

**REGULAR BOARD MEETING  
AGENDA**

Date: Tuesday, February 17, 2026  
 Time: 7:00 pm  
 Location: Catholic Education Centre - Board Room  
 802 Drury Lane  
 Burlington, Ontario

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**Pages**

|  |   |         |
|--|---|---------|
| <b>1. Call to Order</b>                        |   |         |
| 1.1  | Land Acknowledgement, Opening Prayer, Our Father, National Anthem (M. Adeleye)  |         |
| 1.2  | Motions Arising From In-Camera  |         |
| <b>2. Approval of the Agenda</b>               |   |         |
| <b>3. Declarations of Conflict of Interest</b> |   |         |
| <b>4. Presentations</b>                        |   |         |
| 4.1  | Senior Staff Updates - International Baccalaureate (IB) at St. Kateri Tekakwitha Catholic Secondary school (J. Crowell) | 1 - 8   |
| <b>5. Delegations</b>                          |   |         |
| <b>6. Consent Agenda Items</b>                 |   |         |
| 6.1  | Action Items  |         |
| 6.1.1  | [Approval of Minutes] Minutes of the January 20, 2026 Regular Board Meeting   | 9 - 14  |
| 6.1.2  | [Action] Policy I-10 Banking, Investment and Borrowing (B. Agnew)   | 15 - 19 |
| 6.1.3  | [Action] Policy I-34(A) Reimbursement of Expenses for Employees (B. Agnew)  | 20 - 27 |
| 6.1.4  | [Action] Policy III-13 Corporate Purchasing Card Distribution and Usage (B. Agnew)                                      | 28 - 31 |
| 6.2  | Noted Items   |         |
| 6.2.1  | [Business Arising from Previous Meetings] Business Arising from Previous Meetings                                       | 32 - 32 |
| 6.2.2  | [Miscellaneous] Minutes of the December 15, 2025 SEAC Meeting   | 33 - 34 |
| 6.2.3  | [Miscellaneous] Minutes of the January 13, 2026 Policy Committee Meeting  | 35 - 38 |

|            |   |           |
|------------|---|-----------|
| <b>7.</b>  | <b>Approval of Minutes</b>  |           |
| <b>8.</b>  | <b>Business Arising from Previous Meetings</b>  |           |
| <b>9.</b>  | <b>Action Items</b>   |           |
| 9.1        | School Year Calendar 2026-2027 (N. Dinolfo)   | 39 - 41   |
| <b>10.</b> | <b>Staff Reports</b>  |           |
| 10.1       | 2026 Municipal Election - Trustee Distribution and Determination (J. Klein, A. Lofts) | 42 - 111  |
| <b>11.</b> | <b>Information Reports</b>  |           |
| 11.1       | Director's Update (J. Klein)  | 112 - 114 |
| 11.2       | 2026-27 Budget Estimates - Schedule and Consultation (A. Lofts)                       | 115 - 117 |
| 11.3       | Construction Report (R. Merrick)  | 118 - 119 |
| <b>12.</b> | <b>Miscellaneous Information</b>  |           |
| 12.1       | Student Trustees Update (M. Adeleye, R. Hanna, V. Parasram)                           | 120 - 121 |
| 12.2       | OCSTA Update (J. O'Hearn-Czarnota)  |           |
| <b>13.</b> | <b>Correspondence</b>   |           |
| <b>14.</b> | <b>Open Question Period</b>   |           |
| <b>15.</b> | <b>In Camera</b>  |           |
| <b>16.</b> | <b>Resolution re Absentees</b>  |           |
| <b>17.</b> | <b>Adjournment and Closing Prayer (T. Powell)</b>                                     |           |



SENIOR STAFF  
**UPDATES**

International Baccalaureate (IB)  
at St. Kateri Tekakwitha  
Catholic Secondary School



# IB Authorization for St. Kateri Tekakwitha Catholic Secondary School

- On January 30, 2026, St. Kateri Tekakwitha CSS received official authorization as an IB World School, and can officially offering the Diploma Programme to Gr. 11 students beginning in the 2026-27 school year
- St. Kateri Tekakwitha CSS joins St. Thomas Aquinas CSS as the second HCDSB IB World School, and a community of over 6000 schools in 160+ countries
- Currently, we have 46 students registered for Gr. 11, 110 students registered for Gr. 10 Pre-IB, and 40 students Registered for Gr. 9 Pre-IB (Note: 43 from HCDSB and 34 from HDSB and other)
- Students in the program reflect the diverse students in Milton

# IB Authorization Overview

St. Kateri Tekakwitha CSS began the IB Candidacy Stage in June of 2023, and has since undergone rigorous certification by the IB organization, including:

- Site visits and inspections by IB representatives
- Interviews with staff, students, and parents
- Comprehensive review of the training, curriculum preparation, and school facilities
- Implementing feedback from the IB organization in preparation for offering the Diploma Programme

# IB Diploma Programme - Overview

**The IB Diploma Programme consists of the following components:**

- Coursework in 6 different subject areas (English, Spanish or French, Math, Science, Business and/or Art)
- Successful completion of the Extended Essay (EE)
- Successful completion of a course in the Theory of Knowledge (TOK)
- Successful completion of a Creativity, Activity, Service project (CAS)

# IB Diploma Programme - Benefits

## Students in the IB Programme:

- Undertake a Globally-minded Education
- Are challenged by content beyond the Ontario Curriculum
- Eligible for advanced standing and scholarships in Universities both locally and around the world
- Additions of CAS, EE and TOK are critical components in developing a well-rounded student
- Focus on critical thinking, research, global awareness and personal growth

# Preparation for IB Programme – 2026-27

**In preparation to deliver the IB Diploma Programme, the school and Board have invested in:**

- Staff training (e.g., teachers, administrators, librarians, guidance counsellors)
- IB-specific resources (e.g., texts, research databases, equipment)
- Staff PD on IB Policies (i.e. Inclusion policy, Assessment policy and ATLs (Approaches to Teaching and Learning))

<https://secondary.hcdsb.org/stkateri/ib-programme-2/>

Questions?



**MINUTES OF THE REGULAR BOARD MEETING**

Date: January 20, 2026  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Trustees Present: B. Agnew (electronically/in person) P. Murphy  
M. Duarte (Chair of the Board) J. O’Hearn-Czarnota (Vice-Chair of the Board)  
H. Karabela (electronically)  
K. Kelly (electronically) T. Powell (electronically)  
R. Kennedy C. Saunders

Student Trustees Present: R. Hanna (electronically) V. Parasram

Student Trustees Absent: M. Adeleye

Senior Staff Present: E. Bakaic J. Klein, Director of Education  
J. Crowell R. Merrick  
E. Del Sordo (electronically) G. Montanari  
N. Dinolfo M. Skrzypek

Also Present: B. Cripps, Senior Manager, IT Services  
S. Jayaraman, Senior Manager, Human Rights and Equity  
A. Swinden, Manager, Strategic Communications Services

Recording Secretary: R. Di Pietro

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**1. Call to Order**

The Chair called the meeting to order.

**1.1 Land Acknowledgement, Opening Prayer, Our Father, National Anthem (V. Parasram)**

The meeting opened at 7:00 p.m. with a prayer led by Student Trustee Parasram.

**1.2 Motions Arising From In-Camera**

There were no motions arising from in-camera.

**2. Approval of the Agenda**

On a point of order, the Chair ruled that the threat perceived in Action Report 9.1 Recommendation from the Materials Review Committee, was not in order.

**#019/26**

**Moved by:** C. Saunders

**RESOLVED**, that Action Item 9.1 Recommendation from the Materials Review Committee be removed from the agenda.

The Chair called for a vote on **#019/26**:

| IN FAVOUR   | OPPOSED                   | ABSTAIN |
|-------------|---------------------------|---------|
| H. Karabela | B. Agnew                  |         |
| R. Kennedy  | K. Kelly                  |         |
| C. Saunders | P. Murphy                 |         |
|             | J. O’Hearn-Czarnota       |         |
|             | T. Powell                 |         |
|             | R. Hanna (non-binding)    |         |
|             | V. Parasram (non-binding) |         |

The motion was **DEFEATED**.

**#020/26**

**Moved by:** T. Powell

**Seconded by:** B. Agnew

**RESOLVED**, that the agenda be approved.

The Chair called for a vote on **#020/26**:

| IN FAVOUR                 | OPPOSED     | ABSTAIN |
|---------------------------|-------------|---------|
| B. Agnew                  | H. Karabela |         |
| K. Kelly                  | R. Kennedy  |         |
| P. Murphy                 | C. Saunders |         |
| J. O’Hearn-Czarnota       |             |         |
| T. Powell                 |             |         |
| R. Hanna (non-binding)    |             |         |
| V. Parasram (non-binding) |             |         |

The motion **CARRIED**.

**3. Declarations of Conflict of Interest**

There were no conflicts of interest declared.

#### 4. Presentations

##### 4.1 Senior Staff Updates - Director's Annual Report (J. Klein)

Director Klein presented the Director's Annual Report for the 2024-2025 school year.

#### 5. Delegations

There were no delegations.

#### 6. Consent Agenda Items

##### 6.1 Action Items

6.1.1 [Approval of Minutes] Minutes of the December 16, 2025 Regular Board Meeting

6.1.2 [Action Items] Policy I-01 Catholic School Support (B. Agnew)

6.1.3 [Action Items] Policy II-24 Home-to-School Student Transportation (B. Agnew)

6.1.4 [Action Items] Policy II-53 Exemption from Instruction in the Family Life Program Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019 (B. Agnew)

6.1.5 [Action Items] Policy V-07 Bequests to a School or to the HCDSB (B. Agnew)

**#021/26**

**Moved by:** C. Saunders

**Seconded by:** P. Murphy

***RESOLVED**, that the Halton Catholic District School Board approve Consent Agenda Action Items 6.1.1, 6.1.2, 6.1.3, 6.1.4 and 6.1.5, as submitted at the January 20, 2026 Regular Board Meeting.*

The Chair called for a vote on **#021/26** and it **UNANIMOUSLY CARRIED**.

##### 6.2 Noted Items

6.2.1 [Business Arising from Previous Meetings] Business Arising from Previous Meetings

6.2.2 [Miscellaneous] OCSTA Resolutions (J. O'Hearn-Czarnota, M. Duarte)

6.2.3 [Miscellaneous] Minutes of the November 3, 2025 CPIC Meeting

6.2.4 [Miscellaneous] Minutes of the November 24, 2025 SEAC Meeting

**6.2.5 [Miscellaneous] Minutes of the December 9, 2025 Policy Committee Meeting**

**6.2.6 [Correspondence] Breach of Policy - J. Eshi**

Noted items were provided for information.

**7. Approval of Minutes**

This item was addressed under Consent Agenda Items.

**8. Business Arising from Previous Meetings**

This item was addressed under Consent Agenda Items.

**9. Action Items**

Trustee Agnew joined the meeting in person at 8:02 p.m.

**9.1 Recommendation from Materials Review Committee (J. Crowell)**

**#022/26**

**Moved by:** P. Murphy

**RESOLVED**, that the Halton Catholic District School Board uphold the recommendation of the Materials Review Committee that *The Hate U Give* will remain as a text that can be used in HCDSB schools.

The Chair called for a vote on **#022/26**:

| <b>IN FAVOUR</b>          | <b>OPPOSED</b> | <b>ABSTAIN</b> |
|---------------------------|----------------|----------------|
| B. Agnew                  | M. Duarte      | R. Kennedy     |
| K. Kelly                  | H. Karabela    | C. Saunders    |
| P. Murphy                 |                |                |
| J. O’Hearn-Czarnota       |                |                |
| T. Powell                 |                |                |
| R. Hanna (non-binding)    |                |                |
| V. Parasram (non-binding) |                |                |

The motion **CARRIED**.

**10. Staff Reports**

**10.1 School Year Calendar 2026-2027 (N. Dinolfo)**

The recommendation for the 2026-2027 School Year Calendar was presented.

**11. Information Reports**

**11.1 Director's Update (J. Klein)**

Director Klein presented his report.

On a point of order, the Chair ruled that a Trustees behaviour of demeaning a staff member, was not in order.

**11.2 Capital Projects Report as of November 30, 2025 (A. Lofts)**

Trustees informed of the preliminary costs of capital projects as of November 30, 2026.

**11.3 Construction Report (R. Merrick)**

An update on the construction at Milton No. 11 Catholic Elementary School and Georgetown West Catholic Elementary School was provided.

**11.4 Upgrade to Boardroom Technology (A. Lofts)**

Trustees provided with an overview of Boardroom technology, including a summary of historical upgrades and enhancements.

Item to be removed from the Business Arising Chart.

**12. Miscellaneous Information**

**12.1 Student Trustees Update (M. Adeleye, R. Hanna, V. Parasram)**

The pillars of Achieving, Believing, Belonging and Becoming were shared.

**12.2 OCSTA Update (J. O'Hearn-Czarnota)**

An update on the January 2026 OCSTA Trustee Seminar was provided.

**13. Correspondence**

This item was addressed under Consent Agenda Items.

**14. Open Question Period**

No questions were submitted.

**15. In Camera**

There was no follow-up In-Camera session.

**16. Resolution re Absentees**

**#023/26**

**Moved by:** H. Karabela

**Seconded by:** P. Murphy

**RESOLVED**, that Student Trustee Adeleye be excused from the meeting.

The Chair called for a vote on **#023/26** and it **UNANIMOUSLY CARRIED**.

**17. Adjournment and Closing Prayer (J. O'Hearn-Czarnota)**

**#024/26**

**Moved by:** B. Agnew

**Seconded by:** P. Murphy

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#024/26** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 9:32 p.m. with a prayer led by Vice-Chair O'Hearn-Czarnota.

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Secretary of the Board

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Chair



## Regular Board Meeting

## Action Report

|   |                   |
|---|-------------------|
| Policy I-10 Banking, Investment and Borrowing | <b>Item 6.1.2</b> |
| February 17, 2026                             |                   |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Belonging: We are a community that accompanies.**

### Purpose

To approve *Policy I-10 Banking, Investment and Borrowing* as presented.

### Background Information

*Policy I-10 Banking, Investment and Borrowing* was reviewed by staff as part of the regular policy review cycle.

Minor housekeeping changes have been made throughout.

### Conclusion

*Policy I-10 Banking, Investment and Borrowing* was presented at the Policy Committee Meeting on February 10, 2026 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

|   |
|---|
| <p><i>Moved by:</i></p> <p><i>Seconded by:</i></p> <p><b>Resolved</b>, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-10 Banking, Investment and Borrowing</i>, be approved.</p> |
|---|



**Item 6.1.2** | Policy F10 Banking, Investment and Borrowing

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Report Submitted and Approved by:

B. Agnew  
Chair of the Policy Committee

|   |  |
|---|--|
| <b>Banking, Investment and Borrowing</b>  |  |
| <b>Adopted:</b><br>February 21, 2012  | <b>Last Reviewed/Revised:</b><br>February 17, 2026 |
| <b>Next Scheduled Review:</b> 2028-2029   |  |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-91 Banking, Investment and Borrowing</a> |  |

## Purpose

To define the Halton Catholic District School Board’s (HCDSB) policy regarding the selection and/or retention of the HCDSB’s banker, signing authorities, investing and borrowing, in accordance with the Education Act.

## Application and Scope

This policy applies to all HCDSB employees and trustees having financial stewardship responsibilities.

## References

[Bank Act \(Canada\)](#)

[Credit Unions and Caisses Populaires Act](#)

[Loan and Trust Corporations Act](#)

[O. Reg. 41/10](#)

## Principles

- Financial operations support the overall goals, priorities, strategic directions and accountability measures established by the HCDSB.
- Providing financial stewardship requires taking care of the HCDSB’s financial resources and ensuring they are used for the purpose intended.
- Effective and efficient financial management practices ensure:
  - the prudent use of the HCDSB’s fiscal and tangible capital assets;

- an annual budget that is linked to HCDSB-approved goals and priorities and complies with legal and statutory requirements; and
- HCDSB's assets are safeguarded for the use of future generations of students by limiting fiscal exposure to risk.
- HCDSB strives to optimize the utilization of its cash resources within statutory limitations and its primary fiduciary responsibility to protect and preserve capital while maintaining liquidity to meet ongoing financial requirements.
- HCDSB shall maintain and foster high ethical standards, integrity and respect for all stakeholders in conducting the HCDSB's business.

