



Trustee Determination and Distribution Guide for Ontario District School Boards

2014



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This document is intended as a guide only. Users should rely on their legal counsel for advice on all questions relating to the subject-matter of this document.

Section I

Trustee Determination and Distribution: A Responsibility of District School Boards

The number of elected school trustees and their distribution over a board's jurisdiction are governed by the Education Act and by O. Reg. 412/00 "Elections to and Representation on District School Boards".

Section 58.1 (10.0.1) of the Act sets the number of elected trustee positions at the number that was determined for the board for the purposes of the 2006 regular election, with the following provisos:

- For a school board whose number of elected trustees was increased by order of the Minister following the isolate board mergers in 2009, the total number of elected trustees includes the additional position(s) ordered by the Minister.
- A board may by resolution reduce its number of elected trustees to not fewer than five.
- A board that has experienced a demographic or geographic change may use the formula in Ontario Regulation 412/00 to recalculate its number of elected trustees.

Boards are responsible for allocating their elected trustee positions over their area of jurisdiction by combining local municipalities and local municipal wards in their area of jurisdiction into a number of geographic areas and allocating their trustee positions to these areas. The steps are set out in O. Reg. 412/00 and the process is referred to as trustee distribution. If a board has formed a geographic area that includes two or more municipalities, then the board must identify the municipality with the largest population of the board's electoral group. This is known as the "lead municipality". The school board election clerk of the lead municipality has certain responsibilities for the entire geographic area, such as accepting nominations and announcing the result of the vote.

O. Reg. 412/00 requires school boards to submit a Determination and Distribution Report (D&D Report) to the Minister of Education, the election clerks for all municipalities within the board's jurisdiction, and the secretary of every other board which is wholly or partially within the board's area of jurisdiction. The D&D Report must include a copy of the data and calculations by which the determination and distribution of trustees were made and, if applicable, by which the lead municipality was identified. The submission deadline for the D&D Report is April 3, 2014.

Section I of this guide provides information and steps for completing the D&D Report. Section II sets out key dates for the 2014 election. Section III contains Qs and As.

What do I need to get started?

I. PEG Report

The first piece of information you will need to complete your D&D Report is the population of the electoral group for each of the local municipalities and local municipal wards within your school board's area of jurisdiction. The Municipal Property Assessment Corporation (MPAC) produces this data and will provide a Population of Electoral Group report (PEG report) to your board before February 15, 2014. In some cases, local municipalities may include areas without municipal organization attached to the municipality for school board electoral purposes. Other areas without municipal organization are deemed to be municipalities under the Education Act. The PEG reports contain the electoral group data for these areas as well.

2. Board Resolution Re: Low Population Municipalities

You will need to know whether or not your board has designated any municipalities within its jurisdiction as low population areas. Boards whose area of jurisdiction includes more than one municipality must pass a resolution by March 31 either designating one or more municipalities as low population municipalities or declaring that no such designation will be made (O. Reg. 412/00, s. 4). This resolution must be included in your D&D Report.

Typically, a board will designate one or more municipalities 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 municipalities as low population areas affects the calculation of trustee distribution by allowing the board to increase the sum of electoral quotients for those municipalities by either one or two.

There is no limit 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.

3. Board Resolution Re: Voluntary Reduction of Board Members

The Education Act allows district school boards to reduce their number of elected members below the number provided for in the Act and O. Reg. 412/00, but not below the minimum number of 5 members. This can only be done by a resolution of the board. Include a copy of the resolution in the D&D Report you will submit to the Ministry.

If a school board chooses to exercise this option, the resolution must be passed before March 31st.

Completing the Determination and Distribution Calculations

This guide offers two options to help you complete the determination and distribution calculations:

- An online determination and distribution calculator which you can find on the Ministry's 2014 Elections web page 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)

OR

- A manual approach using the steps and templates provided in this guide.

