

**Ministry of Education**

Leadership Development and  
School Board Governance Branch  
13<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2  
Tel.: 416-325-2623  
Fax.: 416-326-4063

**Ministère de l'Éducation**

Direction du développement du leadership  
et de la gouvernance des conseils  
scolaires  
13<sup>e</sup> étage, édifice Mowat  
900, rue Bay  
Toronto ON M7A 1L2  
Tél. : 416-325-0450  
Télééc.: 416-326-4063



**MEMORANDUM TO:** Directors of Education

**FROM:** Bruce Drewett, Director  
Leadership Development and School Board Governance  
Branch

**DATE:** February 14, 2014

**SUBJECT:** 2014 School Board Elections

---

The purpose of this memo is to provide you with information and resources to support your board in meeting its responsibilities with respect to upcoming trustee elections. Voting day is on October 27, 2014; however, your board is required to complete certain requirements on specific dates up to and including voting day. A list of key dates is attached for your convenience.

**Trustee Determination and Distribution**

Every district school board must complete a report on the determination and distribution of members by **April 3, 2014**. The electoral group population data which your board will use to complete any necessary calculations for the report will be sent to you by the Municipal Property Assessment Corporation (MPAC) by February 15, 2014.

To assist you with completing this report, I am pleased to provide you with the "2014 Trustee Determination & Distribution Guide for Ontario District School Boards". The guide contains information on how to determine your board's number of elected trustees and the process for distributing the positions over your board's jurisdiction. The deadline by which your board must distribute its members is **March 31, 2014**. The guide, as well as an online calculator to assist you with the determination and distribution calculations, will be found on the ministry's website at <http://www.edu.gov.on.ca/eng/trustee-elections> as soon as possible.

The rules governing the number and distribution of trustee positions are found in section 58.1 of the Education Act, and in Ontario Regulation 412/00 - "Elections to and Representation on District School Boards". The rules have not changed since the last election in 2010. If you are using the formula in the regulation to re-calculate your board's number of elected positions, please note that Table 1 (Board Areas) and Table 5 (Dispersal Factors) in the regulation have been updated to ensure accuracy. The changes will be reflected in the online calculator. You may view the current regulation on elaws: [http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_000412\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000412_e.htm)

If your board has jurisdiction in more than one municipality, your board must pass a resolution that either designates one or more municipalities as low population municipalities OR states that the board has decided not to designate any municipality as a low population municipality. The low population designation results in greater representation for a municipality than it would otherwise get based on its population; it does not change the number of trustees to be elected to your board. Your board must pass a low population resolution by **March 31, 2014**.

### **Compliance Audit Committee**

Every district school board must appoint a compliance audit committee by **September 30, 2014**, to hear and decide on applications for compliance audits of a candidate's campaign expenses. The Committee must be composed of three to seven people, none of whom can be members of the school board, an employee, or a candidate in the election.

The responsibilities of the compliance audit committee and the compliance audit process are set out in section 81 of the Municipal Elections Act, 1996 (MEA). Members of the committee serve a four-year term, beginning on December 1, 2014 on an as-needed basis.

Municipalities and school boards can appoint the same members to their respective audit committees (i.e. the same person may serve on more than one compliance audit committee), but each must appoint all the members of their committee. For more information on the compliance audit committees visit the website of the Ministry of Municipal Affairs and Housing at <http://www.mah.gov.on.ca/Page219.aspx>.

### **Schools as Polling Stations**

Voting Day is October 27, 2014. Please note that under section 45 of the MEA, school boards **must** make schools available to be used as polling stations if requested to do so by the municipal clerk. Boards must provide the space free of any charge. I recognize the difficulties this can pose for school boards and appreciate your continued co-operation in helping to ensure that municipal and school board elections run as smoothly as possible.

I trust that this information will be of assistance to your board. If you require further information, please contact Kamal Akhtar, Policy Analyst, Leadership Development and School Board Governance Branch at (416) 326-6926 or by email at [Kamal.Akhtar@ontario.ca](mailto:Kamal.Akhtar@ontario.ca). You may also contact your local Ministry of Education Regional Office for information.

Thank you,

Bruce Drewett

C: Director and Regional Managers, Field Services Branch  
ACÉPO  
AFOCSC  
OCSTA  
OPSBA  
CODE

## Key Dates for 2014 Elections

Activity	Date
Beginning of nomination and campaign period	January 2
MPAC data (PEG Reports) sent to boards	By February 15
Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.  All boards except Toronto District School Board, Toronto Catholic District School Board, Ottawa-Carleton District School Board, Ottawa Catholic District School Board, Hamilton-Wentworth District School Board and Hamilton-Wentworth Catholic District School Board <b>must</b> pass resolutions establishing, or not establishing, low population areas.  Last day for resolution to reduce trustee numbers.	By March 31
D&D reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction.	By April 3
Deadline for appeals by municipality re: trustee distribution	April 22
Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Deadline for OMB decision re appeal of trustee distribution calculations	June 10
Nomination Day: last day for <ul style="list-style-type: none"> <li>• declaration of candidacy, and</li> <li>• withdrawal of candidacy</li> </ul>	September 12, 2:00 p.m.
Compliance audit committee established	By September 30
Voting Day	October 27
Board of Trustees' term of office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 27, 2015