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2006: B1

MEMORANDUM TO: Directors of Education
Secretary/Treasurers of School Authorities

FROM: Nancy Naylor
Assistant Deputy Minister
Business and Finance Division

DATE: February 22, 2006

SUBJECT: 2006 Trustee Elections – Determination & Distribution
Calculations

As you are no doubt aware, school board elections will be held in November, 2006. I would like to take the opportunity to remind you of boards' responsibilities during the upcoming trustee election year, as well as share with you information on updates to the trustee determination and distribution assistance offered to boards during the 2003 pre-election process.

While the Ministry of Municipal Affairs and Housing's legislation -*Municipal Elections Act, 1996* - governs the conduct of municipal and school board elections, the *Education Act* provides the process regarding the number (*determination*) and geographic allocation (*distribution*) of school board trustees. Ontario Regulation 412/00 sets out the process by which a board determines the permissible number of trustees as well as the geographic distribution of its members. School boards are responsible for completing their trustee determination and distribution calculations in accordance with the regulation.

Determination and distribution calculations are based on the *Population of Electoral Group (PEG) Reports* which would have been forwarded to you by the Municipal Property Assessment Corporation (MPAC) by February 15, 2006. Please note that, as per Ontario Regulation 412/00, your board's completed D&D Report must be sent to the Minister no later than April 3, 2006. Completed D&D Reports can be submitted to the Minister through the Labour Relations and Governance Branch, 20th Floor Mowat Block, 900 Bay Street, Toronto, to the attention of Rachel Osborne, Senior Policy Advisor. Copies of the report must also be forwarded to the secretary of all other school boards within the jurisdiction of your board, as well as to election clerks in all municipalities wholly or partially within the jurisdiction of your board.

Ontario Regulation 412/00 has been amended since the last election to clarify that D&D reports must include a copy of the data and calculations by which the identification of the lead municipality was made. It would be advisable to clearly identify in correspondence attached to

your D&D report the municipality which has been identified as the lead municipality for the purpose of your board's election.

You should also note that for the purpose of the 2003 D&D calculations, boards had the option under ss.3(3) of Ontario Regulation 412/00 to determine that the number of trustees elected to the board in 2003 be the same number elected in 2000. As this provision specifically applied to the 2003 election, all boards must complete the determination calculations for the 2006 D&D report.

We received positive feedback from boards on the value of the *D&D Guide* which was produced for the 2003 election. Accordingly, we are updating that guide and it will be available on the Ministry's website by the end of February. I am also pleased to inform you that the Ministry has developed a web-based calculator that will assist boards in determining the permissible number of members to be elected to their board in the 2006 election and their geographic distribution. The links to the web-based trustee determination and distribution calculator will be provided in the updated *D&D Guide*. The guide also offers detailed steps on completing D&D calculations, calculation templates, information on legislative amendments impacting on the election process, key election dates, and frequently asked questions.

I trust that this information will be of assistance to your board. If you require further information, please contact Rachel Osborne, Senior Policy Advisor, Labour Relations and Governance Branch at (416)212-4460 or by email at Rachel.Osborne@edu.gov.on.ca, or your local Ministry of Education Regional Office.



Nancy Naylor
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Business and Finance Division