

## **Tab 3**



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

*Office of the Chair of the Board*

August 31, 2020

Trustee Donna Blackburn  
[REDACTED]  
[REDACTED]

Dear Trustee Blackburn,

I am writing with respect to the Code of Conduct complaint which you filed with me on Saturday, August 29 2020, regarding the behaviour of Trustee Lyra Evans. In accordance with section 4.23 of the Board Member Code of Conduct, Mr. [Andrew Tremayne](#), has been retained as an independent third party to undertake the review in accordance with section 4.24 of the [Code](#). The formal review may involve both written and oral statements by the trustee bringing the complaint and the trustee who is alleged to have breached the Code of Conduct. Mr. Tremayne will be in contact with you regarding this matter. Given the current circumstances, contact with the investigator will be by telephone, video conference or other electronic means. As the policy sets an expectation that the formal review will be conducted within a reasonable period of time, your active participation in this review is greatly appreciated.

As part of the review process, the investigator will prepare a report containing findings of fact. The investigator will provide a confidential draft copy of their report containing the findings of fact to you and the trustee who is the subject of the complaint. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two trustees shall have up to ten (10) days (or such greater period of time as deemed appropriate by the investigator) from the receipt of the draft report to provide a written response.

The final report of the investigator shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.



This is an important process and I encourage you to share your experiences with the investigator to ensure that the finding of facts is comprehensive. This is critical to informing any future decisions of the Board.

Thank you for your prompt attention to this matter.

Sincerely,

*Lynn Scott*

Lynn Scott  
Chair, Board of Trustees

cc. Vice-Chair of the Board, Keith Penny  
Director of Education, Camille Williams-Taylor  
Executive Officer, Michele Giroux  
Corporate Records  
Investigator