



Report from the November 3rd/25 DPAC Meeting:

Website for more information: <https://www.comoxvalleyschools.ca/dpac/>
Email: dpac@sd71.bc.ca

THANK YOU TO ALL PAC AND DPAC VOLUNTEER YOUR TIME IS APPRECIATED.

At this time, all DPAC meetings are held on the first Monday of the month in the Isfeld Library at 6:30pm.

Any parent can attend, only reps can vote.

Change to Consent Agenda for more collaborative, supportive and discussion-based meetings. Committee reports will be attached to the Friday Agendas, please review in advance of the Monday meetings. For past Minutes and this month's Committee Reports, please see the AGENDA.

This month we highlight honouring our Veterans and we remember those who fought for our Country. Thank you for your Service.

Anti-Racism Subcommittee - No report at this time, next meeting November 7th, for more info email: antiracismcommitteeds71@gmail.com Also: https://www.etfowr.ca/equityminute_remembrance_day

Sexual Health Committee: Gender-Based Violence Committee (GBVC) Report: Waiting for the report to be in the BOE agenda, stay tuned. An advocacy [letter](#) (pg. 74) has been written to Minister Beare urging a K-12 Action Plan for Gender-Based Violence for consistent and equitable provincial responses to GBV.

Speaker Series Committee: Thank you parent reps for your most recent help with planning in our DPAC meeting.

New DPAC Business: PAC In-Service Grant Change: Proposed Administrative Procedure 582 (*number subject to change*) DPAC has been given the opportunity to evaluate the current in-service funding structure and offer suggestions. Please find our proposed changes [HERE](#). We have recommended changes to both distribution of funds (with the intention of greater equity regardless of school size) and suggested best uses for the funds (e.g. childcare, meeting equipment, BCCPAC memberships, etc.) Please share your feedback by November 19th through email to DPAC.

Administrative Procedures (APs): we continue to encourage PACs and families to familiarize themselves with the APs that relate to them and work in partnership with their schools. E.g. AP [110](#), AP [520](#), AP [525](#), AP [526](#).

Equity Scan Update: We are welcoming Indigenous Parents / Caregivers of Indigenous Students to complete their Individual surveys through the following link. Please also see the QR code for survey access:
Link: <https://forms.office.com/r/K3dMUbxZ6>

Correspondence: Please see the attached letter from the Comox Valley Cycling Coalition (who do amazing volunteer work in our schools and our community) ahead of the holiday giving season and FYI re: road safety.

To contact, email: DPAC@Sd71.bc.ca and put your committee contact in the subject line to be forwarded to the relevant contact. Next Meeting: Monday December 1st - Isfeld Library and Zoom.

**Are you a new DPAC Representative or a PAC wanting to stay in the loop?
Email us to get on our mailing list!**



Find the Consent Agenda with Full Reports: [AGENDA](#)

Find the full Minutes (9 pages) here: [MINUTES](#)



October 18, 2025

Comox Valley School District 71
District Parent Advisory Council

Attention: DPAC Secretary: via email dpac@sd71.bc.ca

Re: E-Bikes and E-Scooters at SD71 Schools

The Comox Valley Cycling Coalition ("CVCCo") has a mission to promote a safe environment so more people can choose active modes of transportation in the Comox Valley. We strive to do this through education of all ages with safe cycling lessons as well as advocating for improved infrastructure in our communities.

We have worked for many years with SD71 and provide a School Cycling Program for grade 4-5 students in every elementary school. This has always been a huge source of pride for our many volunteers and seeing happy kids learn cycling skills/safety is a great reward for all of us. We are always appreciative to see many SD71 schools embracing the effort to get kids traveling safely to/from school on a bike, scooter or by walking.

We also have volunteers who work with SD71 to perform "bike counts" three times per year at all the schools. This helps provide a baseline of historical data to show us how we are doing in our efforts to increase cycling amongst the student population.

During our recent Fall 2025 count, we noted that there were a number of e-bikes and e-scooters parked at schools during the daytime, including at elementary schools. We do certainly support e-bike usage (and provide specific lessons to adults) but we are also aware that it is illegal in BC for anyone under the age of 16 to operate a standard e-bike or e-scooter. With the increasing number of accidents involving e-devices interacting with cars, pedestrians and other bikes, we wanted to take the opportunity to ensure that parents, teachers and administration are all aware of the rules for their usage in BC. This is a recent and evolving topic and we are finding that even seasoned cyclists are not aware of the rules and regulations so we have done our best to provide them as a list attached to this note. The full range of information can be found on the BC Government website at:
<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling>

We would greatly appreciate the assistance of DPAC to provide this messaging to all SD71 parents so that they are aware of the laws. Thank you in advance for your assistance and support in this endeavour to educate the public.

