

***Trustee Determination & Distribution
Guide 2006***

CONTENTS

SECTION I:

<i>Trustee Determination and Distribution: A Responsibility of School Boards</i>page 3
<i>Summary of Steps: Completing your D&D Report</i>page 4
<i>How Do I Get Started</i>page 5
<i>Trustee Determination</i>page 6
<i>Determination Web-based Calculator</i>page 6
<i>Trustee Distribution</i>page 10
<i>Trustee Distribution Web-based Calculator</i>page 10

SECTION II:

<i>Questions and Answers</i>page 17
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SECTION III:

<i>Key Dates</i>page 22
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APPENDIX A:

<i>Tables from O. Reg 412/00</i>page 26
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APPENDIX B:

<i>Dispersal Rules from O. Reg 412/00</i>page 31
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SECTION I:

TRUSTEE DETERMINATION AND DISTRIBUTION: A RESPONSIBILITY OF SCHOOL BOARDS

Under *Ontario Regulation 412/00* of the *Education Act* (*O. Reg. 412/00*), school boards are responsible for trustee determination and distribution calculations (D&D calculations). Simply stated, this regulation gives school boards the responsibility of determining the *number of trustees* they can have on their board based on the principle of representation by population (referred to as “*trustee determination*”), as well as the *geographic area* each of their trustees will represent (referred to as “*trustee distribution*”).

Ontario Regulation 412/00 outlines the steps for determining the number of trustees on a board and steps for determining the geographic representation of its trustees. It also includes a number of Tables which contain information used in the determination and distribution calculations.

Under *Ontario Regulation 412/00*, school boards must submit their completed Determination and Distribution Reports (D&D Reports) to the Minister of Education, the election clerk in all municipalities within the board’s jurisdiction, and the secretary of all other school boards in the board’s jurisdiction.

Please note that the regulation has been amended since the 2003 trustee election to clarify that D&D reports must include a copy of the data and calculations by which the identification of the lead municipality was made. It would be advisable to clearly identify in correspondence attached to your D&D Report the municipality which has been identified as the lead municipality for the purpose of your board’s election.

The submission deadline for D&D Reports is April 3, 2006.

Completed D&D Reports should include:

- ✓ results of determination and distribution
- ✓ identification of the municipality with the largest population of the board’s electoral group (lead municipality)
- ✓ copy of the data and calculations

Summary of Steps: Completing your D&D Report

1. Gather all your necessary information (see following page for details).
2. Determine your board's number of permissible trustees either by using the new web-based trustee determination calculator (Option A) or by using the Trustee Determination Template and following the steps outlined on pages 7 - 9 (Option B).
3. Allocate your permissible number of trustees to the geographic areas established by your board using the new web-based trustee distribution calculator (Option A) or by using the Trustee Distribution Templates and following the steps outlined on pages 10 – 15 (Option B).
4. Make copies of
 - trustee determination calculations: if you used Option A – web-based determination calculator – simply print the page with your final calculation; if you used Option B, copy your completed Trustee Determination Template (page 9)
 - trustee distribution calculations: if you used Option A – web-based distribution calculator – simply print off the page with your final calculations; if you used Option B, copy your completed Trustee Distribution Templates, or any other chart you may have used for your calculations
5. Seek approval from your board on the number of trustees and their geographic distribution; note that your D&D report must be completed by March 31, 2006.
6. Attach a cover letter to your D&D Report that clearly identifies the municipality that is the lead municipality for the purpose of your board election – i.e. the municipality with the largest population of your board's electoral group.

How Do I Get Started?

PEG Reports

The first piece of information a school board needs to begin its D&D calculations is a report listing its electoral group population: i.e. the number of eligible voters in the board's jurisdiction. These reports, referred to as *PEG Reports* (Population of Electoral Group Reports), are produced by the Municipal Property Assessment Corporation (MPAC) and contain information on the number of eligible voters for each of the four types of boards (English Public; English Catholic; French Public; and French Catholic) within the municipalities of the school board's jurisdiction.

PEG Reports offer a listing of the municipalities and/or wards within a school board's jurisdiction and the number of voters eligible to vote in that board's election.

PEG Reports are sent to the school boards by MPAC no later than February 15th, 2006.

Board Resolution Re Low Population Areas

The second piece of information needed prior to calculating trustee determination and distribution is whether or not the school board has designated any areas within its jurisdiction as low population areas. Typically, a board will designate one or more areas (township, municipality, unorganized territory) as a low population area to allow for greater representation to an area than would be accorded by a strict representation-by-population approach. Designating areas as low population areas affects the calculation of trustee distribution.

