

Candidate Frequently Asked Questions

PUBLIC SCHOOL TRUSTEE

Q – Who can be a candidate for the position of Public School Trustee to represent Zone 10 (Somerset/Kitchissippi)?

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 10 (Somerset/Kitchissippi).

Q – What is the process for applications?

A – To be considered for the position all applications 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.

Upon application, candidates will also be asked to send an electronic copy of their Notice of Application and resume to *michele.giroux@ocdsb.ca* in Word format.

Note: The information submitted by the candidate on the prescribed 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 copy of the Notice of Application form is included in this package and is also available on the Board's website at www.ocdsb.ca.

Q – When is the application deadline?

A – Signed applications must be received no later than 12 noon on Friday, 31 January 2020 to the Ottawa-Carleton District School Board, 133 Greenbank Road, Ottawa, Ontario K2H 6L3. 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 he or she is:

- an employee of the Ottawa-Carleton District School Board, unless he or she is 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 he or she is 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 he or she qualifies to be otherwise (i.e. English Catholic; French Catholic; French Public) and has 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 a Public English 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 noon on Friday, 31 January 2020.

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 interviewed on Tuesday, 11 February 2020 or on Tuesday, 18 February 2020 at a Committee of the Whole, Public meeting, subject to the number of applicants. The date will be confirmed with each applicant following the closing date. The process will be as follows:

- Staff will contact the candidates to arrange an interview time;
- The order of interviews will be determined by draw;
- Candidates will be sequestered prior to their interview and will not be permitted to use electronic communicating devices, which may include but are not limited to cell phones, tablets or laptop computers;
- Candidates will be invited to make a maximum five-minute presentation individually to the Board of Trustees, which will be followed by a question and answer period of up to 10 minutes (for a maximum of 15 minutes per candidate);
- Candidates will be permitted to use electronic equipment to support their presentation upon advance notice up to 12:00 noon on Friday, 7 February 2020, however the distribution of additional printed materials during the interview will not be permitted;
- 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 attend the public meeting following their interview;
- At the conclusion of all interviews, 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, 25 February 2020 for a term ending November 14, 2022.

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 may be picked up from the Ottawa-Carleton District School Board Administration Building at 133 Greenbank Road during regular business hours through the Executive Officer, Corporate Services or the Board Services Division.

Need more information?

Contact Michèle Giroux, Executive Officer, Corporate Services at (613) 596-8211, extension 8607, or at *michele.giroux@ocdsb.ca*.