

# 2018 Nominations and Resolutions Book



## **BCCPAC Annual General Meeting**

**May 5-6, 2018**

**Annual General Meeting Location:**

Pacific Gateway Hotel  
3500 Cessna Drive  
Richmond, BC V7B1C7  
604.278.1241

The BC Confederation of Parent Advisory Councils (BCCPAC), a registered non-profit and non-partisan, represents the parents and guardians of over 565,000 children attending provincial public schools. We are recognized by government and education partners as the collective voice of parents on educational issues within the public system. Our membership consists of District Parent Advisory Councils (DPAC), Parent Advisory Councils (PAC), and parent associate members; we represents 96% of parents in the public education through our DPAC members. We believe each learner in public education should have the opportunity and support to thrive, and reach their full potential, in a diverse learning community of inclusion and equity.

**Our Mission**

As the provincially mandated voice of parents in public schools, we engage, empower and support parents for the success of all learners through collaboration, partnership and education, in a culture of acceptance, inclusion and equity.

**Our Purposes**

- To promote, support and advance meaningful parent participation throughout the public education system in order to advocate for the success of all students; and
- Through our membership, to promote leadership, communication, cooperation, and representation in British Columbia at the school, school district and provincial levels.

**Our Vision**

Each learner in public education in our province has the opportunity and supports to thrive, and reach their full potential, in a diverse learning community of inclusion and equity.

# BCCPAC Annual General Meeting

**Saturday May 5th &  
Sunday May 6th, 2018**

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## BCCPAC Board of Directors Term of Office

Newly elected Directors will begin their two-year term thirty days after the BC Confederation of Parent Advisory Councils (BCCPAC) Annual General Meeting (AGM). Outgoing members of the Board shall hold office and represent the Society for thirty days after the AGM in order to facilitate the change and orientation of new Board Members.

If a position is not filled at the AGM or an elected Director is unable to fulfill their term, then the existing board may appoint a Director to fill the vacancy or the board may hold a by-election at its discretion. An appointed Director will hold the position until the next AGM. If three or more vacancies occur on the board at the same time, a by-election must be held.

At each AGM only a portion of the board positions are up for re-election. Director terms are staggered, to ensure the board is made up of both experienced and new Directors. This has helped maintain the continuity and sustainability of BCCPAC.

Director Position	Term Ends Odd or Even Years	Current Director	Term Expires
President	even	Jen Mezei	2018
1st Vice President	odd	Gord Byers	2019
2nd Vice President	even	Andrea Sinclair	2018
Treasurer	odd	Gillian Burnett	2019
Secretary	even	Kendra Mann	2018
Director	odd	Crystal Andrews	2019
Director	odd	Vacant	2019
Director	even	Vacant	2018
Director	even	Karen Nordquist	2018

## Candidates at a Glance

We are pleased to present the 2018 Candidates, who were nominated by their respective parent councils. Each candidate has accepted our terms of office and has agreed to run for election at the May 5th BCCPAC Annual General Meeting (AGM).

The elected Board of Directors performs an important and vital role in representing and supporting our members at the provincial level. To help us learn more about each candidate, we presented them with the same set of questions. We have provided their answers in this booklet to give you and your council an opportunity to learn more about them prior to the AGM.

### ***Your council's vote is important!***

Only regular members in good standing as of December 15, 2017 are able to vote at the AGM. Your council's vote can be cast by proxy. Please refer to end of this Resolutions Booklet or check the BCCPAC website for information on how to assign and cast your council's proxy vote.

Candidate	School District	President	2nd Vice President	Secretary	Directors (3)
Boudreau, Lisa	SD #28, Quesnel				•
Currie, Kim	SD #61 Greater Victoria				•
Mann, Kendra	SD #8 Kootenay Lake			•	•
Mezei, Jen	SD #41 Burnaby	•			•
Nordquist, Karen	SD #44 North Vancouver				•
Sinclair, Andrea	SD #39 Vancouver		•		•

# Candidate for Director Lisa Boudreau

School District: #28 Nominated by: Quesnel DPAC



## 1. Please tell us about yourself

My name is Lisa, I am a wife and a mom to four little boys between the ages 4 and 8, one of which is on the autism spectrum. I love people, I love to connect with others, hear stories, experiences and share the struggles and successes that we all experience as parents. I love working with people, and connecting people together. Throughout the years I have worked as a caregiver, been a stay at home mom and 2 years ago I was hired by SD28 as an EA. I love working with kids, and being a part of what is happening in the classroom. My husband and I are very involved parents, we enjoy being a part of the things that our kids are involved in. Education obviously plays a big role in our lives and if there are ways that I can help make it better, I am happy to step up. I have been involved with the Child Development Center, Autism support groups, my children's school PAC and local DPAC, my understanding of what parents are feeling grows every day. I have 15 more years to go with my boys being a part of our education system. I am ready to learn, step up and be a part of it.

## 2. Describe the involvement that you have with the K-12 education system.

I have been involved with the K-12 education system since my oldest son started Kindergarten in 2009. I got to know his teachers and the staff at the school quickly. I felt like I was becoming part of something great. Since then, my involvement in PAC has grown, every year I am able to learn more and take on bigger roles. I really enjoy working with our school on initiatives, and making connections with all the students. For the past 2 years I have held a position on our PAC executive and I am currently holding the PAC chair. I appreciate how a parent and school team can work together despite barriers. I am so proud to be a part of it all and I am really looking forward to the next step!

My interests and passions mostly revolve around inclusion, diversity and love for everyone. Having one of my own children being on the autism spectrum, I am constantly finding myself more and more interested in support and advocacy for special needs students. Our school principal is a part of the LGBTQ community and he has taught me so much. I am a huge supporter of SOGI and making our schools more inclusive for everyone.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

I would love to serve on the board of directors for BCCPAC so I can be part of a group that is advocating for kids in B.C. Coming from a rural community in Northern B.C. I feel as though I will be able to be a voice for parents living in smaller Northern communities. I hope to bring back knowledge and information to share within our community. I am excited to take the next step!

## 4. Please tell us how you adjust to changes when you have little or no control.

In my personal experience the best way that I have found to adjust with change is by educating myself of what the changes are and becoming involved throughout it. Often change can be a really positive experience if you have an open mind and are able to have a "moving forward" mind set.

## 5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

This past school year my autistic son has gone through some struggles, we eventually came to a time when getting him to school was nearly impossible. I was lost, felt alone, and helpless. I eventually went into the school, spoke with the school staff and together as a team we built a plan not only for school, but how we can help at

# Candidate for Director continued Lisa Boudreau

School District: #28 Nominated by: Quesnel DPAC

home... All it took was being a voice for my son. Today, my son is doing amazing!

