



**ALGOMA DISTRICT SCHOOL BOARD**

644 Albert Street East  
 Sault Ste Marie, ON P6A 2K7  
 Phone 705-945-7111  
[www.adsb.on.ca](http://www.adsb.on.ca)

**REGULAR BOARD MEETING AGENDA**

**Tuesday, March 31, 2026**

**EDUCATION CENTRE**

**Public Meeting Start 5:30 P.M.**

ITEM	TOPIC	LEAD
1.0	Call to order (Motion)	
	1. Land Acknowledgment: Read by Sara McCleary	
	2. Call to Order (Motion)	
	3. Approval of Agenda (Motion)	Chair
	4. Conflict of Interest	
	5. Proud to be ADSB	
2.0	Consent Agenda (Motion)	
	1. Regular Board Meeting Minutes from 2026 02 24	EJ/LR
	2. SEAC Meeting Minutes from 2026 02 10	BV
	3. Approval of Trustee Travel to OPSBA Education Labour Relations & Human Resources Symposium 2026	JSM
	4. ADSB Quarterly Report – Q2	JSM
3.0	Senior Administration Reports/ Information/ Monitoring	
	1. Discussion of Policies: <i>(see 2026 02 24 meeting package)</i>	
	6.44 School Council Policy	LR
	6.45 Parent Involvement Committee (PIC) Policy	
	2. Declaration of Surplus Properties (Motion)	JSM
	3. Election By-Law to Adopt “Vote By Mail” Procedures (Motion)	JSM
	4. Election By-Law to Delegate Authority to Returning Officer for the 2026 Election (Motion)	JSM
	5. Trustee Determination & Distribution - <i>to be distributed at meeting</i> (Motion)	JSM
	6. 2026-2027 School Organization - <i>to be distributed at meeting</i>	JM
4.0	Board Reports	
	1. Director’s Report	LR
	2. Chair’s Report	EJ
	3. Student Trustees’ Report	Student Trustees
	4. OPSBA Reports	EJ/JS
	5. Parent Involvement Committee Report	SM
5.0	Other Business	
	1. n/a	
6.0	Next Meeting Dates	
	Committee of the Whole Meeting – April 14, 2026	
7.0	Motion to Move into In-Camera Session	
	1. Motion to Adjourn In-Camera Session	
8.0	Motion to Adjourn Regular Board Meeting	



<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 1.2</b>
Prepared By:	Chair Johnston	
Strategic Priority:	n/a	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Call to Order	

<b>Rationale</b>	
Call to order open session of the Regular Board Meeting of 2026 03 31.	
<b>Key Highlights</b>	
n/a	
<b>Anticipated Benefits</b>	
n/a	
<b>Insights / Learning</b>	
n/a	
<b>Considerations/Next Steps</b>	
n/a	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board move into open session of the Regular Board Meeting of 2026 03 31 at _____pm.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:                      Resolution #

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 1.3</b>
Prepared By:	Chair Johnston	
Strategic Priority:	n/a	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Approval of Agenda	



<b>Rationale</b>	
That the Agenda dated 2026 03 31 be approved as distributed.	
<b>Key Highlights</b>	
n/a	
<b>Anticipated Benefits</b>	
n/a	
<b>Insights / Learning</b>	
n/a	
<b>Considerations/Next Steps</b>	
n/a	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board Members approve the Agenda of 2026 03 31 as distributed.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:      Resolution #



## Algoma District School Board

644 Albert St. East  
 Sault Ste. Marie  
 ON P6A 2K7  
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 FAX: (705) 942-2540  
 www.adsb.on.ca

### TRUSTEE DECLARATION of CONFLICT of INTEREST (Submit this written statement to the Secretary of the Committee or Board)

<b>Trustee Name:</b>	
<b>Type of Meeting:</b>	<input type="checkbox"/> Regular Board Meeting <input type="checkbox"/> Other (Specify): _____
<b>Date of Meeting:</b>	
<b>Agenda Item:</b>	(could also be Report Title or Subject Matter)
<b>General Nature of the Conflict:</b>	(not applicable for an in camera or closed meeting)  <b>Indicate the kind of pecuniary interest involved (direct, indirect or deemed):</b> _____ _____ _____ _____  <b>Type of Relationship connected to the Trustee: (circle or specify)</b>  <div style="text-align: center;"> <b>Parent      Child      Spouse</b> </div> <input type="checkbox"/> <b>Other:</b> _____
<b>Date of meeting at which declaration is declared:</b>	(could be a "next" meeting if Trustee was absent from actual meeting)
<b>Note:</b> As per section 6 of the Municipal Conflict of Interest Act (MCIA), signed statements of declarations of conflict are recorded in the minutes of each meeting and shall be kept in the Board's registry.	

**Signature of Trustee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 2.0</b>
Prepared By:	N/A	
Strategic Priority:	N/A	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Consent Agenda	



<b>Rationale</b>	
2.0 Consent Agenda for approval is as follows: <ul style="list-style-type: none"> <li>1. Regular Board Meeting Minutes from 2026 02 24</li> <li>2. SEAC Meeting Minutes from 2026 02 10</li> <li>3. Approval of Trustee Travel to OPSBA Education Labour Relations &amp; HR Symposium 2026</li> <li>4. ADSB Quarterly Report – Q2</li> </ul>	
<b>Key Highlights</b>	
n/a	
<b>Anticipated Benefits</b>	
n/a	
<b>Insights / Learning</b>	
n/a	
<b>Considerations/Next Steps</b>	
n/a	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board members approve the Consent Agenda items for 2026 03 31.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:      Resolution #



