



POLICY-PROCEDURE MANUAL

ALTERNATIVE APPROVAL PROCESS

Page 1 of 2

Prepared By:

Authorized By:

Date of Issue or Revision:

E. Anderson

Council

5 October 2020

Objective

As authorized by Council, an Alternate Approval Process may be used to obtain elector assent.

This policy will provide direction on decisions made throughout the process not specifically directed by legislation.

In the event of a discrepancy with legislation, the legislation will prevail.

Procedure

The number of eligible electors, as will be recommended by the Director of Corporate Administration, or designate, will be determined as follows:

Taking the number of registered electors in the District of Kitimat boundaries as determined by Elections BC and adding the number of non-registered property electors as per the previous general municipal election records.

If the above is not possible, Schedule C – Sample Report for Determining Number of Eligible Electors of Provincial of British Columbia document, “Alternative Approval Process: A Guide for Local Governments in British Columbia” dated September 2018, will be used. This document will not be the primary method for determination of electors, as it requires much more estimation.

Elector response forms will only be available from District of Kitimat Municipal Hall and the District of Kitimat website.

An elector response form will be accepted by the Director of Corporate Administration, or designate, as per section 86(6) of the Community Charter and must include all additional information as included on the District of Kitimat elector response form.

Elector response forms will be accepted by mail or personal delivery, during regular business hours, to District of Kitimat City Hall at 270 City Centre, Kitimat, BC until the response deadline. 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 prior to the response 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 Director of Corporate Administration, or designate, by the response deadline to be considered a response.

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 accepted) to the Director of Corporate Administration, or designate. The request must provide sufficient information to identify the elector – for example, include the elector’s full name and address of the resident elector or address of the property owned by the non-resident property elector. The request to withdraw must be received prior

to the deadline. (NRPE: do they need the approval of the other owners to withdraw response form?)

The Director of Corporate Administration, or designate, may, upon request by an elector, confirm receipt of the elector's response form and its status (either accepted or denied). The request must provide sufficient information to identify the elector – for example, include the elector's full name and address of the resident elector or address of the property owned by the non-resident property elector. The request to review elector form status must be received prior to the deadline.

If an elector's response form is denied, the elector may re-submit an elector response form. The re-submitted elector response form must be received by the response deadline to be considered a response.

If an elector response form is denied, the Director of Corporate Administration, or designate, will make reasonable efforts to advise the elector of the form's status.

In the event that two response forms are received under the same elector name, the Director of Corporate Administration, 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.

The number of elector response forms received will not be disclosed except for the purpose of the determination of results.

At the end of the response period, the Director of Corporate Administration, or designate, will make the final determination of results. Once the determination has been made, the elector response form(s) will be destroyed in accordance with established FOIPPA practices, being one year from the response deadline

A webpage for the Alternative Approval Process will be created on the District of Kitimat website, and will make available all information and forms related to the Alternative Approval Process. The Certification of Results will be posted to the webpage within 5 days of the determination of results. In the event of elector approval being obtained, the webpage will remain available for 90 days for information. In the event elector approval is not obtained, the webpage will form part of the assent voting information page in the event Council elects to hold one.

This policy should be reviewed prior to its use for the Alternate Approval Process, to ensure it complies with current legislation.