

**Trustee Determination and  
Distribution Guide  
for Ontario District School Boards  
2022**

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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.

# INTRODUCTION

Before each general election, every board of trustees determines the number of trustee positions on their board<sup>1</sup> 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 of an election year, school boards are required to complete a D&D Report showing their D&D calculations, and, by April 3 in the election year, to submit it to:

- the Minister 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.

The D&D process plays an important role in ensuring that representation on school boards is democratic and fair. It also allows trustee candidates to identify and select an electoral ward in which to run. Therefore, it is very important for school boards to make accurate D&D calculations.

This guide offers two options to help you complete the D&D calculations:

- an online D&D calculator, which you can find on the Web page of the Ontario Education Services Corporation (OESC) at <http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>
- a manual approach using the steps and templates provided in this guide

The guide has three sections:

- Section I provides information and steps for completing the D&D Report.
- Section II sets out key dates for the 2022 election.
- Section III contains frequently asked questions about the D&D process and answers to them.

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1. The terms *school board* and *board* are used in this document to refer to district school boards.

## 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 Ontario Regulation (O. Reg.) 412/00: Elections to and Representation on District School Boards.

#### Trustee Determination

The number of elected trustee positions on a board is the number that was determined for the board for the purposes of the 2006 general election, with the following provisos (section 58.1 (10.0.1) of the *Education Act*):

- 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 change in population or area of jurisdiction may use the formula in O. Reg. 412/00 to recalculate its number of elected trustees.

#### Trustee Distribution

Boards are responsible for allocating their elected trustee positions over their area of jurisdiction. They do this by:

- combining local municipalities and local municipal wards in their area of jurisdiction into a number of geographic areas;
- 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.

#### Determination and Distribution Report

School boards are required 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 that is wholly or partially within the board's area of jurisdiction.

The D&D Report must include:

- the D&D results;
- if applicable, the identification of any lead municipality;

- a copy of the data and calculations by which
  - the D&D results were reached
  - any lead municipality was identified;
- copies of all relevant board resolutions.

The submission deadline for the D&D Report is April 4, 2022.

## What Do You Need to Get Started?

### 1. Population of Electoral Group 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 by **February 15, 2022**.

In some cases, an area without municipal organization is attached to a municipality for school board election 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 Regarding Low Population Municipalities

You will need to know whether or not your board is designating 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, 2022**:

- 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. There is no limit on the number of low population areas a board may designate.

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. It does not affect the total number of trustees for the board.

### 3. Board Resolution Regarding Voluntary Reduction of Board Members

School boards may reduce the number of elected trustees below the number provided for in the Education Act and O. Reg. 412/00, but not below the minimum number of five members. This can be done only by a resolution of the board.

If a school board chooses to exercise this option, the resolution must be passed before **March 31, 2022**. A copy of the resolution must be included in the D&D Report.

## Completing the Determination and Distribution Calculations

### Summary of Steps: Completing Your D&D Report

1. 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 (see Appendix C);
- your board's 2022 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 to 8 of O. Reg. 412/00, available online at

[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 you wish to calculate whether your board may have additional trustees, you may use the online calculator on the OESC's Web page. If you are doing a manual calculation, you will need:

- a copy of the six tables contained in O. Reg. 412/00, which are reproduced in Appendix A;
- a copy of the rules set out in O. Reg. 412/00, which are reproduced in Appendix B, for determining the number of additional members based on your board's dispersal factor.

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; or
  - your board has passed a resolution to reduce its number of elected trustees to not fewer than five; or
  - your board has experienced a change in population or area of jurisdiction 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 templates you may use for this purpose on pages 10 to 14. 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;
- the number (one or two) by which the sum of their electoral quotients would be increased.

4. Make copies of the D&D 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 D&D 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 all resolutions must be passed by **March 31, 2022**.
6. Prepare your D&D Report and send it, by **April 4, 2022**, 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 that is wholly or partially within the area of jurisdiction of your board. The completed D&D Report must include:
  - the D&D results;
  - if applicable, the identification of any lead municipality;
  - a copy of the data and calculations by which the D&D results were reached and by which any lead municipality was identified;
  - copies of all relevant board resolutions.