ITEM	TOPIC
1.0	<b>Call to order</b>
2026-008	The Regular Board Meeting was called to order by Chair Elaine Johston <b>Motion:</b> Trustee Evans/Sarlo... that the board move into Open session for the Regular Board meeting of 2026 02 24 at 5:30 pm. <p style="text-align: right;">CARRIED</p>
	1.1 Land Acknowledgment read by Trustee Whitley
	1.2 Roll Call taken as attached by Recording Secretary Julia Perri
	1.3 Approval of Agenda
2026-009	<b>Motion:</b> Trustees Johnson/Apostle...that the Board approve the agenda of 2026 02 24 as distributed. <p style="text-align: right;">CARRIED</p>
	1.4 Conflict of Interest – N/A
2.0	<b>Consent Agenda</b>
2026-010	<b>Motion:</b> Trustees Apostle/Sarlo...that the Board approve the Consent Agenda items as follows for 2026 02 24: <p style="text-align: right;">CARRIED</p>
	2.1 Regular Board Meeting Minutes from 2026 01 13
	2.2 SEAC Meeting Minutes from 2025 12 09
	2.3 SEAC Meeting Minutes from 2026 01 13
	2.4 Budget Development Process for 2026-2027
	2.5 Approval of Policies:
	6.02 Child Abuse Reporting
	6.19 Volunteer Driver Insurance
	6.22 Fees for Learning Materials and Activities
3.0	<b>Senior Administration Reports/ Information/ Monitoring</b>
	The following reports and information items were shared...
	3.1 Distribution of Policies:
	6.44 School Council Policy
	6.45 Parent Involvement Committee (PIC) Policy
	3.2 New Student Trustees 2026-2027
2026-011	<b>Motion:</b> Trustees Sarlo/Whitley...that the Board approve the appointment of Amore Maree from Superior Heights C.&V.S. and Madison Vaughan from Korah C.&V.S. as the Student Trustees and Olivia Mizzi from Superior Heights C.&V.S. as Indigenous Student Trustee, for the Algoma District School Board, effective August 1, 2026, to July 31, 2027. <p style="text-align: right;">CARRIED</p>



- 2026-012      3.3 School Year Calendar for 2026-2027  
**Motion:** Trustees Whitley/Sarlo...that the Board, subject to the approval of the three coterminous Boards, approve the School Year Calendar for 2026-2027 school year as contained in this report.  

CARRIED
- 4.0      **Board Report heard and accepted reports from the following:**  
4.1 Report of the Director - Reece  
4.2 Report of the Chair - Johnston  
4.3 Student Trustee Report – Inglis/Sauve  
4.4 OPSBA Report – Johnston/Sarlo  
4.5 Parent Involvement Committee Report – Cleary/Reece
- 5.0      **Other Business**  
N/A
- 6.0      **Next Meeting Dates**  
6.1 2026 03 31 Regular Board Meeting
- 7.0      **Motion to Move into In Camera Session**  
2026-013      **Motion:** Trustees Murphy-Foran/Evans...that the Board move into Regular Board Meeting of 2026 02 24, Closed Session, and that this portion be closed to public, at 6:04 pm.  

CARRIED
- 2026-014      **Adjournment of In-Camera Session**  
**Motion:** Trustees Apostle/Evans...that the Board move to adjourn In-Camera Session of the Regular Board Meeting of 2026 02 24 at 7:56 pm.  

CARRIED
- 8.0      **Motion to Adjourn Regular Board Meeting**  
2026-015      **Motion:** Trustees Murphy-Foran/Johnson...that the Board move to adjourn the Regular Board Meeting of 2026 02 24 at 7:56 pm.  

CARRIED

*Elaine Johnston*

CHAIR

*Reece*

SECRETARY



**ALGOMA DISTRICT**

**SCHOOL BOARD**

**REGULAR BOARD MEETING – OPEN SESSION**

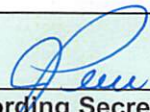
Date of Meeting: Tuesday February 24, 2026

Time of Meeting: 5:30 p.m.

Location: EDUCATION CENTRE

**ATTENDANCE**

Name	Abs/Pres	Late Arrival	Early Departure	Comments
<b>Trustees</b>				
Nick Apostle	Present			
Greg Bowman	Online			
Sheryl Evans	Present			
Sue Johnson	Present			
Elaine Johnston	Present			
Sara McCleary	Present			
Marie Murphy-Foran	Present			
Susan Myers	Present			
Jennifer Sarlo	Present			
Debbie Shamas	Online			
Heather Whitley	Present			
<b>Student Trustees</b>				
Liz Inglis	Present			
Tatyanna Sauve	Online			
Mercedes Pine	Online			
<b>Admin. Council</b>				
L. Reece	Present			
J. Santa Maria	Present			
B. Vallee	Present			
J. Maurice	Present			
M. Bell	Present			
N. Turco	Present			
<b>Others</b>				
J. Perri	Present			
F. Walsh	Present			
<b>Media</b>				
Darrent Taylor – SooToday				
Brian Kelly – Sault Star	Present			

  
 Recording Secretary or Designate



**ALGOMA DISTRICT**

**SCHOOL BOARD**

**REGULAR BOARD MEETING – CLOSED SESSION**

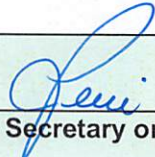
Date of Meeting: **February 24, 2026**

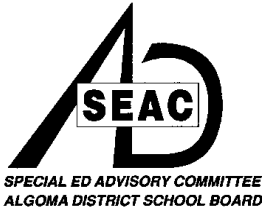
Time of Meeting: **6:04 p.m.**

Location: **EDUCATION CENTRE**

**ATTENDANCE**

<b>Name</b>	<b>Abs/Pres</b>	<b>Late Arrival</b>	<b>Early Departure</b>	<b>Comments</b>
<b>Trustees</b>				
Nick Apostle	Present			
Greg Bowman	Online			
Sheryl Evans	Present			
Sue Johnson	Present			
Elaine Johnston	Present			
Sara McCleary	Present			
Marie Murphy-Foran	Present			
Susan Myers	Present			
Jennifer Sarlo	Present			
Debbie Shamas	Online			
Heather Whitley	Present			
<b>Admin. Council</b>				
L. Reece	Present			
J. Santa Maria	Present			
B. Vallee	Present			
J. Maurice	Present			
M. Bell	Present			
N. Turco	Present			
<b>Others</b>				

  
 \_\_\_\_\_  
 Recording Secretary or Designate



**ALGOMA DISTRICT SCHOOL BOARD  
SPECIAL EDUCATION ADVISORY COMMITTEE (S.E.A.C.)**

**MINUTES OF MEETING  
February 10, 2026  
Sugar Maple Room  
12:00 Start Time**

**Present:** P. Mick (Member-At-Large), M. Barbeau (Community Living Algoma), M. Tuomi (Autism Ontario), A. Gauthier (Thrive CDC), V. Simon (Member-at- Large),

**Trustees:** H. Whitley, S. Evans

**Staff:** B. Vallee (Superintendent), K. Viita (System Administrator), K. Lappage (System Administrator)

**Regrets:** C. Snider (Algoma Family Services), S. Kitts (North Shore Tribal Council)

**Guests:** T. Legacy – placement student

Meeting called to order at 12:03. With Chair Mick attending virtually, Superintendent Vallee will facilitate the remainder of the hybrid meeting.

