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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	BE
<b>Policy Title:</b>	Electoral Wards
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	Education Act S.76, Local Authorities Election Act
<b>Adoption Date:</b>	
<b>Amendment or Re-affirmation Date:</b>	<b>November 2020</b>

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL REVIEW THE EXISTING BOARD STRUCTURE AND WARD BOUNDARIES PRIOR TO DECEMBER 31 OF THE YEAR PRECEEDING THE LOCAL AUTHORITIES ELECTION. AS A RESULT OF THIS REVIEW, A BYLAW SHALL BE PASSED TO EITHER AFFIRM OR AMEND THE EXISTING BOARD STRUCTURE AND WARD BOUNDARIES.

**GUIDELINES**

1. The Associate Superintendent of Finance and Operation shall conduct a division-wide ward review 1 year prior to any election to aid the Board in their board structure and ward review.
  - 1.1. The Associate Superintendent of Finance and Operations shall
    - 1.1.1. Provide the board with potential population and elector counts;
    - 1.1.2. Provide the board with additional factors that may be considered in the establishment of board structure and ward boundaries;
    - 1.1.3. Develop ward boundary scenarios in keeping with the criteria identified in policy; and
    - 1.1.4. Provide the Board with recommendations for the Board's consideration.
2. Each electoral ward shall be represented by at least one (1) trustee.
3. No electoral ward shall have a majority of representatives on the board.
4. To respect public funds and provide for sufficient regional representation, the board shall consist of no more than seven (7) trustees.

**REGULATIONS**

1. The criteria for developing ward boundary recommendations in general order of priority are:

1.1. Communities of Interest

- 1.1.1. Ward boundaries will reflect the attendance boundaries of the schools within the ward. Where boundaries between regular schools and outreach schools overlap, the boundaries of the regular school will be used.
- 1.1.2. Wherever possible, ward boundaries will ensure communities with common interests or sharing a common roadway access are kept within the same ward.
- 1.1.3. Wherever possible, communities with a shared geographic interest will be combined in an electoral ward.

1.2. Total population

- 1.2.1. All calculations will be based on the total population from the most recent federal census.
  - 1.2.1.1. The population represented by each ward will be a consideration in either realigning boundaries or electing additional trustees.
  - 1.2.1.2. Population considerations will not take precedent over ensuring balanced community representation throughout the division.
  - 1.2.1.3. Population data of municipalities readily obtained from Statistics Canada will be used in evaluating populations of potential electoral wards.
  - 1.2.1.4. No effort will be made to separate the population between voters that are affiliated with the Separate or Public school divisions.

1.3. Deviation

- 1.3.1. Where the population represented per trustee is not equal, the board may allow additional trustees to be elected from that ward. The number of additional trustees will be limited by the guidelines regarding:
  - 1.3.1.1. A maximum number of trustees and,
  - 1.3.1.2. No single ward representing a majority of the board.

APPENDIX A

THE HORIZON SCHOOL DIVISION

Bylaw 2020-01

Re: Board Structure and Ward (Electoral Subdivision) Boundaries

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**First Reading of bylaw amendment to Board Structure and Ward (Electoral Subdivision) Boundaries:**

**Moved by Bruce Francis that The Horizon School Division Board of Trustees approve the first reading of Bylaw 2020-01 to provide for the amendment of the board structure and the amendment of ward (electoral subdivision) boundaries as follows:**

**WHEREAS** at certain times some electors and/or trustees have expressed a desire to have the board structure and ward (electoral subdivision) boundaries of The Horizon School Division changed; and

**WHEREAS** section 76 of the *Education Act* of Alberta allows the Board to amend a by-law providing for the number of trustees and the determination of boundaries for wards (electoral subdivisions); and

**WHEREAS** the Board of Trustees of Horizon School Division is desirous of defining the board structure and adjusting the boundaries of the existing wards (electoral subdivision) boundaries;

**WHEREAS** the Board of Trustees of Horizon School Division has determined that:

- Electoral wards will reflect the defined attendance boundaries of the schools within each ward,
- Communities will be fairly represented on the board by defining wards that include at least two (2) communities attendance areas and each ward will have no less than 1 member of the board,
- No single ward will have a controlling share of the votes on the board,
- Total board members shall not exceed seven (7),
- After other representation requirements have been fulfilled, additional trustees may be elected from a ward in recognition of disproportionate population distribution.

**NOW THEREFORE**, be it resolved that, in accordance with *section 76* of the *Education Act*, changes be made to The Horizon School Division (electoral subdivision) boundaries, to be in effect for the October 2021 local authorities election, as follows:

**Ward One (1)**, representing the communities of Lomond, Enchant and surrounding areas, shall be comprised of those lands within The Horizon School Division between the following described boundaries:

Northern Boundary: South of Township 18.