## Requirements

- All investments of surplus cash and/or accumulated surplus and/or deferred revenue are made by Management in accordance with O. Reg. 41/10. All investments must be in accordance with the following investment goals:
  - To provide a positive rate of return on funds invested, in accordance with this policy, and consistent with the HCDSB's governing values, mission, and vision.
  - To utilize self-financing where practical and possible.
  - To limit fiscal exposure to risk or loss.
- All HCDSB borrowing will be as instructed in O. Reg. 41/10 and follow the HCDSB's Borrowing By-Laws.
- The banking agent for the HCDSB shall be limited to:
  - A bank listed in Schedule I or II of the *Bank Act* (Canada).
  - A loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*.
  - A credit union or central to which the *Credit Unions and Caisses Populaires Act, 2020* applies.
- Signing authorities for HCDSB bank accounts are as follows:
  - Cheques over \$100,000 must be signed by one of two signatures (Chair of the Board; or Vice-Chair of the Board) and one of three signatures (Secretary of the Board, Chief Financial Officer (CFO) and Treasurer of the Board, or Senior Manager, Financial Services).
  - Cheques under \$100,000 must be signed by the Secretary of the Board and one of four signatures (CFO and Treasurer of the Board; Senior Manager, Financial Services; Chair of the Board; or Vice-Chair of the Board).



**Policy No. I-10** | Banking, Investment and Borrowing

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- HCDSB's payroll cheques require two of three signatures (Secretary of the Board; CFO and Treasurer of the Board; Senior Manager, Financial Services).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

|   |                   |
|---|-------------------|
| Policy I-34 (A) Reimbursement of Expenses for Employees | <b>Item 6.1.3</b> |
| February 17, 2026                                       |                   |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Belonging: We are a community that accompanies.**

### Purpose

To approve *Policy I-34A Reimbursement of Expenses for Employees* as presented.

### Background Information

*Policy I-34A Reimbursement of Expenses for Employees* was reviewed by staff as part of the regular policy review cycle.

References have been updated. Requirements have been updated to reflect current processes. Minor housekeeping changes have been made throughout.

### Conclusion

*Policy I-34A Reimbursement of Expenses for Employees* was presented at the Policy Committee Meeting on February 10, 2026 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

|  |
|--|
| <p style="text-align: center;"><i>Moved by:</i></p> <p style="text-align: center;"><i>Seconded by:</i></p> <p><b>Resolved</b>, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy I-34A Reimbursement of Expenses for Employees</i>, be approved.</p> |
|--|



Report Submitted and Approved by:

B. Agnew  
Chair of the Policy Committee

|   |  |
|---|--|
| <b>Reimbursement of Expenses for Employees</b>  |  |
| <b>Adopted:</b><br>November 6, 2007   | <b>Last Reviewed/Revised:</b><br>February 17, 2026 |
| <b>Next Scheduled Review:</b> 2028-2029   |  |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-90 Reimbursement of Expenses for Employees</a><br><a href="#">I-24 Fraud Management</a><br><a href="#">VI-24 Fraud Management</a><br><a href="#">I-42 Out of Province Staff Travel</a><br><a href="#">III-13 Corporate Purchasing Card Distribution and Usage</a><br><a href="#">VI-86 Corporate Purchasing Card Distribution and Usage Procedure</a><br><a href="#">VI-09 (A) Religious Education Course Reimbursement</a><br><a href="#">VI-09 (B) Religious Education Masters Reimbursement</a><br><a href="#">VI-45 Mobile Cellular Device</a><br><a href="#">VI-73 Meal and Hospitality Expenses for Employees at HCDSB-Sanctioned Events</a> |  |

## Purpose

To describe the terms and conditions under which an expense incurred by an employee, in the course of discharging Halton Catholic District School Board (HCDSB)-recognized duties and responsibilities under the Education Act and its amendments, will be approved by the HCDSB.

## Application and Scope

This policy applies only to approved expenses incurred by an employee when performing HCDSB-recognized duties and responsibilities.

## References

[Broader Public Sector \(BPS\) Expenses Directive](#)

[Broader Public Sector Perquisites Directive](#)

[Canada Revenue Agency, Directive on Travel, Meals and Allowances](#)

[Education Act and Regulations](#)

[Ontario Public Sector \(OPS\) Travel, Meal and Hospitality Expenses Directive](#)

## Principles

- Where appropriate, employees are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for official duty, function or on behalf of the HCDSB and which are reasonable and appropriate in the circumstances in which the expense is incurred.
- HCDSB will reimburse employees for travel, meals, accommodations and other business eligible expenses incurred while on HCDSB business.
- Reimbursement for extraordinary or unusual expenses must be pre-approved by the employee's immediate supervisor (e.g., Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate.
- For expenses to be reimbursed, these must be appropriately authorized and approved. The expenses must be reasonable and relevant to the HCDSB-sanctioned event or business activity, and be accompanied by appropriate proof of payment.
- Employees make every effort to contain business expenses by sharing transportation whenever possible or selecting the most economical mode of travel. Where hotel accommodations are required, a standard room is booked, unless one is not available.
- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current HCDSB practices as well as any potential benefits to the system
- HCDSB recognizes the moral, ethical and monetary value of responsible financial stewardship of the HCDSB's resources as it relates to expenses claimed for reimbursement.

## Requirements

- Designated employees, who are issued a HCDSB Purchasing Card (P-Card) in accordance with the HCDSB's Corporate Purchasing Card Distribution and Usage Policy and Procedures, should use it to pay for approved expenses whenever possible.
- Submission of HCDSB-related expenses require the following information, handwritten by the purchaser on the back of the original itemized receipt or detailed on the P-card reconciliation sheet:
  - Event name/Expenditure
  - Names/Roles of participants
  - Reason for expense
- Reimbursement for expenses where receipts are not provided by the vendor or are lost, require the employee to submit in writing the event name, expense, names of participants, the reason for the expense and include the signature of the immediate supervisor.
- The Director of Education, Chief Financial Officer (CFO) and Treasurer of the Board or Chair of the Board may request additional information regarding the expense details of the conference.

A request may also be made for an Information Report, to be submitted at a subsequent Board meeting, outlining the conference's potential impact to current HCDSB practices and benefits to the system.

- For travel outside of the Province of Ontario, an Information Report will be submitted to the Board regarding the details of the conference, including expenses, potential impact to current HCDSB practices as well as any potential benefits to the system.
- All expense claims, both those using a HCDSB P-card and those submitted for reimbursement, must have signed approval of the employee's immediate supervisor. The Chair of the Board must approve the Director of Education's expense claims.
- All expense claims must be submitted and approved within 15 days of the end of the fiscal year in which the expenses were incurred and shall be paid promptly.
- All expense claims are subject to audit by the HCDSB.
- All expenses not approved or not deemed as HCDSB-related business by the employee's immediate supervisor (e.g., Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate or are not in compliance with the Education Act, and its amendments, will not be eligible for reimbursement.
- The following expense items, where appropriate, are those for which claims may be submitted to the HCDSB as approved expenses while on HCDSB business.

## 1. Mileage Expenses

- The rate per kilometre paid, to be reviewed annually, is established by the HCDSB based on the Canada Revenue Agency's deemed reasonable rate, taking into consideration the following assumptions and conditions:
  - That the rate and/or amount paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance.
  - That the rate paid or to be paid relieves the HCDSB of any further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs incurred while the vehicle is being operated on HCDSB business.
- Mileage expenses will be reimbursed to all HCDSB employees, as applicable, when expenses are incurred as a result of attendance at an activity where mileage is incurred in discharging their responsibilities.

### a. Home to Employment/Employment to Home of Staff:

- Mileage from home to the first HCDSB location shall be considered as part of the required normal duties and will not be reimbursed unless travelling outside the Halton Region.
- Mileage from the last HCDSB location to home shall be considered as part of the required normal duties and will not be reimbursed unless travelling outside the Halton Region.

- When travelling to a non-HCDSB location, the shorter distance between employee's home and non-HCDSB location or HCDSB-assigned location to non-HCDSB location will be the eligible distance for mileage reimbursement.
- Where specific language in any collective bargaining agreement conflicts with this mileage allowance, the collective bargaining agreement shall supersede this policy.

**b. Day Time Meetings:**

- Recognized mileage will include mileage incurred by staff members to attend meetings during the working day called by or authorized by HCDSB Administration staff.
- Attendees cannot claim mileage on Professional Activity Days and Faith Days if these occur within the Region of Halton, or if transportation is provided for the group. If the Professional Activity Day or Faith Day occurs outside of Halton Region, and transportation is not provided, the shorter of the employee's home to the out-of-Region location, or HCDSB assigned location to out-of-Region location is eligible for reimbursement.

**c. Special Assignments:**

- Recognized mileage will include that mileage incurred by HCDSB personnel, including teachers and support staff, where the HCDSB, through the Director of Education, requires the employees to use an automobile or other vehicle for a specified purpose.

**d. After-Hours Meetings for Employees:**

- When an employee's attendance is required at "after-hours" meetings that occur at the same location that the employee is assigned during the day, the immediate supervisor shall approve a reasonable meal expense **or** mileage reimbursement, but not both. Any application for a reasonable meal expense or mileage reimbursement pertaining to "after-hours" meetings must be authorized by the employee's immediate supervisor, prior to the meeting. If, however, the "after-hours" meeting takes place at a secondary location, both a reasonable meal expense and mileage from the assigned location of the day to the meeting place can be claimed. Examples of "after-hours" meetings where an employee's attendance is required include:
  - Catholic School Council meetings
  - Curriculum Nights
  - Sacramental Preparations meetings
  - Board meetings
  - Other "after-hour" HCDSB-related events as pre-approved by the appropriate supervisor.

**2. Toll Fees**

- Where necessary and approved by the appropriate Supervisory Officer or the Chair of the Board, only toll fees may be claimed. Transponder fees will not be reimbursed.

### **3. Other Travel Within and Outside the Province/Country**

- Transportation is provided on rail and/or economy flight with transportation service to and from the airport/train station. If a private vehicle is authorized and used, mileage is paid to the driver following HCDSB policy rates. Every effort shall be made by participants to share transportation.

### **4. Accommodations**

- Whenever possible, all hotel reservations will be made four (4) weeks in advance, and hotel accommodation costs will be charged to the HCDSB's P-Card or reimbursed to the individual. Where appropriate, hotel reservations will be confirmed to attendees employing a confirmation number, which will be provided to the attendee before the function.
- It is also required, if available, that a standard room is the set option for accommodation.

### **5. Professional Development/Conference Fees**

- Employees should consider financial support that may also be available through a local federation or group before requesting reimbursement.
- All employees shall secure the necessary approval from the employee's immediate supervisor (e.g., Principal or designate, Superintendent, Director of Education, or Chair of the Board), as appropriate, to attend any function for which reimbursement of expenses is sought from the HCDSB.
- Whenever feasible, registration fees will be prepaid by the HCDSB.
- The approving supervisor will maintain a list of attendees and provide the same to all participants to assist in facilitating shared travel and/or hotel accommodations.

### **6. Parking**

- Parking costs for HCDSB-related business will be eligible when supported with receipts or an explanation in the case of metered parking.

### **7. Meals**

- Meals will be reimbursed at an actual cost up to a maximum of \$75.00 per day including taxes and gratuities. Meals will only be reimbursed when an employee is attending full day, after-hours or overnight HCDSB approved events where the organizer is not providing meals. Extenuating circumstances will be considered on an individual basis and require the approval of the Director of Education, CFO and Treasurer or Chair of the Board, as appropriate.
- The \$75.00 maximum daily meal allowance represents the sum of the following:
  - \$15.00 maximum daily breakfast allowance
  - \$25.00 maximum daily lunch allowance
  - \$35.00 maximum daily dinner allowance
- It is not permitted to combine any maximum meal allowances to claim as one meal. For example, an employee cannot combine breakfast and lunch (\$40) to claim for one meal (e.g.,

brunch). Nor is it permitted to combine the maximum 3-meal rate (\$75) if only one meal is eaten.

- Breakfast is not an eligible expense when starting the workday in the Region of Halton.
- There may be situations where an employee pays the meal expenses for a group of individuals/employees.
  - Group meal expenses may only be claimed by the most senior person present.

### **8. Telephone Calls**

- Telephone calls for HCDSB-related business are eligible expenses.

### **9. Alcohol**

- Alcohol is not an eligible employee expense unless it is included in the cost of the conference or event by the organizer/sponsor.

### **10. Other Expenses**

- Other expenses, when accompanied by an explanatory note, are eligible employee expenses when approved by the Director of Education or Chair of the Board, as appropriate.

APPROVED:                      Regular Meeting of the Board

AUTHORIZED BY:                      \_\_\_\_\_  
*Chair of the Board*



## Regular Board Meeting

## Action Report

|  |                   |
|--|-------------------|
| Policy III-13 Corporate Purchasing Card Distribution and Usage | <b>Item 6.1.4</b> |
| February 17, 2026  |                   |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Belonging: We are a community that accompanies.**

### Purpose

To approve *Policy III-13 Corporate Purchasing Card Distribution and Usage*, as presented.

### Background Information

*Policy III-13 Corporate Purchasing Card Distribution and Usage* was reviewed by staff as part of the regular policy review cycle.

Application and Scope and Definitions have been updated. Requirements have been updated to reflect current processes. Minor housekeeping changes have been made throughout.

### Conclusion

*Policy III-13 Corporate Purchasing Card Distribution and Usage* was presented at the Policy Committee Meeting on February 10, 2026 with a recommendation that it be forwarded to the Board of Trustees for approval.

### Recommendation

The following recommendation is presented for the consideration of the Board:

|   |
|---|
| <p style="text-align: right;"><i>Moved by:</i></p> <p style="text-align: right;"><i>Seconded by:</i></p>  |
| <p><b>Resolved</b>, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that <i>Policy III-13 Corporate Purchasing Card Distribution and Usage</i>, be approved.</p> |



Report Submitted and Approved by:

B. Agnew  
Chair of the Policy Committee

|  |  |
|--|--|
| <b>Corporate Purchasing Card Distribution and Usage</b>  |  |
| <b>Adopted:</b><br>April 2003  | <b>Last Reviewed/Revised:</b><br>February 17, 2026 |
| <b>Next Scheduled Review:</b> 2028-2029  |  |
| <b>Associated Policies &amp; Procedures:</b><br><a href="#">VI-86 Corporate Purchasing Card Distribution and Usage</a><br><a href="#">I-25 Purchasing</a><br><a href="#">VI-11 Purchasing</a><br><a href="#">I-34(a) Reimbursement of Expenses for Employees</a><br><a href="#">I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a><br><a href="#">I-42 Out of Province Staff Travel</a><br><a href="#">VI-73 Meal Expenses for Employees at HCDSB-Sanctioned Events</a><br><a href="#">VI-90 Reimbursement of Expenses for Employees</a> |  |

## Purpose

The Halton Catholic District School Board (HCDSB) provides to designated staff and trustees the availability of a Corporate Purchasing Card (P-Card) to be used for approved HCDSB-related business and operational expenses.

## Application and Scope

A P-Card is available to the following elected Board representatives and employees:

- Elected Trustees
- Senior Staff, Managers, and other authorized personnel
- School Principals
- Curriculum, Student Success and Special Education Consultants
- School staff (site cards) under the supervision of the Principal

The approval for newly issued and re-issued P-Cards may only be provided by the Senior Manager, Financial Services. A P-Card Authorization Form must be submitted by any staff applying for a P-Card.

## Definitions

**Corporate Purchasing Card (P-Card):** a company-issued credit card, with built-in controls and merchant restrictions, used by authorized employees to make approved business purchases on behalf of an organization.

**Site Card:** a nameless P-Card designed to be used by a number of employees where the budget holder is accountable for the use of that card.

