

WORKING GROUP REPORT

Membership

Date: April 1, 2025

Co-leads: Emily Abrahams and Andrew Waters

DESCRIPTION/OBJECTIVES

To support PIAC representatives and parent/caregiver members to encourage active participation in PIAC purpose “to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.”

Scope of work for Membership WG from PIAC 2024-2025 Work-plan and STATUS

- 1) Refresh Membership WG work-plan. → **COMPLETE**
- 2) Update and manage PIAC Member List; WG Descriptions and WG Sign up Forms. → **ONGOING**
- 3) Create and develop a PIAC peer to peer support system to assist new members. → **ONGOING**
- 4) Provide professional development and training opportunities for PIAC members → **IN PROGRESS**
- 5) Develop a Volunteer Recognition program. → **ONGOING**
- 6) Work with Trustees to support their ward elections and provide information on the election procedure. → **ONGOING**
- 7) Develop a pipeline to PIAC by engaging parents/caregivers (non-PIAC representative members) to participate in working groups → **ONGOING**
- 8) Support the Nominations Sub-Working Group and Returning Officers in the development of the PIAC Co-chair Election Procedures and the running of the election. → **COMPLETE**

UPDATE

PIAC Membership Dashboard – April 1, 2025

- A. Number of sitting members (Maximum members possible is 46 (44 Ward Co-representatives (WCR), 0 Community Liaison Group Representative (CLGR) and 2 Co-chairs)): 28 (26+0+2)
- B. Maximum number of votes available per motion (i.e. one vote per Ward, one vote for CLGR, and one tie breaking vote for Chair): 16 (15+0+1)
- C. Quorum for meetings
 - Total members: 40% of seated members +1 (round down) = 11
- D. Newly Elected or Re-elected PIAC Members (Ward Elections): 4
 - Ward 9 – Welcome Frida (Gili) Zemer & Sarah Brager
 - Ward 10 – Welcome Mark Unger & Katrina Matheson
- E. Current PIAC Vacancies: 18 (increase of 5 from previous report)
 - Reason for Vacancy: 12 Term Ended, 3 Resignation, 2 Declared Vacant, and 1 Other.
- F. Upcoming Ward Elections: 1 (Ward 5 on April 7 at Virtual Ward Forum)
- G. Sign Ups:
 - G-Drive Sign-up Form: All PIAC members must sign the PIAC “G-drive User Agreement”. This drive houses files for working groups. <https://bit.ly/PIACGOOGLE2021>
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- PIAC WG Sign-up for 2024-2025: All current PIAC and community members can register their interest in joining specific Working Groups using the PIAC WG Sign-up Google Form ([2024-25 Working Group Sign-up Form](#)). One must re-register every fall for continuing or new WGs.
- PIAC Working Group Descriptions: [Working Group Descriptions](#)
- PIAC Whatsapp group chat: Email andrew.waters.piac@gmail.com for access.

H. Working Group Co-Leads

- Governance Working Groups
 - Membership: Emily Abrahams and Andrew Waters
 - Operational Effectiveness: Kaydeen Bankasingh and Erin Clarke
 - Strategic Planning: Mercy Charles & Eden Hagos
- Non-Governance Working Groups
 - Communications: Seema Mitchell and VACANT
 - Consultations: Susan Lee and Nicole Wu
 - Events: Nadia Judunath and Tanya Ono
 - School Council Support: Gordon Harvey & VACANT

PIAC Membership WG Meeting – March 26, 2025 at 7:30pm via Zoom

Present (10): Andrew Waters, Mercy Charles, Nicole Di Wu, Erin Clarke, Gordon Harvey, Seema Mitchell, Emily Abrahams, Sarah Ali, Zena Shereck and Latha John (staff); Regrets (0): N/A; Absent (0): N/A

Agenda

- 1) Co-Lead Vacancy Election
 - Nominations for one vacant Co-lead Membership Working Group.
 - One nomination received, Emily Abrahams who was acclaimed.
- 2) PIAC Ward Representative Election
 - There are currently 19 Co-Representative vacancies (vacancy rate of 41%) and seven Wards with no representation at all.
 - Discrepancies with current PIAC Ward Representative Election Process
 - *Procedures for the Election of TDSB Parent Co-Representatives on the Parent Involvement Advisory Committee* date November 29, 2023 (see Appendix 4) which is being circulated to Trustees by PCCEO was never approved by PIAC. It only appears to be developed by members of Membership WG.
 - Concerns raised with the most recent PIAC Elections held by Trustees/Trustee Shared Services/PCCEO (details provided in Appendix 2):
 - Lack of parent engagement and parent voter participation.
 - Barriers to parents being able to vote including being required to be in-person to vote at a specific location and time.
 - Accommodations requests were ignored.
 - No consistent secure electronic voting option being provided.
 - Ballots were not private and Trustee Shared Services/PCCEO had access to individual parents voting preferences.
 - Perception that Trustees were interfering with election proceed which creates a credibility (loss of trust) problem for individual Trustees, the Board and PIAC.
 - Advocacy for a continued connection with Trustees and Ward Forums for the election process.

