Northeastern Catholic District School Board

TRUSTEE VACANCIES

Administrative Procedure Number: APT011

POLICY STATEMENT

Trustees of the Northeastern Catholic District School Board (NCDSB) hold positions of public trust and play an essential role in the governance of Catholic education. Where a trustee vacancy occurs, the Board is committed to addressing the vacancy in a timely, transparent, and legislatively compliant manner to support effective governance and representation.

REFERENCES

Education Act
Part VII Board Members – Qualifications, Resignations, and Vacancies
NCDSB Policy
T-11 Trustee Vacancies
Board of Trustees Procedural By-Law

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL

1.1 Trustee vacancies shall be addressed in accordance with the *Education Act*, the Board of Trustees Procedural By-law, and this administrative procedure.

1.2 The Chief Executive Officer shall notify the Board of a trustee vacancy at the earliest opportunity and provide any information required to support the Board's consideration of the vacancy.

1.3 The Board shall declare the office vacant in accordance with the *Education Act*.

1.4 The Board is committed to conducting any trustee replacement process in a fair, transparent, and timely manner that supports effective governance and public confidence.

2.0 DETERMINING THE PROCESS

2.1 Following the declaration of a vacancy, the Board shall determine the appropriate process for filling the vacancy in accordance with the *Education Act*.

2.2 Where the *Education Act* permits, the Board may:

i) Appoint a qualified individual to fill the vacancy;
ii) Require that the vacancy be filled through a by-election; or
iii) Leave the vacancy unfilled where permitted by legislation.

3.0 APPOINTMENT PROCESS

3.1 Where the Board determines that an appointment will be made, public notice of the vacancy shall be issued.

3.2 The notice shall:

i) Identify the office to be filled.
ii) Outline the application process.
iii) Identify the qualifications prescribed by the *Education Act*.
iv) Establish the application deadline.
v) Provide any additional information considered appropriate by the Board.

3.3 Public notice shall be communicate using methods determined by the Chief Executive Officer to ensure reasonable public awareness.

3.4 Applications shall be submitted to the Chief Executive Officer by the published deadline.

3.5 The Chief Executive Officer will verify that applicants meet the eligibility requirements established by the Education Act.

3.6 A report identifying all qualified applicants shall be provided to the Board.

3.7 The Board shall determine the process for considering qualified applicants.

3.8 The Board may:

i) Interview applicants.
ii) Request additional information.
iii) Verify qualifications.
iv) Conduct reference checks.
v) Use any other process consistent with the principles of fairness, transparency, and the *Education Act*.

3.9 The Board shall appoint a qualified applicant by resolution in accordance with the *Education Act* and the Board of Trustees Procedural By-law.

4.0 BY-ELECTION

4.1 Where the Board determines that a by-election is required or appropriate, the vacancy shall be filled in accordance with the *Education Act*.

5.0 VACANCIES NEAR ELECTION TIMES

5.1 Trustee vacancies occurring immediately before or after a regular municipal election shall be addressed in accordance with the *Education Act*.

6.0 PUBLIC COMMUNICATION

6.1 The Chief Executive Officer will communicate the outcome of the trustee replacement process through appropriate Board communication channels.

6.2 The successful candidate will be notified by the Chair of the Board or designate prior to any public announcement.

7.0 RECORDS

7.1 Documentation relating to the trustee replacement process will be maintained in accordance with Board records management practices and applicable legislation.

8.0 RELATED FORMS AND TEMPLATES

Template Trustee Vacancy Posting

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: November 2026

SAMPLE POSTING FOR TRUSTEE VACANCY

The Northeastern Catholic District School Board
Invites applications for the Office of Trustee

Applications are invited from qualified candidates to fill the office of trustee to represent the municipalities of INSERT MUNICIPALITIES for the remainder of the current term ending INSERT TERM END DATE.

To qualify, a candidate must:
a) be a Canadian citizen;
b) be at least 18 years of age;
c) be a resident of the Cochrane/Temiskaming districts; communities of Foleyet and Gogama
d) be a Roman Catholic and an eligible English Catholic school elector; and
e) not be disqualified by any legislation from holding office.

Written applications including a resume, biographical data and references must be delivered to the Secretary of the Board no later than 12:00 o'clock noon on INSERT DATE HERE.

Applications may be hand-delivered, mailed or sent by email to:

INSERT DIRECTOR NAME, Secretary of the Board
Northeastern Catholic District School Board
383 Birch Street North,
Timmins, ON
P4N 6M9