CATHOLIC SCHOOL PARENT COUNCILS (CSPC)

2026/2027 SCHOOL YEAR

ANNUAL GENERAL MEETING (AGM)

CSPC PARENT ELECTIONS

INAGURAL MEETING

Policy

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Frequently Asked Questions

Policies

We find within Board Policeis guidance and direction for our Catholic School Parent Councils (CSPC) which stem from the Education Act 612/00.

Within the Appendix A | CSPC By-Laws | S.10 | TCDSB Policy

Article II - Purpose of the Organization

- In the spirit of the mission and vision statements of the Toronto Catholic District School Board (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the principal and, where appropriate, the Board on any matter in accordance with the Education Act and the policies, guidelines and operating procedures of the Board.

5.4 The Role and Responsibility of The Council

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topic-specific meetings.
- Actively and accurately represent the views of the school community.
- Encourage and promote parental engagement and support.

Within the Catholic School Parent Councils | TCDSB Policy

Regulation 20

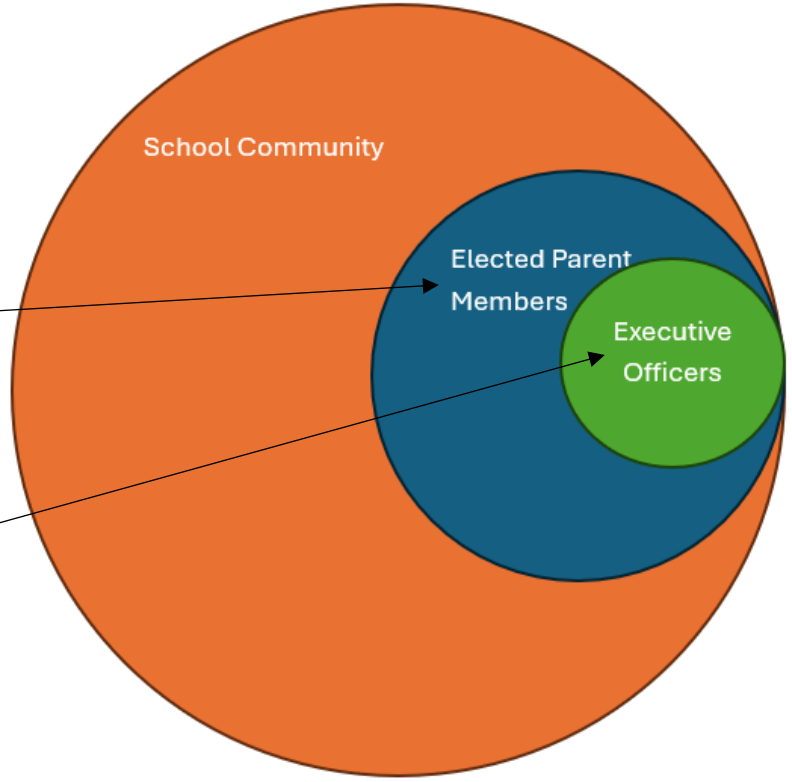
Every effort will be made to ensure that CSPC is representative of the diversity within a school community.

Order of CSPC Business

With each new school year, the Council and its school community reflect on the previous year's achievements, identify opportunities for improvement, and begin a new cycle of elections and meetings.

Initial CSPC Meetings – Order of Business		
Annual General Meeting (AGM)	**Parent Elections**	**Inaugural Meeting**
1. Presenting Annual Reports and Financials 2. Ratifying the CSPC By-laws 3. Criminal Record and Judicial Matters Check 4. Presenting CPIC Election Information	1. Electing the number of elected parent members (aka voting members or parent representatives)	1. Electing the Executive Officer 2. Appointing Members 3. Setting the CSPC Meeting Dates 4. Any Urgent Business

Who can cast a vote and When
The whole School Community (parents/guardians) in attendance at the AGM can vote to ratify the CSPC By-Laws.
The whole School Community (parents/guardians) in attendance at the Parent Elections Meeting can vote to elect the **Elected Parent Members.**
ONLY the Elected Parent Members can stand for Executive Officer Positions (chair/co-chair, treasurer, secretary) and along with teacher and non-teaching representatives, if any, can vote to elect the **Executive Officers.**



Composition of the Catholic School Parent Council (CSPC)