Summary of Steps: Completing your D&D Report

- I. Gather the following information:
 - The number of trustee positions determined by your board in 2006 and, if applicable, the number of additional trustees ordered by the Minister in 2010;
 - Your board's 2014 PEG Report;
 - If applicable, the name(s) of any municipalities within your board's jurisdiction that have been designated as low population municipalities and whether the sum of electoral quotients for those municipalities is to be increased by one or two;
 - A copy of the provisions regarding distribution set out in sections 4–8 of O. Reg. 412/00. These are available online at http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000412_e.htm
 - If you wish to calculate whether your board may have additional trustees beyond the number determined in 2006, you may use the online calculator on the Ministry's 2014 Elections web page. If you are doing a manual calculation, you will need:
 - a copy of the six Tables contained in O. Reg. 412/00; these tables are reproduced in Appendix A; and
 - a copy of the rules set out in O. Reg. 412/00 to determine the number of additional members based on your board's dispersal factor; these rules are attached in Appendix B.
2. Determine your board's number of trustee positions:
 - For most boards, this will be the number determined for the purposes of the 2006 election, unless:
 - The Minister ordered additional trustees for your board in 2010 following the isolate board mergers;
 - Your board has passed a resolution to reduce its number of elected trustees to not fewer than five;
 - Your board has experienced a demographic or geographic change and would like to use the formula in O. Reg. 412/00 to recalculate its number of elected trustees.

3. Allocate the trustee positions to the geographic areas formed by your board. This step requires the calculation of the electoral quotient for each municipality or municipal ward using the PEG data provided by MPAC. The online calculator will do this for you. If you wish to do a manual calculation, you will find the steps and a template you may use for this purpose beginning on page 11. In either case, you will need to know:
 - The number of elected trustee positions;
 - The number of municipalities/municipal wards and unorganized territories in your board's jurisdiction;
 - The number, if any, of designated low-population municipalities; and
 - The number (one or two) by which the sum of their electoral quotients would be increased.
4. Make copies of the determination and distribution calculations. If you used the web-based calculator, it provides an option for printing your calculations. If you used a manual method, copy your completed determination and distribution templates or any other chart you may have used for your calculations.
5. Seek approval from your board on the number of trustees to be elected and their geographic distribution. Note that your D&D Report must be completed by March 31, 2014.
6. Prepare your D&D report and send it to the Minister, the school board election clerks for all the municipalities within the area of jurisdiction of the board and the secretary of every other board which is wholly or partially within the area of jurisdiction of your board. The completed D&D Report must include:
 - The determination and distribution results;
 - If applicable, the identification of any lead municipality;
 - A copy of the data and calculations by which the determination and distribution results were reached by which any lead municipality was identified; and
 - Copies of all relevant board resolutions.

Please send the Trustee Determination and Distribution Report that must be sent to the Minister to the attention of Kamal Akhtar, Leadership Development and School Board Governance Branch at kamal.akhtar@ontario.ca

Trustee Determination – Using the Online Calculator

The online calculator can be found on the Ministry's 2014 Elections web page at: <http://www.edu.gov.on.ca/eng/trustee-elections/index.html>

You will be provided with two options for proceeding:

Option 1: If you are using the number of trustee positions determined in 2006 or, if applicable, using the 2006 number plus the number of trustees added by order of the Minister in 2010 then you will be taken to a webpage where you will enter your board name and your board's number of elected trustees. You will also enter the total population of your board's electoral group which will be used in the trustee distribution calculation.

After you click on the calculate button – a number will be generated which is the total number of elected trustees for your board, subject to any reduction your board may wish to make. You will be asked if your board has passed a resolution to reduce the number of trustees at the next step of the calculator.

Option 2: If your board wishes to recalculate its number of elected trustee positions, then you will be taken to a calculator which will allow you to determine whether demographic change or change in area of jurisdiction would allow your board to have more trustees. You will be asked to identify your board name and enter the population of your board's electoral group. When you click on the "calculate" button the calculator will determine the allowable number of trustees for your board. If the resulting number is greater than the number for 2006 (including trustees ordered by the Minister, if applicable), the greater number is your board's maximum allowable number of trustees.

You will then be guided to the trustee distribution calculator.

Trustee Distribution – Using the Online Calculator

Enter the names of all local municipalities and local municipal wards in your jurisdiction, and their corresponding electoral group population. The calculator will then calculate the electoral quotients. If you indicated that your board has designated one or more low population municipalities, it will also calculate the alternative electoral quotients.

The calculator template can be printed and included in your D&D Report.

Please note the requirement in section 58.1(13) of the Education Act regarding submissions from any person on the establishment of geographic areas.

The final step is to allocate the trustee positions to geographic areas in your school board.

- Section 6 of O. Reg. 412/00 sets out the distribution provisions for boards that have jurisdiction in only one municipality and for multi-municipality boards that have not designated any low population municipalities.
- Section 7 of O. Reg. 412/00 sets out the distribution provisions for boards that have designated one or more low-population municipalities.

To allocate trustee positions, combine the municipalities/ municipal 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. The number of trustees allocated to a geographic area should be as close as possible to the sum of the electoral quotients for that area.