There are no limits on the number of low-population areas a board may designate; however the number of designated low-population areas does not affect the total number of trustees for the board.

March 31st, 2006, is the deadline for school boards to pass a board resolution stating that no areas in the board's jurisdiction have been designated as low population areas, or, alternatively, a resolution identifying which areas have been designated as low population areas.

Board Resolution Re Voluntary Reduction of Board Members

The *Education Act* gives district school boards the power to voluntarily reduce their numbers below the number provided for by *Ontario Regulation 412/00* (minimum number of 5 members) by a board resolution. If a school board chooses to exercise this option, they must pass a board resolution to that effect before March 31st.

Completing the Calculations

School boards are responsible for determining both the number (determination) and geographic allocation (distribution) of its trustees. In order to do these calculations, you will need the following:

- your PEG Report;
- the names of areas within your board's jurisdiction that have been designated as low population areas when applicable;
- a copy of the five Tables contained in *Ontario Regulation 412/00*; these tables are attached in the Appendix A
- a copy of the rules set out in *Ontario Regulation 412/00* regarding the calculation of additional members based on your board's dispersal factor; these rules are attached in Appendix B

The concept of dispersal allows a board to take into account the distance between the communities a board serves and the board office, and offers an alternative to board density for determining numbers of trustees, particularly in boards with a large geographic jurisdiction.

The Board's Trustee Determination Figure

This guide offers two options for completing the calculations that determine the permissible number of trustees to be elected to your board. Option A provides a web-based calculator, and using the calculator simply requires you to identify your board name and insert the population of your board's electoral group. The calculator will then determine the number of trustees to be elected to your board. Option B provides you with a template and a series of steps that allow you to manually calculate the number of your board's trustees.

Option A: Web-based Trustee Determination Calculator

The Ministry of Education has developed a web-based calculator that will calculate your board's determination figure. The calculator requires you to identify your board by name, insert the population of your board's electoral group (step one below outlined below), and click on the "calculate" button. The calculator template can then be printed and included in your final D&D report. The determination calculator is available at:

<http://www.edu.gov.on.ca/eng/trustee-elections/index.html> (English version)
<http://www.edu.gov.on.ca/fre/trustee-elections/index.html> (French version)

Option B: Manual Trustee Determination Calculation

The following steps and template have been developed to assist boards in their determination calculations, and outline the process for determining the permissible number of trustees for your board.

Step 1:

Using your PEG Report, enter the population of your board's electoral group, i.e. the number of voters eligible to vote in your board election. Enter this figure in "BOX 1" of the *Trustee Determination Template*.

Step 2:

Refer to Table 1- "Board Areas" - found in *O. Reg 412/00*. Enter your board's area in "BOX 2" of the *Trustee Determination Template*.

Step 3:

Divide your board's electoral group population ("BOX 1") by your board's area ("BOX 2") to determine your board's density figure. Enter that figure in "BOX 3" of the *Trustee Determination Template*.

Step 4:

Refer to Table 5 - "Dispersal Factors" - found in *O. Reg 412/00*. Enter your board's dispersal factor in "BOX 4" of the *Trustee Determination Template*.

Step 5:

Refer to Table 2 - "Number of Members Based on Electoral Group Population" - found in *O. Reg 412/00*. Using your board's electoral group population figure ("BOX 1"), enter your board's number of members based on electoral group population in "BOX 5" of the *Trustee Determination Template*.

Step 6:

Refer to Table 3 - "Number of Additional Members Based on Board Density" - found in *O. Reg 412/00*. Using the board density figure calculated in Step 3 ("BOX 3"), enter the number of additional members based on board density in "BOX 6" of the *Trustee Determination Template*.

Step 7:

Refer to Table 4 - "Maximum Number of Additional Members Based on Board Density" - found in *O. Reg 412/00*. Using your board area figure ("BOX 2"), enter the maximum number of additional members based on board density in "BOX 7" of the *Trustee Determination Template*.

Step 8:

Enter the lesser of Box 6 (number of additional members based on board density) and Box 7 (maximum number of additional members based on board density) in Box 8.

Step 9:

Refer to the rules set out in *O. Reg 412/00* regarding dispersal (see Dispersal Rules below). Using your board's dispersal factor ("BOX 4"), enter the number of additional members based on dispersal in "BOX 9" of the *Trustee Determination Template*.

Step 10:

The final step in calculating the number of your board members is as follows:

Population based members	(BOX 5)
+	+
Additional members	(Greater of BOX 8 and BOX 9)
(based on dispersal and density)	
<hr/>	
=	=
number of trustee positions	number of trustee positions

Note:

If your board has passed a resolution before March 31st to voluntarily reduce their numbers below the number provided for by *Ontario Regulation 412/00* (minimum number of 5 members), you must identify that figure in your board resolution and include the board resolution in your final D&D report.

