

<b>Policy Title:</b> Alternative Approval Process Policy	<b>Policy Number:</b> P104
<b>Policy Category:</b> Administration	
<b>Approval Date:</b> December 10, 2024	<b>Policy Owner:</b> Corporate Services
<b>Approved by:</b> Board of Directors	<b>File Reference:</b> 0340-50

**PURPOSE**

1. To establish processes and procedures related to an Alternative Approval Process (AAP) that are not specifically outlined in provincial legislation, including:
  - Establishing a process to accept electronic submissions of elector response forms from the public during an AAP;
  - Withdrawing an elector response form; and
  - Establishing the number of printed elector response forms that will be provided to individuals during an AAP.

**SCOPE**

2. This policy applies to all Comox Valley Regional District (CVRD) employees including supervisors, managers, exempt and union staff as well as any persons representing or acting on behalf of the CVRD.

**POLICY**

3. Requirements for submitting elector response forms
  - a) Elector response forms will be accepted until the deadline set out in the Notice of AAP through the following methods:
    - i. In person at the CVRD Main Office, 770 Harmston Avenue, Courtenay, BC (during regular business hours, excluding statutory holidays);
    - ii. Via mail to: 770 Harmston Avenue, Courtenay, BC V9N 0G8; or
    - iii. Via email attachment to: [elections@comoxvalleyrd.ca](mailto:elections@comoxvalleyrd.ca)
  - b) Elector response forms must include the original signature of the elector. Elector response forms completed with an electronic or digital signature will not be accepted.
  - c) Elector response forms being submitted electronically via email must be submitted as either a scanned copy or a photo of an original signed form.
  - d) 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.

4. Withdrawing an Elector Response Form

- a) 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.

5. Availability of Elector Response Forms

- a) Elector response forms will be printed and available, within regular business hours, at the CVRD Main Office and will be available for the public to print from the CVRD's website on the same day of the first official notice and throughout the AAP.
- b) A maximum of ten (10) printed copies of an elector response form will be provided per individual throughout the process for each AAP.

**ROLES AND RESPONSIBILITIES**

- 6. The Corporate Officer and Legislative Services are responsible for the administration of all AAPs and ensuring adherence to this policy.

**REVISION HISTORY**

<b>Approval Date</b>	<b>Approved By</b>	<b>Description of Change</b>
June 16, 2026	Board	Confirm signature requirements