You are now ready to prepare your report to present to the board.

Trustee Determination – Manual Calculation

If your board will **NOT** be recalculating its number of elected trustee positions then your board's number of elected trustees will be:

- The number determined for the purposes of the 2006 election; or
- The number determined for the purposes of the 2006 election plus any additional positions ordered by the Minister in 2010 as a result of the isolate board mergers; or
- A lower number, in accordance with a resolution passed by the board to reduce the number of elected trustees. The number cannot be lower than five.

Provide this number in your D&D Report.

Recalculating Your Board's Number of Trustees (Optional)

If your board has experienced demographic change or change in area of jurisdiction, you may use the steps and templates that follow to calculate whether the determination formula in O. Reg. 412/00 would allow additional trustees. All of the tables from O. Reg. 412/00 which are used in the calculation are reproduced in Appendix A to this guide.

Step 1:

Find the population of your board's electoral group from your 2014 PEG report. Enter this figure in BOX 1 of the Trustee Determination Template found on page 11 of this guide.

Step 2:

Refer to "Table 1 – Board Areas" in O. Reg. 412/00. Enter your board's area as shown in that table in BOX 2.

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.

Step 4:

Refer to "Table 5 – Dispersal Factors" in O. Reg. 412/00. Enter your board's dispersal factor in BOX 4.

Step 5:

Refer to “Table 2 – Number of Members Based on Electoral Group Population” in O. Reg. 412/00. Using the population of your board’s electoral group (BOX 1), enter the corresponding number of members based on electoral group population in BOX 5.

Step 6:

Refer to “Table 3 – Number of Additional Members Based on Board Density” in O. Reg. 412/00. Using the board density figure (BOX 3), enter the corresponding number of additional members based on board density in BOX 6.

Step 7:

Refer to “Table 4 – Maximum Number of Additional Members Based on Board Density” 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.

Step 8:

Take the lesser of the number in Box 6 and BOX 7 and enter it in BOX 8.

Step 9:

Refer to the rules set out in O. Reg. 412/00 regarding dispersal (see Dispersal Rules in Appendix B). Using your board’s dispersal factor (BOX 4), enter the corresponding number of additional members based on dispersal in BOX 9.

Step 10:

Enter the greater of BOX 8 and BOX 9 in BOX 10

Step 11:

Calculate the total of BOX 5 plus BOX 10 and enter it in BOX 11

Step 12:

Referring to the final day school average daily enrolment (not counting pupils enrolled in junior kindergarten) from your board’s 2012–13 Financial Statements, take the corresponding figure from “Table 6 – Minimum Number of Members Based on Board Enrolment” found in O. Reg. 412/00 and enter it in BOX 12.

Step 13:

Take the greater of BOX 11 and BOX 12. This is the number of your elected trustee positions of your board based on the formula in O. Reg. 412/00.

Use the steps and templates provided in the section below called Trustee Distribution to complete the distribution calculations.

Trustee Determination Template – Manual Calculation

Data	Source	Figure
1. Population of electoral group	MPAC	BOX 1:
2. Board area	TABLE 1, O. Reg. 412/00	BOX 2:
3. Board density	Population/area	BOX 3:
4. Dispersal factor	TABLE 5, O. Reg. 412/00	BOX 4:
5. Number of population-based trustees	TABLE 2, O. Reg. 412/00	BOX 5:
6. Number of density-based trustees	Refer to TABLE 3, O. Reg. 412/00 using board density figure	BOX 6:
7. Number of density-based (area adjusted) trustees	Refer to TABLE 4, O. Reg. 412/00 using board area figure	BOX 7:
8. Lesser of BOX 6 and BOX 7	Refer to rules set out in O. Reg. 412/00, s.3	BOX 8:
9. Number of additional trustees based on dispersal	Refer to rules set out in O. Reg. 412/00, s.3 using dispersal factor	BOX 9:
10. Total number of additional trustees	Refer to rules set out in O. Reg. 412/00, s.3	BOX 10:
11. Number of population-based trustees plus additional trustees	Refer to rules set out in O. Reg. 412/00, s.3	BOX 11:
12. Minimum number of enrolment-based trustees	Refer to rules set out in O. Reg. 412/00, s.3	BOX 12:

Number of elected trustees = The greater of BOX 11 or BOX 12

Trustee Distribution – Manual Calculation

If you choose to calculate trustee distribution manually, the following templates and series of steps allow you to calculate your board's electoral quotients and alternative electoral quotients.