If you have any questions or comments, please do not hesitate to contact us at the email shown below.

Sincerely,
On Behalf of the Board of Directors
Comox Valley Cycling Coalition CycleCV@gmail.com

Overview of General E-Bike and E-Scooter Rules and Regulations for BC

This is not intended to be a comprehensive list of rules, check out the BC government website if you are looking for additional details.

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling>

All road users must obey the BC Motor Vehicles Act. Anyone travelling on the roadway is subject to the same rights and responsibilities as a motor vehicle. **You MUST obey all traffic laws, signs and signals.**

E-Bikes

- A standard e-bike must have pedals that can move the bike and an electric motor of **no more than 500W** power rating.
- The motor may provide assistance to the pedals up to a **maximum speed of 32 kmph**.
- **You MUST be 16+ to ride a standard e-bike.** No specific license or insurance is required as long as the bike meets the BC requirements.
- The bike may have a throttle in addition to pedals.
- A “**light e-bike**” has only 250W power and a top assisted speed of 25 kmph. You must be **14+ to ride a light e-bike**.

E-Scooters

- **No more than 500W** motor and **maximum speed of 25 kmph**
- Bell or horn to sound while passing
- Can only **ride in approved municipalities** (Comox, Courtenay, Cumberland) on **roads of 50kmph or less** speed limit unless in a cycle lane

General Rules

- All riders in BC **MUST wear an approved helmet**
- **Should ride in cycle lanes when available** or, otherwise, **as far right on roadway as safely possible**
- **CANNOT ride on sidewalks or in crosswalks** – you must dismount and walk (exception for “Elephant Feet” crossings)
- **Must ride in single file** except to pass
- **Must use signals** to indicate turns
- **Front and rear lights** must be used between sunset and sunrise (half hour grace period on each end)



Administrative Procedure 582

PACs In-Service Grants

Background

The District recognizes the need for funds to be provided to school PACs to enhance, and enable the volunteer work they do to support their school communities. The District recognizes that the funds acquired by PACs are sourced through fundraising efforts and gaming grant applications. It is our intention that we provide an annual grant to the PACs of Comox Valley Schools to support the administrative work of their PAC. It is best practice for PACs to incorporate these annual grant funds into the annual budgets of the PACs.

Breakdown of Funds

1. Each PAC receives \$500 to cover the cost of:
 - a. BCCPAC membership.
 - b. Technology to facilitate online meetings.
 - i. (Examples include: computer camera attachments, meeting speaker/microphones, etc.) Each PAC should have a Zoom account already supplied by the District;
 - c. Paper supplies for PAC documents, fundraising forms, or meeting signage;
 - d. Printer toner for PAC documents, fundraising forms.
 - e. Covering the cost of Childminding to encourage parent attendance;
 - f. Covering the cost of gifts/incentives to encourage parent attendance;
 - g. Covering the cost of volunteer recognition.

Process

In-Service Grants will be distributed to PACs via the school administrative assistant. PAC will submit receipts to Admin Assistant, and reimbursement will be made directly to the purchaser.

Please connect with your school administrative assistant to get your school's best practice for purchasing and receipts (each school may vary.)

Adopted: <insert date>

Administrative Procedure 110

PARENTS' ADVISORY COUNCILS

Background

In accordance with Section 1 of the School Act, a parent means the guardian of a student, the person legally entitled to custody of a student, or the person who usually has the care and control of a student attending the school.

The parents' advisory council provides advice to the Principal and staff as well as District staff and the Board. The parents' advisory council does not reduce or eliminate the responsibility of the Principal and staff for the operation of the school and in matters assigned by the Board.

Procedures

1. Parents' advisory councils may:
 - 1.1. Advise on school philosophy, planning and program priorities;
 - 1.2. Advise on school curriculum offerings, educational programs, financial matters, facilities, equipment, and learning resources;
 - 1.3. Advise on school code of conduct and school procedures issues on student conduct including school safety programs;
 - 1.4. Assist in identifying and communicating unique community needs;
 - 1.5. Assist in communicating ideas from the community to District staff and the Board;
 - 1.6. Assist in informing the community of decisions taken at the school level, the Board level, and the Ministry level and how these decisions affect educational programs.
 - 1.7. Advise on methods to develop a climate of cooperation within the 'school community';
 - 1.8. Provide educational opportunities for parents;
 - 1.9. Request and receive financial information on school and/or District trust accounts and operating budgets.
2. Parameters
 - 2.1. There shall be only one parents' advisory council for each school.
 - 2.2. The parents' advisory council, in consultation with the Principal, shall make bylaws governing its meetings and the business and conduct of its affairs.
 - 2.3. A copy of the bylaws of the council shall be provided to the Secretary-Treasurer.

