



Policies & Procedures Manual

Policy No. 3.3 (BP- Alternative Approval Process)

Alternative Approval Process

Purpose

The intent of this policy is to establish the format, policies and procedures to be used for seeking Board approval of an Alternative Approval Process (“AAP”) with respect to a matter for which an AAP is a permissible means of seeking elector approval.

Background

The *Local Government Act* and the *Community Charter* are silent with respect to the issue of how elector response forms may be submitted by eligible electors and received by the local government body. The Ministry of Community, Sport and Cultural Development recommends that if, in addition to accepting elector response forms in person or by mail, a local government decides to accept elector response forms by way of fax or email, or both, the local government should ensure that it has an appropriate policy in place.

Policy

1. Where a Notice of AAP has been published by the Board, eligible electors may submit an elector response form to the Corporate Officer in any one of the following manners prior to the deadline date set out in the Notice of AAP:
 - a. In person at the SLRD office: 1350 Aster Street, Pemberton, BC (Monday to Friday, 8:00 AM - 4:30 PM, excluding Statutory Holidays);
 - b. Via mail to: Box 219, Pemberton, BC, V0N 2L0;
 - c. Via fax at: 604-894-6526; or
 - d. Via email attachment to: info@slrd.bc.ca with the subject heading: “Elector Response”.
2. A Notice of AAP shall be in the form attached to this Policy as Schedule “A”.
3. Elector Response Forms shall be in the form attached to this Policy as Schedule “B”.
4. By the date of the first publication of a Notice of AAP pursuant to the requirements of the *Local Government Act* and the *Community Charter*, the following documents shall be available for viewing at the SLRD office and downloading from the SLRD website:
 - a. the Notice of AAP;
 - b. the Elector Response Form;

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- c. any bylaw which is the subject of the AAP;
- d. the staff report to the Board seeking approval of the AAP or other informational report and showing or attaching the basis upon which the total number of eligible electors was determined; and
- e. any other information which may assist the electors in understanding the matter and the purpose of any bylaw for which approval is being sought.

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SCHEDULE A



Box 219, 1350 Aster Street
Pemberton BC V0N 2L0
Ph. 604-894-6371, 800-298-7753
F: 604-894-6526
info@slrd.bc.ca / www.slrd.bc.ca

Notice of Alternative Approval Process

PUBLIC NOTICE is hereby given in accordance with Section 801.3 of the *Local Government Act* and Sections 86 and 94 of the *Community Charter*, that the Squamish-Lillooet Regional District (SLRD) has proposed the following bylaw: *[full citation of bylaw]* ("Bylaw No. ____-201_").

The purpose of this bylaw is to *[provide summary of the bylaw]*.

Under Bylaw No. ____-201_, the maximum requisition amount for this service would be \$_____ or \$_____/ \$1,000 of the net taxable value of land and improvements within *[service area]*.

This Alternative Approval Process applies to the service area, which is comprised of *[insert service area]*. The deadline for elector responses in relation to this Alternative Approval Process shall be *[insert date]*.

The SLRD Board may proceed with this matter unless, by the deadline, at least 10% of the electors of the service area indicate that the Board must obtain the assent of the electors before proceeding.

Elector responses must be given in the form established by the Board and are available at the offices of the SLRD at 1350 Aster Street, Pemberton, BC and online at www.slrd.bc.ca. The only persons entitled to sign the forms are the electors of the area to which the Alternative Approval Process applies, in this case *[insert service area]*.

The number of eligible electors has been determined at *[insert appropriate number]* and the number of elector responses required to prevent the Board from proceeding without the further assent of electors has been determined to be *[insert appropriate number, being 10% of eligible*

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electors, rounded down to a whole number]. A report respecting the basis upon which the determination was made of the total number of electors of [insert service area] is available at the offices of the SLRD and online at www.slrd.bc.ca.

