

**Specifically**

1. Elections/Appointment

1.1 Wards

Within the stipulations of the following Ministerial Orders:

- 067/94 dated July 21, 1994
- 001/2019 dated January 7, 2019
- 034/2019 dated August 15, 2019

The Board, through its By-Law 01-95, has decided to provide for the nomination and election of trustees within the Division by wards.

Copies of the Ministerial Orders are available from the Division Office.

1.1.1 Three wards have been established within Pembina Hills School Division – the Barrhead Ward, the Swan Hills Ward, and the Westlock Ward.

1.1.2 The Barrhead Ward and Westlock Ward each contain three electoral sub-divisions. The Swan Hill Ward contains one electoral sub-division.

1.1.3 One (1) trustee is to be elected in each of the seven electoral sub-divisions.

1.2 Wards may be revised from time to time as determined by the Board.

1.2.1 The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held. If a change is required, it will take effect the following general election.

1.2.2 While determining revised ward boundaries, the Board may take into consideration but is not limited to populations, trading areas, school attendance areas, and growth/depopulation forecasts.

1.2.2.1 In balancing representation by population, the unwritten representation rule that can be used is +/- 25% of the average ward population.

1.2.3 Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.

1.2 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

1.3 By-elections may be held as determined by the Board.

1.3.1 During the three year period immediately following a general election, a by-election need not be held if there is only one vacancy on the Board and

during the fourth year following a general election, a by-election need not be held unless the number of vacancies on the Board reduces the Board to a number that is less than the quorum of the Board plus one.

## **Reference**

[Education Act](#)

[Board Procedures Regulation](#)

[Local Authorities Election Act](#)