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

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

Template A (Boards with No Low Population Municipalities)

Step 1:

Enter the **total** population of the board's electoral group 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 board's number of elected trustees as Figure B. This is the final figure of your trustee determination calculation, including any voluntary reduction of numbers, if applicable.

Step 3:

List the municipalities or municipal wards in each geographic area of your board's jurisdiction in Column 1. Enter the corresponding electoral group population in Column 2. 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 / municipal 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. The number of trustees allocated to a geographic area should be as close as possible to the sum of the electoral quotients for that area.

Section 6 of O. Reg. 412/00 sets out the distribution provisions for boards that have jurisdiction in only one municipality and for multi-municipality boards that have not designated any low population municipalities.

Trustee Distribution – Template A

Population of Electoral Group = _____ (Figure A)

Total Number of Elected Trustees = _____ (Figure B)

Column 1 Name of Municipality/ Ward	Column 2 Electoral Group Population	Column 3 Electoral Quotient
Geographic area i (list)		
Geographic area ii (list)		
Geographic area iii (list)		
Geographic area iv (list)		

Template B (Boards with Low Population Municipalities)

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. This is the final figure of your trustee determination calculation including any voluntary reduction of numbers, if applicable.

Step 3:

Referring to your board resolution, list all municipalities within your board's jurisdiction that have been designated as low population in Chart 1, Column 1, and their corresponding electoral group population in Column 2. The electoral group population figures are contained in your PEG Reports provided by MPAC (Municipal Property Assessment Corporation).

Step 4:

List all remaining municipalities in your board's jurisdiction, i.e. those that have **not** been designated as low population municipalities, 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 municipality 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 municipalities within your board's jurisdiction, i.e. both low population and remaining ones. 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 municipality based on population and geographic size but also allows for greater representation to that municipality than would be accorded by a strict representation-by-population approach.

Using Chart 1 (Low population municipalities):

- i. Total the electoral group population for all municipalities designated as low population (Column 2) and enter that total as Figure C.
- ii. Total the electoral quotients for all municipalities designated as low population (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 municipalities. (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 municipality's electoral group population (Column 2) and divide that number by Figure C (the total electoral group population for all municipalities designated as low population).
- v. Record the number calculated in Column 4 of Chart 1 – Alternative Quotient.

Using Chart 2 (Remaining municipalities)

- i. Total the electoral group population for all remaining municipalities (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 municipalities as low population. (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 municipality's electoral group population (Column 2) and divide that number by Figure E (the total electoral group population for all municipalities 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 allocate the trustee positions to geographic areas in your school board. Section 7 of O. Reg. 412/00 sets out the distribution provisions for boards that have designated one or more low-population municipalities. Please also note the requirement in section 58.1(13) of the Education Act regarding submissions from any person on the establishment of geographic areas.

To determine the allocation, combine the municipalities/municipal wards into geographic areas within each grouping, 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. The number of trustees allocated to a geographic area should be as close as possible to the sum of the electoral quotients for that area.

You are now ready to prepare your report to present to the board.

Trustee Distribution – Template B (Boards with Low Population Municipalities)

Total Population of Electoral Group = _____ (Figure A)

Total Number of Elected Trustees = _____ (Figure B)

Chart 1 – Low Population Municipalities

Column 1 Name of Low Population Area	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
Geographic area i (list)			
Geographic area ii (list)			
Geographic area iii (list)			
	Total (Figure C)	Total (Figure D)	

Chart 2 – Remaining Municipalities

Column 1 Name of Area	Column 2 Electoral Group Population	Column 3 Electoral Quotient	Column 4 Alternative Quotient
Geographic area i (list)			
Geographic area ii (list)			
Geographic area iii (list)			
	Total (Figure E)	Total (Figure F)	

Need Help with D&D Calculations?

This guide offers two options to help you complete the determination and distribution calculations:

If you need assistance completing your D&D calculations, there is help available.

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 Kamal Akhtar, Policy Analyst, Leadership Development and School Board Governance Branch at the Ministry of Education at 416-326-6926 or by email at kamal.akhtar@ontario.ca.

Section II

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 may pass resolutions determining the number of their trustees and must 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 must 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"> • declaration of candidacy, and • withdrawal of candidacy 	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

Section III

Questions & Answers

Note: The Ministry of Municipal Affairs and Housing has prepared a Municipal Elections Guide 2014. It provides detailed information about the election process and electronic links to forms. It is available at: <http://www.mah.gov.on.ca/Page219.aspx>

Trustee Determination and Distribution

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 rules in subsections 58.1 (10) to (13) of the Act, and in Ontario Regulation 412/00 under the Act to confirm or calculate the number of trustees on their board as well as allocate their trustees to geographic areas within the board. The Act and regulation are available on <http://www.e-laws.gov.on.ca>.

