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**DELIVERED BY COURIER, FAX AND ELECTRONIC MAIL (bpietran@toronto.ca)**

29 October 2015

Ulli S. Watkiss  
City Clerk  
City Hall, 2<sup>nd</sup> Floor  
100 Queen Street West  
Toronto, Ontario  
M5H 2N2

Dear Ulli Watkiss:


Attention: Bonita Pietrangelo, Deputy City Clerk – Election Services

At the meeting of the Toronto District School Board held last night, 28 October 2015, the Board decided, in part:

That the City Clerk be advised that pursuant to section 221(2) of the *Education Act*, the Toronto District School Board requires that an election be held to fill the vacancy created in Toronto District School Board Ward 21 (Scarborough-Rouge River); and

That the City Clerk be instructed to conduct the by-election in a scaled-down manner incurring only those costs required to fulfill the statutory provisions of the *Municipal Elections Act*.

Yours truly,

  
Denise Joseph-Dowers  
Interim Senior Manager, Board Services

c: Donna Quan, Director of Education and Secretary of the Board