The electors of [insert service area] are the persons who would meet the qualifications referred to in section 161(1)(a) of the *Local Government Act*. In order to sign an elector response form, the person must be either a:

(i) Resident Elector

- 18 years or older,
- a Canadian citizen,
- a resident of BC for at least 6 months immediately before signing this elector response form,
- a resident of [insert service area] for at least 30 days immediately before signing this elector response form, and
- not be disqualified from voting under the *Local Government Act* or any other enactment or be otherwise disqualified by law from voting; or

(ii) Non-Resident Property Elector

- 18 years of age or older,
- a Canadian Citizen,
- a resident of BC for at least 6 months immediately before signing this elector response form,
- not entitled to register to vote as a resident elector,
- a registered owner of real property within [insert service area] for at least 30 days immediately before signing this elector response form,
- may not vote more than once within a voting jurisdiction regardless of the number of properties owned,
- where more than one non-resident person owns the property, the person wishing to submit an electoral response form for that property must provide, at the time of registration, written consent from a majority of the property owners,
- who holds the real property in trust for a corporation or another trust is *not* eligible to vote as a non-resident property elector, and
- not be disqualified from voting under the *Local Government Act* or any other enactment or be otherwise disqualified by law from voting.

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A person must not sign more than one elector response form in relation to the same Alternative Approval Process and a person who is not an elector for the area of the Alternative Approval Process must not sign an elector response form.

Copies of the proposed Bylaw No. ____-201_ are available at the offices of the SLRD at 1350 Aster Street, Pemberton, BC, from 8 am to 4:30 pm and online at www.slrd.bc.ca.

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SCHEDULE B



**Elector Response Form -
Alternative Approval Process**

[Insert full citation of bylaw]

[Insert full citation of bylaw and explain the principal purposes of the bylaw per the Notice of AAP].

Under Bylaw No. ____-201_, the maximum requisition amount for this service would be \$_____ or \$_____/ \$1,000 of the net taxable value of land and improvements within *[insert service area]*.

Pursuant to Section 86(7) of the *Community Charter*, I certify that:

- I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within *[insert service area]* of the Squamish-Lillooet Regional District as outlined below;
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am OPPOSED to the adoption of "*[full citation of bylaw]*", without first obtaining the assent of the electors in a voting proceeding (referendum).

Signature of Elector:
Full Name of Elector:
Residential Address of Elector:
Legal Description of Residence:

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To be completed by Non-Resident Property Electors only:

I am entitled to register as a non-resident property elector as an owner of property.

Residential Address of Property:

Legal Description of Property:

For this elector response form to be counted, it must be received by the Corporate Officer of the SLRD Administrative Services Department, no later than [time] on [date] in any one of the following manners:

- (a) In person at: 1350 Aster Street, Pemberton, BC (Monday to Friday, 8:00 AM - 4:30 PM, excluding Statutory Holidays);
- (b) Via mail to: Box 219, Pemberton, BC, V0N 2L0;
- (c) Via fax at: 604-894-6526; or
- (d) Via email attachment to: info@slrd.bc.ca with the subject heading: "Elector Response"

Postmarks will not be accepted as the date of receipt by the SLRD. Responsibility for receipt of elector response forms in accordance with these instructions lies with the elector.

Approval of the electors of *[insert full citation of bylaw]* by the Alternative Approval Process is obtained if less than *[insert appropriate number, being 10% of eligible electors of the service area, rounded down to a whole number]* elector responses are received by the SLRD by the deadline. If *[insert appropriate number, being 10% of eligible electors of the service area, rounded down to a whole number]* or more electors oppose this initiative, then *[insert full citation of bylaw]* can only be adopted by way of a referendum.

Qualifications for Resident Electors:

I hereby certify that:

- 1. I am 18 years of age or older;
- 2. I am a Canadian citizen;
- 3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
- 4. I have lived in *[insert service area]* for at least 30 days before signing this elector response form.
- 5. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

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Qualifications for Non-Resident Property Electors:

1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I am not entitled to vote as a resident elector in *[insert service area]* for purposes of this matter;
5. I have been a registered owner of real property in *[insert service area]* for at least 30 days before signing this elector response form;
6. I acknowledge that I may sign this elector response form only once regardless of the number of properties that I own in *[insert service area]*;
7. I acknowledge that if there is more than one individual who is the registered owner of the property, only one of the individual owners may sign this elector response form in relation to the property, provided the non-resident property elector has the written consent of the number of individuals who, together with the person signing this elector response form, constitute a majority of the registered owners of the property (written consent attached, if applicable);
8. I acknowledge that the only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust.
9. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

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