Trustee Determination Template

DATA	SOURCE	FIGURE	
population of electoral group	MPAC	BOX 1	
board area	TABLE 1, <i>O. Reg. 412/00</i>	BOX 2	
board density	population/area	BOX 3	
dispersal factor	TABLE 5, <i>O. Reg. 412/00</i>	BOX 4	
number of population-based trustees	TABLE 2, <i>O. Reg. 412/00</i>	BOX 5	
number of density-based trustees	refer to TABLE 3, <i>O. Reg. 412/00</i> using board density figure	BOX 6	BOX 8 (lesser of Box 6 & Box 7)
number of density-based (area adjusted) trustees	refer to TABLE 4, <i>O. Reg. 412/00</i> using board area figure	BOX 7	
number of additional trustees based on dispersal	refer to rules set out in <i>O. Reg. 412/00</i> , s.3 using dispersal factor	BOX 9	

Number of Trustees = BOX 5 + Greater of Box 8 and Box 9

The Board's Trustee Distribution Figure

In addition to calculating the number of members, a school board is also responsible for determining the geographic allocation of its members.

This guide offers two options for completing your trustee distribution calculations. Option A provides a web-based calculator which requires you to enter the names of all municipalities/wards and unorganized territories, and their corresponding electoral group population. The distribution calculator will calculate your electoral quotients and, in the case of boards with designated low population areas, your alternative electoral quotients. Option B provides you with templates and a series of steps that allow you to manually calculate your board's electoral and alternative electoral quotients.

The first piece of information you need to refer to when beginning your trustee distribution calculations is your board's resolution regarding low population areas.

If your board has not designated any areas within its jurisdiction as low population areas, then follow the steps and template outlined below under *Trustee Distribution - Template A (No Low Population Areas)*.

If your board has designated one or more areas within its jurisdiction as low population areas, then follow the steps and template outlined below under *Trustee Distribution - Template B (Low Population Areas)*.

In both cases, you will also be referring to the PEG Reports when calculating your board's trustee distribution.

Option A: Web-based Trustee Distribution Calculator

The Ministry of Education has developed a web-based calculator that will calculate your board's distribution figures. The calculator requires you to identify your trustee determination figure, the number of municipalities/wards and unorganized territories in your board's jurisdiction, and the number, if any, of designated low population areas. The calculator template can then be printed and included in your final D&D report. The distribution calculator is available at:

<http://www.edu.gov.on.ca/eng/trustee-elections/index.html> (English version)

<http://www.edu.gov.on.ca/fre/trustee-elections/index.html> (French version)

Option B: Manual Trustee Distribution Calculations

The following steps and templates have been developed to assist boards in their trustee distribution calculations.

Template A (No Low Population Areas)

Step 1:

Enter the total electoral population group of the school board as FIGURE A in the *Trustee Distribution - Template A*. This number is provided by MPAC and is identified in "BOX 1" in the calculations of trustee determination.

Step 2:

Enter the number of board trustees as FIGURE B in the *Trustee Distribution - Template A*. This is the final figure of your trustee determination calculation.

If your board has passed a resolution by March 31st to voluntarily reduce their numbers below the number provided for by *Ontario Regulation 412/00* (minimum number of 5 members), enter that number as FIGURE B in the *Trustee Distribution - Template A*.

Step 3:

Using the template below (*Trustee Distribution - Template A*), list the municipalities /unorganized territories (or wards in the case of single-municipality jurisdiction) in your board's jurisdiction in COLUMN 1, and their corresponding electoral group population in COLUMN 2.

NOTE: The electoral group population figures are contained in your PEG Reports provided by MPAC (Municipal Property Assessment Corporation).

Step 4:

This step determines the electoral quotient for each municipality / ward in your board's jurisdiction. The electoral quotient tells you how many trustees you can have in each ward or municipality.

- i. multiply the electoral group population figure for each municipality/ward (COLUMN 2) by the number of board trustees (FIGURE B)
- ii. divide the above number by the total electoral population group of the school board (FIGURE A)
- iii. record the calculation, the electoral quotient, in COLUMN 3

Step 5:

This final step allows you to determine the allocation of trustees to geographic areas in your school board. In most cases, the number of areas listed in COLUMN 1 will be greater than the number of trustees on your board. In order to determine the geographic areas a trustee will represent, combine the municipalities / unorganized territories / wards into geographic areas ensuring that the number of geographic areas does not exceed the allowable number of trustees.

