What exactly is PAC?

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school.

What is the role of PAC?

- To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities
- To organize PAC activities and events and endeavour to provide parent education.
- To encourage parent involvement in the school, and to support programs that promote parent involvement.
- To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
- To assist parents in accessing the system and to advocate on behalf of parents and students.
- To provide financial support for the goals of the PAC, as determined by its membership.
- To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).
- The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

SKSS PAC Executive Committee

Cory L: Chair, **Barrie** Vice-Chair, **Erin M** (Secretary/Treasurer/DPAC Rep#2), **Allison T** (DPAC Rep#1)

SKSS PAC Meeting
Minutes
Thursday June 13, 7:00pm via Zoom

1. Call to order. Land Acknowledgement. Quorum present.

2. Adoption of the Agenda.

3. Minutes of the last meeting. (Not reviewed. Available on line).

4. **Administration Report.** New teachers for the next year were announced. Congrats to the sports teams on their success this term, including soccer, track and field. District Honours, Aboriginal Grad and Commencement were conducted over the last weeks and it was an emotional time with goodbyes. Columbo Hall was so impressed with our grad class as well. Last night was our Choose Joy concert that set an incredible standard, and it was nice that Mr. Thibault was able to be there too. Congrats to our musicians and our director Ms. McRae. We have a program that will flourish in years to come. Just one more full week of school with double blocks and awards assembly, then project completion days. We are really going to have a hard time posting report cards before the long weekend, so we may need to post July 2nd. The 6th portable is set to go into the courtyard, and the exterior painting has begun. Thank you to everyone for their support, and Walt will be cheering for us from the other side of the river. **Cory:** On behalf of SKSS PAC, thank you to Walt for his 8 years of dedication to our students and campus. We are excited to see you bring this energy to Westsyde and are so grateful for everything you've brought to our kids.

5. Old Business:

a) Legacy Grant (no update yet from Spring submission)

7. Bylaw Committee: See attached Addendum. Group has been working on revisions to the current bylaw. All of the proposed changes are highlighted in different colours and have been posted online. All parents have had an opportunity to review. **Discussion:** There is a 14 day period that parents have to review (at a minimum) changes before we can have a discussion and a vote on these amendments. We can do this at the AGM in October. There is also the possibility that we could call a special meeting in 2 weeks just to deal with this before the end of the school year. Parents have had an opportunity to attend meetings all year, and if we call a special meeting, it's no different. If we call a special

meeting on June 27th, we could get this sorted and the new group next year can start with new bylaws. **Motion: To hold a special meeting in 2 weeks to review bylaws and constitution amendments (Elwira).** Seconded by Barrie. All in favour. This will be posted on the website for all parents to be invited to attend and review proposed changes in advance.

8. **Treasurer's Report**: Attached. Of note:

   a) BCCPAC fees have increased. New fee is $100/year.

   b) General Account: Monthly bank fee is $2.50. This was left off initial accounting.

   c) Still lots to be done for this year! Erin will continue to submit gaming reports for individual events (we have 90 days to complete these after the event) and will submit the year end gaming report (due 90 days after fiscal year end, which is June 30th). Full report will be presented in September.

Join Zoom Meeting

Meeting ID: 873 1414 7246
Passcode: 888045

9. **New Business.**

   a) Kal Tire Fundraising Program (Barrie). Barrie continues to look for more ways to fundraise and there was a possibility of a kick-back if we refer to Kal Tire (new business) but this was not in compliance with our current District AP (we cannot use students as a business agent, which is why we can't have uniforms with business logos). The best thing we can do currently is to have a QR code at Kal Tire to ask folks to send some money to SKSS, but we cannot have students as marketers. Note: Walt noted that we do have a new portal system that should be available district wide next year, and donations can be made globally from anywhere in the world to SKSS. More to follow next year. This will also include a tax receipt for donors.

   b) Gaming Policy and Enforcement Branch – result of Self-Assessment Questionnaire (attached)

10. **DPAC/BCCPAC Reports. (**Elwira). Elwira reviewed a few items from DPAC including: district money given to the DPAC ($5000) to facilitate parent engagements, a concern from parent regarding the presence of RCMP in the schools. Walt also mentioned a survey coming from the district and SKSS regarding the Province's cell phone use in the classroom (Provincial mandate, not one from coming from Kamloops).

11. **Other Correspondence/Business.** None presented.

12. **Adjournment. Reminder of next Special Meeting on June 27th.**

Next General meeting:
September 19, 2024 and every third Thursday at 7pm (except December and March). AGM Oct 17, 2024.

Have a Great Summer!