## Trustee Determination – Using the Online Calculator

The online calculator can be found on the website of the OESC at <http://trusteecalc.oesc-cseo.org/trustee-elections/calculator/>.

You will be provided with two options for proceeding:

**Option 1:** If you are not recalculating your board's elected trustee positions, then you will be taken to a Web page where you will select your board name and enter the total population of your board's electoral group that will be used in the trustee distribution calculation.

Once you select your board, a number will be generated, which is the total number of elected trustees for your board. If your board has recently passed a resolution to reduce the number of trustees, you can choose the board's new number of trustees from a drop-down menu.

**Option 2:** If your board wishes to recalculate its number of elected trustee positions, then you will be taken to a Web page that you can use to determine whether a change in your board's population or 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 Next 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 **electoral quotient** is a number that represents the number of trustee(s) a board can have in a particular geographic area.

The **alternative electoral quotient** is a number that represents an increased electoral quotient for low population municipalities and a decreased electoral quotient for other municipalities. As such, it allows for greater representation to low population municipalities than would be accorded by a strict representation-by-population calculation.

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

The final step is to allocate the trustee positions to geographic areas in your school board by following the rules set out in O. Reg. 412/00:

- 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, and territories without municipal organization to create geographic areas (i.e., clusters). The number of geographic areas cannot 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, and the number of trustees allocated to a geographic area should be, as nearly as practicable, the sum of the electoral quotients for that area.

For example, if the sum of the electoral quotients for a geographic area is 1.6, the distribution rules would require the board to look at other possible combinations of municipalities and municipal wards that would result in a quotient closer to a whole number. See the example on page 14.

When clustering municipalities, territories without municipal organization, and municipal wards to create geographic areas, it is also important to think about the demographics of your board's jurisdiction. Consideration could be given to distributing trustee positions in such a way so that the voices of all, including marginalized communities, are heard at the board table.

Municipalities, municipal wards, and territories without municipal organization that make up geographic areas do not need to be adjacent to one another. The board can combine nonadjacent areas throughout the board's jurisdiction.

Any person can make a submission to a board about the establishment of geographic areas. The board is required to take these submissions into consideration in arriving at its decision to form a geographic area (section 58.1 (13) of the *Education Act*).

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

## Trustee Determination – Manual Calculation Using Templates

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 a change in population or 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 that 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 2022 PEG Report. Enter this figure in Box 1 of the Trustee Determination Template found on page 9 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 trustees 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 trustees 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 trustees based on board density in Box 7.

**Step 8:**

In Box 8, enter the lesser of the numbers in Box 6 and Box 7.

**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 trustees based on dispersal in Box 9.

**Step 10:**

In Box 10, enter the greater of the numbers in Box 8 and Box 9.

**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 2021-22 Estimates data, 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:**

Select the greater of the numbers in 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.

You have now completed trustee determination and are ready to calculate trustee distribution.