## 6. Describe a time how you have helped build a team in an organization (work or volunteer).

My main focus for our school PAC this year has been to have a positive place for parents to come and be involved, and a positive team working together with our school staff. I am so proud to say that Our PAC and our school have an outstanding relationship. We support each other in so many ways. Any fundraiser our PAC throws, teachers are the first to approach me to ask how they can help, and how they can get their students involved. Together we are a team, supporting our kids. I am so proud to be a part of it all.

## 7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing your professional or personal life with your duties as a board member?

Balancing life can sometimes be a difficult task, however when it comes to things I am passionate about, the time comes easily. 3 of my 4 children are currently in school, so finding time during the day is often do able, not to mention evenings once the kids are in bed. I am really excited to take on something new!

## 8. How do you think BCCPAC can best support parents?

I think BCCPAC can best support parents by being a voice, a connection for parents and a safe place for them to share their concerns. I also think BCCPAC plays a big role in educating parents, teaching them about things that are happening in our schools and within education and how we can help make it better.

## ***Meet the Candidates***

Please join BCCPAC at the Pacific Gateway Hotel on Friday May 4th at 7:00 pm for a Meet the Candidates event.

# Candidate for Director Kim Currie

School District: #61 Nominated by: VCPAC



## 1. Tell us about yourself.

For the past 14 years I have been a stay-at-home mom, having left my career as an environmental assessment and remediation consultant. As a consultant, my work took me to a number of small communities on and around Vancouver Island, Haida Gwaii, and Prince Rupert. Eventually my career led me away from the lower mainland to the Victoria area to take on the role as my then employer's Territory Manager for Vancouver Island. My educational background consists of a BSc in Chemical Engineering. I have maintained my P.Eng. (Non-practicing) status.

On a personal level, I have one child. In Grade 2, it was recommended that we have our son privately assessed and as a result he received a Special Needs Designation - P (Gifted). My son is currently in Grade 9 and this year transferred to SD61 from SD63 so that he could attend a program designed with students like him in mind. Since Kindergarten, I have spent a considerable number of hours advocating on his behalf and helping other parents with children who have unique learning needs.

## 2. Describe the involvement that you have with the K-12 education system.

My first volunteer opportunity was with CPF-Saanich when my child entered Kindergarten. From 2008-15, I served in various roles within CPF-Saanich, including Communications Officer and Chapter President. While president, I began to represent CPF-Saanich at COPAC meetings, and involved myself in district committees and budget meetings. At the completion of my term as president, I continued as Communications Officer but decided to volunteer for more district level committees. My interest in the workings of the district continued and in 2016/17 I volunteered as COPAC's 2nd Vice President. This year I have volunteered as Esquimalt High School's VCPAC/BCCPAC co-rep, and as part of the Esquimalt Music Parents Association. I continue to attend SD63 committee meetings and manage COPAC's Facebook page.

Outside of my roles within CPF and COPAC, I have led a couple of other initiatives, including advocating to start an International Baccalaureate Programme and trying to secure some targeted district funding in support of students identified as Gifted.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

Much of the volunteering I have done was in the hope that my efforts could improve the experience of students. I have just over 3 years left as a parent within the K-12 school system. It is my hope that by serving on the BCCPAC Board during my remaining time I can help represent unique students and influence provincial policy changes in support of their needs.

## 4. Please tell us how you adjust to changes when you have little or no control.

Change is inevitable and a given of life. As a parent of a child with a Special Needs designation, I have often been in a position of having little to no control over decisions which affect our family. Change sometimes generates confusion and frustration but it also reveals other opportunities which may not have been obvious otherwise. I look for those opportunities.

## 5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

I decided to review SD63's Student Statistics for Special Needs - Gifted. I hoped knowing where these students

# Candidate for Director continued Kim Currie

School District: #61 Nominated by: VCPAC

were would help me to advocate for resources and supports. The numbers revealed most identified students were reported in one high school, and were not distributed across the district. I came to understand that the problem these students faced was more than a lack of support, it was identification. Advocating for the identification of these students has become my focus.

## 6. Describe a time how you have helped build a team in an organization (work or volunteer).

In my first year as CPF-Saanich President, I chose to lead the incoming executive in an exercise to imagine the chapter's direction and goals. Together, we went through a process to create a chapter vision statement which still leads the group in their decision making. We were the first chapter to undertake this type of exercise.

## 7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing your professional or personal life with your duties as a board member?

I would pull back from volunteering with other groups, and instead focus on BCCPAC initiatives. Being located in Victoria would allow me to represent BCCPAC at meetings within the capital region without significant travel. My family is supportive of my volunteer activities, knowing that I will be there when needed.

## 8. How do you think BCCPAC can best support parents?

I think BCCPAC's strength comes from its ability to access the perspectives and experiences of parents across BC. No other stakeholder group within the education system is singularly biased towards the needs of students as parents. All other groups have additional responsibilities associated with their roles as employees or employers. In my opinion, BCCPAC best supports parents, and students, when we advocate from that place.

## ***Meet the Candidates***

Please join BCCPAC at the Pacific Gateway Hotel on Friday May 4th at 7:00 pm for a Meet the Candidates event.

# Candidate for Secretary Kendra Mann

School District: #8 Nominated by: Rosemont Elementary PAC



## 1. Tell us about yourself.

I am a mother of 3 girls, grad3, 5 and 11. I have been involved with PAC for 10 years, DPAC for 8 years and on the BCCPAC board of directors for 3.5 years. I have exceptional administrative skills and a vast knowledge of the Public education system and BCCPAC. I have a number of certificates for programs, including all of the office programs. Most of my knowledge n expertise comes from my physical experience with programs. I am currently a manger of a store within a manufacturing plant in the electronics sector. I work with Girls guides of Canada and am currently their CO-Training advisor and a Girls First champion, while also assisting with a guide unit.

## 2. Describe the involvement that you have with the K-12 education system.

I have served as PAC secretary, DPAC Secretary, DPAC vice Chair and DPAC Chair as well as BCCPAC Secretary. I have assisted with DPAC and PAC advocacy through my position on the BCCPAC board as well as have done personal advocacy within the district for 5 years. I also have experience with advocating for my daughter for 12 years now.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

I wish to continue to serve on the BCCPAC board of directors as I feel that I still have work to do on the board. I want to work on the internal policies, separate out the internal procedure and have policies bee viewable for member to make the organization more transparent. I also want to focus on rural engagement and advocate provincially for better supports for rural communities.