## Requirements

- A P-Card may be cancelled at any time by the cardholder and/or the HCDSB.
- A P-Card shall not be used for personal use, cash advances or for use in any cash dispensing machine.
- Accumulation of any rebates from the use of a P-Card shall not accrue to the individual cardholder. Annual rebates will be addressed to the HCDSB.
- A P-Card should be used to pay for approved business and operational expenses within the HCDSB specified spend thresholds as outlined in Procedure VI-11 Purchasing.
- As P-Card expenses are subject to the HCDSB and Canada Revenue Agency audits, it is required that all expenses be related to HCDSB business only.
- A named P-Card holder is the only individual permitted to use the card.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*

BUSINESS ARISING FROM PREVIOUS MEETINGS

| DATE OF THE BOARD MEETING | AGENDA ITEM                  | ACTION REQUIRED   | RESPONSIBILITY | STATUS |
|---------------------------|------------------------------|---|----------------|--------|
| October 21, 2025          | Rosary Apostolate in Schools | <p><i><b>WHEREAS</b>, the “Rosary Apostolate in the Schools” program was prevalent at several Halton Catholic District School Board (HCDSB) schools across the region up to the summer of 2018.</i></p> <p><i><b>WHEREAS</b>, the “Rosary Apostolate in the Schools” program in the past was a collaboration by the HCDSB with the Diocese of Hamilton, parish communities and community volunteers supporting and fostering home – school – parish relationships.</i></p> <p><i><b>WHEREAS</b>, the “Rosary Apostolate in the Schools” program seeks to evangelize and form elementary and secondary school children / youth through prayer and encourages families to pray the Rosary together in honour of Our Lady.</i></p> <p><i><b>BE IT RESOLVED</b>, that the Director of Education bring a report to the Board of Trustees at the Regular Board Meeting on October 21, 2025 providing background information on the Rosary program as it was/is at HCDSB and/or other similar programs currently being run in HCDSB schools.</i></p> <p><i><b>BE IT FURTHER RESOLVED</b>, that a plan be presented in this report to restart or enhance or support these programs at the HCDSB in collaboration with the Diocese of Hamilton and parishes in all communities across the region to support this valuable home – school – parish initiative along with a timeline.</i></p> | J. Klein       |        |

**MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

|   |   |  |
|---|---|--|
| <b>Date:</b><br><b>Time:</b><br><b>Location:</b>                              | <b>December 15, 2025</b><br><b>7:00 pm</b><br><b>Catholic Education Centre – Board Room</b><br><b>802 Drury Lane</b><br><b>Burlington, Ontario</b>  |  |
| <b>Members Present</b>  | R. Barreiro<br>J. Lim<br>A. Adedeji,<br>A. Dametto Woloschuk  | T. Veale<br>T. Powell,<br>B. Hamlet<br>M. Lopez-Watson<br>M. Ulcar |
| <b>Staff Present</b>  | C. Jack-Caldeira, Superintendent, Special Education and Student MH Services<br>J. Klein, Director of HCDSB<br>M. Duarte, Chair of HCDSB, Trustee<br>J. O'Hearn-Czarnota, Trustee<br>R. Richardson, Special Education and Student MH Coordinator<br>S. Bernier and R. Shin, Senior Managers<br>K. Dawson – CYC |  |
| <b>Members Excused</b><br><b>Members Absent</b><br><b>Recording Secretary</b> | B. Agnew, T. Powell, R. Quesnel, C. Saunders<br>M. Lourenco<br>M. Heath   |  |

**1. Call to Order**

The Vice Chair called the meeting to order.

**1.1 Opening Prayer and Land Acknowledgement**

The meeting opened at 7:03 p.m. with a prayer led by Vice Chair.

**1.2 Approval of Agenda**

*Moved by: J. Lim*

*Seconded by: A. Dametto Woloschuk*

**RESOLVED**, that the agenda be accepted as received. **CARRIED**

**2. Declarations of Conflict of Interest**

There were no conflicts of interest reported.

**3. Presentations**

**3.1 Mental Health and Well Being Update – (S. Bernier, R. Shin, K. Dawson)**

Vice Chair Barreiro introduced Senior Managers, Shenelle Bernier and Reah Shin and CYC, Kim Dawson. The presentation was followed up with questions and answers and was included in the meeting package.

**4. Approval of Minutes**

**4.1 Minutes of November 24, 2025, SEAC Meeting**

*Moved by: T. Veale*

*Seconded by: J. Lim*

**RESOLVED**, that the minutes of November 24, 2025, SEAC Meeting be approved as presented.

The Vice Chair called for a vote and the motion **CARRIED**.

**5. Business Arising from Previous Meetings (Vice Chair)**

The business arising chart was included in the package.

**6. Special Education Board Policy Review**

No policies up for review at this meeting.

**7. Action and Information Items**

No action and information items were brought forward.

**8. Board Committee Updates from SEAC Representatives (Vice Chair)**

No board committee updates were brought forward.

**9. Communications to SEAC**

**9.1 Trustee Report (M. Duarte and J. O'Hearn-Czarnota)**

The report was introduced by Trustees Duarte and O'Hearn-Czarnota, the following topics were mentioned:

Regarding Board Meeting of November 18<sup>th</sup>, 2025, Trustee Duarte acclaimed as Chair and

Trustee O'Hearn-Czarnota acclaimed as Vice-Vice Chair.

Policy I-33 Classroom Observations by External Third-Party Professionals - passed

Policy II-19 Educational Field Trips – passed

Trustee Agnew elected as Chair of Policy at December policy meeting.

Action item: 2024-25 Draft Audited Financial Statements was presented at Board Meeting.

Trustee O'Hearn-Czarnota as OCSTA member lobbied MPPS in support of Catholic Education at Queens Parks' open question period.

**9.2 Superintendent Report (C. Jack-Caldeira)**

The report was presented by Superintendent C. Jack-Caldeira and is [linked here](#)

**10. SEAC Discussion/Questions (Vice Chair)**

No discussion items or questions were brought forward.

**11. Meeting Summary and Next Steps (Vice Chair)**

The following reminders/information to be sent out to members:

HCDSB Mental Health & Well-Being Team Website and Instagram

**12. Next Agenda (Vice Chair)**

**12.1** Next Meeting: Monday January 19, 2026.

**13. Resolution re Absentees (Vice Chair)**

***Moved by: A. Adedeji***

***Seconded by: J. O'Hearn-Czarnota***

***RESOLVED, that the members mentioned be excused. Motion was CARRIED***

**14. Adjournment and Closing Prayer (Vice Chair)**

***Moved by: A. Adedeji***

***Seconded by: A. Dametto Woloschuk***

***RESOLVED, that the meeting adjourn. CARRIED***

The meeting adjourned at 7:49pm pm with closing prayer led by the Vice Chair.

## POLICY COMMITTEE MEETING MINUTES

Date: January 13, 2026  
Time: 7:00 pm  
Location: Catholic Education Centre - Board Room  
802 Drury Lane  
Burlington, Ontario

Trustees Present: B. Agnew, Policy Chair  
M. Duarte (via Teams)  
H. Karabela  
K. Kelly (via Teams)  
R. Kennedy (via Teams)  
P. Murphy  
J. O'Hearn-Czarnota  
T. Powell (via Teams)  
C. Saunders

Student Trustees Present: M-S. Adeleye  
R. Hanna

Student Trustees Absent: V. Parasram

Senior Staff Present: E. Bakaic  
J. Crowell  
J. Klein, Director of Education  
A. Lofts (via Teams)  
M. Skrzypek (via Teams)  
A. Swinden

Also Present: B. Vidovic

Recording Secretary: C. Palucci

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### 1. Call to Order

The Chair called the meeting to order.

#### 1.1 Land Acknowledgment and Opening Prayer (T. Powell)

The meeting opened at 7:00 p.m. with a prayer led by Trustee Powell.

### 2. Approval of the Agenda

**P#012/26**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** T. Powell

**That,** the Agenda be approved as presented.

The Chair called for a vote on **P#012/26**. The motion **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

There were no Conflicts of Interest.

**4. Delegations**

There were no Delegations.

**5. Approval of the Minutes (December 9, 2025)**

**P#013/26**

**Moved by:** H. Karabela

**Seconded by:** P. Murphy

**That,** the Minutes of the December 9, 2025 Policy Committee Meeting be approved.

The Chair called for a vote on **P#013/26**. The motion **UNANIMOUSLY CARRIED**.

**6. Action Items**

**6.1 Policy I-01 Catholic School Support (A. Lofts)**

**P#014/26**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** P. Murphy

**That,** the Policy Committee recommends that Policy I-01 Catholic School Support be forwarded to the January 20, 2026 Regular Board Meeting for approval.

The Chair called for a vote on **P#014/26**. The motion **UNANIMOUSLY CARRIED**.

**6.2 Policy II-24 Home-to-School Student Transportation (A. Lofts)**

**P#015/26**

**Moved by:** C. Saunders

**Seconded by:** P. Murphy

**That,** the Policy Committee recommends that Policy II-24 Home-to-School Student Transportation be forwarded to the January 20, 2026 Regular Board Meeting, for approval.

The Chair called for a vote on **P#015/26**. The motion **UNANIMOUSLY CARRIED**.

**6.3 Policy II-53 Exemption from Instruction in the Family Life Program Fully Alive Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019 (J. Crowell)**

**P#016/26**

**Moved by:** P. Murphy

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy II-53 Exemption from Instruction in the Family Life Program Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education, Grades 1-8, 2019 be forwarded to the January 20, 2026 Regular Board Meeting, for approval.

The Chair called for a vote on **P#016/26**. The motion **UNANIMOUSLY CARRIED**.

#### **6.4 Policy V-07 Bequests to a School or to the Board (A. Lofts)**

**P#017/26**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** H. Karabela

**That,** the Policy Committee recommends that Policy V-07 Bequests to a School or to the HCDSB be forwarded to the January 20, 2026 Regular Board Meeting, for approval.

The Chair called for a vote on **P#017/26**. The motion **UNANIMOUSLY CARRIED**.

#### **7. Discussion Items**

There were no Discussion Items.

#### **8. Information Items**

##### **8.1 Information Report-Cross Boundary Application Process (E. Bakaic, A. Swinden)**

E. Bakaic and A. Swinden presented *Information Report 8.1 Cross Boundary Application Process* to provide an update on steps taken to clarify and communicate information regarding cross boundary applications across Board and school communication platforms.

##### **8.2 Procedure VI-06 Charitable Receipts (A. Lofts)**

##### **8.3 Procedure VI-31 Trust Funds (A. Lofts)**

##### **8.4 Procedure VI-47 Inclement Weather - Transportation Cancellations and Emergency School Closures (A. Lofts)**

##### **8.5 Procedure VI-96 Exemption from Instruction Related to the Human Development and Sexual Health Expectations in the Ontario Curriculum Health and Physical Education Grades 1-8, 2019 (J. Crowell)**

##### **8.6 Procedure VI-98 Student Transportation Accident Procedure (A. Lofts)**

##### **8.7 Upcoming Agenda Items (February 10, 2026)**

**8.7.1 Policy I-06 Delegation to the Board (J. Klein)**

**8.7.2 Policy I-10 Banking, Investment and Borrowing (A. Lofts)**

- 8.7.3 Policy I-21 Corporate and Community Investment in Education (A. Lofts)
- 8.7.4 Policy I-34 (A) Reimbursement of Expenses for Employees (A. Lofts)
- 8.7.5 Policy III-13 Corporate Purchasing Card Distribution and Usage (A. Lofts)
- 8.7.6 Procedure VI-73 Meal Expenses for Employees at HCDSB-Sanctioned Events (A. Lofts)
- 8.7.7 Procedure VI-85 Corporate and Community Investment in Education (A. Lofts)
- 8.7.8 Procedure VI-86 Corporate Purchasing Card Distribution and Usage (A. Lofts)
- 8.7.9 Procedure VI-90 Reimbursement of Expenses for Employees (A. Lofts)
- 8.7.10 Procedure VI-91 Banking, Investment and Borrowing (A. Lofts)
- 8.7.11 Procedure VI-105 Delegation to the Board (J. Klein)

**9. Miscellaneous Information**

There was no Miscellaneous Information.

**10. Correspondence**

There was no Correspondence.

**11. In-Camera**

There were no In-Camera items.

**12. Motion to Excuse Absent Committee Members**

**P#018/26**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** H. Karabela

**That** for personal reasons, Student Trustee Parasram be excused from the meeting.

The Chair called for a vote on **P#018/26**. The Motion **UNANIMOUSLY CARRIED**.

**13. Motion to Adjourn/ Closing Prayer (P. Murphy)**

**P#019/26**

**Moved by:** H. Karabela

**Seconded by:** C. Saunders

**That** the meeting adjourn.

The Chair called for a vote on **P#019/26**. The Motion **UNANIMOUSLY CARRIED**.

The meeting adjourned at 7:54 p.m. with a prayer led by Trustee Saunders.



|                                |          |
|--------------------------------|----------|
| School Year Calendar 2026-2027 | Item 9.1 |
| Tuesday, February 17, 2026     |          |

## Alignment to Strategic Plan

This report is linked to our strategic priority of:

**Achieving:** Meeting the needs of all learners

**Believing:** Celebrating our Catholic faith & aspiring to be models of Christ

**Belonging:** Embracing relationships & sustaining safe, welcoming schools

Foundational Elements: Optimizing organizational effectiveness.

## Purpose

The *Education Act* requires each school board to establish a School Year Calendar that identifies instructional days, professional activity (PA) days, and holidays for each school year. The Ministry of Education mandates the number of instructional days for schools across the province. In accordance with Regulation 304, each board must submit a Ministry-approved calendar by March 1, 2026.

## Background Information

The School Year Calendar Committee considers several factors when developing the calendar:

- School communities have indicated a preference for scheduling PA days on Fridays or Mondays. These days are often more convenient for families, as some employers are more likely to accommodate occasional holidays on these days or those adjacent to statutory holidays.
- Alignment of transportation services with our co-terminus board, the Halton District School Board, is a critical consideration. The Committee's consultation process adheres to Ministry guidelines to ensure coordination and compliance.
- For the 2026-2027 school year, the Ministry has directed school boards to officially observe June 1, 2026 as "Ontario Day". This day, however, remains an instructional day.

## Comments

The 2026–2027 School Year Calendar Committee is composed of representatives from various stakeholders, including:

- Parent representatives from the Catholic Parent Involvement Committee (CPIC)
- OECTA Unit Presidents (Elementary and Secondary)
- CUPE 3166 and 5200 representatives



- Principals' Association representatives
- One trustee
- A representative from Halton Student Transportation Services
- Human Resources Services members

The Committee convened on November 12, 2025, December 9, 2025, January 29, 2026 & February 10, 2026 to draft the proposed calendar.

Key details of the draft 2026–2027 School Year Calendar include:

- 187 instructional days, including 10 secondary school examination days (five per semester) in compliance with Regulation 304.
- Two PA days allocated for assessment and completion of report cards at the elementary level.
- One additional PA Day designated for elementary parent/teacher interviews.
- Three mandatory Provincial Priority PA Days, aligned with Ministry-established criteria.

Six of seven PA days are currently aligned with the Halton District School Board, with the goal of promoting consistency across both boards. Additionally, secondary school examination days are synchronized between the two boards. (Refer to Appendix A for details.)

## Conclusion

The proposed 2026-2027 School Year Calendar is being presented as an Action Item. Once approved, the proposed School Year Calendar will be forwarded to the Ministry of Education for final approval.

## Recommendation

The following recommendation is presented for the consideration of the Board:

|  |  |
|--|--|
| <p><b>Resolution#:</b></p>   | <p><i>Moved by:</i></p> <p><i>Seconded by:</i></p> |
| <p>Resolved, that the Halton Catholic District School Board approve the 2026-2027 School Year Calendar as presented.</p> |  |

**Report Prepared & Submitted by:**

Nancy Dinolfo  
Superintendent of Education

**Report Approved by:**

John Klein  
Director of Education and Secretary of the Board

## 2026-2027 School Year Calendar

Wednesday, September 2, 2026 – PA Day – Provincial Priorities (Elementary & Secondary)

Thursday, September 3, 2026 – PA Day – Provincial Priorities (Elementary & Secondary)

Tuesday, September 8, 2026 – First Day of School for Students

Friday, October 9, 2026 – PA Day (Elementary & Secondary)

Friday, November 27, 2026 – PA Day (Elementary & Secondary)

Monday, December 21, 2026 – Friday, January 1, 2027 – Christmas Break

Friday, January 29, 2027 – PA Day (Elementary only)

Friday, February 5, 2027 – PA Day (Secondary only)

Monday, February 8, 2027 – First Day of Term 2/Semester 2

Monday, March 15, 2027 – Friday, March 19, 2027 – March Break

Monday, April 19, 2027 – PA Day Provincial Priorities (Elementary & Secondary)

Tuesday, June 1, 2027 – Ontario Day (Instructional Day)

Friday, June 4, 2027 – PA Day (Elementary only)

Tuesday, June 29, 2027 – Last Day of Instruction for Secondary Students

Wednesday, June 30, 2027 – PA Day (Secondary only) Last Day of Instruction for Elementary Students



|   |           |
|---|-----------|
| 2026 Municipal Election: Trustee Distribution and Determination | Item 10.1 |
| February 17, 2026   |           |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Belonging: We are a community that accompanies.**

### Purpose

To provide information regarding the Trustee Determination and Distribution process in anticipation of the 2026 Municipal Election.

