

**BOARD
Report No.19-131**

17 December 2019

Trustee Resignation and Appointment Process, Zone 10

**Key Contact: Camille Williams-Taylor, Director of Education and
Secretary of the Board
Michele Giroux, Executive Officer, Corporate Services,
(613-596-8211 ext. 8310)**

PURPOSE:

1. To accept the resignation of Trustee Erica Brauovan, effective 31 December 2019, and to seek approval for the candidate selection process to fill the vacancy of Trustee Zone 10 (Somerset/Kitchissippi).

CONTEXT:

2. On 4 December 2019, Trustee Erica Braunovan served notice of her intent to tender her resignation, effective 31 December 2019, from the position of trustee for Zone 10 (Somerset/Kitchissippi) of the Ottawa-Carleton District School Board. A copy of her resignation letter is attached as Appendix A.

At the Board meeting of 17 December 2019, the Board will be asked to accept Trustee Braunovan's resignation in accordance with Policy P.050.GOV, and to establish the process for filling the vacancy. A copy of the policy is attached as Appendix B.

KEY CONSIDERATIONS:

3. **Legislative and Policy Requirements**
Under Section 221 of the *Education Act* the Board has ninety days to appoint a new trustee to the office. Based on a resignation effective 31 December 2019, the appointment must be made by 30 March 2020.

The Board's policy provides for the vacancy to be filled by appointment. Should a by-election be contemplated by the Board, an amendment to, or waiving the current policy would be required. The cost of a by-election would have to be funded by the Board and is determined by the City of Ottawa. The appointment process outlined in this report is based on the Board's policy and the process followed for vacancies in 2008 and 2012.

Since the creation of the school district, the Ottawa-Carleton District School Board has had four trustee resignations within a term of office, and the process for appointments has been conducted in public since 2006. Applications were invited from interested candidates, qualifications confirmed, and candidates were interviewed in a public meeting of the Board. The final decision was made by secret ballot at the end of the public Board meeting.

4. **Qualification of Applicants**

To be qualified an applicant must be a Canadian Citizen, at least 18 years of age, a public school elector and resident in the City of Ottawa, and not disqualified by any other Act. Candidates are not required to reside within the electoral zone.

5. **Application Process**

Applicants will be invited 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. 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. 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. Every effort will be made to contact the candidates who ran in the previous election for Trustee Zone 10. The application deadline will be 31 January 2020 at noon.

Trustee Braunovan had 3 opponents in the 2018 municipal election. The distribution of votes in the election was as follows:

<u>Candidate</u>	<u>Votes</u>	<u>Percentage</u>
Erica Braunovan	11,935	72.86
Wesley Campbell	1,620	9.89
David Thomas Humphries	1,582	9.66
Justin W. Laku	1,243	7.59

All qualified candidates will be interviewed by the Board at a public meeting of the Committee of the Whole (COW). Staff will contact the candidates and arrange for an interview time. Copies of applications/resumes received as a result of the advertisement will be sent to members of the Board in advance of the meeting/interviews.

6. **Scheduling of Interviews**

The interviews will be tentatively scheduled for a special Committee of the Whole, Public meeting on 11 February 2020, subject to the number of applicants. If a special meeting is not required, interviews will be scheduled for the regular meeting of Committee of the Whole on 18 February 2020. Candidates will be sequestered in another room until their turn during the interviews. During the interviews, candidates will not use electronic communicating devices, including but not limited to cell phones. The process for conducting the interviews and selecting the candidate is outlined in detail in Appendix G. The confirmation of the appointment and swearing in of the individual will take place during the regular meeting of the Board on 25 February 2020.

Alternatively, a Special Board meeting could be scheduled for 18 February 2020, where the selected candidate would be confirmed and sworn in, thereby permitting their full participation at the 25 February 2020 Board meeting.

RESOURCE IMPLICATIONS:

7. The cost of filling the vacancy for Trustee Zone 10 will be managed within existing departmental budgets.

COMMUNICATION/CONSULTATION ISSUES:

8. The focus of consultation on this process will be on building awareness about the vacancy. That will be done through advertisements, media releases, notices on the District's website, and communication with the Board's advisory committees, OCASC, school councils, and community agencies.

Posting of the notice of the trustee vacancy, following the Board's approval of the process, will include advertisements in the Ottawa Citizen, a public service announcement to all media, notice on the District's website, and notice of the vacancy via electronic mail to the Board's advisory committees, school councils, Ottawa-Carleton Assembly of School Councils (OCASC), and community associations within Zone 10.

STRATEGIC LINKS:

9. Conducting an open and transparent appointment process for Trustee Zone 10 is consistent with the Culture of Social Responsibility objective of the 2019-2023 Strategic Plan.

RECOMMENDATION:

- A. THAT the Board accept, with regret and appreciation for her years of dedicated service, the resignation of Erica Braunovan, Trustee Zone 10, Somerset/Kitchissippi, effective 31 December 2019; and
- B. THAT the Board proceed with the appointment process to fill the vacancy for the position of Trustee, Zone 10 as outlined in Report 19-131, Trustee Resignation and Appointment Process, Zone 10.

Michele Giroux
Executive Officer, Corporate Services

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A	Letter of Resignation from Erica Braunovan, Trustee Zone 10
Appendix B:	Policy P.050.GOV Board Member Removal/Resignation from Office
Appendix C:	Declaration of Office/Oath of Allegiance and Declaration of Qualification
Appendix D:	Call for Applications
Appendix E:	Notice of Application Form
Appendix F:	Candidate Frequently Asked Questions
Appendix G:	Guidelines for the Meeting to Appoint a Trustee to Zone 10