1. **Welcome** – Welcome to all SEAC members.
2. **Round Table** - Introduction of members, staff, and/or guests.
3. **Approval of Agenda and Minutes** –
  - Approval of Agenda. Moved by M. Tuomi. Seconded by H. Whitley. All in favour.
  - Approval of Minutes. (January 13 ,2026) Moved by M. Tuomi. Seconded by M. Barbeau. All in favour.
4. **Correspondence:** No correspondence received this month.
5. **Presentation/Discussion: *EA Allocation Processes in ADSB (Special Education Administration)***
  - B. Vallee and K.Viita provided an overview of the Educational Assistant (EA) Allocation process in the ADSB.

- The presentation covered the role of the EA in needs-based programming, the current EA job description, and the allocation process, including some of the key dates that are in place throughout the school year.

## **6. Member Organization Updates**

### **North Shore Tribal Council (S. Kitts)**

- Regrets

### **Thrive (A. Gauthier)**

- Increase in funding which will support additional assessments.
- Transition to schools are still on-going.
- SLP drop-in programs and some March Break drop-in programming is available

### **Community Living Algoma (M. Barbeau)**

- A few applications have come in for the Inclusive Education contest.
- New strategic plan and new CEO,
- Currently interviewing for Summer Employment program.
- Life Planning brochure was shared with members

### **Algoma Family Services (C. Snider)**

- Regrets

### **Autism Ontario (M. Tuomi)**

- Upcoming workshops for caregivers.
- Celebrate the Spectrum – schools can join to raise funds. M. Tuomi sent a link for schools.
- Photovoice was due to begin during the last week of March but looking to align with World Autism Day. Flag raising at City Hall will still be happening.

### **Member-At-Large (V. Simon)**

- Sault College halfway through Winter Semester.
- CICE recruiting for fall with information sessions and tours.
- Open House scheduled for Saturday, April 11, 2026.

### **Member-At-Large (P. Mick)**

- No report this month.

## **7. Report from the Board (Trustees)**

- Board of Trustees met in January. Topics included the Director's annual report, initial review of EQAO results, committee appointments for upcoming school year, school year calendar consultation and launch of Kindergarten registration process.
- Some trustees also attended the Public Education Symposium in Toronto the last week of January.
- Moving forward with a workshop session on Tuesday, February 10, 2026.

**8. Report from Administration (B. Vallee, K. Viita, K. Lappage)**

- **Professional Development Day:** Professional Development Day took place on Friday, January 30th. Elementary Teachers had this day for the purposes of assessment and reporting, while secondary teachers participated in professional learning focused on school improvement as well as semester turn-around activities. Educational Assistants participated in a half-day of refresher training for Behaviour Management Systems and a follow-up session on Implementing Behaviour Management Plans led by school administrators. Specialized sessions for Math, English and Geography Department Heads, and Ojbiway language teachers also took place. Next scheduled PD Day takes place on Friday, March 6<sup>th</sup>.
- **OCASE Virtual Symposium:** Some of our team members had the opportunity to participate in the OCASE (Ontario Council for Administrators of Special Education) virtual symposium on Thursday, January 22<sup>nd</sup>. Presenter was Ingrid Muschta, Director of Special Projects and Innovation at the Ontario Disability Employment Network (ODEN) on the topic of **Inclusion and Employment Awareness: Building Employment Transition Paths for Students Who Have Disabilities**. Ingrid shared her knowledge about employment for students who have disabilities and shared ways to support students and families, discuss barriers and opportunities, shared employment supports in Ontario, and issues around the employment of students with disabilities. Great video entitled [The Hiring Chain performed by Sting](#).

**9. Next Meeting:** March 10, 2026

**10. Motion to adjourn:** Moved by A. Gauthier. Seconded by M. Tuomi.

**Meeting adjourned at 1:08 p.m.**



<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 2.3</b>
Prepared By:	Joe Santa Maria, Associate Director of Corporate Services & Ops	
Strategic Priority:	All Priorities	
Purpose:	Information Discussion <b>Motion</b>	
Topic/Issue:	Trustee Attendance at 2026 OPSBA Education Labour Relations & Human Resources Symposium	

<b>Rationale</b>	
As per section 169.1 of the Education Act, the Board of Trustees is responsible for student achievement and effective stewardship of resources. As such, it is encouraged that Trustees travel to participate in important professional development opportunities so they may continue to uphold these responsibilities.	
<b>Key Highlights</b>	
<ul style="list-style-type: none"> <li>Up to 11 Trustees will attend the 2026 OPSBA Education Labour Relations &amp; Human Resources Symposium.</li> <li>The meeting will be held at the Sheraton Centre Hotel in Toronto, ON from Thursday April 23 to Friday April 24, 2026.</li> </ul>	
<b>Anticipated Benefits</b>	
<ul style="list-style-type: none"> <li>Continued education for our Trustees.</li> </ul>	
<b>Insights / Learning</b>	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Considerations/Next Steps</b>	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Motion (if applicable)</b>	
<b>Moved by:</b>	<b>Seconded by:</b>
That the board approves Trustees to attend the 2026 OPSBA Education Labour Relations & Human Resources Symposium.	
Motion was: <b>Carried</b>	<b>Defeated</b> Initials of Chair:      Resolution #



**Algoma District School Board  
 Fiscal 2025-26 Q2 Report  
 For the 6 months ended February 28, 2026**

	<b>Approved Budget (Annual)</b>	<b>Revised Estimates (Annual)</b>	<b>Q2 Actuals (Sept - Feb)</b>	<b>YTD Spend as % of Budget</b>
<b>Total Revenue</b>	<b>206,992,779</b>	<b>208,900,633</b>	<b>109,432,102</b>	<b>52.9%</b>
<b>Expenditures</b>				
Classroom	123,635,236	125,367,531	66,950,790	<b>54.2%</b>
Non- Classroom	83,357,543	83,533,102	42,205,200	<b>50.6%</b>
<b>Total Expenditures</b>	<b>206,992,779</b>	<b>208,900,633</b>	<b>109,155,990</b>	<b>52.7%</b>

<b>REPORT TO THE BOARD of 2026 03 31</b>	<b>Item # 3.0</b>
Topic/Issue:	<b>Senior Administration Reports/Information/Monitoring</b>