Reference: Section 8, 20, 22, 23, 65, 85 School Act
 Societies Act
 Statement of Education Policy order OIC 1280/89

Adopted: May 8, 2001
Revised: June 25, 2019

Administrative Procedure 520

FUND-RAISING, SPONSORSHIPS, DONATIONS

Background

Benefits can accrue to students, programs, services, charitable and humanitarian causes and community service goals through various forms of fund-raising, sponsorship/partnership activities and arrangements, and gifts and donations.

Funds provided through these methods are to provide support for scholarships/bursaries, extra-curricular activities, playground equipment, student activities, field trips and student travel and transportation. It is recognized that public monies allocated through the District are the primary source of funding for instructional equipment, teaching supplies and learning resources. Sponsorship/partnership arrangements and donations are not to replace such funding and are intended to enhance, augment or supplement (usually for a specific program or issue).

The District is committed to the principle of reasonable equity of service and programs throughout the District and expects that sponsorships/partnerships or donations will not create extreme discrepancies, or increase extreme discrepancies, that may exist. The District does not involve itself directly with gaming and it may exercise its authority to refuse to accept donations.

The District also believes in equity among Districts and believes any provincial or regionally based activity regarding sponsorships/partnerships or donations is to reflect this principle.

Procedures

1. Access - Recognition

- 1.1. Access to students is largely documented through Administrative Procedure 341 – Access to Students. Recognition of sponsors, partners, or donors shall be discreet, with an emphasis on the activity and/or benefit and less emphasis on the promotion of the sponsor, partner or donor.
- 1.2. Recognition of commercial sponsors and/or partners shall not be included in general instruction or in classrooms during regular instructional time, and is limited to 'public' areas of the school and school publications.

2. Accounting and Finance

- 2.1. Fund-raising through donations, sponsorships/partnerships or through specific fund raising activities requires the same financial safeguards and accounting procedures normally expected for public funds. Principals are required to comply with this Administrative Procedure. Where other organizations, with which the District has regular and ongoing contact, do not have appropriate accounting procedures in place, any normal school and/or District assistance may be terminated.

3. Conflict of Interest

- 3.1. All school and joint fund-raising activities are subject to Administrative Procedure 404 - Conflict of Interest. Where other organizations, with which the District has regular and ongoing contact, have made a fund-raising decision that is contrary to the intent of Administrative Procedure 404 - Conflict of Interest any normal school and/or District assistance to the project will not be permitted.

4. Raising Funds in Schools

- 4.1. The sponsor of any group wishing to raise funds through a school shall complete Request to Establish a School Trust Account Form (Form 511-1), and submit it to the Principal of the school concerned. This form details the proposed name of the account, the reason the monies are being raised, the person who will be in charge of this fundraising activity, and the period of time over which it is proposed that the funds will be raised and disbursed. This shall include such accounts as 'coffee fund' and 'sunshine' accounts.

5. Guidelines

School staff and joint fund-raising are to be guided by the following general principles:

- 5.1. That all involved in fund-raising work in the spirit of the 'ideal situation' listed further in this regulation;
- 5.2. That there be a specific purpose to the fund-raising that is communicated to those providing funds;
- 5.3. That there be a minimum of instructional time involved;
- 5.4. That there be clarity whether it is a school, joint or Parents' Advisory Council (PAC) sponsored fund-raiser when circumstances require a specific division of monies (gaming);
- 5.5. There be age and activity appropriate supervision;
- 5.6. That there be a positive image of the school and District;
- 5.7. Door to door canvassing is discouraged and may only occur given the following:
 - 5.7.1. Canvassers have a note from the Principal explaining the fundraising purpose;
 - 5.7.2. Canvassers may operate only within the school boundary and within a range that is age-appropriate;
 - 5.7.3. Elementary school children require signed permission from parents who indicate approval of the activity and their willingness to provide adult supervision;
 - 5.7.4. Middle school and secondary school age students are required to be in groups of two or more.
- 5.8. That the activity complies with other administrative procedures, (particularly Administrative Procedure 341 - Access to Students and Administrative Procedure – 260 - Student Travel, municipal and/or regional bylaws, provincial and/or federal statutes and other relevant regulatory obligations;
- 5.9. To keep activities within reasonable limits, principals are to coordinate activities between elementary, middle/junior and secondary feeder systems.

