

Minutes of the Special Meeting of the Board of Trustees of Canadian Rockies School Division was held on Wednesday, December 18, 2024 at 5:07 p.m.

Trustees Present:

Brian Callaghan (Chair), Arlene Rheume (Vice Chair), Carol Picard, Luke Sunderland, Dale Craig

Administration and Staff Present:

C. MacPhee, Superintendent  
D. McKibbin, Deputy Superintendent  
C. Jensen, Treasurer/Associate Superintendent  
J. Bowes, Executive Assistant

Recorder

- 1. Land Acknowledgement**
- 2. Call to Order & Agenda Approval**

The Chair called the meeting to order at 5:00 p.m. with all Trustees present. The Special Meeting was called under *The Local Authorities Election Act*. The Board Chair announced that the meeting had been called to consider the following Agenda Items:

Proposed Bylaw 2024-01 Criminal Record Check  
Proposed Bylaw 2024-02 Amend Candidate Deposit  
Proposed Bylaw 2024-03 Elector Signatures

Agenda 960-2025 Motion: A. Rheume  
That the agenda be approved as presented.  
Carried

**3. Directive for Action - [Bylaw Additions and Amendments](#)**

Bylaw 2024-01 961-1-2025 Motion: D. Craig  
THAT the Board of Trustees moves forward with proceeding to a first reading for Bylaw Number 2024-01, being a Bylaw of The Canadian Rockies School Division that every nomination of a candidate for the office of trustee must be accompanied with a criminal records check issued no earlier than 30 calendar days prior to the date the nomination is submitted.  
Carried Unanimously

Treasurer/Associate Superintendent C Jensen read The Canadian Rockies School Division Bylaw Number 2024-01, Criminal Record Check, in its entirety for the record

A discussion was held

Bylaw 2024-01 961-2-2025 Motion: C. Picard  
THAT the Board of Trustees approves first reading of Bylaw Number 2024-01, being a Bylaw of The Canadian Rockies School Division that every nomination of a candidate for the office of trustee must be accompanied with a criminal records check issued no earlier than 30 calendar days prior to the date the nomination is submitted,  
1 in favor; 4 against  
Motion rejected

Bylaw 2024-02	962-1-2025	<p>Motion: A. Rheaume</p> <p>THAT the Board of Trustees moves forward with proceeding to a first reading for Bylaw Number 2024-02, being a Bylaw of The Canadian Rockies School Division that the submission of nomination forms must be accompanied by a cash deposit (cash, money order or certified cheque) of Three Hundred (\$300.00) Dollars.</p> <p style="text-align: right;">Carried Unanimously</p>
		<p>Treasurer/Associate Superintendent C Jensen read The Canadian Rockies School Division Bylaw Number 2024-02, Amend Candidate Deposit, in its entirety for the record.</p>
Bylaw 2024-02	962-2-2025	<p>Motion: A. Rheaume</p> <p>THAT the Board of Trustees approves first reading of Bylaw Number 2024-02, being a Bylaw of The Canadian Rockies School Division to amend candidate deposit</p> <p style="text-align: right;">Carried Unanimously</p>
Bylaw 2024-02	962-3-2025	<p>Motion: A. Rheaume</p> <p>THAT the Board of Trustees approves second reading of Bylaw 2024-02 of The Canadian Rockies School Division to amend candidate deposit.</p> <p style="text-align: right;">Carried Unanimously</p>
Bylaw 2024-02	962-4-2025	<p>Motion: L. Sunderland</p> <p>THAT, in accordance with Section 6(2) of the Board Procedure Regulation (Readings of Bylaws) under the Education Act, the Board of Trustees authorizes Bylaw Number 2024-02 be given third reading.</p> <p style="text-align: right;">Carried Unanimously</p>
		<p>The approved Bylaw Number 2024-02 is attached to these minutes.</p>
Bylaw 2024-03	963-1-2025	<p>Motion: A. Rheaume</p> <p>THAT the Board of Trustees moves forward with proceeding to a first reading for Bylaw Number 2024-03, being a Bylaw of The Canadian Rockies School Division that the submission of nomination forms must be signed by a minimum of 15 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.</p> <p style="text-align: right;">Carried Unanimously</p>
		<p>Treasurer/Associate Superintendent C Jensen read The Canadian Rockies School Division Bylaw Number 2024-03, Amend Minimum Elector Signatures, in its entirety for the record</p>
Bylaw 2024-03	963-2-2025	<p>Motion: A. Rheaume</p> <p>THAT the Board of Trustees approves first reading of Bylaw Number 2024-03, being a Bylaw of The Canadian Rockies School Division to Amend Minimum Elector Signatures.</p> <p style="text-align: right;">Carried Unanimously</p>
Bylaw 2024-03	963-3-2025	<p>Motion: C. Picard</p> <p>THAT the Board of Trustees approves second reading of Bylaw Number 2024-03, being a Bylaw of The Canadian Rockies School Division to Amend Minimum Elector Signatures</p> <p style="text-align: right;">Carried Unanimously</p>
Bylaw 2024-03	963-4-2025	<p>Motion: A. Rheaume</p>

THAT, in accordance with Section 6(2) of the Board Procedure Regulation (Readings of Bylaws) under the Education Act, the Board of Trustees authorizes Bylaw Number 2024-03 be given third reading.

Carried Unanimously

The approved Bylaw 2024-03 is attached to these minutes.

**4. Adjournment**

Adjourn

964-2025

Motion: A. Rheume

That the Board adjourn at 5:50 p.m.

Carried



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Brian Callaghan, Chair  
Board of Trustees  
Canadian Rockies Public Schools



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Cheryl Jensen  
Treasurer/Associate Superintendent  
Canadian Rockies Public Schools

**The Canadian Rockies School Division**

**Bylaw #2024-02**

Being a Bylaw to amend Bylaw 2020-3 Receipt of cash Deposit With Nomination Papers

Pursuant to the provisions of the Local Authorities Election Act, Statutes of Alberta, and amendments thereto, the Board of Trustees of Canadian Rockies School Division enacts as follows:

That the submission of nomination forms must be accompanied by a cash deposit (cash, money order or certified cheque) of Three Hundred (\$300.00) Dollars.

The Board of Trustees of Canadian Rockies School Division enacts:

Read a first time this 18th day of December A.D. 2024.

Read a second time this 18th day of December A.D. 2024

Read a third time and finally passed this 18th day of December A.D. 2024

This bylaw comes into force on the day it is passed.



**Chair, Board of Trustees**



**Treasurer/Associate Superintendent**

**The Canadian Rockies School Division**

**Bylaw #2024-03**

**Amend Minimum Elector Signatures**

Section 27 (b) of the *Local Authorities Election Act* states that every nomination of a candidate must be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.

Pursuant to the provisions of the Local Authorities Election Act, Statutes of Alberta, and amendments thereto, the Board of Trustees of Canadian Rockies School Division enacts as follows:

That the submission of nomination forms must be signed by a minimum of 15 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.

The Board of Trustees of Canadian Rockies School Division enacts:

Read a first time this 18th day of December A.D. 2024.

Read a second time this 18th day of December A.D. 2024

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**Chair, Board of Trustees**



**Treasurer/Associate Superintendent**