<ol style="list-style-type: none"> <li>1. Discussion of Policies <ul style="list-style-type: none"> <li>6.44 School Council Policy</li> <li>6.45 Parent Involvement Committee (PIC) Policy</li> </ul> </li> <li>2. Declaration of Surplus Property (Motion)</li> <li>3. Election By-Law to Adopt “Vote By Mail” Procedure (Motion)</li> <li>4. Election By-Law to Delegate Authority to Returning Officer for the 2026 Election (Motion)</li> <li>5. Trustee Determination &amp; Distribution (Motion)</li> <li>6. 2026-2027 School Organization</li> </ol>

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 3.2</b>
Prepared By:	Associate Director Santa Maria	
Strategic Priority:	All Priorities	
Purpose:	Information Discussion <b>Motion</b>	
Topic/Issue:	Declaration of Surplus Properties - Blind River Public School and W.C. Eaket Secondary School	

<b>Rationale</b>	
In accordance with section 2 (1) of Ontario Regulation 374/23, the Board has confirmed that Blind River Public School and W.C. Eaket Secondary School are no longer required by the Board to meet its pupil accommodation needs now or in the future and therefore have become surplus to the Board.	
<b>Key Highlights</b>	
<ul style="list-style-type: none"> <li>• With the construction of Three Rivers JK to 12 School, Blind River Public School and W.C. Eaket Secondary School are no longer needed to meet accommodation needs.</li> <li>• The Board submitted a Standard Disposition Intake form for Mandatory Disposition to the Ministry of Education.</li> <li>• The Board provided supporting documentation, including maps, aerial photos, surveys and diagrams along with our business case for closing the schools.</li> <li>• See attachment 3.2 #1 for property details.</li> </ul>	
<b>Anticipated Benefits</b>	
<ul style="list-style-type: none"> <li>• The Board has met the requirements set out by the Ministry of Education in Ontario Regulation 374/23 for the acquisition and disposition of real property.</li> </ul>	
<b>Insights / Learning</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Considerations/Next Steps</b>	
<ul style="list-style-type: none"> <li>• Under section 5(1) 2 of the regulation, the Minister of Education has 120 days to:             <ol style="list-style-type: none"> <li>Identify the person or body to whom the property must be offered or;</li> <li>Inform the Board that it must dispose of the property but may offer it to any person or body.</li> </ol> </li> </ul>	
<b>Motion</b>	
That the Board approve the declaration of Blind River Public School and W.C. Eaket Secondary School as surplus properties.	
<b>Moved by:</b>	<b>Seconded by:</b>
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:      Resolution #

### Algoma District School Board Surplus Properties

NAME OF PROPERTY	ADDRESS	LEGAL DESCRIPTION	PIN NUMBER
Blind River Public School	19 Hanes Ave. Blind River, ON P0R 1B0	Mill Block "A", Township of Cobden, PT RP IR1319 Part 1 Part 2 RP IR3496 Part 1 to Part 4 Prt 7 Prt 8 RP IR 7077 Part 1	31430-0751 (LT)
W.C. Eaket Secondary School	147 Woodward Ave. Blind River, ON P0R 1B0	Lot #402 - 408 and 410 - 416, Subdivision 487, Township of Cobden, Town of Blind River	31429-0194 (LT)



<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 3.3</b>
Prepared By:	Associate Director Santa Maria	
Strategic Priority:	All Priorities	
Purpose:	Information Discussion <b>Motion</b>	
Topic/Issue:	Election By-Law – To Adopt “Vote by Mail” Procedures	

<b>Rationale</b>	
As per the Ontario Municipal Elections Act, section 42, the council of a local municipality may pass a by-law to authorize electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place to vote.	
<b>Key Highlights</b>	
<ul style="list-style-type: none"> <li>• ADSB conducts the election of Trustees for all school boards within the unorganized areas (areas without Municipal organization).</li> <li>• ADSB passed the first “Vote by Mail” by-law on 2014 05 27 stating that Vote by Mail, as an alternative voting method is authorized for Municipal Elections being held in 2014 and in subsequent years.</li> <li>• See attachment 3.3 #1 for details.</li> <li>• A City of Sault Ste. Marie “Vote by Mail” Procedure was developed in 2022 based on legislation and review of the “Vote by Mail” experience in other Northern Boards.</li> <li>• See attachment 3.3 #2 for “Vote by Mail” procedures details.</li> <li>• See attachment 3.3 #3 for 2026 “Vote by Mail” By-Law details.</li> </ul>	
<b>Anticipated Benefits</b>	
<ul style="list-style-type: none"> <li>• Staff has determined that the alternative voting method, designed by “DATAFIX”, may result in a greater level of participation than traditional methods and a more efficient and effective process.</li> </ul>	
<b>Insights / Learning</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Considerations/Next Steps</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Motion</b>	
That the Board approve Election By-Law 2026-02 to adopt “Vote by Mail” procedures.	
<b>Moved by:</b>	<b>Seconded by:</b>
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:      Resolution #

## **BY-LAW NO. 2014-3**

### **A BY-LAW TO AUTHORIZE VOTING BY MAIL FOR THE 2014 ELECTION OF TRUSTEES IN THE ALGOMA DISTRICT SCHOOL BOARD JURISDICTIONAL AREAS WITHOUT MUNICIPAL ORGANIZATION AND THE ENTERING INTO OF AN AGREEMENT WITH DATAFIX TO PROVIDE VOTE BY MAIL.**

**WHEREAS** Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass a by-law authorizing an alternative voting method;

**And Whereas** the Trustees of the Algoma District School Board deems it appropriate and in the public interest to conduct the 2014 Municipal Election using a vote by mail method and to contract with DataFix to provide election services;

**NOW THEREFORE** the Trustees of Algoma District School Board hereby enact as follows:

1. The "Vote by Mail" as an alternative voting method is hereby authorized for the Municipal Election to be held in 2014 and in subsequent elections.

ENACTED AND MADE AS OF THE 27nd day of May, 2014.

  
\_\_\_\_\_  
Jennifer Sarlo, Chair

  
\_\_\_\_\_  
Lucia Reece, Director

Read three times and approved at the regular meeting of the Board on May 27, 2014.