### Background Information

- 1) Action Report 8.1 “2022 Municipal Election: Trustee Determination and Distribution” from the March 22, 2022, Regular Board Meeting. Including Board Resolutions (Appendix A).

### Comments

Since the 2022 Municipal Election, the Ministry of Education has not made any alterations to the Education Act or Ontario Regulation 412/00 as it pertains to School Board Trustee Determination and Distribution. However, confirmation of any changes will be provided by the Ministry of Education.

In the interim, Board staff recommends that Trustees review the following documents in anticipation of the 2026 Municipal Election, which outlines the current rules governing the number and distribution of trustee positions:

- A. 2022 Trustee Determination and Distribution Guide for Ontario District School Boards (Appendix B);
- B. Section 58.1 of the Education Act (Appendix C); and,
- C. Ontario Regulation 412/00 (Appendix D).

Before each general election, every board of trustees determines the number of trustee positions on the board and distributes these positions across the board’s jurisdiction. This process is known as the 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, per Ontario Regulation 412/00.



To complete the D&D report, the Board will require the Population Electoral Group (PEG) Report from the Municipal Property Assessment Corporation (MPAC). The PEG Report sets out the official counts required to calculate the number and distribution of school trustees. This report is typically circulated and/or made available to school boards by February 15<sup>th</sup> of each election year.

Once the report is received and analyzed, staff will prepare an Action Report with all necessary details for trustee review and consideration.

## Conclusion

Staff has provided the current rules governing the number and distribution of trustee positions. After all MPAC data has been received and analyzed, an Action Report will present resolutions for the 2026 municipal election trustee determination and distribution to Trustees.

## Draft Recommendations

The following recommendation is presented for the consideration of the Board:

**Resolution#:**

*Moved by:*

*Seconded*

*by:*

*WHEREAS, Trustee representation should not deviate unduly from the principle of representation by population;*

*BE IT RESOLVED THAT, the Halton Catholic District School Board confirms that the Town of Oakville shall be the lead municipality with respect to the 2026 Municipal Election, and;*

*THAT, the Halton Catholic District School Board hereby determines not to designate any of the geographic areas in its jurisdiction as low population areas, and;*

*THAT, the number of Trustees determined for the Halton Catholic District School Board for the 2026 English Catholic School Trustee election in Halton is **Number (X)**, and;*

*THAT, the number of Trustees by geographic distribution is established as **Number (X)** for the Town of Halton Hills; **Number (X)** for the Town of Milton; **Number (X)** for the City of Burlington; and **Number (X)** for the Town of Oakville, for the 2026 English Catholic School Trustee election in Halton.*



*RESOLUTION:* *Moved by:*

*Seconded by:*

*BE IT RESOLVED THAT, for the 2026 English Catholic School Trustee election in Halton, the Town of Halton Hills will be represented by **Number (X)** Trustee(s), at large/through the combination of the following wards:*

**A. TBD**  
**B. TBD**

*RESOLUTION:* *Moved by:*

*Seconded by:*

*BE IT RESOLVED THAT, for the 2026 English Catholic School Trustee election in Halton, the Town of Milton will be represented by **Number (X)** Trustees, at large/through the combination of the following wards:*

**A. TBD**  
**B. TBD**

*RESOLUTION:* *Moved by:*

*Seconded by:*

*BE IT RESOLVED THAT, for the 2026 English Catholic School Trustee election in Halton, the City of Burlington will be represented by **Number (X)** Trustees, at large/through the combination of the following wards:*

**A. TBD**  
**B. TBD**  
**C. TBD**



*RESOLUTION:*

*Moved by:*

*Seconded by:*

*BE IT RESOLVED THAT, for the 2026 English Catholic School Trustee election in Halton, the Town of Oakville will be represented by **Number (X)** Trustees, **at large/through the combination of the following wards:***

**A. TBD**

**B. TBD**

**C. TBD**

**Report Prepared by:** B. Vidovic  
Senior Manager, Planning Services

**Report Submitted by:** A. Lofts  
Chief Financial Officer & Treasurer of the Board

**Report Approved by:** J. Klein  
Director of Education and Secretary of the Board



## Regular Board Meeting

## Action Report

|   |          |
|---|----------|
| 2022 Municipal Election: Trustee Distribution and Determination | Item 8.1 |
| March 22, 2022  |          |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Foundational Elements**: Optimizing organizational effectiveness.

### Purpose

To seek approvals for the Trustee Determination and Distribution of Trustees in preparation for the 2022 Municipal Election.

### Background Information

- 1) Staff Report 9.1 “2022 Municipal Election: Trustee Distribution and Determination” from the March 1, 2022, Regular Board Meeting.
- 2) Information Report 10.4 “2022 Municipal Election: Trustee Distribution and Determination” from the January 18, 2022, Regular Board Meeting.
- 3) Action Report 8.7 “2018 Municipal Election: Trustee Determination and Distribution” from the March 6, 2018, Regular Board Meeting.

### Comments

The Ministry of Education Memorandum “2022 Trustee Determination and Distribution” (Appendix A), provides school boards with information and resources to meet their responsibilities with respect to the 2022 School Board Elections. The Memorandum notes that there have been no changes to Section 58.1 of the Education Act and in Ontario Regulation 412/00 – *Elections to and Representation on District School Boards* as it pertains to School Board Trustee Determination and Distribution (D&D) since the previous election in 2018. The Memorandum addresses the following items:

- A. 2022 Trustee Determination and Distribution Guide for Ontario District School Boards (Appendix B);
- B. Section 58.1 of the Education Act (Appendix C); and,
- C. Ontario Regulation 412/00 (Appendix D).



As noted on Page 2 of the Trustee Determination and Distribution Guide, Section 58.1 of the Education Act sets the number of elected trustee positions, and Ontario Regulation 412/00 allows boards to recalculate the number of elected trustees based on a defined criteria. The legislation also provides the Board with the following regulatory requirements:

- A. A board may, by resolution reduce its number of elected trustees to not fewer than five (5).
- B. Use the formula in O. Reg. 412/00 to recalculate the number of elected trustees.
- C. Whose areas of jurisdiction includes more than one (1) municipality, must pass a resolution either designating one or more municipalities as low population municipalities OR stating that the board has decided not to designate any municipality as a low density municipality.
- D. A Board that has formed a geographic area that includes two (2) or more municipalities, must identify the lead municipality.

By March 31 of an election year (2022), School Boards:

- A. may pass resolutions determining their number of trustees;
- B. must pass resolutions determining their trustee distribution.
- C. must pass resolutions to designate or to not designate low population municipalities

As noted in the Ministry Memorandum, Boards must complete their Trustee Determination and Distribution (D&D) Report, and submit the report to the following parties by April 4, 2022:

- A. Minister of Education;
- B. School board election clerk in all municipalities within the board's jurisdiction; and,
- C. Secretaries of all other school boards in the board's jurisdiction.

To complete the D&D report, the Board must utilize the Population of Electoral Group Report (PEG Report) from The Municipal Property Assessment Corporation (MPAC). The PEG Report was circulated to the Board on February 14, 2022 and is attached as Appendix E.

The PEG Report sets out the official counts required to calculate the number and distribution of school trustees by municipality and wards.

As indicated in Step 6 on Page 5 of the Guide, the completed D&D Report must include:

- A. The determination and distribution results;
- B. If applicable, the identification of any lead municipality;
- C. A copy of the date and calculations by which the determination and distribution results were reached, and, if applicable, by which any lead municipality was identified; and
- D. Copies of all relevant Board resolutions.



As noted on Page 2 of the Guide, if a board has formed a geographic area that includes two (2) or more municipalities, then the board must identify the lead municipality. This is the municipality that has the largest population of the board's electoral group. 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.

As in previous elections, since it has the largest electoral population, the Town of Oakville will continue to be designated as the lead municipality for the 2022 Municipal Election.

### ***Designation of Low Population Areas***

Boards whose area of jurisdiction includes more than one municipality must pass a resolution either designating one (1) or more municipalities as low population municipalities or declaring that no such designation will be made.

This allows for greater representation to an area than would normally be provided by a strict representation-by-population approach. Designating areas 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 (1) or two (2).

There is no limit on the number of low population areas a board may designate; however, the number of designated low population areas has no effect on the total number of Board Trustees.

In the past, the Board has consistently passed a motion stating that it does not designate any low population areas. All areas in Halton Region have adequate representation to warrant a full trustee at a minimum, therefore there is no need to identify a low population area.

Accordingly, staff will recommend that no municipalities within the board's jurisdiction be designated as a low population area.

### ***Trustee Determination – Ontario Regulation 412/00: Section 3***

The number of elected trustees has not changed since the 2018 election, which continues to be a total of nine (9) English Separate School Trustees.

Below, in Figure 1 and attached as Appendix F, Board staff have used the parameters and the prescribed formulae in Section 3 of O. Reg. 412/00 to confirm the number of English Separate School Trustees. Changes that may have occurred since the last election in 2018 that would result in an increase of trustees would include:

- A) As per BOX 1 and BOX 5, an increase in the total Population Electoral Group advancing/regressing to a greater/lesser range
- B) As per BOX 12, an increase in the total Average Daily Enrolment of a board advances to a greater range



If there are changes in the demographics, the Board has the ability to pass a resolution by March 31 of an election year to determine their number of trustees, if warranted. As per the calculation below, the total number of trustees will remain at nine (9) for the 2022 Municipal Election.

**Figure 1: Trustee Determination Criteria and Calculation as per Section 3 of O. Reg. 412/00**

|  | DATA   | SOURCE  | FIGURE          |
|--|--|---|-----------------|
| 1  | Population of electoral group  | MPAC Population Report (Item for PEG)   | BOX 1: 114,322  |
| 2  | Board area   | TABLE 1, O. Reg. 412/00   | BOX 2: 970      |
| 3  | Board density  | Population/area   | BOX 3: 117.8577 |
| 4  | Dispersal factor   | TABLE 5, O. Reg. 412/00   | BOX 4: 0        |
| 5  | Number of population-based trustees                                  | TABLE 2, O. Reg. 412/00, states that a board of 100,000 – 149,999 persons requires 9 Trustees.  | BOX 5: 9        |
| 6  | Additional density-based trustees                                    | Refer to TABLE 3, O.Reg. 412/00 using board density figure in BOX 3, which states that a board with a density greater than 4.00 will not receive an additional Trustee. | BOX 6: 0        |
| 7  | Number of density-based (area adjusted) trustees                     | Refer to TABLE 4, O.Reg. 412/00 using board density figure, states that a board of less than 8,000 square kilometres in area will not receive an additional Trustee     | BOX 7: 0        |
| 8  | Lesser of BOX 6 and BOX 7  | Refer to rules set out in O.Reg. 412/00, s.3, neither provide an additional Trustee.  | BOX 8: 0        |
| 9  | Number of additional trustees based on dispersal                     | Refer to rules set out in O.Reg. 412/00, s.3, using dispersal factor, if the dispersal factor is 0, no additional Trustees are awarded                                  | BOX 9: 0        |
| 10   | Total number of additional trustees                                  | Refer to rules set out in O.Reg. 412/00, s.3  | BOX 10: 0       |
| 11   | Minimum number of population based trustees plus additional trustees | Refer to rules set out in O.Reg. 412/00, s.3  | <b>BOX 11:9</b> |
| 12   | Minimum number of enrolment-based trustees                           | Refer to rules set out in O.Reg. 412/00, s.3 (ADE= 34,241), states that a board of 30,000 – 44,999 persons requires 9 Trustees.   | <b>BOX 12:9</b> |
| <b>Number of elected Trustee is equal to the greater of BOX 11 or BOX 12 = 9 School Trustees</b> |  |   |                 |



***Trustee Distribution by Municipality Calculation – Ontario Regulation 412/00: Section 6***

A school board is responsible for determining the geographic allocation of its members, and is required to pass a resolution prior to March 31 of an election year to determine its Trustee Distribution, as well as circulate the D&D Report to the designated public authorities.

A school board is also able to designate some of its areas as low population areas to allow appropriate representation for such areas. As stated previously above, staff recommends not to designate any low population areas.

The distribution of Trustees by municipality needs to be calculated in accordance with Section 6 of O. Reg. 412/00, and will follow the steps outlined for Template A on Pages 10 and 11 of the Guide. The calculation uses the PEG Report as the official document to be used as the population reference to calculate trustee distribution.

To calculate the “Electoral quotient” used to determine the number of Trustee per Municipality and by Ward, the below formula is utilized.

|                        |  |
|------------------------|--|
| $\frac{A \times B}{C}$ | A = the Population Electoral Group Representation in a Municipality/Ward                 |
|                        | B = the total number of Trustees allocated to the Board                                  |
|                        | C = the total Population Electoral Group Representation in the jurisdiction of the Board |

Using the calculator, staff calculated the electoral quotients by Municipality and by Ward. The results are presented in Figure 2 on the following page, followed by, Figure 3, the Municipality and Ward map with Electoral Populations and Quotients, also attached as Appendix G.

