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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, MAY 12, 2021**

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**SUBJECT     AAP for Bylaws 4393 and 4394 – Florence Lake Improvement District Conversion to CRD Service**

**ISSUE SUMMARY**

To conduct an Alternate Approval Process for Bylaw No. 4393 and 4394 by confirming the deadline to receive elector responses, establish the total number of electors, and approve the Notice of Alternative Approval Process and the Electoral Response Form.

**BACKGROUND**

At its meeting held December 9, 2020, the CRD Board gave three readings to the following bylaws attached as Appendix A:

- Bylaw No. 4393, "Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020" to establish a water system local service in the area formerly serviced by Florence Lake Improvement District; and
- Bylaw No. 4394, "Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020" to authorize the borrowing of three hundred thousand dollars (\$300,000) for the Florence Lake water system upgrade.

The bylaws obtained Inspector of Municipalities approval on December 23, 2020. The next step prior to adopting the bylaw is to obtain elector assent. The CRD Board directed elector assent be obtained via alternate approval process (AAP) for the electors within the Florence Lake Improvement District. The Florence Lake Improvement District is comprised of properties with an odd-numbered street address ranging between 2601 and 2649 Savory Road within the municipal boundary of Langford. The boundaries of the service area are shown in Schedule "A" to Bylaw 4393 (Appendix A).

In order to conduct the AAP, the attached Notice (Appendix B) and Elector Response Form (Appendix C) have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter*. With an AAP, the Board may proceed with adopting the bylaw unless more than 10% of electors indicate that the Board must obtain the assent of the electors by way of assent voting (referendum). The proposed deadline to receive elector responses is July 5, 2021.

The total number of registered resident electors and registered non-resident property electors is determined to be 32, of which 10% is 4 electors.

**ALTERNATIVES**

*Alternative 1*

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of July 5, 2021 be confirmed as the deadline by which electoral response, under the Alternate Approval

process for CRD Bylaw No. 4393 and 4394, must be submitted to the Capital Regional District by qualified electors within the Florence Lake Improvement District;

- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 32 and that 10% of that number is 4 electors.

*Alternative 2*

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

**CONCLUSION**

The CRD Board has previously approved obtaining elector approval for an Alternative Approval Process for Bylaw No. 4393 and 4394 for converting the Florence Lake Improvement District to a CRD service. To conduct the Alternative Approval Process, the Board has to confirm the deadline to receive elector responses, establish the number of electors, and approve the Notice of Alternative Approval Process and the Elector Response Form.

**RECOMMENDATION**

- 1) That in accordance with section 86(3) of the *Community Charter*, the date of July 5, 2021 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaw No. 4393 and 4394, must be submitted to the Capital Regional District by qualified electors within the Florence Lake Improvement District;
- 2) That the attached Notice of Alternative Approval Process (Appendix B) and the Elector Response Form (Appendix C) be approved; and
- 3) That the total number of registered electors within the service area is 32 and that 10% of that number is 4 electors.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Steve Carey, Manager, Legal Services, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: Bylaws No. 4393 and 4394 at Third Reading
- Appendix B: Notice of Alternative Approval Process
- Appendix C: Elector Response Form