The sum of the electoral quotients in each geographic area should be as close as possible to a whole number.

Trustee Distribution - Template A

Board's Electoral Group Population = _____ (FIGURE A)

Number of Board Trustees = _____ (FIGURE B)

COLUMN 1	COLUMN 2	COLUMN 3
Name of Municipality / Ward	Electoral Group Population	Electoral Quotient
area i		
area ii		
area iii		
area iv		

Template B (Low Population Areas)

Step 1:

Enter the total electoral population group of the school board as FIGURE A in the *Trustee Distribution - Template B*. This number is provided by MPAC and is identified in "BOX 1" in the calculations of trustee determination.

Step 2:

Enter the number of board trustees as FIGURE B in the *Trustee Distribution - Template B*. This is the final figure of your trustee determination calculation.

If your board has passed a resolution by March 31st to voluntarily reduce their numbers below the number provided for by *Ontario Regulation 412/00* (minimum number of 5 members), enter that number as FIGURE B in the *Trustee Distribution - Template B*.

Step 3:

Referring to your board resolution, list all areas within your board's jurisdiction that have been designated as low populations in CHART 1, COLUMN 1, and their corresponding electoral group population in COLUMN 2.

NOTE: The electoral group population figures are contained in your PEG Reports provided by MPAC (Municipal Property Assessment Corporation).

Step 4:

List all remaining areas in your board's jurisdiction, i.e. those that have not been designated as low population areas, in CHART 2, COLUMN 1, and their corresponding electoral group population in COLUMN 2.

Step 5:

This step determines the electoral quotient for each municipality / ward in your board's jurisdiction. The electoral quotient is an indicator of the level of trustee representation warranted in a particular area based on population and geographic size. For both CHART 1 and CHART 2:

- i. multiply the electoral group population figure for each municipality/ward (COLUMN 2) by the number of board members (FIGURE B)
- ii. divide the above number by the total electoral population group of the school board (FIGURE A)
- iii. record the calculation, the electoral quotient, in COLUMN 3 of both CHARTS 1 and 2.

Step 6:

This step calculates the Alternative Quotients for all areas within your board's jurisdiction, i.e. both low population and remaining areas. Similar to the Electoral Quotient calculated in the previous step, the Alternative Quotient is an indicator of the level of trustee representation warranted in a particular area based on population and geographic size but also allows for greater representation to an area than would be accorded by a strict representation-by-population approach.

Using CHART 1:

- i. Total the electoral group population for all areas designated as low population areas (COLUMN 2) and enter that total as FIGURE C.
- ii. Total the electoral quotients for all areas designated as low population areas (COLUMN 3) and enter that total as FIGURE D.
- iii. Add to the total of electoral quotients (Figure D) the number determined by the board's resolution designating areas as low population areas. (The number will be either 1 or 2 - refer to your board resolution).
- iv. Multiply the number calculated in the previous step by the individual area's electoral group population (COLUMN 2) and divide that number by Figure C (the total electoral group population for all areas designated as low population areas).
- v. Record the number calculated in COLUMN 4 of CHART 1 - Alternative Quotient.

Using CHART 2:

- i. Total the electoral group population for all remaining areas (COLUMN 2) and enter that total as FIGURE E.
- ii. Total the electoral quotients in COLUMN 3 and enter that total as FIGURE F.
- iii. Subtract from the total of electoral quotients (Figure F) the number determined by the board's resolution designating areas as low population areas. (The number will be either 1 or 2 - refer to your board resolution).
- iv. Multiply the number calculated in the previous step by the individual area's electoral group population (COLUMN 2) and divide that number by Figure E (the total electoral group population for all areas not designated as low population areas).
- v. Record the number calculated in COLUMN 4 of CHART 2 - Alternative Quotient.

Step 7:

This final step allows you to determine the allocation of trustees to geographic areas in your school board. To determine this, combine the municipalities / wards into geographic areas, ensuring that the number of geographic areas does not exceed the allowable number of trustees.

The sum of the electoral quotients in each geographic area should be as close as

possible to a whole number.

Template B - Low Population Areas

Board's Electoral Group Population = _____ (FIGURE A)

Number of Board Trustees = _____ (FIGURE B)

CHART 1 - LOW POPULATION AREAS			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Name of Low Population Area	Electoral Group Population	Electoral Quotient	Alternative Quotient
area i			
area ii			
area iii			
	TOTAL (Figure C)	TOTAL (Figure D)	

CHART 2 - REMAINING AREAS			
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Name of Area	Electoral Group Population	Electoral Quotient	Alternative Quotient
area i			
area ii			
area iii			
	TOTAL (Figure E)	TOTAL (Figure F)	

Need Help with D&D Calculations ?

