

PROCEDURE 10600

PARENT ADVISORY COUNCILS

BACKGROUND

In accordance with the British Columbia *School Act*, each school may establish a Parent Advisory Council (PAC) to represent the collective voice of parents within the school community. A PAC is composed of parents and guardians of students enrolled at the school. All parents (as defined by the *School Act*), may belong to a PAC.

PACs are autonomous, self-governing bodies composed of parents and guardians of students enrolled at the school. They are not committees of the school or the district and operate independently of school and district administration. PACs are accountable solely to their membership and function under their own constitutions and bylaws, as legislated by the *School Act*.

While PACs may collaborate with school and district staff, their authority and decision-making processes are independent. Their primary purpose is to advise the school principal on school-related matters and educational programs, encourage parent involvement, and support students. PACs are responsible for managing their own matters, including meetings, activities, and finances in accordance with their established bylaws.

Parents and guardians of children at district schools may apply to the district to establish a Parent Advisory Council if one does not already exist. Only one PAC is allowed for each school.

PAC CONSTITUTION AND BYLAWS

All school PACs are expected to develop, adopt, and keep a current constitution and bylaws. In accordance with the *School Act*, these should be developed in consultation with the principal.

ADMINISTRATIVE SUPPORT

Principals are to support the establishment of a PAC at each school in the district.

The district recommends that the principal be a non-voting member of the PAC Executive to provide advice, guidance, and support to the PAC.

BANK ACCOUNTS

Parent Advisory Councils (PACs) must maintain separate accounts from the school and/or district.

Principals/Vice Principals, and/or those defined as being responsible for the operation and management of a school, must not be signing authorities on any Parent Advisory Council financial accounts.

CONTRACTS

Parent Advisory Councils are not authorized to enter into contracts on behalf of the school or district. Parent Advisory Councils must include the following provision in any contract they sign: "the Parent Advisory Council is not acting as an agent of School District No.42 (Maple Ridge-Pitt Meadows) and there is no recourse against the school district in case of any default in performance of this contract."

LIABILITY INSURANCE COVERAGE

Through the district's insurance coverage under the Schools Protection Program, third party liability insurance is extended to include Parent Advisory Councils (PACs), District Parent Advisory Councils (DPACs), their members, and employees, excluding non-member volunteers, when they are engaged in school- or district-related activities that are sanctioned by the principal.

A sanctioned event is defined as one that aligns with the district's strategic plan, policies, and procedures, and supports the development of a positive and inclusive school community. The principal (or their designate) is not required to attend a sanctioned event; however, when such an event proceeds without their attendance, the expectations and requirements for the activity will be clearly communicated in advance to the PAC executive.

Regular meetings of the PAC and DPAC are considered district-sanctioned activities. Accordingly, individuals who provide childcare during these meetings, whether compensated with a small honorarium or serving on a volunteer basis, are considered volunteer workers of the district for the purposes of insurance coverage.

APPROVED: July 3, 2025