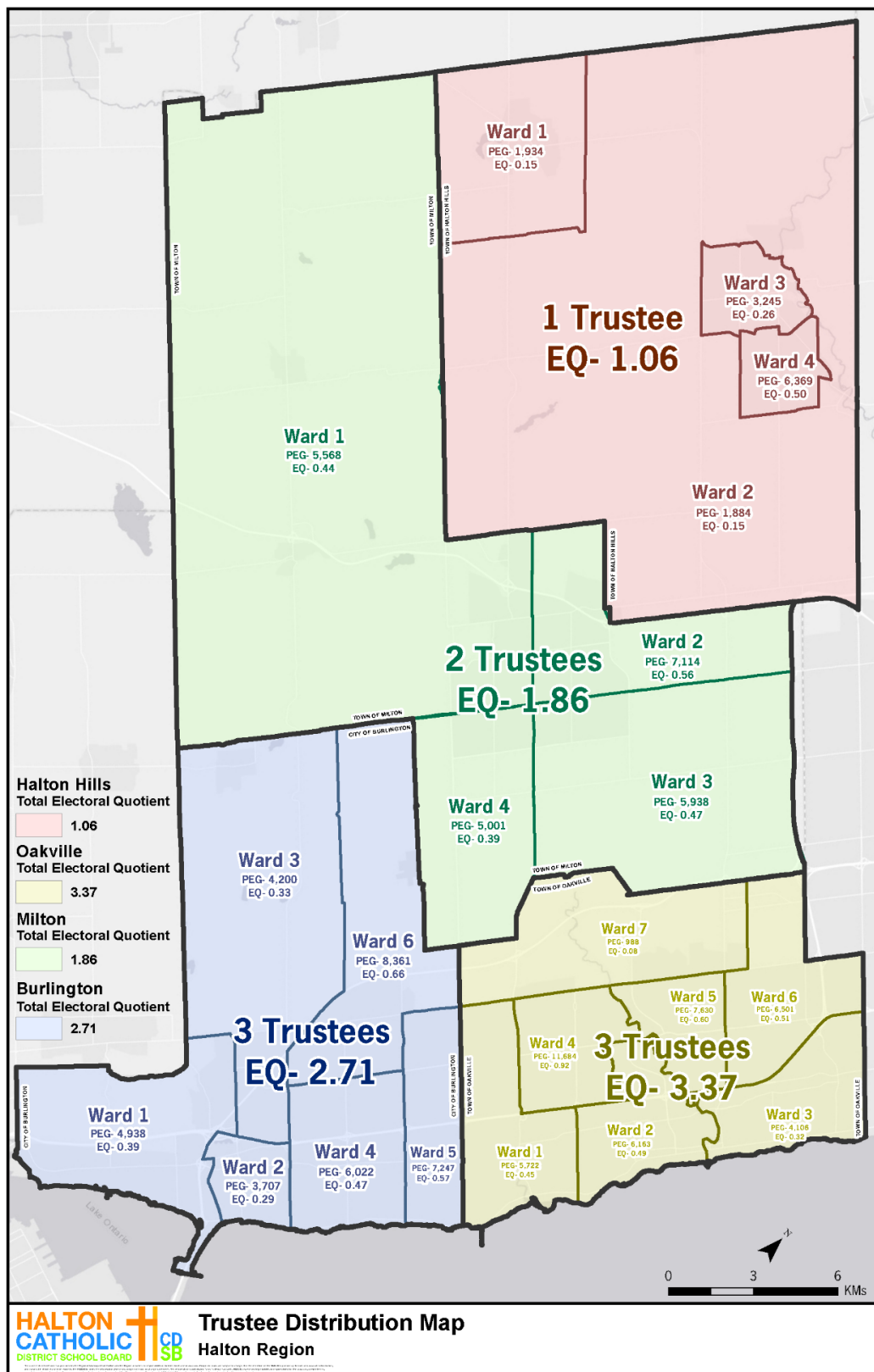


**Figure 2: 2022 Trustee Distribution by Municipality and Ward  
Calculation as per Section 6 of O. Reg. 412/00**

| Municipality                      | Wards | 2022 PEG Representation | 2022 Electoral Quotient | 2022 Geographic Areas                 | Total Electoral Quotient |
|-----------------------------------|-------|-------------------------|-------------------------|---------------------------------------|--------------------------|
| Town of Halton Hills              | 1     | 1,934                   | 0.15                    | Geographic Area 1: Halton Hills       | 1.06                     |
| Town of Halton Hills              | 2     | 1,884                   | 0.15                    |                                       |                          |
| Town of Halton Hills              | 3     | 3,245                   | 0.26                    |                                       |                          |
| Town of Halton Hills              | 4     | 6,369                   | 0.50                    |                                       |                          |
| <b>Town of Halton Hills Total</b> |       | <b>13,432</b>           | <b>1.06</b>             | <b>1 Trustee</b>                      | <b>1.06</b>              |
| Town of Milton                    | 1     | 5,568                   | 0.44                    | Geographic Area 2: Milton North       | 1.00                     |
| Town of Milton                    | 2     | 7,114                   | 0.56                    |                                       |                          |
| Town of Milton                    | 3     | 5,938                   | 0.47                    | Geographic Area 3: Milton South       | 0.86                     |
| Town of Milton                    | 4     | 5,001                   | 0.39                    |                                       |                          |
| <b>Town of Milton Total</b>       |       | <b>23,621</b>           | <b>1.86</b>             | <b>2 Trustees</b>                     | <b>1.86</b>              |
| City of Burlington                | 1     | 4,938                   | 0.39                    | Geographic Area 4: Burlington West    | 0.68                     |
| City of Burlington                | 2     | 3,707                   | 0.29                    |                                       |                          |
| City of Burlington                | 3     | 4,200                   | 0.33                    | Geographic Area 5: Burlington East    | 0.99                     |
| City of Burlington                | 6     | 8,361                   | 0.66                    |                                       |                          |
| City of Burlington                | 4     | 6,022                   | 0.47                    | Geographic Area 6: Burlington Central | 1.04                     |
| City of Burlington                | 5     | 7,247                   | 0.57                    |                                       |                          |
| <b>City of Burlington Total</b>   |       | <b>34,475</b>           | <b>2.71</b>             | <b>3 Trustees</b>                     | <b>2.71</b>              |
| Town of Oakville                  | 1     | 5,722                   | 0.45                    | Geographic Area 7: Oakville South     | 1.26                     |
| Town of Oakville                  | 2     | 6,163                   | 0.49                    |                                       |                          |
| Town of Oakville                  | 3     | 4,106                   | 0.32                    | Geographic Area 8: Oakville Northwest | 1.00                     |
| Town of Oakville                  | 4     | 11,684                  | 0.92                    |                                       |                          |
| Town of Oakville                  | 7     | 988                     | 0.08                    | Geographic Area 9: Oakville Northeast | 1.11                     |
| Town of Oakville                  | 5     | 7,630                   | 0.60                    |                                       |                          |
| Town of Oakville                  | 6     | 6,501                   | 0.51                    |                                       |                          |
| <b>Town of Oakville Total</b>     |       | <b>42,794</b>           | <b>3.37</b>             | <b>3 Trustees</b>                     | <b>3.37</b>              |
| <b>Halton</b>                     |       | <b>114,322</b>          | <b>9.00</b>             | <b>9</b>                              | <b>9</b>                 |



Figure 3: 2022 Trustee Distribution Map by Municipality and Ward with Quotients





### **Trustee Distribution by Municipality**

Using the PEG Report and the formula described in pages 10 and 11 of the Guide, the Electoral Quotients of the four (4) municipalities of the Board were calculated, as demonstrated in Figure 2 above. The above proposed trustee distribution by municipality, provides a distribution that would reduce potential appeals, and meet the general intent of Section 4 (4) of O. Reg. 412/00.

Please note that Trustees could explore combining wards between municipalities to further enhance the level of equal representation, by reaching as close to possible whole numbers.

### **Trustee Distribution by Wards**

As part of the D&D process, Board's are required to determine the electoral quotient of each municipal ward within the jurisdiction and to determine how trustees will be distributed throughout the municipalities of the Board's jurisdiction, and any possible combination of geographic areas.

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.

As Halton Hills has an electoral quotient of 1.06, and is very close to a whole number, consideration of representation by ward is not necessary.

For 2018 Municipal Election, the Board resolved that Trustee Distribution will be "at large" for each municipality.

For the upcoming 2022 Municipal Election, the Town of Milton, the City of Burlington, and the Town of Oakville all have electoral quotients that would require more than one (1) Trustee.

### **Distribution Appeals**

It should be noted that the results of the Board approved distribution are subject to appeal by the council of a municipality within the area of jurisdiction of a board to the Ontario Land Tribunal (OLT).

The legislation speaking to this subject matter is found in Section 10 of O. Reg. 412/00, which reads:

10. (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Land Tribunal the results of the distribution under Section 6 or 7. O. Reg. 412/00, s. 10 (1); O. Reg. 391/18, s. 7(1); O. Reg. 360/21, s. 1.
10. (2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that is greater than 0.05 times the total number of members. O. Reg. 412/00, s. 10 (2).
10. (3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be



accompanied by the fee, if any, charged by the Ontario Land Tribunal. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1); O. Reg. 391/18, s. 7 (2); O. Reg. 360/21, s. 2 (1).

The trigger for the appeal is outlined in Section 10 (2), whereby if the variance between the combined electoral quotient of a geographic area and final distribution of trustees is greater than 0.05 times (5%) of the total number of trustees, the Board is subject to appeal on their distribution. For the Board, 0.05 (5%) of nine (9) Trustees would equate to a threshold of +/- 0.45.

Trustees should note that for the 2022 Municipal Election, if the status quo distribution is maintained, as shown on the Distribution Map above, the Board would not be subject to an appeal under Section 10 of O. Reg. 412/00.

Given the above, staff will proceed in recommending distribution solutions that are not subject to appeal, and ensure, to the best extent possible, that representation be in line with the principle of representation by population.

## Conclusion

In reviewing the Population Electoral Group (PEG) Report, Board staff have determined that the number of Trustees for the 2022 Municipal Election is expected to remain at nine (9).

Board staff have also determined that the Town of Oakville will be the lead municipality with respect to the 2022 Municipal Election and that all areas in Halton Region have adequate representation to warrant a full trustee at a minimum and therefore there is no need to identify a low population area.



## Recommendations

The following recommendations are presented for the consideration of the Board.

|  |                     |
|--|---------------------|
| <b>RESOLUTION:</b>   | <i>Moved by:</i>    |
|  | <i>Seconded by:</i> |
| <b>WHEREAS,</b> <i>Trustee representation should not deviate unduly from the principle of representation by population;</i>  |                     |
| <b>BE IT RESOLVED THAT,</b> <i>the Halton Catholic District School Board confirms that the Town of Oakville shall be the lead municipality with respect to the 2022 Municipal Election, and;</i>   |                     |
| <b>THAT,</b> <i>the Halton Catholic District School Board hereby determines not to designate any of the geographic areas in its jurisdiction as low population areas, and;</i>   |                     |
| <b>THAT,</b> <i>the number of Trustees determined for the Halton Catholic District School Board for the 2022 English Catholic School Trustee election in Halton is nine (9), and;</i>  |                     |
| <b>THAT,</b> <i>the number of Trustees by geographic distribution is established as one (1) for the Town of Halton Hills; two (2) for the Town of Milton; three (3) for the City of Burlington; and three (3) for the Town of Oakville, for the 2022 English Catholic School Trustee election in Halton.</i> |                     |

|  |                     |
|--|---------------------|
| <b>RESOLUTION:</b>   | <i>Moved by:</i>    |
|  | <i>Seconded by:</i> |
| <b>BE IT RESOLVED THAT,</b> <i>for the 2022 English Catholic School Trustee election in Halton, the Town of Halton Hills will be represented by one (1) Trustee, at large.</i> |                     |

|   |                     |
|---|---------------------|
| <b>RESOLUTION:</b>  | <i>Moved by:</i>    |
|   | <i>Seconded by:</i> |
| <b>BE IT RESOLVED THAT,</b> <i>for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, at large.</i> |                     |



**RESOLUTION:** *Moved by:*  
*Seconded by:*

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the City of Burlington will be represented by three (3) Trustees, at large.

**RESOLUTION:** *Moved by:*  
*Seconded by:*

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Oakville will be represented by three (3) Trustees, at large.

Report Prepared by: B. Vidovic  
Senior Manager, Planning Services

Report Submitted by: A. Lofts  
Superintendent, Business Services

Report Approved by: P. Daly  
Director of Education

# **Board Resolutions**

## **8. Action Items**

### **8.1 2022 Municipal Election: Trustee Distribution and Determination (A. Lofts)**

**#99/22**

**Moved by:** T. O'Brien

**Seconded by:** H. Karabela

**WHEREAS**, *Trustee representation should not deviate unduly from the principle of representation by population;*

**BE IT RESOLVED THAT**, *the Halton Catholic District School Board confirms that the Town of Oakville shall be the lead municipality with respect to the 2022 Municipal Election, and;*

**THAT**, *the Halton Catholic District School Board hereby determines not to designate any of the geographic areas in its jurisdiction as low population areas, and;*

**THAT**, *the number of Trustees determined for the Halton Catholic District School Board for the 2022 English Catholic School Trustee election in Halton is nine (9), and;*

**THAT**, *the number of Trustees by geographic distribution is established as one (1) for the Town of Halton Hills; two (2) for the Town of Milton; three (3) for the City of Burlington; and three (3) for the Town of Oakville, for the 2022 English Catholic School Trustee election in Halton.*

The Chair called for a vote on **#99/22** and it **UNANIMOUSLY CARRIED**.

**#100/22**

**Moved by:** J. O'Hearn-Czarnota

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Halton Hills will be represented by one (1) Trustee, at large.

The Chair called for a vote on **#100/22** and it **UNANIMOUSLY CARRIED**.

**#101/22**

**Moved by:** T. O'Brien

**Seconded by:** J. O'Hearn-Czarnota

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, at large.

**#101/22 (AMENDMENT)**

**Moved by:** P. Murphy

**Seconded by:** B. Agnew

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, at large by Ward 1&4 and Ward 2&3.

**101/22 (AMENDMENT to the AMENDMENT)**

**Moved by:** V. Iantomasi

**Seconded by:** T. O'Brien

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, at large by Ward 1 &4 &2 and Ward 2 & 3 &4.

With unanimous consent, the amendment to the amendment was withdrawn.

**#101/22 (AMENDMENT)**

**Moved by:** P. Murphy

**Seconded by:** B. Agnew

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, at large by Ward 1&4 and Ward 2&3.

The Chair called for a vote on **#101/22 (AMENDMENT):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|------------------------------|----------------|----------------|---------------|
| B. Agnew                     | H. Karabela    |                |               |
| P. DeRosa                    | T. O'Brien     |                |               |
| N. Guzzo                     |                |                |               |
| V. Iantomasi                 |                |                |               |
| P. Murphy                    |                |                |               |
| J. O'Hearn-Czarnota          |                |                |               |
| K. Bowie (non-binding)       |                |                |               |
| G. Masri Ahmar (non-binding) |                |                |               |
| A. Tokiwa (non-binding)      |                |                |               |

The amendment **CARRIED**.

**#101/22 (AS AMENDED)**

**Moved by:** T. O'Brien

**Seconded by:** J. O'Hearn-Czarnota

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Milton will be represented by two (2) Trustees, by Ward 1 & 4 and Ward 2 & 3.

The Chair called for a vote on **#101/22 (AS AMENDED):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|------------------------------|----------------|----------------|---------------|
| B. Agnew                     | P. DeRosa      |                |               |
| N. Guzzo                     | H. Karabela    |                |               |
| V. Iantomasi                 | T. O'Brien     |                |               |
| P. Murphy                    |                |                |               |
| J. O'Hearn-Czarnota          |                |                |               |
| K. Bowie (non-binding)       |                |                |               |
| G. Masri Ahmar (non-binding) |                |                |               |
| A. Tokiwa (non-binding)      |                |                |               |

The motion **(AS AMENDED) CARRIED.**

**#102/22**

**Moved by:** B. Agnew

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the City of Burlington will be represented by three (3) Trustees, at large.

**#102/22 (AMENDMENT)**

**Moved by:** B. Agnew

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the City of Burlington will be represented by three (3) Trustees, at large by Ward 1&2, Ward 3&6, and Ward 4&5.

The Chair called for a vote on **#102/22 (AMENDMENT):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|------------------------------|----------------|----------------|---------------|
| B. Agnew                     | P. DeRosa      |                |               |
| M. Duarte                    | V. Iantomasi   |                |               |
| N. Guzzo                     | H. Karabela    |                |               |
| P. Murphy                    | T. O'Brien     |                |               |
| J. O'Hearn-Czarnota          |                |                |               |
| K. Bowie (non-binding)       |                |                |               |
| G. Masri Ahmar (non-binding) |                |                |               |
| A. Tokiwa (non-binding)      |                |                |               |

The amendment **CARRIED**.

**#102/22 (AS AMENDED)**

**Moved by:** B. Agnew

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the City of Burlington will be represented by three (3) Trustees, by Ward 1&2, Ward 3&6, and Ward 4&5.

The Chair called for a vote on **#102/22 (AS AMENDED):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|------------------------------|----------------|----------------|---------------|
| B. Agnew                     | P. DeRosa      |                |               |
| M. Duarte                    | V. Iantomasi   |                |               |
| N. Guzzo                     | H. Karabela    |                |               |
| P. Murphy                    | T. O'Brien     |                |               |
| J. O'Hearn-Czarnota          |                |                |               |
| K. Bowie (non-binding)       |                |                |               |
| G. Masri Ahmar (non-binding) |                |                |               |
| A. Tokiwa (non-binding)      |                |                |               |

The motion ***(AS AMENDED) CARRIED.***

**#103/22**

**Moved by:** P. DeRosa

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Oakville will be represented by three (3) Trustees, at large.

**#103/22 (AMENDMENT)**

**Moved by:** N. Guzzo

**Seconded by:** B. Agnew

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Oakville will be represented by three (3) Trustees, at large by Ward 1,2&3, Ward 4&7 and Ward 5&6.

The Chair called for a vote on **#103/22 (AMENDMENT):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b>            |
|------------------------------|----------------|----------------|--------------------------|
| B. Agnew                     | P. DeRosa      |                | A. Tokiwa (non- binding) |
| N. Guzzo                     | V. Iantomasi   |                |                          |
| P. Murphy                    | H. Karabela    |                |                          |
| T. O'Brien                   |                |                |                          |
| J. O'Hearn-Czarnota          |                |                |                          |
| K. Bowie (non- binding)      |                |                |                          |
| G. Masri Ahmar (non-binding) |                |                |                          |

The amendment **CARRIED**.

**#103/22 (AS AMENDED)**

**Moved by:** P. DeRosa

**Seconded by:** N. Guzzo

**BE IT RESOLVED THAT,** for the 2022 English Catholic School Trustee election in Halton, the Town of Oakville will be represented by three (3) Trustees, by Ward 1,2&3, Ward 4&7 and Ward 5&6.

The Chair called for a vote on **#103/22 (AS AMENDED):**

| <b>IN FAVOUR</b>             | <b>OPPOSED</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|------------------------------|----------------|----------------|---------------|
| B. Agnew                     | P. DeRosa      |                |               |
| N. Guzzo                     | V. Iantomasi   |                |               |
| P. Murphy                    | H. Karabela    |                |               |
| T. O'Brien                   |                |                |               |
| J. O'Hearn-Czarnota          |                |                |               |
| K. Bowie (non-binding)       |                |                |               |
| G. Masri Ahmar (non-binding) |                |                |               |
| A. Tokiwa (non-binding)      |                |                |               |

The motion **(AS AMENDED) CARRIED**.