If you need assistance completing your D&D calculations, don't worry - there is help available!

Thanks to the support of the Council of Directors of Education (CODE), we are able to offer the following names of officials who are willing to offer assistance.

Maurice Proulx	613-837-8894	mcproulx@rogers.com
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Colin Vickers	705-472-8170	vickersc@nearnorth.edu.on.ca
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Some municipal clerks may be willing to offer limited assistance to school boards having difficulty completing D&D calculations, but it is the responsibility of the board to assess the level of assistance that your local municipal clerk may be willing to offer.

Your local Ministry of Education Regional Office is also available to assist you with your D&D calculations. You may also contact Rachel Osborne, Senior Policy Advisor, Labour Relations and Governance Branch at the Ministry of Education at 416-212-4460 or by email at Rachel.osborne@edu.gov.on.ca

SECTION II:

QUESTIONS & ANSWERS

Trustee Determination and Distribution

Q. What is “dispersal”?

A. The concept of dispersal was an element introduced in 2000 for the determination of trustee numbers for some boards where density, which is a ratio of population to area, is an inadequate measure. Some boards lack territorial jurisdiction over the land between the communities they serve. For these boards, the dispersal table, based on distances between communities within the board and the board office, may apply instead of density to provide additional trustee positions.

Q. Who is responsible for the determination and distribution process within the jurisdiction of the board?

A. School boards are responsible for trustee determination and distribution calculations. Using population data received from the Municipal Property Assessment Corporation (MPAC), the school board follows the determination and distribution rules contained in *Ontario Regulation 412/00* of the *Education Act* to calculate the number of trustees on their board as well as the geographic distribution of their trustees. The regulation is available on the Government of Ontario public website under the heading “laws” in the “Quick Link” section of the website.

Q. Does a board have to designate low population areas within a board?

Boards are required to pass a resolution by March 31, 2006 stating that they have considered designating specified municipalities as low population areas, increasing the electoral quotients of these municipalities and decreasing the electoral quotients of the other municipalities. There is, however, no requirement that they designate low population areas.

Designation of low population areas would allow boards to provide greater representation to rural or other municipalities that they consider require greater representation than would be accorded by a strict representation-by-population approach.

Boards should note the requirement of s. 58.1(13) of the *Education Act* regarding submissions from any person on the establishment of geographic areas.

Q. Who is responsible for reporting on the population of electoral groups (PEG Reports)

A. The Municipal Property Assessment Corporation (MPAC) is responsible for reporting on the population for electoral groups for trustee elections. The PEG Reports will be sent to school boards by February 15, 2006.

Q. Why are the PEG Reports significant?

A. PEG Reports reflect the population of the 4 electoral groups in each municipality within a school board's jurisdiction. This population data is used as part of the process for determining the number of trustee positions that a board may have. A standard table is used to determine the number of "population based" trustees. This process, called the trustee determination process, occurs every election year.

Q. Why do school boards have to wait until February 15 before receiving the Population of Electoral Group (PEG) Reports?

A. The PEG Reports are to reflect the populations of electoral groups as of January 1, 2006. The gap between January 1 and February 15 is to allow time for the collection of the data and preparation and delivery of reports to each municipality and district school board in the province.

Nomination Procedures

Q. What is the nomination procedure?

A. Nomination papers (Form 1) can be obtained from the municipal clerk in the municipality where the trustee resides. The nomination papers may be filed at the office of the municipal clerk on any day when the clerk's office is open between January 1, 2006 and September 29, 2006. Nomination papers must be filed no later than 5:00 p.m. on Nomination Day, Friday, September 29, 2006.

The prescribed nomination filing fee of \$100 must be paid at the time of filing the nomination (cash, certified cheque or money order paid to the municipality.) A candidate is entitled to a refund of the filing fee if he or she: is elected; receives 2% of the votes cast for the office; or withdraws the nomination.

A nomination paper may be filed in person or by an agent. No election document

can be filed by fax.

Q. What happens when candidates file their nomination papers early and are unable to determine where they are running in the board?

A. It is the responsibility of municipal clerks to accept or refuse candidates' nomination papers. Candidates may seek to file their nomination papers before trustee numbers have been determined and the positions distributed within each board. If the clerk accepts the papers, the candidate will be able to identify the area in which she or he will be running after the determination and distribution process is completed.