## 4. Please tell us how you adjust to changes when you have little or no control.

To adjust to change where I have little or no control I find it easier to first talk to the other people involved and understand the reason for the change. By doing this I can better understand why the change is needed and help to move with the change.

## 5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

My first step to solving an issue is to make sure I have the tools or information, if I do not I would seek out the tolls or find someone who would have the information that could assist with the problem. Finding the solution to any problem quite often requires team work. One of the situations recently would be at my employment, we had a new computer program, none of us knew the program all that well even after all the training. I was required shortly after conversion to create a report for the customer that I had never created. I started by seeking the information – finding out what information the customer wanted in the report and then finding all the information and creating the report – over the following weeks I perfected the weekly report.

## 6. Describe a time how you have helped build a team in an organization (work or volunteer).

Currently with my guiding volunteer we are building a training team, I have become a training advisor as well as a training candidate, My Co training advisor and I are working to create training opportunities within the area. In the past the area has not had a lot of training opportunities and we are working together as a team to make sure that that goes ahead. I also currently am working on a Canada Award Committee creating an event for the girls who have succeeded in finishing their Gold Commissioners award and Canada Cord award.

# Candidate for Secretary continued Kendra Mann

School District: #8 Nominated by: Rosemont Elementary PAC

## 7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing your professional or personal life with your duties as a board member?

Finding the balance with any position be it volunteer or paid can be difficult. I am blessed to have a supportive family who sees that my volunteering with BCCPAC is a passion of mind and support me in my endeavor. I currently dedicate 2 evenings a week to family stuff, 1 evening a week to guiding and any other evenings I work on BCCPAC. I also take the time on my breaks at work to check my BCCPAC email and rad to remain current. I have been working BCCPAC into my schedule for the past 3.5 years and will continue to do so in some form or another – My intention is to continue to volunteer for BCCPAC even If I am not successful in my reelection.

## 8. How do you think BCCPAC can best support parents?

BCCPAC needs to continue to advocate for positive change for BC Students, this is done with all stake holders, at the provincial level. BCCPAC also needs to make sure they are assisting PAC and DPAC executives to advocate within their districts for local supports. BCCPAC will continue to support parents with advocacy and be provincial leader for BC Children. I look forward to assisting with the work and advocating for change so that ALL BC students are supported and thrive. I will also continue to advocate that ALL children feel included and welcomed at their school of choice.

**KENDRA IS ALSO RUNNING FOR  
THE POSITION OF:  
DIRECTOR**

# Candidate for President Jen Mezei

School District: #41 Nominated by: Burnaby DPAC



## 1. Please tell us about yourself.

As a strong advocate for public education, I believe that all children should have access to a quality education where they are able to thrive regardless of where they live, their socio-economic situation, language barriers or learning needs.

The greatest strength that will help in my role with BCCPAC, is my understanding of the public education system, its bureaucracy and my ability to strengthen the parent voice within it. I am an astute leader with the professionalism and diplomacy skills to facilitate difficult discussions at meetings in a respectful way. I am able to collaborate with parents and other partner groups to bring forth well reasoned suggestions and solutions to issues and concerns and have been a successful advocate for more parent engagement at the school, district and provincial level.

In 2009, I helped to establish the North American office of an international renewable energy company. I successfully managed the

office as it grew from 3 to 17 employees, and from \$1 million to \$30 million in annual revenues. I designed and oversaw the construction/renovation to bigger offices in 2011 and 2013. I sold my interests in the company in 2014. Working in a rapidly growing company allowed me to hone a variety of skills including HR, legal, finance and administration. These skills have been beneficial in my two years on the BCCPAC board.

## 2. Describe the involvement that you have with the K-12 Education System in BC or elsewhere.

I attended K-12 in the Richmond School district and graduated with an International Baccalaureate (IB) diploma.

I have been involved with PACs and DPACs since 2004, winning the 2010 BCCPAC George Matthews Award for Parent Leadership.

At the district level, I have been an executive member of the Burnaby DPAC since 2007, was DPAC Chair from 2010-2013, and from 2014-16. I have sat on numerous district committees including: Policy, Education, Special Education Advisory, LGBTQ, MACC Planning Committee, Mini School Planning for Secondary Advanced Learners, and hiring committees.

I was elected to the BCCPAC board as 2<sup>nd</sup> VP in 2016. Last year, I was elected to the BCCPAC board of directors in the position of President. I am incredibly proud of the accomplishments and strides BCCPAC has taken this year in advocacy, collaborative partnership and representation. I believe we are in good position to continue this forward momentum.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

It is important that parent leaders increase the opportunity for engagement at the school, district and provincial levels so that parent views can be included in the planning stages, rather than be an afterthought after decisions and direction have already been determined.

I believe that my unique skill set, knowledge and experiences help BCCPAC become more responsive to its membership and partner groups on emerging issues. I would like to improve communication to BCCPAC membership and help foster more avenues for input and discussion.

# Candidate for President Jen Mezei

School District: #41 Nominated by: Burnaby DPAC

## 4. Please tell us how you adjust to changes when you have little or no control.

I have experience and am skilled at adjusting to variable situations and personalities. I do not get flustered easily. An effective representative must assess a situation and respond to opportunities as they arise.

## 5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

As a parent of complex learners, I have frequently had to research, and access resources and supports to address my children's needs. I have been incredibly lucky to have worked with teachers and administrators that have enabled me to learn to advocate effectively for my children.

I know my strengths and my limits. I know the importance of delegation, and believe that a board works together best when we acknowledge and utilize our collective strengths.

## 6. Describe a time how you have helped build a team in an organization.

I believe that the most important skills an organizational leader needs to have are the abilities to listen and facilitate. As a PAC Chair, DPAC Chair and BCCPAC president, I have had the privilege of helping grow the capacity of teams.

As parent leaders, we represent diverse opinions and backgrounds.

With transparency, effective communication and the opportunity for authentic discussion and input, decisions better reflect members and help build a more robust organization where people feel valued, represented and heard.

## 7. While rewarding, being a Board member can be time consuming. How do you see yourself balancing your professional and personal life with the duties as a board member?

Now that I am no longer working full-time, I am able to commit the time required to become an effective board member. I have the flexibility in my schedule for the frequent daytime meetings and occasional travel required for the role of president.

## 8. How can BCCPAC best support parents in the BC education system?

When it comes to advocacy, our resolutions guide the advocacy work that BCCPAC does.