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

# CONTENTS

**INTRODUCTION** ..... **1**

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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               |                              |                       |
| Municipality 4 (Ward 2)       | 0.13               | 1.05                         | Area 4<br>(1 trustee) |
| 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               | 0.97                         | Area 5<br>(1 trustee) |
| Municipality 8                | 0.97               |                              |                       |

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     |
| <ol style="list-style-type: none"> <li>Boards <b>may</b> pass resolutions determining the number of their trustees and <b>must</b> pass resolutions determining their trustee distribution.</li> <li>Boards whose area of jurisdiction includes more than one municipality must pass a resolution establishing, or not establishing, low population areas.</li> <li>Last day for resolution to reduce trustee numbers</li> </ol> | 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:

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

**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             | -  |

**PART II.2  
DISTRICT SCHOOL BOARDS**

**Regulations: district school boards**

**58.1** (1) In this section,

“English-language instruction” means instruction in the English language or in American Sign Language and includes instruction provided under a program of the type described in paragraph 25 of subsection 8 (1); (“enseignement en anglais”)

“French-language instruction” means instruction in the French language or in Quebec Sign Language but does not include instruction provided under a program of the type described in paragraph 25 of subsection 8 (1); (“enseignement en français”)

“school” does not include a school under the jurisdiction of a school authority or an educational institution operated by the Government of Ontario. (“école”) 1997, c. 31, s. 32.

**Same**

(2) The Lieutenant Governor in Council may make regulations providing for,

(a) the establishment of,

- (i) English-language public district school boards, to govern the provision of elementary and secondary English-language instruction in schools other than Roman Catholic separate schools,
  - (ii) English-language separate district school boards, to govern the provision of elementary and secondary English-language instruction in Roman Catholic separate schools,
  - (iii) French-language public district school boards, to govern the provision of elementary and secondary French-language instruction in schools other than Roman Catholic separate schools, and
  - (iv) French-language separate district school boards, to govern the provision of elementary and secondary French-language instruction in Roman Catholic separate schools;
- (b) the establishment of the areas of jurisdiction of district school boards;
  - (c) the assignment of names to district school boards;
  - (d) the alteration of the area of jurisdiction of a district school board;
  - (e) the dissolution of a district school board;

- (f) the dissolution of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board;
- (g), (h) REPEALED: 2009, c. 25, s. 8 (1).
- (i) the amalgamation or merger of one or more school authorities with a district school board to continue as a district school board;
- (j) the amalgamation or merger of two or more district school boards to continue as a district school board;
- (k) representation on and elections to district school boards, including but not limited to regulations providing for,
  - (i) the determination of the number of members of each district school board,
  - (ii) the establishment, for electoral purposes, of geographic areas within the areas of jurisdiction of district school boards,
  - (iii) the distribution of the members of a district school board to the geographic areas referred to in subclause (ii),
  - (iv) appeals to any person or body relating to anything done under a regulation made under subclause (i), (ii) or (iii),
  - (v) nomination procedures for the election of members of district school boards,
  - (vi) the duties to be performed by municipal clerks, officials of district school boards and others in respect of any matter relating to representation on or elections to district school boards,
  - (vii) REPEALED: 2009, c. 25, s. 8 (3).
  - (viii) the date in a regular election year before which a resolution under subsection (10.1) may be passed;
    - (l) the holding in trust, transfer and vesting of assets, including but not limited to real and personal property, the transfer of liabilities and the transfer of employees among district school boards or school authorities or both, in connection with,
- (i) the establishment, continuation or dissolution of a district school board,
- (ii) the dissolution of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board, or
- (iii) the merger or amalgamation of a school authority the area of jurisdiction of which is to be included in the area of jurisdiction of a district school board with the district school board;

- (m) the deeming, for any purpose, including but not limited to purposes related to elections and taxation, of any territory without municipal organization that is within the area of jurisdiction of a district school board,
- (i) to be a district municipality, unless and until the territory becomes or is included in a municipality, or
- (ii) to be attached to a municipality, unless and until the territory becomes or is included in a municipality;
  - (n) the recovery of some or all of the costs incurred by a district school board in meeting any requirements under this section relating to elections in territory without municipal organization or elections to a school authority;
  - (o) the conduct of elections to a school authority the area of jurisdiction of which is entirely or partly the same as the area of jurisdiction of a district school board;
  - (p), (q) REPEALED: 2009, c. 25, s. 8 (4).
  - (r) such other matters, including transitional matters, that the Lieutenant Governor in Council considers necessary or advisable in connection with the establishment, merger, amalgamation, continuation or dissolution of one or more boards under this section, or with the alteration of the area of jurisdiction of a board under this section, including but not limited to transitional matters relating to,
- (i) representation, by election or appointment, on a board pending the next regular elections,
- (ii) the rights of pupils to continue to attend schools that they were enrolled in and entitled to attend immediately before the establishment, merger, amalgamation, continuation, dissolution or alteration. 1997, c. 31, s. 32; 2002, c. 18, Sched. G, s. 6 (1); 2009, c. 25, s. 8 (1-4).

**Provisions in regulations: effect for electoral purposes**

(3) A regulation made under subsection (2) may provide that it shall be deemed to have come into force and taken effect on the day of filing or at such earlier or later time as is stated in the regulation, for any purpose related to representation on or elections to a district school board or school authority. 1997, c. 31, s. 32.

**Same**

(4) Subsection (3) applies only to the extent necessary to permit the next regular election after the regulation is made, or any by-election preceding that next regular election, to be held in a way that takes account of the provisions of the regulation. 1997, c. 31, s. 32.

**Regulations: school outside jurisdiction of a board to be school of the board**

(5) The Lieutenant Governor in Council may make regulations providing that a school described in subsection (6) that is outside the area of jurisdiction of a district school board is a school of the district school board. 1997, c. 31, s. 32.

#### **Same**

(6) Subsection (5) applies only to schools to which section 101 of this Act, as it read on December 31, 1997, applied. 1997, c. 31, s. 32.

#### **Purpose of clauses (2) (d), (e)**

(7) The purpose of clauses (2) (d) and (e) is to provide authority to the Lieutenant Governor in Council to make changes in the jurisdiction of boards on a case by case basis. 1997, c. 31, s. 32.

#### **Limitation re clauses (2) (d), (e)**

(8) A regulation shall not be made under clause (2) (d) or (e) if an area that, immediately before the regulation takes effect, was within the area of jurisdiction of a board would, immediately after the regulation takes effect, not be within the area of jurisdiction of a board. 1997, c. 31, s. 32.

#### **Subdelegation**

(9) In a regulation under subclauses (2) (k) (i) to (iii), the Lieutenant Governor in Council may delegate to a person or body the authority to provide for anything relating to the matters mentioned in subclauses (2) (k) (i) to (iii), subject to such conditions and restrictions as are specified in the regulation. 1997, c. 31, s. 32.

#### **Number of members on a district school board**

(10) A regulation under subclause (2) (k) (i) shall not provide for more than 22 or fewer than five members on any district school board. 1997, c. 31, s. 32.

#### **Same**

(10.0.1) Subject to subsections (10.0.2) to (10.1) and to the regulations, the number of members of a district school board, not including members appointed under subsection 188 (5), shall be the number of members determined for the board for the purposes of the regular election in 2006. 2009, c. 25, s. 8 (5).

#### **Same**

(10.0.2) A district school board whose area of jurisdiction was increased in 2009 may by resolution request the Minister to increase its number of members. 2009, c. 25, s. 8 (5).

**Same**

(10.0.3) In response to a request by a district school board under subsection (10.0.2), the Minister may by order increase the number of members of the board if, in the Minister's opinion, the increase is justified by,

- (a) a demographic change in the board's geographical area of jurisdiction;
- (b) the change in the size of the board's geographical area of jurisdiction; or
- (c) any other circumstances that the Minister considers relevant. 2009, c. 25, s. 8 (5).

**Same**

(10.0.4) A request under subsection (10.0.2) shall not be made after March 15, 2010. 2009, c. 25, s. 8 (5).

**Same**

(10.0.5) A Minister's order under subsection (10.0.3) shall not be made after April 15, 2010. 2009, c. 25, s. 8 (5).

**Same**

(10.0.6) An increase under subsection (10.0.3) may be smaller than that requested by the board under subsection (10.0.2). 2009, c. 25, s. 8 (5).

**Same**

(10.1) Subject to subsections (10.2) and (10.3), a district school board may by resolution reduce the number of members to be elected at the next regular election. 2002, c. 18, Sched. G, s. 6 (2); 2009, c. 25, s. 8 (6).

**Same**

(10.2) The resolution shall be passed before the prescribed date in the year of the regular election. 2002, c. 18, Sched. G, s. 6 (2).

**Same**

(10.3) The resolution shall not provide for fewer than five members. 2002, c. 18, Sched. G, s. 6 (2).

**Same**

(11) The numbers referred to in subsections (10) to (10.3) do not include any person elected or appointed to a district school board under section 188. 2002, c. 18, Sched. G, s. 6 (3).

### **Geographic areas**

(12) A geographic area established under subclause (2) (k) (ii) for a district school board may,

- (a) be the same as or less than the entire area of jurisdiction of the district school board;
- (b) include areas within the area of jurisdiction of the district school board that do not adjoin one another; and
- (c) consist of,

- (i) all or part of one or more municipalities, or
- (ii) territory without municipal organization,

or both. 1997, c. 31, s. 32.

### **Same**

(13) A person who establishes a geographic area under a regulation made under subclause (2) (k) (ii) shall have regard to any relevant submissions made by any person. 1997, c. 31, s. 32.

(13.1) REPEALED: 2009, c. 33, Sched. 2, s. 25 (1).

### **Purpose of clause (2) (l)**

(14) The purpose of clause (2) (l) is to provide authority to the Lieutenant Governor in Council to resolve questions relating to assets, liabilities and employees that arise in connection with any changes in the jurisdiction of boards that may be made on a case by case basis. 1997, c. 31, s. 32.

### **Limitation**

(15) The Lieutenant Governor in Council has no authority under clause (2) (l) to transfer employees of a public board to a Roman Catholic board or to transfer employees of a Roman Catholic board to a public board. 1997, c. 31, s. 32.

### **Exception**

(16) The limitation provided in subsection (15) does not apply in relation to the transfer of an employee between two boards if,

- (a) both boards agree that the limitation should not apply in respect of the transfer; and
- (b) the Minister approves the agreement referred to in clause (a). 1997, c. 31, s. 32.

### **Transfers among district school boards and school authorities**

(17) Without limiting the generality of clause (2) (l), a regulation under that clause may provide for,

- (a) processes to permit participation by classes of persons or bodies specified in the regulation in decision-making processes related to anything done under clause (2) (l);
- (b) processes for the resolution of disputes among classes of persons or bodies specified in the regulation;
- (c) the continuation of legal and other proceedings commenced by or against a district school board or school authority affected by anything done under clause (2) (l) and the enforcement of court orders and other orders or determinations relating to such a district school board or school authority;
- (d) deadlines for complying with any provision of the regulation; and
- (e) any other matter that the Lieutenant Governor in Council considers advisable in order to achieve an efficient and fair transfer of assets, liabilities and employees among the affected district school boards and school authorities. 1997, c. 31, s. 32.

### **Dispute**

(18) Without limiting the generality of clause (17) (b), a regulation providing for a matter referred to in that clause may provide for disputes as to the disposition of property to be referred to an arbitrator selected by the Minister. 1997, c. 31, s. 32.

### **Same**

(19) Where a dispute is referred to an arbitrator as described in subsection (18), the arbitrator shall determine the matters in dispute and the decision of the arbitrator is final. 1997, c. 31, s. 32.

### **Clause (17) (c)**

(20) Without limiting the generality of clause (17) (c), a regulation providing for a matter referred to in that clause,

- (a) may substitute or add persons as parties to a proceeding continued under the clause; and
- (b) may substitute or add persons against which or by which an order or determination referred to in the clause may be enforced. 1997, c. 31, s. 32.

### **Employees**

(21) The following rules apply where an employee is transferred under a regulation made under clause (2) (l):

1. A person who is an employee of a board on the day the regulation transferring the employee to another board is made and who would, but for that regulation, still be an employee of the transferor board on the day the regulation is to take effect is an employee of the transferee board referred to in the regulation on the day the regulation is to take effect.
2. A person's employment shall be deemed not to have been terminated for any purpose by anything done under this Part. 1997, c. 31, s. 32.

### **Tax exemption**

(22) Taxes are not payable under the *Land Transfer Tax Act* or the *Retail Sales Tax Act* with respect to a holding in trust, transfer or vesting under clause (2) (l). 1997, c. 31, s. 32.

### **Transfer not a closing**

(23) A transfer of a school under clause (2) (l) is not a closing of the school. 1997, c. 31, s. 32.

### **No compensation**

(24) Except as provided in the regulations made under clause (2) (l), no compensation or damages are payable in connection with anything done under clause (2) (l). 1997, c. 31, s. 32.

### **Powers of board if regulation made under subclause (2) (m) (i)**

(25) Where a board includes within its area of jurisdiction territory without municipal organization that is deemed under clause (2) (m) to be a district municipality for the purposes of elections, the officers appointed by the board have all the same powers and duties with respect to elections of members of the board in that territory as similar officers have in a municipality with respect to similar elections. 1997, c. 31, s. 32.

### **Powers of municipality if regulation made under subclause (2) (m) (ii)**

(26) Where a board includes within its area of jurisdiction territory without municipal organization that is deemed under clause (2) (m) to be attached to a municipality for the purposes of elections, the officers of the municipality have all the same powers and duties with respect to elections of members of the board in that territory as with respect to such elections in any part of the area of jurisdiction of the board that is within the municipality. 1997, c. 31, s. 32.

#### **Deemed district municipality**

(27) In addition to any area prescribed under subclause (2) (m) (i), an area that satisfies the following conditions shall be deemed to be a district municipality for the purposes of clause 257.12 (3) (a) from January 1, 1998 until it becomes or is included in a municipality or is deemed to be a district municipality by a regulation made under clause (2) (m):

1. The area is without municipal organization.
2. As of December 31, 1997, the area was deemed to be a district municipality under subsection 54 (2), as it read on that day.
3. The area is under the jurisdiction of a district school board. 2002, c. 18, Sched. G, s. 6 (5).

#### **Deemed separate district municipalities**

(28) Despite subsection (27), the part, if any, of an area described in subsection (27) that is in a separate school zone shall be deemed to be a discrete district municipality. 2002, c. 18, Sched. G, s. 6 (5).

Français

## Education Act

## ONTARIO REGULATION 412/00

## ELECTIONS TO AND REPRESENTATION ON DISTRICT SCHOOL BOARDS

**Consolidation Period:** From July 29, 2024 to the [e-Laws currency date](#).

Last amendment: 315/24.

Legislative History: 432/00, 460/00, 155/02, 45/03, 235/04, 471/05, 74/06, 211/06, 381/06, 181/08, 42/10, 345/13, 344/17, 513/17, 391/18, 360/21, 614/21, 800/21, 315/24.

*This is the English version of a bilingual regulation.*

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## INTERPRETATION

1. (1) In this Regulation,

“board” means a district school board; (“conseil”)

“board area” means the area of jurisdiction, expressed in square kilometres, of a board, as set out in Table 1; (“territoire du conseil”)

“density” means the quotient, calculated to two decimal places, obtained by dividing the total population of the board’s electoral group, as reported under subsection 2 (3), by the board area; (“densité”)

“election year” means the year of a regular election; (“année d’élections”)

“electoral group” means, with respect to a board, the group composed of all persons who reside within the area of jurisdiction of the board and are,

- (a) persons entitled to vote at elections of members of the board,
- (b) supporters of the board, or
- (c) dependents of persons referred to in clause (a) or (b); (“groupe électoral”)

“municipality” includes, other than in section 10 and subsection 11 (4),

- (a) unorganized territory that is deemed to be a district municipality under Ontario Regulation 468/97, and
- (b) if unorganized territory is attached to a municipality for election purposes, the municipality together with the unorganized territory; (“municipalité”)

“regular election” means a regular election under the *Municipal Elections Act, 1996*; (“élections ordinaires”)

“school board election clerk” means, with respect to the election of members of a board, a person who is responsible for conducting the election in a municipality; (“secrétaire des élections scolaires”)

“ward” means a ward of a municipality. (“quartier”) O. Reg. 412/00, s. 1 (1); O. Reg. 45/03, s. 1.

(2) A reference in this Regulation to a municipality or ward shall be deemed, with respect to the election of members of a board, to be a reference to the municipality or ward with the boundaries that will apply for the purposes of the election, as determined on January 1 of the election year, subject to the following rules:

1. A decision affecting a boundary that may be appealed shall not be taken into account if, on January 1 of the election year,
    - i. the period during which an appeal may be commenced has not expired, or
    - ii. an appeal has been commenced but has not been finally determined.
  2. The municipality or ward shall be deemed not to include any area that is outside the area of jurisdiction of the board. O. Reg. 412/00, s. 1 (2); O. Reg. 74/06, s. 1; O. Reg. 211/06, s. 1.
- (2.1), (2.2) REVOKED: O. Reg. 391/18, s. 1 (2).