## Trustee Determination Template – Manual Calculation

| DATA                                                                 | SOURCE                                                                | FIGURE         |
|----------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|
| 1. Population of electoral group                                     | MPAC                                                                  | <b>Box 1:</b>  |
| 2. Board area                                                        | Table 1, O. Reg. 412/00                                               | <b>Box 2:</b>  |
| 3. Board density                                                     | Population/area                                                       | <b>Box 3:</b>  |
| 4. Dispersal factor                                                  | Table 5, O. Reg. 412/00                                               | <b>Box 4:</b>  |
| 5. Number of population-based trustees                               | Table 2, O. Reg. 412/00                                               | <b>Box 5:</b>  |
| 6. Number of density-based trustees                                  | Refer to Table 3, O. Reg. 412/00 using board density figure           | <b>Box 6:</b>  |
| 7. Number of density-based (area adjusted) trustees                  | Refer to Table 4, O. Reg. 412/00, using board area figure             | <b>Box 7:</b>  |
| 8. Lesser of Box 6 and Box 7                                         | Refer to rules set out in O. Reg. 412/00, s.3                         | <b>Box 8:</b>  |
| 9. Number of additional trustees based on dispersal                  | Refer to rules set out in O. Reg. 412/00, s.3, using dispersal factor | <b>Box 9:</b>  |
| 10. Total number of additional trustees (greater of Box 8 and Box 9) | Refer to rules set out in O. Reg. 412/00, s.3                         | <b>Box 10:</b> |
| 11. Number of population-based trustees plus additional trustees     | Refer to rules set out in O. Reg. 412/00, s.3                         | <b>Box 11:</b> |
| 12. Minimum number of enrolment-based trustees                       | Refer to rules set out in O. Reg. 412/00, s.3                         | <b>Box 12:</b> |

**Number of elected trustees = the greater of the numbers in Box 11 and Box 12**

## Trustee Distribution – Manual Calculation Using Templates

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.

There are two templates to choose from:

1. 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 (Boards with No Low Population Areas)*.
2. 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 (Boards with 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 all municipalities and/or municipal wards in the area of your board's jurisdiction in Column 1, and enter the corresponding electoral group population in Column 2. The electoral group population figures are contained in your PEG Reports provided by MPAC.

#### Step 4:

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

- i. multiply the electoral group population figure for each municipality/municipal ward (Column 2) by the total number of elected trustee positions (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.

(Repeat for each municipality and/or municipal ward.)

**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/municipal wards/territories without municipal organization 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**  
**(Boards with No Low Population Municipalities)**

Population of electoral group - \_\_\_\_\_ (Figure A)

Total number of elected trustees - \_\_\_\_\_ (Figure B)

| COLUMN 1                  | COLUMN 2                   | COLUMN 3           |
|---------------------------|----------------------------|--------------------|
| Name of Municipality/Ward | Electoral Group Population | Electoral Quotient |
|                           |                            |                    |
|                           |                            |                    |
|                           |                            |                    |
|                           |                            |                    |
|                           |                            |                    |

**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, in Chart 1 list all municipalities within your board's jurisdiction that have been designated as low population in 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.

**Step 4:**

In Chart 2, list all remaining municipalities in your board's jurisdiction, i.e., those that have **not** been designated as low population municipalities, in Column 1, and their corresponding electoral group population in Column 2.

**Step 5:**

This step determines the electoral quotient for each municipality/municipal 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/municipal 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.

(Repeat for each municipality and/or municipal ward in 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).

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. 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 D&D Report to present to the board.

**Trustee Distribution – Template B**  
**(Boards with No Low Population Municipalities)**

Population of electoral group = \_\_\_\_\_ (Figure A)

Total number of elected trustees = \_\_\_\_\_ (Figure B)

**CHART 1 – LOW POPULATION MUNICIPALITIES**

| COLUMN 1                    | COLUMN 2                   | COLUMN 3                | COLUMN 4             |
|-----------------------------|----------------------------|-------------------------|----------------------|
| Name of Low Population Area | Electoral Group Population | Electoral Quotient      | Alternative Quotient |
|                             |                            |                         |                      |
|                             |                            |                         |                      |
|                             |                            |                         |                      |
|                             | <b>Total (Figure C)</b>    | <b>Total (Figure D)</b> |                      |
|                             |                            |                         |                      |

**CHART 2 – REMAINING MUNICIPALITIES**

| COLUMN 1                    | COLUMN 2                   | COLUMN 3                | COLUMN 4             |
|-----------------------------|----------------------------|-------------------------|----------------------|
| Name of Low Population Area | Electoral Group Population | Electoral Quotient      | Alternative Quotient |
|                             |                            |                         |                      |
|                             |                            |                         |                      |
|                             |                            |                         |                      |
|                             | <b>Total (Figure E)</b>    | <b>Total (Figure F)</b> |                      |
|                             |                            |                         |                      |