By supporting and strengthening our DPACs, BCCPAC can strengthen the parent voice and help improve parent engagement across our province. A strong network of PACs and DPACs is needed if we want to be successful at advocating for systemic change.

By supporting individual parents in advocacy, BCCPAC keeps connected to and informed of provincial issues and concerns at the school level.

**JEN IS ALSO RUNNING FOR THE  
POSITION OF:  
DIRECTOR**

# Candidate for Director Karen Nordquist

School District: #44 Nominated by: North Vancouver DPAC



## 1. Please tell us about yourself.

I am a stay at home parent with two daughters in grades nine and twelve in the North Vancouver School District. I have a Master's Degree in Sociology, which gives me a good understanding of public policy in general and skill in interpreting and deciphering the details of policy documents, polls and statistics. I'm also a skilled writer and editor.

I came into the position of BCCPAC Director two years ago with an extensive background knowledge of inclusive education, and serving on the Board has helped to significantly further my knowledge and understanding of a vast array of issues related to public education. My greatest interest is in advocacy and supporting the right of all students to achieve their full potential in a safe and welcoming school environment.

## 2. Describe the involvement that you have with the K-12 Education System.

I was on my elementary school PAC for four years in a wide number of roles, including on the Social Committee, as the Hot Lunch Coordinator, as the District PAC representative, and as the Vice-Chair. I also served one year on the School Planning Council.

I also served four years on my District PAC, including as Program Facilitator and Vice Chair. At the district level, I have sat as a parent representative with Trustees, Senior Administrators and representatives of the other partner groups on multiple committees, including Student Safety, Inclusion, School Calendar, Complaints, Child Abuse Procedures and Policy Review.

At the provincial level, I currently serve as BCCPAC Director for Inclusion and Individual Parent Advocacy.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

I ran for the BCCPAC Board two years ago because I knew that parents and students need a strong unified voice to represent their interests at the Provincial level. It has been an honour to serve the BCCPAC membership as a Director. I have gained so much knowledge and experience in advocacy, and I wish to continue my efforts to support parents and strengthen our important role in public education for the benefit of students.

## 4. Please tell us how you adjust to changes when you have little or no control.

For me, I find that the best way I can adjust to changes beyond my control is by gaining knowledge of the situation through research and inquiry. The greater an understanding I have of a change, and the reasons for it, the easier I am able to adjust to it.

## 5. Describe a time how you have helped build a team in an organization (work or volunteer).

As the Hot Lunch Coordinator in elementary school for two and a half years, I was required to build a team of dedicated parent and student volunteers to help get 400 individual hot lunches served safely and on time each week. I believe I created a well-organized, efficient and happy team who helped contribute to the success and profitability of this fundraising program.

## 6. While rewarding, being a Board member can be time consuming. How do you see yourself balancing your professional or personal life with your duties as a board member?

While I have devoted many hours a week to my role on the Board, I feel I have found that balance. I have a

# Candidate for Director continued Karen Nordquist

School District: #44 Nominated by: North Vancouver DPAC

supportive family, and my teenage daughters are proud of their mother's dedication to helping improve the situation for the most vulnerable students in public education and their families.

## 7. How do you think BCCPAC can best support parents?

In my advocacy role on the Board, I have seen that one important way that BCCPAC can assist parents is by providing them with information, resources and support in their advocacy efforts in their own schools and districts. I am involved in a number of projects to work on updating advocacy materials and educating parents regarding their rights, and I would very much like to continue with this work.

## **Meet the Candidates**

Please join BCCPAC at the Pacific Gateway Hotel on Friday May 4th at 7:00 pm for a Meet the Candidates event.

# Candidate for 2nd Vice President Andrea Sinclair

School District: #39 Nominated by: Sir Charles Tupper Secondary PAC



## 1. Please tell us about yourself.

My passion and strength has always been connecting people. I enjoy bringing people together – for work or play – while continuing to maintain a life balance for my family and myself.

With over 25 years in marketing and communications, I've built and managed programs and events, and been responsible for budgets and staff; I'm well-practiced in project management and working cross-functionally. I have broad experience serving on a PACs and am well-versed in board policies and district processes. I am a strategic thinker and an approachable leader who fosters open collaboration, transparent communication, and good governance. This coupled with my professionalism, public speaking and facilitation skills, enables me to be a strong advocate for parents.

I was elected BCCPAC 2<sup>nd</sup> Vice-President last year in the by-election. During my time on the Board, I have been responsible for the

Communications Portfolio and chair the HR Committee, been active in our Board policy and governance, and have represented the Board with government staff, education partners, DPACs and parents.

I also serve on the Board for CircusWest Performing Arts Society where my daughter attends circus school. It's an organization experiencing growth and change; I am working to improve communication, governance and increase member engagement.

## 2. Describe the involvement that you have with the K-12 education system.

I've been active in public education in Vancouver – both grassroots and structured advocacy – since before my twins were born in 2004. I am currently on the PAC Executive at Sir Charles Tupper Secondary where my children attend school.

All my education advocacy time is devoted to BCCPAC in my role as 2nd Vice-President. In addition to leading the work on our Board governance, within the Communications Portfolio I managed the launch of our new website, co-wrote (with the President) our first submission to the Select Standing Committee on Finance & Government Services, wrote media releases and attended the Provincial Budget Lockup, provided input to and worked with the Publications Committee.

I also served on my elementary school PAC for six years: as Chair for two years, preceded by Vice Chair, Secretary, and Member at Large. During my tenure as PAC Chair, I increased parent engagement and parent communication, ensured documentation of our processes, created structure for succession, and led the governance and revisions of our Constitution and Bylaws.

## 3. Why do you wish to serve on the BCCPAC Board of Directors?

I believe our children's success is rooted within their education; it's through working together and leveraging our collective strengths that we can effect positive change.

I bring my skills as a leader and an advocate to help create a stronger profile for BCCPAC with education partners for the benefit of parents. Over the last year as 2nd Vice President, I have worked diligently to do so and it would be my privilege to continue.

# Candidate for 2nd Vice President continued Andrea Sinclair

School District: #39 Nominated by: Sir Charles Tupper Secondary PAC

## 4. Please tell us how you adjust to changes when you have little or no control.

While change is inevitable and necessary – very often we don't have control – some change has negative impacts. I always ask questions and search for more information, to learn more and to better understand how the change will affect me or what I am doing. I do accept change as often I am advocating for changes. I will always accept a change if it's a group decision as in the case of a Board decision.

