

Administrative Procedure	Nicola Similkameen School District	
Section:	District Administration	
Title:	Parent Advisory Councils (PAC and DPAC)	

Background

Parents Advisory Council (PAC) is a means of enhancing communication and cooperation between home and school and a means of promoting parent/guardian interest and participation in advising and assisting the school in areas of mutual concern. The primary focus of a PAC is to improve the quality of education by promoting and supporting a well-informed parent/guardian body for the school.

PAC

1. The School Principal shall support the right of school parents to form a PAC and support the sharing to school parents of information from the PAC executive including the date, time and location of PAC meetings.
2. Each PAC is autonomous and must have their own constitution and bylaws as per The School Act, under which they operate and are governed. The following link provides information and tips on how to write a constitution and bylaws: [Tab 6 Constitution and Bylaws](#) of the Leadership Manual.
3. The School District recognizes that as per the School Act:
 - a. every parent/guardian has a right to belong to a PAC.
 - b. there shall be only one PAC for each school.
 - c. a PAC, through its elected officers, may advise the Board and the School Principal and staff of the school respecting any matter pertaining to the operation of the school.
 - d. a PAC should operate in such a way that it is representative of parents/guardians in the school.
 - e. any individual participating on the PAC refrains from discussing, influencing and voting upon any matter in which they or their family has a pecuniary interest or in which they may be in a position of perceived bias by virtue of another role that individual holds in the education system.

PAC Activities on School and School District Grounds

As an autonomous organization, a PAC has the right and responsibility to ensure safety and liability protection for PAC activities conducted off school and School District grounds.

1. For PAC activities on school and School District grounds, the following will apply:
 - a. PAC must obtain the approval of the School Principal prior to organizing, advertising and carrying out the activity.
 - b. PAC must consider community and parental attitude to this activity.
 - c. PAC must consider the welfare and feelings of all students, whether or not all students are participating in the activity.

- d. PAC activities not authorized by the School Principal will not be covered by the School Protection Plan general liability insurance.
- e. At all times, all activities shall be under the supervision of the PAC under such conditions as approved by the School Principal and supervision must be appropriate in terms of the number and age of the students and/or public, and the duration and nature of the activity.
- f. The School Principal is responsible for ensuring PAC is aware of the incident reporting requirements as required by the School Protection Program and will ensure any such incidents are properly reported.

DPAC

The School District supports the establishment of a District Parents' Advisory Council (DPAC). It is the role of the DPAC, through its elected officers, to advise the Board and Superintendent (or designate) on any matter relating to the School District.

1. The DPAC, in consultation with the Superintendent (or designate), shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the Council.
2. The DPAC is to be comprised of persons representing PACs within the School District.
3. The DPAC must elect officers according to established bylaws.
4. The DPAC, through its elected officers, may advise the Board through the Superintendent (or designate) on any matter relating to the School District.
5. The Board of Education through the Superintendent (or designate) may allocate operating funds to the DPAC. The funds can be designated for specific purposes. The elected officers of the DPAC will account to the Superintendent (or designate) as to the dispersal of those funds.
6. No new funding will be allocated until the officers of the DPAC render an accounting to the Superintendent (or designate).

Date of Superintendent Approval: March 11, 2026