

Administrative
Regulation No.
1007

Classification:
General

Effective Date:
May 17, 2021

Petitions

1 | Purpose

The purpose of this administrative regulation is to:

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

2 | Scope

This administrative regulation applies to:

- any individual seeking to utilize a petition; and
- CBE staff involved with the administration of petitions and public notice.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this administrative regulation.

4 | Principles

The following principles apply.

- Clear guidelines and procedures provide open and transparent communication between CBE and the community.
- Petitions provide a direct means of communication between CBE and the public.

5 | Definitions

CBE: means The Calgary Board of Education.

Elector: means an individual who is eligible to vote in an election as defined in section 1 of the *Municipal Government Act* and section 1 of the *Local Authorities Election Act*.

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

Petitioner: means an individual who presents a petition to CBE with respect to a particular request.

Signatory: means the individual who signed a petition with other signatories to a petition.

Witness: means an adult person who claims that they were personally present and saw the petitioner sign their name.

6 | Regulation Statement

General

- 1) Petitions must be submitted in the prescribed form.
- 2) This administrative regulation 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*.
- 3) This administrative regulation does not apply to petitions related to construction, purchase or lease of non-school buildings within CBE as legislated under section 190 of the *Education Act*.

7 | Procedure

Number of Petitioners

- 1) Consistent with the Alberta *Petitions and Public Notices Regulation*, the number of signatories required for a petition is the lesser of 5000 electors and the number of electors that is equal to 10% of the number of funded students of the board.

Signatories

- 2) All signatories must be an elector.
- 3) All signatories must contain:
 - a) an accurate statement of purpose consistent with the petition;
 - b) printed surname and given names of the petitioner;
 - c) signature of the petitioner;
 - d) the primary address of the petitioner including the street address or legal land description;
 - e) petitioner's phone number or email address; and
 - f) the date on which the petitioner signed the petition.

Witness

- 4) All signatories must have the signature of a witness next to the petitioner's signature.
- 5) Witnesses must:
 - a) determine that the petitioner is 18 years of age or older;
 - b) reside within CBE geographical boundaries;
 - c) be present for the signing of the petition; and

- d) sign an affidavit stating the signature of the petitioner is that of the person entitled to sign the petition.
- Petition Submission**
- 6) Petitions are submitted utilizing the Alberta Education form.
 - 7) Each page of the petition must contain an identical statement:
 - a) of the purpose of the petition; and
 - b) on the protection of personally identifying information.
 - 8) All petitions and affidavits are filed with the Corporate Secretary of the CBE.
 - 9) Once submitted, no signatures may be removed from a petition.
- Elector Representative**
- 10) Each petition should have an elector to act as a representative. An elector must attach to the petition a signed statement confirming:
 - a) the elector represents the petitioners; and
 - b) the elector will be the contact person and all inquiries and communications by the Board will be directed to this person.
- Review of the Petition**
- 11) Once submitted, the Corporate Secretary will:
 - a) identify the number of signatories;
 - b) determine if the petition meets the requirements set out in this administrative regulation and the Petitions and Public Regulation; and
 - c) notify the elector representative, in writing, of the results of the review.
- Insufficient Petition**
- 12) If the petition is deemed insufficient, CBE will proceed as if the petition was not presented.
- Appeal**
- 13) The petitioners may appeal to the Court of Queen’s Bench in accordance with the Public Petition and Notices Regulation.
 - 14) The CBE will only proceed with the petition if and after the Court of Queen’s Bench deems the petition to be sufficient.
- Sufficient Petition**
- 15) Once deemed sufficient by the Corporate Secretary, CBE must, within thirty (30) days of the decision establish a committee to review the petition.
- Petition Review Committee**
- 16) The committee reviews the purpose of the petition and provides recommendations to the CBE in response.

**Petition
Outcome**

17) 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.

8 | History

Approval	May 17, 2021
Next Review	2026
Revision/Review Dates	

9 | Related Information

- *Education Act*
- *Municipal Government Act*
- *Local Authorities Election Act*
- Petitions and Public Notices Regulation