



**SPECIAL BOARD  
Report No.24-097**

**19 August 2024**

**Trustee Resignation and Appointment Process, Zone 2**

**Key Contact: Pino Buffone, Director of Education and Secretary of the Board  
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**PURPOSE:**

1. To accept the resignation of Trustee Alysha Aziz, effective 19 August 2024, and to seek approval for the candidate selection process to fill the vacancy of Trustee Zone 2 (Kanata North/Kanata South).

**STRATEGIC LINKS:**

2. Conducting a fair, equitable and transparent appointment process for Trustee Zone 2 is consistent with the Social Responsibility objectives of the 2023-2027 Strategic Plan.

**CONTEXT:**

3. On 26 July 2024, Trustee Alysha Aziz served notice of her intent to tender her resignation from the position of trustee for Zone 2 (Kanata North/Kanata South) of the Ottawa-Carleton District School Board, effective 9 August 2024. A copy of her resignation letter is attached as Appendix A.

At the Special Board meeting of 19 August 2024, the Board will be asked to accept Trustee Aziz's resignation and to establish the process for filling the vacancy, in accordance with the *Education Act* and [Policy P.050.GOV](#).

A copy of the policy is attached as Appendix B.

**KEY CONSIDERATIONS:**

4. Legislative and Policy Requirements  
Under Section 221 of the *Education Act* the Board is required to fill the vacancy within ninety days of the office becoming vacant. Based on a resignation effective 19 August 2024, the appointment must be made by 17 November 2024.

Policy P.050.GOV provides for the vacancy to be filled by appointment by a majority of the members of the Board. It should be noted that the Act also provides an option for the Board, by majority vote, to decide that a by-election should be held, subject to certain conditions being met. Should a by-election be contemplated by the Board, an amendment to, or waiving the current policy would be required.

Given the above, the process outlined in this report is based on the Board's current policy for an appointment to be made by the Board. It is based on the process used for previous vacancies, including the most recent instance in 2020.

Since the creation of the school district, the Ottawa-Carleton District School Board has had several trustee resignations and the process has been conducted in public. Specifically,

- a) applications were invited from interested candidates through various public notices;
- b) the qualifications of applicants as set out in the Act and described below were confirmed;
- c) qualified candidates were invited to attend a public meeting of the Board and afforded an opportunity to present / respond to questions to position themselves as the best candidate; and
- d) a decision on the appointment was made by secret ballot at the end of the public meeting and confirmed by resolution.

5. Qualification of Applicants

In general, a person is qualified to hold the office of trustee if the person is qualified to vote for members of that district school board (i.e. at least 18 years of age and a public school elector), is resident in its area of jurisdiction (i.e. the City of Ottawa), and is not disqualified based on the *Education Act* or any other Act. Candidates are not required to reside within the specific electoral zone.

6. Application Process

The following outlines the process that is being recommended for determining the board member to fill the office left vacant by Trustee Aziz's resignation:

- a) Notice of the vacancy and application requirements will be published on the Board's website and elsewhere as quickly as possible following the Special Board meeting, with an application deadline of 20 September 2024 at 12:00 p.m. (noon);
- b) Interested applicants will be required to submit a letter of application on the prescribed form to a maximum of two pages, a resume, and a completed Declaration of Qualification, in order to be considered for the position.
  - i) A notation will be included on the application form stating that the application information will be a public document and posted on the Board's website.
  - ii) The residency and school support status of each applicant will be confirmed upon receipt of the application. Those candidates whose qualifications cannot be confirmed prior to the application deadline will be disqualified.

- iii) Trustee Aziz had five opponents in the 2022 municipal election. Every effort will be made to contact those candidates.
- iv) All qualified candidates will be invited to make a short presentation regarding their candidacy and suitability for the position of trustee at a public meeting, as set out below in paragraph 7. Staff will contact the candidates and provide them with the date and time of their presentation. Copies of applications/resumes will be shared with members of the Board in advance of the meeting.

7. Board Meeting

The candidates would be scheduled to make a presentation to the Board at a special meeting on 15 October 2024, to be confirmed subject to the number of applicants.

The process for conducting the special meeting and selecting the candidate is outlined in detail in Appendix C.

The swearing in of the individual will take place at the beginning of the regular meeting of the Board on 29 October 2024, which would allow the new Trustee to participate in that meeting.

8. Constituency Support for Zone 2

During the intervening period between the office becoming vacant and the determination and swearing in of the new board member, Chair Scott will address any constituency requests for Zone 2.

**RESOURCE IMPLICATIONS:**

8. The cost of filling the vacancy for Trustee Zone 2 through the appointment process outlined above will be managed within existing departmental budgets.

As set out above, in the event the Board makes a decision to hold a By-election, the costs of the by-election, which could be significant, would be borne by the Board. Funds would need to be re-allocated within the approved budget to cover these costs.

**COMMUNICATION/CONSULTATION ISSUES:**

9. The focus of communication will be on building awareness about the vacancy, which will be accomplished through advertisements, media releases, notices on the District's website and social media. Staff will also make available a package of materials relevant to candidates, similar to what is developed to assist candidates during an election, including the current strategic plan, the Roadmap, and select policies.

Posting of the notice of the trustee vacancy, following the Board's approval of the process, will include advertisements in local media, a public service announcement to all media, notice on the District's website, and notice of the

vacancy via email to the Board’s advisory committees, school councils, and community associations within Zone 2.

**RECOMMENDATION:**

- A. THAT the Board accept, with regret and appreciation for her years of dedicated service, the resignation of Aysha Aziz, Trustee Zone 2, Kanata North/Kanata South, effective 19 August 2024; and
- B. THAT the Board proceed with the appointment process to fill the vacancy for the position of Trustee, Zone 2 as outlined in Report 24-097, Trustee Resignation and Appointment Process, Zone 2.

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Janice McCoy  
Executive Officer, Corporate Services

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Pino Buffone  
Director of Education and  
Secretary of the Board

**APPENDICES**

- Appendix A Letter of Resignation from Alysha Aziz, Trustee Zone 2
- Appendix B: [Policy P.050.GOV Board Member Removal/Resignation from Office](#)
- Appendix C: Guidelines for the Meeting to Appoint a Trustee
- Appendix D: Candidate Frequently Asked Questions