ADDENDUMS:

Treasurer's Report:

SKSS PAC – TREASURER'S REPORT–JUNE 2024

Money situation at a glance:.	
Gaming Opening balance at start of 2023/24 school year: $20,240. 00 (gaming funds received) + $1,064.92 (left in account from last year) =	$21,304.92
General Account Balance as of October 2023 (before any disbursements) = $	$2,145.54
Total Funds SKSS PAC has to play with for the 2023/24 school year =	**$23,450.46**
Electronic Fundraiser (licensed Gaming Event) – only available to group who had the gaming license approved (note, this license has 4 events: paper 50/50 on Dec 13, Raffle nexus 50/50 on Feb 14, paper 50/50 on Feb 16, paper 50/50 on June 12)	**+ $1500 License # 147828 (SKSS Music) from electronic raffle Feb 14**

Disbursements requested :

Requested By:	Department/Club:	Amt. Requested:	Amt. Approved:	Description of Request:	Cheques written so far	Still to be disbursed:
	SKSS Music BAMBORA/Raffle Nexus Fundraiser		$1500	License # 147828 Electronic Raffle Funds from Valentine's 50/50 draw	$750 to 50/50 winner C. Fehr (Cheq # 208) $157.50 Raffle Nexus admin fees (Cheq #209) $159.76 Bambora Fees (deducted directly from $1500 by company)	$432.74
Mrs. Cooluris	Board Game Club - # students: "Hopefully Many"	$300-$500	$300	Need to buy board games that take less than 45 min and have some entry level engagement.	0	$300
Mr. Ilic	SKSS Car Club # students:5-20	$1500	Deferred	2 milwaukee cordless impact high torque drills with batteries and charger	Deferred	deferred
Mr. Yamaoka	South Kam Athletics # students: 300+	$16,000	$7,000	Various sports equipment (volleyball, basketballs, nets, etc) $2500 Uniform replacement (Sr Girls Basketball, Sr Boys Basketball, Gold Girls Volleyball, Rugby) - $7000 New purchases: Boys Volleyball Uniforms - $1250 New purchases: football helmets $569 per helmet	$1114.34 (chq 202 Nov 10 – volleyballs) $325.78 (chq 203 Nov 27 – field hockey masks) $500 (chq 205 Jan 9 Football helmet decal) $1042.67 (chq 205 Jan 9 Volleyballs) $1328.60 (chq 206	$5.51

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

					Basketball uniforms) $290 (Cheq 212 tennis balls Mar 5) $757.44 (Cheq 212 athletic uniforms Mar 5) $465.23 (cheq 214 Apr 5th Rugby Balls) $1,170.43 (soccer jerseys cheq 217)	
Mr. Kozoris	Lunchtime intramurals program # students: 600-700	$2000	$0 (Walt to pay)	Funding for equipment, prizes, activities for all grades – for athletics, games, arts, spirit, rallies, contests, guest appearances, t-shirts, pride events, music (participatory and spectator events at lunch time)	$0	$0
Mrs. Tomm	Peer tutoring # students: 30	$500	$500	Peer tutoring student initiatives including care packages, games, etc	$117.16 (chq 205 Jan 9, 2024) $199.68 (cheq219 May 29)	$183.16
Mrs. McRae	Choir/Jazz Combo # students: 140	$1800	$900	Jazz combo groups require music for the near and our SKSS choir requires choral folders for performances and new music. Alsn assistance to cover the cost of the sagebrush theatre for the department's dec 13 showcase concert.	$547.44 (cheq 202 Nov 10/23) $86.47 (cheq 215 Apr 9/24) $120.55 (cheq 221 June 10)-awards	$145.54
Mrs. Fonseca	Titans Theatre Arts	$2,886.00	$2,000	Black magic camera and lens for performance recording	$2000 (cheq 204 Dec 12)	$0
Mrs. Yamaoka	SKSS Art Club and Visual Arts	$2,108.86	$1,500	SKSS Art Club and visual art extra curricular for afternoon art club. Calendar.	$1,480.39 (chq 207 Feb 1st)	$19.61
Mrs. Poelzer	Math Contests	$1,240.00	$1,000	University of Waterloo contests, Canadian Computing Contest, Canadian Team contests	$55.00 (Chq 210 Feb 21) $41.97 (cheq 212 Mar 5 waterloo Contest donuts) $41.97 (cheq 213 Mar 13 for TRU contest donuts) $272 (cheq 214 Apr 5 Waterloo contest fees) $213.36 (cheq 216 Gauss contest) $55 (cheq 218 CTMC	$278.10
					math contest U Waterloo) $41.97 (cheq 219 donuts for student contest treat)	
Mr. Ansley	Model UN	$2,500.00	$2,000	Help send SKSS students to Model UN in Vancouver	$2,000	$0
Mr. Ansley	Link Crew	$2,000.00	$0 (Walt to pay)	Hosting events such as grade 8 orientation week, terry fox run, Halloween spirit, winter spirit	$0	$0
Mme. Dion	SKSS Yoga Club	$155.00	$155.00	Supplies to help give students an opportunity to relax minds, create mental clarity	$151.89 (cheq 202 Nov 10/23)	$3.11
Mr. Ma	Ping Pong Club	$1,000.00	$500.00 (Mr. Ma declined the $500 in the Spring)	Purchase of two ping pong tables	$0	$0
Mme. Jauregui	DELF Club	$140.00	$0 (Walt to pay)	Fund two tuitions for DELF	$0	$0
Mr. Dhaliwal	Field Hockey	$1,400.00	$0 (included in athletics)	Field hockey sticks, goalie helmet, dimple balls, ball cage, face masks	$0	$0
Mr. Dhaliwal	Girls' Rugby	$4,000.00	$0 (included in athletics)	4 tackle pads, 3 game balls, kicking tee, reverse pinnies, post pads	$0	$0
Total Already Committed for Disbursement		$15,960				
Spring Requests:						
Mr. Barker/Laidlaw	SKSS Disc Golf Club	$6,000.00	$0	Funds for new standard baskets and installation supplies and costs. Should the full funds not be available, we would love to receive some funding to get things started and then complete it next year. We will also apply for funds from the Sagebrush Neighborhood Association	$0	$0
Ms. McRae	Sr. Jazz Combo/Jazz Band	$2,600.00	$1,300	MusicFest Canada Nationals is costing our group roughly $60,000 and we are looking for PAC assistance to help cover the festival registration fee of $2,600. This would help our students by bringing down their cost. Every little bit helps.	$1,300 (Cheque 212, March 5)	$0
Mme. Jauregui	DELF Club	_____	Funded by Walt	Club to help French Language Students prepare for the DELF exam being held in the spring – includes club supplies and materials for the higher-level exam prep. Note: This is not a BC	$0	$0