- WG reviewed and made edits to a revised *Procedures for the Election of TDSB Parent Co-Representatives on the Parent Involvement Advisory Committee* document (see Appendix 3). The document was an update on *Procedures for the Election of TDSB Parent Co-Representatives on the Parent Involvement Advisory Committee* dated November 29, 2023 based on WG conversations at the [January](#) and [February](#) 2025 Membership WG meetings (see linked WG reports).
- WG endorsed the revised procedures and are moving a recommendation to PIAC to have them adopted by PIAC. With the endorsement the procedures replace the November 29, 2023, procedures as they were only adopted at the Membership WG level as guidelines and were not brought to PIAC.

3) PIAC Membership – Members’ Statuses

- PIAC Bylaws were amended on November 14, 2024, at a Special Meeting with clause 3.1.10 Appointment Process: “(b) This is a one-time measure occurring on November 14, 2024. This amendment will not be considered to prevent other amendments of the bylaws in the 2024-2025 school year. Where PIAC terms have ended in the past two years and elections have not occurred, the incumbent will be appointed to PIAC as a Co-representative from November 14, 2024, to March 31, 2025, or when an election to fill the vacancy is conducted, whichever occurs first.
- As voted upon by the PIAC membership on November 14, 2024, and to be consistent with Education Act Regulation 612/00, term end dates will be enforced for all members as of April 1, 2025, including for those who had previously been granted an extension beyond their initial term, to ensure a fair, transparent and consistent process for everyone and to encourage timely elections across all Wards. There are seven members who are affected. Notice to the members who did not attend the Membership WG meeting will be provided prior to PIAC general meeting on April 1, 2025.
- Concerns were raised about continuity and smooth transition
- Concerns were raised that allowing members to continue in office passed their term creates a credibility issue and goes directly against the committee decision made at the Special Meeting on November 14, 2024 ([minutes](#)).

Meeting of Co-Chairs and Co-Leads of Membership Working Group – March 27, 2025 at 9:30pm via Zoom

Present (10): Sarah Ali, Zena Shereck, Emily Abrahams, and Andrew Waters; Regrets (0): N/A; Absent (0): N/A

1) PIAC Membership - Members with terms ending April 1

- A Co-Chair and Co-Lead stayed after the PIAC Membership WG Meeting on March 26, 2025 to hear concerns PIAC members had with members terms ending April 1.
- Co-Leads offered a solution to address the members concerns specifically related to continuity and a smooth transition.
 - In recognition of outgoing members contributions and to facilitate a smooth transition for remaining and existing members, Co-Chairs can invite the outgoing members to join PIAC general meetings until June 2025 as honoured guest of the Co-Chairs. The outgoing members will have the opportunity to speak at the meetings, share their perspectives, and transition any projects they are currently involved in. For clarity, they will not have voting privileges due to the expiry and conclusion of their terms as ward representative.
- Agreement was reach on the above proposal and Co-Chairs would send an email to the affected members as soon as possible. Note: This email was sent March 30, 2025.

RECOMMENDATIONS

1. PIAC approve the *Procedures for the Election of TDSB Parent Co-Representatives on the Parent Involvement Advisory Committee* as outlined in Appendix 3 of this report.

QUESTION(S)

- None

NEXT STEPS & ACTION ITEMS

- Membership WG Co-leads support the transition of outgoing members coordinating and ensuring any confidential documents, passwords and other materials are transitioned in a smooth and efficient manner.
- Membership WG Co-leads as PIAC Ward Election Chief Returning Officers will support TDSB staff including the PCCEO to fill PIAC existing vacancies through elections in the next 60 days. There are 11 Wards with PIAC Ward Representative vacancies as of April 1, 2025. To support the operational feasibility of the elections, the elections will be staggered with the principles least recent representation on the committee getting priority in the determining the order of Ward elections:
 - 1) Ward with no current and recent representation (two vacancies)
 - 2) Ward with no current representation (two vacancies)
 - 3) Ward with only one vacancy
 The order of elections will be Ward 5 (already occurring April 7), 15, 13, 22, 21, 11, 2, 18, 14, 20, and 7.
- Membership WG Co-leads work with Bylaws review to get the PIAC Ward Election Procedure put into the revised Bylaws.

APPENDICES

Appendix 1 – PIAC Membership 2024-2025 (April 1, 2025)

Ward/ Position	PIAC Member	Term End Date	Email
Co-Chair	Zena Shereck	November 2025	PIAC.Chair@tdsb.on.ca
	Sarah Ali	November 2026	
1	Erin Clarke	November 2026	PIAC.Ward01@tdsb.on.ca
	Nabil Hadbun	November 2026	
2			
3	Andrew Waters	May 2026	andrew.waters.piac@gmail.com
	Gordon Harvey	May 2026	PIAC.Ward03@tdsb.on.ca
4	Tamasha Grant	November 2026	PIAC.Ward04@tdsb.on.ca
	Johnson Jayelola	November 2026	
5			
6	Crystal Stewart	November 2025	PIAC.Ward06@tdsb.on.ca
	Mercy Charles	November 2025	
7	Emily Abrahams	January 2027	PIAC.Ward07@tdsb.on.ca
8	Kaydeen Bankasingh	February 2026	PIAC.Ward08@tdsb.on.ca
	Anshu Grover	February 2026	
9	Frida (Gili) Zemer	March 2027	PIAC.Ward09@tdsb.on.ca
	Sarah Brager	March 2027	
10	Mark Unger	March 2027	PIAC.Ward10@tdsb.on.ca
	Katrina Matheson	March 2027	
11			