6. The 'Ideal Situation'

The ideal situation regarding fund-raising components, developed by a representative committee of parents, teachers and administrative officers, and endorsed by the District is:

- 6.1. That in all activities pertaining to fund-raising the primary purpose of fund-raising is to benefit students;
- 6.2. That there is to be a cooperative joint effort with jointly raised funds;
- 6.3. That fund-raising is to reflect school wide planning preferably prior to the start of the school year;
- 6.4. That there be a process that involves parents, administrators and staff in setting priorities linked to the plans.

7. Components

When circumstances require specific division of monies (i.e. gaming), then, within the spirit of the ideal situation the following shall be followed:

- 7.1. Staff-led and sponsored fund-raising shall occur when all funds are raised solely through school staff. Such funds shall be under the control of the Principal, be accounted for in accordance with this Administrative Procedure and used for the benefit of their school exclusively.
- 7.2. Joint fund-raising shall occur when parents and staff jointly work to raise funds and/or when students are involved during the instructional day and/or on school premises.
 - 7.2.1. No funds shall be divided according to prior agreement between the Parents' Advisory Council (PAC) and the school staff, represented by the Principal.
 - 7.2.2. The school portion of the funds shall be under the control of the Principal, and shall be accounted for in accordance with this Administrative Procedure.
 - 7.2.3. The Parents' Advisory Council portion of the funds shall be under their control and accounted for in accordance with their bylaws or Administrative Procedure 525 – Sponsorship/Partnership. The District anticipates that such fund-raising is for direct benefit to student learning and student activities.
- 7.3. Parents' Advisory Council (PAC) fund-raising shall occur when all funds are raised solely by parents when there is no assistance from employees operating in that capacity and/or no use of school premises, equipment or supplies.
 - 7.3.1. Such funds shall be under the control of the school Parents' Advisory Council and accounted for in accordance with their written bylaws or Administrative Procedure 525 – Sponsorship/Partnership.
 - 7.3.2. Such fund raising shall not include students during the instructional day or on school premises.
 - 7.3.3. Any fund-raising done solely by students outside the school day, off school premises or not during school activities shall clearly indicate that it is solely a Parents' Advisory Council fund-raiser.
 - 7.3.4. Such fund-raising is intended for direct benefit to student learning, student activities or scholarships and bursaries and assumes that conflict of interest

and appropriate financial accountability procedures are in place in the Parents' Advisory Council bylaws.

7.3.5. The District and employees operating under the authority of the District at the time are not liable for activities associated with sole Parents' Advisory Council fund-raising.

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

Adopted: May 8, 2001
Revised: June 25, 2019

Administrative Procedure 525

SPONSORSHIP/PARTNERSHIP

Background

Positive school/business relationships can enhance the educational experience of students and contribute to high quality education. The District wants to develop such relationships.

Corporate sponsorships are informal or formal relationships where a product or service is provided in exchange for returns such as recognition or advertising or to meet a goal related to community involvement. Corporate donations are informal or formal relationships where money is given for returns such as recognition or advertising or to meet a goal related to community involvement.

Compulsory school attendance confers an obligation upon educators to protect the welfare of students and the integrity of the learning environment. When working together, schools and businesses must ensure that educational values are not distorted in the process. The District expects that school and District business relationships will be conducted in an ethical manner in accordance with Board policy, administrative procedures, Ethical Guidelines for Business-Education Partnerships, and adhere to the following criteria.

Definitions

Partnership refers to an understanding that the school and organization/enterprise are working jointly and cooperatively toward a common or mutually beneficial goal. Generally, partnerships are of longer duration than sponsorships.

Sponsorship refers to an organization or commercial enterprise providing financial support for an activity, series of activities, program or service. Generally, sponsorships shall be for a specific and often limited purpose.

Procedures

1. Approval of Sponsorships/Partnerships - School Level

- 1.1. The Principal, in consultation with the staff and Parents' Advisory Council (PAC) may approve sponsorships and partnerships when all the following conditions are met. Sponsorships and partnerships are to reflect the needs, goals and directions of the school.
 - 1.1.1. Sponsorships and partnerships are intended to provide support primarily for extra-curricular activities, travel and awards/scholarships for the benefit of students. They also may be used to enhance and augment, but not replace, support for curricular programs, instructional resources or classroom resources and supplies.
 - 1.1.2. Sponsorships and partnerships are intended as a relationship between one organization and another and are not intended to facilitate contact between the

sponsor or partner and individual families or students. School records or phone lists shall not be provided to sponsors or partners.