School Board Election Rules

Leave of Absence

Q. What is the leave of absence requirement for school board employees who want to run for a trustee position?

A. The employee must first be on an unpaid leave of absence at the time of his or her nomination and the board must approve the request for the leave of absence. Employees, particularly those who have teaching duties, are encouraged to complete their school term so as to avoid disruption before they enter on a leave of absence.

If there is a conflict between this provision and a collective agreement, the provisions of the Act prevail over any collective agreement.

Q. Regarding the requirement that an employee of a school board be on unpaid leave before they are nominated, what are the implications for an individual who is a contract employee of a board (e.g. bus driver)?

A. Contract employees are employees of the contractor, not the school board. Provisions relating to board employees do not, therefore, apply to contract employees.

Q. If a school board employee wishes to run for trustee office, they must take a leave of absence. Do such individuals still need to get this leave of absence if they want to seek nomination for a trustee position at a different school board?

A. Yes. Even if an employee of one board wishes to run for trustee of another school board - and is qualified to do so - then that individual must obtain a leave of absence

from their employer.

Running for Municipal Council

Q. Can a trustee run for municipal office and retain their seat on the school board?

A. Yes. A trustee can run for municipal office but if they are elected, they must forfeit their position on the school board.

Spouses

Q. Can spouses of a school board employee run for trustee office?

A. Yes. The *Education Act* has been amended to provide that a spouse or a school board employee can seek office as a trustee

Candidate Expenses

Q. What are the rules about campaign spending limits?

A. The spending limit for candidates for district school boards is \$5,000 plus \$0.70 per elector. The municipal clerk will provide the actual limit by October 10, 2006.

Q. What is the process for reporting campaign expenditures?

A. A form can be obtained from the municipality that both winning and defeated candidates must complete and file with the municipal clerk once their campaign is over. All nominated candidates must file their financial reports by April 2, 2007.

Q. What are the deadlines for submitting the report on campaign expenditures?

A. All nominated candidates must file their financial reports by April 2, 2007. In the case of candidates who have a campaign deficit, they may notify the municipal clerk in writing of their intention to extend their campaign; the deadline for written notification is January 2, 2007.

Q. What happens if the candidate misses the deadline for submitting their

campaign expenditure report?

A. Under the *Municipal Elections Act, 1996*, the penalty for late filing for elected trustees is suspension without pay until the financial returns are filed. All candidates are disqualified from running in the next election if financial returns are not filed within three months of the due date, except if the candidate has applied to the courts for an extension.

Q. What can be done if someone believes that an elected trustee or trustee candidate did not follow the campaign rules?

A. Any individual may apply to the school board for a compliance audit to be conducted on a trustee or trustee candidate. The board has the option of forming an arms-length committee to decide whether or not to conduct an audit. The decision is appealable to the courts. The board must pass a resolution to establish the compliance audit committee prior to election day.

Q. Who pays for the audit if a board grants it?

A. The board pays for the audit, however in some circumstances a board may recover costs from the applicant.

General Information

Q. Since municipal elections are not required to be conducted in English and French, how are the rights of French language school board supporters addressed within their trustee elections?

A. For purposes of the election of members of French-language district school boards, notices, forms and other materials provided under the *Municipal Elections Act, 1996* are to be provided in both English and French. This requirement also applies to elections for members of school authorities that, within the year preceding voting day, have established, operated or maintained a French-language instructional unit, or which are subject to an agreement, resolution or order requiring the board to establish, operate or maintain such a unit.

Q. How are the results of the election known?

- A.** All municipal election clerks report the vote recorded to the school board election clerk in the lead municipality, i.e. the municipality with the largest population of the boards' electoral group. The school board election clerk in that lead municipality reports the election results to the secretary of each board and the Minister of Education as soon as possible after voting day.

SECTION IV:

KEY DATES

- Jan 1/06*** **Nomination & campaign period begins**
- Candidates may file nomination papers at the office of the municipal clerk during business hours
* or the first regular business day following New Year's Day
- Feb 15/06** **Final date for submission of population reports (PEG) by the Municipal Property Assessment Corporation MPAC**
- March 31/06** **Final date for boards to pass resolution re low population areas**
- boards with more than one municipality must pass a resolution either declaring one or more areas as low population or declaring that no such designation will be made
- March 31/06** **Final date for boards to pass resolution re voluntary reduction of board members when applicable**
- boards choosing to exercise the option of voluntarily reducing their number of board members below the number provided for by *Ontario Regulation 412/00* (minimum number of 5) must pass a resolution to that effect before March 31
- March 31/06** **Final date for calculation of trustee determination and distribution**
- school boards calculate trustee determination and distribution figures
- April 3/06** **Submission deadline for trustee determination and distribution reports**
- school board sends copy of report to the Minister, municipal clerks for all municipalities in jurisdiction, and secretary of other boards in jurisdiction

