

# Attachment A



## COUNCIL POLICY

|                        |                                           |                          |             |
|------------------------|-------------------------------------------|--------------------------|-------------|
| <b>RCRS Secondary:</b> | GOV-02                                    | <b>Effective Date:</b>   | 2024-JUL-22 |
| <b>Policy Number:</b>  | COU-242                                   | <b>Amendment Date/s:</b> |             |
| <b>Title:</b>          | Alternative Approval Process (AAP) Policy | <b>Repeal Date:</b>      |             |
| <b>Department:</b>     | Legislative Services                      | <b>Approval Date:</b>    | 2024-JUL-22 |

### 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 submissions from the public during an AAP;
- Establishing the number of printed elector response forms that will be provided to individuals during an AAP; and
- Providing information prior to an AAP commencing on the methods of communication and engagement to be used for that AAP.

### 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 the local government body. The Ministry of 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 City Hall is not noted in the *Community Charter* and therefore should be set in policy.

The costs associated with communicating an AAP, beyond the legislated requirements, could vary significantly depending on the methods used. Setting in policy that a Communication and Engagement Strategy will be presented to Council on a case-by-case basis based on the scale and the borrowing amount of the project provides transparency and clear direction during the planning process.

### POLICY:

#### 1. Availability of Elector Response Forms

- 1.1 Elector response forms will be printed and available, within regular business hours, at the Legislative Services Department and will be available for the public to print from the City's 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 will be accepted until the deadline set out in the Notice of AAP through the following methods:
  - a) In person at the Legislative Services Department, City Hall, 455 Wallace Street, Nanaimo, BC (Monday to Friday during regular business hours, excluding Statutory Holidays);
  - b) Via mail to: 455 Wallace Street, Nanaimo, BC V9R 5J6; or
  - c) Through electronic submission on the City of Nanaimo's website. A link to the submission webpage will be identified on the elector response form.
- 2.2 Elector response forms must include the original signature of the elector.
- 2.3 Elector response forms being submitted electronically through the submission webpage must be submitted as either a scanned copy or a photo of an original signed form.
- 2.4 Elector response forms will not be accepted via email.
- 2.5 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 that 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.

### **4. Communications and Engagement**

- 4.1 The methods of communications and engagement for promoting an AAP will be considered on a case-by-case basis based on the scale and, when applicable, borrowing amount of the project.
- 4.2 A high-level Communication and Engagement Strategy will be presented to Council for endorsement prior to an AAP commencing.

### **RELATED DOCUMENTS**

*Community Charter*

*Local Government Act*

Alternative Approval Process: A Guide for Local Governments in British Columbia

"Public Notice Bylaw 2022 No. 7325"

### **REPEAL or AMENDMENT:**

N/A