12	Susan Lee	October 2026	PIAC.Ward12@tdsb.on.ca
	Nicole Di Wu	October 2026	
13			
14	Mohammad Saleem Khan	November 2026	PIAC.Ward14@tdsb.on.ca
15			
16	Shelley Kulperger	May 2025	PIAC.Ward16@tdsb.on.ca
	Eden Hagos	May 2025	
17	Tanya Ono	February 2027	PIAC.Ward17@tdsb.on.ca
	Thanuja Sankar	February 2027	
18	Hasiba Anna Esmatyar	April 2026	PIAC.Ward18@tdsb.on.ca
19	Prasanna Jagannathan	December 2026	PIAC.Ward19@tdsb.on.ca
	Moosa Anwar Alloo	December 2026	
20	Christopher Levien	January 2026	PIAC.Ward20@tdsb.on.ca
21			
22			

Appendix 2 – Details of Concerns Raised with the Most Recent PIAC Elections held by Trustees/Trustee Shared Services/PCCEO.

- Ward 1
 - Ward Forum was held on a PA Day.
- Ward 7
 - Overall a fair process with no voting discrepancies or confidentiality issues.
 - Only 11 registered voters for the election.
 - Done right after the Winter Break.
 - Difficult to access the information on PIAC Election.
 - Candidate Statements/Bios came out very late.
 - Register to vote period was short.
- Ward 10
 - Trustee initiated an election prior to the PIAC Representative Position being vacant with the support of TDSB staff.
 - Trustee posted on their TDSB webpage candidates for PIAC Representative prior to the nomination period opening.
 - Nomination and register to vote period was only open from Thursday February 20 from 6pm (email Newsletter sent out by Trustee) to Monday February 24 at 12 noon (less then 2 business days).
 - Deadline of Monday February 24 at 12 noon was not provided in the body of the email from the Trustee or provided on their TDSB webpage. A parent would have had to click the link to nominate or register to vote to know the deadline.
 - There were only approximately 15 registered voters.

- Voters needed to be available during a 10-minute window during the Ward Forum on March 6, 2025 between 6pm-8pm to be able to vote.
- Voters were being told they must vote for two candidates even when they only wanted to vote for one. The electronic ballot was set up, so electors had to vote for two or abstain from voting completely. PIAC Membership WG Co-Lead (Andrew) intervened to ensure that voters were able to vote for only one candidate if they so desired. However, the solution by Trustee/Trustee Shared Services was for voters to send vote to Trustee Shared Services staff by Zoom Chat or email, thereby violating the democratic principle of a private ballot.
 - There was a tie and Trustee/Trustee Shared Services were unprepared for that outcome. They chose in the moment for a revote through Zoom polling which would only be for those attending the meeting, which excluded some voters and included some people who were not eligible with the option to vote. The vote tied again.
 - There was no documentation that provided procedure for ties.
- Ward 9
 - Trustee choose to have an in-person Ward Forum when PIAC Election was occurring. Previous Ward Forums had been had virtual. In-person Ward Forums are exclusionary as it is difficult for parents to travel and attend in-person meeting.
 - There were no electronic options provided until significant pressure from the parent community around the inequity was raised with the Trustee/Trustee Shared Services/PCCEO. It was not until the day of election that Trustee/Trustee Shared Services staff acknowledge the inequity of their initial position to deny accommodations to vote electronically.
 - The Trustee/Trustee Shared Services/PCCEO solution to providing an electronic ballot so late in the process was to create a Google Form and demand that parents, in order to be able to vote, needed to provide their name with their vote thereby violating the democratic principle of a private ballot.

Appendix 3 – Procedures for the Election of PIAC Parent Ward Representative – Revised April 1, 2025



Title: **Procedures for the Election of Parent Involvement Advisory Committee (PIAC) Parent Ward Representative**

Date: April 1, 2025

1. RATIONALE

Education is a partnership involving students, parents¹, teachers, principals, staff, trustees, school boards, government and the community. The Parent Involvement Advisory Committee (PIAC) at the Toronto District

¹ Parents, as defined in the *Education Act, Ontario regulation 612/00 School Councils and Parent Involvement Committees, Last Amendment O, Reg. 330/10*.

School Board (TDSB) is committed to strengthening this partnership and is committed to assisting parents and school councils.

The election procedures provide a structured and consistent framework for recruiting and electing PIAC Ward Representatives in a fair, timely and efficient manner.

These election procedures are subject to the PIAC Bylaws.

2. DEFINITIONS

- Ballot - A list of candidates that voters mark to make choices.
- Candidate - A nominee who has been verified as eligible to run in an election.
- Electee - Someone who is elected.
- Electors - A person who is eligible to vote in an election; a voter.
- Nominee - A person seeking to be named an official candidate in the ward.
- PIAC Ward Representative - An elected parent member in a ward; votes in general meetings.
- Trustee - A representative elected at the local level who represents the interests of their ward in the TDSB.
- Ward - An electoral district, with geographical boundaries used in local politics.

