

**Procedure for the Election of
TDSB Parent/Guardian Representatives
and Alternates on the
Parent Involvement Advisory Committee**



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

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. *O. Reg. 330/10, s. 6*.

PIAC Ward Representatives and Alternates 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.

Membership

PIAC Members are elected parent volunteers who form an Advisory Committee of the TDSB. Each of the TDSB's 22 Wards has two PIAC Members, a Representative and an Alternate.

- Members from the Board's recognized Community Liaison Groups (CLGs);
- Trustee members as appointed by the Board;
- Director of the Board or his/her designate as a resource to the committee; and
- Community representation from unions and professional associations within the TDSB.

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.

Member and Alternate Roles and 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 (e.g. budget, by-laws, membership, strategic planning, communications & outreach, consultations, P/VP hiring, PRO grant, regulation 612, annual parent conference, school council appreciation event);
- Support PIAC annual events e.g. parent conference, school council appreciation etc.
- Attend Ward meetings to provide PIAC updates and to garner community feedback to bring Ward information and recommendations back to PIAC;
- Connect with their 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 of TDSB students;
- Share best practices with school councils and support partnerships between school councils to share effective practices with each other; and
- Identify and reduce barriers to parent engagement. Develop strategies and initiatives that effectively communicate and engage parents in improving student achievement and wellbeing.

Trustee Ward Election

Ward Election Procedures

A) Electees, Electors, Eligible Voters

- Shall be Toronto District School Board parents or 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.

B) Elections Timeline

- Where there is a vacancy in representation, elections must be held between October 1 and the first week of November (inclusive);
- Elections to fill a vacancy shall be held within 60 days of the vacancy;
- Notwithstanding, elections shall not be held during school or statutory holidays.

C) Elections Location

- 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.

D) Elections Organization

- Elections shall be held by Trustees in cooperation with the PIAC;
- Option: If an election cannot be held within the specified time, PIAC will take responsibility for doing so.

E) Elections Notice

- Notice of elections at Ward level for parent/guardian PIAC representatives, including the call for nominations shall be distributed between 14 to 30 days before the election meeting date;

- Notice of the elections shall be provided through a variety of methods, as specified by *O.Reg.612/00, s.35 (O.Reg. 330/10, s.6)*. This includes advertisements in school or school council newsletters, advertisements in general circulation newspapers in the area, advertisements on radio/television in the area, notices in schools and notices on the Board's and school's web sites;
- An election information package created by PIAC shall be distributed through all available avenues, including, school councils, principals, Trustees and the Board, who shall all include it in their communications to parents (on web sites and e-newsletters, with hardcopies made available), with reminders sent closer to the election meeting date.

F) Elections Process

- Candidates are expected to introduce themselves. Time and opportunity shall be provided for such;
 - The elections shall be held by secret ballot, if there is more than one candidate for a position;
 - There shall be an acclamation if there is only one candidate for a position and a new election called if there is no candidate.

G) Election Management

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

Election Notification

There should be **clear notification** of the elections outlining the following:

- Positions available (e.g. PIAC representatives (1&2yr. terms));
- Date;
- Time;
- Location.

Nomination Process

This process should outline:

- Whether an individual can self-nominate and/or be nominated;
- Whether nominations will be taken from the floor on elections night;

- Deadline for nomination submissions;
- How nominations will be processed;
- Whether nominations will be available in advance of election night;
- Whether candidates must be present on election night.

Nominations

This process should outline whether:

- All nominations must be submitted 1 week prior to elections by e-mail; and/or
- All nominations will be presented on evening of the elections.

Election Evening

- Clear item on agenda for election;
- Identified chair/lead for the elections process will introduce the elections, outline the election process for the evening and identify scrutinisers;
- Ballots should be made available for elections;
- Voting should be by private ballot ONLY, proxy voting not recommended;
- Sign-in sheets should be circulated to document meeting attendees/votes.

Post elections

- Communication to the community as to the successful candidates;
- Trustees should notify the Parent and Community Engagement Office, michelle.munroe@tdsb.on.ca and PIAC, info@torontopiac.com of the successful candidates.

I wish to nominate _____ for PIAC

- Ward representative
- Ward alternate

I wish to self-nominate for PIAC

- Ward representative
- Ward alternate

Name: _____

All nominees:

Address: _____

Phone: _____ E-mail: _____

I live in the Ward Yes/No

I have a TDSB-enrolled child who resides in the Ward Yes/No

I have a child who is enrolled in a TDSB school in the Ward Yes/No

I agree to have my contact information posted on Trustee web page Yes/No

I am the parent/guardian of the following TDSB student(s):

Student legal name 1 (Last, First): _____ School name 1: _____

Student legal name 2 (Last, First): _____ School name 2: _____

Student legal name 3 (Last, First): _____ School name 3: _____

Student legal name 4 (Last, First): _____ School name 4: _____

Ward PIAC Elections		Ward PIAC Elections	
PIAC Ward Representative Ballot		PIAC Alternate Ballot	
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Ward PIAC Elections		Ward PIAC Elections	
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