

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **November 25, 2025, at 3 pm**

Juan de Fuca Local Area Services Building, #3 – 7450 Butler Road, Otter Point, BC

AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of October 28, 2025
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Zoning Amendment Application RZ000287 - Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block East Sooke Road)
 - b) Zoning and Official Community Plan Amendment Application RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)
 - c) Operational Update
 - d) 2026 Budget
 - e) Meeting Schedule – Verbal Report
8. Next Meeting: January 27, 2026
9. Adjournment



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, October 28, 2025, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, T. Guenard (EP), S. McAndrews,
S. McKay, P. Sloan (EP), E. Stepura
Staff: J. Boquist, Manager, JdF Parks and Recreation; W. Miller, Recorder
ABSENT: C. Lacroix, Director A. Wickheim
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:04 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Braunschweig that the agenda be approved. **CARRIED**

3. Adoption of Minutes from the Meeting of September 23, 2025

MOVED by Commissioner Stepura, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of September 23, 2025, be adopted. **CARRIED**

4. Chair's Report

The Chair provided positive comments regarding the progress of Wieland Trail.

5. Director's Report

No report.

6. Commissioner Reports

Port Renfrew – Maintenance Contract

- community members are pleased with the work done by the parks maintenance contractor

Shirley – Sheringham Point Trail

- steps require minor repair due to recent erosion
- one downed tree

Shirley – Flea Beach

- Sheringham Point Lighthouse Preservation Society has relayed that it holds and wishes to continue to hold a Licence of Occupation with the Ministry of Transportation and Transit for the Flea Beach foreshore access

Shirley – Matterhorn

- the Juan de Fuca Community Trails Society (JdFCS) continues to advocate for the acquisition of the Matterhorn lands for public park

Otter Point – Elrose Park

- the president of the Otter Point Community Association (OPCA) met with CRD Capital Project Services, JdF staff and the Director on October 15 to discuss design, survey, funding and consultation considerations for the community hall

Otter Point – Admiral's Forest

- the JdFCS hosted a mushroom walk on October 24

East Sooke – Seagirt Ponds

- Friends of Seagirt Ponds Society (SPPS) continues to host educational sessions at the East Sooke Community Hall with a session planned in November and another in January
- SPPS will continue to remove holly throughout the winter

East Sooke – Copper Mine

- park continues to see good use
- thank you extended to the parks crew for ongoing maintenance
- leaf removal will be required at the playground once all the leaves have fallen

7. Staff Reports

a) Operational Update

Jessica Boquist provided an overview of the report. Additional information points were provided on the following items:

The Park – Seasonal Leaf Clean-Up

Community interest to be reported back regarding using collected leaves for residential composting/mulch.

Wieland Road Trail Project

Staff will work with the JdFCS to select a date for a tree planting event to plant the 100 seedlings donated by Tree Canada.

b) Meeting Schedule – Verbal Report

Jessica Boquist spoke to the current meeting schedule and introduced moving to a bi-monthly meeting schedule to allow more time for staff to focus on capital projects and service delivery. The proposed reduced meeting schedule would continue to support review of development applications, capital planning, fees and charges and budget reviews, with the option of requesting special meetings as needed.

Commission comments included:

- support for reviewing the proposed by bi-monthly meeting schedule
- no support for holding meetings less than on a bi-monthly basis
- little support for holding longer meetings to accommodate a bi-monthly meeting schedule
- some support for implementing a bi-monthly meeting schedule for a trial period
- concern that a bi-monthly meeting schedule would impact membership engagement

The Chair requested that the item be brought back for further discussion at the November meeting.

c) Fees and Charges – Verbal Report

Further to comments received at the September 25 meeting, proposed fee schedules for park permits and for the Port Renfrew Community Centre were highlighted.

The Commission requested the maximum capacity of the Community Centre.

The Chair requested that the proposed fee schedules be circulated to the membership and that the item be brought back for further discussion at the November meeting.

8. Motion to Close the Meeting

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McKay that the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*. **CARRIED**

The closed meeting commenced at 4:28 pm.

The Commission rose from the closed meeting at 5:09 pm without report.

9. Next Meeting

November 25, 2025

10. Adjournment

The meeting adjourned at 5:10 pm.

Sid Jorna, Chair

Wendy Miller, Recorder



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**REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, APRIL 15, 2025**

SUBJECT **Zoning Bylaw Amendment Application for Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026; PID: 024-994-944; East Sooke Road**

ISSUE SUMMARY

The landowner has applied to rezone part of the subject property from the Rural (A) zone to the Rural Residential 6A (RR-6A) zone to facilitate subdivision.

BACKGROUND

The 6.74 ha subject property is a panhandle lot located on East Sooke Road (Appendix A). The parcel is split-zoned Rural (A) and Agricultural (AG) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, and is split-designated Settlement and Agriculture by the East Sooke Official Community Plan (OCP), Bylaw No. 4000.

An adjoining bare land strata located along the southern parcel boundary is zoned RR-6A. Neighbouring parcels to the east, west, and north are zoned Rural (A), AG and Neighbourhood Commercial (C-1). The AG zoned portion of the property comprises a narrow access strip to East Sooke Road, is approximately 0.48 ha, and is within the Agricultural Land Reserve (ALR). That portion is designated as Steep Slopes, Riparian and Sensitive Ecosystem development permit areas (DPA). The remaining Rural (A) zoned portion is approximately 6.26 ha and is partially designated as a Farmland Protection DPA. The parcel is identified as a vacant property containing a gravel driveway, one unregistered well, and a small shed. The property is entirely within the East Sooke Fire Protection local service area.

The landowner and authorized agent (the "proponent") have applied to amend Bylaw No. 2040 by rezoning that part of the property zoned Rural (A) (Appendix B) to RR-6A (Appendix C) to facilitate a 4-lot, bare land strata subdivision (Appendix D; CRD File: SU000762). Based on the information provided by the proponent, staff have prepared Bylaw No. 4657 for consideration (Appendix E). The proposal is supplemented by an ALR Buffer Report (Appendix F), a Riparian Areas Regulation Report (Appendix G), and a letter from a well drilling company (Appendix H).

ALTERNATIVES

Alternative 1

That staff be directed to refer proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 167, 2025" to the East Sooke Advisory Planning Commission, appropriate CRD departments, and the following external agencies and First Nations for comment:

Sc'ianew (Beecher Bay) First Nation
T'Sou-ke First Nation
Agricultural Land Commission
BC Hydro
District of Sooke
Island Health
Ministry of Forests - Archaeology Branch
Ministry of Forests - Water Protection Section
Ministry of Land, Water and Resource Stewardship
Ministry of Transportation & Transit
RCMP
Sooke School District #62

Alternative 2

That proposed Bylaw No. 4657 not proceed.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee (LUC) on land use planning matters referred to them related to Part 14 of the *Local Government Act (LGA)*. Staff recommend referring proposed Bylaw No. 4657 to the East Sooke APC.

Pursuant to Section 464(3) of the *LGA*, since 1) an official community plan is in effect for the area that is the subject of the zoning bylaw, 2) the bylaw is consistent with the OCP, and 3) the sole purpose of the bylaw is to permit a development that is entirely a residential development, the CRD must not hold a public hearing with respect to the bylaw. Upon receipt of referral comments the LUC may consider a recommendation for all bylaw readings and adoption at the same meeting.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the East Sooke OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. Staff are of the opinion that the proposed amendment is consistent with the policies of the East Sooke OCP.

First Nations Implications

The CRD highly values building strong relationships with First Nations and aims to improve engagement procedures that support reconciliation. The subject property is located within the traditional territory of the Sc'ianew (Beecher Bay) and T'Sou-ke First Nations. Each Nation will be invited to participate in the land use review and referral process to inform them of the proposed development activity within their territory and seek meaningful dialogue and comment with respect to the proposal.

Land Use Implications

The East Sooke OCP designates the subject property as Settlement and Agriculture. The intent of the Settlement Land Use Designation is to support residential and agricultural uses; suites to increase housing affordability; home-based businesses; small-scale commercial and tourism activities; cottage industry; civic and institutional uses; and community parks, subject to consideration of the anticipated impact of the use in any individual circumstances. The Settlement designation supports zones with an average density of one parcel per 1.0 ha, provided that no parcels are less than 0.4 ha. Additionally, OCP policies support the rezoning of Rural (A) zoned lands for the purpose of subdivision as an alternative to a building strata to allow for one parcel per 1.0 ha. Staff are of the opinion that proposed Bylaw No. 4657, which would rezone the property from Rural (A) to RR-6A, is consistent with the OCP and its intention to maintain the East Sooke's rural character. That part of the property that is designated Agriculture is proposed to be part of common property access driveway. Since the ALR portion is not being subdivided, the subdivision regulations of the *Agricultural Land Commission Act* for land in the ALR do not apply to the access strip.

The RR-6A zone does not permit intensive agriculture; silviculture; animal hospitals; veterinary clinics; accessory on-site logging; pole, post, or shake cutting from on-site trees; and finfish culture, which are all permitted uses within the current Rural (A) zone. The RR-6A zone requires a minimum average parcel size of 1.0 ha and permits one dwelling per parcel with either a secondary suite or a detached accessory suite. In comparison, the current Rural (A) zone specifies a minimum parcel size of 4.0 ha and permits up to four dwelling units on parcels greater than 4.0 ha but less than 16 ha. The

proponent's subdivision plan proposes a density of dwellings equivalent to that of the Rural (A) zone, although each potential parcel could support either a secondary suite or detached accessory suite.

The proponent's subdivision plan shows the creation of a 4-lot bare land strata over that part of the property that is proposed to be rezoned from Rural (A) to RR-6A; however, the maximum potential would be for six 1.0 ha parcels. The remaining portion will continue to be used exclusively as a common access driveway for the strata and will remain in the AG zone and the ALR.

The application is supplemented by an ALR Buffer Report, Riparian Areas Regulation Report, and a letter from Drillwell Enterprises to consider future subdivision conditions and requirements. The ALR Buffer Report provides plans for an agricultural buffer, screening, and development setbacks to meet the subdivision specific Farmland Protection development permit (DP) guidelines. Since a portion of the property is within a provincially designated Riparian Area, the Riparian Areas Regulation Report aims to meet those provincial requirements for development authorization and also address the Riparian and Sensitive Ecosystem DP guidelines required by the CRD. The letter from Drillwell Enterprises, provides an early account of potential groundwater availability indicating that domestic water supplies for indoor use are likely based on overall productivity of wells within the immediate area. If proposed Bylaw No. 4657 is considered for adoption, the proponent would be required to provide additional reporting to meet potable water requirements for the subdivision. These supplementary documents also demonstrate the proposal's potential for integration with neighbouring land uses and development patterns.

Should Bylaw No. 4657 be approved, the property could be subdivided in keeping with the proposed 4-lot bare land strata. At the time of subdivision, the landowner will be required to obtain a DP to address the Steep Slopes, Riparian, Sensitive Ecosystem, and Farmland Protection DP guidelines. Based on the information provided by the proponent and the policies of the OCP, staff recommend that the rezoning application be referred for comment.

CONCLUSION

The purpose of Bylaw No. 4657 is to amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by rezoning that portion of the Land zoned Rural A to Rural Residential 6A in order facilitate a 4-Lot bare land strata subdivision application. Staff have prepared proposed Bylaw No. 4657 and recommend referral to the East Sooke APC, appropriate CRD departments, as well as First Nations and external agencies for comment. All comments received will be brought back to the Land Use Committee. At that time, the Committee may consider a recommendation for readings of the proposed Bylaw to the CRD Board.

RECOMMENDATION

That staff be directed to refer proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 167, 2025" to the East Sooke Advisory Planning Commission, appropriate CRD departments, and the following external agencies and First Nations for comment:

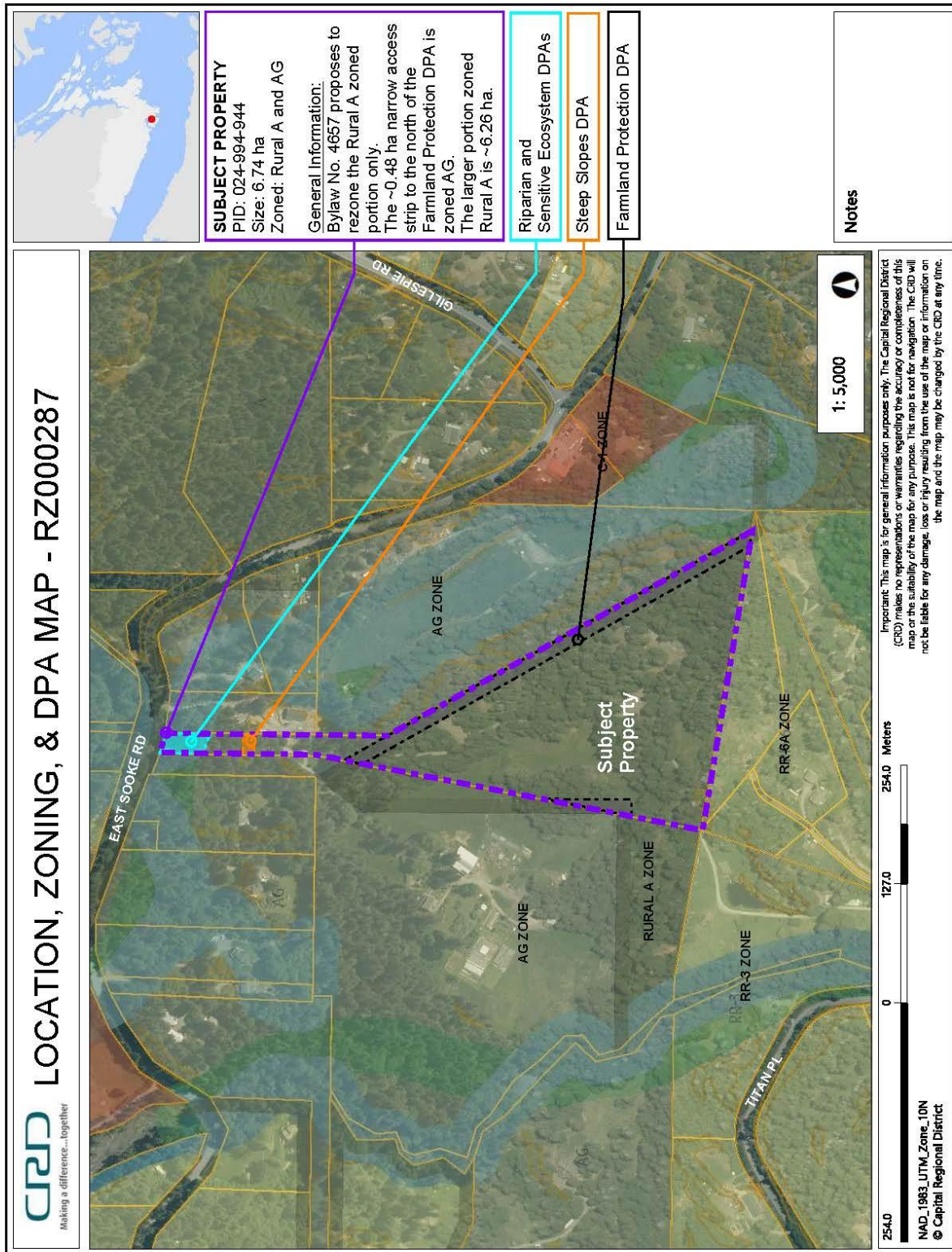
Sc'ianew (Beecher Bay) First Nation
T'Sou-ke First Nation
Agricultural Land Commission
BC Hydro
District of Sooke
Island Health
Ministry of Forests - Archaeology Branch
Ministry of Forests - Water Protection Section
Ministry of Land, Water and Resource Stewardship
Ministry of Transportation & Transit
RCMP
Sooke School District #62

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Local Area Services
Concurrence:	Kevin Lorette, P.Eng, MBA, General Manager, Housing, Planning & Protective Services

ATTACHMENTS

Appendix A: Location, Zoning, & DPA Map
Appendix B: Rural A Zone
Appendix C: Rural Residential 6A (RR-6A) Zone
Appendix D: Proposed Subdivision Plan
Appendix E: Proposed Bylaw No. 4657
Appendix F: ALR Buffer Report
Appendix G: Riparian Areas Protection Regulation Report
Appendix H: Letter from Drillwell Enterprises, received February 21, 2025

Appendix A: Location, Zoning, & DPA Map



Appendix B: Rural (A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.0 RURAL ZONE - A

2.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Rural A Zone:

- (a) Agriculture;
- (b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
- (c) Silviculture;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) One-family dwelling;
- (f) Two-family dwelling;
- (g) Animal Hospitals;
- (h) Veterinary Clinics;
- (i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
- (j) Two Boarders or Lodgers;
- (k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
- (l) Finfish culture, land-based;
- (m) One secondary suite per lot pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
- (n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

2.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size shall be 4.0ha.

2.03 Number of Dwelling Units

The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed the following:

- (a) On lots of 0.4ha or less, one one-family dwelling;
- (b) On lots of more than 0.4ha and less than 0.8ha, not more than two one-family or one two-family dwelling;
- (c) On lots of more than 0.8ha and less than 4ha, not more than three one-family dwellings or three dwelling units;
- (d) On lots of more than 4ha and less than 16ha, not more than four one-family dwellings or four dwelling units;
- (e) On lots of more than 16ha and less than 32ha, not more than five one-family dwellings or five dwelling units;
- (f) On lots of more than 32ha, not more than eight one-family dwellings or eight dwelling units.

2.04 Height

The maximum height permitted shall be 11m.

2.05 Lot Coverage

The maximum lot coverage permitted shall be 15 percent.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- | | | |
|------|---|---|
| 2.06 | <u>Maximum Size of Residential Buildings</u> | <p>Provided applicants having either met the <i>Sewerage System Regulation</i> (e.g., a filing) or acceptance by VIHA via referral:</p> <p style="text-align: right;"><i>Bylaw 3705</i></p> <p>(a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;</p> <p>(b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ratio of 0.45.</p> <p style="text-align: right;"><i>Bylaw 3705</i></p> |
| 2.07 | <u>Yard Requirements for Residential Buildings</u> | <p>(a) Front yards shall be a minimum of 7.5m;</p> <p>(b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15 m each side;</p> <p>(c) Flanking yards shall be a minimum of 6m CTS;</p> <p>(d) Rear yards shall be a minimum of 11m.</p> |
| 2.08 | <u>Yard Requirements for Farm Buildings</u> | <p>(a) Front yards shall be a minimum of 30m;</p> <p>(b) Side, flanking and rear yards shall be a minimum of 15m.</p> |
| 2.09 | <u>Yard Requirements for Finfish Culture, Land-Based Uses and Structures</u> | <p>Front, side, flanking and rear yards shall be a minimum of 30m.</p> |
| 2.10 | <u>Yard Requirements for Intensive Agriculture Uses and Buildings</u> | <p>(a) Front yards shall be a minimum of 30 m;</p> <p>(b) Side, rear and flanking yards shall be a minimum of 30m.</p> <p style="text-align: right;"><i>Bylaw 2103</i></p> |

Appendix C: Rural Residential 6A (RR-6A) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

10A.0 RURAL RESIDENTIAL 6A ZONE – RR-6A

Bylaw 4246

10A.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 6A (RR-6A) zone:

- (a) One-family dwelling;
- (b) Agriculture;
- (c) Silviculture;
- (d) Two Boarders or Lodgers;
- (e) Farm/Agriculture Buildings;
- (f) Home Based Business Categories One, Two and Three;
- (g) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, to be used, but not rented, for the temporary accommodation of guests or visitors.
- (h) Secondary suite pursuant to Part 1, Section 4.19;
- (i) Detached accessory suite pursuant to Part 1, Section 4.20.

10A.02 Minimum Lot Size for Subdivision Purposes

- (a) The minimum average lot size for subdivision purposes is 1 ha and no lot shall be created with a lot size smaller than 0.5 ha.
- (b) For the purposes of this zone, the total area of land in a plan of subdivision, prior to the removal of land for road and park dedication or for common property, divided by the number of lots intended to be created shall not be less than the minimum average lot size specified in Section 10A.02(a).

10A.03 Number of Dwellings

One one-family dwelling and one of either a secondary suite or a detached accessory suite, but not both.

10A.04 Height

Maximum height shall be 9 m.

10A.05 Lot Coverage

Lot coverage shall not exceed 25 percent.

