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MEMORANDUM TO: Directors of Education

FROM: Bruce Drewett, Director
Leadership, Collaboration and Governance Branch

DATE: January 31, 2018

SUBJECT: 2018 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. While voting day does not occur until October 22, 2018, your board is required to complete certain requirements on specific dates up to and including voting day (see more details below).

A list of key dates is also attached for your convenience.

Trustee Determination and Distribution

Before each general election, every board of trustees determines the number of trustee positions on their board and distributes these positions across the board's area of jurisdiction. This process is known as trustee determination and distribution (D&D).

By **March 31, 2018**, every district school board must complete a report on the determination and distribution of its members, and, **by April 3, 2018**, submit it to:

- the Ministry of Education;
- the election clerks for all municipalities within the board's jurisdiction;
- the secretary of every other board that is wholly or partially within the board's area of jurisdiction.

School boards may submit their D&D reports to the Ministry of Education by email at LDB-DDL@ontario.ca, or by mail to:

Ministry of Education
Leadership, Collaboration and Governance Branch
900 Bay Street, 13th Floor
Toronto, ON M7A 1L2

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, 2018.

To assist you with completing this report, I am pleased to provide you with the “2018 Trustee Determination & Distribution Guide for Ontario District School Boards” (see attached). 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 guide can also be found on the ministry’s website:
<http://www.edu.gov.on.ca/eng/trustee-elections>.

The deadline by which your board must distribute its members is **March 31, 2018**.

You may also use an online calculator to make your determination and distribution calculations. The calculator can be found on the Ontario Education Services Corporation website at:
<http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>.

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 2014. If you are using the formula in the regulation to re-calculate your board’s number of elected positions, please note that Table 5 (Dispersal Factors) in the regulation has been updated. The current version of the regulation is available on e-laws at: 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, 2018**.

Compliance Audit Committee

Every district school board must appoint a compliance audit committee before **October 1, 2018**, to hear and decide on applications for compliance audits of trustee candidates’ 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 sections 88.33, 88.34 and 88.37 of the Municipal Elections Act,

1996 (MEA). Members of the committee serve a four-year term less two weeks, beginning on December 1, 2018 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, please visit the Ministry of Municipal Affairs website at: www.ontario.ca/municipalelections.

Schools as Polling Stations

Voting Day is October 22, 2018. 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. School 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 Kyle Kubatbekov, Senior Policy Advisor, Leadership, Collaboration and Governance Branch at (416) 325-7692 or by email at Kyle.Kubatbekov@ontario.ca. You may also contact your local Ministry of Education Regional Office for more information.

Thank you,



Bruce Drewett

Attachments: Trustee Determination and Distribution Guide
Key Dates for 2018 Elections

cc: Director and Regional Managers, Field Services Branch
Association des conseils scolaires des écoles publiques de l'Ontario
Association franco-ontarienne des conseils scolaires catholiques
Ontario Catholic School Trustees' Association
Ontario Public School Boards' Association
Council of Ontario Directors of Education

Key Dates for 2018 Elections

Activity	Date
MPAC data (PEG Reports) sent to boards	By February 15
<ol style="list-style-type: none"> 1. Boards <u>may</u> pass resolutions determining the number of their trustees and determining their trustee distribution. 2. Boards whose area of jurisdiction includes more than one municipality <u>must</u> pass a resolution establishing, or not establishing, low population municipalities. 3. Last day for resolution to reduce trustee numbers 	By March 31
Boards must send 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 21
Notices of appeal sent by secretary of the board (i.e. the Director of Education) to the Ontario Municipal Board (OMB)	By April 25
Beginning of trustee nomination and campaign period	May 1
Deadline for OMB decision re: appeal of trustee distribution calculations	June 10
Nomination Day: last day for <ul style="list-style-type: none"> • filing nomination, and • withdrawal of candidacy 	July 27, 2:00 p.m.
Compliance audit committee established	Before October 1
Voting Day	October 22
Board of Trustees' term of office begins	December 1
Campaign period ends	December 31
Financial filing deadline for candidates	March 29, 2019