

	Policy Title: Alternative Approval Process Policy	Policy No: CO-018
	Authority: Council	Classification: n/a
	Date Adopted: November 8, 2021	Motion No: 2021-421
Historical Changes:		

Purpose:

The purpose of the Alternative Approval Process (AAP) Policy is to provide direction on decisions made throughout the process not specifically directed by legislation. In the event of a discrepancy, the legislation will prevail.

Scope:

This policy applies to all AAPs carried out by the District of Sooke.

Procedure:

1) Estimating the Number of Eligible Electors

The *Community Charter* requires municipal councils to make a fair determination of the total number of eligible electors of the area to which the AAP applies. The number of eligible electors, as will be recommended to the District of Sooke Council by the Corporate Officer, or designate, will be determined as follows:

- a) Taking the number of registered electors in the District of Sooke boundaries (or the boundaries of the geographic area deemed to apply to the AAP) and adding the number of registered non-resident property electors from the previous general municipal election records.
- b) If the process described in a) above is not possible, Schedule C – Sample Report for Determining Number of Eligible Electors of the Alternative Approval Process: A Guide for Local Governments in British Columbia (dated September 2018) will be used (see [Related Publications](#)). This document is not the primary method for the determination of eligible electors as it requires significant estimation.

2) Elector Response Forms

- a) Elector response forms will only be available from the District of Sooke Municipal Hall (2205 Otter Point Road) and the District of Sooke website. Council may direct the forms to be available at other public locations with the owner and/or occupant's permission (e.g. public library).
- b) Elector response forms will be accepted by the Corporate Officer, or designate, in accordance with section 86(6) of the *Community Charter* and must include all information as included on the District of Sooke elector response form.
- c) Elector response forms will be accepted until the response deadline by:
 - i) Mail
 - ii) Personal delivery during regular business hours to the District of Sooke Municipal Hall, 2205 Otter Point Road, Sooke, BC
 - iii) Personal delivery after regular business to the mail slot at the District of Sooke Municipal Hall, 2205 Otter Point Road, Sooke, BC
 - iv) Electronic submission through a secure portal on the District's website. Specific instructions will be included on the reverse of the elector response form.

- d) Fax/facsimiles will not be accepted.
- e) It is the responsibility of the elector to ensure the elector response form is received by the response deadline. Elector response forms mailed and postmarked before the response deadline, but received after the deadline, will not be accepted. Postmarks are not acceptable as proof of meeting the deadline for response. Elector response forms must be delivered to the Corporate Officer, or designate, by the response deadline to be considered a response.
- f) An elector may withdraw their elector response form or have their name struck from the petition-style list by making their request either in person or in writing (email request is acceptable) to the Corporate Officer, or designate. The request must provide sufficient information to identify the elector. For example, the request must include the elector's full name and address of the resident elector or address of the property owned by a non-resident property elector. The request to withdraw must be received before the response deadline.
- g) If two response forms are received under the same elector name, the Corporate Officer, or designate, will make reasonable efforts to confirm the separate identity of each elector and if unable to determine same, will deny one of the elector response forms.

3) Determination of Results

- a) The number of elector response forms received will not be disclosed except for the purpose of the determination of results.
- b) At the end of the response period, the Corporate Officer, or designate, will make the final determination of results. Once the determination has been made, the elector response forms(s) will be destroyed in accordance with the District of Sooke's Classification and Information Schedule (see [Related Policies](#)), being 1 year from the determination of results.

4) Communication

A webpage for AAPs will be maintained on the District of Sooke website and will contain general information about AAPs. When a specific AAP is directed by Council, the webpage will be updated to make available all information and forms related to the specific AAP. The Certification of Results will be posted to the webpage on the same day the Council Meeting agenda is published containing the determination of results report to Council. In the event elector approval is obtained, the webpage will remain available for 90 days for information. If elector approval is not obtained, the webpage will form part of the assent voting information page in the event Council elects to hold one.

References:

Policy Number:	CO-018
Policy Owner:	Council
Endorsed by:	Leadership
Final Approval:	Council
Date Approved:	November 8, 2021
Review Date:	November 8, 2026
Revision Date:	
Related Policies:	Classification and Information Schedule
Related Publications:	Alternative Approval Process: A Guide for Local Governments in British Columbia

Contact Information:

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