## 5. Describe a situation when you had to solve a problem but didn't have all the necessary tools or information.

Solving any problem involves identifying and understanding it, discussion and awareness of everyone's interests, proposing solutions and alternatives, making a decision and evaluating it. While managing the launch of the new BCCPAC website, much information was difficult to find or missing. It was important to spend time asking questions to obtain information then reviewing options to move forward to ensure the correct decisions were being made. Soon, we will review those decisions and change accordingly.

## 6. Describe a time you have helped build a team in an organization (work or volunteer).

The school community is composed of parents with varying views; getting everyone to see all sides and to work together is always a challenge. While PAC Chair, I faced issues with both the out-of-catchment families and the loss of our music room. I successfully educated and informed all sides with facts while diffusing gossip and emotion by facilitating a safe space for people to gather and discuss in a productive and non-combative manner.

## 7. While rewarding, being a BCCPAC board member can be time consuming. How do you see yourself balancing your professional or personal life with your duties as a board member?

I've spent the last year working hard for BCCPAC and parents. I am fortunate to have flexibility with my time and the support of my family. I remain committed and will devote the time needed to be a leader on the Board for the benefit of parents.

## 8. How do you think BCCPAC can best support parents?

BCCPAC needs to strengthen its relationships with PACs and DPACs by becoming more relevant and creating more two-way communication. Dialogue with members and the education of parents is powerful; many don't know all the work that BCCPAC does on their behalf, and many PACs aren't members. We need to hear more from members and we need to better communicate all the advocacy and work both the Board and Committees are doing on behalf of members.

**ANDREA IS ALSO RUNNING FOR  
THE POSITION OF:  
DIRECTOR**



# Resolutions Table of Contents

## PROPOSED RESOLUTIONS

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# 2018.1 Amendment to the By-Election Process for the BCCPAC Board, Part 5.17 Special Resolution

Submitted by: Burnaby DPAC, SD #41

*Be it resolved that*

Section 5.17 be amended as follows to allow for electronic voting:

Vacancy in Board of Directors

5.17 (a) When a vacancy on the Board occurs for any reason, the remaining Board members may appoint a person to fill the vacancy, as a voting member of the Board. That person must be nominated by a Parent Advisory Council or District Parent Advisory Council in good standing. The term of the Board member so appointed will end at the next scheduled Annual General meeting.

(b) If three or more vacancies in the Board arise at the same time more than 150 days before the annual general meeting, the remaining Board members shall call for a by-election to fill the vacancies. The by-election shall be conducted by a special mail out (**electronic or regular post or any combination of the two**) to all voting members calling for nominations, followed by voting by **electronic ballot fax or surface mail** in a timely manner to be determined by the Board.

**Proposer’s Position Statement**

Whereas Part 5.17 of the BCCPAC Constitution and Bylaws currently calls for Board by-elections to be conducted by special mail out with ballot return by fax or surface mail; and  
Whereas the costs associated with distributing by-election materials and ballots by mail are prohibitive; and  
Whereas electronic means of communication are more cost effectively, timely and accessible; and  
Whereas new technologies and precedents set by other associations, societies and unions indicate that electronic voting appears to be more feasible and cost effective than our current procedures for addressing three or more vacancies on the Board more than 150 days before the annual general meeting;  
New technologies and precedents set by other associations, societies and unions in BC and across Canada indicate that electronic voting appears to be more feasible and cost effective than BCCPAC’s current voting procedures for addressing three or more vacancies on the BCCPAC Board more than 150 days before the annual general meeting.  
Therefore, in the interests of fiscal responsibility and accountability to BCCPAC members, BCCPAC must ensure that its Constitution & Bylaws, and in particular the voting procedures outlined in Part 5, are amended to provide for electronic voting, which will ensure more cost effectiveness, greatly timeliness and efficiency in by-elections, and better inclusivity of voting members.  
By allowing for the option of voting by electronic means, in addition to regular post, by-elections will be more accessible to voting members and voting members will be able to participate more easily in by-elections while reducing unnecessary cost implications for BCCPAC.

**Implementers:**

BCCPAC

**Interested Parties:**

BCCPAC Members

BC Registries

**CARRIED**       **DEFEATED**       **OTHER**

## 2018.2 Amendment to the Nominations Process for the BCCPAC Board Special Resolution

Submitted by: Burnaby DPAC, SD #41

**Be it resolved that**

Part 5 of the BC Confederation of Parent Advisory Councils Constitution & Bylaws be amended as follows:

**Nominations**

5.10 The Board shall appoint a Nominations Committee prior to the annual general meeting. The Nominations Committee shall ensure that notice for nominations is distributed to all Regular members in good standing at least 120 days prior to the annual general meeting.

5.11 The Nominations Committee shall receive nominations for the Board of Directors ~~until February 28th before the Annual General Meeting, at which time nominations shall be declared closed in writing, signed by a nominator. In addition to the names of the nominees for each position reported by the Nominations Committee, further nominations for each position in turn shall be called from the floor of the annual general meeting.~~

**Proposer's Position Statement**

At past BCCPAC annual general meetings, there have been candidates willing to run for vacant positions on the BCCPAC Board while in attendance at the AGM who could not be nominated and/or run from the floor for unfilled positions under the existing language in Part 5 of the BCCPAC Constitution & Bylaws.

The result has been the hindered productivity and efficiency of BCCPAC and its Board: additional work must be taken on by Board members and staff to account for the Board vacancies. Moreover, significant time, resources and funds are unnecessarily expended to carry out by-elections in the weeks that follow the AGM when three or more positions have been left vacant at the close of the annual general meeting, which was the case most recently in 2017.

To rectify this situation, BCCPAC must amend Part 5 of its Constitution & Bylaws to extend the nominations period and allow for further nominations for each position to be received from the floor at the annual general meeting.

**Implementers:**

BCCPAC

**Interested Parties:**

BCCPAC Members

BC Registries

CARRIED

DEFEATED

OTHER

## 2018.3 Voting as a Member in Good Standing Special Resolution

Submitted by: BCCPAC Board of Directors

**Be it resolved that**

4.09

- a) A Regular Member in good standing as at December ~~15~~31 of the Membership year is entitled to one vote, to be cast in person by the official delegate designated for this purpose by the Regular Member.
- b) Honourary and Life Members are not entitled to vote, but are entitled to speak and be heard at general meetings.