Eastern Boundary: West of the Bow River between Range 18 Township 17 Section 36 and Range 16 Township 16 Section 5; North of Range 16 Township 15 Section 31,32 and Range 17 Township 15 Sections 35,36; West of Range 16 Township 15; West of Range 17 Township 15

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Sections 2,11,14,23,26,35; West of Range 17 Township 14 Sections 4, 10, 15, 22, 27, 34; West of Range 17 Township 13 Sections 18, 19, 30, 32.

Southern Boundary: Highway 524 and Township Road 13-2 North of Range 18 Township 13 sections 7, 8, 9, 10, 11, 12 and North of Range 19 Township 13 sections 11, 12; the County of Lethbridge (North of Range 20 Township 13 Sections 35, 36; North of Range 19 Township 13 Sections 31,32,33,34; East of Range 19 Township 13 Sections 34, 27, 22, 25).

Western Boundary: East of the Traverse Reservoir, Lake McGregor and Vulcan County Range 20 Township 14 Sections 3, 6, 8, 18.

**Ward Two (2)**, representing the communities of Hays, Vauxhall and surrounding areas, shall be comprised of those lands within The Horizon School Division between the following described boundaries:

Northern Boundary: South of Township 16 and the Bow River South of Range 18 Township 13 sections 13, 14, 15, 16, ,7,18.

Eastern Boundary: West of the Bow River.

Southern Boundary: North of Range 18 Township 11 Sections 19, 20, 21, 22, 23, 24 and Range 17 Township 11 Sections 19, 20, 21, 22, 23, and 24 and Range 16 Township 11 Section 19; North of the Old Man River between Range 16 Township 11 Section 19 and Range 13 Township 11 Section 22.

Western Boundary: East of Range 17 Township 15 Sections 3, 10, 15, 22, 27, 34; East of Range 17 Township 14 Sections 3, 9, 18, 21, 28, 33; East of Range 17 Township 13 Sections 13, 24; South of Range 18 Township 13 Sections 13, 14, 15, 16, 17, 18; East of the County of Lethbridge at Range 18 Township 13 Sections 1, 12, Range 18 Township 12 Sections 1, 12, 13, 24, 25, 36, Range 18 Township 11 Sections 25, 36.

**Ward Three (3)**, representing the communities of Barnwell and Taber, shall be comprised of those lands within The Horizon School Division lying between the following described boundaries:

Northern Boundary: Lying South of Range 18 Township 11 sections 30,29,28,27,26,25; South of Range 17 Township 11 Sections 30, 29, 28, 27, 26, and 25, South of Range 16 Township 11 Section 30, and South of the Old Man River between Range 16 Township 11 Section 30 and Range 14 Township 11 Section 17.

Eastern Boundary: West of Range 14 Township 11 sections 17,8,5; West of Range 14 Townships 10, 9, 8, 7, 6. West of Range 14 Township 5 sections 31, 30.

Southern Boundary: Northern edge of the coulee running South-East between Range 17 Township 6 Section 30 and Range 15 Township 5 Section 25.

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Western Boundary: East of Range 19 from Range 19 Township 11 Section 24 south to Range 19 Township 9 Section 13 (Chin Lakes); North of Chin Lakes from Range 18 Township 9 Section 7 to Range 17 Township 8 Section 2; South of Range 17 Township 8 Sections 2, 3, 4, 5, 6; East of Range 18 Township 7, Sections 1, 12, 13, 24, 25, 36; East of Range 18 Township 7 Sections 1, 12, 13, 24, 25, 36; East of Range 18 Township 6 Sections 25, 36.

**Ward Four (4)**, representing the communities of Grassy Lake Warner and surrounding areas, shall be comprised of two areas within The Horizon School Division lying between the following described boundaries:

Area 1 (Surrounding Grassy Lake)

Northern Boundary: South of the Old Man River between Range 14 Township 11 Section 17 and Range 12 Township 11 Section 12.

Eastern Boundary: West of the County of Forty Mile from Range 12 Township 11 Section 7 south to Range 12 Township 7 Section 6.

Southern Boundary: North of the County of Forty Mile from Range 13 Township 7 Section 1 to Range 14 Township 7 Section 18.

Western Boundary: East of Range 14 Township 11 Section 18 south to Range 14 Township 7 Section 24.