3. PURPOSE

The mandate of PIAC is prescribed by the *Education Act, Ontario regulation 612/00 School Councils and Parent Involvement Committees, Last Amendment O, Reg. 330/10*.

The purpose of PIAC is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and wellbeing.

PIAC Ward Representatives are advocates who:

- Provide information and advice on parent engagement to the TDSB;
- Communicate with and support school councils of schools; and
- Undertake activities to help parents of pupils of the board support their children's learning at home and at school.

4. MEMBERSHIP

PIAC is a parent-led committee. The Co-Chairs are parents, and the majority of members are also parents. To provide a direct link to the director of education and the board. In summary, PIAC membership is composed of the following:

- Two (2) parent members who are elected volunteers from each of the 22 TDSB wards;
- One (1) Trustee member as appointed by the Board;
- Director of the Board or their designate;
- One (1) member of each of the Board's recognized Community Liaison Groups (CLGs), to a maximum of five (5) representatives in total; and
- One (1) Parent, Caregiver and Community Engagement Office (PCCEO) representative.

Parent members **may be employees of the TDSB** but must inform of their employment status with the TDSB to electors during the election and PIAC at the first meeting that they attend.

5. PIAC MEMBER ROLES & RESPONSIBILITIES

- Attend monthly PIAC Meetings:
 - Discuss TDSB policies, procedures and initiatives and if needed make recommendations to the Board on parent engagement;
 - Discuss new developments in the Provincial education system;
 - Discuss opportunities for parent engagement;
 - Discuss the activities of Working Groups; and
 - Recommend how funding for parent involvement, provided under the Education Act O. Reg.612/00, is to be used.
- Participate in at least one PIAC Working Group;
- Support PIAC events;
- Attend Ward meetings to provide PIAC updates and to garner community feedback to bring Ward information and recommendations back to PIAC;
- Connect with Ward Trustee & Superintendents of Education;
- Connect with School Council Chairs and parents within their Ward;
- Communicate information from the Ontario Ministry of Education and/or the TDSB to school councils and to parents/guardians of TDSB students;
- Share best practices with school councils and support partnerships between school councils to share effective practices with each other;
- Identify and reduce barriers to parent engagement; and
- Develop strategies and initiatives that effectively communicate and engage parents in improving student achievement and wellbeing.

6. WARD ELECTIONS

- All nominees, electees, and electors shall be Toronto District School Board parents/guardians, as defined by Ontario Regulations 612/00 and 330/10, and:
 - Reside in the Ward; or
 - Have a TDSB-enrolled child who resides in the Ward; or
 - Have a child who is enrolled in a TDSB school in the Ward.
- Electees shall be elected for a period of two years.
- Co-leads of Membership Working Group (or if necessary, in the absence of a Co-lead of Membership, the Co-Chairs) will act as Chief Returning Officer(s) for each ward election to ensure that election is conducted in accordance this procedures, PIAC Bylaws and any relevant laws and regulations.
- The administrative running of the election will be provided by TDSB staff including PCCEO staff.
- The election period must be a continuous 35-day period which can include PA days and statutory holidays but cannot include the Summer Break Holiday (end of June to early September), Winter Break Holiday (mid-late December to early January) and March Break Holiday (mid-March). The exact dates of these break periods will vary from year to year, in accordance with the TDSB calendar.
- Where there is a vacancy in ward representation, the election period shall commence within 60 days of the vacancy unless the Summer Break Holiday, Winter Break Holiday and March Break Holiday prevent the continuous 35-day election period. Then the election period shall commence within 30 days of the end of the Summer Break Holiday, Winter Break Holiday and March Break Holiday.
- The election period schedule is as follows with four phases:

1) Nomination and voter registration period (Day 1 to 14; 14 days)

- TDSB staff send email communication through SchoolMessenger (across to the Ward) to all parents that have a child enrolled in a TDSB schools located in the ward where the election is occurring.
 - Initial email communication to occur on Day 1
 - One reminder email to occur between day 10 and 12
- Nominees have the opportunity to submit a candidate statement of up to 300 words and/or a three-minute video that would be shared as part of the election ballot/communication.
- Parents who want nominate themselves as a candidate or vote for a candidate must register

between Day 1 and Day 14. Deadline time is always 11:59PM of Day 14.

2) Nomination and voter validation period (Day 15 to 21; 7 days)

- TDSB staff to validate nominations and voters' eligibility.
- Chief Returning Officers review any ineligibility determinations and make final decisions including any appeals.

3) Voting period (Day 22 to 28; 7 days)

- An electronic ballot be emailed to all eligible voters; in-person option be afforded to those who request an accommodation.
- Electronic ballots will be entirely anonymous, meaning no person other than the voter will know who they voted for. Every effort will be made to ensure a private ballot for in-person accommodations.
- The Ward Trustee has the option to align a Ward Forum between day 22 and 25, where candidates will be provided the opportunity to make a presentation of up to three (3) minutes. Voting will still be online unless an individual has requested an accommodation, even if the meeting itself is hybrid. Where there is no aligned Ward Forum, PIAC will hold an All-Candidates Ward Forum where candidates will be provided the opportunity to make a presentation of up to three (3) minutes. The same rules regarding online versus in-person balloting will apply as in a Ward Forum as noted above. .
- During the voting period, TDSB staff (PCCEO) will send one (1) email reminding registered voters of the voting period.

