



SPECIAL BOARD

23 June 2025

Report No.25-041 (AMENDED - note that amendments are underlined)

Trustee Resignation and Appointment Process

Key Contact:

Pino Buffone, Director of Education and Secretary of the Board
Jesse Mark, General Counsel, Legal and Governance Services

PURPOSE:

1. To outline the appointment process to fill a trustee vacancy.

STRATEGIC LINKS:

2. The Board has a legal obligation to fill a trustee vacancy.

CONTEXT:

3. On 3 June 2025, Trustee Nili Kaplan-Myrth served notice of her intent to resign. A copy of her resignation letter is attached as Appendix A.
4. On 20 June 2025, Trustee Justine Bell served notice of her intent to resign via email. A copy of this notice is attached as Appendix B.
5. A trustee's resignation is not effective until it is approved by a majority of trustees on a motion at a Board meeting (see *Education Act* s.220(3)).
6. Section 221 of the *Education Act* and section 2.3(c) of [Policy P.050.GOV](#) together require the vacancy of an OCDSB trustee to be filled by appointment within 90 days of the effective date of the resignation. Trustee Kaplan-Myrth's resignation letter indicates it is effective immediately, meaning that it is effective from the date the resignation is approved by the Board. Trustee Bell's resignation email indicates it is effective June 30, 2025, meaning that once it is approved by the Board it will take effect on June 30, 2025. Should the Board approve the resignations on 23 June 2025, Trustee Kaplan Myrth's vacancy will need to be filled by 21 September 2025 and Trustee Bell's vacancy will need to be filled by 28 September 2025.
7. During the intervening period before a new trustee is appointed and sworn in, Chair Scott will address any constituency matters that arise for Zone 9 or Zone 10.

KEY CONSIDERATIONS:

8. The process outlined in this report is based on the process used for previous vacancies, including the most recent instance in 2024.

Qualified Applicants

9. A person is qualified to hold the office of OCDSB trustee if the person is qualified to vote for OCDSB trustees (i.e. 18 years old and a public school elector) and is a resident of Ottawa. Candidates are not required to reside within the specific electoral zone.

Application Process

10. The application process for interested candidates will be as follows:
 - a. Notice of the vacancies and application requirements will be published on the Board's website and circulated through typical Board communications channels as soon as practical following the Board meeting on 23 June 2025. Efforts will be made to directly notify the candidates who ran against Trustee Kaplan-Myrth and Trustee Bell in the 2022 election.
 - b. Interested candidates will be required to submit a letter of application (maximum 2 pages), a resume, and a completed Declaration of Qualification before 18 August 2025 at 8:00 a.m.
 - c. The eligibility of each applicant (see "Qualified Applicants" above) will be reviewed and determined by Governance Services. Applicants who are not eligible will be notified accordingly.
 - d. Application materials for each eligible applicant will be posted publicly and will be shared directly with all trustees.
 - e. All eligible candidates will be invited by Governance Services to attend a special Board Meeting on 16 September 2025.

Selection Process

11. The process for conducting the special meeting and selecting the candidate is detailed in Appendix C.
12. The swearing in of the successful candidate will take place at the start of the regular Board meeting on 23 September 2025.

RESOURCE IMPLICATIONS:

13. The process outlined in this report will not result in any direct expenses.

COMMUNICATION/CONSULTATION ISSUES:

14. The vacancy and application process will be widely circulated through typical OCDSB communications channels.

RECOMMENDATION:

- A. THAT the Board accept the resignation of Nili Kaplan-Myrth, Trustee for Zone 9, effective 23 June 2025;
- B. THAT the Board accept the resignation of Justine Bell, Trustee for Zone 10, effective 30 June 2025; and
- C. THAT the Board implement the trustee vacancy appointment process outlined in Report 25-041.

Jesse Mark
General Counsel - Legal & Governance
Services

Pino Buffone
Director of Education and Secretary of
the Board

Appendices:

Appendix A: Letter of Resignation from Nili Kaplan-Myrth, Trustee Zone 9

Appendix B: Email of Resignation from Justine Bell, Trustee Zone 10

Appendix C: Trustee Selection Process - A Guide for Candidates