M:\Bylaws\Bylaw2014-3Elections

**City of Sault Ste. Marie**  
**2026 Vote by Mail Procedure**  
**in Territories Without Municipal Organization**

1	Definitions .....	2
2	Election Personnel.....	3
3	Notices.....	3
4	Ballot Return Station .....	3
5	Revision of Voters List Procedure.....	3
6	Vote by Mail Procedure.....	4
7	Rejection of Ballots .....	6
8	Counting Procedures .....	6
9	Tabulation of Results .....	7
10	Security of the Ballot Prior to Voting .....	8
11	Security of the Ballot During and After the Vote.....	8
12	Form of Ballot .....	9
13	Scrutineers.....	9
14	Emergencies.....	9
15	Amendments to this Document.....	9

## 1 Definitions

- 1.1 *Act* – means the *Municipal Elections Act, 1996*, as amended.
- 1.2 *Ballot* – means the paper used by an elector to mark their vote or vote(s) for the office of school board trustee and (if applicable) in accordance with section 41 of the Act.
- 1.3 *Ballot Box* – means an apparatus in which marked ballots are received and transferred from the Ballot Return Station to the vault in the City Clerk's Office and to the Ballot Counting Centre.
- 1.4 *Ballot Return Station* – means the location in which a drop box is located for the collection of return Vote by Mail envelopes. For the purpose of the 2026 Municipal Election, this location shall be the Ronald A. Irwin Civic Centre, 99 Foster Drive, Sault Ste. Marie.
- 1.5 *Candidate* – means a person who has been nominated under section 33 of the Act.
- 1.6 *Close of Voting* – means the end of voting hours as prescribed in the Act which states that voting locations shall remain open until 8 p.m. on Voting Day. In accordance with the Act, an elector within the voting location at the close of voting is entitled to cast their ballot.
- 1.7 *Election Period* – means the period beginning when the Vote by Mail kits, ballots, and supplies are delivered to City Hall and ends on Voting Day. For the purposes of the 2026 Municipal Election, this period will be from July 2026 to October 26, 2026.
- 1.8 *Elector* – means a person who is entitled to be an elector if they reside in the Algoma District or is the owner or tenant of land, or the spouse of the such owner or tenant; is a Canadian citizen; is at least 18 years old; and is not prohibited from voting under the Act or otherwise by law as specified in section 17 of the Act.
- 1.9 *Returning Officer* – means the City Clerk of the City of Sault Ste. Marie.
- 1.10 *Scrutineer* – means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.
- 1.11 *Vote by Mail Kit* – means the package forwarded to the elector consisting of the following items:
  - Voter Instruction Sheet
  - Ballot (composite if applicable)
  - Ballot Secrecy Envelope
  - Voter Declaration Form
  - Outer Return Envelope (yellow) with prepaid postage
  - Any other necessary material as the City Clerk determines
- 1.12 *Vote by Mail Period* – means the time period in which special Vote by Mail Ballots may be acted upon by Election Officials and Voters. For the 2026 Municipal Election, this time period is Thursday, October 1, 2026– Monday, October 26, 2026 until 8 p.m.

1.13 *Voting Day* – means the day on which the final vote is to be taken in an election. For the purposes of the 2026 Municipal Election, this day is Monday, October 26, 2026.

## **2 Election Personnel**

2.1 The Secretary of the School Board is responsible to conduct elections of members of the board. The Act applies as if the Secretary were the Clerk, the board were the council of a local municipality, and the locality were the geographic area of a local municipality. The Clerk is to establish the procedures and rules as authorized and approved in accordance with the Act, and to interpret the procedures and rules except as varied by a Court.

2.2 The Clerk may appoint in writing a Returning Officer and such other officials as required to assist in the administration, management, security and control of the election process, including but not limited to revising the Voters List, management and control of the Vote by Mail election system, security of the election, counting of ballots, tabulating results, issuance of notices, and printing of materials.

2.3 Written appointments and delegation of duties of Deputy Returning Officers (DROs) and election officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the Act.

2.4 The City Clerk of the City of Sault Ste. Marie is hereby delegated as the official Returning Officer of the Algoma District School Board, the Huron-Superior Catholic District School Board, le Conseil Scolaire de District Catholique du Nouvel-Ontario and le Conseil Scolaire de District Du Grand Nord de L'Ontario for the 2026 municipal election in: Chapleau Locality, Missanabie, Missarenda Locality, Michipicoten Locality, Central Algoma Locality, North Shore Locality and Sault Locality.

## **3 Notices**

3.1 Notice of Revision of the Voters List is to be published and posted before the date specified by the Returning Officer. The revision period is from September 1, 2026 to the close of voting on Voting Day, Monday, October 26, 2026 at 8 p.m.

3.2 Notice of Nomination is to be published and posted before Nomination Day. Nomination period will be consistent with municipal elections (May 1, 2026 until August 21, 2026 at 2 p.m.).

## **4 Ballot Return Station**

4.1 The Ronald A. Irwin Civic Centre, 99 Foster Drive, Sault Ste. Marie, Ontario, P6A 5X6 shall be established as a Ballot Return Station and shall be open as follows:

Monday to Friday from 8:30 a.m. to 4:30 p.m. until Friday, October 23, 2026

Closed Thanksgiving Monday, October 12, 2026

Monday, October 26, 2026 only – 10 a.m. to 8 p.m.

## **5 Revision of Voters List Procedure**

5.1 The period for revisions to the Voters list is from September 1, 2026 until the close of voting on October 26, 2026. An elector, upon application in writing on the

appropriate form established by the Clerk, may have their name added, removed or their information added or amended on the Voters List.

- 5.2 Applications to remove another person's name from the Voters List must be made in writing on the appropriate form established by the Clerk.
- 5.3 Revisions to the Voters List will be conducted at the Clerk's Office during regular office hours (Monday to Friday, 8:30 a.m. to 4:30 p.m. except as varied in paragraph 3.1).
- 5.4 Electors added to the Voters List up to September 14, 2026 will receive their Vote by Mail Kit by mail from DataFix.
- 5.5 Electors added to the Voters List from September 14, 2026, to October 26, 2026 may pick up their Vote by Mail Kit at the Ballot Return Station at the Ronald A. Irwin Civic Centre, 99 Foster Drive, Sault Ste. Marie, Ontario.
- 5.6 Electors may deliver their ballot to the Ballot Return Station by leaving the Ballot Secrecy Envelope with the Returning Officer or designate.

