



REGULAR BOARD MEETING AGENDA
Tuesday, August 1, 2023
EDUCATION CENTRE
Public 5:30 P.M.

PUBLIC

A. PROCEDURAL ITEMS

- I. Roll call
- II. Land Acknowledgement
- III. Approval of Agenda
- IV. Conflict of Interest

V. Education Topic and/or Delegation

	Superintendent
N/A	

VI. System Information

	Superintendent
N/A	

VII. Minutes from Previous Meetings

Minutes to be Approved by the Board:

Minutes to be Received by the Board:

VIII. Student Trustees' Report

N/A

IX. Reports from Committee Chairs, O.P.S.B.A.

N/A

B. ACTION ITEMS

	Superintendent
1. Trustee Vacancy	J.S.

C. INFORMATION ITEMS

N/A	
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FUTURE MEETINGS AND LOCATIONS

2023 09 19 Regular Board Meeting - H.E. Crowder Board Room



B. 1 Director's Report To The Board

Date: 2023 08 01

Subject: TRUSTEE VACANCY

1.1.0 Background

1.1.1 A trustee vacancy exists due to the sudden passing of Trustee Russell Reid.

1.1.2 As per Section 221(1) of the Education Act (see attachment #1), the Board shall fill the seat through either an appointment process or a by-election, within 90 days of the vacancy.

1.2.0 Information

1.2.1 Chair Sarlo, Vice-Chair Johnston and Director Reece have reviewed the two Education Act options and, at the recommendation of the Ontario Public School Boards' Association (OPSBA) leadership, sought input and advice from two other Public Boards who had to recently fill a vacant seat.

1.2.2 Two options for an appointment process have been shared (see attachment #2) for consideration.

1.3.0 Recommendation

It is recommended that the Algoma District School Board fill the current trustee vacancy through an appointment process, outlined as Option #___ of the attachments contained herein.

1.4.0 Proposed Resolution

It is recommended that the Algoma District School Board fill the current trustee vacancy through an appointment process, outlined as Option #___ of the attachments contained herein.

person has filed his or her resignation with the secretary of the other school authority, with the secretary of the district school board or with the clerk of the municipality or upper-tier municipality, as the case may be.

(9) **Qualification to act as a member**— A person is not qualified to act as a member of a district school board or school authority if the person ceases to hold the qualifications required to be elected as a member of the district school board or the school authority.

(10) **Person not to be candidate for more than one seat**— No person shall run as a candidate for more than one seat on a district school board or school authority and any person who does so and is elected to hold one or more seats on the district school board or the school authority is not entitled to act as a member of the district school board or the school authority by reason of the election.

(11) **Vacancy where member disqualified**— The seat of a member of a district school board or school authority who is not qualified or entitled to act as a member of that district school board or that school authority is vacated.

[S.O. 1997, c. 31, s. 112; 1999, c. 6, s. 20(5), (6); 2002, c. 17, Sch. D, s. 37; 2002, c. 17, Sch. E, Table; 2002, c. 18, Sch. G, s. 9; 2017, c. 34, Sched. 12, s. 3]

220. (1) Members to remain in office— The members of a board shall remain in office until their successors are elected and the new board is organized.

(2) **Board not to cease for want of members**— A board does not cease to exist by reason only of the lack of members.

(3) **Resignation of members**— A member of a board, with the consent of a majority of the members present at a meeting, entered on the minutes of it, may resign as a member, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a member if the resignation will reduce the number of members of the board to less than a quorum.

(4) **Resignation to become candidate for some other office**— Despite subsection (3), where it is necessary for a member of a board to resign to become a candidate for some other office, the member may resign by filing his or her resignation, including a statement that the resignation is for the purpose of becoming a candidate for some other office, with the secretary of the board and the resignation shall become effective on November 30 after it is filed or on the day preceding the day on which the term of the office commences, whichever is the earlier.

[S.O. 1997, c. 3, s. 4; 1997, c. 31, s. 112]

221. (1) Vacancies— Subject to section 224, if the office of a member of a board becomes vacant before the end of the member's term,

(a) the remaining elected members shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if a majority of the elected members remain in office; or

(b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

(2) **Optional election**— Despite clause (1) (a), if members of the board are elected under the *Municipal Elections Act, 1996*, the remaining elected members may by resolution require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs,

(a) in a year in which no regular election is held under that Act;

(b) before April 1 in the year of a regular election; or

(c) after the new board is organized in the year of a regular election.

(3) **Same**— The secretary of the board shall promptly send to the clerk of the appropriate municipality a certified copy of the resolution under subsection (2).

(4) **Notice re clause (1) (b)**— Where clause (1) (b) applies, the secretary of the board shall promptly send to the clerk of the appropriate municipality a notice that clause (1) (b) applies and the notice shall be deemed to be a resolution indicating a by-election is required for the purposes of section 65 of the *Municipal Elections Act, 1996*.

(5) **Term of office**— A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

[S.O. 1997, c. 31, s. 112; 2002, c. 18, Sch. G, s. 10; 2009, c. 25, s. 26]

222. (1) Elections for three member boards— If an election is required to fill a vacancy on a board that is composed of three members and there are fewer than two remaining members of the board, a meeting of the electors may be called by any two electors of the board or by the appropriate supervisory officer.

(2) **Time of meeting**— The meeting shall take place within 60 days of the date on which the last office became vacant.

(3) **Notice of meeting**— At least six days before the meeting, the person or persons calling the meeting shall post a notice of the meeting in at least three public places within the area of jurisdiction of the board.