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

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

A. Boards whose area of jurisdiction includes more than one municipality must pass a resolution by March 31 either designating one or more municipalities as low population municipalities or declaring that no such designation will be made. Declaring a low population municipality increases the electoral quotients of that municipality and decreases the electoral quotients of the other municipalities. There is, however, no requirement that they designate low population municipalities.

Designation of low population municipalities allows boards to provide greater representation to rural or other municipalities than they would otherwise have under a strict representation-by-population approach.

Q. What is dispersal?

A. Many geographically large boards have schools which are a long distance from the school board office. A dispersal factor is included in the formula for calculating a board's number of trustees to ensure adequate representation of the school board community in these circumstances.

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 of electoral groups for trustee elections. The PEG Reports are sent to school boards by February 15 in an election year.

Q. Why are the PEG Reports significant?

A. PEG Reports reflect the population of the board's electoral group in each local municipality and local municipal ward within its jurisdiction. Boards must use the PEG data to calculate the electoral quotients they use to distribute trustee positions over their territory and, if applicable, for determining whether an increase in the PEG would be sufficient to allow additional trustee positions under the formula in O. Reg. 412/00.

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

A. The PEG Reports reflect the population of electoral groups as of January 1, 2014. 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 or online through the Ministry of Municipal Affairs and Housing's Election 2014 website. The nomination papers must be filed at the office of the municipal clerk in the geographic area in which a candidate wishes to run on any day when the clerk's office is open between January 1, 2014 and September 12, 2014. Nomination papers must be filed no later than 2:00 p.m. on Nomination Day, Friday, September 12, 2014.

If a person seeking nomination for a school board in a geographic area composed of all or part of two or more municipalities resides more than 100 kms from the office of the Clerk responsible for accepting nominations, the Clerk is required to delegate the authority to accept the nomination to the clerk of the municipality in which the person resides, or of the municipality to which the unorganized territory in which he or she resides is attached for school election purposes, or if the person resides neither in a municipality nor in an unorganized territory attached to a municipality for school election purposes, to the municipal clerk of the municipality within the geographic area that is closest to the person's residence.

The prescribed nomination filing fee of \$100 must be paid at the time of filing the nomination. 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 before Nomination Day.

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 prior to the board determining its number of trustees and how the positions will be distributed?

- 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 to geographic areas within each board. If the clerk accepts the papers, the candidate will be able to identify the geographic 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 be on an unpaid leave of absence at the time of his or her nomination. A board cannot refuse the 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. Some persons serving school boards may be employees of a contractor rather than of the school board. It is up to each potential candidate to determine whether provisions governing eligibility of school board employees apply to them.

Q. Does a school board employee have to obtain an unpaid leave of absence to seek nomination for a trustee position in 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 an unpaid 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. A candidate cannot run for school board office and municipal office at the same time.

Spouses

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

A. Yes. The Education Act provides that a spouse of a school board employee seeking office as a trustee is not restricted from doing so based on their spousal status.

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 \$0.85 per eligible elector. The municipal clerk will provide each candidate with an estimated spending limit upon filing of nomination papers and a final spending limit within ten days after the close of nominations. If the final limit is lower than the estimate, then the estimate becomes the candidate's official spending limit.

Q. What is the process for reporting campaign expenditures?

A. All nominated candidates, including those not elected or who withdrew their nomination or whose nomination was rejected by the clerk, must disclose and file a report on their contributions and expenses as of December 31, 2014. The form can be obtained from the municipality or through the Ministry of Municipal Affairs and Housing website. The filing deadline is 2:00 p.m. March 27, 2015.

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

A. All nominated candidates must file their financial reports by 2:00 p.m. on March 27, 2015. The campaign period ends Wednesday, December 31, 2014. However, a candidate may extend the campaign period to eliminate a deficit. If so, the candidate must notify the clerk using the prescribed form on or before Friday, December 31, 2014.

Q. What happens if the candidate misses the deadline for submitting their campaign expenditure report?

A. Penalties for contravening the *Municipal Elections Act, 1996* were increased in 2009. A candidate who has not filed financial statements by the deadline, and has not applied to the courts for an extension, forfeits any office won in the election, is ineligible to be elected and may not be appointed to any office until after the next regular election. A candidate requiring an extension to the filing deadline must apply to the Ontario Court of Justice and notify the Clerk before March 27, 2015. The court may grant an extension of up to 90 days.

