

# APPLICATION PROCESS TO FILL TRUSTEE VACANCY

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The Greater Essex County District School Board is seeking qualified candidates to serve as Public School Trustees for two vacancies: one representing Amherstburg/LaSalle and the other representing Leamington/Pelee Island.

To be qualified candidates need to be:

- At least 18 years of age;
- A Canadian citizen;
- A resident in the region of the Greater Essex County District School Board;
- A designated English-language public school board supporter;
- Qualified to vote for members of the GECDSB; and,
- Not disqualified by any legislation from holding the office of trustee.

Candidates are not required to reside within the electoral of Amherstburg/LaSalle or Leamington/Pelee Island. Please note that applicants who do not meet the qualifications will be disqualified.

Qualified candidates will be invited to submit:

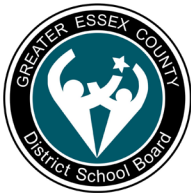
- A completed Notice of Application form;
- A resume; and,
- A completed and signed Declaration of Qualification for the office of public school board trustee in order to be considered for the position.

Names and Notice of Application Form of all qualified candidates will be posted on the Board's website upon confirmation of qualifications.

The application deadline is Wednesday, December 10, 2025 at 12:00 p.m.

Candidates should ensure qualifications with the Municipal Property Assessment Corporation prior to submitting their application by calling 1-866-296-6722 or visit their website at <https://www.mpac.ca/en/MakingChangesUpdates/SchoolSupportDesignation>

Upon receipt of an application (all 3 documents), staff will confirm residency and school support status with the Municipal Property Assessment Corporation (MPAC). Those candidates whose qualifications cannot be confirmed by MPAC prior to the application deadline will be disqualified.



## NOTICE OF APPLICATION

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### CONTACT INFORMATION

<b>Name:</b>	
<b>Address:</b>	
<b>Home Phone No:</b>	
<b>Business No:</b>	
<b>Cellular No:</b>	
<b>Email address:</b>	

Which position are you applying for:

<input type="checkbox"/>	Amherstburg/LaSalle	<input type="checkbox"/>	Leamington/Pelee Island	<input type="checkbox"/>	Both
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### Consent to Release Information

The attached Notice of Application Form will be posted on the Greater Essex County District School Board website. However, we will not release contact information for candidates without authorization. Please check below if you consent to release the following information to the public:

<input type="checkbox"/>	Name
<input type="checkbox"/>	Address

I, \_\_\_\_\_, hereby consent to the release of the contact information noted above.

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Candidate Signature

# NOTICE OF APPLICATION FORM

## Office of Public School Trustee

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### APPLICANT INTEREST

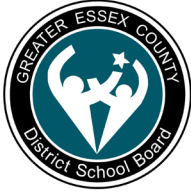
Please explain why you feel you should be the successful candidate for the position of Trustee (maximum 1000 words). Outline your commitment to public education as reflected in your involvement in Greater Essex County District School Board public schools or its committees, including your background, qualifications, interests, and experience that support your candidacy.

**NOTICE OF APPLICATION FORM**

Name of Applicant
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Personal information on this form is collected as part of the trustee application process and will be used to assist in the decision-making process to fill the vacancy for the position of Trustee. The Notice of Application form will be a public document and posted to the Board's website. The Greater Essex County District School Board reserves the right to post the information on the Board's website.



# DECLARATION OF QUALIFICATION FOR THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD OFFICE OF PUBLIC SCHOOL TRUSTEE

**Name of Applicant:**

**Municipal Address (including postal code):**

**Mailing Address (if different):**

**Home Phone:**

**Business Phone:**

**Cell Phone:**

**E-mail Address:**

## DECLARATION OF QUALIFICATION

I, ....., an applicant for the office of Public School Trustee, declare that I am presently legally qualified, or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed or elected and to hold the office for which I am seeking appointment and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the **City of Windsor** on this.....day of.....2025

\_\_\_\_\_  
(Signature of Commissioner for Taking Affidavits)

\_\_\_\_\_  
(Signature of Applicant)

## CERTIFICATE OF RECEIPT

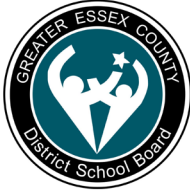
**Date application received:** \_\_\_\_\_

**Application Complete:** \_\_\_Yes \_\_\_No

This application was received prior to 12:00 p.m. on December 10, 2025 and will be submitted to the Board for consideration in the filling of the vacancy for the Office of School Trustee.

\_\_\_\_\_  
(Signature of Director of Education or designate)

\_\_\_\_\_  
(Date certified)



# CANDIDATE FREQUENTLY ASKED QUESTIONS PUBLIC SCHOOL TRUSTEE

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## **School Board Trustees – Who are they? Why are they important?**

School board trustees are the members of a school board. They are locally-elected representatives of the public, and they are the community's advocate for public education. They are required to carry out their responsibilities in a manner that assists the board in fulfilling its duties under the *Education Act*.

