

## ***Form 10: Establishment of a Separate School District – Petition***

1. Staff of the Business Operations & Stakeholder Support Branch should be contacted regarding the paper work to ensure the information is complete and accurate. You will also need to discuss a suitable date for a meeting of the separate school electors.
2. Number 2 in the form includes four categories of electors – Protestant, Roman Catholic, Other (those who are not Protestant nor Roman Catholic), and those who refuse to declare. Fill in each blank even if the number is “Nil”.
3. You must complete, date and sign the Petition (Form 10) before you take any other action regarding the establishment of the separate school district.
4. Each witness must complete an Affidavit of Witness of Signatures for Petition to Establish a Separate School District. In paragraph 1 of the Declaration, each witness fills in only the names of the Petitioners beside whose signature(s) he or she signs as a witness.
5. Complete all parts of the form.
6. Please note that you must send the original Form 10 to the Business Operations & Stakeholder Support Branch, Alberta Education, before the Minister can establish a separate school district.
7. It is recommended that you send or fax Forms 10 and 12 to the Business Operations & Stakeholder Support Branch as soon as the Petition and advertisement have been completed for review by a Business Operations Manager. If the Petition or advertisement is not completed properly, it may be necessary to make a new Petition and repeat all the next steps for establishment of a district again. It is preferable to address any mistakes in the petition and advertisement before any subsequent steps are conducted.

## ***Form 11: Declaration Notice of Meeting***

1. Ensure that all the information is complete and accurate.
2. The notice advertisement in the newspaper must always include the petitioners' names.
3. Ensure all declarations required by this form are properly notarized. All Exhibits must be attached when you complete the declaration. You cannot attach them later and would need to complete another declaration attaching missing Exhibit(s).
4. Please note that the original of Form 12 (Proposed Separate School District Notice of Public Meeting) must be attached as Exhibit "A".
5. A copy of each of the newspaper advertisements is attached as an Exhibit. The first advertisement that includes the date of the publication would be attached as Exhibit "B" and the second advertisement that includes the date of the publication would be attached as Exhibit "C".
6. You may wish to publish the notice in more than one newspaper to reach as many separate school electors as possible.
7. Where possible, try to ensure one separate school elector carries out all the functions of serving and posting of notices.
8. If different electors carried out the functions of serving and posting, each of those electors must complete a declaration confirming the action he or she carried out. If you are not sure how to complete the declarations, please contact the Business Operations & Stakeholder Support Branch, Alberta Education

## ***Form 12: Proposed Separate School District Notice of Public Meeting***

1. Ensure that all the information is complete and accurate, including the legal land description of the district.
2. You must attach the original Form 12 (with original signatures) to Form 11 and then send both originals to the Business Operations & Stakeholder Support Branch, Alberta Education.
3. You must serve a copy of Form 12 on the public school board at least ten (10) days before the meeting, not counting the date the notice was served and not counting the date of the meeting.
4. It is suggested that you allow extra time to serve the notice within the deadline. If you do not give the public school board the legally required notice, you will have to call a new meeting and repeat all the subsequent steps.
5. You must post a copy of Form 12 in five (5) or more conspicuous places in the proposed 4 x 4 district boundaries. The postings must be 14 days before the actual meeting date, not counting the day the notices are posted and not counting the day of the meeting. For the reasons outlined above, that you should give yourself a few extra days for posting.
6. You must publish a copy of Form 12 in a newspaper circulating in the geographical area of the proposed separate school district once a week for at least two of the three weeks immediately prior to the week containing the date set out in the notice for the public meeting. This means two publications of the notice. This publication must include the names of at least three petitioners.

### ***Form 13: Meeting of Separate School Electors***

1. Make sure that all the information is complete and accurate.
2. The secretary shall record the minutes of the meeting on Form 13, complete with the time the meeting was called to order, the time the poll opened and closed, and the time the meeting was adjourned.
3. Once the ballots have been counted, the results of the poll are recorded.
4. The signature of the secretary and chair are required.

## ***Form 14: Declaration of Petitioners and Separate School Electors***

1. Ensure that all the information is complete and accurate.
2. Form 14 is the instrument used to take the declaration of separate school electors. Separate school electors, who are going to participate in the meeting and vote must sign Form 14. Only those eligible to be separate school electors may participate and vote.
3. **You cannot certify or witness your own signature.** Because you cannot witness your own signature, more than one Form 14 will be required. If there are three petitioners, three Form 14's will need to be completed. If there are four or more petitioners, two Form 14's will need to be completed.

### ***Form 15: Ballot***

1. After the poll book (Form 16) has been signed by the elector, the secretary will initial the folded ballot (Form 15) and give that ballot to the elector.
2. The completed ballot must be returned to a petitioner who has been assigned to monitor the ballot box. The petitioner is to ensure that the initialed ballot is placed in the ballot box.

## ***Form 16: Poll Book***

1. Ensure that all the information is complete and accurate.
2. Ensure that all the voters register in the Poll Book before voting. More than one page may have to be used.
3. If a voter's name appears on the list in Form 16, he or she must also have signed Form 14. You may have fewer separate electors signing Form 16 than those that have signed Form 14, however, you cannot have more signatures than on Form 14.

Since the poll must be open for at least one hour, you might want to consider leaving it open for a little longer than 60 minutes to ensure the time requirement is satisfied.

## ***Form 19: Certificate of Meeting Chair***

- 1 Ensure that all the information is complete and accurate.
- 2 The number of separate school electors is the number of electors that signed the declaration (Form 14).