10A.06 Maximum Size of Residential Buildings

- Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral:
- (a) On lots of less than 1 ha in area, residential buildings and structures shall not exceed a Total Floor Area of 418 m²;
 - (b) On lots of 1 ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.045.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

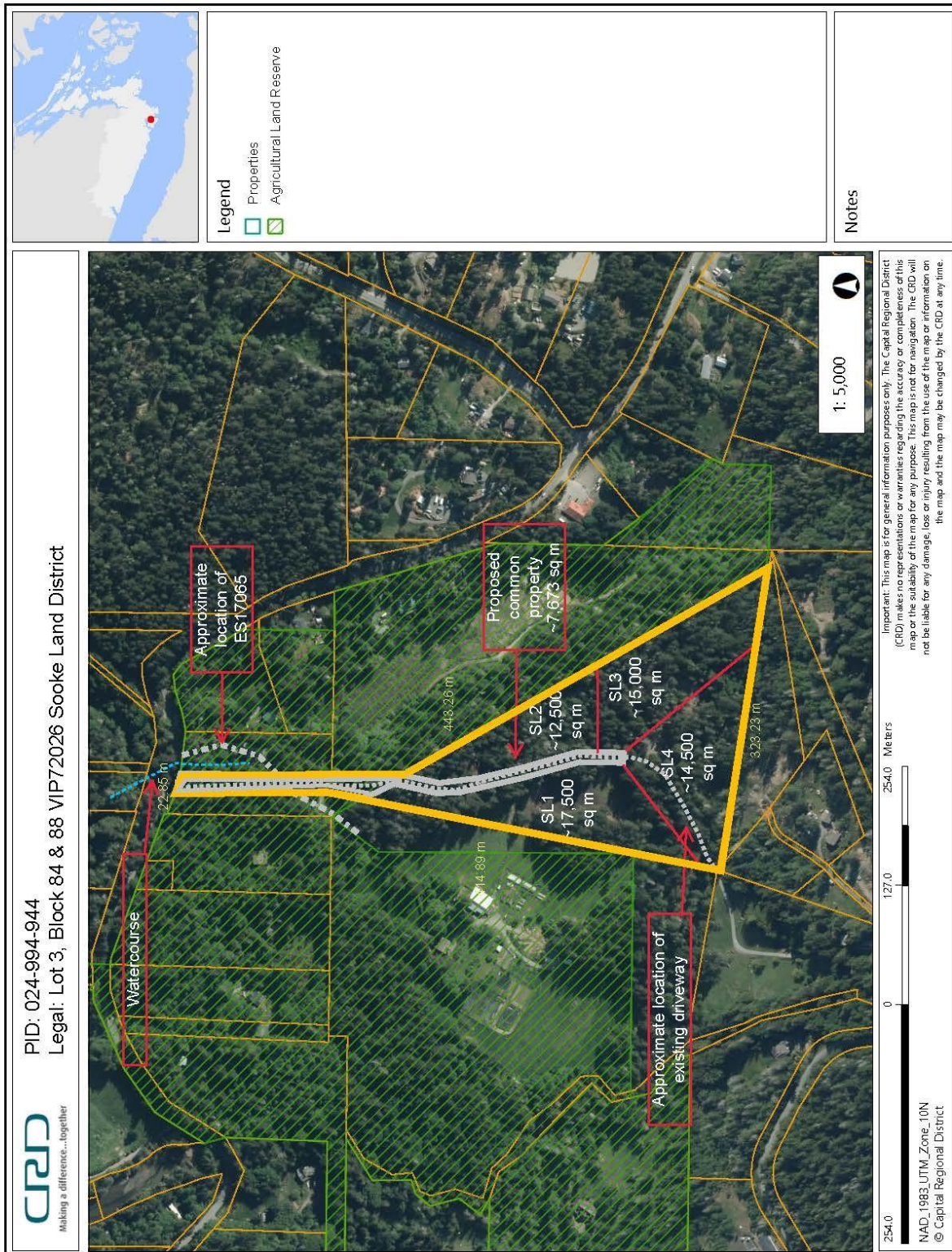
10A.07 Yard Requirements

- (a) Front yards shall be a minimum of 7.5 m;
- (b) Side yards shall be a minimum of 6 m; except that for lots of greater than 1 ha in size and where residential uses exceed a Total Floor Area of 418 m², minimum side yards shall be 15 m each side;
- (c) Flanking yards shall be a minimum of 6 m CTS;
- (d) Rear yards shall be a minimum of 10 m.

**10A.08 Yard Requirements for
Agricultural Buildings
and Structures**

Farm buildings and structures for agricultural uses shall be not less than 30 m from the front lot line and not less than 15 m from any other boundary of the lot.

Appendix D: Proposed Subdivision Plan



Appendix E: Proposed Bylaw No. 4657

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4657

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

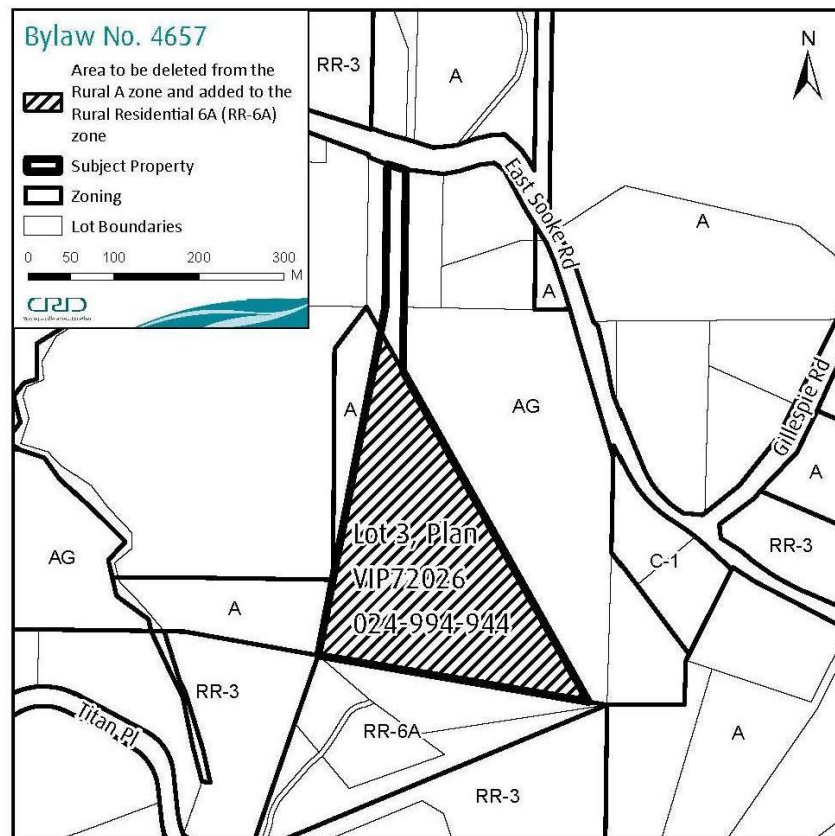
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE B, Map No. 1 – EAST SOOKE ZONING MAP

- (a) By deleting that portion of Lot 3 Sections 84 and 88 Sooke District Plan VIP72026 from the Rural Zone – A (Rural A) and adding that portion to the Rural Residential 6A (RR-6A) zone, as shown on Plan No. 1.

Plan No. 1 of Bylaw No. 4657, an amendment to Bylaw No. 2040



CRD Bylaw No. 4505 2

2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025".

READ A FIRST TIME THIS day of , 2025.

READ A SECOND TIME THIS day of , 2025.

READ A THIRD TIME THIS day of , 2025.

ADOPTED THIS day of , 2025.

CHAIR

CORPORATE OFFICER



ALR BUFFER REPORT

East Sooke Road
PID: 024-994-944



Report Date:
September 26, 2024

Client Name:
[REDACTED]

ALR Buffer Report
East Sooke Road
PID: 024-994-944

September 26, 2024

Disclaimer

This plan has been prepared with the best information available at the time of writing, including a review of available information from the local government and Province of British Columbia. This plan has been developed to provide the owner with information to understand the requirements and constraints for developing an agricultural buffer between the Subject Property and the Agricultural Land Reserve. It is the owner's responsibility to complete the due diligence for this project.

This plan is for the use of the property owner and for the Capital Regional District. Any use of this plan by other parties is done exclusively at their risk. The author assumes no responsibility for: [i] iterations of this plan that are unsigned by the author, [ii] any changes made to this document other than those made or endorsed by the author.

Danaca Consulting
2554 Sooke River Road, Sooke, BC V9Z 0X8 danacaconsulting@gmail.com 250.588.8208

ALR Buffer Report
East Sooke Road
PID: 024-994-944

September 26, 2024

Introduction

The Client has retained Danaca Consulting ('DANACA') for the purpose of recommending an agricultural buffer, screenings and development setback for the Landowner's property located at 5700-block of East Sooke Road, Sooke, BC with the legally described as LOT 3 SECTIONS 84 AND 88 SOOKE DISTRICT PLAN VIP72026, PID 024-994-944 (hereafter referred to as 'the Subject Property'). DANACA understands that the Client intends to complete a four-lot bare land strata subdivision on the Subject Property. The eastern lot line of the Subject Property abuts the provincial Agricultural Land Reserve (ALR) and thus the Capital Regional District ('the CRD') requires the Client to submit an Agricultural Land Reserve Buffer Recommendation. This is in anticipation of the Ministry of Agriculture and Food and the Agricultural Land Commission request for a vegetated buffer between the Subject Property and the ALR which will accompany a referral response during the application for rezoning and subdivision ('the Application').

The scope of work includes:

- Review of background and development proposal information, including proposed development plans, pertinent local government policies and bylaws, and communication with key personnel within the local government.
- Conduct an on-site inspection to identify areas of potential agricultural and environmental concern.
- Provide plans pertaining to an agricultural buffer, screenings, and development setback, to provide professional recommendations to facilitate development plans.

To inform our recommendations, DANACA has completed a background review of the Subject Property and surrounding lands, and field investigation to determine current site conditions. DANACA has also reviewed all available development and site plans provided by the Client. For our recommendations, best management practices have been adopted from Ministry of Agriculture's Guide to Edge Planning' and the Agricultural Land Commission's (ALC) Landscaped Buffer Specifications.

Background Review

The Subject Property is located within the Juan de Fuca Electoral Area and within the Capital Regional District of southern Vancouver Island, British Columbia (Figure 1 and 2). The Subject Property is 67,440.06 m² (16.66 acres) in area with a front lot line of 22.85 m and a depth ranging between approximately 414.89 m and 443.26 m. The Subject Property is undulating, sloping gently from the southern rear property line (52 m) to East Sooke Road (24 m) and within the Caffrey Creek watershed (Figure 3). The Subject Property is split zoned: the majority of the property is Rural Zone A and a minor portion (0.48 ha) is Agricultural AG Zone. It is bordered to the north by Rural Zone A and Rural Residential Zone RR-3, and east and west by Agricultural Zone AG and to the south by Rural Residential Zone RR-6 (Figure 4). There is an access easement registered on the title in favor of 5717 East Sooke Road at the northern property line, adjacent to East Sooke Road (Figure 5). The property is undeveloped except for a driveway that bisects the property, farm fencing, and soil stockpiles.

Danaca Consulting
2554 Sooke River Road, Sooke, BC V9Z 0X8 danacaconsulting@gmail.com 250.588.8208

ALR Buffer Report
East Sooke Road
PID: 024-994-944

September 26, 2024

Site Context

The following section describes the Subject Property in the context of the Agricultural Land Reserve, the watershed, and soils.

Agricultural Land Reserve

Civic information about the Subject Property, as provided by mapping from the CRD, is presented in Table 1, followed by a series of maps (Figure 1, 2, 5) showing the Subject Property in proximity to the ALR. Table 2 summarizes adjacent zoning and parcel area information provided by the CRD, and present land use.

TABLE 1. CIVIC INFORMATION, ZONING AND LAND USES OF THE SUBJECT PROPERTY.

CIVIC ADDRESS	Not Assigned – 5700-block East Sooke Road
PID	024-994-944
LEGAL	LOT 3 PLAN VIP72026 SECTION 84&88 SOOKE
AREA	67,440.1 m ²
ZONING	Rural A Zone
WITHIN ALR?	Partially 4,800 m ² is mapped as agricultural land

TABLE 2. ZONING AND LAND USES ABUTTING THE SUBJECT PROPERTY.

AREA (m ²)	DIRECTION	ZONING	WITHIN ALR
19,517.7	North	Rural A	No
66,461.1	East	Agricultural	Yes
12,570.0	South	RR-6A Residential	No
126,454.5	West	Agricultural and Rural A	Partially

The Subject Property is adjacent to three properties that are within the ALR (Figure 5):

- 5709 East Sooke Road is 0.69 hectares and has residential use.
- 5685 East Sooke Road is 6.65 hectares and has residential use but is primarily wetland (approximately 1.6 hectares) that serves as headwaters to Caffrey Creek, and a steep slope of approximately 30% from the wetland up to the Subject Property.
- 5717 East Sooke Road is 12.65 hectares that is gently sloping away from the Subject Property and has residential and farm use.

Watershed

The Subject Property is within 30 m of a watercourse, but not within 15 m of the highwater mark of the ocean. The *Water Sustainability Act* and the *Riparian Areas Protection Regulation (RAPR)* apply to this property. Assessment #8981 dated September 4, 2024, been completed under the RAPR. The Streamside Protection and Enhancement Area (SPEA) is on the land located within the ALR (Figure 3, 6).

Soils¹²

The agricultural land on the Subject Property and the ALR lands to the east and west, contain primarily 'Ragbark' soils with 'Somenos' and 'Metchosin' soils (Figure 7). 'Ragbark' is an Orthic

¹ Jungen, J. R. July 1985. Soils of Southern Vancouver Island: Ministry of Environment Technical Report 17. Report No. 44, British Columbia Soil Survey. 209 p.

² SIFT. 2018. [British Columbia Soil Information Finder Tool \(arccgis.com\)](https://www.bccol.ca/soilinformationfinder/). Accessed on September 12, 2024.

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Dystric Brunisol (O.DYB). Ragbark soils occur in the Coastal Grand Fir - Western Red Cedar Forest Zone within the Nanaimo Lowland physiographic subdivision. They have developed rubbly sandy and/or gravelly sandy colluvial and/or morainal deposits, less than 1 m thick, overlying extrusive bedrock. Slopes vary between 15 and 100%; elevations range from sea level to 300 m.

Characteristics of the 'Ragbark' soil type:

- Profile: Native soil profile that is in native condition (undisturbed by agriculture).
- Kind of Material: The soil material is primarily composed of mineral particles.
- Water Table: The water table is not present in the soil at any time.
- Root Restrictions: The growth of plant roots is restricted by a lithic (consolidated bedrock) sixth layer.
- Drainage: Water is removed from the soil rapidly in relation to supply. Excess water flows downward if underlying material is pervious. Subsurface flow may occur on steep gradients during heavy rainfall. Soils have low available water storage capacity (2.5-4 cm) within the control section, and are usually coarse textured, or shallow, or both. Water source is precipitation.
- pH: The soils are strongly acid.

Dominant Soil Limitations:

- Low water-holding capacity.
- Coarse fragment content is usually between 30 and 60%.
- Bedrock is normally encountered between 50 and 100 cm from the surface.

Agricultural Capability

The Agricultural Capability Classification³ for the ALR on the Subject Property and the adjacent ALR properties to the east and west (hereafter referred to as the 'Adjacent ALR Properties') have been mapped as Class 2D (Figure 8).

Class 2 lands have minor limitations that require good ongoing management practices or slightly restrict the range of crops, or both. Land in Class 2 has limitations which constitute a continuous minor management problem or may cause lower crop yields or slightly smaller range of crops compared to Class 1 land, but which do not pose a threat crop loss under good management. Soils are deep hold moisture well and can be managed and cropped with little difficulty.

The "D" subclass is used for soils that are difficult to till, requiring special management for seedbed preparation and soils with trafficability problems for common farm implements. Also included are soils which have insufficient aeration, absorb and distribute water slowly, or have the depth of rooting zone restricted by conditions other than wetness (high water table) or consolidated bedrock or permafrost.

Site Layout and Intended Development

Based on recent satellite imagery and confirmed during DANACA's site investigation, the Subject Property has not been previously developed other than a historic (ca. 2000) construction of a

³ BC Ministry of Agriculture and Food and Ministry of Environment. 1983. Land Capability Classification for Agriculture in British Columbia: MOE Manual 1.

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driveway, a walking trail along the eastern edge, and clearings for farm use (Photos 1-4). Access to the Subject Property is to the north of the parcel on East Sooke Road via a gravel driveway. This driveway bisects the Subject Property and continues to the southwestern property line.

It is the intention of the Landowner is to rezone the Subject Property and strata subdivide the 6.74 ha to create four lots: lot 1 (1.75 ha), lot 2 (1.25 ha), lot 3 (1.5 ha) and lot 4 (1.45 ha) with the 0.45 ha of ALR land remaining as common property and non-subdivided (Figure 9). The Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the ALR. The subdivision will be aligned to have the existing driveway (within the ALR) remain unaltered as a common access (common property) for the four strata lots. Under the proposed Rural Residential 6A Zone, the Juan de Fuca Land Use Bylaw No. 2040, 1992 there will be a minimum of a 10 m building setback from the boundary of the lot.

Field Observations

Laura Hooper, P.Ag., of DANACA, visited the Subject Property for a detailed investigation on June 16, 2024. The purpose of the investigation was to document present conditions on the Subject Property (e.g., development, vegetation, soil, drainage, topography, on-site and off-site land use) to provide recommendations regarding an agricultural buffer while considering the intended development proposal by the Landowner.

Weather conditions on the morning of investigation were overcast with a high of 16°C. Precipitation, via showers and light rain was recorded in the East Sooke area in the 48 hours prior to the investigation. There were no visual or physical barriers encountered during the investigation that may have limited any recommendations re: an agricultural buffer and/or screenings on the Subject Property. During the investigation, there was standing water in Ditch A on the western property line, flowing water in Tributary A on the northern property line, and a wetland off-property to the east (Figure 10).

Photographs taken during the investigation of the Subject Property are presented at the end of this report. Below is a summary of observations relevant to DANACA's recommendations for agricultural buffers and screenings presented in the next section.

The Subject Property crowns at the southeast corner of the property (51 m) and slopes to the northwest. The Subject Property slopes downward to the ALR land to the west and east. There is steep slope of approximately 30% from the Subject Property down to the eastern ALR and approximately 1% from the Subject Property down to the western ALR (Figure 11).

The Subject Property is dominated by western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.) (Photos 5-6). Approximately 1/6 of the property has been cleared for farm use (Photo 4). There is also a wire fence that serves as a delineation between the Subject Property

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and the adjacent to the ALR Property to the west (Photo 7).

The ALR property is known as 5709 East Sooke Road (PID: 006-624-766), is 0.69 hectares and has residential use. The portion of the ALR adjacent to the Subject Property is treed with western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.). There was no evidence of agricultural operations on the Adjacent ALR property (e.g., the property has a mature forest, new house and driveways). The property has 2020's built 1-story house with several outbuildings valued at \$1.063 million.

The ALR property is known as 5685 East Sooke Road (PID: 024-994-952), is 6.65 hectares and has residential use but is primarily wetland (approximately 1.6 hectares) that serves as headwaters to Caffrey Creek, and a steep slope from the wetland up to the Subject Property. The portion of the ALR adjacent to the Subject Property is treed with western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), red huckleberry (*Vaccinium parvifolium*), trailing blackberry (*Rubus ursinus*), and salal (*Gaultheria shallon*). There was no evidence of agricultural operations on the Adjacent ALR property (e.g., the property has a mature forest, house, outbuildings and driveways). The property has 2004 built 1-story house with several outbuildings valued at \$1.092 million. The ALR land slopes steeply down from the Subject Property to a wetland (Photo 8 and 9).

The ALR property is known as 5717 East Sooke Road (PID: 024-994-936), is 12.65 hectares and has residential and mixed-farm use including greenhouses (Photo 10 and 11). The portion of the ALR adjacent to the Subject Property is a small tip of a triangle that is a field with agricultural grasses. The property has 1912 built 2-story house with several outbuildings valued at \$925,260 (Farmland – value set by BC Regulation 411/95).

Analysis

Local governments are the most appropriate bodies to design and manage the edge planning process. The Guide to Edge Planning ⁴ suggests that local governments can use regional growth strategies, official community plans, neighborhood plans, agricultural plans and zoning bylaws to provide clear guidance for the development of buffers on the non-farm side of the edge. The Juan de Fuca Electoral Area's Official Community Plan for East Sooke, Bylaw 4000 has strong policy statements to support agricultural use of lands with the Agriculture Land Use Designation, and, to reduce land use conflicts.

The *Land Title Act* and *Local Government Act* provide local governments with mechanisms to

⁴ Ministry of Agriculture and Food. 2015. Guide to Edge Planning: Promoting Compatibility Along Agricultural – Urban Edges.

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promote compatibility between urban development and farm operations. These mechanisms include the use of development permit areas to protect farming, and farm bylaws to manage certain farm practices and operations. The Official Community Plan for East Sooke establishes a Farmland Protection Development Permit Area (DPA) requires developing properties adjacent to ALR lands to establish a buffer strip between the lands.

The Guide to Edge Planning (the Guide) indicates that the success of edge planning relies on a shared responsibility and suggests that buffers should be considered on both the farm and non-farm sides. In this case, an urban-edge buffer strip will complement the existing ALR-side forested buffer and sloping lands.

The Guide provides recommendations for a continuous buffer along the urban side of the agriculture-urban edge. This guidance applies when there is active large-scale farming on farming on ALR lands. Additionally, the Guide (Section 3.4.b) recommends that:

"A continuous buffer along the urban side of the agriculture-urban edge will serve several functions. It will provide a visual screen should farm buildings be built on the property and farming activities commence. The fence will provide a deterrent to trespass onto farms, capture some dust and spray drift, and filter farm odors somewhat."

The British Columbia Agriculture in Brief (2021) ⁵ reports the provincial average farm size is 144.3 hectares, and the Vancouver Island average is 18.6 hectares⁶. The Guide provides several farm-side edge planning tools. While the Guide does not provide specific guidance to ALR lands that are small and not being actively farmed, it does suggest that the farm-side edge guidelines are matched to farm scale (Section 4.4). There is no guidance provided of this type for urban-side edge planning when the ALR land is not being actively farmed.

Whether, and how, to apply edge planning guidelines within the Edge Planning Area (EPA) will depend on the "scale" of the farm operations along the edge. For small farms, it does not make sense to encourage or require them to follow any of these edge farm management and siting guidelines.

The Guide provides some advice to local governments when planning a subdivision. The proposed subdivision (Figure 9) is in line with the Guide as it avoids larger suburban lots along the edge and avoids roads stubs and half roads.

The buffer and screening recommendations listed below apply to the existing long-term residential use of the ALR and/or the ongoing low-intensity agricultural operations on the Adjacent ALR Property proximal to the Subject Property, as opposed to high intensity operations such as commercial feedlots, dairy operations, and chicken farms.

DANACA recognizes that due to the subdivision application, the onus of establishing an agricultural buffer and screenings is on the Landowner of the Subject Property. However, we

⁵ Ministry of Agriculture and Food, Sector Insights and Corporate Initiatives Unit, Summer 2022.

⁶ Census of Agriculture and Tax Linkage, Statistics Canada, 2016 via Grow BC – Vancouver Island-Coast Region Agricultural Profile.