4) Results Period (Day 29 to 35; 7 days)

- In the event of any ties, lots are drawn to determine the winner. For transparency, the drawing of lots should be done in front of the candidates that have tied. This can be done by video conference.
- TDSB staff review the results with Chief Returning Officer(s).
- Candidates are notified of the unofficial results.
- Chief Returning Officer(s) review any appeals from candidates and make determination on the appeal.
- Chief Returning Officer(s) declare (official results) the successful candidate(s) in the election and inform the PIAC Co-Chairs, the Ward Trustee and the PCCEO within two business days of the election.
- The trustee shall also notify the TDSB PCCEO within 2 business days of the results of the election.
- The PCCEO shall then notify the PIAC Co-Chairs within 2 business days of the new member status.
- Once verified by PIAC, membership status is in effect as of the date of election.

7. FORMS

The forms and tools to administrate the election will consist with the below requirements:

A. Voter Registration and Candidate Nomination Online Form (ex. Google Form)

We are seeking the parents and guardians to vote for or be candidates for the **Parent Involvement Advisory Committee (PIAC) Ward Representative – [1 or 2] Position for Ward [##]**

ABOUT PIAC

The purpose of PIAC is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and wellbeing. O. Reg. 330/10, s. 6. PIAC Ward Co-Representatives are advocates who:

- * Provide information and advice on parent engagement to the TDSB;
- * Communicate with and support school councils of schools; and
- * Undertake activities to help parents of pupils of the board support their children's learning at home and at school.

[Read more about PIAC Roles and Responsibilities](#)

DATE OF VOTING PERIOD: [DATES (DAY 22 TO 28 OF ELECTION PERIOD)]

We are seeking the parents and guardians to vote for or be candidates for the **Parent Involvement Advisory Committee (PIAC) Ward Representative – [1 OR 2] Position for Ward [##]**

Deadline to register to vote or declare your candidacy: **[DATE (DAY 14 OF ELECTION PERIOD)]**

A list of candidates and their bio/description will be sent to you with your electronic ballot during the voting period.

[List of TDSB Wards](#)

For any questions, please reach out to [###TDSB STAFF NAME###] at ###@####.###.

*** Indicates required question**

Email*

Your email

Do you plan to vote in this election AND/OR declare your candidacy for a position?

*

- ☐ Yes. I plan to vote.
- ☐ Yes. I plan to vote AND declare my candidacy.
- ☐ No. I am NOT voting and I am NOT declaring my candidacy.

Register to Vote

The following questions relate to the **PIAC election in Ward [##]**. Please complete if you plan to vote in this election AND/OR declare your candidacy for a position.

[List of TDSB Wards](#)

Notice Regarding Collections, Use and Disclosure of Personal Information by the Toronto District School Board*

Personal information on this form is collected under the authority of Ontario Regulation 612/00 (School Councils and Parent Involvement Committees) under Education Act, R.S.O. 1990, c. E.2, as amended and will be used by Toronto District School Board ("TDSB") to determine eligibility, plan the election process, gather nominations and run the election. The information is retained in accordance with Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 and will be disclosed to authorized TDSB staff and TDSB's Parent Involvement Advisory Committee ("PIAC") in order to administer the above purposes. Questions regarding this collection should be directed to Parent and Community Engagement Coordinator, TDSB Parent and Community Engagement Office at PIAC.Chair@tdsb.on.ca, or at 5050 Yonge Street, Toronto, Ontario, M2N 5N8, or at 416-395-4808.

- ☐ I have read and agree to the Notice of Collections, Use and Disclosure of Personal Information.

Your Name*

IMPORTANT: If you will be voting AND/OR declaring your candidacy, make sure to enter your legal full name, as provided to your child's school.

Your answer

Your Phone Number*

Your answer

Your Street Address*

Your answer

Your Postal Code*

Your answer

Please describe any accommodations that will facilitate your full participation in election. For example, "I require a paper ballot with an in-person voting option."

Leave blank if you don't need any accommodations.

Your answer

Your Child's Name*

Enter your child's legal full name, as provided to the school.

Your answer

Your Child's Street Address*

Your answer

Your Child's Postal Code*

Your answer

Your Community School/Home School/Child's School Name*

IMPORTANT: If you will be voting AND/OR declaring your candidacy, make sure to select your child's school name.

[DROP DOWN LIST OF SCHOOL IN THE WARD]

If your child goes to a school outside this ward, please provide the school's name.

Leave blank if you selected a school from the ward schools list above, or if this doesn't apply to you.

Your answer

Declaration of Eligibility to Vote

As defined by the Ontario Regulations 612/00 and 330/10 the voter shall be a Toronto District School Board parent or legal guardian AND meet at least one of the following criteria:

- * Voter's child(ren) attends school in the ward; OR
- * Voter's child(ren) lives in the ward; OR
- * Voter resides in the ward.