**Proposer's Position Statement Supporting the Resolution:**

The BCCPAC Board of Directors believe that both extending and stating the date by which membership fees must be renewed for the coming year will enable DPACs and PACs to ensure they have sufficient time to submit their membership payment (new or renewal), retain their good standing as members and ensure they can vote at the Annual General Meeting

**Implementers:**

BCCPAC

**Interested Parties:**

BCCPAC Members

CARRIED

DEFEATED

OTHER

## 2018.4 Termination of Membership Special Resolution

Submitted by: BCCPAC Board of Directors

### *Be it resolved that*

2.6 A member shall cease to be a member of the Society:

- (a) by delivering a resignation in writing to the Board or by mailing or delivering it to the address of the Society;
- (b) by the death or dissolution of the member;
- (c) on being expelled; or
- (d) ~~by failing to pay any membership fees~~ By failing to pay any undisputed subscriptions or debt due to the society (including any net membership fees) by December 31.

### **Proposer's Position Statement Supporting the Resolution:**

The BCCPAC Board of Directors believe that with changes to Section 4.09, there needs to be corresponding changes to Section 2.6. BCCPAC recognizes that DPACs and PACs hold their own elections and annual general meetings in either Spring and Fall. By both extending and stating the date by which membership fees must be renewed for the coming year, this ensures continued membership and allows sufficient time for DPACs and PACs remit their membership payment (new or renewal) as they themselves change their leadership.

### **Implementers:**

BCCPAC

### **Interested Parties:**

BCCPAC Members

CARRIED

DEFEATED

OTHER

## 2018.5 Advocacy for Revision of Area Standards

Submitted by: Henry Hudson Elementary PAC, SD #39

### *Be it resolved that*

BCCPAC advocate for revisions to the Ministry of Education Area Standards document for the design of all new or rebuilt schools throughout B.C. that would

- a) require space allocations in elementary schools for non-enrolling classrooms to ensure there is room for essential elements of quality public education such as art, music, science, individualized learning as per the new curriculum and support for students with special needs,
- b) require space allocations in elementary schools for licensed out-of-school childcare programs, and
- c) require at least 0.5% of the total construction budget for any elementary school to be used for installing appropriate playground structures in consultation with the school PAC.

### *Be it further resolved that BCCPAC's advocacy include*

- a) immediately writing a letter to the Ministry of Education asserting that such revisions of the Area Standards document are urgently needed given the current government's expressed intention to increase the pace of seismic mitigation projects throughout the province,
- b) participating to the greatest extent possible in any Ministry of Education consultations around such revisions, and
- c) reporting back on outcomes to the BCCPAC membership.

### **Proposer's Position Statement Supporting the Resolution:**

The current Ministry of Education Area Standards (<http://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/areastandards.pdf>) are the basis for design of all upgrades and new schools. The current area standards include space allocations for non-enrolling classrooms for middle and secondary schools, but no such allocations for elementary schools. Thus in newly constructed elementary schools or rebuilds for seismic upgrades there is no protection for adequately sized dedicated spaces for a) core programs such as music and art, b) resources such as technology labs, c) individualized learning as envisaged in the new provincial curriculum, or d) resources such as sensory rooms or breakout spaces to support students with special needs.

In addition, childcare before and after mandated school hours is an increasingly necessary service for the growing proportion of families which need two incomes to cover their cost of living. The current area standards include no protected space for such programs. A fine summary of this issue can be found at <https://www.change.org/p/rob-fleming-mla-leg-bc-ca-integrate-out-of-school-care-into-our-schools>.

The current government has acknowledged that relying on parent fundraising to provide playground equipment, an essential feature for meeting the physical recreational needs of elementary students, creates inequalities among schools across the province, and has committed to removing this burden from parents. Our PAC is pleased to see this, having ourselves been required to meet the difficult challenge of fundraising for a new playground within the last five years. In the current Area Standards document, section 2.10.1 ("Site Development Costs") lists the minimum items that are to be considered "essential work for schools". We request amendment of the final bullet point in the section, which reads "Shrubs, trees, playground equipment, seats and other landscaping features up to 0.5% of the building cost" by dividing it into two bullet points, "Playground equipment of a minimum of 0.5% of the building cost" and "Shrubs, trees, seats and other landscaping features up to 0.5% of the building cost." This separation would prevent the landscaping portion of the construction

## 2018.5 Advocacy for Revision of Area Standards continued

budget being used exclusively for the other items in the expectation that PACs would cover the playground equipment costs.

We ask BCCPAC to advocate for revisions to the provincial area standards to address these concerns, which affect children and parents in communities across the province. As one example, our own elementary school has during recent years of rising enrollment seen the transformation of a music room, an art room, a computer lab, the lunch room and the staff lounge into enrolling classrooms, and our out-of-school care program space now shared with a classroom. This same school is in the queue for a seismic upgrade; using the current area standards and serving the same population of students, the new facility envisaged in the Vancouver School Board's current capital plan submission would be 21% smaller than the original, in which it is difficult to imagine how the spaces already lost to our school can be restored.

### Implementers:

Ministry of Education  
Boards of Education

### Interested Parties:

BC School Trustees Association  
BC Teachers Federation  
BC School Superintendents Association  
BC Principals and Vice Principals Association  
Childcare Licensing authorities

CARRIED       DEFEATED       OTHER

## 2018.6 Advocacy for Protection of Non-Enrolling Classrooms and Out-of-School Care Spaces

**Submitted by:** Henry Hudson Elementary PAC, SD #39

### *Be it resolved that*

BCCPAC advocate for the protection of

- a) space allocations in elementary schools for non-enrolling classrooms to ensure there is room for essential elements of quality public education such as art, music, science, individualized learning as per the new curriculum and support for students with special needs, and
- b) space allocations in elementary schools for licensed out-of-school childcare programs.

### *Be it further resolved that BCCPAC's advocacy include*

- a) immediately writing a letter to the Ministry of Education asserting that protection of such spaces after an elementary school is built is necessary to ensure that they continue to be available for the uses they are allocated for,
- b) participating to the greatest extent possible in any Ministry of Education consultations around developing mechanisms for providing such protection, and
- c) reporting back on outcomes to the BCCPAC membership.

### **Proposer's Position Statement Supporting the Resolution:**

It is our PAC's understanding that the Ministry of Education Area Standards document applies only to designing and building a school and, even if revised as requested in our previous resolution ("Advocacy for Revision of Area Standards"), do not contain any mechanism to protect how specific areas within the school are used once the school is operational. The latter decisions are mainly the responsibility of the individual School District. We consider it essential for quality education that these spaces continue to be available for their specified purposes. We therefore request that the Ministry of Education therefore develop some effective mechanism to protect the subsequent use of space allocated for non-enrolling classrooms and childcare programs in elementary schools at the design phase, and ask BCCPAC to advocate with the Ministry to achieve this.