Area 2 (Surrounding Warner)

Northern Boundary: Northern edge of the coulee running South-East between Range 17 Township 6 Section 30 and Range 15 Township 5 Section 25.

Eastern Boundary: West of the County of Forty Mile between Range 14 Township 7 Section 18 and Range 11 Township 3 Section 28.

Southern Boundary: North of Range 11 Township 3 Section 20 west to Range 16 Township 3 Section 19; West of Range 16 Township 3 Sections 6, 7, 18, 19; North of Range 17 Township 2 Sections 36 west to Range 19 Township 2 Section 36.

Western Boundary: East of Range 18 Township 6 Sections 1, 12, 13, 24, 25, 36; South of Range 18 Township 6 Sections 1, 2, 3, 4, 5, 6; East of Range 19 Township 5 Section 36 south to Range 19 Township 3 Section 1.

**Ward Five (5)**, representing the communities of Coutts, Milk River and surrounding areas, shall be comprised of those lands within The Horizon School Division lying between the following described boundaries:

POLICY BE – WARDS CONT'D

Northern Boundary: South of Range 18 Township 3 Section 6 east to Range 17 Township 3 Section 1; West of Range 17 Township 3 Sections 1, 12, 13, 24; South of Range 16 Township 3 Section 30 east to Range 11 Township 3 Section 29.

Eastern Boundary: West of the County of Forty Mile between Range 11 Township 3 Section 21 and Range 10 Township 1 Section 6.

Southern Boundary: North of the 49<sup>th</sup> Parallel – U.S.A. Border between Range 10 Township 1 Section 6 and Range 19 Township 1 Section 1.

Western Boundary: East of Range 19 Township 2 Section 36 south to Range 19 Township 1 Section 1.

The total number of trustees to be elected within the said wards or electoral subdivisions shall be seven (7). Trustee number from each ward or electoral subdivision is as follows:

Ward One (1):	one (1) trustee
Ward Two (2):	one (1) trustee
Ward Three (3):	three (3) trustees
Ward Four (4):	one (1) trustee
Ward Five (5):	one (1) trustee

**CARRIED UNANIMOUSLY**

2. Moved by **TRUSTEE NAME** that The Board of Trustees of Horizon School Division approve the second reading of the bylaw amendment to Ward (Electoral Subdivision) Boundaries.

**CARRIED UNANIMOUSLY**

**B. Third Reading of bylaw amendment to Ward (Electoral Subdivision) Boundaries:**

3. Moved by **TRUSTEE NAME** that The Board of Trustees of Horizon School Division approve the third reading and final reading of the bylaw amendment to Ward (Electoral Subdivision) Boundaries.

**CARRIED UNANIMOUSLY**

**First, Second and Third Readings made this ## day of MONTH 2020.**

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POLICY BE – WARDS CONT'D

Ward	# of Trustees	Communities	# Regular Schools	# Colony Schools	Regular Schools Enrolment	Colony Schools Enrolment	Total Enrolment	% Enrolment	Enrolment Per Trustee	% Enrollment Per Trustee
1	1	Enchant, Lomond	2	3	197	71	268	8%	268	8%
2	1	Hays, Vauxhall	4	2	354.5	68.5	423	13%	423	13%
3	3	Barnwell, Taber	9	6	1962.75	154	2116.75	64%	706	21%
4	1	Grassy Lake, Warner	3	7	177	132	309	9%	309	9%
5	1	Coutts, Milk River	1	1	180.5	12	192.5	6%	192.5	6%
7		Total	19	19	2871.75	437.5	3309.25			

**Effective Oct 2025**

Ward 1 represents Lomond, Enchant and all colonies north of the Oldman River  
 Ward 4 represents Warner, Grassy Lake, Colonies West of Highway 36 and 4 and colonies in the M.D. of Taber  
 Ward 5 represents Milk River, Coutts and all colonies east of Highway 36 in the County of Warner

Ward	# of Trustees	Communities	# Regular Schools	# Colony Schools	Regular Schools Enrolment	Colony Schools Enrolment	Total Enrolment	% Enrolment	Enrolment Per Trustee	% Enrollment Per Trustee
1	1	Enchant, Lomond	2	5	197	139.5	336.5	10%	336.5	10%
2	1	Hays, Vauxhall	4	0	354.5	0	354.5	11%	354.5	11%
3	4	Barnwell, Taber	9	0	1962.75	0	1962.75	59%	490.7	15%
4	1	Grassy Lake, Warner	3	8	177	199	376	11%	376	11%
5	1	Coutts, Milk River	1	6	180.5	99	279.5	8%	279.5	8%
8		Total	19	19	2871.75	437.5	3309.25			