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recommend that the owner of the Adjacent ALR Properties consider maintaining the treed buffer. This forested area provides a natural buffer and screening due to the forest establishment. Note that our recommendation of maintaining the existing vegetation does not preclude the requirement for agricultural buffer and screening on the Subject Property.

Recommendations

Development Permit Guidelines

The following guidelines (in Part 560 of Bylaw 4000) for the Farmland Protection Development Permit Area are applicable to the development, and will be addressed in the development proposal as follows:

- A. A buffer zone consisting of setbacks, vegetative screening, fencing or berms between lands in the ALR and non-farm uses may be required.
 - a. 5709 East Sooke Road is adjacent to the section of the Subject Property that is also within the ALR. There is no planned change of use in this section as it is proposed to remain common property for the subdivision. The RAPR also applies to this northern section of the Subject Property. The RAPR prohibits vegetation alteration and the construction of structures (i.e. fences) within the environmental setbacks. Additionally, given there will be no structures in the common property, it is recommended that no additional buffer zones be placed on this section.
 - b. 5685 East Sooke Road is primarily wetland therefore environmental setbacks, combined with the slope of approximately 30% up to the Subject Property from the wetland, provide a significant setback from any future agricultural activities (i.e. spray drift). The existing mature forest, topography, and 10-meter rear yard construction setbacks on the Subject Property combine to provide adequate protection therefore additional buffers are not recommended.
 - c. The Subject Property has a post-and-rail fence along the western property line between 5717 East Sooke Road. The ALR land is triangular in this area and only abuts the Subject Property at the vertex of the triangle therefore creating a very small area that intersects with the subject property. This fence, combined with the 10-meter rear yard construction setbacks on the Subject Property, provide a sufficient buffer therefore additional buffers are not recommended.
- B. Drainage will be designed and constructed so that there is no increase or decrease in the amount of surface water or groundwater available to the agricultural lands.
 - a. A stormwater management plan will be developed at subdivision to comply with local bylaws. We recommend that the existing driveway within the proposed common property/Subject Property ALR land remain as-is and not hard surfaced.
- C. Subdivision design will minimize potential conflicts between farm and non-farm uses.
 - a. The proposed subdivision is in line with the Guide as it avoids roads stubs and half roads along the ALR edge.
- D. Subdivision design should avoid road endings or road frontage adjacent to land in the ALR unless required for farm vehicle access.
 - a. Not applicable.
- E. As a condition of the issuance of a development permit, compliance with any or all conditions recommended in a report by a Qualified Professional (QP) will be considered by the CRD and may be included in the development permit.

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DANACA offers the following recommendations and opinions to minimize potential land use conflict between the Subject Property and the Adjacent ALR Property, and promote compatibility along agricultural urban edges in consideration of the site conditions and the discussion outlined above:

1. We recommend that the existing driveway within the proposed common property/Subject Property ALR land remain as-is and not hard surfaced.
2. We recommend that the Landowner retain the wire fence along the entire property line between the Subject Property and 5717 East Sooke Road, not just the small section that is between the agricultural land reserve and the Subject Property.
3. Proposed strata lots 1, 2 and 3 should retain the existing vegetation to create 10 m forested buffers along the property lines that abut ALR.
4. The buffer must be protected by a covenant registered on title and/or a no-build covenant.

Summary

Should DANACA's recommendations in this report be followed, it is our opinion that the potential for conflict between land use on the Subject Property and on the adjacent ALR Land will be minimal if the use of the adjacent ALR parcel continue as residential use or initiate low-intensity farming operations.

Prepared by:

DANACA Consulting
Laura Hooper M. Sc. P. Ag.
Professional Agrologist



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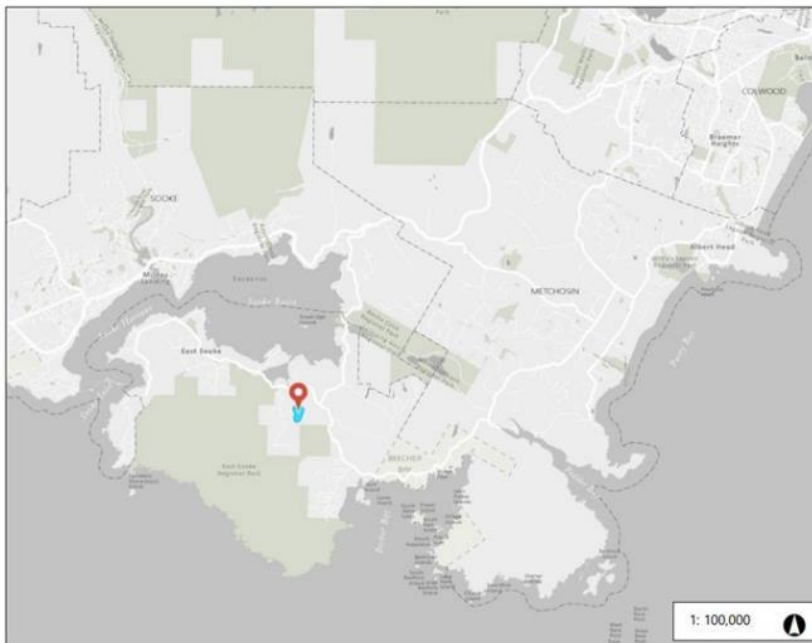


Figure 1. Regional context of PID 024-994-944, East Sooke, BC. Image courtesy of the Capital Regional District.

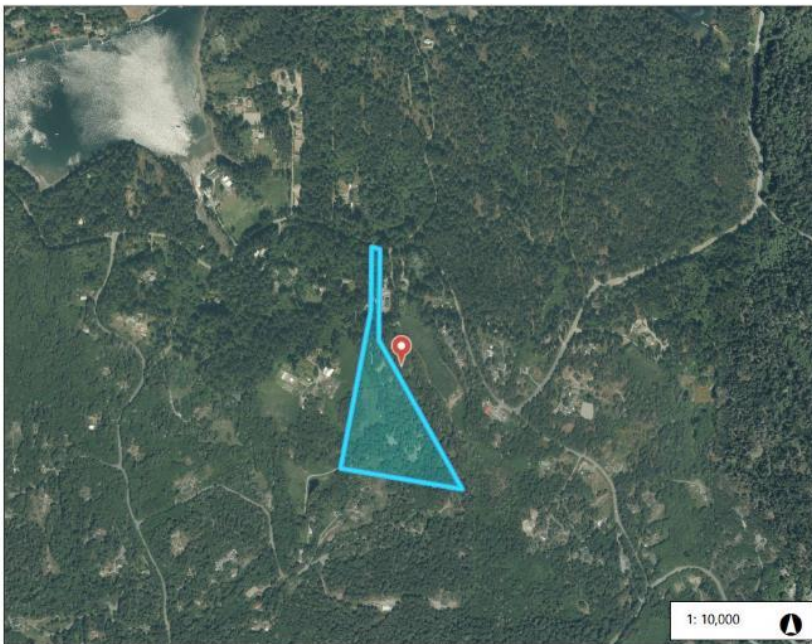


Figure 2. Location of PID 024-994-944, East Sooke, BC. Image courtesy of the Capital Regional District.

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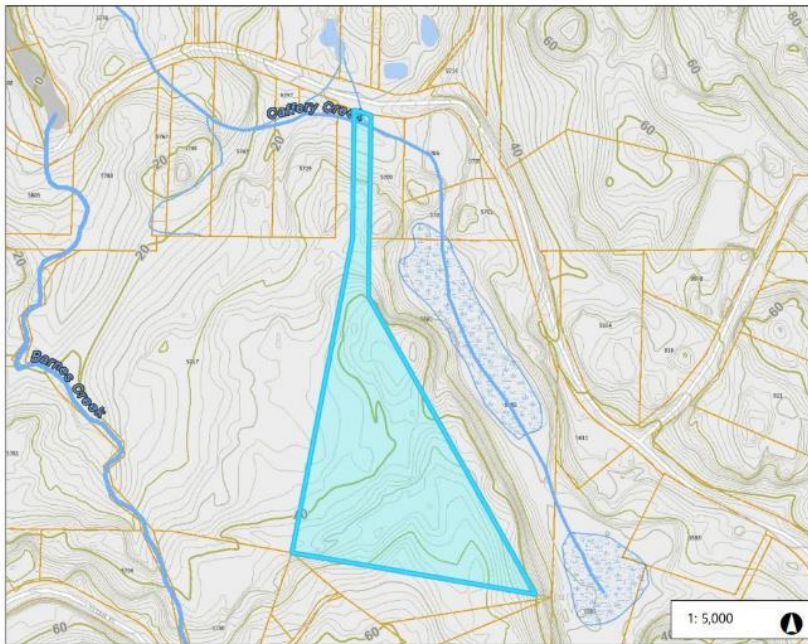


Figure 3. Location of PID 024-994-944 within the Caffrey Creek watershed with 1 m contours. Image courtesy of the Capital Regional District.

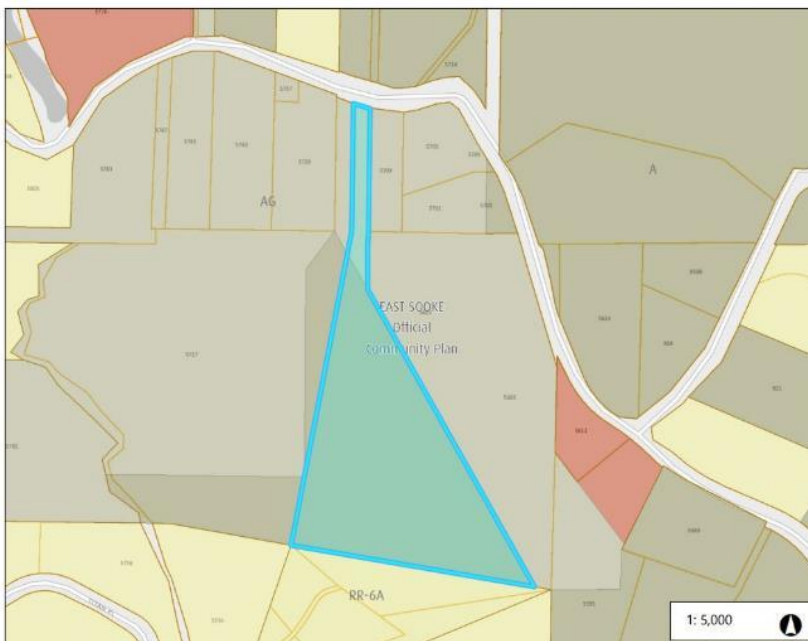


Figure 4. Official Community Plan land use designation Of PID 024-994-944 in relation to surrounding properties. Image courtesy of the Capital Regional District.

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Figure 5. Location of PID 024-994-944 within the Agricultural Land Reserve in relation to neighbouring properties. Image courtesy of the Capital Regional District.

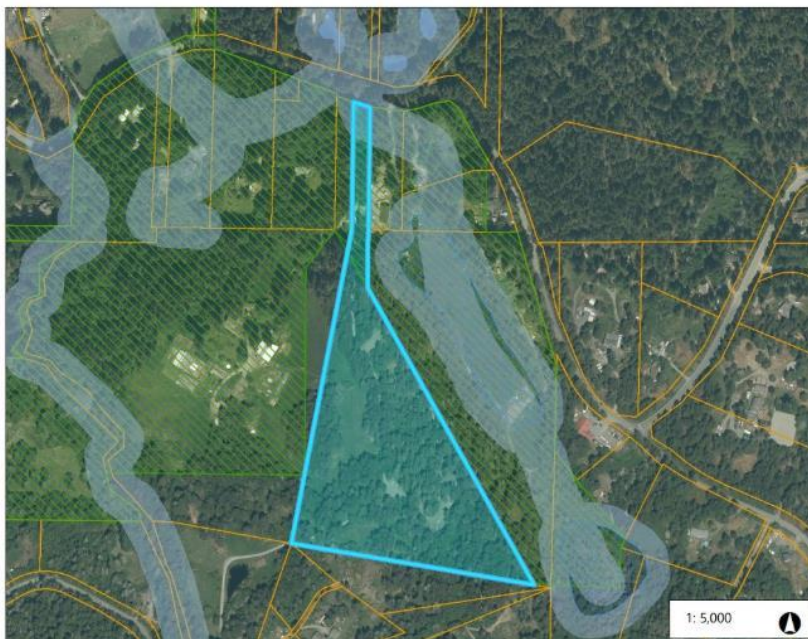


Figure 6. Riparian Assessment Areas on Subject Property in relation to Agricultural Land Reserve. Image courtesy of the Capital Regional District.

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Figure 7. 'Ragbark' soil polygon on the Subject Property and the surrounding agricultural land to the east and west. Image courtesy of iMapBC.

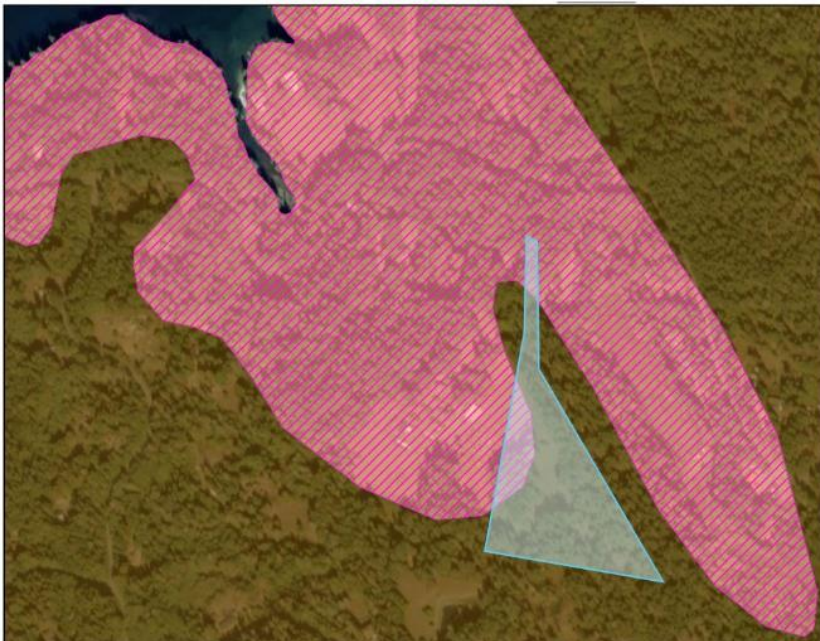


Figure 8. Agricultural capability of the Subject Property and the surrounding agricultural land to the east and west.

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Image courtesy of iMapBC.

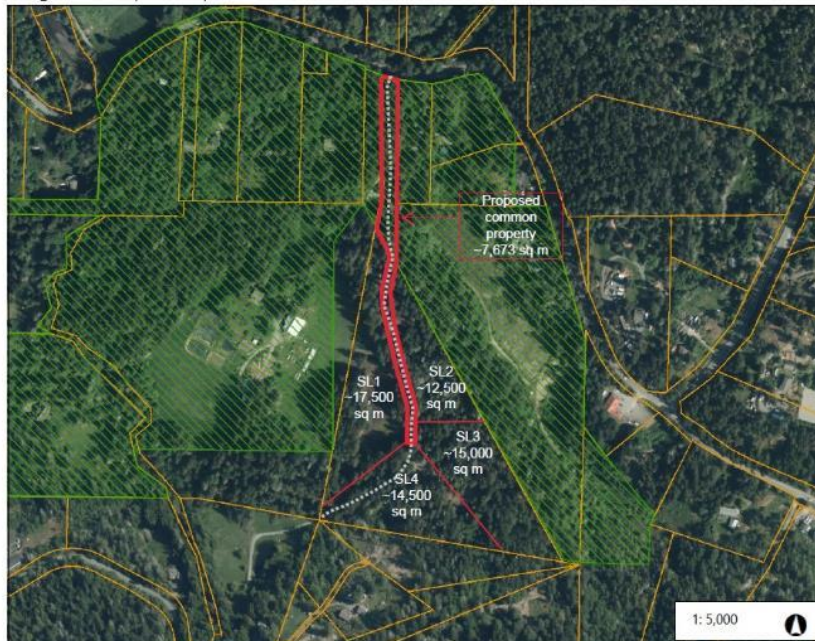


Figure 9. Proposed four-lot subdivision at PID 024-994-944.



Figure 10. Watercourse and isolated ditch on the Subject Property in relation to the Agricultural Land Reserve.

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Figure 11. One-meter contours in relation to the Subject Property and the Agricultural Land Reserve.



Photo 1: Existing driveway access to the property, facing south within the ALR. 5709 East Sooke Road (ALR) and the watercourse is on the left in the photo.

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Photo 2: Existing driveway access to the property within the ALR, facing north and East Sooke Road. 5709 East Sooke Road (ALR) and the watercourse is on the right in the photo.



Photo 3: Typical trails on perimeter of the Subject Property. 5685 East Sooke Road (ALR) is in the left of the photo.

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Photo 4: Pasture on the western side of the Subject Property. 5717 East Sooke Road is in the background beyond the trees in the photo.



Photo 5: Typical vegetation in the ALR on the Subject Property, 5685 East Sooke Road and 5709 East Sooke Road.

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Photo 6: Typical forest layer in the ALR on the Subject Property, 5685 East Sooke Road and 5709 East Sooke Road.



Photo 7: Wire fence serving as a buffer between the Subject Property and 5717 East Sooke Road. Subject Property is on the right of the photo.

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Photo 8. Trail on the Subject Property and the slope to the ALR land on 5685 East Sooke Road.



Photo 9. Wetland within the ALR land on 5685 East Sooke Road.

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Photo 10. 5717 East Sooke Road, is 12.65 hectares and has residential and mixed-farm use including greenhouses. Subject Property is to the right.



Photo 11. 5717 East Sooke Road is 12.65 hectares and has residential and mixed-farm use including greenhouses. Subject Property is to the left.

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Appendix G: Riparian Areas Regulation Report



Riparian Areas Regulation Report

East Sooke Road

PID: 024-994-944



2024

Report Date:
September 4, 2024

Client Name:



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FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date **Sept 4, 2024**

I. Primary QEP Information

First Name	Laura	Middle Name	Rose
Last Name	Hooper		
Designation	PAg	Company	Danaca Consulting
Registration #	2546	Email	danacaconsulting@gmail.com
Address	2554 Sooke River Road		
City	Sooke	Postal/Zip	V9Z 0X8
Prov/state	BC	Country	Canada
		Phone #	250-588-8208

II. Secondary QEP Information (use Form 2 for other QEPs)

First Name		Middle Name	
Last Name			
Designation			
Registration #		Email	
Address			
City		Postal/Zip	
Prov/state		Country	
		Phone #	

III. Developer Information

First Name		Middle Name	
Last Name			
Company			
Phone #		Email	
Address			
City		Postal/Zip	
Prov/state		Country	

IV. Development Information

Development Type	Strata Development		
Area of Development (ha)	6.74	Riparian Length (m)	100
Lot Area (ha)	6.74	Nature of Development	Subdivision <6 lots
Proposed Start Date	October 1, 2024	Proposed End Date	December 31, 2025

V. Location of Proposed Development

Street Address (or nearest town)	East Sooke Road		
Local Government	Juan de Fuca Electoral Area	City	East Sooke
Stream Name	Caffrey Creek		
Legal Description (PID)	024-994-944	Region	1- Vancouver Island
Stream/River Type	Watercourse	DFO Area	South Coast
Watershed Code	No standard code listed		
Latitude	48	21	15.55
Longitude	123	38	47.97

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed.
Insert that form immediately after this page.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Table of Contents for Assessment Report

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FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

(Provide as a minimum: Species present, type of fish habitat present, description of current riparian vegetation condition, connectivity to downstream habitats, nature of development, specific activities proposed, timelines)

The subject property is in the 5700-block of East Sooke Road, Sooke, BC and is 6.64 ha (Figures 1 and 2). The project is a proposed subdivision to create 4 lots (Figure 3).

On June 16, 2024, Laura Hooper, PAg visited the site to conduct a Riparian Areas Protection Regulation (RAPR) assessment for the proposed project.

Watershed Context and Fisheries Resource Values

There are 2 waterbodies on and adjacent to the subject property (Figure 4):

- Tributary A: in the north quadrant of the property, flows northwest Caffrey Creek, flows into potentially fish bearing stream (RAPR applies, SPEA 10 m).
- Agricultural Ditch: within the field on the west property line, flows west to a culvert on 5717 East Sooke Road. Flows exit the culvert into a grassed field with no defined channel. RAPR does not apply.

Caffrey Creek is a short creek less than 1200 m in length that discharges directly into the marine environment at Anderson Cove on Sooke Basin on the southwest coast of Vancouver Island. It has no standard watershed code. A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Caffrey Creek produced no fish observations or other creek information (all accessed July 2, 2024) therefore it is assumed that its tributaries are also fish bearing.

Site Assessment

The RAPR assessment reviewed the subject property with a focus on the Riparian Assessment Area (RAA) for the mapped watercourse (Caffrey Creek), along the eastern property line for connectivity to the wetland to the east, and to determine if there were any tributaries to Barnes Creek to the west (Figure 4). No connections were found to either the wetland or Barnes Creek. The RAA, unnamed tributary to Caffrey Creek, and Streamside Protection & Enhancement Areas (SPEA) encompass the northern narrow portion of the lot that provides access to East Sooke Road.

There is watercourse and one ditch on the property on East Sooke Road (Figure 4, Photos 1-4). The watercourse is a tributary to Caffrey Creek, potentially fish bearing stream, therefore the RAPR applies. The agricultural ditch is not connected with a defined channel to Barnes Creek, therefore the RAPR does not apply (Photos 5 and 6).