I declare that I am a TDSB parent or legal guardian AND meet at least one of the following criteria:

*

Select all that apply.

- ☐ I am a parent/guardian of a child enrolled in a TDSB school in this ward.
- ☐ My child resides in the ward.
- ☐ I reside in this ward.

Declare Your Candidacy

If you do not want to a candidate, please skip this section.

I wish to declare my candidacy for the following position:

- ☐ Ward ## PIAC Co-Representative

Declaration of Eligibility for Candidacy

As defined by the Ontario Regulations 612/00 and 330/10, the candidate shall be a Toronto District School Board parent or legal guardian for the entire 2-year term of office AND meet at least one of the following criteria:

- * Nominee's child(ren) attends school in the ward; OR
- * Nominee's child(ren) lives in the ward; OR
- * Nominee resides in the ward.

I declare that I am and will be a TDSB parent or legal guardian for the entire 2-year term of office [MONTH YEAR to MONTH YEAR]

- ☐ Yes
- ☐ No

I declare that I am a TDSB parent or legal guardian AND meet at least one of the following criteria:

Select all that apply.

- ☐ My child is enrolled in a school in this TDSB ward.
- ☐ My child resides in this TDSB ward.
- ☐ I reside in this TDSB ward.

Declaration of Perceived or Implied Conflict of Interest

Are you an employee of the TDSB?

Your response does not affect eligibility. This information will be provide to voters and you will be require to declare your employment status with the TDSB at the first PIAC meeting you attend.

- ☐ Yes
- ☐ No

Expression of Interest

Please provide a brief biography/description of your interest in by a PIAC Ward Representative (maximum 300 words). You will also be afforded the opportunity to submit video of up to 3 minutes by email the video or link to the video to XXXXXX@tdsb.on.ca. A list of candidates and their expression of interest will be provide to all voters.

Your answer

Confirmation and Notice

Confirmation of Information*

- ☐ I confirm that the information as provided in this form is accurate and complete.

Don't forget to mark your calendar. We look forward to your participation!

For any questions, please reach out to [XXXXXX at XXXXXX@tdsb.on.ca](mailto:XXXXXX@tdsb.on.ca).

B. Ballot

Create a unique ballot for each Ward election.

- Electronic voting platform to be used (ex. ElectionBuddy.com)
- List candidates in alphabetical order, by last name.
- Ensure one vote per vacancy per elector. Therefore, for an election where there is one position, the elector has one vote and must be provided the option to abstain. For an election where are two (2) positions, the elector has the option to vote for one or two candidates or to abstain.
- In-person voting will be facilitated through the electronic voting platform. A paper ballot will be created and made available as the last possible option to address an accommodation request.

7. EVALUATION

These guidelines will be reviewed and updated as required.

8. REFERENCE DOCUMENTS

- [PIAC By-laws](#) (Revised December 1, 2021)
- [A Practical Handbook for Parent Involvement Committee Members](#) (2012)

Appendix 4 – Procedures for the Election of PIAC Parent Ward Representative – November 29, 2023



Title: **Procedures for the Election of TDSB Parent Co-Representatives on the Parent Involvement Advisory Committee**

Original: September 16, 2015

Revised: November 29, 2023

1. RATIONALE

Education is a partnership involving students, parents², teachers, principals, staff, trustees, school boards, government and the community. The Parent Involvement Advisory Committee (PIAC) at the Toronto District School Board (TDSB) is committed to strengthening this partnership and is committed to assisting parents and school councils.

Included are detailed suggestions and timelines for planning and executing a ward election (in-person or virtual, as determined by the Trustee), as well as information to be collected in the nomination form, voter registration form and ballot.

The following guidelines and best practices do not explicitly distinguish between the role of the Trustee for the relevant Ward and any role that PIAC may have in the processes described. PIAC is available to liaise with and assist any Trustee who requests assistance, to the extent feasible, with carrying out the process outlined below.

² Parents, as defined in the *Education Act, Ontario regulation 612/00 School Councils and Parent Involvement Committees, Last Amendment O, Reg. 330/10*.

These guidelines and best practices are subject to the PIAC Bylaws.

2. DEFINITIONS

- **Ballot** - A list of candidates that voters mark to make choices.
- **Candidate** - A nominee who has been verified as eligible to run in an election.
- **Electee** - Someone who is elected.
- **Electors** - A person who is eligible to vote in an election; a voter.
- **Nominee** - A person seeking to be named an official candidate in the ward.
- **PIAC Ward Co-Representative** - An elected parent member in a ward; votes in general meetings.
- **Trustee** - A locally-elected representative who advocates for public education in the City of Toronto.
- **Ward** - An electoral district, with geographical boundaries used in local politics.

3. PURPOSE

The **mandate** of PIAC is prescribed by the *Education Act, Ontario regulation 612/00 School Councils and Parent Involvement Committees, Last Amendment O, Reg. 330/10*.

The purpose of PIAC is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and wellbeing.

PIAC Ward Representatives are advocates who:

- Provide information and advice on parent engagement to the TDSB;
- Communicate with and support school councils of schools; and
- Undertake activities to help parents of pupils of the board support their children's learning at home and at school.