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

				Curriculum-related exam/teaching materials		
Mr. Abraham	Physics Contest	$300	Funded by Walt	Supplies for 3 x 500N digital force gauges for the popsicle stick bridge building physics contest	$0	$0
	Ethics Bowl	$2964	$1482	Travel costs for students traveling to Ethics Bowl in Manitoba	$1,482 (Cheq 219 May 29)	$0
Mr. Yamaoka	Football Helmets	$5690	$2345 + $500 that otherwise would have come out of general account instead, but now can come from Gaming since Mr. Ma isn't using it anymore)	10 helmets for Football team	$2845 (cheq 219 May 29)	$0
Bank Fees	BMO Bank Fees	$2.50x12=$30.00	$30			
BCCPAC Fee	BCCPAC Membership	$75.00	$75	For 2024/25 school year (due at end of this year)	$100 (Cheq 220 June 10 – note new rate!)	$0
Total amount requested 2023/24		$54,319.86				
Total Committed for fall Disbursement			$15,960			
Total Committed for Spring Disbursement			$5,127			
					Est. Year End Gaming Balance: $192.92	
Starting: General Funds: $2,145.54						
Football Club	Football Helmets	$2145.54	$1545.54 (switched to $1045.54 from General and $500 from gaming Mr. Ma isn't using)	Football Helmets	$1045 (Cheq 21 May 29)	$0
Staff Appreciation Lunch	Staff Appreciation Lunch	$1000	$500 (with Erin and Cory to cover remainder)		$0	$500
Minimum Balance Required (Per Bylaws)		$500	$500			
Cushion fiduciary obligations (per motion/vote)		$100	$100			
Bank Fees	BMO Bank Fees	$2.50x12=$30.00	$30			
					Est year-end General Funds: $570	

Addendum 2:

GPEB Charitable Audit GPEB:EX May 17, 2024, 1:49 PM

to me

Dear Erin Mitchell:

Thank you for completing the PAC Gaming Control Self-Assessment Questionnaire.

The attached letter outlines specific areas for improvement identified through our assessment of your questionnaire, along with corresponding recommendations. Additionally, we've included two information bulletins aimed at enhancing your organization's control environment and compliance with gaming legislation.

We trust that our assessment of your questionnaire and the enclosed information bulletins will support your compliance efforts going forward.

Gaming regulation, procedures, conditions, documents, and application forms are available at www.gov.bc.ca/gambling<http://www.gov.bc.ca/gambling>

Should you have any queries or require further assistance, feel free to reach out. Thank you for your cooperation.

Sincerely,

Compliance Division
Gaming Policy and Enforcement Branch
GPEB.Charitable.Audit@gov.bc.ca<mailto:GPEB.Charitable.Audit@gov.bc.ca>

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

May 17, 2024 ORG #: 106410

South Kamloops Secondary School PAC

Dear Erin Mitchell:

Thank you for submitting the completed PAC Gaming Control Self-Assessment Questionnaire.

The questionnaire was designed to provide us with an overview of your PAC's governance, internal controls, financial management, reporting, and compliance practices. Your responses helped us better understand your processes to identify areas where we can offer support and guidance, without conducting a formal audit.

Based on our review of your completed questionnaire, we have identified the following areas of non-compliance:

1. There is a lack of adequate segregation of duties as various incompatible functions were performed by the same individual, specifically: writing and signing cheques; securing, recording, and depositing cash; handling cash receipts and preparing bank reconciliations.

   Recommendation: Ensure effective internal controls are implemented to safeguard the organization's assets and establish appropriate segregation of duties. Lack of segregation of duties can undermine transparency, accountability, and the reliability of financial processes within an organization. It's a control weakness that, if not addressed, can lead to various risks, including financial errors and misappropriation of funds..