- April 21/06** **Deadline for municipal council to file any notice of appeal re trustee distribution**
- last day for council of municipality to file notice of appeal regarding the results of trustee distribution calculation with the school board secretary
- April 25/06** **Deadline for school board secretary to forward notice of appeals to the Ontario Municipal Board (OMB)**
- secretary of board forwards any notice of appeal regarding trustee distribution calculations to the OMB
- June 10/06** **Deadline for OMB decision re appeal of trustee distribution calculations**
- Ontario Municipal Board decision on distribution appeals
- July 1/06** **Final date for school authority resolution**
- last day for school authorities that do not have municipalities in its jurisdiction to pass resolution to have its elections under the *MEA* (not all school authorities' elections are conducted under the *MEA*)
- Sept 29/06** **Nomination Day**
- nomination papers must be filed by 5:00 p.m. at the office of the municipal clerk
- Oct 02/06** **Final day for withdrawal of candidacy**
- 5:00 p.m. deadline for candidates to notify municipal clerks in writing of their intention to withdraw from the election

- Oct 02/06 Forwarding of candidates names to other municipalities**
- municipal clerks forward by registered mail the names of candidates to all clerks in municipalities in jurisdiction of board
- Nov 13/06 ELECTION DAY**
- clerk for municipality with largest population of the board's electoral group prepares final summary and declares candidates elected; forwards results of election to secretary of school board and the Minister.
- Dec 1/06 Term of office begins**
- Dec 8/06 Latest possible date for first meeting of school board**
- school boards must hold their first meeting no later than 7 days after the term of office begins
- Jan 02/07 Campaign period ends**
- April 02/07 Financial statements due**

**APPENDIX A:
TABLES FROM ONTARIO REGULATION 412/00**

**TABLE 1
BOARD AREAS**

Item	Name of Board	Area (km ²)
1.	District School Board Ontario North East	24,876
2.	Algoma District School Board	9,069
3.	Rainbow District School Board	14,010
4.	Near North District School Board	17,020
5.	Keewatin-Patricia District School Board	6,310
6.	Rainy River District School Board	10,409
7.	Lakehead District School Board	5,086
8.	Superior-Greenstone District School Board	18,644
9.	Bluewater District School Board	8,686
10.	Avon Maitland District School Board	5,639
11.	Greater Essex County District School Board	1,872
12.	Lambton Kent District School Board	5,505
13.	Thames Valley District School Board	7,278
14.	Toronto District School Board	634
15.	Durham District School Board	1,963
16.	Kawartha Pine Ridge District School Board	6,998
17.	Trillium Lakelands District School Board	12,133
18.	York Region District School Board	1,774
19.	Simcoe County District School Board	4,901
20.	Upper Grand District School Board	4,192
21.	Peel District School Board	1,255
22.	Halton District School Board	973
23.	Hamilton-Wentworth District School Board	1,127
24.	District School Board of Niagara	1,883
25.	Grand Erie District School Board	4,067
26.	Waterloo Region District School Board	1,383
27.	Ottawa-Carleton District School Board	2,806
28.	Upper Canada District School Board	12,112
29.	Limestone District School Board	7,193
30.	Renfrew County District School Board	7,851
31.	Hastings and Prince Edward District School Board	7,200
32.	Northeastern Catholic District School Board	24,888
33.	Nipissing-Parry Sound Catholic District School Board	10,597
34.	Huron-Superior Catholic District School Board	8,813
35.	Sudbury Catholic District School Board	9,317
36.	Northwest Catholic District School Board	11,597
37.	Kenora Catholic District School Board	1,411
38.	Thunder Bay Catholic District School Board	4,936
39.	Superior North Catholic District School Board	18,716