CSPC Members	How are the Positions Filled and Number of Positions	Can They Vote?
Principal	Designated by default	No
Parent/Guardian Representatives (Elected Parent Members)	Elected each year at the CSPC Parent Elections meeting by the whole school community. ➢ The number of elected parent members is determined by CSPC By-Laws, *Article 5.1 Elected Voting Members* as ratified during the Annual General Meeting.	Yes
Teacher Representatives	Elected each year by teachers, full or half-time, other than administration or non-teaching staff in a separate election prior to the CSPC elections. ➢ One (1) Teacher representative position	Yes
Non-Teaching Representative (i.e., DECE, EA, ILE instructors, secretary, clerk typist, caretakers, lunch supervisors, support staff)	Elected each year by school employees, full or half-time, other than administration and teachers, in a separate election prior to the CSPC elections. ➢ One (1) Non-Teaching representative position	Yes
Pastor (or parish designate)	To be filled by the Pastor of the local parish or a designate, selected by the pastor to represent him. ➢ One (1) Pastor (or parish designate) position	Yes
Community Representative(s)	Appointed by the newly elected council at the Inaugural meeting. Shall be a person to represent segments of the Catholic school community not represented. (Community representatives should be selected from examples: representative from a local business association/community group, City Councillor's office etc., Cannot be a parent in the school community) ➢ The number of community representatives is determined by CSPC By-Laws, *Article 5.2 Appointed Voting Members* as ratified during the Annual General Meeting ➢ Should not be a parent/guardian of the school	Yes
Parent with Interest in Special Education	Appointed by the newly elected council at the Inaugural meeting. Shall be a person that has perspective about special education in our board ➢ One (1) Parent with Interest in Special Education position	Yes
Student Representative (Secondary)	In a secondary school with a student council, a student representative will be appointed by the student council. In a secondary school without a student council, a student representative will be elected by the students in the school in an election held for that purpose.	Yes
Student Representative (Elementary)	In an elementary school, a student appointed by the principal of the school, if the principal determines, after consulting with other members of the school council, that the council should include a pupil.	Yes
Non-voting Parents/Guardians	All members of the Catholic school community, subject to the Board's policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.	No

Notes

1. If the Community Representative or the Parent with Interest in Special Education have more candidates than the number of positions available, an election is held for these positions.
2. If any of the following positions cannot be filled and are vacant, *Teacher Representative, Non-Teaching Representative, Pastor (or parish Designate), Community Representative, Parent with Interest in Special Education, Student Representative (Secondary and Elementary),* The Council can still function with only elected parent members.

Agendas



SCHOOL NAME
Annual General Meeting (AGM)
(*Date/Time*)



At the AGM the outgoing CSPC will present annual reports to the parents/guardians of the whole school community, provide an overview of activities and fundraising. The whole school community will then participate in the ratification of the CSPC By-Laws. They will be provided with information about the Criminal Record and Judicial Matters Check and CPIC Elections. The council will then be dissolved.

Appendix A | CSPC By-Laws | S.10 | TCDSB Policy

Agenda Items	Responsibility	Time
1. Call to Order, Welcome and Prayer, Roll Call	Chair/Co-Chairs	
2. Approval of Agenda	Chair/Co-Chairs	
3. Approval of Previous Meeting Minutes A. Last meeting of 2025/2026	Chair/Co-Chairs	
4. CSPC Annual Report (completed and submitted to the Board) This report is also posted on the school's website A. CSPC Governance and Activities. B. PIC and PRO Grant Funds utilization. C. CSPC Financials June 1st, 2025 to May 31st, 2026.	Chair/Co-Chairs	
5. Chair/Co-Chairs' Annual Report A. A brief overview of the 2025/2026 school year.	Chair/Co-Chairs	
6. Treasurer's Report A. CSPC financials from June 1st, 2026 to the date of the AGM. This will provide what funds are available for the 2026/2027 school year before any fundraising is done.	Treasurer	
7. Principal's Annual Report A. A brief overview of the 2025/2026 school year.	Principal	

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8. TCDSB, CSPC By-Laws – Ratification of Amendments TCDSB CSPC By-Laws.docx End of Year Activities and Review of CSPC By-Laws (April 2026) A. Present proposed amendments brought forward by outgoing council. B. All parents/guardians present at the AGM vote to ratify the proposed amendments and set the by-laws for the 2026/2027 school year.	Principal	
9. Criminal Record and Judicial Matters Check A. Members of CSPCs are required to complete.	Principal	
10. Toronto CPIC Elections **A.** Present available positions available for parents on CPIC Catholic Parent Involvement Committee (CPIC) Elections | Toronto Catholic District School Board	Principal	
11. Adjournment (Current CSPC council is dissolved)	Principal	

Agendas

LOGO NAME
SLOGAN HERE

SCHOOL NAME
CSPC Parent Elections
(*Date/Time*)

Toronto Catholic District School Board

At the Parent Election meeting **the number of elected parent members** as stated in the CSPC by-laws Article 5.1 Elected Voting Members will be voted in by all parents/guardians in attendance.