(4) **Election at meeting**— The electors at the meeting shall elect the required number of board members to fill the vacancies.

[S.O. 1997, c. 31, s. 112]

223. (1) Vacancy in rural separate school board before incorporation— If a vacancy occurs in the office of a member of the board of a rural separate school before the board members become a body corporate, the remaining board members shall promptly take steps to hold a by-election to fill the vacancy, and the person elected shall hold office for the remainder of the term of the board member who



Attachment #2

OPTIONS FOR FILLING TRUSTEE VACANCY

OPTION 1:

The Board of Trustees shall establish a committee consisting of the Chair, Vice-Chair and three other trustees to oversee the following process to fill the current trustee vacancy:

Step 1: Advertising of Vacancy

The committee shall authorize the release of a communication announcing the vacancy (sample included). The vacancy and solicitation of applicants shall be communicated to:

- i) all School Councils (via the School Council Chairs)
- ii) all members of the Parent Involvement Committee
- iii) the local municipality/municipalities
- iv) local media outlets and on the Board's website.

Step 2: Review of Applicants

Applicants will be invited to make a presentation. In the event there is only one applicant, the applicant shall be acclaimed by Board motion.

Step 3: Presentation

Candidates will be invited to meet with the committee, where they will have up to 15 minutes to outline how they would support the Board of Trustees in meeting their Strategic Directions and in furthering the best interests of the Algoma District School Board.

Following the presentations, the committee will determine the successful applicant and make a conditional offer to the candidate, pending Board approval. (Note: If the successful applicant declines the offer, the committee shall make an offer to the next candidate of choice.) The committee shall bring their recommendation, by Board motion, to a Special Board meeting.

The Chair shall publicly announce the successful applicant at the Special Board Meeting and invite the successful candidate to attend the meeting as a guest.

Following the Special Board Meeting and once the successful applicant has been sworn in, the Chair or designate will issue a media release, including to the parties outlined in Step 1.

OPTION 2:

Step 1: Advertising of Vacancy

The Board of Trustees shall establish two Special Board Meeting dates – one for an interview date and one at which the newly appointed Trustee shall be sworn in. All such information shall be outlined in the communication announcing the vacancy (draft attached). The vacancy and solicitation of applicants shall be communicated to:

- v) all School Councils (via the School Council Chairs)
- vi) all members of the Parent Involvement Committee
- vii) the local municipality/municipalities
- viii) local media outlets and on the Board's website.

Step 2: Review of Applicants

Applications for the vacancy will be brought to the Board for review and to generate a short-list of candidates to be interviewed. Short-listed candidates will be invited to an interview/presentation.

Step 3: Interview/Presentation

Candidates selected for an interview/presentation will be invited to attend a Special Board Meeting (no delegations or guests) where they will have up to 15 minutes to outline how they would support the Board of Trustees in meeting their Strategic Directions and in furthering the best interests of the Algoma District School Board.

Following the interviews/presentations, Trustees will vote, by secret ballot, to elect the successful applicant. The Director of Education shall oversee the voting, following the same procedures outlined for the Board's Inaugural or Organizational meeting, with respect to identifying scrutineers and the voting process.

The Chair will announce the successful applicant to the trustee attendees and will make an offer to the successful applicant, advising them of their need to attend the upcoming Special Board Meeting.

(Note: If the successful applicant declines the offer, the trustees shall vote on whether to make an offer to the candidate with the second highest number of votes, or to remove the candidate's name who declined from the ballot and to hold another vote.)

Following the Special Board Meeting and once the successful applicant has been sworn in, the Chair or designate will issue a media release, including to the parties outlined in Step 1.



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CHAIR
Jennifer Sarlo

DIRECTOR OF EDUCATION
Lucia Reece

PUBLIC NOTICE: ALGOMA DISTRICT SCHOOL BOARD ACCEPTING APPLICATIONS FOR VACANT TRUSTEE POSITION – NORTHERN AREA (Michipicoten, Chapleau, Hornepayne)

Due to the sudden passing of the incumbent Trustee, there is now a vacancy for the position of Trustee for the Michipicoten, Chapleau and Hornepayne area.

As per s.221(1) of the Education Act, the Board of Trustees has, through a Board motion, chosen to fill the vacant seat through an appointment process. Trustees will receive applications from interested and eligible individuals for this position until 4:00 p.m. on XXXX, August xx, 2023.

As outlined in the Education Act, applicants must meet the following requirements:

- a Canadian citizen
- 18 years of age or older
- a resident of the region
- be a public school elector
- not legally prohibited from voting; and,
- not disqualified by any legislation from holding school board office (E.g., an employee of any school board)

Interested applicants are asked to provide the following information:

- i) a resumé, including past accomplishments, community involvement and related experience;
- ii) a letter of intent, outlining the reasons why you wish to serve on the Board and how you feel you can contribute to its overall effectiveness;
- iii) three references from the community.

Applicants are advised that the applications will be made available for review, by the public, if requested. Applications are to be submitted to Lucia Reece, Director of Education and Secretary to the Board, at acetil@adsb.on.ca

Application packages will be reviewed and a short-list of candidates will be created. Short-listed candidates will be invited to make a brief, 15-minute presentation to the Board of Trustees, at a scheduled time, on XXX, August xx, 2023.

The successful applicant will be sworn in, at a Special Board Meeting on xxx, August xx, 2023 and will serve until the end of the term, which is November 14, 2026.

For further information, please contact the Algoma District School Board at acetil@adsb.on.ca or by calling 705-945-7234.