## **6 Vote by Mail Procedure**

- 6.1 The City of Sault Ste. Marie in conjunction with DataFix will provide the Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on October 26, 2026 at 8 p.m.
- 6.2 The Vote by Mail Kit shall consist of:
  - Voter Instruction Sheet
  - Ballot (Composite if applicable)
  - Ballot Secrecy Envelope
  - Voter Declaration Form
  - Outer Return Envelope (yellow) with prepaid postage
  - Such other material as the Clerk may determine
- 6.3 The Returning Officer, during the week of September 28, 2026, shall cause to be mailed to every elector who had qualified to be on the Voters List by September 14, 2026, a Vote by Mail Kit to the elector's address as shown on the Voters List.
- 6.4 If a qualified elector does not receive a Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued by attending at the Ballot Return Station after October 15, 2026. The Returning Officer will confirm that the elector is qualified and will have the elector or agent sign a statement and a new Vote by Mail Kit will be issued. It shall be noted on the Voters List that the elector/agent was issued a new Vote by Mail Kit.
- 6.5 Upon receipt of the Vote by Mail Kit, the elector shall:
  - complete the ballot
  - place the ballot in the white Ballot Secrecy Envelope and seal the envelope
  - sign the Voter Declaration Form
  - place the Voter Declaration Form along with the sealed Ballot Secrecy Envelope, in the yellow prepaid business reply Election Return Envelope

- seal the yellow envelope.
- 6.6 If an elector requires assistance in voting, they may make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form.
  - 6.7 The yellow prepaid business reply Election Return Envelope may be mailed or delivered to the Ballot Return Station. Envelopes mailed in Canada are prepaid.
  - 6.8 The final day to deposit the Election Return Envelope in the mail to ensure delivery to the Clerk is October 15, 2026 by 4 pm. Following this date, electors are encouraged to deposit their Return Voting Envelope at the Ballot Return Station on or before Monday, October 26, 2026 by 8 pm.
  - 6.9 Election Return Envelopes deposited at the Ballot Return Station until October 26, 2026 by 8 p.m. will be considered as having been mailed.
  - 6.10 Any Election Return Envelope containing more than one Voter Declaration Form or more than one Inner Ballot Secrecy Envelope shall be treated in the following manner:
    - 6.10.1 Envelopes containing equal numbers of Ballot Secrecy Envelopes to Voter Declarations will be COUNTED
    - 6.10.2 Envelopes containing more Ballot Secrecy Envelopes to Voter Declaration Forms or more Voter Declaration Forms to Ballot Secrecy Envelopes will be REJECTED.
  - 6.11 Each day as Election Return Envelopes are received, either by mail or at the Ballot Return Station, the Returning Officer will remove the sealed Inner Ballot Secrecy Envelope and Voter Declaration Form and update the Voters List by striking through the name of the elector and assigning a number beside the elector's name on both the Voters List and the elector's Declaration Form.
  - 6.12 A master Voters List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued Vote by Mail Kits will be maintained by the Returning Officer. Candidates and Scrutineers may inspect this list at any time during regular office working hours and on October 26, 2026 up to 8 p.m.
  - 6.13 If, upon opening the yellow Election Return Envelope, the Ballot Secrecy Envelope has not been sealed, the Returning Officer or designate may seal the envelope without examining the ballot.
  - 6.14 The sealed inner Ballot Secrecy Envelopes will be sorted according to school board in bundles of twenty-five (25) and placed in a secure location under the control of the Returning Officer. On October 26, 2026, the sealed Ballot Secrecy Envelopes will be transported to the Counting Centre located in the Civic Centre, as designated by the Returning Officer.
  - 6.15 Ballots received by the Returning Officer after 8 p.m. on Voting Day shall not be counted, but shall be date stamped and retained for the statutory document retention period.

## **7 Rejection of Ballots**

- 7.1 In addition to rejecting cast ballots for violations of the Act, the following conditions will also cause a ballot to be considered rejected if:
- 7.1.1 Upon opening the Election Return Envelope there is no Voter Declaration Form.
  - 7.1.2 Upon opening the Election Return Envelope the Voter Declaration Form is not signed.
  - 7.1.3 Upon opening the Election Return Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms.
  - 7.1.4 There are identifiable marks on the sealed Ballot Secrecy Envelope.
  - 7.1.5 Upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains more than one ballot.
- 7.2 In addition to rejecting cast ballots for violations of the Act, the following condition will cause a Ballot to be considered "Used but Unmarked" if, upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot which has not been marked.

## **8 Counting Procedures**

- 8.1 A meeting room in the Ronald A. Irwin Civic Centre, 99 Foster Drive, Sault Ste. Marie, Ontario will be established as the Ballot Counting Centre. Only the Secretary of the Board, Returning Officer, Assistant Returning Officers, Deputy Returning Officers, appointed Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.
- 8.2 The doors to the Ballot Counting Centre will be locked at 8 p.m. on October 26, 2026 and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Ballot Counting Centre after 8 p.m. will not be permitted to return.
- 8.3 The Ballot Counting Centre will be designated as a non-smoking area.
- 8.4 Scrutineers will be provided with an area for their use away from the Counting Stations. Cell phones or other equipment will not be permitted in the Ballot Counting Centre other than for Election Officials. Scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by an Election Official.
- 8.5 No campaign material will be allowed within the Ballot Counting Centre.
- 8.6 Prior to 8 p.m. on October 26, 2026, the secured sealed Ballot Secrecy Envelopes received by the Returning Officer or designate will be delivered to the Ballot Counting Centre. Sealed Ballot Secrecy Envelopes received at the Ballot Return Station after the initial ballot transfer and prior to the close of voting on October 26, 2026, will be delivered to the Ballot Counting Centre immediately after the close of voting. Scrutineers will be allowed to view the sealing of the ballot boxes prior to this transfer.

- 8.7 After 8 p.m. on October 26, 2026, the sealed ballot boxes will be opened. Inside each ballot box will be the Ballot Secrecy Envelopes. The Ballot Secrecy Envelopes will be opened, the ballots counted, and the statement of results taken. Ballot Secrecy Envelopes will already have been sorted according to school board. Ballot Secrecy Envelopes will already have been grouped into bundles of twenty-five (25) and delivered to the appropriate Deputy Returning Officer and Election Official for counting of the ballots. Ballot Secrecy Envelopes will be opened in the bundles of twenty-five (25) at each counting station. Once all bundles are opened at each counting station all ballots will be counted.
- 8.8 In the event that a ballot is accidentally cut when the sealed Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and attach a notice advising that the Election Official caused the damage to the ballot.
- 8.9 The Deputy Returning Officer and Election Official shall count the ballots in the following order:
  - 8.9.1 English Language Public School Trustee
  - 8.9.2 English Language Separate School Trustee
  - 8.9.3 French Language Public School Trustee
  - 8.9.4 French Language Separate School Trustee
  - 8.9.5 Sault Ste. Marie District Social Service Administration Board
- 8.10 Any part of any ballot rejected shall not invalidate the remainder of the ballot, except if there are identifying marks, in which case the entire ballot shall be rejected.
- 8.11 All UNUSED ballots will be placed in the envelope provided with the Ballot Box. The numbers of USED envelopes will be noted on the envelope.
- 8.12 All REJECTED, CANCELLED, and DECLINED ballots will be placed in the envelope provided with the ballot box. The number of REJECTED, CANCELLED, and DECLINED ballots will be noted on the envelope.
- 8.13 After the completion of the count of each counting station, a Statement of Results for that ward/school board shall be completed, signed by the Deputy Returning Officer and Election Official and if desired, initialled by any Scrutineer present for the count.
- 8.14 The original Statement of Results will be provided to the Election Official for tabulation. The duplicate Statement of Results will remain affixed to the ballots and stored by ward/school board in a secure place under the control of the Returning Officer.
- 8.15 Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Returning Officer for secure storage.