### Implementers:

Ministry of Education  
Boards of Education

### Interested Parties:

BC School Trustees Association  
BC Teachers Federation  
BC School Superintendents Association  
BC Principals and Vice Principals Association  
Childcare Licensing authorities

CARRIED       DEFEATED       OTHER

## 2018.7 Children in Care

**Submitted by:** BCCPAC Board of Directors

***Be it resolved that***

BCCPAC lobby the Ministry of Education and Ministry of Families and Child Development to develop a protocol and process to allow children in care to receive timely approval and permission to attend field trips and extracurricular activities.

**Proposer's Position Statement**

Currently any extracurricular activities or field trips are difficult as they require a signed permission slip from a legal parent or guardian; the foster parents are not the legal guardian. This can cause these already at-risk children to not be included in everyday classroom activities and extracurricular events. Coming up with a protocol that gives children in care timely approval on permission forms would allow these children to participate and feel included in their school community.

**Implementers:**

Ministry of Education  
Ministry of Children and Family Development  
Boards of Educations

**Interested Parties:**

BC Teachers Federation  
BC Principals and Vice Principals Association  
BC School Superintendents Association  
Canadian Union of Public Employees (CUPE) BC  
BC School Trustees Association

**CARRIED**

**DEFEATED**

**OTHER**

## 2018.8 Amendment to Policy 4020 - Resolutions Policy - Time Considerations

**Submitted by:** BCCPAC Board of Directors

***Be it resolved that***

The Resolutions policy be amended to add to Section D the following additional conditions:  
D 4. A resolution may not be reaffirmed until after the AGM following its adoption has occurred.  
D 5. Resolutions having the same intent as prior resolutions may not be resubmitted until two AGMs have passed since the prior resolution(s) were submitted.

**Proposer's Position Statement**

Time at the AGM is valuable. There is little sense in bringing forward supported resolutions that have passed recently, and even less sense in bringing forward resolutions that were rejected at recent AGMs. Such resolutions should be reasonably disqualified.

**Implementers:**

BCCPAC

**Interested Parties:**

None

**CARRIED**

**DEFEATED**

**OTHER**

## 2018.9 Amendment to Policy 4020 - Resolutions Policy - Further Information

Submitted by: BCCPAC Board of Directors

**Be it resolved that**

The Resolutions policy be amended to add to Section G the following:

G 3 e. Should in the opinion of the Resolutions Committee the proposer's position statement is misleading, or lacking important information, the Resolutions Committee may, with permission from the BCCPAC Board of Directors, include further comments that will be included in the resolutions booklet following the proposer's position statement. These comments will be headed, "Further comments from the Board of Directors."

**Proposer's Position Statement**

Under the current policy, the Proposer's Initial Statement is up to the proposer to write and is often biased. The Resolutions Committee has no authority to correct or change this statement without the proposer's permission. Thus the initial statement can be misleading, incorrect or incomplete. As it is important that the membership make an informed decision when voting, it is critical that they have all relevant information relating to the resolution easily available.

**Implementers:**

BCCPAC

**Interested Parties:**

None

CARRIED

DEFEATED

OTHER

## 2018.10 Best Practices for Lunch Times

Submitted by: Prince George DPAC, SD #57

**Be it resolved that**

BCCPAC advocate to the Ministry of Education to determine, establish and provide guidelines to BC school districts and schools that specify the structure and amount of time to be provided to elementary school children to eat lunch, and outlines appropriate levels of adult supervision for elementary school children at lunch time. These guidelines should focus on optimizing learning, behaviour management, nutrition and health outcomes for all BC students.

**Proposer's Position Statement Supporting the Resolution**

Based on parent concerns, the Prince George DPAC put out an online survey to collect parent concerns about lunch times and supervision at school.

Forty-eight percent of respondents reported that their child rarely (29%) or never (19%) finishes their lunch at school. The main reason given for not finishing lunch is lack of time (58%). Parents were asked about their children after school. When asked if their child was hungry, cranky or irritable, tired or fatigued, or having trouble focusing, 57% said their child was always hungry, and 28% said their child was often hungry, while the other issues were only sometimes a concern (42% sometimes cranky or irritable, 40% sometimes tired or fatigued, 39% sometimes having trouble focusing). Parents also noted concerns about lunch monitors during lunch, with a number reporting a lack of adult lunch monitors and a reliance on student lunch monitors, along with concerns over the impact on the student lunch monitors.

Elementary school students are not being given sufficient time in this district, and we have heard from other districts where this is the case. We have some parents reporting good results with play first, eat second arrangements.

The research we have found indicates that when children have less than 20 minutes of seated time to eat lunch, they were significantly less likely to select a fruit when compared to peers who had at least 25 minutes to eat lunch (44 percent vs 57 percent, respectively). Furthermore, the study found that children with less than 20 minutes to eat lunch consumed 13 percent less of their entrees, 10 percent less of their milk, and 12 percent less of their veggies when compared to students who had at least 25 minutes to eat their lunch. This indicates that kids who were given less time at lunch may be missing out on key components of a healthy diet such as fiber-rich whole grains and calcium. Policies that enable students to have at least 25 minutes of seated time might lead to improvements in students' diets and decrease food waste.

2015 study published in the Journal of the Academy of Nutrition and Dietetics, by the Harvard School of Public Health, titled: Amount of Time to Eat Lunch Is Associated with Children's Selection and Consumption of School Meal Entrée, Fruits, Vegetables, and Milk  
[http://jandonline.org/article/S2212-2672\(15\)01248-4/fulltext](http://jandonline.org/article/S2212-2672(15)01248-4/fulltext)

**Implementers:**

Ministry of Education

**Interested Parties:**

BC School Trustees Association

BC Principals and Vice Principals Association

CARRIED

DEFEATED

OTHER

# 2018 Resolutions Voting Instructions

Name of PAC/DPAC: \_\_\_\_\_ School District: \_\_\_\_\_

Name of Official Delegate: \_\_\_\_\_

This form may be used to provide your official delegate with directions on how to vote on the items below. By authorizing an official delegate (completing the Proxy Vote Form) you are entrusting the official delegate carrying your proxy to exercise your voting rights on all matters that will be dealt with at the AGM. As BCCPAC has neither the means nor the authority to verify that member voting instructions are followed by official delegates, please be sure communication is clear for the official delegate regarding your DPAC/PACs voting intentions and whether you wish to provide discretion in how to vote, as new information is often shared and presented at the time of debate.