**Example****Trustee Distribution – Forming Geographic Areas**

Number of trustees = 5

| COLUMN 1                      | COLUMN 2           | COLUMN 3                     | COLUMN 4              |
|-------------------------------|--------------------|------------------------------|-----------------------|
| Name of Municipality/<br>Ward | Electoral Quotient | Sum of Electoral<br>Quotient | Geographic Area       |
| Municipality 1 (Ward 1)       | 0.30               | 0.94                         | Area 1<br>(1 trustee) |
| Municipality 1 (Ward 2)       | 0.29               |                              |                       |
| Municipality 1 (Ward 3)       | 0.35               |                              |                       |
| Municipality 2                | 0.61               | 1.04                         | Area 2<br>(1 trustee) |
| Municipality 3 (Ward 1)       | 0.18               |                              |                       |
| Municipality 3 (Ward 2)       | 0.25               |                              |                       |
| Municipality 3 (Ward 3)       | 0.25               | 1.0                          | Area 3<br>(1 trustee) |
| Municipality 3 (Ward 4)       | 0.24               |                              |                       |
| Municipality 3 (Ward 5)       | 0.28               |                              |                       |
| Municipality 4 (Ward 1)       | 0.23               | 1.05                         | Area 4<br>(1 trustee) |
| Municipality 4 (Ward 2)       | 0.13               |                              |                       |
| Municipality 4 (Ward 3)       | 0.19               |                              |                       |
| Municipality 5 (Ward 1)       | 0.14               |                              |                       |
| Municipality 5 (Ward 2)       | 0.09               |                              |                       |
| Municipality 6                | 0.23               |                              |                       |
| Municipality 7                | 0.27               |                              |                       |
| Municipality 8                | 0.97               | 0.97                         | Area 5<br>(1 trustee) |

In the above illustration, a school board has eight municipalities in its area of jurisdiction and five trustee positions. To distribute its trustee positions, the board formed five geographic areas by combining municipalities and municipal wards.

The sum of the electoral quotient for each geographic area is close to a whole number, which represents the number of trustees for that area (Column 3). Further, the number of geographic areas does not exceed the allowable number of trustees – five in this case.

## Need Help with D&D Calculations?

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

Some municipal clerks may be willing to offer limited assistance to school boards having difficulty completing D&D calculations.

Your local Ministry of Education Regional Office is also available to assist you with your D&D calculations. You may also contact the Education Equity Secretariat at the Ministry of Education by email at [lcgb@ontario.ca](mailto:lcgb@ontario.ca).

## SECTION II

### Key Dates for 2022 Elections

| ACTIVITY                                                                                                                                                                                                                                                                                                                                                                    | DATE                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| MPAC data (PEG Reports) sent to boards                                                                                                                                                                                                                                                                                                                                      | By February 15, 2022     |
| 1. Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.<br>2. Boards whose area of jurisdiction includes more than one municipality must pass a resolution establishing, or not establishing, low population areas.<br>3. Last day for resolution to reduce trustee numbers | By March 31, 2022        |
| D&D Reports sent to the Minister, school board election clerks and secretaries of other school boards in the board's jurisdiction                                                                                                                                                                                                                                           | By April 4, 2022         |
| Deadline for appeals by municipality regarding trustee distribution                                                                                                                                                                                                                                                                                                         | April 21, 2022           |
| Notices of appeal sent by secretary of the board (i.e., the Director of Education) to the Ontario Land Tribunal (OLT)                                                                                                                                                                                                                                                       | By April 25, 2022        |
| Beginning of nomination and campaign period                                                                                                                                                                                                                                                                                                                                 | May 1, 2022              |
| Deadline for OLT decision regarding appeal of trustee distribution calculations                                                                                                                                                                                                                                                                                             | June 10, 2022            |
| Nomination day: last day for <ul style="list-style-type: none"><li>• filing nomination, and</li><li>• withdrawal of candidacy</li></ul>                                                                                                                                                                                                                                     | August 19, 2022, 2:00 pm |
| Compliance audit committee established                                                                                                                                                                                                                                                                                                                                      | Before October 1, 2022   |
| Voting day                                                                                                                                                                                                                                                                                                                                                                  | October 24, 2022         |
| Board of Trustees' term of office begins                                                                                                                                                                                                                                                                                                                                    | November 15, 2022        |
| Campaign period ends                                                                                                                                                                                                                                                                                                                                                        | January 3, 2023          |
| Financial filing deadline for candidates                                                                                                                                                                                                                                                                                                                                    | March 31, 2023, 2:00 pm  |