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

- A. Every school board is required to appoint a compliance audit committee, made up of external members, before October 1, 2014. A qualified elector may apply to the compliance audit committee for a compliance audit of a candidate's financial return. The committee will consider the application and decide whether to retain an auditor to undertake a compliance audit. The decision of the committee may be appealed to the Ontario Court of Justice. If a compliance audit is undertaken, the committee will consider the auditor's report. If the report indicates that there has been an apparent contravention of the *Municipal Elections Act* the committee will decide whether or not to commence legal action.

A person who believes that a candidate has contravened the Act may proceed with legal action without having first obtained a compliance audit.

Q. Who pays for the audit if the compliance audit committee 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?

- 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 required to be provided in both English and French, pursuant to section 9.1(2) of that Act.

Q. How are the results of the election reported?

- A. For a geographic area consisting of only one municipality, the clerk responsible for elections in that municipality will report the results to the secretary of the board and to the Minister of Education as soon as possible after voting day. For a geographic area consisting of all or part of more than one municipality, the school board election clerks for each municipality will report the vote recorded to the school board election clerk in the lead municipality for that geographic area (i.e. the municipality with the largest population of the board's electoral group). The school board election clerk of the lead municipality will report the election results to the secretary of each board and the Minister of Education as soon as possible after voting day.

Appendix A

TABLE I – Board Areas

Item	Name of Board	Area (km ²)
1.	District School Board Ontario North East	24,922
2.	Algoma District School Board	9,623
3.	Rainbow District School Board	14,757
4.	Near North District School Board	17,020
5.	Keewatin-Patricia District School Board	7,245
6.	Rainy River District School Board	10,552
7.	Lakehead District School Board	5,274
8.	Superior-Greenstone District School Board	18,959
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	1,258
22.	Halton District School Board	970
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	8,740
31.	Hastings and Prince Edward District School Board	7,200
32.	Northeastern Catholic District School Board	25,464

Item	Name of Board	Area (km ²)
33.	Nipissing-Parry Sound Catholic District School Board	10,597
34.	Huron-Superior Catholic District School Board	9,815
35.	Sudbury Catholic District School Board	9,317
36.	Northwest Catholic District School Board	11,965
37.	Kenora Catholic District School Board	3,070
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.	London District Catholic School Board	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	2,754
49.	Simcoe Muskoka Catholic District School Board	10,640
50.	Durham Catholic District School Board	1,963
51.	Halton Catholic District School Board	970
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 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	46,499
62.	Conseil scolaire de district du Grand Nord de l'Ontario	65,681
63.	Conseil scolaire Viamonde	68,014
64.	Conseil des écoles publiques de l'Est de l'Ontario	38,041
65.	Conseil scolaire de district catholique des Grandes Rivières	25,452
66.	Conseil scolaire de district catholique Franco-Nord	10,597
67.	Conseil scolaire de district catholique du Nouvel-Ontario	19,226
68.	Conseil scolaire de district catholique des Aurores boréales	38,587
69.	Conseil scolaire catholique Providence	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	18.5
2.	Algoma District School Board	15.4
3.	Rainbow District School Board	2.6
4.	Keewatin-Patricia District School Board	41.2
5.	Lakehead District School Board	7.7
6.	Superior-Greenstone District School Board	41.7
7.	Northeastern Catholic District School Board	23.1
8.	Huron-Superior Catholic District School Board	34.8
9.	Northwest Catholic District School Board	16.7
10.	Kenora Catholic District School Board	20.0
11.	Superior North Catholic District School Board	33.3
12.	Algonquin and Lakeshore Catholic District School Board	2.8
13.	Conseil scolaire de district du Nord-Est de l'Ontario	66.7
14.	Conseil scolaire de district du Grand Nord de l'Ontario	7.2
15.	Conseil scolaire Viamonde	7.9
16.	Conseil des écoles publiques de l'Est de l'Ontario	6.3
17.	Conseil scolaire de district catholique des Grandes Rivières	23.5
18.	Conseil scolaire de district catholique du Nouvel-Ontario	16.7
19.	Conseil scolaire de district catholique des Aurores boréales	80.0
20.	Conseil scolaire catholique Providence	11.5
21.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	2.0
22.	All other boards	0.0

TABLE 6 – Minimum Number of Members Based on Board Enrolment

Item	Board Area	Number of Additional 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

Subsection 3 (2), paragraph 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.