

## ELECTRONIC SUBMISSIONS POLICY

PURPOSE

To establish a process to accept submissions via email from the public.

SCOPE

This policy is only applicable to:

1. Alternative Approval Process (AAP) Elector Response Form submissions; and,
2. Local Area Service Petition submissions.

POLICY

1. Submissions will be accepted by email, to the specified email address on the CSRD form, and must:
  - a) be completed on the CSRD form;
  - b) be legible;
  - c) be attached in .pdf or .jpeg formats only;
  - d) follow the requirements outlined on the CSRD form; and,
  - e) be received at the CSRD office no later than the closing date and time listed on the CSRD form.
2. Fax/facsimiles will not be accepted.
3. In the event of a discrepancy between sender and receiver date/time stamps, the email date/time stamp received by the CSRD is the official date/time stamp.

JULY 18, 2019