To assist with enhancing your organization's control environment and compliance with applicable gaming legislation, we have enclosed the following two information bulletins:

- **PAC Internal Control Information Bulletin –** The bulletin addresses the importance of having effective internal controls which help to reduce the risk of funds being misappropriated and ensures that accounting information and financial reporting is accurate.
- **PAC Licensed Gaming Information Bulletin** – The bulletin provides a quick checklist of key controls that must be adhered to when conducting a ticket raffle.

We trust that our assessment of your questionnaire and the enclosed information bulletins will support your compliance efforts going forward.

Ministry of Public Safety and Gaming Policy and Enforcement Branch 220 – 4370 Dominion Street Burnaby BC V5G 4L7 Telephone: (604) 660-0245 (250) 387-5311

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Gaming Policy and Enforcement Branch

PAC Internal Control Information Bulletin
Charitable Gaming
November 2022

The Compliance Division of Gaming Policy and Enforcement Branch (GPEB) has put together this information bulletin to help PACs enhance their control environment and compliance with applicable gaming legislation.

PACs are accountable to its members, which consists of parents or guardians of students attending the school. PACs are often at higher risk of theft or fraud because of a lack of segregation of duties, high board turnover, and smaller boards. Further, throughout the school year, many PACs handle cash received from licensed gaming events. Having effective internal controls helps to reduce the risk of funds being misappropriated and ensures that accounting information and financial reporting is accurate.

How GPEB selects PACs for Audits

The Compliance Division conducts audits to ensure that funds received as a grant or raised by licensed gaming are used for eligible purposes, and licensed gaming events are conducted in accordance with all applicable legislation, regulations, policies, and directives under the authority of the Gaming Control Act and Regulation, and conditions of the grant and licence. When we select a PAC for audit, we consider various factors including:

- The amount and use of money raised from gaming grants or gaming events.
- The results of past audits including if/when a PAC was last audited.
- Issues arising during the licence application or reporting processes.
- Complaints from the public.

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Requirements and Best Practices for PACs

Security of Assets

- Keep funds and records locked up and limit access to individuals on a need-to-have basis.
- If records need to be taken off-site, use a sign-in/out sheet to track custody.

Segregation of Duties

- Involve multiple individuals to prevent a single individual from misappropriating funds and assets and to check against errors.
- Processes that are commonly broken up and assigned to different individuals include:
  - Physical handling of assets including cash, cheques, prizes, and mail.
  - Expense requests and approvals.
  - Disbursements including cheque signing and electronic fund transfers.
  - Recordkeeping and management review.

- Other best practices for segregating duties include:
  - Have critical mail (e.g., bank statements, cancelled cheques) sent to the organization's president or equivalent for review prior to passing on to the treasurer.
  - Review disbursements to see if the payee is also the expense approver or cheque signer. Ideally, payees should not be approving their own expenses or issuing disbursements to themselves to mitigate the risk of theft.

Board Review and Oversight

- Present financial reports to the board on a regular basis and invite board members to ask questions. Address questions and concerns raised by the board in a timely manner.
- Have board members review financial reports (e.g., bank statements and reconciliations) and supporting documentation (e.g., invoices for cheque disbursements) and document their review by initialing the documents.

Human Resource Practices

- Perform background checks (e.g., criminal record checks, reference checks, etc.) on new board/executive committee members.
- Develop a conflict-of-interest policy and have key individuals declare any actual or potential conflicts.
- Develop a code of ethics policy and have key individuals acknowledge its contents by signing off on an ethics declaration.
- Notify Community Gaming Grants and/GPEB Licensing immediately of any changes to personnel with authority to obtain information on the organization's file with the Branch.

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Gaming Accounts

- Have a separate account (Gaming Account) with your financial institution that is only used for funds relating to gaming grants, licensed gaming, or gaming fund donations from service clubs.
  - The Gaming Account and cheques issued from the Gaming Account should use the name "Gaming Account – YOUR ORGANIZATION".
- Cheques issued from the Gaming Account:
  - Must be signed by two unrelated individuals, one of whom must be an officer of the organization.
  - Must not be pre-signed.
- Electronic fund transfers or automated debits from the Gaming Account:
  - Must be authorized by two unrelated board members.
  - Must have an authorization document list permitted expenses and maximum transfer limits. This authorization document must be retained with Gaming Account records.
- Ensure the financial institution is aware of all approved signing authorities.
- Cash disbursements from the Gaming Account are not permitted.
- Cash and cheque deposits should be tracked in a deposit book.

Recordkeeping for Gaming Accounts

- Ensure that the purpose and amount of each Gaming Account transaction can be explained and is supported by documentation.
  - Retain disbursement records including cancelled cheques, bank statements, bank transaction receipts, and invoices.
  - Retain sales receipts for a period of five years from the end of the fiscal year in which the revenue was disbursed.
- Retain documentation if an error is made:
  - Spoiled cheques should be marked "VOID" and retained in the cheque book.
  - Errors on deposit slips should be marked as "CANCELLED" and retained in the deposit book.
- Records can be stored physically or digitally; appropriate safeguards should be in place to ensure that they are kept confidential, readily available and secure from tampering.