- 1.1.3. All of the following conditions shall be met prior to a Principal entering into a sponsorship/ partnership arrangement:
 - 1.1.3.1. The level of sponsorship and/or partnership does not significantly cause program or service discrepancies amongst schools or further significantly enhance existing discrepancies amongst schools;
 - 1.1.3.2. The level or type of sponsorship or partnership is possible solely with school level support;
 - 1.1.3.3. The sponsor or partner's request for recognition is discreet and/or emphasizes the intent or resultant benefit rather than primarily recognizing the sponsor or partner;
 - 1.1.3.4. The sponsor or partner is not identified with alcohol, tobacco, pornography or illegal products and services;
 - 1.1.3.5. The sponsor or partner does not promote or utilize violence, physical/emotional abuse, profanity, illegal activities or racist or sexist language, symbols and/or images;
 - 1.1.3.6. The recognition of the sponsor or partner is not included in classrooms during instructional time. Any exceptions, due to extenuating circumstances and for brief periods of time must be approved by the Secretary-Treasurer;
 - 1.1.3.7. The sponsor or partner activity does not infringe on any collective agreement(s) or understood labour relations practices;
 - 1.1.3.8. The sponsor or partner is not largely responsible for the establishment of a program or service that will result in continued expectation on the part of the school of continued service if the sponsorship or partnership ceases;
 - 1.1.3.9. The sponsor or partner is an owner-operator enterprise or organization in the Comox Valley; or
 - 1.1.3.10. The sponsor or partner is an enterprise or organization that has had historical ties to the school or District prior to September 1, 2001. In these cases such sponsorships or partnerships shall be formally reviewed by the Principal, in consultation with staff and PAC, not less than once every three (3) years.

2. Approval of Sponsorships/Partnerships – District Level

- 2.1. If any of the conditions outlined in section 1 above are not met, the Principal shall forward a detailed request, including rationale, for the sponsorship/partnership proposal to the Secretary-Treasurer.

2.2. District-wide sponsorships and/or partnerships must be approved by the Superintendent.

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

Adopted: May 8, 2001

Revised: June 25, 2019

Administrative Procedure 526

DONATIONS AND GRANT APPLICATIONS

Background

Arrangements for donations and grants shall be in writing with clear expectations and/or obligations for both parties.

Definitions

Donations are provided by organizations, commercial enterprises and individuals for equipment, material, services, or scholarships and bursaries.

Grant applications are solicited by the school or District from recognized institutions or organizations.

Procedures

1. Approval of Donations and Grant Applications

- 1.1. Principals may approve gifts and donations to their schools to a value of \$1,000.00 and not to exceed \$10,000.00 in one school year providing all of the following criteria are met:
 - 1.1.1. The donation is for direct instructional use to support and enrich student learning, student activities or scholarships and/or bursaries;
 - 1.1.2. The organization, enterprise or individual is not identified with alcohol, tobacco, pornography, illegal products and services;
 - 1.1.3. The organization, enterprise or individual does not promote or utilize violence, hatred, physical/emotional abuse, profanity, illegal activities or racist or sexist language, symbols or images;
 - 1.1.4. Any recognition to the donor is discreet and emphasizes the intent or resultant benefit rather than primarily recognizing the donor;
 - 1.1.5. Any recognition of the donor is not included in classrooms or other instructional space during instructional time;
 - 1.1.6. The donation does not cause activity that infringes on any collective agreement(s) or current labour relations practices;
 - 1.1.7. The donation of equipment meets District standards for appearance, health, quality and durability and District electronic operating systems. Used small appliances and microwave ovens shall not be accepted and used stoves or refrigerators must first be approved by the Director of Operations prior to use;
 - 1.1.8. The donation is of a level and type that does not require additional District resources, equipment, monies or other additional costs, such as installation and must first be approved by the Director of Operations and/or Director of Information Technology prior to use.

- 1.2. If any of the above conditions are not met, or the donation/grant application exceeds \$10,000.00, the Principal shall forward a request for receipt of the donation or the grant application to the Secretary-Treasurer.
- 1.3. District-wide donations and grant applications may be received and/or generated by the Secretary Treasurer.
- 1.4. Tax receipts may be provided through the District office only. Principals shall consult with the Manager of Finance prior to accepting donations with tax receipt implications.

2. Financial Accountability
 - 2.1. All funds shall be subject to the current District financial accounting procedures.
3. Report
 - 3.1. At the conclusion of each school year, the Principal shall submit to the Secretary-Treasurer, a list of donations or grants in funds, equipment, material or services exceeding \$5,000.00.

Reference: Sections 8, 20, 22, 23, 65, 85 School Act
Income Tax Act

Adopted: May 8, 2001
Revised: March 11, 2025