Tributary A enters the property from the southeast, flows northwest along the eastern edge of the narrow access to the property and discharges into a culvert under East Sooke Road into 5740 East Sooke Road. It has a low gradient, in a riffle-pool series, that created a slow-moving flow of water during the stream assessment. The banks of the stream are up to 1 meter high suggesting that the stream is not deeply incised into the landscape. The width is consistent, and the depth varies (Photo 1-4). Tributary A is not known to dry out in the summers and there is a wetland upstream of the watercourse. However, this upland (off-property) wetland was not assessed. The RAPR default is fish-bearing. The watercourse flows northwest into a ca. 700 mm culvert

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

under East Sooke Road as it exits the property. The riparian forest is dominated by western red cedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.) (Photos 1-4).

The SPEA is 10 m (Figure 5).

The property has not been previously developed other than a historic (ca. 2000) construction of a driveway, a walking trail along the eastern edge, and clearings for farm use (Photos 7-10).

Proposed Development

The proposed development is a rezoning and subdivision to divide (6.74 ha) into four lots: lot 1 (1.75 ha), lot 2 (1.25 ha), lot 3 (1.5 ha) and lot 4 (1.45 ha) (Figure 4). Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. The proposed subdivision boundaries are through the centre of the parent lot and the only proposed development is installation of wells, outside the RAA. The subdivision will be aligned to have the existing driveway (within the RAA) remain unaltered as a common access (common property) for the four strata lots.

The site of the proposed development is not subject to undue hardship given the developable area for the lots range from 63% to 73% (Figure 6).

Form 3 Detailed Assessment Form
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: June 16, 2024

Description of Water bodies involved (number, type)

Stream – tributary to Caffrey Creek

Stream	X
Wetland	
Lake	
Ditch	
Number of reaches	1
Reach #	1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

	Channel Width(m)	Gradient (%)		
starting point	1.5	1	I, <u>Laura Hooper</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.	
upstream	1.5	0		
	1.7	1		
	1.3	1		
	1.7	1		
downstream	1.7	0		
	2.1	0		
	1.0	2		
	1.4	1		
	1.2	1		
	1.6	1		
Total: minus high /low	13.6	7		
mean	1.5	0.8		
	R/P	C/P		S/P
Channel Type	X			

Site Potential Vegetation Type (SPVT)

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes I, <u>Laura Hooper</u> , hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED]; c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.
Polygon No:	1		Method employed if other than TR
SPVT Type	LC	SH	TR
			X
Polygon No:			Method employed if other than TR
SPVT Type	LC	SH	TR
Polygon No:			Method employed if other than TR
SPVT Type			

Form 3 Detailed Assessment Form
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	4.5	South bank	Yes	X	No		
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)						
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report		
SPEA maximum	10	(For ditch use table3-7)					

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)	10						
Litter fall and insect drop ZOS (m)	10						
Shade ZOS (m) max	4.5	South bank	Yes		No	X	
SPEA maximum	10	(For ditch use table3-7)					

Segment No:		If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons					
LWD, Bank and Channel Stability ZOS (m)							
Litter fall and insect drop ZOS (m)							
Shade ZOS (m) max		South bank	Yes		No		
SPEA maximum		(For ditch use table3-7)					

I, Laura Hooper, hereby certify that:

- I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];
- I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Comments

Tributary A flows northwest along the eastern edge of the narrow access to the property. It has a low gradient, in a riffle-pool series, that created a slow-moving flow of water during the stream assessment. The banks of the stream are up to 1 meter high suggesting that the stream is not deeply incised into the landscape. The width is consistent, and the depth varies (Photo 1). Tributary A is not known to dry out in the summers and there is a wetland upstream of the watercourse. However, this upland (off-property) wetland was not assessed. The RAPR default is fish-bearing. The watercourse flows northwest into a ca. 700 mm culvert under East Sooke Road as it exits the property. The riparian forest is dominated by western redcedar (*Thuja plicata*), Grand fir (*Abies grandis*), and Douglas fir (*Pseudotsuga menziesii* ssp. *menziesii*) with red alder (*Alnus rubra*) and bigleaf maple (*Acer macrophyllum*). There is an understory of salmonberry (*Rubus parviflorus*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), skunk cabbage (*Lysichiton americanum*), dull Oregon-grape (*Mahonia nervosa*), vanilla leaf (*Achlys triphylla*), salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*),

Form 3 Detailed Assessment Form
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

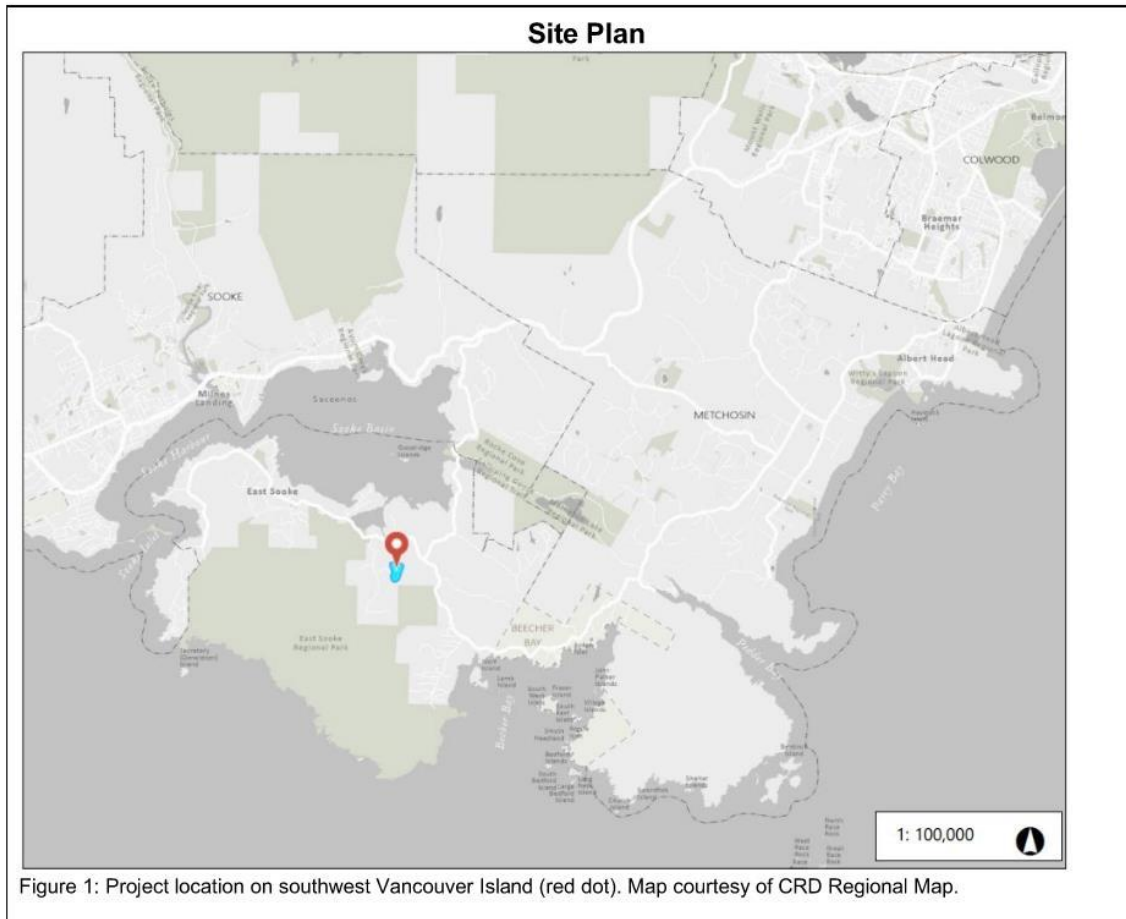
foam flower (*Tiarella cordifolia*), hedge nettle (*Stachys chamissonis*), trailing blackberry (*Rubus ursinus*), rose (*Rosa* sp.) and sedges (*Carex* sp.).

A search of the iMap BC fisheries layers, FIDQ - Fish Inventories Data Queries, and Habitat Wizard for Caffrey Creek produced no fish observations or other creek information (all accessed July 2, 2024) therefore it is assumed that its tributaries are also fish bearing.

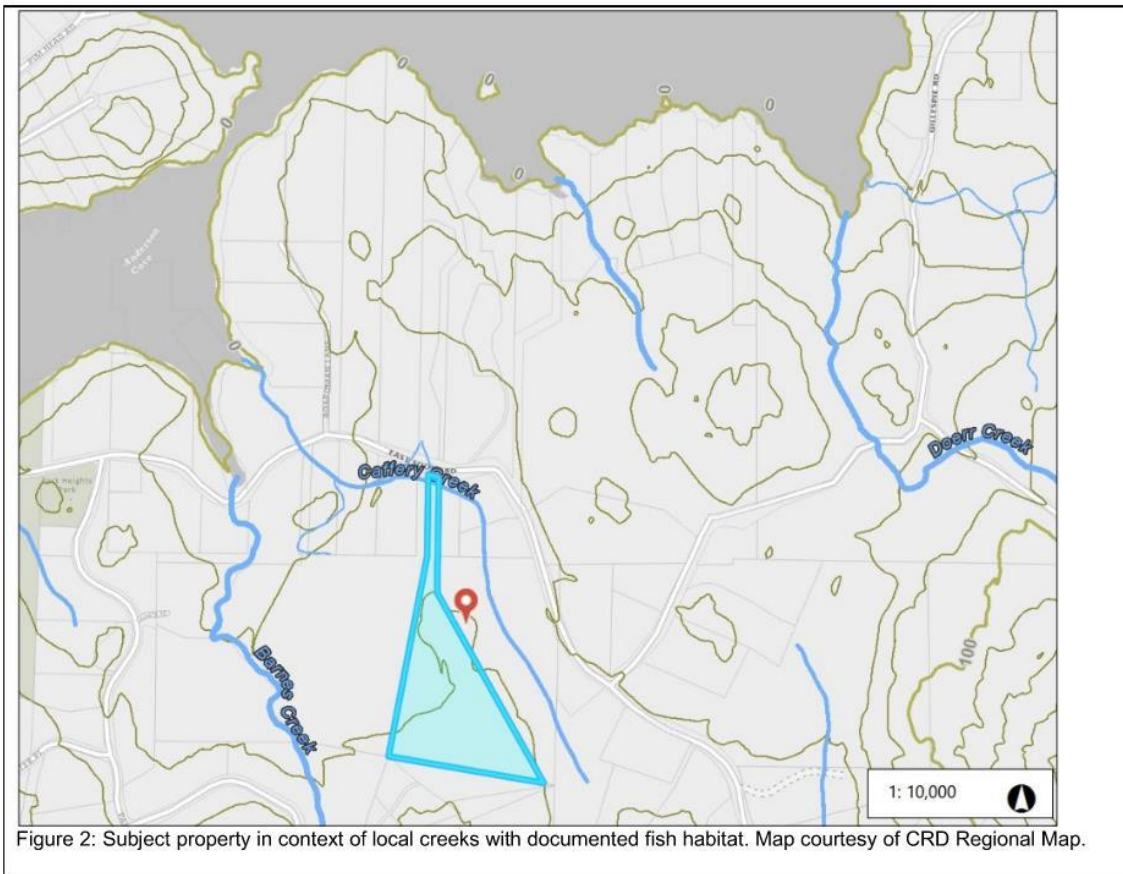
The SPEA is 10 m.

FORM 1
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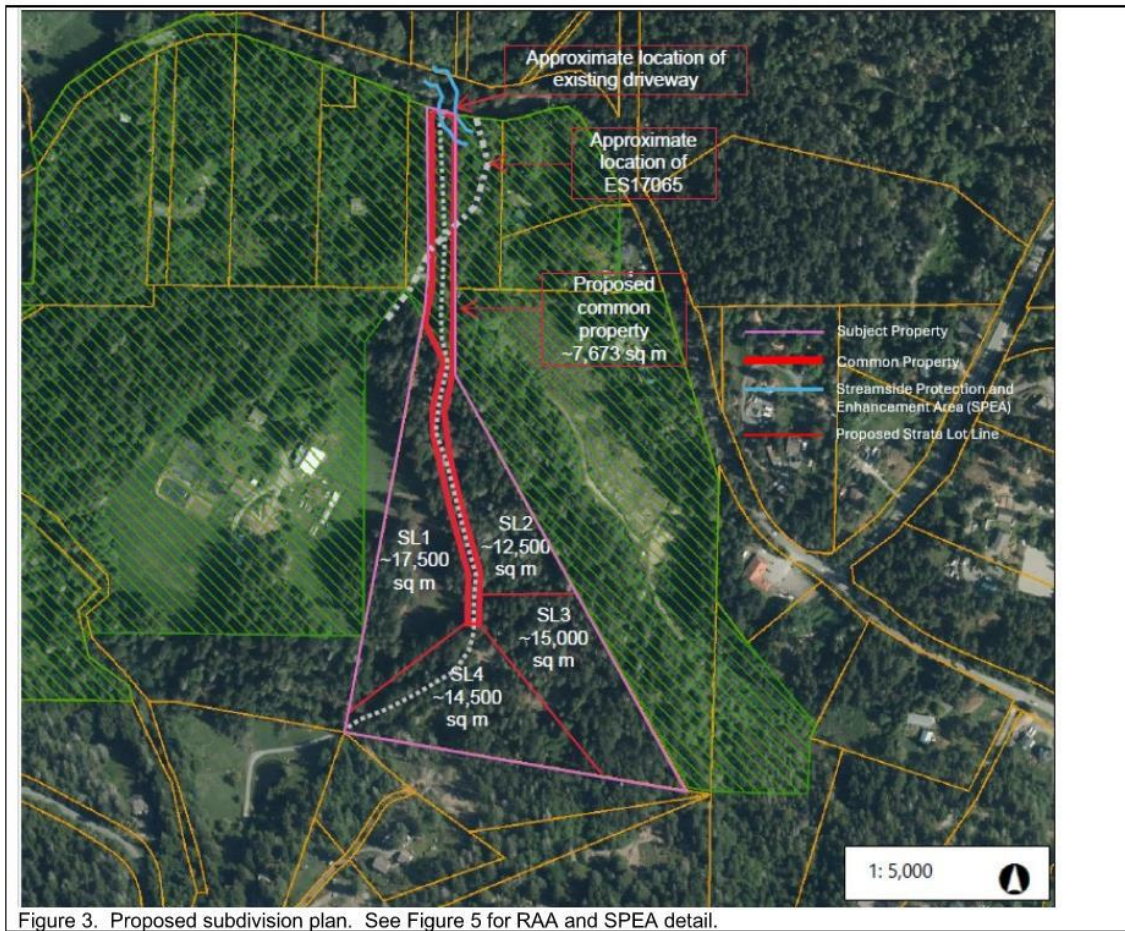
Section 3. Site Plan



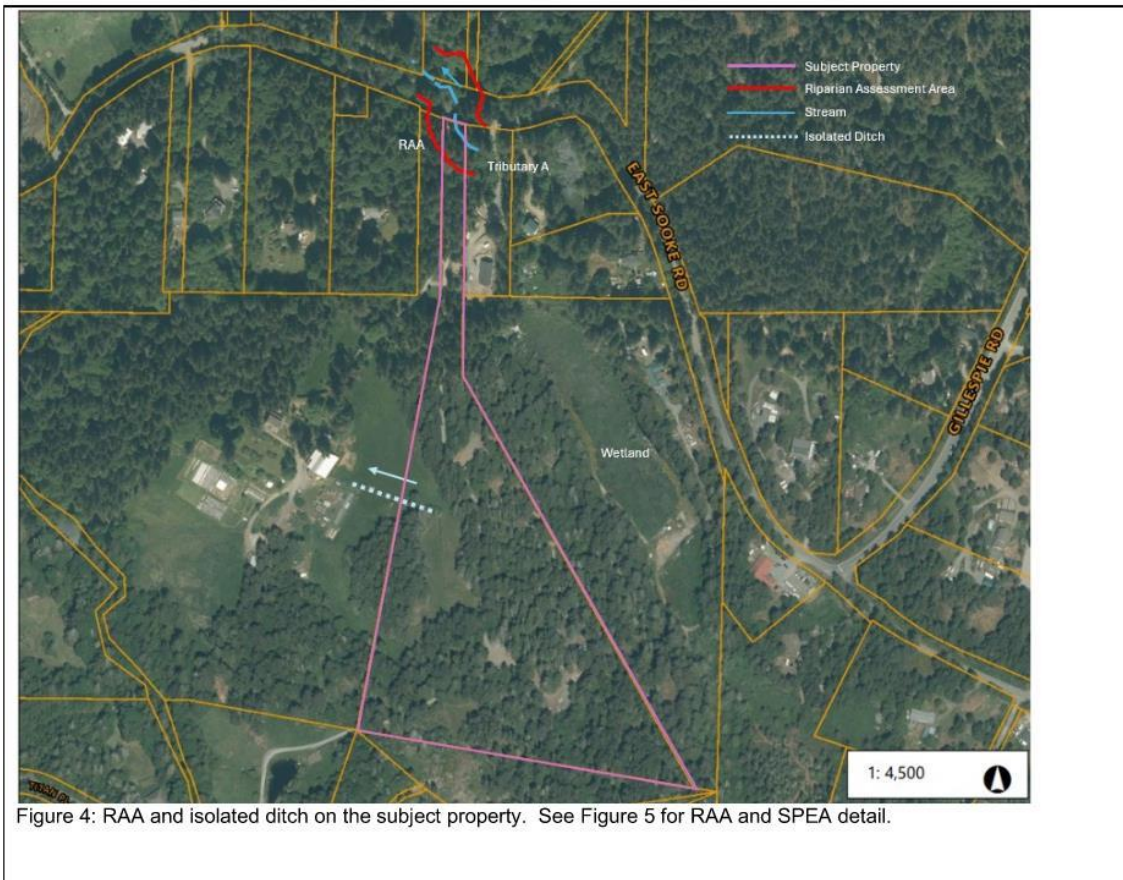
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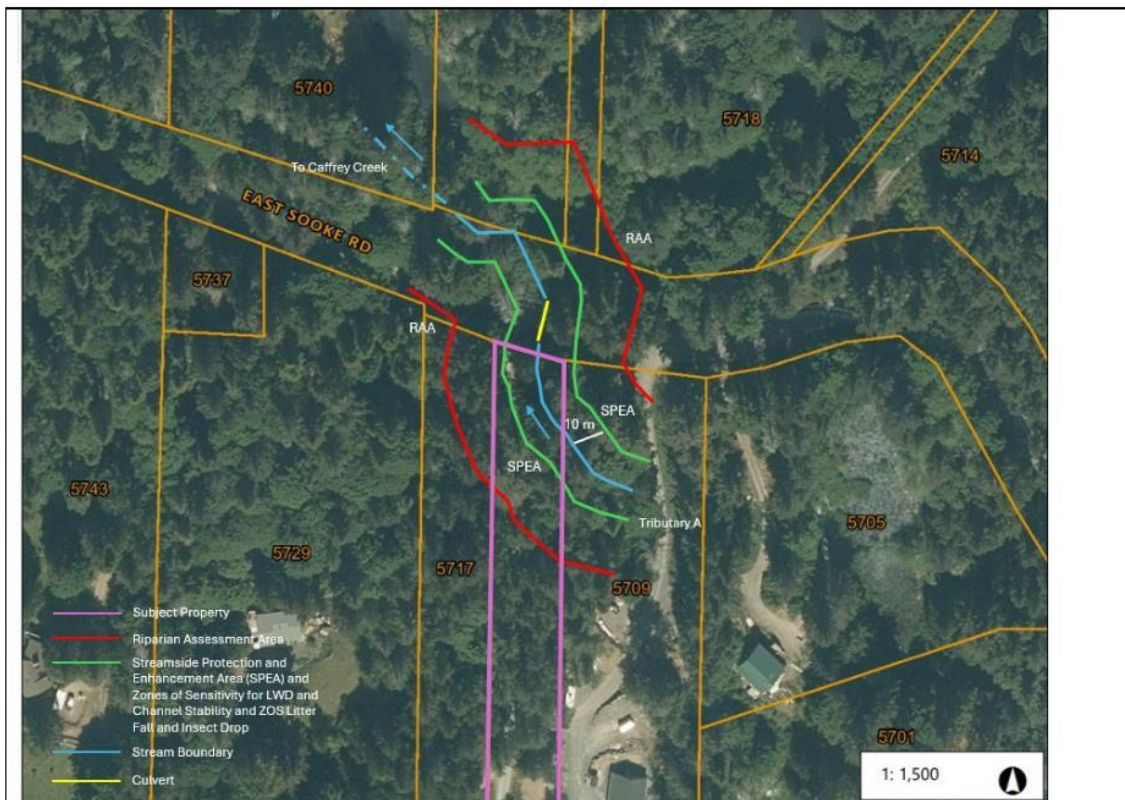
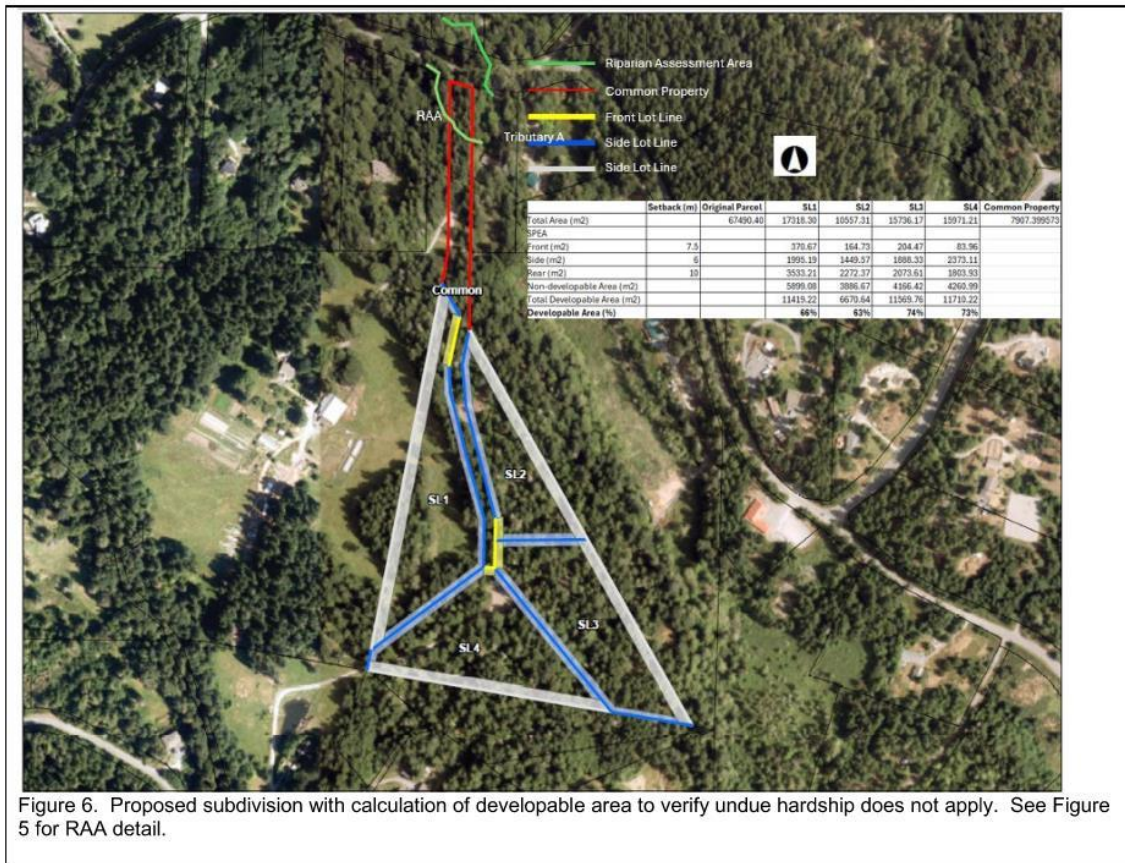


Figure 5: RAA & SPEA on the Subject Property. Aerial photo courtesy of CRD Regional Map.