## SECTION III

### Questions and Answers

**Note:** For more detailed information about the election process, visit the website of the Ministry of Municipal Affairs and Housing at <http://www.mah.gov.on.ca/Page219.aspx>.

#### Trustee Determination and Distribution (D&D)

**Q. What does trustee D&D mean?**

- A.** Before each general election, the board of trustees of each district school board calculates the number of elected trustee positions on their school board and distributes these positions across the board's area of jurisdiction. This process is known as trustee D&D.

**Q. Who is responsible for the D&D process within the jurisdiction of the board?**

- A.** The outgoing board of trustees is responsible for trustee D&D calculations. Using population data received from the Municipal Property Assessment Corporation (MPAC), school boards follow the rules under the Education Act and its regulations to establish the number of trustee positions on the school board and to allocate the positions to geographic areas within the board.

**Q. Why do school boards designate low population municipalities?**

- A.** Designation of low population municipalities allows school 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 school boards have schools that are a long distance from the school board office. A dispersal factor is included in the formula for calculating a school board's number of trustees to ensure adequate representation of the school board community in these circumstances.

**Q. How is the dispersal factor calculated?**

- A.** The dispersal factor expresses the percentage of elementary schools of the school board located more than 200 kilometres from its central office. The Ministry of Education calculates the dispersal factor value for all school boards and sets it in the regulation (Table 5, O. Reg 412/00).

The dispersal factor value for each school board is calculated according to the following formula:

$$\frac{\text{number of elementary schools located } > 200 \text{ km from school board office} \times 100}{\text{Total number of elementary schools}} = \text{Dispersal factor}$$

**Q. Why are the Population of Electoral Group (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 PEG Reports?**

- A.** The PEG Reports reflect the population of electoral groups as of January 1, 2022. 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.

**Q. If I have a question about the D&D process, whom can I contact for help?**

- A.** Some municipal clerks may be willing to offer limited assistance to school boards having difficulty completing D&D calculations.

Your local Ministry of Education Regional Office is also available to assist you with your D&D calculations.

You may also contact the Education Equity Secretariat at the Ministry of Education at [lcgb@ontario.ca](mailto:lcgb@ontario.ca).

## APPENDIX A

### TABLES FROM ONTARIO REGULATION 412/00

**TABLE 1**  
**BOARD AREAS**

| Item | Name of Board                              | Area (km <sup>2</sup> ) |
|------|--------------------------------------------|-------------------------|
| 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                   |

| Item | Name of Board                                                                      | Area (km <sup>2</sup> ) |
|------|------------------------------------------------------------------------------------|-------------------------|
| 31.  | Hastings and Prince Edward District School Board                                   | 7,200                   |
| 32.  | Northeastern Catholic District School Board                                        | 25,464                  |
| 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 public du Nord-Est de l'Ontario                                   | 46,499                  |
| 62.  | Conseil scolaire public 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                  |

