

SUBJECT: ALTERNATIVE APPROVAL (AAP) POLICY	
DATE OF ISSUE: January 20, 2025	ORIGIN: Legislative Services

PURPOSE

To establish processes related to an Alternative Approval Process (AAP) that are not specifically directed by legislation. This includes:

- Establishing a process to accept electronic Elector Response Forms from the public during an AAP;
- Establishing the number of printed Elector Response Forms that will be provided to individuals during an AAP; and
- Withdrawing an Elector Response Form

BACKGROUND

The *Community Charter* is silent with respect to the issue of how Elector Response Forms may be submitted by eligible electors and received by a local government body. The Ministry of Housing and Municipal Affairs recommends in its guidelines *Alternative Approval Process: A Guide for Local Governments in British Columbia* that if, in addition to accepting Elector Response Forms in person or by mail, a local government decides to accept Elector Response Forms by electronic means, the local government should ensure that it has an appropriate policy in place.

Every eligible elector is entitled to submit one (1) Elector Response Form in response to an AAP. The Ministry’s guidelines state that signed response forms are able to be gathered from other eligible electors and submitted to the Corporate Officer for those electors who are unable to do so in person. The number of blank Elector Response Forms that will be made available for an individual to pick up in person at the Municipal Hall is not noted in the *Community Charter* and therefore should be set in policy.

POLICY

1. Availability of Elector Response Forms

- 1.1 Elector Response Forms will be printed and available at Legislative Services, 2nd Floor, Saanich Municipal Hall, Monday to Friday, 8:30 a.m. to 4:30 p.m. and online at www.saanich.ca/aap and will be available for the public to print from the Saanich website on the same day of the first official notice and throughout the AAP.
- 1.2 A maximum of ten (10) printed copies of an Elector Response Form will be provided per individual throughout the process for each AAP.

2. Requirements for Submitting Elector Response Forms

- 2.1 Elector Response Forms may only be returned in one of the following ways:
- **Delivered in person at District of Saanich Municipal Hall**, 770 Vernon Avenue, Attn: Corporate Officer during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m. excluding statutory holidays), or after hours if deposited into the 24-hour secure drop box at the entrance of the Municipal Hall
 - **By mail**: District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7, Attn: Corporate Officer
 - **By emailing a legible copy** to: aap@saanich.ca
- 2.2 Elector Response Forms must include the original signature of the elector (electronic signatures are not accepted).
- 2.3 Elector Response Forms being submitted electronically via email must be submitted as either a scanned copy or a photo of an original signed form.
- 2.4 Elector Response Forms will only be accepted if completed and submitted within the timeline specified for the AAP and must be in the custody of the Corporate Officer by the deadline to be counted.

3. Withdrawing an Elector Response Form

- 3.1 An elector may withdraw their Elector Response Form by providing proof of identification and making a request in writing to the Corporate Officer, or designate, prior to the response deadline.