

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, MAY 14, 2025**

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**SUBJECT**     **AAP Requirements for Bylaw No. 4664: Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025**

**ISSUE SUMMARY**

The CRD Board must establish the process for conducting an alternative approval process (AAP) by establishing the total number of electors, approving the deadline to receive elector responses, approving a synopsis for the bylaw, the statutory notice, and the elector response form.

**BACKGROUND**

At its meeting held January 8, 2025, the Capital Regional District (CRD) Board gave third reading to Bylaw No. 4664, *“Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025”* (Appendix A).

The purpose of Bylaw No. 4664 is to authorize the borrowing of Thirty-Two Million and Three Hundred Thousand Dollars (\$32,300,000), for a period not exceeding 30 years, to acquiring land for the purpose of supplying water within the Water Supply Local Service Area.

Prior to adopting a loan authorization bylaw, participating area approval is required and will be obtained for the entire service area by alternative approval process. The service area applies to the electors within the Water Supply Local Service Area which is comprised of all municipalities of the Capital Regional District (CRD), including Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Saanich, Sidney, Sooke, Victoria and View Royal, and in the Juan de Fuca Electoral Area.

The following documents have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter* and must be approved by the CRD Board:

- Synopsis of Bylaw No. 4664 (Appendix B)
- Notice of AAP for Bylaw No. 4664 (Appendix C)
- Elector Response Form for Bylaw No. 4664 (Appendix D)

With an AAP, the Board may proceed with adopting the bylaw if less than 10% of electors submit a signed Elector Response Form indicating that the Board must obtain the assent of the electors by way of assent voting (referendum). The total number of electors in the Water Supply Local Service Area is determined to be 315,117 of which 10% is 31,512 electors. The AAP Elector Response Form will be available when the statutory Notice of AAP is published on May 22, 2025 and the response period will close at 4:30 pm on June 30, 2025.

## **ALTERNATIVES**

### *Alternative 1*

1. That in accordance with section 86(3) of the *Community Charter*, the date of June 30, 2025 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4664, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4664 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,117 and that 10% of that number is 31,512 electors.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS** (choose those that apply)

### *Communication Channels*

The AAP notification for Bylaw No. 4664 will launch on May 22, 2025. The purpose of the communication approach is to inform electors in the Water Supply Local Service Area that the purpose and intent of borrowing is for land acquisition to supply water within the Water Supply Local Service Area, provide information regarding the opportunity to submit response forms to the bylaw prior to the deadline, and address questions that may arise during the process.

The AAP communication channels plan is attached as Appendix E. In addition, the Frequently Asked Questions related to the purchase of land and borrowing is attached as Appendix F.

### *Canada Post Strike*

The current collective agreement between Canada Post and the union representing its workers expires May 22. In the event of a postal strike, information on alternative submission options of scanning and attaching to an email or dropping off the form at a CRD office will be posted on the AAP webpage [www.crd.ca/RegionalWaterAAP](http://www.crd.ca/RegionalWaterAAP). In recent AAPs, over 75% of elector response forms are submitted by email as an attachment, so email is the preferred method for most electors to return response forms. The remaining forms are received by post or dropped off at a CRD Office.

## **CONCLUSION**

The CRD Board had previously approved obtaining participating area approval for the entire service area by regional alternative approval process for Bylaw No. 4664, "*Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025*". Prior to conducting the alternative approval process, the Board must confirm the deadline to receive elector responses as June 30, 2025, establish the number of eligible electors, and approve the synopsis of Bylaw No. 4664 (Appendix B), Notice of Alternative Approval Process (Appendix C), and the Elector Response Form (Appendix D) in accordance with the applicable provincial legislation.

### **RECOMMENDATION**

1. That in accordance with section 86(3) of the *Community Charter*, the date of June 30, 2025 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4664, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4664 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,117 and that 10% of that number is 31,512 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
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### **ATTACHMENT(S)**

Appendix A: Bylaw No. 4664 at Third Reading  
Appendix B: Synopsis of Bylaw No. 4664  
Appendix C: Notice of AAP for Bylaw No. 4664  
Appendix D: Elector Response Form for Bylaw No. 4664  
Appendix E: AAP Communication Channels for Bylaw No. 4664  
Appendix F: Frequently Asked Questions – Regional Water AAP