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FORM 1
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Section 4. Measures to Protect and Maintain the SPEA

This section is required for detailed assessments. Attach text or document files, as need, for each element discussed in Part 4 of the RAPR. It is suggested that documents be converted to PDF *before* inserting into the assessment report. Use your "return" button on your keyboard after each line. You must address and sign off each measure. If a specific measure is not being recommended a justification must be provided.

4.1 Danger Trees

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a tree assessment was not conducted.

4.2 Windthrow

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, there is no expected increased risk of windthrow in the SPEA. A tree assessment was not conducted.

4.3 Slope Stability

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, a geotechnical assessment was not conducted.

4.4 Protection of Trees

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA; therefore, no tree protection is required.

4.5 Encroachment

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA.

The existing uses within the SPEA of the unnamed tributary will remain as is (driveway to subject property).

The owners are aware via this report that the current uses are permitted, and that the following restrictions exist for new activities within the SPEA:

- The driveway assess should not be paved or surfaced with impermeable materials
- Planting native plants only
- Removal of non-native species
- Tree removal is only permitted for hazard trees, which must be identified by an ISA certified arborist, and replacement trees planted
- Trees and limbs that fall naturally in the SPEA should be left to provide organic debris for stream function, habitat and contributions to natural nutrient regimes, rather than being cleared or used for firewood
- No other development activities (e.g. clearing, buildings, road building, etc.) are permitted within the SPEA
- Any other development in the RAA than what is described in this report will require a new RAPR Assessment

4.6 Erosion & Sediment Control

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA.

FORM 1

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4.7 Stormwater Management

Proposal is for rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA. Stormwater management for dwelling units must occur outside the RAA.

4.8 Floodplain Concerns

Proposal is for a four lot subdivision only and no development is proposed within the floodplains.

1. Danger Trees	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
2. Windthrow	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
3. Slope Stability	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
4. Protection of Trees	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
5. Encroachment	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
6. Sediment and Erosion Control	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

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7. Stormwater Management	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
8. Floodplain Concerns (highly mobile channel)	
I, <u>Laura Hooper, PAg</u> , hereby certify that:	
a. I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b. I am qualified to carry out this part of the assessment of the development proposal made by the developer [REDACTED];	
c. I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and In carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

FORM 1

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Section 5. Environmental Monitoring

Attach text or document files explaining the monitoring regimen Use your "return" button on your keyboard after each line. It is suggested that all documents be converted to PDF *before* inserting into the PDF version of the assessment report. Include actions required, monitoring schedule, communications plan, and requirement for a post development report.

Proposal is for a rezoning and subdivision only, no clearing, construction, or development is proposed in the RAA, and environmental monitoring is not required.

The owner has been informed of the obligation to protect the Streamside Protection and Enhancement Area (SPEA) and waterbodies, and that any future development in the RAA than what is described in this report will require a new RAPR Assessment.

The owners have been informed of the obligation of a QEP to submit a conformance statement and post-development report to the RAPR Notification System and have agreed to obtain the services of a QEP to complete this task. A post development report will include a field inspection of the development site and SPEA to ensure that the measures in the RAPR report have been implemented and that no damage has occurred or is expected to occur to the integrity of the SPEA.

If a QEP is not retained to monitor the project, it may not be possible to provide assurance that the work-site procedures were followed appropriately, or the work completed to an acceptable standard, or to sign a conformance statement and submit a post-development report.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 6. Photos



Photo 1: Typical section of the tributary to Caffrey Creek.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 2: Typical section of the tributary to Caffrey Creek and riparian vegetation.



Photo 3: Typical riparian vegetation of the tributary to Caffrey Creek.

FORM 1
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Photo 4: Typical forest layer of the tributary to Caffrey Creek.



Figure 6: Isolated ditch on subject property. 5717 East Sooke Road is in the forest in the background.

FORM 1
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Figure 6: Outlet of culvert into agricultural field on 5717 East Sooke Road. Barnes Creek is in the forest in the background.



Photo 7: Existing driveway access to the property, facing south. The tributary is on the left of the photo.

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 8: Existing driveway access to the property, facing north and East Sooke Road. The tributary is on the right of the photo.



Photo 9: Typical trails on perimeter of the subject property.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Photo 10: Pasture on the western side of the subject property.

FORM 1
Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Section 7. Professional Opinion

Qualified Environmental Professional opinion on the development proposal's riparian assessment.

Date Sept 4, 2024

1. I/We Laura Hooper, PAQ hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer [REDACTED], which proposal is described in section 3 of this Assessment Report (the "development proposal");
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) N/A the site of the proposed development is subject to undue hardship, (if applicable, indicate N/A otherwise) and
- b) ☒ the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Submission Instructions

**Riparian Areas Protection Regulation – Qualified Environmental Professional –
Assessment Report RAR-QEP-AR**

Forms you will need to complete are

- Form 1 which has the database information, the description of the fisheries resources, development site plan, measures to protect and maintain the SPEA, and environmental monitoring.
- Form 2, if more QEPs are part of the project team.
- Either Form 3 the detailed assessment form(s) or Form 4 simple assessment form(s) which is for the results of the riparian assessment (SPEA width). Use enough copies of the form to complete the assessment of the site.
- Form 5 is the photo form(s). Duplicate for additional photos.

NB: Refer to Part 4 of the RAPR and the Technical Manual for detailed instructions on the information required for completing the Assessment Report.

A complete Riparian Assessment Report based on the template forms must be converted to a *single* Portable Document Format PDF file prior to uploading onto the Notification System.

The Assessment Report must be submitted complete with all information specified and posted to the notification system to be reviewed by the province. Upon approval notification will be provided to the local government.

Tips for working with MS Word Template Forms

Using the forms

- Before beginning, print a hard copy of the form and the guidance files for reference
- Open the template
- Enter data into the shaded fields on the form
- Use TAB to move from one field to another; SHIFT-TAB to go in reverse
- Text and digital photos may be inserted from other applications
- The amount of text that can be entered in each box is limited and cannot be changed by the user; boxes with date information, for example, require input like: yyyy-mm-dd.

Saving the completed form

- Assign name to the completed form
- Save a word document (*.doc file)
- Do not overwrite the Template (*.dot file) with your completed form
- If you do overwrite the template, you can download a new copy from this web site

Appendix H: Letter from Drillwell Enterprises, received February 21, 2025.

Drillwell Enterprises

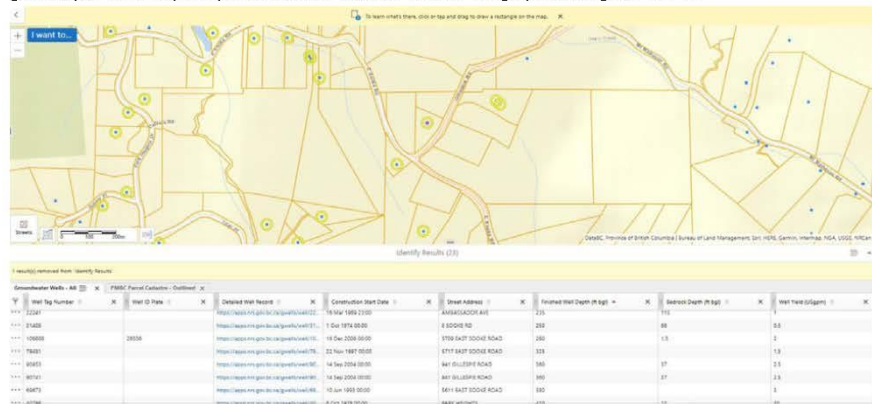
4994 Polkey Road
Duncan, V9L 6W3, B.C.



Phone: (800) 746-7444
Fax: (250) 746-8404
Email: drill@drillwell.com

Re: LOT 3, PLAN VIP72026, SECTION 84&88, SOOKE LAND DISTRICT PID: 024-994-944

The drilled wells in this area are primarily in bedrock and although they tend to be lower yield, most are adequate domestic supplies. Drilled wells in this area range from 100' to 600' deep and produce up to 7 gallons per minute (GPM) with most in the 200' to 450' range producing 0.5-3GPM.



500 Gallons per day is often considered a luxurious domestic supply for indoor water use and those mindful of their water usage often find a well producing 0.25GPM (360 Gallons per day) will meet their needs when they have storage to meet peak demands.

There are some unsuccessful wells to the southwest of the parcel and at some point (off map) the odds of a successful well appear to drop significantly. Based on the information available it seems likely adequate domestic supplies will be possible on the subject property similar in depth and yield to those surrounding. In the unfortunate event a drilled well was unsuccessful it is likely that hydrofracturing it or exploring again some distance away could provide an adequate water supply.

Best regards,

Colin Slade



Making a difference...together

**REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, SEPTEMBER 16, 2025**

SUBJECT **Zoning Bylaw & Official Community Plan Amendment Application for
Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680**

ISSUE SUMMARY

The landowner has made an application to redesignate portions of the subject property from the Coastal Uplands (CU) to the Commercial (CO) and Pacific Acreage (PA) land use designations of the Shirley – Jordan River Official Community Plan (OCP) and to change the zone from Forestry (AF) to a new Commercial Rural Market (C-2) Zone and the Rural Residential 3 (RR-3) Zone.

BACKGROUND

The 4.0 ha subject property is located at 9730 West Coast Road in Shirley, on the northwest corner of the intersection of West Coast Road and Kirby Creek Road (Appendix A). The property is zoned Forestry (AF) (Appendix B) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Bylaw 2040), and designated Coastal Uplands (CU) in the Shirley-Jordan River Official Community Plan, Bylaw No. 4001 (OCP). The property is within the Shirley Fire Protection Service Area, and no Development Permit Areas (DPAs) are identified by the OCP.

An application has been submitted to split-zone the 4.0 ha property by rezoning a 0.5 ha portion from the AF zone to a new Commercial Rural Market (C-2) zone (Appendix C), and the remaining 3.5 ha to the Rural Residential 3 (RR-3) zone (Appendix D). While the C-2 designation currently applies to the Village Commercial zone in Bylaw No. 2040, no lands in the bylaw area are currently subject to this zone.

The landowner envisions residing on the RR-3 zoned portion, while operating a country market on the C-2 zoned portion. The proponent intends that the market focus mainly on food and beverage retail complimented by agricultural activities and seasonal uses such as hosting food trucks and community events. The proposal is supplemented by a comprehensive land use analysis that includes a conceptual illustration of the market and a preliminary groundwater assessment (Appendix E).

The proposed C-2 and RR-3 zone boundary is intended to serve as the future property line for a potential subdivision application that would create two separate parcels (Appendix F). The application also includes an OCP amendment to redesignate the property from CU, which primarily supports low-impact recreation/tourism, rural residential, and agricultural uses. The application proposes that the 0.5 ha C-2 zoned area be designated Commercial (CO) and the 3.5 ha RR-3 zoned area be designated Pacific Acreage (PA).

In accordance with the proposal, staff have prepared Bylaw No. 4705 to amend the Shirley-Jordan River OCP (Appendix G) and Bylaw No. 4706 to amend the JdF Land Use Bylaw (Appendix H). These bylaws are presented to the Juan de Fuca Land Use Committee to consider if the application should proceed to the referral process.

ALTERNATIVES

Alternative 1

That staff be directed to refer proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025"; to the Shirley-Jordan River Advisory Planning Commission, appropriate CRD departments, and the following First Nations and external agencies for comment:

- paaʔčiidʔatx (Pacheedaht) First Nation
- T'Sou-ke First Nation
- BC Hydro
- BC Parks
- District of Sooke
- Island Health
- Ministry of Forests – Archaeology Branch
- Ministry of Forests – Water Protection Section
- Ministry of Land, Water and Resource Stewardship
- Ministry of Transportation & Transit
- RCMP
- Sooke School District #62

Alternative 2

That proposed Bylaw Nos. 4705 and 4706 not proceed.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act (LGA)*. Staff recommend referring proposed Bylaw Nos. 4705 and 4706 to the Shirley-Jordan River APC.

Should the proposed bylaws proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendments and a public hearing will be advertised in the local paper and on the CRD website.

Regional Growth Strategy Implications

The Regional Growth Strategy (RGS) designates the subject property as Rural / Rural Residential, which includes lands used for rural and rural residential purpose. While not intended to become future urban areas requiring extensive services, commercial uses serving the local community by providing employment opportunities in a rural context can be supported if impacts to the local community and environment are minimal.

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy be consistent with the RGS. Since the proposal includes an amendment to the OCP, the bylaws will be considered by the Planning and Protective Services Committee and the CRD Board for determination of consistency with the RGS prior to first reading.

First Nations Implications

The CRD highly values building strong relationships with First Nations and aims to improve engagement procedures that support reconciliation. The subject property is located within the traditional territory of the paaʔčiidʔatx (Pacheedaht) and T'Sou-ke First Nations. Each Nation will be invited to participate in the land use review and referral process to inform them of the proposed development activity within their traditional territory and seek meaningful dialogue and comment regarding this proposal.

Context and Policy Implications

The OCP provides a contextual framework for Shirley and includes policies for community health and the local economy, as well as historical and geographic information to help the LUC and the APC consider gradual increments of low-density developments that are consistent with the local community context and character.

Over time, Shirley has established a modest collection of commercial, industrial, rural residential, and recreational uses with intermittent entrepreneurial activities (home based businesses) along the Highway 14 corridor with a recognizable central area localized around the fire and community halls. While the central area for Shirley is not formally acknowledged by the OCP, the subject property is adjacent to an existing commercial use on Highway 14 and is within 300 meters of the community hall.

The OCP policies guiding development and the local economy support gradual, low-density development throughout the Shirley Plan area.

The Coastal Uplands (CU) land use designation supports forestry on privately managed forest lands (PMFL) and low-impact tourism and recreation as well as residential and agriculture uses on lands that are no longer PMFL. The CU designation also stipulates an average parcel size of 4.0 hectares, which precludes the proponent's interest in the land uses outlined in the proposed C-2 and RR-3 zones on two separate parcels.

The proponent's land use analysis recognizes that the proposed C-2 zoning is more appropriately aligned with the Commercial (CO) land use designation, and that the RR-3 zoning corresponds more closely with the Pacific Acreage (PA) designation. The CO designation supports commercial parcels in the range of 0.4 ha and small-scale commercial uses, such as those permitted by the proposed C-2 zone. Civic and institutional facilities, tourism and recreation, silviculture, community parks, and light industrial activities are also permitted by the C-2 zone. The PA designation supports residential parcels in the range of 2.0 hectares, agricultural uses, and small-scale neighborhood commercial activities aligned with the proposed RR-3 zone.

Land Use Implications

The proponent's primary objective for this application is to establish a country market near the community hall, fire hall and existing commercial area. In order to support the change in land uses and smaller proposed parcel sizes, this application proposes an OCP amendment to redesignate the property from CU to CO and PA.

Section 208 – Regional Growth Strategy

In keeping with the RGS, OCP policies support compact rural settlements that are not intended to become future urban areas requiring extensive servicing. The application proposes onsite well and septic systems in support of a rural scale of development rather than an urban scale seen in neighbouring incorporated communities where regional level services are available. The proposed rural servicing will be referred to provincial agencies as permitting and licensing will be required at the time of development.

Section 310 of the OCP – Water

The bylaw amendments are generally aligned with nearby permitted neighbourhood commercial uses; however, the proposed zone regulations incorporate more restrictive provisions in consideration of potential impacts to the underlying aquifer. In particular, the proposal specifically prohibits activities associated with potential hazardous spills and contamination, such as gas stations and bulk fuel sales. The proponent's preliminary groundwater assessment estimates a total daily water demand of less than 6,400 litres, which is comprised of less than 5,000 L/day for commercial uses and approximately 1,400 L/day for the residential use. This assessment does not anticipate significant impacts to neighbouring wells, but recommends further testing to confirm the long-term sustainability of the groundwater supply prior to pursuing an annual water licence and permit application through the province.

OCP Sections 333 – Connectivity, 335 – Park Land Acquisition, and 392 – Reducing the Number of Vehicle Trips and the Active Transportation Network Plan for the Juan de Fuca.

The community values expressed by the OCP identify goals and objectives for servicing rural areas and promote opportunities for pedestrian connectivity to reduce motor vehicle trips to address potential impacts to the environment and enhance local character.

The OCP and the Active Transportation Network Plan (ATNP) for the Juan de Fuca identifies an interest in the development of a network of local trails, particularly along West Coast Road. This network should connect residential areas with commercial nodes local, regional, and provincial parks and trails, and other community-based amenities. The ATNP also works towards OCP policies that support reducing motor vehicle trips necessary for purchasing food and other goods by allowing for the consideration of neighbourhood commercial uses and farm gate sales.

The proponent's application proposes to build on Shirley's rural commercial area with a country market to service the local community members, as well as visitors. The proposed development could facilitate connectivity to adjacent lands and a broader Highway 14 active transportation corridor. Should this application be referred, the JdF Electoral Area Parks and Recreation Advisory Commission will have an opportunity to provide comment for the LUC's consideration. The Ministry of Transportation and Transit may also specify requirements related to road safety.

Planning Analysis

The subject property is zoned Forestry (AF) under the Juan de Fuca Land Use Bylaw, which requires a minimum parcel size of 4.0 ha and permits silviculture and one-family dwellings. Accessory uses to silviculture—such as offices, mechanical shops, fuel storage, and storage buildings—are also allowed. The AF zone permits a maximum building height of 11.0 m, lot coverage of 10%, and setbacks of 15.0 m from all property lines.

The application proposes to split-zone the 4.0 ha parcel by rezoning 0.5 ha to a new Commercial Rural Market (C-2) zone and the remaining 3.5 ha to Rural Residential 3 (RR-3). The proposed C-2/RR-3 boundary would also serve as a potential property line for a subdivision that would create two separate parcels.

The proposed C-2 zone specifies a minimum parcel size of 0.4 ha and permits civic uses, country markets, convenience stores, food and beverage processing, greenhouses and plant nurseries, horticulture, restaurants, and retail stores. It excludes gas bars, gas stations, bulk fuel sales, auto repair, carwashes, and any use requiring a permit under the *Environmental Management Act*. Accessory uses may include residential, screened storage yards, picnic areas, lounges, and outdoor event spaces. The zone specifies a 30% lot coverage, maximum floor area of 1,000 m², building height of 6.0 m, and setbacks of 7.5 m from roads, 3.0 m from shared parcel lines, and 9.0 m from residential or rural zones.

The RR-3 zone proposed for the 3.5 ha portion reduces the minimum parcel size to 2.0 ha and permits one- or two-family dwellings, agriculture, farm buildings, animal hospitals and veterinary clinics. Accessory uses include home-based businesses and either a secondary suite or detached accessory suite. The zone increases lot coverage to 15%, reduces maximum height to 9.0 m, and specifies a front setback of 7.5 m, side and flanking setbacks of 6.0 m, and a rear setback of 10.0 m.

As previously noted, to address the proposed lot sizes, the application includes an OCP amendment to change the land use designation from Coastal Upland (CU) to Commercial (CO) and Pacific Acreage (PA). The CO designation supports the proposed commercial uses and lot size of the C-2 zone, while the PA designation supports the rural residential uses and 2.0 ha lot size of the RR-3 zone.

The proposal is supported by a comprehensive land use analysis, including a conceptual illustration of the proposed market, and a preliminary groundwater assessment. The groundwater assessment indicated that the proposed land use activities would not result in significant impacts to neighbouring wells, noted that a provincial water licence and permit will be required for future commercial uses, and recommended further testing to ensure long-term groundwater sustainability.

Based on the submitted information, staff recommend referring the application for comment. All feedback received will be presented to the LUC at a future meeting for consideration of a recommendation to the CRD Board.

CONCLUSION

The purpose of Bylaw No. 4705 is to amend the Shirley-Jordan River Official Community Plan, Bylaw No. 4001, by redesignating a 0.5 ha portion of the subject property from Coastal Uplands (CU) to Commercial (CO), and a 3.5 ha portion from CU to the Pacific Acreage (PA) to support the proposed rezoning of the property from Forestry (AF) to a new Commercial Rural Market (C-2) zone and Rural Residential 3 (RR-3) under Bylaw No. 4706. Staff have prepared the proposed Bylaws and recommend referral to the Shirley-Jordan River Advisory Planning Commission, First Nations, CRD departments, and external agencies for comment. All comments received will be returned to the Land Use Committee. At that time, the Committee may consider a recommendation for first and second reading.

