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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, JUNE 10, 2026**

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**SUBJECT**     **AAP Requirements for Bylaw No. 4699 - Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026**

**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 March 11, 2026, the Capital Regional District (CRD) Board gave third reading to Bylaw No. 4699, "*Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026*" (Appendix A).

The purpose of Bylaw No. 4699 is to authorize the borrowing of thirty-four million, eight hundred and forty thousand dollars (\$34,840,000), for a period not exceeding 15 years, for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities and includes up to two million (\$2,000,000) for advanced thermal detailed design.

Prior to adopting a borrowing bylaw, participating area approval is required and will be obtained for the entire Liquid Waste Management Core Area and Western Communities Service area. The alternative approval process (AAP) applies to all electors within the Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal. While the service authority includes a partnership agreement with the Kosapsum Nation and the Songhees Nation, they do not qualify as electors in the service and cannot participate in the AAP.

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. 4699 (Appendix B)
- Notice of AAP for Bylaw No. 4699 (Appendix C)
- Elector Response Form for Bylaw No. 4699 (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 Liquid Waste Management Core Area and Western Communities Service area is determined to be 252,590 of which 10% is 25,259 electors. The AAP Elector Response Form will be available when the statutory Notice of AAP is published on June 18, 2026 and the response period will close at 4:30 pm on July 31, 2026.

## **ALTERNATIVES**

### *Alternative 1*

1. That in accordance with section 86(3) of the *Community Charter*, the date of July 31, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4699, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4699 (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 252,590 and that 10% of that number is 25,259 electors.

### *Alternative 2*

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

## **IMPLICATIONS**

### *Communication Channels*

The AAP notification for Bylaw No. 4699 will launch on June 18, 2026. The purpose of the communication approach is to inform electors about the AAP, provide information regarding the opportunity to submit response forms prior to the deadline, provide information regarding the purpose of the borrowing, 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 borrowing is attached as Appendix F.

## **CONCLUSION**

The CRD Board had previously approved obtaining participating area approval for the entire service area by alternative approval process for Bylaw No. 4699, “*Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026*”. Prior to conducting the alternative approval process, the Board must confirm the deadline to receive elector responses as July 31, 2026, establish the number of eligible electors as 252,590 and approve the synopsis of Bylaw No. 4699 (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 July 31, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4699, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4699 (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 252,590 and that 10% of that number is 25,259 electors.

Submitted by:	Marlene Lagoa, MPA, Senior Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: Bylaw No. 4699 at Third Reading
- Appendix B: Synopsis of Bylaw No. 4699
- Appendix C: Notice of AAP for Bylaw No. 4699
- Appendix D: Elector Response Form for Bylaw No. 4699
- Appendix E: AAP Communication Channels for Bylaw No. 4699
- Appendix F: Frequently Asked Questions – Wastewater AAP