

Burnaby District Parent Advisory Council (DPAC)

Annual General Meeting Minutes

Date: Monday, June 1, 2026

Location: Burnaby Central Secondary

Meeting Type: Annual General Meeting

1. Pre-AGM Program

Before formal AGM business began, DPAC shared information about City of Burnaby summer activities and resources for children and families. Information included recreation programs, financial assistance options, summer events, community activities, and other family resources. Additional information was shared on emergency preparedness resources and post-secondary planning resources.

A parent accessibility request regarding interpreter support for future meetings was also noted for follow-up.

2. Call to Order and Land Acknowledgement

The AGM was called to order following the pre-AGM program.

A land acknowledgement was provided.

Quorum was confirmed.

3. AGM Purpose and Voting Rules

The Chair reviewed the purpose of the AGM, including:

- approval of the previous AGM minutes;
- year-end updates;
- Executive Committee elections;
- transition planning for 2026/27.

Voting procedures were reviewed:

- each school has one vote;
- the school's DPAC representative or alternate votes;
- proxy voting is not permitted;
- members present constitute quorum.

4. Adoption of Agenda

A motion was made to adopt the June 1, 2026 AGM agenda as circulated.

Result: Carried

5. Approval of Previous AGM Minutes

A motion was made to approve the May 26, 2025 AGM minutes as presented.

Moved: Brantford

Seconded: Moscrop

Result: Carried

6. Chair's Year-End Report

The Chair provided a year-end overview.

Highlights included:

- parent budget learning and advocacy;
- the parent feedback survey;
- engagement with elected officials and School District leadership;
- School District committee participation;
- DPAC volunteer appreciation;
- transition and continuity planning.

The Chair thanked PAC and DPAC volunteers for their work during the year.

7. What We Heard

Key themes heard from parents during the year included:

- parents want clearer communication;
- budget pressures are being felt across schools;
- advocacy pathways need to be easier;
- DPAC needs stronger systems and continuity.

The Chair noted that these themes should help inform priorities for the incoming Executive Committee.

8. Treasurer / Finance Update

The Treasurer provided a year-end financial update.

Key points included:

- DPAC remained under budget overall;
- DPAC receives annual School District funding to support parent engagement and operating activities;
- Director and Officer insurance continues to be supported through the School District;
- gaming funds remained available;
- some year-end expenses were still being processed.

Members discussed possible future use of available funds for parent engagement, education, speakers, community-building, and other DPAC activities.

9. Committee Reports

The Chair noted that School District committee reports had been received and were being posted to the DPAC website.

Members noted that some links required correction or updating.

A verbal update was provided from the Community Schools Committee, including discussion of:

- family affordability pressures;
- student connection and belonging;
- mentorship opportunities;
- collaboration between secondary and elementary schools.

Members were encouraged to consider participating on School District committees.

10. Constitution and Bylaws

Members discussed the ongoing Constitution and Bylaws review.

Discussion included:

- the need for clearer procedures and definitions;
- keeping governance documents understandable and accessible;
- conflict resolution and meeting procedures;

- whether professional support would help complete the work;
- the capacity required to continue the review.

A motion was made to allocate up to **\$5,250**, subject to School District approval, for professional review of the draft Constitution and Bylaws. Following discussion, a vote was held.

Result: Tie vote. Motion failed.

The Constitution and Bylaws work was left for the incoming Executive Committee to consider.

11. Executive Committee Election Process

The Chair reviewed the election process.

Executive Committee representatives are elected by zone, with up to two representatives from each zone.

Nominations were called from the floor. Nominees were asked whether they accepted nomination.

No zone had more candidates than available seats, so no ballots were required.

12. Executive Committee Elections

Kingsway South

Nominations were called.

No candidate stood for election.

Result: No representative elected.

Central West

A representative from Douglas Road was nominated and accepted.

Result: Douglas Road representative acclaimed.

Cariboo Lougheed

A representative from University Highlands was nominated and accepted.

Result: University Highlands representative acclaimed.

Brentwood North

Representatives from Kitchener and Alpha were nominated and accepted.

Result: Kitchener and Alpha representatives acclaimed.

13. 2026/27 Executive Committee

The following representatives were elected by acclamation:

- **Central West:** Douglas Road
- **Cariboo Lougheed:** University Highlands
- **Brentwood North:** Kitchener
- **Brentwood North:** Alpha

No representative was elected from Kingsway South.

The outgoing Chair noted that the Past Chair role continues separately in accordance with the DPAC bylaws.

Officer roles are selected by the Executive Committee following the AGM.

14. Transition and Next Steps

Incoming Executive Committee members were asked to remain briefly after the AGM for initial transition discussion.

Transition work would include:

- selection of officer roles;
- records and shared-drive handover;
- banking and finance transition;
- committee appointments;
- September meeting preparation.

15. Adjournment

The AGM concluded following Executive Committee elections and closing remarks.

Minutes prepared by: DPAC Secretary / designate