RECOMMENDATION

That staff be directed to refer proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025"; to the Shirley-Jordan River Advisory Planning Commission, appropriate CRD departments, and the following First Nations and external agencies for comment:

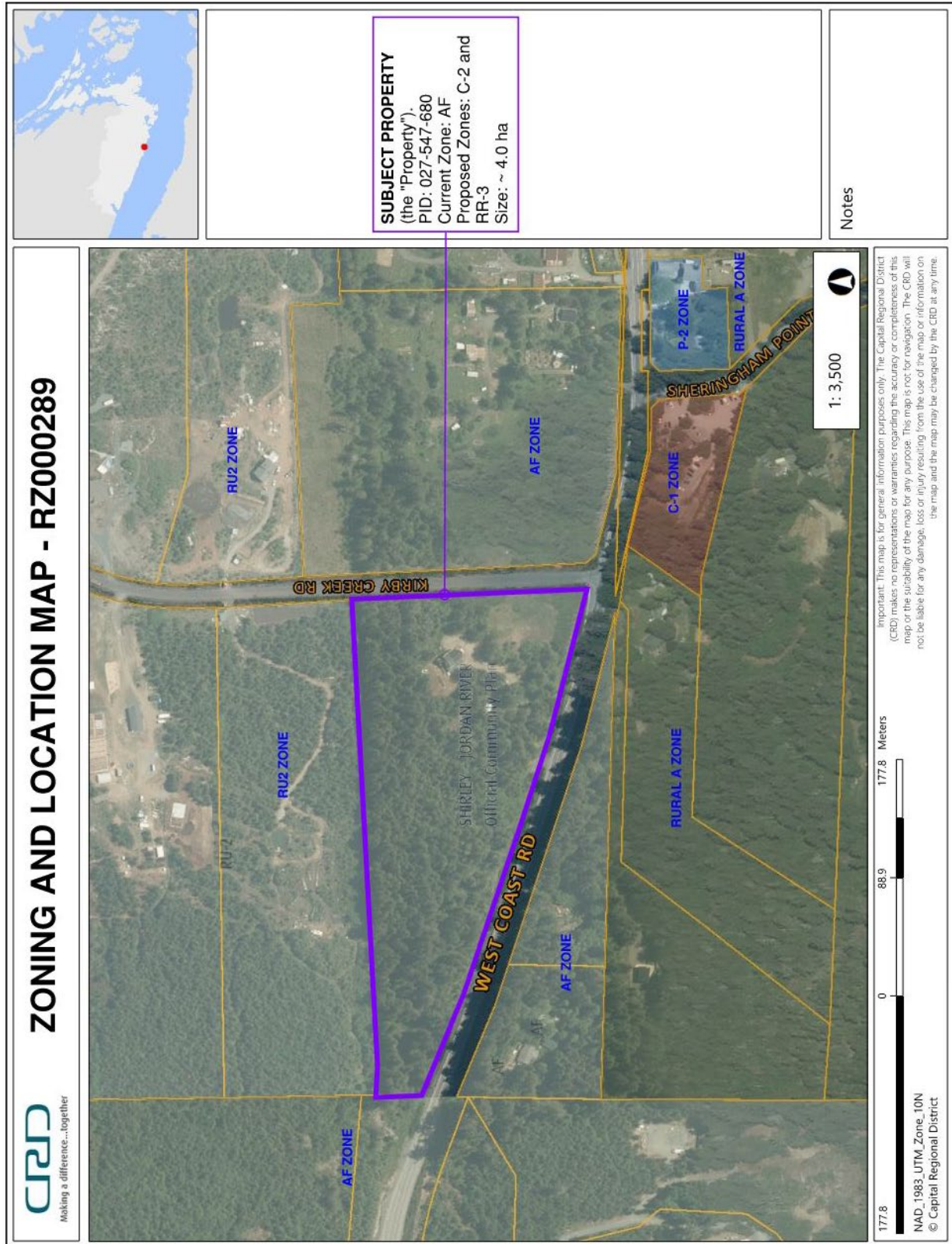
- paaʔčiidʔatx (Pacheedaht) First Nation
- T'Sou-ke First Nation
- BC Hydro
- BC Parks
- District of Sooke
- Island Health
- Ministry of Forests – Archaeology Branch
- Ministry of Forests – Water Protection Section
- Ministry of Land, Water and Resource Stewardship
- Ministry of Transportation & Transit
- RCMP
- Sooke School District #62

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENTS

- Appendix A: Location and Zoning Map
- Appendix B: Current Forestry (AF) Zone
- Appendix C: Proposed Commercial Rural Market (C-2) Zone
- Appendix D: Proposed Rural Residential 3 (RR-3) Zone
- Appendix E: Proponent's Comprehensive Land Use Analysis
- Appendix F: Plan of Proposed Zoning and OCP Land Use Designation Locations and Boundary
- Appendix G: Proposed Bylaw No. 4705
- Appendix H: Proposed Bylaw No. 4706

Appendix A: Location and Zoning Map



Appendix B: Current Forestry (AF) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.0 FORESTRY ZONE - AF

3.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Forestry AF Zone:

- (a) Silviculture except within 300m of a highway;
- (b) Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
- (c) One-family dwelling;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) Two Boarders or lodgers;
- (f) Secondary Suite pursuant to Part 1, Subsection 4.19; *Bylaw 3849*
- (g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20: *Bylaw 3849*
- (h) Portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230. *Bylaw 4407*

3.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size is 4ha;

3.03 Density

- a) One one-family dwelling per lot;
- b) One secondary suite or one detached accessory suite per lot;
- c) The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha. *Bylaws 3849 4407*

3.04 Height

Maximum height shall be 11 m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

3.06 Maximum Size of for Residential Buildings

- Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705*
- (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418 m², whichever is less;
 - (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.07 Yard Requirements

- a) The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
- b) For all other buildings and structures, the front, side, rear and flanking yards shall be a minimum of 15 m.

Bylaws 3849, 4407

3.08 Screening

- a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.

Bylaw 4407

3.09 Portable Sawmill

- a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
- b) A portable sawmill shall operate between the hours of 9 am and 3 pm, Monday to Friday, excluding statutory holidays;
- c) In addition to the hours specified in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;
- d) Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m²;
- e) Portable sawmill and related operations shall not create noise that exceeds a level of 55 dB when measured at the property line.

Bylaw 4407

Appendix C: Proposed Commercial Rural Market (C-2) Zone

18.0 COMMERCIAL RURAL MARKET – C-2

18.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the C-2 Zone:

- (a) Civic Uses;
- (b) Country market;
- (c) Convenience store;
- (d) Food and beverage processing;
- (e) Greenhouses and plant nurseries;
- (f) Horticulture;
- (g) Restaurant;
- (h) Retail Store, excluding gas bars, gas stations, bulk fuel sales, auto repair, carwash, or any use for which a permit is required under the *Environmental Management Act* or *Regulation*.

18.02 Permitted Accessory Uses

In addition to the uses permitted by Section 18.01 of Part 2 of this Bylaw, the following accessory uses in conjunction with a permitted Principal Use and no others shall be permitted in the C-2 Zone:

- (a) Buildings or structures;
- (b) Office;
- (c) Residential;
- (d) Storage Yard, Screened.

18.03 Subdivision Provisions

- (a) The minimum lot size for subdivision purposes is 0.4 ha.
- (b) The minimum frontage required for subdivision purposes is 16.0 m.

18.04 Density Provisions

One dwelling unit per parcel in conjunction with a principal use.

18.05 Maximum size of Principal Buildings

In accordance with Section 18.09 (a) and (b) of Part 2 of this Bylaw the maximum total combined interior floor area of Principal Use buildings and structures is 1,000 m²; except for the interior floor area dedicated to Greenhouses, plant nurseries, and horticulture Principal Uses.

18.06 Height

All principal buildings and structures must not exceed a height of 6.0 m.

18.07 Lot Coverage

The maximum lot coverage must not exceed 30%.

18.08 Setback Requirements

All principal and accessory buildings and structures must meet the following yard requirements:

- (a) Principal buildings and structures are required to be:
 - (i) A minimum of 7.5 m from the lot line of a street or public highway;
 - (ii) A minimum of 3.0 m from any other lot line; and
 - (iii) Notwithstanding Part 2 Section 18.07 (a) (ii) above; a minimum of 9.0 m is required from the lot lines of parcels in Residential, Rural Residential, or Multiple Family Residential zones.
- (b) Accessory buildings and structures are required to be:
 - (i) A minimum of 7.5 m from the lot line of a street or public highway; and
 - (ii) A minimum of 3.0 m from a lot line of a parcel.
- (c) All parking spaces are required to be:
 - (i) A minimum of 3.0 m from a lot line.

18.09 Definitions

- (a) For the purpose of the Commercial Rural Market Zone – C-2, the following definitions apply:

INTERIOR FLOOR AREA means the interior area of a building or structure, measured from the inside surface of the exterior walls and includes the floor area occupied by any interior walls. For structures that are unenclosed and or partially enclosed and or missing one or more exterior walls, the interior floor area is measured from a perimeter established by connecting the center points of outermost supporting columns and includes the area occupied by any walls and or structures within that perimeter.

TOTAL COMBINED MAXIMUM INTERIOR FLOOR AREA means the sum total of all interior floor areas specified in Section 18.09 (a) of Part 2 of this Bylaw.

Appendix D: Proposed Rural Residential 3 (RR-3) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040 Juan de Fuca Land Use Bylaw

7.0 RURAL RESIDENTIAL 3 ZONE - RR-3

7.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 3 RR-3 Zone:

- (a) One-family dwelling;
- (b) Two-family dwelling;
- (c) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (d) Agriculture;
- (e) Two Boarders or Lodgers;
- (f) Farm buildings on farms;
- (g) Veterinary Clinics and Animal Hospitals;
- (h) Secondary suite pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
- (i) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

7.02 Minimum Lot Size for Subdivision Purposes

- (a) Minimum lot size shall be 2 ha;
- (b) Notwithstanding Section 7.02(a) of Part 2 of this Bylaw, when the area of the original lot being subdivided is 60ha or more, then lot averaging may be permitted with an average lot size of 2ha and a minimum lot size of 1ha;
- (c) Notwithstanding Sections 7.02(a) and (b) of Part 2 of this Bylaw, lot sizes for subdivision purposes shall be 1ha average and .5 ha minimum for Part Lot 3, Sec. 51, Plan 39570 Except Plan 41935 as shown shaded on Plan No. 29 described in Bylaw 2437. *Bylaw 2437*

7.03 Number of Residential Buildings

One one-family dwelling or one two-family dwelling is permitted per lot.

7.04 Height

Maximum height shall be 9m.

7.05 Lot Coverage

Maximum lot coverage shall be 15 percent.

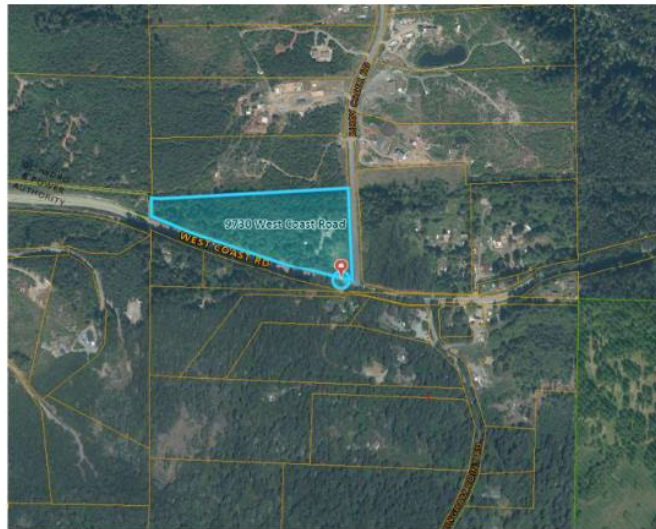
7.06 Maximum Size of Residential Buildings

- Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705*
- (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
 - (b) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- 7.07 **Yard Requirements**
- (a) Front yards shall be a minimum of 7.5m;
 - (b) Side yards shall be a minimum of 6m; except that for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15m each side;
 - (c) Flanking yards shall be a minimum of 6m CTS;
 - (d) Rear yards shall be a minimum of 10m.
- 7.08 **Yard Requirements for Buildings and Structures for Livestock or Keeping of Animals**
- (a) Front yards shall be a minimum of 90m;
 - (b) Side, flanking and rear yards shall be a minimum of 30m each.
- 7.09 **Yard Requirements - Other Farm Buildings**
- (a) Front yards shall be a minimum of 30m;
 - (b) Side, Flanking and Rear yards shall be a minimum of 15m.

Appendix E: Proponent's Comprehensive Land Use Analysis



9730 West Coast Road

REZONING AND OCP AMENDMENT
APPLICATION

July 10, 2025

PROJECT SUMMARY

This is a comprehensive application package for a Rezoning and Official Community Plan Amendment for 9730 West Coast Road. This property consists of 10 acres (4ha) and currently contains a dwelling and some small accessory structures. The intention is to provide appropriate zoning to enable a small-scale, market-style grocer on the corner of Kirby Creek Road and West Coast Road. The basis of this application is to amend the Zoning and the OCP Land Use designation to enable the proposed use. Alignment with the Regional Growth Strategy is demonstrated.

SITE SUMMARY

The property at 9730 West Coast Road is 40,992m² (10.1 acres or 4ha) in size, is located in the heart of Shirley village, and is well-positioned for a neighbourhood commercial venture that serves the community on the corner of West Coast Road and Kirby Creek Road. The parcel contains 400m of frontage along West Coast Road and 175m on Kirby Creek Road.

The property is relatively flat, sloping gently to the northeast toward Kirby Creek Road. The property is zoned Forestry (AF). Surrounding properties include the Shirley Community Hall zoned P-2 Community Facility, Shirley Delicious C-1 Neighbourhood Commercial, a number of Rural A Zoned properties and several AF Forestry parcels.

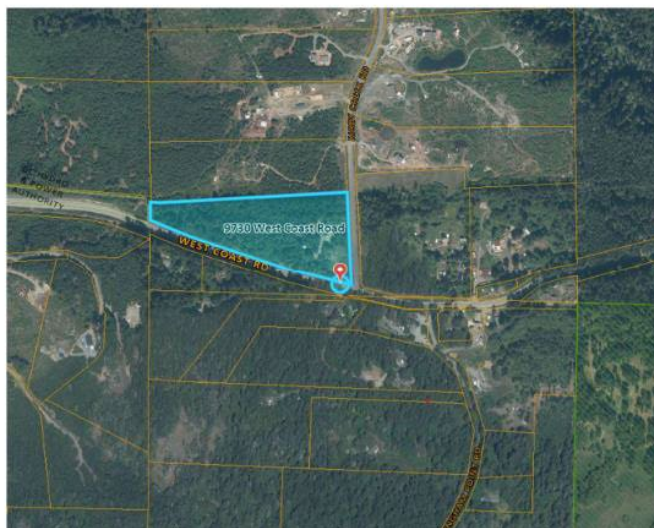


Figure 1: Property location

PROPOSAL

The vision for this site is to create a small-scale market-style grocer in the heart of Shirley that will serve locals, support tourism in the region, and create a micro economy for local producers to market their produce and other provisions. Conceptual drawings have been attached to this report (Attachment 1), reflecting the vision and the community's character. The primary vehicle access to the commercial area is via Kirby Creek Road. Final designs for the building and site layout will be determined at Development Permit.

Zoning

The current AF Forestry zone applies to 9730 West Coast Road, which is outlined in CRD Bylaw No. 2040. Permitted uses include Silviculture (except within 300m of a highway), offices, mechanical shops, fuel storage and storage accessory to mining or silviculture, one-family dwelling, Home Based Business (Cat 1, 2, and 3), boarders and lodgers, secondary suite. This zone requires a minimum lot size of 4ha (10acres). Setbacks for all structures must be 15m from a property line. The current zone permits a minimum parcel size of 4ha, making the parcel un-subdividable.

The application is to create a split zoned property by amending the zoning on approximately 4800m² (0.48ha) to a neighbourhood commercial zone and amend the remainder to rural residential. (Attachment 2)

Proposed Neighbourhood Commercial Zone

Fewer proposed uses are outlined when compared with other typical neighbourhood commercial uses and includes a horticultural/greenhouse element to complement the food store/market. The rationale for this zone is a specific zone that supports the country market store, as well as some complimentary accessory uses on the site. Some uses may only occur at special events or seasonally (food truck), while other uses, such as greenhouses, can support ongoing local food production onsite year-round.

The proposed land uses exclude automobile-oriented uses such as gas station, bulk fuel sales, auto repair and carwash.

The following zone is in alignment with the aspirations of the Shirley-Jordan River Official Community Plan.

Principal Uses:

- Retail Store, excluding gas bars, gas stations or bulk fuel sales, auto repair or car wash, or any use for which a permit is required under the Environmental Management Act or Regulation;
- Food and Beverage Processing;
- Country Market;
- Food Truck;
- Greenhouses and Plant Nursery;

- Horticulture;
- Civic uses;
- Licensed establishment;

Accessory Uses:

- Residential;
- Office
- Buildings or structures accessory to the above uses pursuant to Part 1, Subsection 4.01.

With the following parameters for site development:

Minimum parcel size: **4000m² (0.4ha)**

Setbacks – 7.5m from front and flanking, 3m from side and rear

Height: 9m

Lot coverage: 30%

Minimum frontage: 16m

Residential dwelling: 1

Parking: parking spaces shall be a minimum of 3.0m from any lot line.

Remainder Zone – Proposed Rural Residential Zoning

The remainder of the parcel: The intent is to apply an appropriate zone to the remainder of the site so that the neighbourhood commercial area will have the potential to be subdivided from the rural residential component of the site in the future. The applicant lives on the property and may require flexibility to subdivide off the commercial part of the property in the future. The intent of this application is: no change to residential potential on the remainder; it would remain residential dwelling plus a suite. Rural Residential₃ Zone (RR-3) is an available Zone that would support the intended use with a 5acre (2ha) minimum parcel size. In addition, the owner may wish to conduct agricultural uses on the remainder land, including a greenhouse. The RR-3 zone permits the intended uses for the remainder.

OCP AMENDMENT RATIONALE

Current OCP

The current OCP designation is 'Coastal Uplands', which supports 10 acre properties, primarily used for forestry and some low-impact recreation and tourism. Commercial is not a supported use.

Purpose of the Coastal Uplands Land Use:

- Lands in this designation consist primarily of parcels enrolled in the Privately Managed Forest Lands (PMFL) program or zoned for forestry uses. If lands are

removed from PMFL program, then land uses such as low-impact recreation and low-impact tourism are supported.

- Community parks, single family residential, and agriculture are also supported in this designation.

OCP Amendment Proposal

An OCP amendment is necessary to achieve alignment between the zoning and the Shirley-Jordan River Official Community Plan (Bylaw 4001). It is proposed that the parcel be split designated Commercial/Pacific Acreage. The proposed designation accurately reflects the zoning, supports rural residential uses, agriculture, and enables small-scale neighbourhood commercial, commercial tourism, parks and civic land uses. NOTE: While Pacific Acreage supports neighbourhood commercial intent, it does not provide the flexibility of creating parcels less than 2ha in size. It is proposed to split designate to Commercial/Pacific Acreage, rather than full Pacific Acreage designation, to enable a future subdivision of the commercial site.

405 Pacific Acreage Land Use Designation

The intent of the Pacific Acreage Land Use Designation is to support rural residential uses. Suites and Duplexes are acceptable forms of development to increase the affordability of housing and offer rental accommodation. Agriculture, home based businesses, small-scale neighbourhood commercial activities, small scale tourism activities, community parks and civic buildings are also supported. Tourism commercial uses such as small destination resorts are supported in this designation.

404 Commercial Land Use Designation

The intent of the Commercial Land Use Designation is to support small-scale neighbourhood commercial and light industrial uses. Civic, institutional, tourism, recreation, silviculture and community park uses are also supported. The Commercial Land Use Designation applies to lands that provide potential for local services in support of development of the local economy. Except where lands may be restricted with respect to residential and overnight habitation uses due to the risk of flooding, an average density of one parcel per 0.4ha within a plan of subdivision is supported.

Other Applicable OCP Policies

Local Economy

Section 385 Local Economy

Shirley Community Hall, Fire Hall, Pioneer Park and a nearby restaurant are the commercial and civic nucleus of this community. Residents are interested in the expansion of the weekly

country market held at Pioneer Park as it offers a venue for local residents to sell their produce, home-cooking and crafts. Establishment of small businesses in the existing commercial area of Shirley is supported, provided that they serve local needs and do not jeopardize the viability of existing businesses. There is strong opposition to the introduction of commercial activities such as motels, gas stations, drive-through restaurants and strip malls, especially as they might jeopardize the rural character of the Plan area or have a negative impact on the environment. Page 73

483 Objectives for Development and Local Economy

B. Support a range of economic activities at a scale appropriate to the size of the community and its rural nature.

E. Recognize that Shirley and Jordan River are predominantly rural areas where resource-based activities such as forest management and timber harvesting occur.

Analysis: This proposal aligns with Shirley's vision of rural character, and providing economic activities at an appropriate scale.

Climate Change Adaptation and GHG reduction

392 Reducing the Number of Vehicle Trips

One of the key ways the residents of Shirley and Jordan River can contribute towards reducing GHGs is through reducing the number of vehicle trips. Home based businesses reduce the need to commute. The use of transit, carpooling and alternative means of transportation, such as cycling and walking, all reduce dependency on cars. Delivery of medical and community outreach programs at a venue in Shirley or Jordan River would see the service providers making one or two round trips to the Plan area instead of multiple trips outside the community by residents travelling elsewhere to access the services. Increased recreational and social opportunities for youth within the Plan area would reduce the need for parents to take their children to and from activities in Sooke. Support for neighbourhood commercial uses and farm gate sales can reduce the amount of travel necessary to purchase food and other goods. Installation of Electric Vehicle infrastructure is supported.