40.	Bruce-Grey Catholic District School Board	8,686
41.	Huron Perth Catholic District School Board	5,639
42.	Windsor-Essex Catholic District School Board	1,872
43.	English-language Separate District School Board No. 38	7,278
44.	St. Clair Catholic District School Board	5,505
45.	Toronto Catholic District School Board	634
46.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	10,324
47.	York Catholic District School Board	1,774
48.	Dufferin-Peel Catholic District School Board	2,751
49.	Simcoe Muskoka Catholic District School Board	9,383
50.	Durham Catholic District School Board	1,963
51.	Halton Catholic District School Board	973
52.	Hamilton-Wentworth Catholic District School Board	1,127
53.	Wellington Catholic District School Board	2,696
54.	Waterloo Catholic District School Board	1,383
55.	Niagara Catholic District School Board	1,883
56.	Brant Haldimand Norfolk Catholic District School Board	4,067
57.	Catholic District School Board of Eastern Ontario	12,112
58.	Ottawa-Carleton Catholic District School Board	2,806
59.	Renfrew County Catholic District School Board	7,851
60.	Algonquin and Lakeshore Catholic District School Board	16,101
61.	Conseil scolaire de district du Nord-Est de l'Ontario	46,453
62.	Conseil scolaire de district du Grand Nord de l'Ontario	62,800
63.	Conseil scolaire de district du Centre Sud-Ouest	68,014
64.	Conseil scolaire de district des écoles publiques de langue française n° 59	37,152
65.	Conseil scolaire de district catholique des Grandes Rivières	24,876
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	18,224
68.	Conseil scolaire de district catholique des Aurores boréales	36,643
69.	Conseil scolaire de district des écoles catholiques du Sud-Ouest	28,980
70.	Conseil scolaire de district catholique Centre-Sud	40,407
71.	Conseil scolaire de district catholique de l'Est Ontarien	5,326
72.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	33,543

TABLE 2
NUMBER OF MEMBERS BASED ON ELECTORAL GROUP POPULATION

Item	Total Population of Electoral Group	Number of Members
1.	Less than 30,000 persons	5
2.	30,000 to 44,999 persons	6
3.	45,000 to 59,999 persons	7
4.	60,000 to 99,999 persons	8
5.	100,000 to 149,999 persons	9
6.	150,000 to 249,999 persons	10
7.	250,000 to 399,999 persons	11
8.	400,000 to 999,999 persons	12
9.	1,000,000 to 1,499,999 persons	17
10.	1,500,000 persons or more	22

TABLE 3
NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

Item	Density	Number of Additional Members
1.	Less than 1.00	7
2.	1.00 or more but less than 1.25	6
3.	1.25 or more but less than 1.50	5
4.	1.50 or more but less than 2.00	4
5.	2.00 or more but less than 3.00	3
6.	3.00 or more but less than 4.00	1
7.	4.00 or more	0

TABLE 4

MAXIMUM NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

Item	Board Area	Number of Additional Members
1.	Less than 8,000 square kilometres	0
2.	8,000 square kilometres or more but less than 12,000 square kilometres	1
3.	12,000 square kilometres or more but less than 25,000 square kilometres	3
4.	25,000 square kilometres or more but less than 40,000 square kilometres	6
5.	40,000 square kilometres or more	The lesser of 7 and the difference between 12 and the number of members based on electoral group population set out in Table 2 for the population of the board's electoral group.

TABLE 5
DISPERSAL FACTORS

Item	Name of Board	Dispersal Factor
1.	District School Board Ontario North East	16.7
2.	Algoma District School Board	20.3
3.	Keewatin-Patricia District School Board	29.4
4.	Superior-Greenstone District School Board	46.7
5.	Northeastern Catholic District School Board	15.4
6.	Huron-Superior Catholic District School Board	28.6
7.	Northwest Catholic District School Board	20.0
8.	Superior North Catholic District School Board	25.0
9.	Algonquin and Lakeshore Catholic District School Board	2.4
10.	Conseil scolaire de district du Nord-Est de l'Ontario	62.5
11.	Conseil scolaire de district du Grand Nord de l'Ontario	33.4
12.	Conseil scolaire de district du Centre Sud-Ouest	8.8
13.	Conseil scolaire de district des écoles publiques de langue française n°59	11.9
14.	Conseil scolaire de district catholique des Grandes Rivières	21.7
15.	Conseil scolaire de district catholique du Nouvel-Ontario	14.3
16.	Conseil scolaire de district catholique des Aurores boréales	66.7
17.	Conseil scolaire de district des écoles catholiques du Sud-Ouest	10.3
18.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	1.6
19.	All other boards	0.0

O. Reg. 412/00, Table 5.

TABLE 6
MINIMUM NUMBER OF MEMBERS BASED ON BOARD ENROLMENT

Item	Day School Average Daily Enrolment	Minimum Number of Members
1.	10,000 to 13,999 pupils	6
2.	14,000 to 21,499 pupils	7
3.	21,500 to 29,999 pupils	8
4.	30,000 to 44,999 pupils	9
5.	45,000 to 84,999 pupils	10
6.	85,000 or more pupils	11

APPENDIX B:

DISPERSAL RULES FROM ONTARIO REGULATION 412/00

SECTION 3(2)(4)

Determine the number of additional members based on dispersal in accordance with the following rules:

i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.

ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.

iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.

iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.

v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.