## **9 Tabulation of Results**

- 9.1 Tabulation of the Statements of Results will be conducted at the Ronald A. Irwin Civic Centre, 99 Foster Drive, Sault Ste. Marie, Ontario.

- 9.2 Tabulation of results for each elected position will be calculated and posted as the information is received from the Ballot Counting Centre.
- 9.3 The initial results will be unofficial.
- 9.4 As the duplicate copy of the Statement of Results from each bundle of votes counted is recorded, these results will be entered and once certified by the Returning Officer, will be the official results.

## **10 Security of the Ballot Prior to Voting**

- 10.1 Ballots will be printed under the supervision of DataFix and the number of ballots printed will be forwarded to the Returning Officer.
- 10.2 DataFix will mail a ballot to each person identified on the Revised Voters List as of September 14, 2026 and the number of ballots used will be forwarded to the Returning Officer.
- 10.3 The Returning Officer will receive additional ballots for each school board from DataFix in order to mail ballots after September 14, 2026.
- 10.4 The number of ballots distributed by the Returning Officer to eligible electors after September 28, 2026 will be recorded.
- 10.5 If the Returning Officer runs out of ballots printed by DataFix, as many ballots as deemed necessary may be photocopied. The Returning Officer shall initial the back of such ballots. The number of ballots copied and initialled will be recorded.

## **11 Security of the Ballot During and After the Vote**

- 11.1 Upon receiving the prepaid yellow Election Return Envelope by mail or from the Ballot Return Station, the yellow envelope will be opened. An Election Official will verify an equal amount of signed Declaration Forms to the number of sealed Ballot Secrecy Envelopes. Upon verification, the sealed Ballot Secrecy Envelope will be stored in ballot boxes labelled by school board. The number of Ballot Secrecy Envelopes entered into the container each day will be recorded and bundled into packages of twenty-five (25).
- 11.2 At the end of each day the Returning Officer or designate shall affix a seal to each of the labelled ballot boxes, initial the seal and place the sealed drop boxes in the City Clerk's vault. Each morning the Returning Officer or designate shall retrieve the drop boxes, inspect the seals to ensure they are intact, and in the presence of another Election Official, break the seals to access the slots for use during the day. A separate ballot box shall be maintained on Voting Day at the Ballot Return Station from 10 a.m. to 8 p.m. After 8 p.m. on Voting Day, the Voting Day box shall be sealed and initialled by the Returning Officer or designate and delivered to the Ballot Counting Centre. At the close of voting at 8 p.m. the ballot boxes maintained at the Ballot Return Station during Voting Day shall be opened and counted.
- 11.3 The ballot boxes, once sealed, will be transported to the Ballot Counting Centre. The ballot boxes shall be opened, the Ballot Secrecy Envelopes shall be opened, and the ballots shall be counted.

11.4 After the count, each bundle of ballots and the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialled by the Returning Officer or designate prior to transfer to a secure place under the control of the Returning Officer.

## **12 Form of Ballot**

12.1 The form of ballot may be a composite ballot.

## **13 Scrutineers**

13.1 Each Candidate may appoint, in writing, scrutineers to be present during the voting, which may take place at the Ballot Return Station and during the counting of ballots at the Ballot Counting Centre. At the Ballot Counting Centre, a scrutineer representing a candidate may be present at each counting table and at the ballot opening table to oversee the count, upon submission of their written appointment. Only one scrutineer per candidate may be present at one time at each of the tables.

13.2 All scrutineers must comply with the procedures set out on their Appointment Form.

## **14 Emergencies**

14.1 In the event of any condition of an emergency or any circumstances that will undermine the integrity of the election, the Returning Officer has the discretion to declare an emergency and make any arrangements they deem necessary for the conduct of the election.

## **15 Amendments to this Document**

15.1 The Returning Officer at any time has the right to amend this document to facilitate the vote, count, and tabulation of the votes and security. The Returning Officer's ruling on any interpretation of this document is final.

## **BY-LAW NO. 2026-02**

### **A BY-LAW TO AUTHORIZE VOTING BY MAIL FOR THE 2026 ELECTION OF TRUSTEES IN THE ALGOMA DISTRICT SCHOOL BOARD JURISDICTIONAL AREAS WITHOUT MUNICIPAL ORGANIZATION AND THE ENTERING INTO OF AN AGREEMENT WITH DATAFIX TO PROVIDE VOTE BY MAIL.**

**WHEREAS** Section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass a by-law authorizing an alternative voting method;

**And Whereas** the Trustees of the Algoma District School Board deems it appropriate and in the public interest to conduct the 2026 Municipal Election using a vote by mail method and to contract with DataFix to provide election services;

**NOW THEREFORE** the Trustees of Algoma District School Board hereby enact as follows:

1. Following the original 2014-3 Bylaw (See attachment 3.3 #1) passed by the Board which authorized the use of "Vote by Mail" procedures for 2014 and subsequent elections, "Vote by Mail" as an alternative voting method is hereby authorized for the Municipal Election to be held in 2026 and in subsequent elections.

ENACTED AND MADE AS OF THE 31<sup>st</sup> day of March 2026.

\_\_\_\_\_  
Elaine Johnston, Chair of the Board

\_\_\_\_\_  
Lucia Reece, Director of Education

The Board takes this By-Law being read three times and approved at the Regular Meeting of the Board on March 31, 2026.