3. MEMBERSHIP

PIAC is a parent-led committee. The Co-Chairs are parents, and the majority of members are also parents. To provide a direct link to the director of education and the board, the director

and a trustee are also members of PIAC. In summary, PIAC membership is composed of the following:

- Two parent members who are **elected volunteers** from each of the 22 TDSB wards;
- Trustee member(s) as appointed by the Board;
- Director of the Board or his/her designate;
- Members from the Board's recognized Community Liaison Groups (CLGs); and
- Community representation from unions and professional associations within the TDSB.

Parent members **may be employees of the TDSB**, but must inform PIAC of the employment at the first meeting that they attend and may be asked to excuse themselves from a vote if there is deemed to be a conflict of interest.

4. PIAC MEMBER ROLES & RESPONSIBILITIES

- Attend monthly PIAC Meetings:
 - Discuss TDSB policies, procedures and initiatives and if needed make recommendations to the Board on parent engagement;
 - Discuss new developments in the Provincial education system;
 - Discuss opportunities for parent engagement;
 - Discuss the activities of Working Groups; and
 - Recommend how funding for parent involvement, provided under the *Education Act O. Reg. 612/00*, is to be used.
- Participate in at least one PIAC Working Group;
- Support PIAC annual events;
- Attend Ward meetings to provide PIAC updates and to garner community feedback to bring Ward information and recommendations back to PIAC;
- Connect with Ward Trustee & Superintendents of Education;
- Connect with School Council Chairs and parents within their Ward;

- Communicate information from the Ontario Ministry of Education and/or the TDSB to school councils and to parents/guardians of TDSB students;
- Share best practices with school councils and support partnerships between school councils to share effective practices with each other;
- Identify and reduce barriers to parent engagement; and
- Develop strategies and initiatives that effectively communicate and engage parents in improving student achievement and wellbeing.

5. TRUSTEE WARD ELECTIONS

Elections Timeline

- Where there is a vacancy in ward representation, elections can be held immediately, but ideally within 60 days of the vacancy.
- Notwithstanding, elections shall not be held during school or statutory holidays.
- Elections shall be held by Trustees in cooperation with the PCEO and PIAC. If an election cannot be held within the specified time, PIAC may take responsibility for doing so.

Nominees, Electees, and Electors

- All nominees, electees, and electors shall be Toronto District School Board parents/guardians, as defined by *Ontario Regulations 612/00* and *330/10*, and:
 - Reside in the Ward;
 - Have a TDSB-enrolled child who resides in the Ward; **or**
 - Have a child who is enrolled in a TDSB school in the Ward.
- Electees shall be elected for a period of two years.

PHASE I: PLANNING

Trustee/Shared Services

- Choose the **date, time and location/platform** for the ward meeting and election.
PIAC does not recommend hybrid (in-person and online) elections. Elections

shall be held at the Ward level, for example, Ward forum or Ward council meeting, or at a separate or additional meeting, if needed. All subsequent activities would follow as indicated in the timeline ([SEE ATTACHED](#)).

- Review the policy for **nominations from the “floor”**. PIAC recommends that floor nominations only be taken if there are no prior nominees. All nominees will be subject to verification of eligibility.
- Review the policy for **acclaimed candidates**. PIAC recommends that if there is only one nominee per position, then the candidate will be acclaimed, pending verification of eligibility.
- Review the policy where **no nominations** are received, either online or at the meeting. PIAC recommends that a new election be called if there are no candidates.

PCEO/Staff

- Identify and/or create the following **election forms and tools** for the ward based on information provided by the trustee:
 - Nomination Form (SECTION 6A)
 - Voter Registration Form (SECTION 6B)
 - Ballot (SECTION 6C)

PHASE II: NOTIFICATION

- Notices of vacancies and of elections shall be **distributed to all PIAC members**.

Trustee/Shared Services

- Inform the ward community (includes parents/guardians, school council chairs, principals and superintendents) of **ward meeting and election** through a variety of methods at least 14 days prior to the meeting date, as specified by *O. Reg. 612/00, s.35 (O. Reg. 330/10,s.6)*. Include the following:
 - Date, time, location (in-person or virtual platform) and number of open positions (ie, 1 or 2).
- Send the ward community a link to the **nomination form**. Include, the following:
 - Whether an individual can self-nominate and/or be nominated;

- Whether nominations will be taken from the floor on election night;
 - Whether candidates must be present on election night;
 - Deadline for submitting nominations (recommend 1 week prior to election);
 - Date candidates will be notified of eligibility;
 - Date and location of where the candidate list will be posted.
- Send the ward community a link to the **voter registration form**. Include, the following:
 - Deadline for submitting voter registration forms.
 - Date ballots will be sent to verified voters.

PHASE III: NOMINATIONS

PCEO/Staff

- Collect completed nomination information.
- Verify nominees and send a list of eligible candidates to the Trustee.

Trustee/Shared Services

- Notify candidates of eligibility.
- Post list of candidates and bios.

PHASE IV: VOTING

PCEO/Staff

- Collect voter registration information.
- Verify eligible voters and send a list of electors to the Trustee.
 - Voting should be by secret/private ballot ONLY, proxy voting is not recommended.
 - Eligible voters are allowed one vote per election.

