

POLICY BDF – Petitions

Petitions provide an opportunity for electors to communicate concerns to the Board of Trustees.

PURPOSE

To provide clear guidelines and procedures for the submission, review, and notification regarding petitions.

DEFINITIONS

Elector means a person who is eligible to vote in a PWPSD election as defined in section 1 of the *Local Authorities Election Act* and section 1 of the *Education Act*.

Petition means a formal written request, signed by the required number of petitioners that is presented to PWPSD with respect to a particular request.

Petitioner means an individual who signs a petition to PWPSD with respect to a particular request.

Witness means an adult person who claims that they were personally present and saw the petitioner sign his/her name and that the petitioner met the required criteria.

Funded Student means the number of students enrolled in and attending a school operated by PWPSD on the last day of September on which instruction is provided.

GUIDELINES & PROCEDURES

1. General

- a) Petitions must be submitted in the prescribed form. See [Policy BDF Exhibit 1 – Petition Template](#).
- b) This policy does not apply to petitions for the establishment of a separate school district under section 102 of the *Education Act* or the disestablishment of a separate school division under section 110 of the *Education Act*.
- c) This policy does not apply to petitions related to construction, purchase, or lease of non-school buildings within PWPSD as legislated under section 190 of the *Education Act*.
- d) This policy does not apply to recall petitions as legislated under section 96.1 of the *Education Act*.

2. Number of Petitioners

- a) Consistent with the *Petitions and Public Notices Regulation*, the number of signatures required for a petition is 10% of the number of funded PWPSD students.

3. Petitioner Requirements

- a) Each person that signs the petition must be an elector of PWPSD.
- b) All signatures on the petition must be accompanied by:
 - i) an accurate statement of purpose consistent with the petition;
 - ii) printed surname and given names of the petitioner;

- iii) the primary address of the petitioner including the street or rural address or legal land description. A Postal Box number will not be accepted;
 - iv) petitioner's phone number or email address; and
 - v) the date on which the petitioner signed the petition.
4. **Witness**
- a) The signature of a witness must be next to each petitioner's signature.
 - b) Witnesses must:
 - i) determine that the petitioner is 18 years of age or older;
 - ii) reside within PWPSD geographical boundaries;
 - iii) be present for the signing of the petition; and
 - iv) attach to the petition a signed statement confirming that all petitioners whose signatures he/she has witnessed are entitled to sign the petition.
5. **Petition Submission**
- a) Petitions are submitted utilizing the Alberta Education form.
 - b) Each page of the petition must contain an identical statement:
 - i) of the purpose of the petition; and
 - ii) on the protection of personally identifying information.
 - c) All petitions and statements are filed with the Corporate Secretary of PWPSD.
 - d) Once submitted, no signatures may be removed from a petition.
6. **Elector Representative**
- a) Each petition should have an elector to act as a representative. An elector must attach a signed statement to the petition confirming:
 - i) the elector represents the petitioners; and
 - ii) the elector will be the contact person and all inquiries and communications by PWPSD will be directed to this person.
7. **Review of the Petition**
- a) Once submitted, the Corporate Secretary will:
 - i) identify the number of signatures;
 - ii) determine if the petition meets the requirements set out in this administrative regulation and the *Petitions and Public Notices Regulation*;
 - iii) notify the elector representative, in writing, of the results of the review; and
 - iv) advise the Board of Trustees of the results of the review.
8. **Insufficient Petition**
- a) If the petition is deemed insufficient, PWPSD will proceed as if the petition was not presented.
 - b) The petitioners may appeal to the Court of King's Bench in accordance with the *Petitions and Public Notices Regulation*;
 - c) PWPSD will only proceed with the petition if and after the Court of King's Bench deems the petition to be sufficient.
9. **Sufficient Petition**
- a) Once deemed sufficient by the Corporate Secretary, PWPSD must, within thirty (30) days of the decision establish a committee to review the petition.

- b) The committee reviews the purpose of the petition and provides recommendations to PWPSD in response.
- c) The Corporate Secretary will provide written notification of the outcome of the review to the elector representative within ninety (90) days of the date of the written notification declaring the sufficiency of the petition.

REFERENCES

Cross References:

[Exhibit 1](#) – Petition Template

Legal References:

[Education Act](#), Sections 96.1, 102, 110, 190, 247, 248, 250

[Municipal Government Act](#), Section 1

[Local Authorities Election Act](#), Section 1

[Petitions and Public Notices Regulation](#)

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Next Review: 2027/2028