Appendix A | CSPC By-Laws | S.10 | TCDSB Policy

Agenda Items	Responsibility	Time
1. Call to Order	Chair of the Election Committee or Principal	
2. Introduction of Election Committee Members and review of Election Procedure A. Article VI - Election and Appointment Procedures	Chair of the Election Committee or Principal	
3. Review of the Role and Responsibility of the Council 1. Article 5.4 The Role and Responsibility of The Council	Chair of the Election Committee or Principal	
4. Nominations for Elected Parent Members A. Roll call of submitted nominations. ➢ *Candidate must be present at the CSPC Parent Election Meeting to confirm nomination.* B. Call for nominations from the floor.	Chair of the Election Committee or Principal	
5. Election of Parent Members A. The number of elected parent members is in accordance with Article 5.1 Elected Voting Members B. If number of parent/guardian nominations is **greater than the number of elected parent members** in the by-laws, an election is held. ➢ *Voting shall be by secret ballot. There shall be no proxies. (Article 6.1 General Procedures)* **C.** If number of parent/guardian nominations is **equal to or less than the number of elected parent members** in the by-laws, all candidates are acclaimed, and no election is required.	Chair of the Election Committee or Principal	

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6. Announcement of Elected Parent Members A. If an election is held, scrutinizers are to count and verify the votes and present election results. B. If no election is held, acclaimed members are presented.	Chair of the Election Committee or Principal	
7. Adjournment (Elected Parent Members have been selected)	Chair of the Election Committee or Principal	

Agendas

LOGO NAME
SLOGAN HERE

SCHOOL NAME
Inaugural Meeting
(*Date/Time*)

Toronto Catholic District School Board

At the Inaugural meeting **the Executive Officers (chair/co-chairs, treasurer and secretary)** will be elected by ONLY the elected parent members and teaching and non-teaching representatives. ONLY elected parent members can stand for an executive officer role. After election of the executive officers, the elected parent members and teaching and non-teaching representatives will make appointments and set all meeting dates.

Appendix A | CSPC By-Laws | S.10 | TCDSB Policy

Agenda Items	Responsibility	Time
1. Call to Order	Principal	
2. Review of CSPC Executive Roles and Responsibilities and election Procedure 1. Article VIII - Executive Officers 2. The CSPC is to decide if the council will be led by a Chair or Co-Chairs prior to the start of election.	Principal	
3. Election of the CSPC Chair/Co-Chairs 1. Call for nominations for chair/co-chairs *(Only elected parent members can nominate)* 2. Election of the chair *(Only elected parent members, teacher and non-teaching representative can vote)*	Principal	
4. Election of the CSPC Treasurer 1. Call for nominations for treasurer *(Only elected parent members can nominate)* *2.* Election of the treasurer *(Only elected parent members, teacher and non-teaching representative can vote)*	Newly Elected Chair/Co-Chairs and Principal acts as a scrutineer	
5. Election of the CSPC Secretary 1. Call for nominations for secretary *(Only elected parent members can nominate)* 2. Election of the secretary *(Only elected parent members, teacher and non-teaching representative can vote)*	Newly Elected Chair/Co-Chairs and Principal acts as a scrutineer	

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6. Appointment or election (if more than one candidate comes forward) of the following positions: A. Community Representative(s) - number as per CSPC By-Laws, Article 5.2 Appointed Voting Members. ➢ *This position cannot be filled by a parent/guardian of the school* B. A Parent with Interest in Special Education NOTE: The position of the parish representative is to be filled by the Pastor of the local parish or a designate, selected by the pastor to represent him.	Newly Elected Chair/Co-Chairs and Principal acts as a scrutineer	
7. Dates for CSPC Meetings for the 2026/2027 School Year A. Provide all CSPC meeting dates, times and locations as per number of meetings listed in the CSPC By-Laws, Article 11.2 The Calendar of Meetings	Newly Elected Chair/Co-Chairs and Principal	
8. Standing Committees (Sub-Committees of the Whole Council) • May recruit members at the inaugural meeting or at any other scheduled CSPC meetings when standing committee is established. • Include Standing Committee on CSPC agendas as to allow the whole school community the opportunity to volunteer. Sub-committees can recruit members from the whole school community.	Newly Elected Chair/Co-Chairs	
9. Urgent CSPC Business • If the CSPC has business that is time sensitive, it can be added to the agenda to discuss. • Any other business will be discussed at the next scheduled CSPC meeting	Newly Elected Chair/Co-Chairs	
10. Adjournment (Executive Officers Elected and Appointments made)	Newly Elected Chair/Co-Chairs	

FAQs – AGM, Parent Elections, Inaugural Meeting

1. **What is the purpose of the Catholic School Parent Council (CSPC)?**
   - ❖ As per *Article II - Purpose of the Organization of the CSPC By-Laws* - In the spirit of the mission and vision statements of the Toronto Catholic District School Board (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. As well, The Council will enhance the accountability of the education system to parents by making recommendations to the principal and, where appropriate, the Board on any matter in accordance with the Education Act and the policies, guidelines and operating procedures of the Board.