| Item | Name of Board                                                      | Area (km <sup>2</sup> ) |
|------|--------------------------------------------------------------------|-------------------------|
| 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 catholique MonAvenir                              | 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                           | 16.0             |
| 2.   | Algoma District School Board                                       | 8.6              |
| 3.   | Keewatin-Patricia District School Board                            | 47.1             |
| 4.   | Lakehead District School Board                                     | 8.7              |
| 5.   | Superior-Greenstone District School Board                          | 50.0             |
| 6.   | Northeastern Catholic District School Board                        | 25.0             |
| 7.   | Huron-Superior Catholic District School Board                      | 31.3             |
| 8.   | Northwest Catholic District School Board                           | 20.0             |
| 9.   | Kenora Catholic District School Board                              | 20.0             |
| 10.  | Algonquin and Lakeshore Catholic District School Board             | 3.0              |
| 11.  | Conseil scolaire public du Nord-Est de l'Ontario                   | 50.0             |
| 12.  | Conseil scolaire public du Grand Nord de l'Ontario                 | 20.0             |
| 13.  | Conseil scolaire Viamonde                                          | 8.9              |
| 14.  | Conseil des écoles publiques de l'Est de l'Ontario                 | 5.4              |
| 15.  | Conseil scolaire de district catholique des Grandes Rivières       | 21.4             |
| 16.  | Conseil scolaire de district catholique du Nouvel-Ontario          | 20.7             |
| 17.  | Conseil scolaire de district catholique des Aurores boréales       | 80.0             |
| 18.  | Conseil scolaire catholique Providence                             | 10.7             |
| 19.  | Conseil scolaire de district catholique du Centre-Est de l'Ontario | 1.8              |
| 20.  | All other boards                                                   | 0.0              |

**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

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.

## APPENDIX C

### TRUSTEE POSITIONS ESTABLISHED FOR THE PURPOSE OF THE 2006 GENERAL ELECTION AND ADDITIONAL TRUSTEE POSITIONS ORDERED BY THE MINISTER IN 2010

| #   | Board Name                                 | 2006 Positions | Additional Positions Ordered by the Minister |
|-----|--------------------------------------------|----------------|----------------------------------------------|
| 1.  | District School Board Ontario North East   | 10             | -                                            |
| 2.  | Algoma District School Board               | 10             | -                                            |
| 3.  | Rainbow District School Board              | 8              | -                                            |
| 4.  | Near North District School Board           | 8              | -                                            |
| 5.  | Keewatin-Patricia District School Board    | 9              | 1                                            |
| 6.  | Rainy River District School Board          | 6              | -                                            |
| 7.  | Lakehead District School Board             | 8              | -                                            |
| 8.  | Superior-Greenstone District School Board  | 8              | -                                            |
| 9.  | Bluewater District School Board            | 9              | -                                            |
| 10. | Avon Maitland District School Board        | 9              | -                                            |
| 11. | Greater Essex County District School Board | 10             | -                                            |
| 12. | Lambton Kent District School Board         | 10             | -                                            |
| 13. | Thames Valley District School Board        | 12             | -                                            |
| 14. | Toronto District School Board              | 22             | -                                            |
| 15. | Durham District School Board               | 11             | -                                            |
| 16. | Kawartha Pine Ridge District School Board  | 10             | -                                            |
| 17. | Trillium Lakelands District School Board   | 9              | -                                            |
| 18. | York Region District School Board          | 12             | -                                            |
| 19. | Simcoe County District School Board        | 11             | -                                            |
| 20. | Upper Grand District School Board          | 10             | -                                            |
| 21. | Peel District School Board                 | 12             | -                                            |
| 22. | Halton District School Board               | 11             | -                                            |
| 23. | Hamilton-Wentworth District School Board   | 11             | -                                            |
| 24. | District School Board of Niagara           | 11             | -                                            |
| 25. | Grand Erie District School Board           | 10             | -                                            |
| 26. | Waterloo Region District School Board      | 11             | -                                            |
| 27. | Ottawa-Carleton District School Board      | 12             | -                                            |
| 28. | Upper Canada District School Board         | 10             | -                                            |
| 29. | Limestone District School Board            | 9              | -                                            |
| 30. | Renfrew County District School Board       | 8              | -                                            |