Scholarships and Bursaries

- The 2022/23 grant year was the final year to use PAC grant funds for scholarships/bursaries. Going forward, scholarships/bursaries are now included as a prohibited use of funds.

Online Resources

Information about gaming event classes, types, and the Licensed Charitable Gaming Rules are available here: Licensed Charitable Gaming.

Community Gaming Grant PAC guidelines, conditions and important information about eligibility, application requirements, and recipient responsibilities are available here: CGG PAC Resources.

Additional information, news and updates can be found on the Gaming Policy and Enforcement Branch website at: Gambling and fundraising - Province of British Columbia (gov.bc.ca)

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Gaming Policy and Enforcement Branch

PAC Licensed Gaming Information Bulletin
Charitable Gaming
December 2022

Introduction

Many PACs engage in fundraising activities throughout the year to enhance the extracurricular opportunities of students attending the school. One form of fundraising is conducting a ticket raffle, such as 50/50 percentage draws, and draws where prizes such as movie tickets, holiday gift baskets, Canuck tickets and other are awarded. Typically, prize winners are determined through the drawing of ticket stubs placed in a draw container.

The Compliance Division of Gaming Policy and Enforcement Branch (GPEB) has put together this information bulletin to provide PACs with a quick checklist of the key controls that must be adhered to when conducting a ticket raffle.

What is Considered a Gaming Event?

When thinking of fundraising, PACs often engage in contests or ticket raffles. Although both words are used by parents in describing an event where a prize is given away, there is a big difference. A gaming event licence is not required for a contest. Reason being, a contest is based on skill or predefined criteria (i.e., best Halloween costume) and the winner is determined, for example by someone or by votes.

A ticket raffle is a form of gambling because participants must pay something (**consideration**) for a **chance** (outcome is not pre-determined or determined solely by skill) to win a **prize** (includes awarding money or anything of value). As a result, a gaming event licence is required. Gaming events conducted in BC must be licensed by GPEB. To conduct a gaming event in BC without a licence is unlawful.

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Requirements and Best Practices for Ticket Raffles

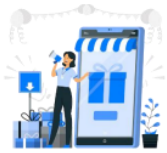
All applicants are strongly encouraged to review the Licensed Charitable Gaming Rules in their entirety to ensure they understand all eligibility and application criteria.

Gaming Event Licence

- A separate licence is required for each type of gaming event conducted.
- A licence is not assignable or transferable.
- Draws may only be held at the locations, and on the dates and times specified on the gaming event licence.
- The gaming event must be held in public places and may not be held at a private residence.
- An amended licence must be obtained for any changes made to a draw (e.g., location, dates and times, changes to ticket pricing etc.). To amend a licence, ensure to submit a written request to gaming.licensing@gov.bc.ca
- Copies of the approved gaming event licence, amendments and house rules should be posted or available at all locations where tickets are sold or where a gaming event takes place.

Advertising

To ensure gambling is represented in a responsible manner all licensees must comply with the Advertising and Marketing Standards for Gambling in BC and the Responsible Gambling Standards for the BC Gambling Industry. This includes ensuring promotional materials:



- Do not use minors to promote gambling, except as permitted.
- Are not directed primarily to minors.
- Factually report the chances or odds of winning.
- Include the gaming event licence number (e.g., BC Gaming Event Licence #123456).

Discounted Tickets (e.g., 1 for $2, 3 for $5, 10 for $10)

- Tickets must be a different colour or have a separate series of sequential numbers for each price category.
- Tickets cannot be split and sold separately.

Restrictions for Minors at the Event

- Purchasers must be 19 years of age or older for gaming events authorized by a Class A or Class D gaming event licence.

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If an organization has a Class B gaming event licence:

- Minors may buy raffle tickets if the minor is 13 years of age or older or is accompanied by an adult who is the minor's parent or guardian and consents to the sale.
- Minors may sell raffle tickets if they are not more than $5 per ticket, and if the minor does so only as a volunteer.
- Minors must not participate in any events where a licensee plans to award non-restricted firearms, liquor and/or cannabis gift cards as a prize.
- If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian, or trustee.

Selling Raffle Tickets

- Raffle tickets may not be advertised or sold until a gaming event licence has been issued and may only be advertised or sold during the approved licence period.
- Raffle tickets may only be distributed to persons who purchase a ticket for a raffle, or to those who are selling raffle tickets on behalf of the licensee.
- Raffle tickets must be sold for the price indicated on the ticket and adhere to the pricing and quantities available for sale as approved on the gaming event licence.
- Tickets must be paid for using point of sale, EFT, cash, certified cheque, or money order. Ticket stubs or counterfoils cannot be included in any draw until the payment clears.

