CATHOLIC SCHOOL PARENT COUNCILS (CSPC)
AGM, PARENT ELECTIONS & INAUGURAL MEETING
2026

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. (Article 2, Appendix A, Catholic School Parent Council)

OVERVIEW OF PROCESSES	
TIMELINE	**ACTION**
End of the 2025/2026 school year	In consultation with the principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parents, teaching staff, non-teaching staff and student members. (Article 6.1, Appendix A, Catholic School Parent Council)
Tuesday September 8, 2026	First Day of 2026/2027 School Year
By **Wednesday October 7, 2026** (Deadline Date for AGM, Parent Elections and Inaugural Meeting)	The election of parent, teacher, school employee and student representative of the CSPC will be held **within the first 30 calendar days of each school year**. (Reg. 16, Catholic School Parent Council)
At least 14 days in advance of the chosen CSPC AGM and Parent Election Date	On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least **14 days before the date of the election of parent members** (Reg. 17, Catholic School Parent Council)
Teaching, Non-Teaching and Student Representatives **(These members are elected outside the CSPC meetings)**	**1.** Election of the teacher and non-teacher representatives i. Elections are to be organized by the principal. ii. Teacher representative, to be elected by teachers employed at the school. iii. Non-teacher representative, to be elected by non-teaching employees at the school. **2.** Election of student representative (secondary only) i. Will be a member of the elected student body. ii. In a school without a student council, the representative will be elected by the students in

	an election held for that purpose. Note: In elementary school, a student representative is appointed if the principal, after consulting with The Council determines to include a student.
Order of Initial CSPC Meetings and Items of Business (Agendas on SharePoint in folder Annual General Meeting (AGM), CSPC Parent Elections & Inaugural Meeting will provide additional guidance)	**1. Annual General Meeting (AGM)** i. CSPC Annual Reports ii. TCDSB, CSPC By-Laws – Ratification of Amendments ➢ All parents of children enrolled at the school in attendance can vote to ratify the CSPC By-Laws. iii. Criminal Record and Judicial Matters Check Requirement (Reg. 28, Catholic School Parent Council). iv. Toronto Catholic Parent Involvement Committee (CPIC) Elections Information. **2. CSPC Parent Elections** i. Election of elected parent members to The Council, as per the number of positions in the local TCDSB, CSPC By-Laws (# as per by-laws , Article 5.1, Appendix A). ➢ All parents/guardians of children enrolled at the school in attendance can vote for the elected parent members on The Council. **3. Inaugural Meeting** i. Election of the executive officers (chair/co-chair, treasurer, secretary) ➢ Executive officers will be elected ONLY by the newly elected parent members of the school's CSPC and teaching and non-teaching representatives (if any). ii. Appointment of voting members A. community representative(s) (# as per by-laws, Article 5.2, Appendix A) B. a parent who has an 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. iii. Setting the CSPC meeting dates, times and locations for school year (# as per by-laws , Article 11.2, Appendix A)
By Wednesday October 14, 2026	The Principal will update the names of the CSPC Chair/Co-Chairs and Treasurer on the TCDSB Application. Once the Principal has updated the information the newly appointed Chair/Co-Chairs and Treasurer will receive an email from the TCDSB ICT Department granting access to their designated CSPC and Treasurer email.
Resources	CSPC Policy Catholic School Parent Councils | TCDSB Policy CSPC By-Laws Appendix A Appendix A | CSPC By-Laws | S.10 | TCDSB Policy CSPC SharePoint https://tcdsbcec.sharepoint.com/teams/Parents-CSPC CSPC Website https://www.tcdsb.org/page/catholic-school-parent-councils
Questions	Parent.engagement@tcdsb.org