Analysis: Encouraging businesses and services in keeping with rural character and scale can lead to reduction in the number of vehicle trips for residents. Enabling strategic and appropriately scaled economic development will help support goals related to creating complete communities. The services provided by this proposal have the potential to strongly support climate change mitigation and ghg reduction due to increased access to local residents of goods, particularly grocery and produce, required for daily needs.

OTHER CRD POLICIES

Amenities

This proposal does not result in an increase in population, therefore amenity contributions would not be applicable. Amenities are typically tied to an increase in population to offset the provision of community amenities to serve future and existing residents.

CRD Juan De Fuca Elecoral Area Active Transportation Network Plan

The Active transportation Plan was reviewed to determine potential linkages in the vicinity of the proposed rezoning application. Exhibit 4.6 does not specify any required upgrades to meet the Plan's intent.

CRD Regional Food & Agriculture Strategy (2016)

This Strategy identifies the CRD's role in food and agriculture along with recommendations, actions and resourcing requirements. The following policy/action/desired outcome is identified in this plan and lends policy support for this rezoning application.

Action 10 – Support regional economic development strategies for food and agriculture, and specifically section ii. Support strategic business development initiatives for the region's food and agriculture sector including agri-tourism. Desired outcomes include 'increased economic viability for the food and agriculture sector'.

Regional Context Statement Alignment – please see Attachment 3 for full analysis

NATURAL ENVIRONMENT

This property is not within 30 m of a known watercourse/waterbody so the Riparian Areas Protection Regulation will not apply to this property.

COMMUNITY ENGAGEMENT

An Open House was held at the Shirley Community Hall on June 23, 2025. The community was invited to view the conceptual plan, ask questions of the proponent and provide feedback on the concept.

Feedback was supportive of the proposed rezoning and market grocer concept. Community members welcomed the emphasis on local food, sustainability, and reducing trips for daily needs. The noted concerns related to potential traffic, parking and

environmental impact. These will be addressed in the next phase of the planning process (Development Permit).

In addition, the applicant has reached out to the Archaeology Branch, and confirmed no known archaeological sites are present. The T'Sou-ke and Pacheedaht Nations have been notified of the proposal, and meetings to provide more information will be arranged with those who request them.

A summary of the community feedback to-date and the open house materials presented at the open house has been provided (Attachment 4).

INFRASTRUCTURE

It is proposed septic will accommodate any wastewater associated with any future development. The details of this and onsite drainage will be considered as part of the development permit application.

The water service will be of a rural standard and will be provided with a well. There are no anticipated concerns with the provision of water as part of this proposal. The hydrogeology report dated July 7, 2025 (Attachment 5) ascertains that, based on available data, including the driller estimated yield of the registered well on the property and the water quality results provided, there is a high probability of developing adequate water quantity and quality to supply the proposed market and the existing residence from one or more new or existing wells completed on the property.

Any new or existing groundwater well that is used to supply the market will need to be licensed in accordance with the *Water Sustainability Act*, which requires non-domestic water users to apply for a water license and pay an application fee and annual water rental fees. Approval may need to be obtained from the Island Health Authority.

FIRE AND EMERGENCY SERVICING

No impact on fire and emergency servicing is anticipated because of the proposed amendments. The fire department is situated in proximity to the property, and there are already commercial and home based business activities in the area that are served by the local fire department for fire protection.

TRAFFIC

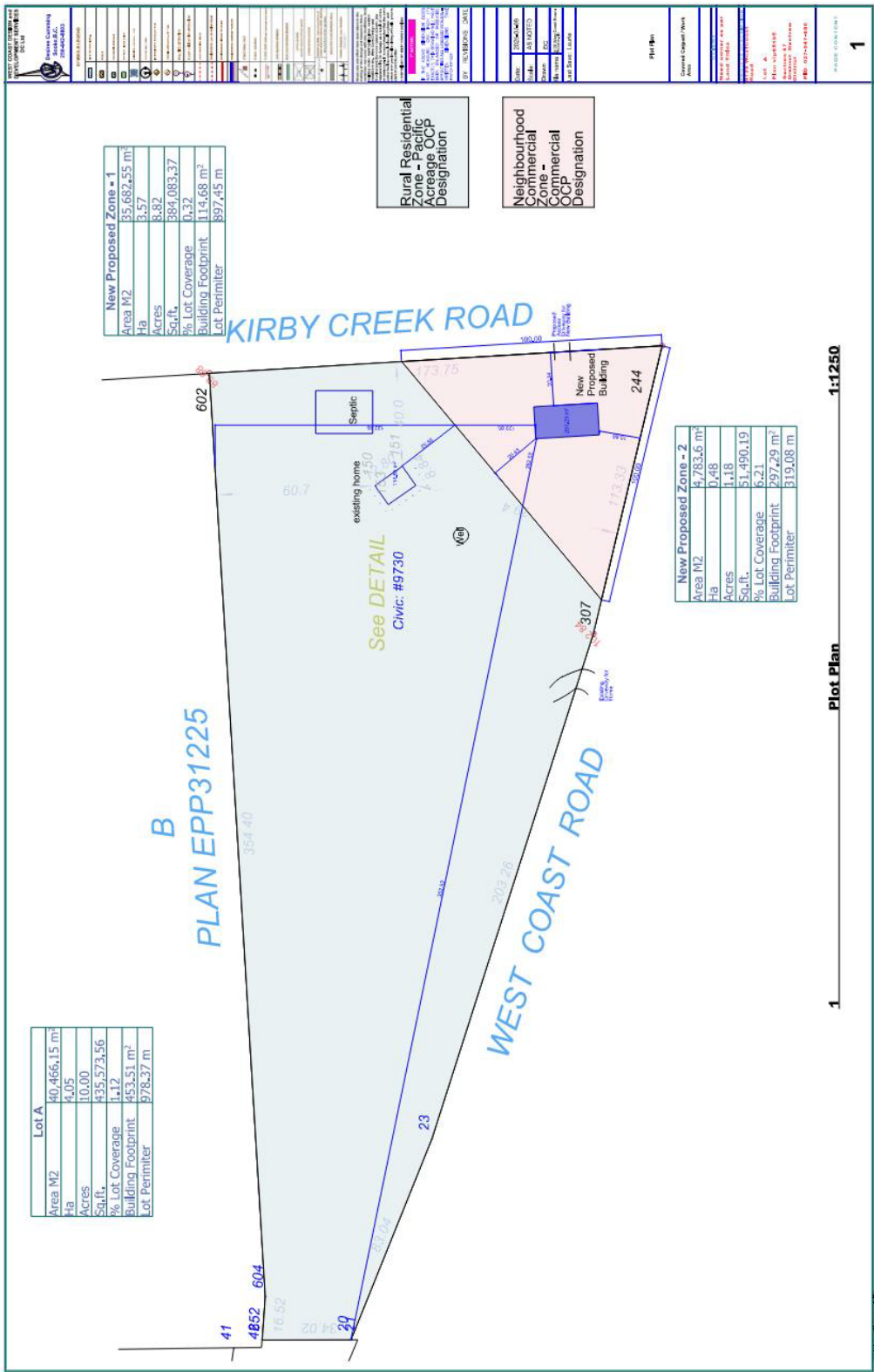
No significant traffic impact is anticipated as a result of the proposed amendments due to the parcel having frontage along both Kirby Creek Road and West Coast Road. The owner

intends to utilize Kirby Creek Road as the main point of access for commercial activities, where vehicles can obtain access to the highway at an existing intersection. Parking configuration will meet bylaws.

ATTACHMENTS:

1. Conceptual drawings – vision and conceptual siting
2. Zoning/OCP Amendment proposal (site plan)
3. Regional Context Statement Alignment
4. Engagement Summary and Open House Panels – June 23, 2025
5. Hydrogeology Letter – Dated July 7, 2025
- ~~6. Current Certificate of Title~~ **Staff Annotation: Certificate of Title has been excluded from staff report**





Attachment 2

Outside Urban Containment Policy (pg 13)

Rural/Rural Residential Policy Area – this application supports and is in alignment with the Regional Growth Strategy. The area is rural, with rural servicing requirements. The commercial uses proposed are local serving and complement the rural character, including retail, food and beverage processing, country market, food truck, greenhouses and plant nursery, civic uses and liquor license establishment. These are typical 'neighbourhood commercial' uses. Any building proposal on this parcel will require the rigor of a development permit evaluation for Commercial development. The proposed minimum parcel size is larger than other commercial zones within the Plan Area, typically zoned C-2, which permits more intensive commercial uses than those being requested.

Protect the Integrity of Rural Communities (Pg 22-24)

Rural and rural-residential communities offer a choice of rural lifestyles and outdoor recreation opportunities that complement the surrounding working landscapes and preserve ecological diversity. This proposal does not include further residential expansion but strengthens the rural qualities of the community by creating an opportunity for a neighbourhood commercial for the residents of Shirley.

This property will reflect west coast character and the current and historical resource-based economy of the region. Overall site drainage will enhance natural systems as the site is developed. Detailed drainage plans will be submitted as part of any future building application.

5.1 Realize the Region's Economic Potential

Finding ways to expand and diversify the economy of formerly resource-dependent communities in Sooke and the Juan de Fuca Electoral Area, such as through low impact recreation and tourism.

Analysis: The proposed rezoning and OCP amendment enable neighbourhood commercial activities on a portion of the property. The intent is to create a market-style grocer, bringing access to daily needs to residents while also supporting regional tourism. The proposed changes will strengthen the regional and local economy by creating a rural 'micro economy' within the area. There is potential for the creation of local employment and a place to market local products. This project will strengthen food security of the region by providing another avenue for local producers to market their products, and it will strengthen the fabric of the area's rural, west coast tourism industry. Permitting this designation adds resiliency by providing live-work for a resident of the community.

Attachment 4

June 23, 2025

Engagement Summary

Project: Proposed Market-Style Grocer at 9730 West Coast Road

Application: Rezoning proposal

Date of Open House: June 23, 2025

Location: Shirley Community Hall

Number of Attendees: 22

Number of Comment Forms Submitted: 7

1. Summary of Support

Level of Support	Number of Responses	Comments
		"Support growth for Shirley"
		"Full support for fresh local produce and grocery items in our community. I love canning and food preservation and would love access to produce by the case."
Support	7	"this small but growing community needs a market."
		"I think this will be good for the community. The location is great, supporting local is great."
		"There's a need, it fills a gap, it solves problems, it's about community, local food, supporting our neighbours, it's a no brainer."
Neutral / No Opinion	0	
Oppose	0	

2. Positive Themes Identified

Theme	Frequency	Comments
Access to local produce and goods	6	
Support for local producers	7	
Less driving for daily needs	6	
New local services/products	5	
Other	1	"Possible job opportunities for our young people."

Attachment 4

June 23, 2025

3. Key Concerns and Suggestions

Concern / Suggestion	Frequency	Notes or Details
Traffic and highway safety	1	Impact to highway safety
Parking	1	Parking would be the one concern – overflow on Kirby Creek Road
Natural Environment	1	General concern for the natural environment
None	5	

4. Suggestions for vendors, products or features:

- Cases of seasonal produce for canning/processing, basic groceries, competitive prices, and local meats
- Tomatoes, canning fruit, staples (dairy, bread etc.)

5. Conclusion

Feedback was predominantly supportive of the proposed rezoning and market grocer concept. Community members welcomed the emphasis on local food, sustainability, and reducing trips for daily needs. The noted concerns related to traffic, parking and environmental impact can be mitigated with site design. These will be addressed in the next phase of the planning process.

Additional: Two letters of support were received via email from residents

WELCOME!

WHY ARE WE HERE?

We are here today to share our vision for a new market-style grocer in Shirley—a vibrant, community-centered store that supports local agriculture and provides fresh, healthy food to our rural region.



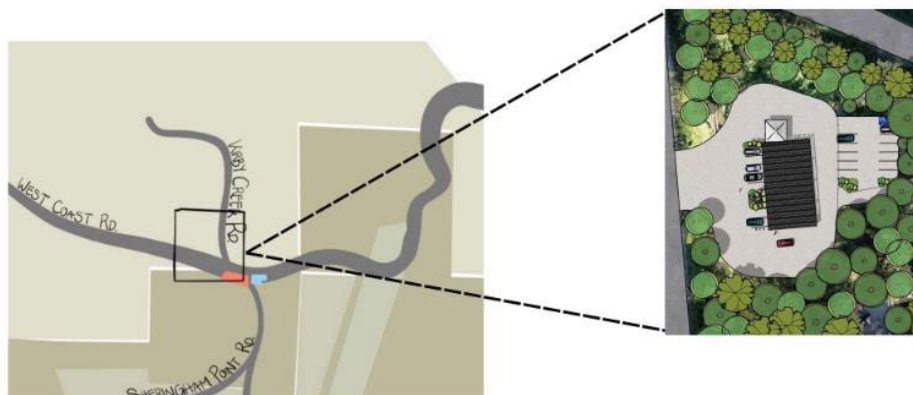
THIS MARKET WILL

- 1 Support local farmers and producers**
- 2 Increase access to fresh, local food**
- 3 Strengthen the local economy**
- 4 Create a welcoming space for residents and visitors**



THE PROPOSAL

To rezone a portion of the property at 9730 West Coast Road, and construct 3,200 ft² open, market-style grocer building that will serve as the heart of this local food hub.



PROJECT HIGHLIGHTS

THIS SPACE WILL FUNCTION AS A HYBRID BETWEEN A TRADITIONAL GROCER AND A FARMERS' MARKET—OPERATING YEAR-ROUND, WITH ROTATING SEASONAL ITEMS FROM LOCAL FARMS.

- 1 Support local farmers and producers**
- 2 Increase access to fresh, local food**
- 3 Strengthen the local economy**
- 4 Create a welcoming space for residents and visitors**

OUR APPROACH

LOCAL AGRICULTURE GROWN HERE. SOLD HERE.

A key feature of the market is our commitment to local sourcing. Farmers and food producers from the region will have opportunities to supply the store cooperatively.

HOW IT WORKS



**FARMERS CAN SELL
DIRECTLY TO THE
STORE THROUGH
FLEXIBLE
PURCHASING
AGREEMENTS**

**REVENUE-SHARING MODELS
MAY BE AVAILABLE**



**EMPHASIS ON SEASONAL,
STAPLES, AND SUSTAINABLE
PRACTICES**

WHY THIS PROJECT MATTERS

WE AIM TO BE MORE THAN A STORE—THIS IS A COMMUNITY RESOURCE DESIGNED WITH LOCAL VALUES IN MIND.

ECONOMIC

- Job creation (retail, logistics, admin)
- Income opportunities for farmers and producers



SOCIAL

- Reliable access to fresh, nutritious food
- A gathering place fostering community connections



ENVIRONMENTAL

- Lower transportation emissions
- Support for regenerative and organic farming

WHY REZONING?

THE PROJECT REQUIRES REZONING APPROX. 1-1.5ACRES FROM AF TO NEIGHBOURHOOD COMMERCIAL ZONE TO ACCOMMODATE THE PROPOSED USE.



WE ARE COMMITTED TO

- 1 Preserving rural character and natural features**
- 2 Designing with minimal environmental impact**
- 3 Collaborating with local planning staff to meet all zoning and development guidelines**



**YOUR FEEDBACK
IS IMPORTANT AS
WE MOVE
THROUGH THIS
PROCESS
TOGETHER.**

GET INVOLVED

HELP SHAPE THE FUTURE OF LOCAL FOOD

We want this project to reflect the needs, hopes, and priorities of the community

WAYS TO PARTICIPATE

- 1** Fill out a comment form
- 2** Join our email list for updates
- 3** Attend future public meetings
- 4** Share your ideas for products, vendors, or services you'd like to see





July 7, 2025

FILE: 25-070-01VC

9730 West Coast Road
Shirley, BC V9Z 1G4

Re: 9730 West Coast Road, Shirley, BC – Groundwater Supply Feasibility Investigation

Dear Mr. [REDACTED]

As requested, Western Water Associates Ltd. provides this preliminary groundwater supply feasibility investigation for a planned development at 9730 West Coast Road in Shirley, BC. The scope of our work was outlined in an email dated June 18, 2025. Authorization to proceed with the work was given in an email sent on the same day.

1. BACKGROUND

The owner of a property at 9730 West Coast Road in Shirley, BC within the Capital Regional District (CRD) is interested in rezoning to use part of it as a grocery market. There is currently a residential house on the east portion of the property and the remainder is undeveloped.

In a May 28, 2025 email provided to the property owner's planner from the CRD, they indicated that an opinion letter is required from a qualified professional for the bylaw amendment to rezone that considers:

- How water will be supplied to future development in the proposed zone (such as a commercial well).
- Whether that water supply has adequate quantity and quality to meet those future development needs, or what needs to happen for the water supply to be adequate.
- (If anticipated), potential impacts to neighbouring water supplies (wells), and how those potential impacts can be mitigated.

Western Water was retained by the property owner to investigate the potential of developing a groundwater source on the property to supply the proposed market. The purpose of the investigation is to address the CRD requirements for rezoning of the property.

The groundwater demand for the development is yet to be determined however, based on our initial discussions with the property owner, we understand that the market will have no irrigation demands and will be staffed by the two residents of the property. Therefore, additional demands are expected to be minimal and include the water needed for operations (spraying produce, washing, cleaning) and a public washroom. The water demand for the washroom can be approximated from the average flow of 1,700 L/day for a 'shopping centre toilet room' listed in the Ministry of Health's 2014 Sewerage System Standard Practice Manual (MOH, 2014). The additional

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demand for spraying produce, washing and cleaning is not known, however as it is considered unlikely to exceed 3,000 L/day, a preliminary water demand of <5,000 L/day (3.5 L/min) is anticipated for the market.

In addition to the groundwater demand for the commercial market, the onsite groundwater supply must also be sufficient to service the existing residence. According to the CRD's Bylaw No. 2040 (which applies to new subdivisions), where there is no community water system to which a parcel can connect, a source of potable water producing a flow rate of 1,400 L/day is needed.

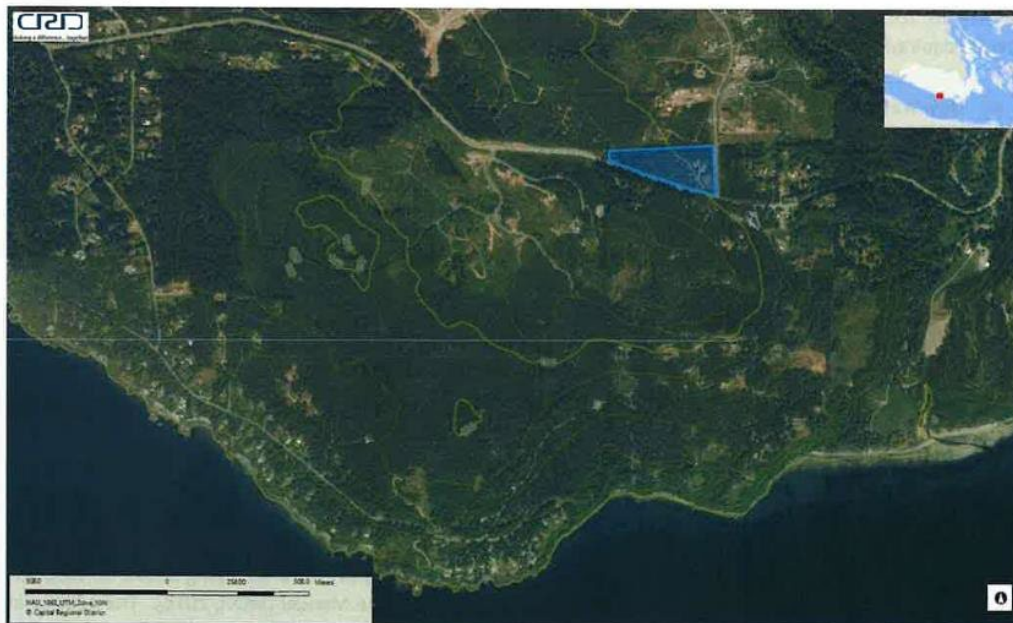
This letter provides the results of a desktop groundwater supply feasibility study for the property.

2. SETTING

2.1 Physiography, Climate, and Surrounding Land Use

Figure 1 (below) shows the property location and surrounding area. The property is at the northwest corner of the intersection of Highway 14 (West Coast Road) and Kirby Creek Road in Shirley, BC within the Juan de Fuca Electoral Area of the CRD. It is roughly 1 km inland on the west coast of Vancouver Island and approximately 11 km southeast of Jordan River. Topography on the property slopes at an average grade of ~8% to the east, with elevations ranging from approximately 121 metres above sea level (m asl) at the western boundary to 91 m asl at the east (Kirby Creek Road).

Figure 1. Property location



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The property is approximately 4 hectares in area. There is currently a residential house on the east portion of the property and the remainder is undeveloped. It is surrounded by rural-residential properties that are similar in size. The properties in the area are serviced by individual supply wells and sewerage systems.

Based on Environment Canada climate normals between 1991 and 2020 for the Victoria Airport Station (composite data from stations with climate IDs of 1018620 and 1018621), located approximately 50 km to the northeast of the property, the average annual temperature and precipitation for the region are 10.3° C and 901 mm, respectively. Climate in the area is typical of the west coast of Vancouver Island, with high amounts of precipitation (96% as rain) occurring mainly in the fall and winter (between roughly October and March in a typical year).

Past climate trends, however, are not necessarily indicative of future climate. Climate change is an ongoing process, and among the forecasted outcomes for the region is warming temperatures across seasons in addition to longer, drier summers and wetter winters with more precipitation falling as rain at lower elevations. There is also a predicted overall hydrologic transition from snowmelt-dominant mountainous watersheds to rainfall-dominant, increasing the need for water conservation and storage (PCIC, 2013). In the vicinity of the property, annual precipitation is forecast to potentially increase, but with a potentially longer lasting and warmer dry season.