Trustee/Shared Services

- Send verified voters a link to the **ballot**. Include, the following:

- Deadline to submit ballot.
- Date election results will be posted.
- Organize and run the election, as follows:
 - Clear item on agenda for election;
 - Identify a chair/lead for the elections process who will introduce the elections, outline the election process for the evening and identify scrutinisers;
 - Circulate sign-in sheets to document meeting attendees/votes;
 - Allow candidates to introduce themselves for both in-person and online elections.

PHASE V: NOTIFICATION OF ELECTION RESULTS

PCEO/Staff

- Collect votes.
- Tabulate and send results to the Trustee.

Trustee/Shared Services

- Notify the Parent and Community Engagement Office, michelle.munroe@tdsb.on.ca and PIAC, info@torontopiac.com of the successful candidates. *Successful candidates will be subject to verification of eligibility if candidates were an election time nomination.*
- Inform the ward community of election results.

6. FORMS

The forms and tools will be created and used by the PCEO/Staff. The recommended statement for collecting personal information from nominees and electors is as follows:

Notice Regarding Collection, Use and Disclosure of Personal Information by the Toronto District School Board: Your personal Information is being collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA). The information you provide will be used by the Toronto District School Board (TDSB) and the Parent Involvement Advisory Committee (PIAC) for the purposes of verifying your eligibility for PIAC membership, as outlined in Regulation 612(1b) and processing and approving your nomination application. Your personal information will not be used or disclosed for other purposes, unless permitted by FIPPA. If you have any questions about the collection of your personal information, contact the Parent and Community Engagement Office (PCEO) at 416 395-4808.

A. NOMINATION FORM

- **Create a unique nomination form for each Trustee's ward election and collect the following information:**
 - Nominee's Full Legal Name
 - Nominee's Email Address
 - Nominee's Phone Number
 - Nominee's Current Address
 - Declaration of nomination for the Ward Representative position
 - Each Child's Legal Name
 - Each Child's Address (if different from Nominee's)
 - Each Child's School
 - Bio: A brief description of the nominee and/or their interest in PIAC.
 - Declaration of eligibility: The nominee is a parent or legal guardian of a student enrolled in the TDSB and one of the following:
 - Nominee resides in the ward.
 - Nominee's child(ren) attends school in the ward.
 - Nominee's child(ren) lives in the ward.

Proof of student's address – choose any of the documents below, one from each category, showing the home address (bills must bear the name of the legal parent/guardian and be mailed to the registration address):

- Category A: Property Tax Bill / MPAC Notice of Assessment; Current mortgage statement, Rental / Lease Agreement, or deed ; Agreement of Purchase and Sale, including proof of purchase provided before the pupil attends the school, and;
- Category B: Utility Bill / e-Bill (i.e. Hydro, Water, Residential Phone/Cable/Internet Bill, Enbridge, Insurance Policy – Home, Tenant or Auto); Other official/government documents confirming residence requirements (i.e. CRA Notice of Assessment, Statement of Old Age, Security T4 (OAS) or Statement of Canada Pension Plan Benefits, etc.); Original correspondence from a government agency, legal clinic, etc. may be accepted as a second proof of address document
- Documents not acceptable in Category A or B: Driver's License; Health Card; Credit Card Statement; Cell Phone bill and/or Cell Phone e-Bill
- Declaration of perceived or implied conflict of interest (Please note that response does not affect eligibility):
 - Nominee is an employee of the TDSB.
 - Nominee is not an employee of the TDSB.
- Signature: I confirm that the above information is accurate and complete.
- **Also, include, the following:**
 - Deadline for submitting nominations.
 - Date candidates will be notified of eligibility.
 - Date and location of where the candidate list and bios will be posted.

B. VOTER REGISTRATION FORM

- **Create a unique voter registration form for each Trustee's ward election and collect the following information:**
 - Voter's Full Legal Name
 - Voter's Email Address
 - Voter's Current Address

- Each Child's Legal Name
- Each Child's Address (if different from Voter)
- Each Child's School
- Declaration of eligibility: I am a parent or legal guardian of a student enrolled in the TDSB and one of the following:
 - I reside in the ward.
 - My child(ren) attends school in the ward.
 - My child(ren) lives in the ward.
- Signature: I confirm that the above information is accurate and complete.
- **Also, include the following:**
 - Deadline for submitting voter registration forms.
 - Date ballots will be sent to verified voters.

C. BALLOT

- **Create a unique ballot for each Trustee's ward election.**
 - List candidates in alphabetical order, by last name.
 - If there are no prior nominees and Trustee takes nominations from the floor, create a generic ballot.
 - Ensure one vote per elector.
 - Voters must cast their ballot during the voting period.
- **Also, include the following:**
 - Deadline to submit ballot.
 - Date election results will be posted.

7. EVALUATION

These guidelines will be reviewed and updated as required.

8. REFERENCE DOCUMENTS

- [Procedures for the Election of TDSB Parent/Guardian Representatives and Alternates on the Parent Involvement Advisory Committee](#) (2018)
- [PIAC By-laws](#) (Revised December 1, 2021)
- [A Practical Handbook for Parent Involvement Committee Members](#) (2012)