(3) For the purposes of this Regulation, territory without municipal organization that is within the area of jurisdiction of a board and that is deemed to be a district municipality under Ontario Regulation 468/97 is deemed to be a district municipality for purposes of board elections. O. Reg. 412/00, s. 1 (3).

#### POPULATION DATA

2. (1) Before February 15 in each election year, the Municipal Property Assessment Corporation shall, in respect of each board, for each area set out in subsection (2), determine the population of the board's electoral group who are resident in the area on January 1 of that year. O. Reg. 412/00, s. 2 (1); O. Reg. 155/02, s. 1 (1).

(2) The areas referred to in subsection (1) are:

1. Each municipality that is not divided into wards.
2. Each ward of a municipality that is divided into wards. O. Reg. 412/00, s. 2 (2).

(3) Not later than February 15 of the election year, the Municipal Property Assessment Corporation shall,

- (a) report to the Minister each of its determinations under subsection (1);
- (b) report to the school board election clerk for each municipality each of its determinations under subsection (1) in respect of each board, the area of jurisdiction of which is wholly or partially the same as the municipality; and
- (c) report to the secretary of each board each of its determinations under subsection (1) in respect of that board. O. Reg. 412/00, s. 2 (3); O. Reg. 155/02, s. 1 (2).

(4) For the purpose of this Regulation, a determination of whether a municipality has a larger population of a board's electoral group than another municipality shall be made using the information reported under subsection (3). O. Reg. 412/00, s. 2 (4).

(5) Subsection (4) does not apply to a municipality if it does not exist at the time the determination is made, unless a person or body does exist who is responsible for conducting the election in the municipality. O. Reg. 412/00, s. 2 (5).

**2.0.1** REVOKED: O. Reg. 391/18, s. 2 (2).

#### DETERMINATION OF NUMBER OF MEMBERS

**2.1** The number of members of a board for the purposes of a regular election is the number of members determined under subsection 58.1 (10.0.1) or (10.0.3) of the Act, subject to,

- (a) any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act; and
- (b) the rules set out in section 3 of this Regulation. O. Reg. 42/10, s. 2.

**3.** (1) If there has been a demographic change in a board's geographical area of jurisdiction or a change in the size of the board's geographical area of jurisdiction, a board may, not later than March 31 in an election year, determine the number of members to be elected to the board in accordance with this section. O. Reg. 42/10, s. 3 (1).

(2) For the purposes of this section, the number of members of a board is determined as follows:

1. Determine the total population of the board's electoral group by calculating the sum of the populations reported under subsection 2 (3) for all the areas referred to in subsection 2 (2).
2. Determine the number of members based on population set out in Table 2 for the total population of the board's electoral group determined under paragraph 1.
3. Determine the number of additional members based on density by taking the lesser of,
  - i. the number of additional members set out in Table 3 based on the density of the board, and
  - ii. the number of additional members set out in Table 4 based on the board area of the board.
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.
5. Take the number of members based on population determined under paragraph 2, plus the number of additional members determined under paragraph 3 or 4, whichever is greater.
6. Take the greater of,
- i. the number determined under paragraph 5, and
  - ii. the number set out in Table 6 for the day school average daily enrolment of pupils of the board within the meaning of the most recent regulations made under section 234 of the Act, not counting pupils enrolled in junior kindergarten.
7. The number of members of the board is the greater of the numbers determined under paragraph 6 and section 2.1, subject to any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act. O. Reg. 412/00, s. 3 (2); O. Reg. 432/00, s. 1; O. Reg. 45/03, s. 2 (1); O. Reg. 42/10, s. 3 (2, 3).
- (3) REVOKED: O. Reg. 42/10, s. 3 (4).

**3.1** The date before which a resolution may be passed under subsection 58.1 (10.1) of the Act is March 31 in an election year. O. Reg. 45/03, s. 3.

#### DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS

- 4.** (1) A board that has jurisdiction in more than one municipality shall, not later than March 31 in each election year,
- (a) pass a resolution designating one or more municipalities within the board's area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or
  - (b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality. O. Reg. 412/00, s. 4 (1).
- (2) A resolution under clause (1) (a) shall provide that the sum of the electoral quotients for the municipality or municipalities designated as low population municipalities shall be increased by one or two. O. Reg. 412/00, s. 4 (2).
- (3) A resolution under subsection (1) shall be effective only for the regular election of board members in that election year and for any by-election held during the term that commences immediately after that election. O. Reg. 412/00, s. 4 (3).
- (4) In carrying out its duties under this section, the board shall have regard to the following principles:
- 1. Municipalities with low populations should receive reasonable representation.
  - 2. Evidence of historic, traditional or geographic communities should be taken into account.
  - 3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.
  - 4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).
- 5.** (1) Not later than March 31 in each election year, every board shall distribute the positions of the members to be elected to the board in accordance with section 6 or 7, whichever is applicable. O. Reg. 412/00, s. 5.
- (2) REVOKED: O. Reg. 513/17, s. 1.

**5.1** REVOKED: O. Reg. 391/18, s. 3 (2).

**6.** (1) If a board has jurisdiction in only one municipality or a resolution under clause 4 (1) (b) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

- 1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = a \times b / c$$

where,

- a = the population of the board’s electoral group resident in the municipality or ward, as reported under subsection 2 (3),
- b = the total number of members determined for the board under section 2.1,
- c = the total population of the board’s electoral group, as reported under subsection 2 (3).

2. Combine every municipality and every ward within the area of jurisdiction of the board into a number of geographic areas that does not exceed the number determined for “b” in paragraph 1.
3. The number of members that represent the electors of the board’s electoral group in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the constituent municipalities and wards that form the geographic area. O. Reg. 412/00, s. 6 (1); O. Reg. 45/03, s. 4; O. Reg. 42/10, s. 5; O. Reg. 391/18, s. 4 (1, 2).

(2) A distribution under subsection (1) shall be made in such a way that, to the extent practicable, geographic areas are formed for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 391/18, s. 4 (3).

**6.1 REVOKED:** O. Reg. 391/18, s. 5 (2).

7. (1) If a resolution under clause 4 (1) (a) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = a \times b / c$$

where,

- a = the population of the board’s electoral group resident in the municipality or ward, as reported under subsection 2 (3),
- b = the total number of members determined for the board under section 2.1,
- c = the total population of the board’s electoral group, as reported under subsection 2 (3).

2. Place the municipalities in two groups, one of which shall be comprised of the municipality or municipalities designated under clause 4 (1) (a) and one of which shall be comprised of the remaining municipalities in the board’s area of jurisdiction.
3. Calculate the sum of the electoral quotients for each of the two groups of municipalities.
4. Add the number determined by the resolution of the board under subsection 4 (2) to the sum of the electoral quotients for the group of municipalities that are designated under clause 4 (1) (a).
5. Subtract the number that was added under paragraph 4 to the sum of the electoral quotients for the group of municipalities designated under clause 4 (1) (a) from the sum of the electoral quotients for the group of the remaining municipalities.
6. Calculate the alternative electoral quotient for each municipality and ward using the following formula:

$$\text{Alternative electoral quotient} = a \times b / c$$

where,

- a = the population of the board’s electoral group resident in the municipality or ward, as reported under subsection 2 (3),
- b = the number calculated under paragraph 4 or 5, as the case may be, and
- c = the total population of the board’s electoral group resident in the group of municipalities to which the municipality or ward belongs, as reported under subsection 2 (3).

7. Combine every municipality and every ward within each group of municipalities into a number of geographic areas which does not exceed the number determined for “b” in paragraph 1. No geographic area shall include municipalities or parts of municipalities in both the designated group and the remaining group of municipalities.
8. The number of members that represent the electors in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the municipalities and wards that form the geographic area. O. Reg. 412/00, s. 7 (1); O. Reg. 45/03, s. 5; O. Reg. 42/10, s. 6.

(2) In carrying out its duties under paragraph 7 of subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 7 (2).

**8. REVOKED:** O. Reg. 42/10, s. 7.

**8.1** Where a board has formed a geographic area that consists of all or part of two or more municipalities, the board shall identify which of those municipalities has the largest population of the board's electoral group for the purpose of identifying the school board election clerk referred to in subsection 11 (2). O. Reg. 235/04, s. 1.

#### REPORT ON DETERMINATION AND DISTRIBUTION

**9.** (1) On completion of the determination and distribution of members of the board, the board shall prepare a report that includes,

- (a) the results of the determination and distribution;
- (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
- (c) a copy of the data and calculations by which the determination and distribution referred to in clause (a) were made and by which the identification referred to in clause (b) was made. O. Reg. 235/04, s. 2.

(2) The board shall send a copy of the report to,

- (a) the Minister;
- (b) the school board election clerks for all the municipalities within the area of jurisdiction of the board; and
- (c) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. O. Reg. 412/00, s. 9 (2); O. Reg. 42/10, s. 8 (1).

(3) The copy of the report referred to in subsection (2) shall be sent by April 3 in the election year. O. Reg. 513/17, s. 2.

**9.1, 9.2** REVOKED: O. Reg. 391/18, s. 6 (2).

#### APPEALS ON DISTRIBUTION

**10.** (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Land Tribunal the results of the distribution under section 6 or 7. O. Reg. 412/00, s. 10 (1); O. Reg. 391/18, s. 7 (1); O. Reg. 360/21, s. 1.

(2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that is greater than 0.05 times the total number of members. O. Reg. 412/00, s. 10 (2).

(3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be accompanied by the fee, if any, charged by the Ontario Land Tribunal. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1); O. Reg. 391/18, s. 7 (2); O. Reg. 360/21, s. 2 (1).

(3.1) The secretary of a board who receives a notice of appeal under subsection (3) shall ensure that,

- (a) a record is compiled consisting of the notice of appeal and the reasons for the objection;
- (b) the record and the fee are forwarded to the Ontario Land Tribunal within 15 days after the notice and the fee are received; and
- (c) such other information as the Ontario Land Tribunal may require in respect of the appeal that is within the board's possession is forwarded to the Local Planning Appeal Tribunal. O. Reg. 45/03, s. 6 (2); O. Reg. 391/18, s. 7 (1); O. Reg. 360/21, s. 1, 2 (2).

(3.2) Despite clause (3.1) (b), if the appeal is withdrawn within 15 days after the notice of appeal and the fee are filed, the board is not required to forward the materials described under clauses (3.1) (b) and (c) to the Ontario Land Tribunal. O. Reg. 45/03, s. 6 (2); O. Reg. 391/18, s. 7 (1); O. Reg. 360/21, s. 1.

(4) The appeal must be commenced no later than April 21 in the election year. O. Reg. 513/17, s. 3 (1).

(5) If no appeal is commenced, the board shall be deemed to be properly constituted despite any defect in the distribution. O. Reg. 412/00, s. 10 (5).

(6) The secretary of the board shall forward any notices of appeal to the Ontario Land Tribunal by April 25 in the election year. O. Reg. 513/17, s. 3 (2); O. Reg. 391/18, s. 7 (1); O. Reg. 360/21, s. 1.

(7) The parties to the appeal are the municipality, the board and any other person added as a party by the Tribunal. O. Reg. 412/00, s. 10 (7); O. Reg. 391/18, s. 7 (3).

(8) The Tribunal is not required to hold a hearing on the appeal. O. Reg. 391/18, s. 7 (4).

(9) The Tribunal may,

- (a) dismiss the appeal; or
- (b) allow the appeal, in whole or in part, and make an order varying the distribution. O. Reg. 412/00, s. 10 (9); O. Reg. 391/18, s. 7 (3).

(10) The Tribunal shall determine the appeal not later than June 10 in the election year. O. Reg. 412/00, s. 10 (10); O. Reg. 391/18, s. 7 (3).

#### CONDUCT OF ELECTIONS

**11.** (1) This section applies to regular elections and by-elections of members of a board from a geographic area formed for a board under section 6 or 7, if the geographic area is composed of all or part of two or more municipalities. O. Reg. 45/03, s. 7.

(2) Subject to subsection (5), the person responsible for conducting the election of members of the board from the geographic area is the school board election clerk of the municipality wholly or partly within the geographic area having the largest population of the board’s electoral group. O. Reg. 45/03, s. 7.

(3) Nominations shall be filed with the school board election clerk referred to in subsection (2), who shall send the names of the candidates by registered mail within 48 hours after the closing of nominations to the school board election clerk of each municipality that is wholly or partly within the geographic area. O. Reg. 45/03, s. 7.

(4) If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometres, the clerk shall, for the purpose of making it easier for the person or the person’s agent to file the nomination, delegate such of his or her powers as may be necessary to,

- (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality;
- (b) the school board election clerk of the municipality to which the unorganized territory in which the person seeking nomination resides is attached for election purposes, if the person resides in unorganized territory that is attached to a municipality for election purposes and the territory that is attached is part of the same geographic area as the municipality for election purposes;
- (c) the school board election clerk whose office is in the same geographic area and is closest to the person’s residence, in any other case. O. Reg. 45/03, s. 7.

(5) The school board election clerk of each municipality wholly or partly within the geographic area is the person responsible for conducting the election of members of the board in the municipality and shall promptly report the vote recorded to the clerk referred to in subsection (2) who shall prepare the final summary, announce the result of the vote and forward the result to the secretary of the board and to the Minister. O. Reg. 45/03, s. 7.

**PART II** (ss. 12., 13.) REVOKED: O. Reg. 42/10, s. 10.

**14.-26.** REVOKED: O. Reg. 45/03, s. 8.

**PART III** (ss. 27.-29.) REVOKED: O. Reg. 45/03, s. 8.

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  |
| 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 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 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 |

O. Reg. 42/10, s. 11; O. Reg. 345/13, s. 1; O. Reg. 344/17, s. 1, 2; O. Reg. 800/21, s. 1; O. Reg. 315/24, s. 1.

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 |

O. Reg. 412/00, Table 2.

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                            |

O. Reg. 412/00, Table 3.

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. |

O. Reg. 412/00, Table 4; O. Reg. 432/00, s. 3.

TABLE 5  
DISPERSAL FACTORS

| Item | Name of Board  | Dispersion 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 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  |

O. Reg. 614/21, s. 1; O. Reg. 800/21, s. 1; O. Reg. 315/24, s. 1.

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                        |

O. Reg. 412/00, Table 6.

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|                   |           |
|-------------------|-----------|
| Director's Update | Item 11.1 |
| February 17, 2026 |           |

## Alignment to Strategic Plan

This report is linked to our strategic priorities of:

**Achieving:** We hold high expectations for all.

**Believing:** We are distinctly Catholic.

**Belonging:** We are a community that accompanies.

**Becoming:** We are on a journey together.

## Purpose

The purpose of this report is to apprise trustees of the activities and initiatives led by staff that reflect the priorities and goals of the Halton Catholic District School Board (HCDSB) Multi-Year Strategic Plan 2024-2028.

## Background Information

### Achieving:

### **Blessing & Opening of the St. Carlo Acutis E-Sports Arena at St. Ignatius of Loyola Catholic Secondary School**

On Tuesday, February 10, 2026, HCDSB staff & students gathered, along with recently retired principal Josie Halycz at St. Ignatius of Loyola Catholic Secondary School for a very special event, the blessing and opening of the St. Carlo Acutis E-Sports Arena. Known also as the "Hawk's Tech Nest", the former lecture hall has been, in the space of several months, been transformed into a learning environment that may be the first of its kind in Ontario. The ceremony was emceed by School Chaplain Wayne Lachapelle and Father Rajesh Dsouza (associate pastor at St. Matthew Parish, Oakville) blessed the doorways of the room and led us in the Prayer of St. Carlo Acutis. The creation of this learning environment is due to the collective vision and commitment of many: school administration and staff, curriculum consultants, facilities managers, IT leaders and technologists as well as, most importantly, the students of St. Ignatius of Loyola Catholic Secondary School. It was, in fact, the students who made the decision to name the room in honour of the world's first millennial saint, St. Carlo Acutis, who fervently believed that emerging technologies, and their use by the youth of the world, could be readily employed to glorify God and build a kingdom of peace, justice, and joy in the Holy Spirit.