Drawing Winners and Awarding Prizes

- Draws must be open to all ticket holders without additional charge.
- Prizes must be awarded as advertised and approved on the gaming event licence.
- The total number of prizes advertised and awarded must be the same as the total number of winning tickets drawn.
- Board members and those listed as responsible for the conduct and management (officers responsible) of an event are not permitted to purchase tickets for that raffle.
- Prizes offered must not include any of the following ineligible prizes: Liquor or alcohol of any kind (wine, beer, spirts, etc.), live animals cannabis products or paraphernalia, or prohibited or restricted firearms as defined in the Firearms Act (Canada).
- Reconciliations must be conducted to ensure that each sold ticket is included in the draw.
- The licensee must also announce the sequence of drawing to award prizes before the draw starts.

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Person Responsible for Selecting Winning Counterfoils

- Must be 19 years of age or older.
- Cannot own a ticket or own a share of a ticket in the draw.
- Must not wear jewelry or clothing on the arm reaching into the container (arm must be bare from the elbow to the hand).
- Must not be able to see the printed information on tickets in the container.
- Must select the tickets in a way the witnesses are satisfied that the person is not influencing the outcome of the draw.
- Must select only one counterfoil at a time. Counterfoils must be mixed, at a minimum, after 10 counterfoils have been drawn.

Recording Prize Winners

At the time of the draw, a list of winners must be completed, signed and witnessed by at least two volunteers; one of whom is a board member of the organization, or a person authorized by the board.

The list of winners must contain the following:

- Date and time of the draw.
- Record of each ticket stub or counterfoil drawn.
- Ticket serial number.
- Name, email/mailing address and telephone number of the prize winner.
- Winners must provide a signature before claiming prizes valued $100 or more.
- List of winners is to be retained as part of the organization's gaming records for the required 5 years.

Online Resources

Information about gaming event classes, types, and the Licensed Charitable Gaming Rules are available here: Licensed Charitable Gaming.

Additional information, news and updates can be found on the Gaming Policy and Enforcement Branch website at: Gambling and fundraising - Province of British Columbia (gov.bc.ca).

Addendum 3: Draft Updated Constitution and Bylaws:

Constitution

Section I – NAME

The name of this Council is SKSS Parent Advisory Council (the "PAC") as sanctioned by the School Act.

Section II – FOUNDATION PHILOSOPHY

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

As parents, we recognize that our children's success at school depends on our interest, support and involvement in their education and the school community.

The PAC will function within the guidelines established by the School Act and policies of the Board of School Trustees of School District #73.

Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of SKSS
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To apply for available grants to provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Section IV – INTERPRETATION OF TERMS

"community organizations" means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

"district" means School District No. 73

"DPAC" or "district parent advisory council" means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 73

“PAC” or “parent advisory council” means the parents organized according to the School Act and operating as a parent advisory council in SKSS
“parent” is as defined in the School Act and means (a) the guardian of the person of the student or child, (b) the person legally entitled to custody of the student or child, or (c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 73
“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

Next Virtual General Meeting: Sept 19 - 7pm via ZOOM

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in SKSS are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting, unless there is a perceived or real conflict of interest (see Section VII).

Non-voting members

1. Administrators and staff (teaching and non-teaching) of SKSS are invited to become non-voting members of the Council.
2. Members of the community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
3. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

1. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (AGM).
3. The Annual General Meeting (AGM) will be held annually.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public system.

Notice of meetings

1. Members will be given reasonable notice of general meetings. Notice may be sent in various ways—including by PAC social media page, school newsletter, e-mail, or school website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated. The quorum cannot be waived or suspended, even by unanimous consent.

Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).

2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person (video-conferencing and telephone log-in is acceptable) on all matters. Voting by proxy or on e-mail will not be permitted.
4. Voting can be by secret ballot if requested by a majority of the voting members, or by a simple show of hands or web-meeting poll.
5. The Chair and the Secretary are eligible to vote, even if they are able to see the meeting poll results as they come in, unless there is a conflict of interest or perceived bias (see Section VII)
6. If by ballot, all ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting, before the result of the votes are called.

Section IV -- EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

The executive must include:

- a Chair (or "president"),
- a Treasurer,
- a Secretary,
- a DPAC representative

Only the roles of Secretary/Treasurer may be combined.

The executive may include

- a Co-Chair or Vice-Chair,
- other such members of the Council as the membership decides ("Members at Large")

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of SD73 or the Ministry of Education, unless there is a Conflict of Interest or Perceived Bias (See Section VII).

Election of executive

1. The executive will be elected at each annual general meeting, with one position being voted on at a time.
2. Elections will be conducted by one of the existing executive members, as agreed on by the membership.

Term of office

1. The executive will hold office for a term of one year.
2. No person may hold the same executive position for more than ~~five~~ four consecutive years.

Commented [1]: I think we should keep the limit to 5 years in one position within the executive

Vacancy

1. Executive members must give written intention of resignation, which must be circulated to all executive members. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

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

Remuneration of executive

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of the president as deemed necessary. ~~At least one executive meeting will be held each school term.~~
2. General executive business between meetings may be conducted ~~by email~~ electronically. Examples of general business include circulating newsletter articles for verification by executive members, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes.
3. Matters requiring a vote or more detailed discussion will be brought to an executive meeting for decision making purposes. The Chair will call executive meetings, as per the request of the executive members.