2. **What is the Role and Responsibility of the CSPC?**
   - ❖ As per *Article 5.4 The Role and Responsibility of The Council* is
     The Catholic School Parent Council shall:
     • Represent the best interests of all students.
     • Maintain ethical standards and set ground rules of respect for all meetings.
     • Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
     • Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
     • Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topic specific meetings.
     • Actively and accurately represent the views of the school community.
     • Encourage and promote parental engagement and support.

3. **What is the order for the initial CSPC meetings at the beginning of the school year?**
   - ❖ The order of initial CSPC meetings at the beginning of the school year are
     1. Annual General Meeting (AGM)
     2. Parent Elections
     3. Inaugural meeting

FAQs – AGM, Parent Elections, Inaugural Meeting

4. **Are the AGM, CSPC Parent Elections and the Inaugural meeting held in-person or via a virtual platform?**
   - ❖ The format can be either in-person or virtual and is a local collaborative decision between the Election Committee and the school Principal. The school must provide a public platform for all parents of the school community who wish to attend.

5. **Can the school schedule the AGM, Parent Elections and the Inaugural meeting for the same day?**
   - ❖ The AGM, Parent Elections and Inaugural meeting can be scheduled for the same day.
   - ❖ However, based on the history of the school, if it is anticipated that there will be more candidates running for council than the available positions for elected parent members, meetings can take place on separate days. It is recommended that the Inaugural Meeting take place on a different date, after which time the principal and election committee can determine the successful candidates that will fill the number of elected parent member positions on The Council, prior to the election of the executive positions by newly elected parent members and Teacher and non-teaching representatives.
   - ❖ At a minimum, there should be breaks between all three meetings.

6. **Does the parent/guardian need to be present at the Parent Election Meeting once a nomination form is submitted?**
   - ❖ Yes. A parent/guardian seeking election as an elected parent member is expected to attend the Parent Election Meeting to confirm their nomination and, where applicable, introduce themselves to those present prior to the election process. Attendance helps ensure that nominees are willing to serve and provides an opportunity for parents to make informed voting decisions.

FAQs – AGM, Parent Elections, Inaugural Meeting

7. **Does this exception apply to other CSPC positions?**
   - ❖ This expectation also applies to appointed positions, such as: Community Representative; and

   Parent Representative with an Interest in Special Education**.** Individuals being considered for these appointed positions should attend the Inaugural Meeting at which the appointments will be considered, so they can confirm their interest in serving on the CSPC.

8. **What happens if there are vacancies after the Parent Elections and Inaugural meetings are held?**
   - ❖ If vacancies remain after the Parent Election and the Inaugural meetings, the vacant positions may be filled during a subsequent CSPC meeting in accordance with the CSPC By-Laws and election procedures.

9. **Can a person vote at a CSPC meeting if they are not present?**
   - ❖ No. Only members who are present at a called CSPC meeting may vote on motions, elections, appointments, or other matters before the Council. Proxy voting is not permitted under the CSPC By-Laws.
   - ❖ This requirement applies to all CSPC meetings, including:
     - Annual General Meetings (AGM);
     - Parent Election Meetings;
     - Inaugural Meetings; and
     - Regular CSPC Meetings

10. **What is the role of a non-voting parent/guardian?**
    - ❖ A non-voting parent/guardian may attend CSPC meetings, participate in discussions, serve on subcommittees, and volunteer at CSPC-sponsored events and activities. While they are not eligible to vote on motions, elections, appointments, or other Council decisions, they play a valuable role in supporting the work of the CSPC and contributing to initiatives that enhance student achievement, well-being, and parent engagement.

FAQs – AGM, Parent Elections, Inaugural Meeting

11. Who can vote for the elected parent members?

- The whole school community (parents/guardians) that is present can participate in the vote for elected parent members (aka voting parent members) during the Parent Elections meeting.

12. Who can vote for the executive officers?

- ONLY the newly elected parent members and the teacher and non-teaching representatives, if any, can participate in the vote for the executive officers during the Inaugural meeting.

