

DATE

The following was adopted as Policy by **Resolution No. 2021.08.181** at the **Regular Council Meeting** held on **August 24, 2021**.

This policy was amended as follows:

Amendment Date	Resolution No.	Summary of Amendment

PURPOSE

The *Local Government Act* and *Community Charter* are silent on how elector response forms required for an Alternative Approval Process (“AAP”) and petitions required for the purposes of a local service area, are submitted and received. This policy establishes a process for the acceptance of forms submitted via email by the public to the District of Lake Country (“District”).

POLICY

- 1.1 This policy shall apply to AAP Elector Response Forms submitted in accordance with section 86 of the *Community Charter* and petitions submitted for the purposes of establishing a local area service pursuant to sections 212 and 213 of the *Community Charter*.
- 1.2 Forms and petitions will be accepted:
 - (a) in person;
 - (b) by mail to the District Municipal Hall;
 - (c) by facsimile; and
 - (d) by email if the form:
 - (i) is the official version established by the District or Council;
 - (ii) is legible;
 - (iii) is attached as a pdf or jpeg format only;
 - (iv) is submitted to the email address identified;
 - (v) contains a handwritten signature depicting someone’s name, or X or other mark written by a person indicating they have signed; and
 - (vi) is received by the established deadline.
- 1.3 Accurate copies of the forms and petitions may be made and used for signing.
- 1.4 The person signing a form or petition must meet all requirements identified on the form.
- 1.5 In the event of a discrepancy between the date and time of an email being sent and the date and time an email is received, the date and time received by the District will stand as the official date and time received.

- 1.6 The District shall not disclose the number of forms or petitions received until after any established deadlines have passed and only for the purposes of determining results.
- 1.7 In the event two 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, will deny one of the forms.
- 1.8 It is not necessary for an original signed form or petition to be submitted to the Corporate Officer or designate if a valid form or petition has been submitted by email.
- 1.9 When validating the sufficiency of forms and petitions received by email, the Corporate Officer or designate shall ensure only one response was counted for forms that may have been submitted by email and by another method.

Original signed by James Baker
Mayor

Original signed by Reyna Seabrook
Corporate Officer