**BCCPAC urges each member to choose their official delegate(s) wisely.**

**BCCPAC has no way of guaranteeing that the official delegate will vote the way your council wishes.**

Proposed Resolutions		Voting Instructions		
1.	Amendment to the By-Election Process for the BCCPAC Board, Part 5.17	Yes	No	Open
2.	Amendment to the Nominations Process for the BCCPAC Board	Yes	No	Open
3.	Voting as a Member in Good Standing	Yes	No	Open
4.	Termination of Membership	Yes	No	Open
5.	Advocacy for Revision of Area Standards	Yes	No	Open
6.	Advocacy for Protection of Non-Enrolling Classrooms and Out-of-School Care Spaces	Yes	No	Open
7.	Children in Care	Yes	No	Open
8.	Amendment to Policy 4020 - Resolutions Policy - Time Considerations	Yes	No	Open
9.	Amendment to Policy 4020 - Resolutions Policy - Further information	Yes	No	Open
10.	Best Practices for Lunch Times	Yes	No	Open

# 2018 Board of Directors Voting Instructions

Name of PAC/DPAC: \_\_\_\_\_ School District: \_\_\_\_\_

Name of Official Delegate: \_\_\_\_\_

Candidate	School District	President	2nd Vice President	Secretary	Directors (3)
Boudreau, Lisa	SD #28, Quesnel				•
Currie, Kim	SD #61 Greater Victoria				•
Mann, Kendra	SD #8 Kootenay Lake			•	•
Mezei, Jen	SD #41 Burnaby	•			•
Nordquist, Karen	SD #44 North Vancouver				•
Sinclair, Andrea	SD #39 Vancouver		•		•

**Voting instructions for your PAC/DPAC Official Delegate:** If there is only one candidate for a position a vote of Yes or No is required in order to confirm the candidate in the position. If there are more than two candidates for any single position, voting will be done by a preferential balloting method using the simple majority process Please indicate the first and/or second candidate choice, or a Yes/No confirmation, your PAC/DPAC is voting for. Leave blank if your PAC/DPAC has no preference, allowing the official delegate to choose on your behalf. Please keep in mind that persons may be running for more than one position.

**BCCPAC has no way of guaranteeing that the official delegate will vote the way your council wishes.**

Position	Yes/No or Choice #1	Choice #2
President		
2nd Vice President		
Secretary		
Director #1		
Director #2		
Director #3		

# Annual General Meeting Voting Information and Proxy Rules

**The following applies to all Members:**

1. Each Regular Member in good standing is entitled to vote. For the purposes of the 2018 Annual General Meeting (AGM) a Regular Member is in good standing if membership fees have been paid by December 15, 2017. To vote, a Regular Member in good standing must complete a proxy vote form and submit it to BCCPAC in exchange for a voting card.
2. Life, Honourary and Associate Members are not entitled to vote.
3. All proxy vote forms must be completed and signed by two members of that member's PAC/DPAC executive in order for an official delegate to exercise Regular Member voting rights.
4. In order to allow for the efficient operation of the AGM, members are encouraged to mail, fax, or scan and email completed proxy vote forms to the BCCPAC office in advance. Proxy vote forms received in this manner no later than April 27, 2018 by 4:30 pm, will be verified and registered by BCCPAC in advance of the AGM. Voting cards for these proxy vote forms may be picked up by the official delegate at the Proxy Room with proof of identity. Confirmation of proxy vote forms that are submitted in advance will be sent within three days of receipt and registration to the Executive officers who signed the form. If you do not receive confirmation please contact the office.
5. Proxy vote forms not received by April 27, 2018 by 4:30 pm are required to be delivered to the Proxy Room at the venue (which will be open during the Spring Conference) in order to receive a voting card to participate at the AGM. Please note that as proxy vote forms need to be validated and processed before they can be exchanged for voting cards, BCCPAC cannot guarantee that proxy vote forms received after 5:00 pm on May 4, 2017 will be processed and exchanged for voting cards in time for the start of the AGM.
6. The official delegate carrying your proxy vote should be aware of how your council wishes its vote to be cast (Voting Instruction Forms have been provided in this booklet and are available on the BCCPAC website). Members should be aware that new information frequently comes to light during the debate on a resolution. Please be aware that by authorizing an official delegate and/or authorizing the transfer of your proxy vote you are assigning your voting right to the official delegate who holds your proxy vote at the time of any vote. **BCCPAC has no way of guaranteeing that the official delegate will vote the way your council wishes.**
7. Members who are unable to send their own PAC or DPAC delegate to the AGM or whose official delegate cannot be present for the entire meeting may authorize another person present to cast their vote.

**How to Use a Proxy Form**

Prior to the AGM:

- Fill out the proxy form.
- Have the proxy form signed by two members of your council's executive.
- Mail original (keep a copy for your records), fax, or scan and email a copy of the proxy form to BCCPAC no later than April 27, 2018 OR Bring the signed proxy vote form to the venue on May 4th, 2018

**For the Annual General Meeting:**

- Bring your proxy form with you
- Upon arrival, please register at the BCCPAC registration desk to receive your AGM delegate package
- Please go to the Proxy Room to register proxy vote form(s) (if these were not sent to the BCCPAC office in advance) and/or to pick up voting cards.

# Authorized Proxy Vote Form

1. Every Regular Member in good standing, who has paid their membership fees by December 15, 2017 is entitled to vote at the 2018 Annual General Meeting (AGM). All Regular Members wishing to vote must designate an official delegate(s) to vote on their behalf. Each Regular Member must complete their own authorized proxy vote form with the appropriate council executive signatures.
2. A proxy vote may be transferred to another registered AGM delegate in the event an official delegate cannot be present for the entire Annual General Meeting.

If you do not wish to authorize a transfer check here

In compliance with the Bylaws of the B.C. Confederation of Parent Advisory Councils, Part 4.10:

**For Office Use:**  
Voting Card # \_\_\_\_\_

We, \_\_\_\_\_  
(Name of Member) (School District #)

hereby authorize \_\_\_\_\_  
(Name of Official Delegate)

or, \_\_\_\_\_  
(Name of Alternate Official Delegate)

to vote on our behalf.

\_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Member Council Executive Title Member Council Executive Title

\_\_\_\_\_  
Phone Phone

**For Office Use:**

Official Delegate/Alternate: \_\_\_\_\_  
Print Name Signature

Transfer Authorization to: \_\_\_\_\_  
Print Name School/District PAC

BC Confederation of Parent Advisory  
Councils (BCCPAC)

Suite C - 2288 Elgin Avenue  
Port Coquitlam, BC V3C2B2

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