13. Are the executive officer positions additional positions to the number of elected parent members as per the school's CSPC By-Laws?

- No, executive officers are not additional positions and are selected from the newly elected parent members.

14. Who can appoint a community representative and parent with interest in special education positions?

- ONLY the newly elected parent members and the teacher and non-teaching representatives, if any, can participate in the vote for the executive officers during the Inaugural meeting.

15. Can the election of the CSPC executive members and appointments be made in private?

- No. The election of CSPC Executive Officers and the appointment of representatives must be conducted at a meeting that is open, public, and accessible to the school community. The transparency of this process helps ensure accountability and confidence in Council governance

16. How long is term for each CSPC member?

- Each member of the CSPC elected and appointed has a term length of one school year. The process of establishing CSPC membership occurs each new school year.

17. Does the chair have to be Roman Catholic?

- Yes. The chair or at least one of the co-chairs must be Roman Catholic.

FAQs – AGM, Parent Elections, Inaugural Meeting

18. If the school's CSPC By-Laws stipulate that the chair/co-chairs can hold office for two (2) consecutive years, must they be re-elected as a parent representative?

- Yes. To be eligible for election or re-election as Chair or Co-Chair, an individual must first be elected as a parent member of the CSPC. If the current Chair or Co-Chairs are not elected to one of the parent member positions, they are not eligible to serve or be re-elected as Chair or Co-Chair, regardless of the number of consecutive years permitted under the by-laws.
- The two-year consecutive term limit applies only to an elected parent member who continues to serve on the CSPC and holds the position of Chair or Co-Chair. Once the maximum consecutive term has been reached, the individual may remain a member of the CSPC if eligible under the by-laws but cannot be re-elected as Chair or Co-Chair until at least one full term has elapsed since their last term in that role. After that period, they may again be eligible for election as Chair or Co-Chair.

19. Can a TCDSB employee run for the chair/co-chairs position?

- No, a TCDSB employee cannot run for the chair/co-chairs position as per CSPC By-Laws.

20. Can a TCDSB employee who works at a school where their child attends (e.g., teacher, educational assistant, ECE, lunch supervisor, secretary, etc.), run for the position of elected parent member?

- No, the only positions that a TCDSB employee who works at the school where their child attends can run for are the teacher or non-teaching representative positions according to the employee group that they belong to.

21. Can a TCDSB employee who works at a school that their child doesn't attend (e.g., teacher, educational assistant, ECE, lunch supervisor, secretary, etc.), run for the position of elected parent member at their child's school?

- Yes, and they are required to disclose their employment on the nomination form and prior to the election. And as per question #19, they cannot run for the chair/co-chairs position.

FAQs – AGM, Parent Elections, Inaugural Meeting

22. Is the Snack Nutrition Program Coordinator and employee of the Board?

- The Snack Nutrition Program Coordinator is not a Board employee. They are a volunteer who receives an honorarium from the school using funds provided by the Angel Foundation for Learning.

23. Can a parent fill the Pastor position?

- No, the Pastor position shall be held by the Pastor of the local church affiliated to the school or the by a person designated by the Pastor.

24. Who can be a Community Representative?

- The community representative(s) shall be a person who represents segments of the Catholic school community not represented on the CSPC. (Community representatives should be selected from examples: representative from a local business association/community group, City Councillor's office etc.)
- A parent/guardian of the school cannot be the Community Representative.
  A CSPC reserves the right not to appoint a candidate to the Community Representative position if it concludes that the candidate is not the right fit.

25. Do all members of the CSPC require Criminal Record and Judicial Matters Check?

- Yes, members of CSPCs are required to complete a Criminal Record and Judicial Matters Check as a condition of participation. The Board will provide the letter required for the Criminal Record and Judicial Matters Check fee to be waived.

26. Is a member of the CSPC that has a current Police Record Check with their workplace or organization required to complete the Criminal Record and Judicial Matters Check with the Board?

- Yes, that member will still be required to complete the Criminal Record and Judicial Matters Check with the Board. The Board will provide the letter required for the Criminal Record and Judicial Matters Check fee to be waived.

FAQs – AGM, Parent Elections, Inaugural Meeting

27. When is a Vulnerable Sector Check required for a parent?

- A Vulnerable Sector Check is required if they will be attending any activities in which they will have direct and ongoing contact with students, including if they will be responsible for supervising or directing students or will be unsupervised with students. The cost of the Vulnerable Sector Check will be at the CSPC member's own expense.

If there are additional questions that have not been answered, please email parent.engagement@tcdsb.org