| #   | Board Name                                                                         | 2006 Positions | Additional Positions Ordered by the Minister |
|-----|------------------------------------------------------------------------------------|----------------|----------------------------------------------|
| 31. | Hastings and Prince Edward District School Board                                   | 9              | -                                            |
| 32. | Northeastern Catholic District School Board                                        | 8              | -                                            |
| 33. | Nipissing-Parry Sound Catholic District School Board                               | 6              | -                                            |
| 34. | Huron-Superior Catholic District School Board                                      | 9              | -                                            |
| 35. | Sudbury Catholic District School Board                                             | 6              | -                                            |
| 36. | Northwest Catholic District School Board                                           | 7              | 1                                            |
| 37. | Kenora Catholic District School Board                                              | 5              | 1                                            |
| 38. | Thunder Bay Catholic District School Board                                         | 6              | -                                            |
| 39. | Superior North Catholic District School Board                                      | 8              | -                                            |
| 40. | Bruce-Grey Catholic District School Board                                          | 6              | -                                            |
| 41. | Huron Perth Catholic District School Board                                         | 5              | -                                            |
| 42. | Windsor-Essex Catholic District School Board                                       | 9              | -                                            |
| 43. | London District Catholic School Board                                              | 8              | -                                            |
| 44. | St. Clair Catholic District School Board                                           | 7              | -                                            |
| 45. | Toronto Catholic District School Board                                             | 12             | -                                            |
| 46. | Peterborough Victoria Northumberland and Clarington Catholic District School Board | 7              | -                                            |
| 47. | York Catholic District School Board                                                | 10             | -                                            |
| 48. | Dufferin-Peel Catholic District School Board                                       | 11             | -                                            |
| 49. | Simcoe Muskoka Catholic District School Board                                      | 8              | -                                            |
| 50. | Durham Catholic District School Board                                              | 8              | -                                            |
| 51. | Halton Catholic District School Board                                              | 9              | -                                            |
| 52. | Hamilton-Wentworth Catholic District School Board                                  | 9              | -                                            |
| 53. | Wellington Catholic District School Board                                          | 6              | -                                            |
| 54. | Waterloo Catholic District School Board                                            | 9              | -                                            |
| 55. | Niagara Catholic District School Board                                             | 8              | -                                            |
| 56. | Brant Haldimand Norfolk Catholic District School Board                             | 6              | -                                            |
| 57. | Catholic District School Board of Eastern Ontario                                  | 7              | -                                            |
| 58. | Ottawa Catholic District School Board                                              | 10             | -                                            |

| #   | Board Name                                                         | 2006 Positions | Additional Positions Ordered by the Minister |
|-----|--------------------------------------------------------------------|----------------|----------------------------------------------|
| 59. | Renfrew County Catholic District School Board                      | 6              | -                                            |
| 60. | Algonquin and Lakeshore Catholic District School Board             | 10             | -                                            |
| 61. | Conseil scolaire public du Nord-Est de l'Ontario                   | 12             | -                                            |
| 62. | Conseil scolaire public du Grand Nord de l'Ontario                 | 12             | -                                            |
| 63. | Conseil scolaire Viamonde                                          | 12             | -                                            |
| 64. | Conseil des écoles publiques de l'Est de l'Ontario                 | 12             | -                                            |
| 65. | Conseil scolaire de district catholique des Grandes Rivières       | 9              | -                                            |
| 66. | Conseil scolaire de district catholique Franco-Nord                | 6              | -                                            |
| 67. | Conseil scolaire de district catholique du Nouvel-Ontario          | 10             | 2                                            |
| 68. | Conseil scolaire de district catholique des Aurores boréales       | 11             | 1                                            |
| 69. | Conseil scolaire catholique Providence                             | 11             | -                                            |
| 70. | Conseil scolaire catholique MonAvenir                              | 12             | -                                            |
| 71. | Conseil scolaire de district catholique de l'Est ontarien          | 8              | -                                            |
| 72. | Conseil scolaire de district catholique du Centre-Est de l'Ontario | 11             | -                                            |