



104BP Establishment of Wards

APPROVED: 2024.11.27 (2020.08.19)

AMENDED: 2024.11.05

REVIEWED: 2024.11.27 (2023.10.18)

LEGAL REFERENCE:

- *Education Act, Section 76, 260*

CROSS REFERENCE:

- [Bylaw #01-2024](#)

POLICY STATEMENT:

The Board establishes wards to direct the operations of the school division and to guide trustee elections.

As per Section 76(1) of the *Education Act*, the Board establishes the nomination of Trustees by electoral wards within the boundaries of Buffalo Trail Public Schools as defined under Bylaw #01-2024 "Electoral Wards "

The Board may, if deemed necessary, adjust its electoral boundary wards and /or the number of trustees through a revised bylaw.

- a) The bylaw must be passed prior to December 31 in the year prior to the next general election in order to apply to that next general election.
- b) The bylaw does not apply to or affect the composition of the Board until the date of the next general election to which the bylaw applies.
- c) The Board shall provide a copy of a bylaw passed to the Minister as soon as possible after the bylaw is passed and before December 31 in the year prior to an election year.
- d) The Board shall establish, implement and make publicly available a policy respecting the considerations and process used by the Board to determine ward structures.

Considerations for Determining Ward Structures and Number of Trustees

Wards must if practicable provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the board as the population of the ward is to the population of the school division.

When considering any revision to electoral boundaries and/or number of Trustees, the Board shall consider the following;

- a) Fair representation
- b) General population
- c) School enrollment
- d) Transportation Service Area
- e) Sparsity and density of population
- f) Wherever possible, existing municipal boundaries
- g) Geographical features, including existing road systems
- h) The desirability of understandable and clear boundaries and
- i) Any other factors it considers to be appropriate

Process for Determining Ward Structures and Number of Trustees

- a) The Board may contract with a consultant to research and present information to the Board and to the public.
- b) Prior to any change in ward boundaries and/or the number of Trustees within a ward, the Board shall provide the public with an opportunity for input. The Board will determine the type, the number and location(s) and advertising process of the public consultation. Information presented will include applicable legislation, current ward structures, current populations from the most recent census data and any other information deemed necessary.
- c) After taking into consideration public input, information from the requirements of the *Education Act* and *Electoral Boundaries Commission Act*, the Board will determine, at a Regular Board Meeting, whether any changes are necessary to the ward boundaries and/or the number of Trustees.