## International Baccalaureate (IB) Programme at St. Kateri Tekakwitha Catholic Secondary School (Update from 2025)

St. Kateri Tekakwitha Catholic Secondary School in Milton has officially been authorized as an International Baccalaureate (IB) World School for the Diploma Programme, marking a significant milestone for the school community and the HCDSB. Last year, a Director's Report noted that several steps were required:

- May 1, 2025: End of Consultation and consultant's final report to the IB
- June 1, 2025: School's Submission of Application of authorization
- October 2025: IB Verification Team Two-day Visit
- January 2026: Confirmation of authorization from the IB Director General
- September 2026: First teaching of IB Diploma students

Having reached the penultimate step, St. Kateri Tekakwitha Catholic Secondary looks forward to September of this year. The IB Programme at St. Kateri Tekakwitha Catholic Secondary School will be available to all Grade 11 and 12 students living in Milton and Halton Hills. This rigorous programme extends beyond traditional coursework, fostering key transferable skills such as critical thinking, problem-solving, and strong communication. Around the world, IB Diploma Programme graduates frequently pursue post-secondary education, and many Ontario IB schools report university acceptance rates approaching 100%.

### Believing:

#### Installation of Bishop Joseph Dabrowski

On Monday, February 2, 2026, the Diocese of Hamilton welcomed its newest shepherd, Bishop Joseph Dabrowski. His installation was held at the Cathedral Basilica of Christ the King in Hamilton, where several hundred of the faithful gathered in an atmosphere of profound joy and unity. The altar was graced by the presence of numerous current and retired bishops and cardinals, as well as an emissary representing Pope Leo XIV.

In his homily, the bishop articulated his vocation as one of fostering connection and reconciliation, stating, "To those who may feel distant or uncertain, please know that you have a place in the diocesan family. The Church is for everyone."

As a member of the Michaelite religious community, he underscored his longstanding commitment to ministry with young people, affirming that such outreach will constitute a central element of his episcopal service. He referred to the youth of the diocese as the "hope and promise of the Church."

Bishop Dabrowski also reflected on the significance of his installation coinciding with the Feast of the Presentation of the Child Jesus in the Temple, a liturgical celebration instituted by St. John Paul II in 1997 to honour consecrated life. He emphasized that religious institutions, including those dedicated to education, are called to "bear Jesus to the world." Addressing those gathered, he added, "I see the living reflection of the body of Christ."



### Belonging:

#### Canadian Cancer Society Grateful for HCDSB Community Generosity

As we entered the Christmas holiday break, we were honoured and humbled to receive a letter from the Canadian Cancer Society expressing gratitude for our Board's continued support of its annual Relay for Life. Students across HCDSB's secondary schools demonstrated remarkable dedication and creativity as they organized individual school events that united their communities in a shared mission of hope. Together, these schools raised an outstanding \$742,156.11.

Matt O'Brien, Director, Signature Programs of the Canadian Cancer Society wrote, *"These events have become a source of hope for people with cancer and their loved ones, while at the same time providing students with an opportunity to learn about philanthropy and the power of helping others."*

### Becoming:

#### Jill of All Trades

On Thursday, February 19, 2026, Mohawk College School of Skilled Trades & Apprenticeship will be hosting its Jill of All Trades event, a day dedicated promoting careers in the trades among our female secondary students. This dynamic, hands-on event will introduce learners to a wide range of trades, technology fields, and apprenticeship pathways. Jill of All Trades Day also offers the chance to learn about trade-focused courses that can support students' future post-secondary goals.

Workshops will include such pathways as, Autobody Collision and Repair; Industrial Mechanic Millwright; Carpentry; Heating Refrigeration and Air Conditioning; Elevating Device Mechanics; Welding; Truck & Coach Technician; Sheet Metal; and Electrical.

These workshops are created to inspire young women to explore the possibilities and advantages of pursuing a career in skilled trades and technology. HCDSB currently has twenty-four (24) students registered for this wonderful opportunity.

### Conclusion

HCDSB remains deeply committed to fostering the core values of Achieving, Believing, Belonging, and Becoming. As we enter the Lenten season, a time of thoughtful reflection, renewal, and preparation, we continue to encourage our students, staff, and families to embrace meaningful opportunities for growth, challenge, and spiritual enrichment. Guided by our current theological theme, *"What Does the Lord Ask of You?"*, we walk forward together in faith, hopeful for a future filled with promise and possibility.

Report Prepared and Submitted by:

John Klein  
Director of Education and Secretary of the Board



|  |           |
|--|-----------|
| 2026-2027 Budget Estimates – Schedule and Consultation | Item 11.2 |
| February 17, 2026                                      |           |

### Alignment to Strategic Plan

This report is linked to our strategic priority of **Achieving: We hold high expectations for all.**

### Purpose

To provide the Board of Trustees with information on the Ministry of Education’s Funding consultation and the 2026-2027 Budget Estimates schedule and consultation approach.

### Comments

#### 1. Ministry of Education: 2026-2027 Education Funding Engagement Guide

The Ministry of Education did not provide an Education Funding Engagement Guide to school boards for sector feedback on the 2026-27 budget. In the past, this engagement guide was to allow school boards and other relevant stakeholders the opportunity to provide input into various areas.

#### 2. Budget Schedule (Appendix A)

Appendix A is a timeline for the Board’s 2026-2027 Budget Estimates.

The critical steps in the development of the 2026-2027 Budget include the following:

- Establishing budget priorities;
- The review of programs, initiatives and services offered by the school board and the development of school budgets during February, March and April;
- Development of 2026-2027 salary and benefits budgets during April 2026 (based on the March 31, 2026, enrolment count date);
- Regular meetings with Senior Staff, discussing the 2026-2027 budget development, and,
- The Board of Trustees receives regular budget estimates updates, culminating in the final Budget Estimates report submitted for approval on June 16, 2026.

The estimated due date for the Budget Estimates for 2026-2027 to the Ministry is June 30, 2026. The Halton Catholic District School Board’s public website will also list the budget process and timelines. The school community, Catholic ratepayers, Staff, and the public are encouraged to



participate in the Budget process by responding to the online survey, which will open in March 2026. Email communication will be sent out in advance.

### Next Steps

The following steps in the budgeting process include:

- Senior Staff will establish the operating budget priorities for 2026-27 in February.
- Senior Staff will meet regularly to review the budget process.
- Public input and consultation through an online survey will occur in March. This will also include the Trustees' input.
- The 2026-2027 Core Education Funding (Core Ed) is expected to be released late spring. After the release, a report to the Trustees will be presented at a future Regular Board Meeting.
- A budget presentation to the Special Education Advisory Committee (SEAC) is scheduled for April 27, 2026.
- A preliminary Budget will be presented to Trustees in early June at a Special Board meeting before presenting the final Budget Estimates at the June 16, 2026, Regular Board Meeting for Board approval.

### Conclusion

Staff have begun preparing the 2026-2027 Budget Estimates, anticipating the 2026-27 Core Education Funding announcement in late spring 2026. Board staff is committed to maintaining Halton Catholic District School Board's reputation for quality education and offering dynamic programming in safe and effective learning environments. Staff will provide updates to the Board as new information becomes available.

**Report Prepared by:** C. Dalrymple  
Manager, Budget & Capital

A. Cross  
Senior Manager, Financial Services

**Report Reviewed by:** A. Lofts  
Chief Financial Officer and Treasurer of the Board

**Report Submitted by:** J. Klein  
Director of Education and Secretary of the Board

Halton Catholic District School Board  
2026-27 Budget Estimates Schedule

| Date      | Completed | Item                                     | Description of Activity   |
|-----------|-----------|--|---|
| 03-Sep    | ✓         | Ministry Memorandum 2025:SB05            | Memorandum Issued: 2026-27 Core Education Funding ("Core Ed") Enrolment Forecast - 2025-26 Initial Enrolment and 2026-27 Enrolment Forecast |
| N/A       | ☒         | Ministry 2026-27 Education Funding Guide | The Ministry did not issue any invitation for feedback on the 2026-27 Education Funding.  |
| 17-Feb    |           | Budget Plan                              | Discuss 2026-27 Budget Plan at Administrative Council   |
| 17-Feb    |           | Budget Estimates Schedule                | Present 2026-27 Budget Estimates Schedule   |
| Feb       |           | Board Objectives                         | Administration to develop budget objectives and operational priorities  |
| Feb       |           | Budget Estimates Objectives              | Talk to Chair and Vice-Chair about Objectives Determined at Admin   |
| Feb       |           | Enrolment Projections                    | Preliminary Enrolment Projections   |
| Feb       |           | Program Identification                   | Categorizing existing programs to determine alignment with operational priorities   |
| Feb / Mar |           | Departmental Budget Reviews              | Discuss operational requirements with departments   |
| Mar       |           | Public Consultation                      | Develop with Sr. Staff/Communication/Research questions for survey  |
| Mar       |           | Public Consultation                      | Open online survey on 2026-27 Budget Estimates Process  |
| Mar       |           | Consultation                             | Trustee Consultations   |
| Mar       |           | PVP Sub-Committee                        | Discuss priorities with PVP working group for input   |
| Mar       |           | Enrolment Projections                    | Update Enrolment Projections  |
| Mar       |           | Costing                                  | Costing identified programs including operational and investment initiatives  |
| Mar       |           | Admin Council                            | Discuss existing operational and investment initiatives, including expected costs   |
| Mar       |           | Public Consultation                      | Review and collate results of online budget survey  |
| Mar       |           | Admin Council                            | Discuss projected enrolment for 2026-2027   |
| Mar       |           | Public Consultation                      | Review budget survey results at Administrative Council  |
| 31-Mar    |           | Salary and Benefits Budget               | Salary and FTE staffing "snapshot" from HR/Payroll System (base for 2026-27 Budget)   |
| Apr       |           | Salary and Benefits Budget               | Send FTE staffing reports to Superintendents for review and confirmation  |
| Apr       |           | Enrolment Projections                    | Finalize Enrolment and ADE projections  |
| Apr       |           | Salary and Benefits Budget               | Receive FTE staffing confirmations (by this date)   |
| Apr       |           | PVP Sub-Committee                        | Update on programs and initiatives that impact schools  |
| Apr       |           | Decision Process-Investments             | Establish evaluation protocols on programs  |
| Apr       |           | Admin Council                            | Discuss Budget findings   |
| Apr       |           | Ministry Memorandum                      | Expected Release of Core Education Funding (Core Ed) and Responsive Education Programs (REP)  |
| Apr       |           | Release of EFIS Forms                    | Expected Release of EFIS Forms and Instructions   |
| 21-Apr    |           | Budget Update                            | Present the Board of Trustees the results of the Online Survey  |
| 21-Apr    |           | Ministry Memorandum                      | Present the Board of Trustees the Core Education (Core Ed) and REP Report for 2026-27 if Available  |
| Apr       |           | Salary and Benefits Budget               | Funded FTE Allocations calculated (based on 2026-27 Core Ed)  |
| 27-Apr    |           | SEAC Budget Presentation                 | Present Special Education Funding / Budget Challenges and Priorities - SEAC (possibly Apr 27)   |
| May       |           | Salary and Benefits Budget               | Complete Salary and Benefits Budget   |
| May       |           | Salary and Benefits Budget               | Discuss Salary and Benefits Budget at Administrative Council  |
| May       |           | PVP Sub-Committee                        | Update on programs and initiatives that impact schools  |
| May       |           | School Budgets                           | Development of School Budgets Based on Forecasted Enrolment   |
| May       |           | Admin Council                            | Budget Estimates Update   |
| 19-May    |           | Budget Estimates Update                  | Budget Estimates Update to Board of Trustees  |
| May       |           | Trustee Budget Working Session           | 2026-27 Budget Estimates: Trustee/Senior Staff Budget Consultation Session  |
| May       |           | Admin Council                            | Budget Deliberation   |
| 02-Jun    |           | Budget Estimates Report (Draft)          | Present Draft Budget Estimates Report to Board of Trustees  |
| Jun       |           | Admin Council                            | Budget Estimates Update   |
| Jun       |           | Admin Council                            | Budget Estimates Draft Report   |
| 16-Jun    |           | Budget Estimates Report (Final)          | Final Budget Estimates Report to the Board for Approval   |
| 26-Jun    |           | Budget Estimates Report (Final)          | Post Final Budget Report on Public Website  |
| 26-Jun    |           | Ministry Memorandum                      | Submission of Budget Estimates to the Ministry (EFIS)   |
| 26-Jun    |           | Budget Estimates Report (Final)          | Submission of Budget Estimates to OCSTA (EFIS)  |

Note 1: Items highlighted in "green" are Board meetings.

Note 2: Items highlighted in "blue" are Special Board meetings.

**Construction Report - February 2026**



Building site pad.

**Upcoming Work**

- Awarding of construction contract.

If you have any comments or questions about the new school, please contact Ryan Merrick, Chief Operations and Sustainability Officer, Facility Management Services, at (905) 632-6300 or e-mail [merrickr@hcdsb.org](mailto:merrickr@hcdsb.org).

**Construction Report - February 2026**



Installation of site services underway.

**Upcoming Work**

- Continue site services
- Footings and foundations

If you have any comments or questions about the new school, please contact Ryan Merrick, Chief Operations and Sustainability Officer, Facility Management Services, at (905) 632-6300 or e-mail [merrickr@hcdsb.org](mailto:merrickr@hcdsb.org).



## Regular Board Meeting

|                                |                  |
|--------------------------------|------------------|
| <b>Student Trustees Update</b> | <b>Item 12.1</b> |
| Tuesday, February 17, 2026     |                  |

### Alignment to Strategic Plan

This report is linked to the strategic priorities:

- Achieving:** We hold high expectations for all.
- Believing:** We are distinctly Catholic.
- Belonging:** We are a community that accompanies.
- Becoming:** We are on a journey together.

### Achieving:

The Student Trustees, in collaboration with the Student Senate, have been working to improve student achievement across the board. The Student Senate reviewed five proposals last meeting, ranging from fundraisers to social media regulations to environmental initiatives. In particular, Student Achievement and Leadership’s Community Awareness Program has passed and is now being implemented. As a reminder, this proposal outlines initiatives to help grade 9 students integrate into the school community, including the facilitation of multiple club fairs by student-led organizations. In addition, the sub-committee is meeting twice in February to ensure implementation of the proposal is going well and perhaps create another one.

### Believing:

My fellow student trustees, senators, and the student body have been working to continue nurturing faith through a range of initiatives, most notably the Student Senate’s recent Funding Futures project and OSTA-AECO’s Charisms of Saints initiative. The Funding Futures program enables students to assemble care packages containing items such as grocery gift cards, school supplies, and hygiene products for vulnerable youth, in partnership with the Children’s Aid Society of Halton (CAFH). Through this project, we hope to bring students together, united by the values of compassion, charity, and stewardship, to support and empower students across Halton. On the provincial level, the Charism of Saints project, led by OSTA-AECO’s CEIG Cabinet, is dedicated to strengthening faith formation by having student trustees collaborate to create resource packages that highlight the lives and teachings of various Saints. Students are



encouraged to reflect on how the Saints' leadership, service and spiritual dedication can guide their own lives. Together, these initiatives provide incredible opportunities for students to deepen their faith, act with compassion, and build a stronger faith community.

### Belonging:

This month's General Senate Meeting demonstrated how we continue to grow together through thoughtful dialogue and student leadership. In particular, the Senate demonstrated this pillar by engaging in meaningful discussions about the responsible use of AI. Senators explored complex and sometimes challenging questions through short, purposeful AI engineering games focused on safety. These activities helped us better understand how artificial intelligence can be incorporated into our daily academic lives while still upholding integrity, accountability, and Catholic values. Rather than avoiding the topic, students leaned into the uncertainty surrounding emerging technology, recognizing both its benefits and its risks. Importantly, our conversations emphasized that as we navigate AI use, our approach must be rooted in empathy. Students learning to use new technologies responsibly should be guided and supported, not judged, ensuring that everyone feels accompanied and valued as we adapt together as a community.

### Becoming:

This month, we are pleased to share several student-led initiatives passed by our wonderful senators, which will be implemented in the coming months. Initiatives such as Faith in Action's Funding Futures bring students together to support vulnerable youth, while Environmental Stewardship's Popcorn Disposal proposal encourages environmentally responsible practices following school events. Additionally, student-led advocacy efforts, including Special Education's Neurological Conditions awareness campaign and a board-wide mental health video spearheaded by our media team, help ensure that students feel seen, understood and supported by their peers.

Together, these projects strengthen the pillar of Becoming by amplifying student voices, promoting well-being, and building a school culture rooted in inclusion, awareness, mutual support, and empowerment.

#### Report Prepared and Submitted by:

R. Hanna  
Student Trustee, Oakville

V. Parasram  
Student Trustee, Burlington

M. Adeleye  
Student Trustee, North Halton

#### Report Approved by:

J. Klein  
Director of Education and Secretary of the Board