Trustees play a key leadership role in ensuring that schools operate within the standards established by the province, and that programs and services remain responsive to the diverse communities they serve.

School boards are responsible to student achievement and well-being, safe and inclusive school climates, ensuring effective stewardship of the board's resources, and delivering effective and appropriate education programs for their students.

## **Who can be a candidate for the position of Public School Trustee?**

Candidates for school board Trustee must be at least 18 years of age, a Canadian citizen, a resident in the area of jurisdiction of the Greater Essex County District School Board, an English-language public school board supporter (see below), qualified to vote for members of the GECDSD and not disqualified by any legislation from holding the office of trustee. Candidates are not required to reside within the electoral zone (Amherstburg/LaSalle or Leamington/Pelee Island).

## **What is an English language public school elector?**

For school board elections, electors are identified by a school board's support designation. For example, if you are a designated English-language Catholic school board supporter, you are not eligible to be an English-language public school board trustee.

Upon receipt of your Notice of Application and Declaration of Qualification, the Greater Essex County District School Board will work with the Municipal Property Assessment Corporation to verify that you are an English-language public school board supporter. In the event that you are not an English-language public school board supporter, you will be DISQUALIFIED.

## **What is the process for application?**

To be considered for the position all applications must include:

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

## **Where can I find a Notice of Application form?**

A copy of the Notice of Application form is included in this package and is also available on the Board's website at [www.publicboard.ca](http://www.publicboard.ca)

### **When is the application deadline?**

Signed applications must be submitted online or delivered to 451 Park Street West no later than 12:00 p.m. Wednesday, December 10, 2025. Please note that applications who do not meet the qualifications by the deadline will be disqualified.

### **Who is disqualified by legislation from holding the office of school board trustee?**

- any person not eligible to vote for the GECDSB election;
- an employee of any district school board or school authority in Ontario, or clerk, deputy clerk, treasurer or deputy treasurer of a municipality or upper-tier municipality within the jurisdiction of the GECDSB, unless they
- take an unpaid leave of absence before being nominated, and
- resign, if elected to the office; (See additional note below)
- a member of any other district school board in Ontario, a member of a school authority in Ontario, a member of the council of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the GECDSB, an elected member of a local board, as defined in the *Municipal Affairs Act*, or a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the GECDSB, unless the person has filed their resignation with the secretary of the other district school board or school authority or with the clerk of the municipality or upper-tier municipality, as the case may be;
- a judge of any court;
- a member of the Legislative Assembly of Ontario (MPP), a Senator or a member of the House of Commons (MP); or
- an inmate of a penal or correctional institution under sentence of imprisonment.

Note: An employee of a school board in Ontario who wishes to run for office on any school board in Ontario must take an unpaid leave of absence prior to being nominated. If elected, the employee must resign. A person may not be employed by one school board and hold office on a different school board. A clerk, treasurer, deputy clerk, deputy treasurer of a municipality with the jurisdiction of the GECDSB wishing to run for office as a trustee of the GECDSB must also take unpaid leave prior to being nominated and resign if elected. An employer is required to grant a leave of absence.

### **How do I get the Declaration of Qualification signed?**

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 a member of City Council. Applications that do not have a signature of a Commissioner of Oaths will be considered incomplete and will not be considered.

### **What information will be made available publicly?**

The names of all qualified candidates and the Notice of Application Form will be posted on the Greater Essex County District School Board website as they are received. The Declaration of Qualification and personal resumes will NOT be posted or made available publicly.

**What will the appointment process be to fill the trustee vacancy?**

Selected qualified candidates will be interviewed at a Special Public Board Meeting, December 15<sup>th</sup>, 2025.

The process will be as follows:

- Staff will contact the candidates to arrange an interview time;
- The order of interviews will be determined alphabetically by surname;
- 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 devices;
- Each interview will be timed and conducted using a maximum of three standardized questions posed in person for the first time. The duration of any interview shall not exceed 15 minutes.
- 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);
- 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;
- A vote to appoint a qualified person to fill the vacancy 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 results but not declare the count.

**When will the appointed individual take office?**

The two (2) successful applicants will be sworn in and assume the role of Trustee at the regularly scheduled December 16<sup>th</sup>, 2025, meeting of the board.

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

Greater Essex County District School Board Trustees currently receive an honorarium of approximately \$12, 219.00 per year. For this year, the salary of the successful candidate would be pro-rated.

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

General information about the school district and the responsibilities of a school board trustee are available on our website. The Greater Essex County District School Board has prepared a Candidate Information Package. Copies of this package may be picked up from the Greater Essex County District School Board Administration Building at 451 Park Street West during regular business hours through the Director's Office.