Quorum

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

1. Executive members will be given at least 1 week notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

3. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

Section VI - DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

District Parent Advisory Council representative

1. Up to two representatives to the SD73 District Advisory Councils may be elected annually from among the voting members.
2. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization, such as BCCPAC.
3. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. Following the AGM, the incoming Council Executive must sign the Code of Ethics as set out in the Bylaws.

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

1. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest, Conflict of interest, Perceived Bias

1. As part of Council's nominating procedure, nominees or prospective volunteers must disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their Executive, Committee or Representative duties.
2. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
3. Parents are prohibited from using their position on the Council for personal Gain.
4. Parents who are employees or elected officials of the School District or Ministry of Education are prohibited from holding an Executive Position or representing the Council on an external committee or organization.
5. Any parent who speaks for or represents the Council must do so solely in the interests of the parent membership.
6. Parents who hold positions in the education system or own a business that supplies goods or services to the school or district are not precluded from participating as a member at large. These parents can vote on issues that affect all parents in the same

way, including in elections in which they are not a candidate, and can participate in all activities that do not involve decision-making as long as there is no conflict of interest or perceived bias.

7. When a parent has a financial interest not common to other members of the council, they must refrain from voting.

Administration of the Code of Ethics

Dispute Resolution Process

The following is the process for dealing with a concern that an Execuitve Member, Committee Member, or Representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect volunteers, Executive members, and Representatives from vexatious and mischievous complaints.

Process

1. All complaints, verbal and written, will be received by the Chair. The Chair may appoint another Executive Member to act as Chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the Chair, the complainant will be directed to the Vice-Chair. If the Chair and the Vice-Chair are involved, any Executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the Chairperson.
3. Upon receiving the complaint, the Chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The Chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.

7. The Chairperson may request the participation of other Executive Members, the DPAC Executive, or the BCCPAC Executive in the process.
8. If the parties cannot agree on a resolution, the Chairperson will make a recommendation to the parties. The Chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the Chairperson. The appeal must be in writing to the Council Executive within 30 days of being notified of the decision.
10. Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC or BCCPAC for support in resolving the issue.

Conflict of Interest

- Conflict of Interest is present when a parent or a member of their immediate family could benefit financially from a decision of the PAC or DPAC that a parent can influence or vote on. This is true whether the parent is an Executive Member, Committee Member, or Member at Large.

Perceived Bias

- Perceived Bias may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. For example, if a parent is an employee or elected official of the School District or Ministry of Education, there may be a perceived bias as to whether the parent is acting solely in the interests of the council.

Code of Ethics

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

1. Upholds the constitution and bylaws, policies and procedures of the electing body
2. Performs their duties with honesty and integrity and in the interests of the Council
3. Works to ensure that the well-being of students is the primary focus of all decisions
4. Respects the rights of all individuals
5. Takes direction from the membership and executive
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. Works to ensure that issues are resolved through due process
8. Strives to be informed and only passes on information that is reliable
9. Respects all confidential information
10. Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of: _____within the SKSS Parent Advisory Council, have read, understood, and agree to abide by this Code of Ethics.
I also agree to participate in the dispute resolution process that has been set out in the SKSS Bylaws.

Name:_____
Signature: _____
Date:_____

This Code of Ethics shall be signed by members of the Executive Committee as elected, appointed or acclaimed after each AGM, and kept on file as part of the AGM Minutes.

Section VIII – DUTIES OF EXECUTIVE

The Chair will

• consult with Council and executive members, primarily through regular newsletters, website information and meetings. Parent surveys can also be used to enable this function, as approved by executive

• coordinate parent newsletter updates: assign a Council member or executive member to write monthly news updates (this can be done on a month-by-month basis or one volunteer could take on responsibility of this function for the entire school year). Ensure content is up-to-date, accurate and reflective of current PAC issues and events.

• speak on behalf of the Council, arranging meetings with the school Principal as required

• ensure that general meeting dates and PAC school events are scheduled at the commencement of the school year (usually requires a meeting with executive and Administration before the start of the school year in September)

• call executive meetings at the request of the executive members, as required or requested

• preside at the PAC AGM

• appoint committees where authorized by the membership or executive

• ensure that Council activities are aimed at achieving the purposes set out in the constitution

• ensure safekeeping of all records of the Council

• act as a signing officer

The Co-Chair or Vice-Chair will

• identify a suitable meeting venue for general meetings

• ensure that meeting agendas are prepared and circulated onto the website and parent information board

• liaise with the Chair and determine who is to preside at each general meeting, as determined by individual availability and meeting content

• arrange for guest speakers for the general meetings, as required

• assist the Chair in the performance of his or her duties

• may act as a signing officer

The Secretary will

• maintain the PAC website, ensuring posts are current and relevant to the activities of the Council

• ensure meeting notes are posted onto the website in a timely fashion (including unapproved minutes with a special note indicating that these notes are in draft form), ideally no more than two weeks after any meeting

