

# Administrative Procedure 158

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## PETITIONS AND PUBLIC NOTICES

### Background

The Division is committed to the democratic processes of engagement with communities and stakeholders. *The Education Act S.A. 2012 E-0.3* and the *Petitions and Public Notices Regulation AR 91/2019* requires that boards establish a process for receiving and dealing with petitions that may arise as a result of the Board acting in its legislated capacity re: the provision of education throughout the Division. All petitions to the Board of Trustees must comply with the aforementioned legislation and regulation.

### Procedures – Petitions

1. A petition must be signed by at least the lesser of 500 electors, and the number of electors that is equal to 25% of the number of funded students of the Board.
2. The following information must be present on a petition:
  - 2.1 Each page of the petition must contain an accurate statement of the purpose of the petition that is identical to the statement contained on all other pages of the petition
  - 2.2 For each petitioner:
    - The printed given name and surname or initials
    - The petitioners signature
    - The street address of the petitioner or the legal description of the land on which the petitioner lives
    - The petitioners telephone number or e-mail address, if any, and
    - The date on which the petitioner signs the petition.
  - 2.3 Every page of a petition must contain a statement that the personal information contained in the petition
  - 2.4 Petitioner's witness:
    - Each petitioner's signature must be witnessed by an adult person who must sign opposite the signature of the petitioner.
3. The following shall be excluded in determining the number of petitioners on a petition:
  - 3.1 A person whose signature appears on a page of the petition that does not contain an accurate statement of the purpose of the petition identical to the statement contained on all the other pages of the petition;
  - 3.2 A person whose signature is not witnessed;
  - 3.3 A person whose address is not set out or is incorrectly set out;
  - 3.4 A person who is not an elector.
4. No name shall be removed from a petition after it has been received by the Board.
5. When the petitioners wish to present a petition to the Board, they shall do so by filling the petition with the Assistant Superintendent, Corporate Services

6. When a petition is filed with the Assistant Superintendent Corporate Services, the Assistant Superintendent shall:
  - 6.1 Determine the number of petitioners that have signed the petition;
  - 6.2 Determine whether the petition meets the requirements of section 1, 2 and;
  - 6.3 Having made the determination under section 5.1 and 5.2, declare the results of the determination, and provide written notification of the declaration to the petitioners.
7. If the petition is found under section 5 to be insufficient, the Board shall proceed as if the petition had not been presented to the Board.
8. If a petition is determined sufficient by the Assistant Superintendent, Corporate Services, the Board shall, within 30 days of the date of the written notification declaring the results of the determination made under section 5, establish a committee to review the petition.
9. The committee shall review the purpose of the petition and provide recommendations to the Board in response to the purpose of the petition.
10. The Assistant Superintendent, Corporate Services shall provide the petitioners with written notification of the outcomes of the review within 90 days of the date of the written notification declaring the results of the determination made under section 5
11. When public notice, including notice of a public meeting, is required to be given under the Act, the notice must be given as follows:
  - 11.1 By publishing the notice at least once a week for 2 consecutive weeks in at least one newspaper that has general circulation in the area in which the petition is relevant in and;
  - 11.2 By posting the notice for 10 business days in at least 2 areas that the Assistant Superintendent, Corporate Services considers appropriate and;
  - 11.3 By posting the notice on Foothills School Divisions website, as well as on the website of any pertinent schools.

## 12. Student Petitions

- 12.1 The Superintendent will receive all student petitions as information
- 12.2 Each page of the student petition must contain an accurate statement of the purpose of the petition identical to the statement contained on all the other pages of the petition, and the full name of the student representing the student petitioners.
- 12.3 Student petitions must include the following for each student:
  - The printed given and surname or initials of the student
  - The student's school of attendance
  - The student's signature,
  - The date on which the student signs the petition
- 12.4 The name and school of the student who represents the student petitioners must accompany the petition.
- 12.5 The Superintendent will share all relevant/pertinent student petitions with the Board of Trustees providing the above requirements are met.

Reference: Relevant Legislation and Regulations