



Candidate Frequently Asked Questions

PUBLIC SCHOOL TRUSTEE

Q – Who can be a candidate for the position of Public School Trustee to represent Zone 2 (Kanata North/Kanata South)?

A – Candidates for school board Trustee must be at least 18 years of age, a Canadian citizen, a resident in the city of Ottawa, a designated public school (English) elector and not disqualified by any legislation from holding the office of trustee. Candidates are not required to reside within the electoral zone Zone 2 (Kanata North/Kanata South).

Q – What is the process for applications?

A – To be considered for the position all candidates are asked to complete an online form. The completed application must include:

- a completed Notice of Application form to a maximum of 1000 words;
- a resume; and
- a signed Declaration of Qualification for the office of public school trustee.

Note: The information submitted by the candidate on the form will be a public document and will be posted on the Board's website upon confirmation of qualification.

Q – Where can I find a Notice of Application form?

A – A link to the form is available on the Board's website at www.ocdsb.ca.

Q – When is the application deadline?

A – Complete applications must be received no later than 12:00 p.m. (noon) on Friday, 20 September 2024. Please note that applicants who do not meet the qualifications by the deadline will be disqualified.

Q – Who is disqualified by legislation from holding the office of school board trustee?

A – A person is disqualified from holding the office if they are:

- an employee of the Ottawa-Carleton District School Board, unless they are on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*
- a clerk or treasurer or deputy-clerk or deputy treasurer of the City of Ottawa, unless they are on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*
- a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada
- a member of the Executive Council of Ontario of a federal Minister of the Crown
- a person who is serving a sentence of imprisonment in a penal or correctional institution
- a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, during an election that occurred less than four years prior to the date of this application
- a former electoral candidate convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada) or disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

Q – How do I get the Declaration of Qualification signed?

A – The Declaration of Qualification form must be signed in the presence of a Commissioner of Oaths. A Commissioner of Oaths is any lawyer in Ontario, a notary outside of Ontario, or an individual who has been named a Commissioner by the Ontario Ministry of the Attorney General and may include a lawyer, a professional engineer or municipal Clerk or member of City Council.

Q – What is an English language public school elector?

A – For school board elections, electors are identified by a school support designation. In Ontario, everyone is an English language, public school elector,

unless they qualify to be otherwise (i.e. English Catholic; French Catholic; French Public) and have completed the appropriate forms. For example, if you are a designated English Catholic school supporter, you are not eligible to be a public school board trustee.

Upon receipt of your Notice of Application and Declaration of Qualification, the OCDSB will verify that you are an English Public school supporter. In the event that you are not an English language public school elector, you will be notified by the OCDSB staff and will be DISQUALIFIED unless there is sufficient time for you to change your [school support designation](#) and notify our office prior to 12:00 p.m. (noon) on Friday, 20 September, 2024.

Q – What information will be made available publicly?

A – The names of all qualified candidates and the Notice of Application will be posted on the OCDSB website as they are received. The Declaration of Qualification and personal resumes will NOT be posted or made available publicly. Contact information for candidates will be made available ONLY with the prior signed consent of the candidate (see authorization for release of contact information).

Q – What will the appointment process be to fill the trustee vacancy?

A – All qualified candidates will be invited to attend a special public Board meeting on Tuesday, 15 October 2024. Each candidate will be afforded an opportunity to make a presentation (maximum five (5) minutes) to the Board outlining why they should be selected as the trustee for Zone 2. The date and time will be confirmed with each applicant following the closing date. The process will be as follows:

- The order of presentations will be determined by draw;
- Staff will contact the candidates to share details and the presentation time;
- Candidates will be invited to make a maximum five-minute presentation individually to the Board of Trustees.
- There shall be no candidate nomination material in the meeting (other than the application documentation distributed to members of the Board for the meeting);
- Candidates will be permitted to remain in the Boardroom following their presentation;
- At the conclusion of all presentations, there will be a brief recess and then the full slate of candidates will be nominated and duly seconded;
- An election will be held by secret ballot in accordance with the process for elections outlined in the Board's By-laws. The Chair will disclose the result, but not declare the count.

Q – When will the appointed individual take office?

A – The successful candidate will be sworn in at the Board’s regular meeting scheduled for Tuesday, 29 October 2024 for a term ending 14 November 2026.

Q - What can I expect to be paid as a Public School Trustee?

A - Ottawa-Carleton District School Board Trustees are currently paid \$16,436.33 per year. For this year, the salary of the successful candidate would be prorated.

Q – Where can I get more information on the role of a school board trustee?

A – General information about the school district and the responsibilities of a school board trustee are available on our website. The OCDSB has prepared a comprehensive Candidate Information Package. Copies of this package will be available on the District website.

Need more information?

Contact Cynthia Donkers, Team Manager, Corporate Records at (613) 596-8211, extension 8609, or at cynthia.donkers@ocdsb.ca