• regularly check email correspondence on the SKSS PAC email account, forwarding enquiries to the appropriate person(s) as necessary

• assist the president in the performance of his or her duties

• may act as a signing officer

The Treasurer

• may act as one of the signing officers, although this is not best practice per Gaming Guidelines

• will ensure all funds of the Council are properly accounted for
• will apply for gaming funds annually, and disburse funds as authorized by the membership or executive
•will ensure that proper financial records and books of account are maintained
• will report on all receipts and disbursements at executive meetings
• will make financial records and books of account available to members upon request
•will prepare an annual gaming report and submit it, as well as have the financial records and books of account ready for inspection or audit annually
• will, with the assistance of the executive and input from the Chair (and Administration), draft an annual budget, for approval at the AGM
• will ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
• will submit an annual financial statement at the annual general meeting
The DPAC Representative will
• attend all meetings of the District Advisory Councils to represent, speak, and vote on behalf of the Council
• maintain current BCCPAC registration of the Council
• report regularly to the membership and executive on all matters relating to the DPAC, circulating notes to the membership via newsletter or e-mail after every DPAC meeting
• seek and give input to the DPAC on behalf of the Council
• receive, circulate, and post DPAC newsletters, brochures, and announcements
• receive and act on all other communications from the DPAC
• liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a DPAC or BCCPAC vote F.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee may be appointed annually before the annual general meeting.

Terms of reference for ad hoc committees will be formulated as necessary.

Section X – FINANCIAL MATTERS

Financial year

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

Power to raise money

1. The Council may raise and spend money to further its purposes.

Bank accounts

1. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

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

Financial Procedure

1. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 30th, unless given prior approval. Receipts must be dated within that school year (i.e. from 1st July until 30th June), to ensure consideration for reimbursement.
2. Approved PAC expenditures do not roll over to the following school year. Any expenditures approved by the council must be spent during the school year in which they were approved. If receipts are not provided for reimbursement before June 30th, those funds are released back to the accounts for disbursement by the next year's council.

Annual budget

1. The Treasurer is responsible for presenting an annual budget which includes an accounting of funds available, gaming funds received, and bank balances. The Treasurer is responsible, along with the Executive, for meeting all statutory and fiduciary obligations of the Council, as set forth in the Gaming Branch rules and regulations.
2. The executive will put out a call for disbursement requests for PAC Funds twice per year, once in the Fall, and once again for the Spring term.
3. Programs will be asked to provide, in writing, a request for funding which details money requested, how the funds will benefit students, and approximately how many students will benefit overall.
4. These requests should be reviewed by the Principal, and if necessary, the School District, to ensure compliance with all School and District policies and procedures.
5. Requested funds must meet all requirements set out by the Gaming Branch for the legal disbursement of Community Gaming Grant funds.
6. PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC. Purchases should primarily be intended to support extracurricular activities. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs for things that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide. PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines. Grant funds may not be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements. This includes materials that

are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, laptops).

7. The Treasurer shall compile these requests for presentation to the Executive and General Membership at the designated meetings (usually October and February).
8. The Executive Committee shall make recommendations as to how the annual gaming grant shall be spent: In general, 75% of funds are disbursed in the Fall term, with 25% being held over for Spring disbursement.
9. Fair Notice will be given to the General Membership that disbursement requests will be presented and voted on at the next meeting. This notice may be by email, newsletter or other PAC social media communication.
10. Once disbursements are approved by the membership, the disbursements become part of the approved budget.
11. No single disbursement of greater or equal to 50% of the total funds available shall be granted to any group, club, or extracurricular activity unless the membership votes unanimously (see also Conflict of Interest- Section VII for exclusions on voting)
12. Funding requests under $500, associated with a specific club or department, are eligible to apply in both funding periods.
13. Funding requests over $500, which have not been fully funded in the first round, are eligible to re-apply for the remaining balance of the original unfunded portion in the second round. No new funding requests will be considered until then.
14. Multiple funding requests associated with a club or a department will be considered as cumulative if applications are brought forward in both disbursement periods.
15. Cory was to add BC Gaming Fund Criteria
16. Funding requests that have a far reaching school community impact will be given greater weight.
17. The approved budget covers the time of the financial year: July 1st to June 30th.
18. The approved budget provides the executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
19. Budgets may be amended with the approval of the membership.

Non-budgeted expenditures

1. Outside of regular general meetings, the Executive may approve extraordinary expenditures up to the amount of $150. These must be communicated back to the General Membership at the next regular meeting.
2. Any proposed extraordinary expenditures of greater than $150 that are not included in the current budget must be presented to the membership for approval at the next general meeting.

Start-up Funds

1. Each Executive must leave start-up funds, for the following year's Executive, of at least $500 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

Auditor

1. Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – PROPERTY IN DOCUMENTS

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

Section XIII – DISSOLUTION

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution passed by a three-quarters majority at a duly convened General Meeting.
2. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 73 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of SKSS.

Presented to the SKSS PAC Bylaw Committee on May 20, 2024