Representative registration form for each representative in the event that they are unable to attend a meeting. This will be the only person who will be able to vote on behalf of the representative
- 1.
2. Each such delegate will have one vote.
3. Representatives from students, the school board, district administration, principals, teachers, school support staff, and other community organizations may be invited to attend Council meetings as non-voting attendees. Parents who are not PAC Representatives may also attend as non-voting attendees.
4. Non-voting attendees may provide information, regarding issues on the floor for discussion, at the discretion of the Chair.

Section 2 –GENERAL MEETINGS

1. There shall be an **Annual General Meeting** for the purpose of election of officers held in May of each year. The new executive will present to the membership the budget proposal for approval, and Constitution & Bylaw amendments for review, at the first meeting of each new school year. Additional general meetings may be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.

3. Meetings will be conducted efficiently and with fairness to the members.

Notice

1. Members will be given reasonable notice of general meetings.
2. Notice will be given via District website.

Quorum

1. A quorum for general meetings will be ~~five (5)~~ six (6) voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

The quorum cannot be waived or suspended, even by unanimous consent.

Voting

2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
4. Members will vote through their elected representatives. A representative or designated alternate must be present at a meeting to vote. ~~Voting by proxy will not be permitted.~~
5. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
6. A vote will be taken to destroy the ballots.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The DPAC will refrain from partisan political action or other activities that do not serve the interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws.

Section 3 – ELECTRONIC (E) MEETINGS

1. Business of a time sensitive nature may be conducted between general meetings via e-mail. All other business should be conducted in person, at general meetings.
2. E-meetings will be called by the Chair, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. The Chair will send out an invite to ALL official DPAC Reps Representatives, including details of the time sensitive business to be discussed, and set a reasonable response time of no less than 24 hours.
4. The Chair will summarize all transactions of the e-meeting, including any decisions made, at the next general meeting to ensure all electronic meeting business is included in the official minutes of the Council.

Quorum

Quorum for e-meetings will be fifty percent (50%) of the total voting membership. Once established, a quorum is always presumed “present”.

Voting

Voting at e-meetings will never be done by secret ballot. Votes cast by a type-written yes or no or, where requested by two or more voting members present, submitted to the Chair and Secretary only.

Section 4 – EXECUTIVE

Role of executive

The executive will manage the DPAC’s affairs between general meetings.

Executive defined

The executive will include the Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative, and two (2) Members at Large.

Eligibility

Any parent of a student registered in SD School District No. 33 is eligible for nomination to the executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

An executive who runs for political office must request a leave of absence as soon as the nomination process begins.

Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.

Election of executive

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee or designated alternate.
4. Elections are held by secret ballot.

Term of office

1. The executive will hold office for a term of one year after the AGM in which they are elected.
2. No person may hold the same executive position for more than four (4) consecutive years.

Vacancy

If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC representative to fill the vacancy until the next annual general meeting.

Removal of Executive

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible DPAC representative to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

No executive member may be remunerated for serving on the executive.

Section 5 – EXECUTIVE MEETINGS

Meetings

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting the next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead. Past executives may attend this meeting for the purpose of passing on relevant information.
2. Additional executive meetings will be held at the call of the chair.

Quorum

A quorum for executive meetings will be a simple majority of the members of the executive.

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the District Parent Advisory Council

Every executive member and representative must act solely in the interests of the DPAC.

Privilege

Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged.

Disclosure of interest

1. ~~An executive member or representative who is~~ Executive members or DPAC Representatives who are interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of ~~his or her~~ their interest to the membership and executive.
2. ~~Such an executive member or representative must avoid using his or her~~ Executive members and DPAC Representatives must avoid using their position on the DPAC for personal gain.

Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The Chair will

- a) Speak on behalf of the DPAC
- b) consult with DPAC members
- c) preside at membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership or executive
- f) ensure that DPAC is represented in district activities as appropriate
- g) ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution
- h) oversees DPAC email account, list serve and Facebook Page
- i) be a signing officer
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the ~~secretary~~ Secretary
- k) maintain a positive working relationship with district staff, school board trustees, the Chilliwack Teachers' Association, and the local CUPE
- l) attend school board meetings when available
- m) attend All Leaders meetings when available
- n) chair one committee and/or be an external representative

The Vice-Chair will

- a) assume the duties of the Chair in the Chair's absence or upon request by the Chair or a majority of the executive
- b) assist the Chair in the performance of ~~his or her~~ the Chair's duties
- c) accept extra duties as required
- d) be a signing officer if needed
- e) attend school board meetings when available
- f) attend All Leaders meetings when available
- g) chair one committee and/or be an external representative

The Secretary will

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) submit minutes to Board office to be posted on the District website for the DPAC members as soon as possible after the last meeting.
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available to members; prepare and maintain other documentation as requested
- e) ensure safekeeping of all records of the Council
- f) keep an accurate record of DPAC representatives
- g) be a signing officer
- h) assist the Chair with issuing and receiving correspondence on behalf of the DPAC
- i) attend school board meetings when available
- j) book venues for events
- k) chair one committee and/or be an external representative

The Treasurer will

- a) be a signing officer
- b) ensure all funds of the DPAC are properly accounted for
- c) disburse funds as authorized by motion of the membership
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts and disbursements at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually
- h) with the assistance of the executive, draft an annual budget for the AGM
- i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) submit an annual financial statement at the annual general meeting
- k) represent DPAC on the district budget committee
- l) attend school board meetings when available

The BCCPAC Representative will

- a) act as the liaison between the DPAC and BCCPAC
- b) encourage PACs in School District No. 33 to be members of BCCPAC
- c) disseminate BCCPAC information to all PACs in School District No. 33
- d) help identify interested and qualified parents for BCCPAC external committees
- e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications
- f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions
- g) maintain DPACs membership with BCCPAC
- h) attend school board meetings when available
- i) chair one committee and/or be an external representative
- j) nominate possible award recipients for BCCPAC annual awards
- k) host BCCPAC Resolutions meeting

Members at Large will

- a) perform duties as assigned
- b) attend school board meetings when available
- c) chair one committee and/or be an external representative

Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES

1. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the executive at the time the committee is established.
3. The committee will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
5. Other committees may include, but are not limited to: DPAC Newsletter; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including budget and the educational policy advisory committee (EPAC)

Section 9 – FINANCIAL MATTERS

Financial year

The financial year of the DPAC will be July 1st to June 30th.

Power to raise money

DPAC may raise and spend money to further its purposes.

Bank accounts

All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution registered under the Bank Act or governed under the Credit Union Incorporation Act.

Signing authority

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30th each year.

DPAC money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

Non-budgeted expenditures

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

A treasurer's report will be presented at each general meeting which details all financial transactions that have occurred since the last treasurer's report.

Auditor

Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

Section 10 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend DPAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Proposed amendments may be posted digitally for access to all members.

Section 11 – PROPERTY OF DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. All documents and records will be kept at the School Board Office.

Section 12 – DISSOLUTION

1. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the DPAC shall be held in trust by School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.

Adopted by Chilliwack District Parents Advisory Council at the Chilliwack School Board Office, Chilliwack, BC, on September 30, 2016.

Updated and amended on October 26, 2017.

Updated and amended on October 25, 2018.

X

Chairperson

X

Treasurer

CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs ~~his or her~~ their duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

This page can be photocopied and used annually for all executive members and representatives.