<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 3.4</b>
Prepared By:	Associate Director Santa Maria	
Strategic Priority:	All Priorities	
Purpose:	Information Discussion <b>Motion</b>	
Topic/Issue:	Election By-Law – to Delegate Authority to Returning Officer for the 2026 Trustee Election	

**Rationale**

As per section 8.1 of Ontario Regulation 412/00, a Board who has formed a geographic area that consists of all or part of two or more municipalities, shall identify which of those municipalities has the largest population of the Board’s electoral group for the purpose of identifying the School Board election clerk. Per section 11.2 of the regulation, the person responsible for conducting the election of members of the board from the geographic area is the school board election clerk of the municipality wholly or partly within the geographic area having the largest population of the Board’s electoral group.

**Key Highlights**

- Along with the city of Sault Ste. Marie electoral area, ADSB conducts the election of Trustees for all schools boards within the unorganized areas (areas without Municipal organization).
- In the past ADSB had its own experienced staff, acting as Returning Officer, however the Board feels it is now best to leverage community expertise to perform the task.
- For the 2026 Election, ADSB has contracted the City of Sault Ste. Marie’s City Clerk to act as Returning Officer on its behalf.
- This would include utilizing the City’s Compliance Audit Committee should there be applications for compliance audits of the candidates’ campaign expenses. Any expenses are fully funded by the Ministry of Education.
- See attachment 3.4 #1 for By-Law details
- The Board will pass a By-Law to adopt “Vote By Mail” procedures similar to past elections, at this meeting of 2026 03 31.

**Anticipated Benefits**

- Complete election requirements set out in Ontario Regulation 412/00.
- Continued use of community expertise and the City of Sault Ste. Marie’s Compliance Audit Committee.

**Insights / Learning**

- N/A

**Considerations/Next Steps**

- N/A

**Motion**

That the Board approve Election By-Law 2026-03 to Delegate Authority to Returning Officer for the 2026 Trustee Election.

<b>Moved by:</b>	<b>Seconded by:</b>
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Motion was: <b>Carried</b>	<b>Defeated</b>	Initials of Chair:	Resolution #
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# BY-LAW NO. 2026-03

## APPOINTMENT AND OATH OF RETURNING OFFICER

*Municipal Elections Act, 1996, s.15(2)*

Algoma District School Board – Territories Without Municipal Organization in the Algoma District (Chapleau Locality, Michipicoten Locality, Sault Locality, Central Algoma Locality, North Shore Locality)

Name of Person Appointed as Returning Officer:

**Rachel Tyczinski**

The person named above is hereby appointed Returning Officer for the Algoma District School Board election in territories without municipal organization in the Algoma District (Michipicoten Locality, Sault Locality, Central Algoma Locality, North Shore Locality) and in addition to the duties and responsibilities of a Returning Officer as provided in the *Municipal Elections Act, 1996*, is hereby delegated all powers and duties of the Secretary of the School Board, including the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*:

- Authority to make all preparations for the election including Vote by Mail
- Authority to prepare for and conduct a recount in the election
- Authority to revise Preliminary List and Voters List
- Authority to maintain peace and order throughout the election
- Authority to hire or appoint election officials
- Authority to amend the Voters List to add an elector, remove an elector's own name and/or correct erroneous information;
- Authority to require a person to provide proof of identity, qualifications or any other matter;
- Authority to approve or deny applications for revisions to the Voters List;
- Authority to receive elections results as they are reported on Voting Day;
- Authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance;
- Discretionary authority to provide for any matter or procedure not otherwise provided for in an Act or regulation which in their opinion, is necessary or desirable for conducting the election.

\_\_\_\_\_  
Lucia Reece

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and

Declared before me at the City of Sault Ste. Marie in the District of Algoma this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
A Commissioner, etc.

\_\_\_\_\_  
Rachel Tyczinski

<b>REPORT TO THE BOARD of 2026 03 31</b>	<b>Item # 4.0</b>
Topic/Issue:	<b>Board Reports</b>



<ol style="list-style-type: none"> <li>1. Director's Report</li> <li>2. Chair's Report</li> <li>3. Student Trustees' Report</li> <li>4. OPSBA Reports</li> <li>5. Parent Involvement Committee Report</li> </ol>

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 5.0</b>
Topic/Issue:	<b>Other Business</b>	



1. N/A - no other business to address.	

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 6.0</b>
Topic/Issue:	<b>Next Meeting Dates</b>	



1. The next meeting is a <b>Committee of the Whole Meeting on April 14, 2026</b>	

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 7.0</b>
Prepared By:	Chair Johnston	
Strategic Priority:	n/a	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Motion to Move into In-Camera	



<b>Rationale</b>	
As per Section 207(2) of the Education Act, "A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,	
<ul style="list-style-type: none"> <li>a) the security of the property of the board;</li> <li>b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;</li> <li>c) the acquisition or disposal of a school site;</li> <li>d) decisions in respect of negotiations with employees of the board; or</li> <li>e) litigation affecting the board."</li> </ul>	
<b>Key Highlights</b>	
n/a	
<b>Anticipated Benefits</b>	
n/a	
<b>Insights / Learning</b>	
n/a	
<b>Considerations/Next Steps</b>	
n/a	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board members move into Regular Board Meeting of 2026 03 31, Closed Session, and that this portion be closed to public, at _____ p.m.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:      Resolution #



<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 7.1</b>
Prepared By:	Chair Johnston	
Strategic Priority:	n/a	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Motion to Adjourn In-Camera Session	

<b>Rationale</b>	
Move to adjourn In-Camera Session.	
<b>Anticipated Benefits</b>	
<b>Insights / Learning</b>	
<b>Considerations/Next Steps</b>	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board members move to adjourn In-Camera Session of the Regular Board Meeting of 2026 03 31 at _____pm.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:                      Resolution #

<b>REPORT TO THE BOARD of 2026 03 31</b>		<b>Item # 8.0</b>
Prepared By:	Chair Johnston	
Strategic Priority:	n/a	
Purpose:	Information    Discussion <b>Motion</b>	
Topic/Issue:	Motion to Adjourn Regular Board Meeting	



<b>Rationale</b>	
Move to adjourn the Regular Board Meeting of 2026 03 31.	
<b>Anticipated Benefits</b>	
<b>Insights / Learning</b>	
<b>Considerations/Next Steps</b>	
<b>Motion (if applicable)</b>	
Moved by:	Seconded by:
That the Board members move to adjourn the Regular Board Meeting of 2026 03 31 at _____pm.	
Motion was: <b>Carried</b> <b>Defeated</b>	Initials of Chair:                      Resolution #