2.2 Geology

The surficial geology in the area of the property is mapped as glaciofluvial sand and gravel with lesser amounts of till (Blyth and Rutter, 1993). From historical records of drilling on the property, which is described in further detail in Section 3, there is up to 15 m of till overlying bedrock.

The bedrock in the area is mapped by the Geological Survey of Canada (GSC) as Eocene-age Metchosin Volcanics composed mainly of basaltic lava and Tertiary-age conglomerate, sandstone and shale from the Sooke Formation (Muller, 1983). Structural geology mapping by Muller (1977) has the closest significant faults being a northwest-southeast trending fault and a northeast-southwest trending fault located roughly 1 km north and 1 km east of the property, respectively.

2.3 Hydrogeology

According to the Ministry of Environment and Parks (ENV) Water Resources Atlas (WRA), Sooke-Metchosin Aquifer 606 underlies the property (ENV, 2025a). It is a fractured bedrock aquifer within the Metchosin Igneous Complex (primarily Metchosin Volcanics and Sooke Gabbro). The aquifer is 538 km² in size and extends from Jordan River in the west to Esquimalt Lagoon in the east (ENV, 2004a). It is bounded by the Leech River Fault to the north and the coast to the south. It is mapped as having a high vulnerability, a low productivity and a median well yield of 11,000 L/day based on approximately 1,500 wells correlated to the aquifer (ENV, 2025a).

The property is also very close to Muir Creek Aquifer 449, the southwestern extent of which is mapped just to the northeast (ENV, 2025a). Aquifer 449 is comprised of fractured bedrock of the Sooke Formation. It is 28 km² in size and its footprint roughly follows some of the tributaries of Muir Creek near the coast (ENV, 2004b). It is interpreted by the Province as having a low vulnerability, a moderate productivity and a median well yield of 66,000 L/day based on 64 correlated wells (ENV, 2025a).

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Groundwater in these types of bedrock aquifers is typically stored and transmitted through fractures in the bulk rock. Where the fracture network is intersected by water supply wells, it may be capable of supplying usable quantities of water and moderately higher yielding wells may be attainable by targeting zones of higher permeability (faults, dykes, joints, or geological contacts). Recharge to these aquifers is likely from direct infiltration of precipitation and any overlying water bodies where confining layers are thin or absent.

Both Aquifer 606 and Aquifer 449 have notations from the Province indicating possible water shortages and saline intrusion issues. According to ENV (2004a, 2004b), there are no water use conflicts reported for either aquifer.

According to the Province's Groundwater Observation Network database (ENV, 2025b) there is one active observation well (OW 443) completed in Aquifer 606. This well is located on Phillips Road which is near the Sooke River and approximately 15 km east of the property. From data collected since 2018, seasonal water level fluctuations in OW 443 are on the order of 10 to 15 m. The water levels are highest in late winter/early spring and are lowest in late summer/early fall. Based on the limited time period since monitoring of the well began, summer static water levels appear to have declined from between 10 and 15 m depth from 2018 to 2020 to between 20 and 30 m depth from 2021 to 2025 (up to May). The cause of the water level decline in OW 443 over this relatively brief time period is not known, however it may be related to short term climate variability and/or increased groundwater development nearby.

In coastal aquifers, a salinity gradient exists where seawater and freshwater mix at the coastal margin. The position and geometry of the gradient is partly controlled by groundwater levels near the coast. Groundwater pumping from wells close to the coastal margin lower freshwater levels, potentially causing the seawater and freshwater interface to move landward, which could lead to increased salinity in groundwater supply wells. According to mapping done in a recent study for the Province, the risk of sea water intrusion in the bedrock aquifers at the property is considered moderately low (WWAL, 2021).

2.4 Surface Water

There are no mapped surface water bodies on the property. The closest is an unnamed drainage that originates approximately 200 m north of the property and connects to Kirby Creek at a location 1 km to the east. Kirby Creek drains to Orveas Bay at a location roughly 1 km southeast of the property. There are no water allocation restrictions from the Province on Kirby Creek or its tributaries.

3. SURVEY OF EXISTING WELLS AND WATER RIGHTS

3.1 Well Survey

To further assess the groundwater supply potential for the property, we looked at drilling information for registered wells on and within a ~1 km radius of the property from the Province's GWELLS database (ENV, 2025c). The locations of the wells by tag number (WTN) are shown in Figure 2 below, with well information in Table 1, attached.

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Figure 2. Registered wells near property



According to the database, there are 52 wells within the defined area. Table 2, below, provides a summary of depth and yield info for the 48 wells for which sufficient information was available. As well yields in the database come from drillers' interpretations, often through methods such as air lifting with the drill rig, an estimate using this methodology is considered approximate and not necessarily indicative of the long-term well yields.

Table 2. Summary of information for registered wells within 1 km of the property from GWELLS database

Material	Number of Wells	Average Depth		Yield Range		Average Yield		Percent at <5 L/min	Percent at >5 L/min
		(m)	(feet)	(L/min)	(USgpm)	(L/min)	(USgpm)		
Overburden	9	24	78	8 - 114	2 - 30	33	8.7	0	100
Bedrock	39	156	513	0 - 57	0 - 15	6.8	1.8	63	37

The majority of wells in the area (75%) were completed in bedrock, with 17% completed in unconsolidated/overburden deposits and 8% completed in an unknown material. The average yield of all the wells in the area with this information (47 total) was 11 L/min (16,000 L/day or 3 USgpm). Where an aquifer was present, higher yielding wells (33 L/min or 47,000 L/day average) were found in unconsolidated materials compared to those in bedrock which had an average yield of 6.8 L/min (9,800 L/day).

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There is one well on the property that is registered with the Province. It has WTN 96137 and well identification plate number (WPID) 20200. It was drilled on May 4, 2008 by D. A. Smithson & Sons Ltd. According to the driller's log, the well was completed in bedrock to a depth of 152 metres (500 feet). The driller's estimated yield of the well was 8 L/min (11,000 L/day or 2 USgpm). The well is inferred by the Province to be completed in Aquifer 606. The closest neighbouring registered well (WTN 108984) is on the adjacent property to the north, approximately 200 m from WTN 96137. It was drilled in 2014 and completed in sand and gravel at a depth of 17 m (55 feet) with a driller estimated yield of 38 L/min (55,000 L/day or 10 USgpm).

According to the WRA there was also another well drilled on the property (WTN 95078) that was unsuccessful at finding a usable water supply in the overburden deposits to a depth of 8.5 m (28 feet). Following drilling, the well was decommissioned by the driller by backfilling it with bentonite and cutting the casing off below ground level.

3.2 Water Rights Survey

According to the WRA, there are four current water licences within 1 km of the property as summarized in Table 3 below (ENV, 2025a).

Table 3. Existing water licences within 1 km of property

Licence Number	Priority Date	Use Purpose	Source	Quantity (m ³ /day)
C114412	May 17, 1999	Domestic	Watts Spring	4.54609
C043284	May 18, 1974	Domestic	Hohert Spring	2.27305
C025228	May 19, 1959	Domestic	Kirby Creek	9.09218
502283	Dec 27, 2019	Well Drill/Transprt Mgmt	Kirby Creek	12

All of the licence sources are surface water from Watts Spring (with the point of diversion located roughly 800 m south of the property), Hohert Spring (300 m to the east of the property), and Kirby Creek.

4. SITE VISIT

A site visit of the property was undertaken by Chad Petersmeyer, P.Geo. of Western Water on June 26, 2025 to observe the existing supply well, topography and site conditions. The property owner, Mr. Phil Lafreniere, was present at the time of the site visit. Access to the property was via a gravel driveway off West Coast Road just west of Kirby Creek Road.

The majority of the property was forested and undeveloped at the time of the site visit. The driveway ran east and then northwest to the residence situated near the eastern end of the property. According to Mr. Lafreniere, the existing disposal field for the sewerage system was located adjacent to the residence on the northeast side, which was estimated to be roughly 50 m from the supply well. There was also an unused structure near the southeast corner of the property that Mr. Lafreniere intends to incorporate into the proposed market.

The existing supply well (Photo 1, below) was located southeast of the residence. The well was capped, the casing was observed to extend ~1 m (3 ft) above the ground surface and it was equipped with a pitless adaptor. The well had identification plate with WPID 20200 affixed to it.

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Adjacent to the well was a shed that housed a pressure tank and below ground cistern for water storage. According to Mr. Lafreniere, the groundwater supply from the well is untreated.

Photo 1. Existing Supply Well WTN 96137



Mr. Lafreniere also took Mr. Petersmeyer to view an old, unregistered dug well near the southeast corner of the property. The dimensions of the well were not measured at the time but were estimated to be approximately 2 m x 2 m in area and 6 m in depth with a water table that was approximately 2 m below ground. The well was cased at the surface with concrete that was formed in place and the base of the well appeared to be in open bedrock.

5. GROUNDWATER QUALITY ASSESSMENT

Analytical results of a water quality sample collected by others from the existing supply well on the property (WTN 96137) on September 16, 2024 were provided to us by the property owner. The sample was analyzed M.B. Labs Ltd. in Sidney, BC for general potability parameters. The analytical results are attached with select parameters summarized in Table 4 on the following page.

The quality of the water from the well was assessed by comparing the sample results to the Guidelines for Canadian Drinking Water Quality (Health Canada, 2025). The Guidelines have health-based Maximum Acceptable Concentrations (MAC) criteria and also Aesthetic Objectives (AO), which address parameters that may affect the taste, odour and/or colour of water. Exceedances of AOs do not signify that a water source is not potable but can indicate that treatment may be desired to address consumer preferences.

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All analyzed parameters from the sample of WTN 96137 were below the respective AOs and MACs of the Guidelines at the time tested.

Table 4. Water quality summary for select parameters for WTN 96137

Date Samples Collected	Units	Sep 16, 2024	GCDWQ
pH (lab)	pH units	8.96	AO = 7.0-10.5
General Parameters and Nutrients			
Total Dissolved Solids	mg/L	122	AO ≤ 500
Total Hardness, CaCO ₃	mg/L	152	-
Ions and Metals (Total)			
Aluminum	mg/L	0.016	MAC = 2.9, OG < 0.1
Antimony	mg/L	<0.000500	MAC = 0.006
Arsenic	mg/L	0.00141	MAC = 0.010
Barium	mg/L	0.010	MAC = 2.0
Boron	mg/L	0.053	MAC = 5
Cadmium	mg/L	<0.000010	MAC = 0.007
Calcium	mg/L	41.5	-
Chromium	mg/L	<0.003	MAC = 0.05
Cobalt	mg/L	<0.005	-
Copper	mg/L	0.014	MAC = 2, AO < 1
Iron	mg/L	<0.010	AO ≤ 0.1
Lead	mg/L	<0.000500	MAC = 0.005
Magnesium	mg/L	11.8	-
Manganese	mg/L	<0.004	MAC = 0.12; AO < 0.02
Mercury	mg/L	<0.000010	MAC = 0.001
Molybdenum	mg/L	<0.005	-
Nickel	mg/L	<0.004	-
Potassium	mg/L	0.690	-
Selenium	mg/L	<0.000500	MAC = 0.05
Silicon	mg/L	13.1	-
Silver	mg/L	<0.010	-
Sodium	mg/L	44.3	AO ≤ 200
Strontium	mg/L	0.370	MAC = 7.0
Vanadium	mg/L	<0.010	-
Zinc	mg/L	0.084	AO ≤ 5.0
Microbiological			
Total Coliforms	CFU/100mL	0	MAC = none detectable
<i>E. coli</i>	CFU/100mL	0	MAC = none detectable

Notes:

MAC = Maximum Allowable Concentration; AO = Aesthetic Objective; OG = Operational Guideline, for water treatment plants.

Results in bold and underlined exceeded one or more guideline value.

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6. CONCLUSIONS AND RECOMMENDATIONS

A desktop groundwater supply feasibility assessment was carried out for the property at 9730 West Coast Road in Shirley, BC for the potential to supply a proposed a community grocery market. The purpose of the assessment was to address the requirements of the CRD for rezoning the property for this use.

It is intended that the market will be supplied with groundwater. The preliminary estimated water demand for the market is <5,000 L/day and the minimum amount of water needed to supply the existing residence is 1,400 L/day based on the CRD's requirements for new subdivisions.

Based on available data, including the driller estimated yield of the registered well on the property (WTN 96137/WPID 20200) and water quality results provided to us, we are of the opinion that there is a high probability of developing adequate water quantity and quality to supply the proposed market and existing residence from one or more new or existing wells completed on the property.

Potential significant impacts to neighbouring water supplies from use of groundwater for the proposed development are not expected based on the low quantity of water to be used, the distance from the nearest neighbouring wells and the absence of reported water use conflicts for the aquifers in the area.

Any new or existing groundwater well that is used to supply the market will need to be licensed in accordance with the *Water Sustainability Act*, which requires non-domestic water users to apply for a water licence and pay an application fee and annual water rental fees. An application would need to be made and then approved by the Province prior to using a new well for supply. As part of the licensing process, we anticipate the Province will require a Level 1 or Level 2 Technical Assessment in accordance with the 'Guidance for Technical Assessment Requirements in Support of an Application for Groundwater Use in British Columbia' (Todd et al., 2020). A Level 1 assessment only requires a driller's estimate of yield, however due to the Province's water allocation notations for Aquifer 606 (Possible Water Shortage and/or Saline Intrusion Issues), we recommend any proposed supply well be test pumped with the data assessed by a Professional Hydrogeologist to estimate long-term yield. Test pumping and assessment will also provide operating parameters for the well and improve confidence in the long-term sustainability of the groundwater supply. Any supply well and associated water system for the market that is used for potable purposes will also require approval from Island Health Authority.

7. CLOSURE

We trust this letter provides the information you require. If you have any questions, please contact us.

Western Water Associates Ltd.
(EGBC Permit to Practice number 1001419)


Chad Petersmeyer, M.Sc., P. Geo.
Senior Hydrogeologist



July 7, 2025

9730 W Coast Rd GW Supply Feas Investigation

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Attachment 5

25-070-01VC

8. REFERENCES

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July 7, 2025

9730 W Coast Rd GW Supply Feas Investigation

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Attachment 5

25-070-01VC

Western Water Associates Ltd. (WWAL). (2021). GIS Modelling of Sea Water Intrusion Risk along British Columbia's Coast, Province of British Columbia, Victoria, Water Science Series WSS2021-06.



Western Water Associates Ltd. Standard Report Limitations

1. This Document has been prepared for the particular purpose outlined in the work scope that has been mutually agreed to with the Client.
2. The scope and the period of service provided by Western Water Associates Ltd are subject to restrictions and limitations outlined in subsequent numbered limitations.
3. A complete assessment of all possible conditions or circumstances that may exist at the Site or within the Study Area referenced, has not been undertaken. Therefore, if a service is not expressly indicated, it has not been provided and if a matter is not addressed, no determination has been made by Western Water Associates Ltd. in regards to it.
4. Conditions may exist which were undetectable given the limited nature of the enquiry that Western Water Associates Ltd. was retained to undertake with respect to the assignment. Variations in conditions may occur between investigatory locations, and there may be special conditions pertaining to the Site, or Study Area, which have not been revealed by the investigation and which have not therefore been taken into account in the Document. Accordingly, additional studies and actions may be required.
5. In addition, it is recognised that the passage of time affects the information and assessment provided in this Document. Western Water Associates Ltd's opinions are based upon information that existed at the time of the production of the Document. It is understood that the Services provided allowed Western Water Associates Ltd to form no more than an opinion of the actual conditions of the Site, or Study Area, at the time the site was visited and cannot be used to assess the effect of any subsequent changes in the quality of the Site, or Study Area, nor the surroundings, or any laws or regulations.
6. Any assessments made in this Document are based on the conditions indicated from published sources and the investigation described. No warranty is included, either expressed or implied, that the actual conditions will conform exactly to the assessments contained in this Document.
7. Where data supplied by the Client or other external sources, including previous site investigation data, have been used, it has been assumed that the information is correct unless otherwise stated.
8. No responsibility is accepted by Western Water Associates Ltd for incomplete or inaccurate data supplied by others.
9. The Client acknowledges that Western Water Associates Ltd may have retained sub-consultants affiliated to provide Services. Western Water Associates Ltd will be fully responsible to the Client for the Services and work done by all of its sub-consultants and subcontractors. The Client agrees that it will only assert claims against and seek to recover losses, damages or other liabilities from Western Water Associates Ltd.
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Attachment 5

Table 1. Details of registered wells within 1 km of the property

WTN	Depth (m)	Depth (feet)	Bedrock Depth (m)	Bedrock Depth (feet)	Yield (L/min)	Yield (USgpm)	Aquifer Type
92648	6.1	20	--	--	--	--	Unknown
108986	83.8	275	20	67	8	2	Bedrock
43762	68.6	225	0.6	2	0	0	Bedrock
129136	162	530	45.7	150	6.62	1.75	Bedrock
95753	207	680	4.9	16	8	2	Bedrock
65101	152	500	0.6	2	4	1	Bedrock
65098	166	545	2.0	6.5	0.9	0.25	Bedrock
109031	159	521	40.5	133	15	4	Bedrock
100384	107	350	0.9	3	4	1	Bedrock
90919	5.2	17	--	--	114	30	Unconsolidated
93690	6.1	20	--	--	--	--	Unknown
93689	6.1	20	--	--	--	--	Unknown
125684	193	633	4.3	14	0.473	0.125	Bedrock
125648	103	338	4.3	14	2	0.5	Bedrock
46882	172	565	3.7	12	2	0.5	Bedrock
125644	304.8	1000	2	6	0.473	0.125	Bedrock
125668	244	802	2	7	--	--	Bedrock
125647	110	360	4.0	13	5.7	1.5	Bedrock
125642	177	580	3.7	12	0.473	0.125	Bedrock
125685	189	620	10.5	34.5	4	1	Bedrock
125645	244	800	1	4	4	1	Bedrock
95078	8.5	28	--	--	--	--	Unknown
96137	152	500	15	50	8	2	Bedrock
108984	17	55	--	--	38	10	Unconsolidated
108876	16.6	54.5	--	--	38	10	Unconsolidated
125687	188.5	618.5	1	4	6.62	1.75	Bedrock
108622	29	95	--	--	15	4	Unconsolidated
108626	104	340	33.8	111	2.8	0.75	Bedrock
108985	256	840	28	92	0.95	0.25	Bedrock
108877	195	640	35.1	115	30	8	Bedrock
108875	39.0	128	--	--	38	10	Unconsolidated
108987	116	380	31.7	104	15	4	Bedrock
108988	29	94	--	--	8	2	Unconsolidated
108627	20	66	--	--	15	4	Unconsolidated
114009	207	680	30.5	100	0.4	0.1	Bedrock
65110	68.6	225	20	67	5.7	1.5	Bedrock
47457	152	500	0.3	1	2	0.5	Bedrock
65103	134	440	4.3	14	0	0	Bedrock
65104	105	345	3	9	0.1	0.03	Bedrock
125689	213	700	4.6	15	0.473	0.125	Bedrock
65105	18	60	15	50	4	1	Bedrock
125676	79	260	5.8	19	57	15	Bedrock
125678	140	460	3	9	6.62	1.75	Bedrock
125677	46.9	154	5.8	19	4	1	Bedrock
125643	256	840	2	5	17	4.5	Bedrock
125669	244	800	3	9	2.8	0.75	Bedrock
125688	186	610	1	3	0.473	0.125	Bedrock
125671	201	660	2	8	2.8	0.75	Bedrock
125683	128	420	4.0	13	1.2	0.33	Bedrock
125675	61.0	200	2	8	23	6	Bedrock
108989	23	77	--	--	19	5	Unconsolidated
122998	36.0	118	--	--	13	3.5	Unconsolidated

#301 - 1095 McKenzie Ave, Victoria, B.C., V8P 2L5 | P:1.250.704.4428 | Vernon | Prince George | www.westernwater.ca |

B.C. Aquifer - Duncan S# - P/U
*A
5420 Trans Canada Hwy
Duncan, BC
V9L 6W4

TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1

W182888

Attachment 5

Arrival temp.: 4.0C
Sampler: [REDACTED]

Site Code	Date	Time	CFU/100 ml		CFU/100 ml		CFU/100 mL
			TC	T-NC	FC	F-NC	E.coli
1 9730 West Coast Rd.	16Sep24	10:00	0	0	0	0	0

TC = total coliform bacteria
FC = fecal coliform bacteria (aka thermotolerant coliforms)
NC = non-coliform bacteria
CFU/100 ml = colony forming units per 100 milli-litres

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020
Bergey's Manual of Systematic Bacteriology vol 1, AOAC 1984; J.Clin.Micro., J.Intern.Systm.Bact.

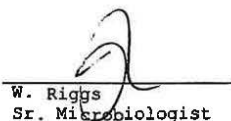
Comments:

For Interpretation of Results:

Total or Fecal Coliforms present greater than 0 CFU/100mL (0 CFU/mL):
IF Coliform numbers exceed safe limits for drinking water-
water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than
200 CFU/100mL (2.0 CFU/mL):
IF the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

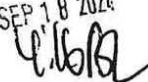
- See following page for chemistry results -


W. Riggs
Sr. Microbiologist

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EMAILED
SEP 18 2024


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*A
5420 Trans Canada Hwy
Duncan, BC
V9L 6W4

TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1

W182888 pg2

Attachment 5

Arrival temp.: 4.0C
Sampler: [REDACTED]

Sample: 9730 West Coast Rd. 16Sep24 10:00

ELEMENTS	SAMPLE	UNITS	Maximum Limits In Drinking Water*
1) Aluminium	Al	0.016	mg/L no limit listed
2) Antimony	Sb	<0.500	ug/L 6.00 ug/L
3) Arsenic	As	1.41	ug/L 10.0 ug/L
4) Barium	Ba	0.010	mg/L 2.00 mg/L
5) Beryllium	Be	<0.003	mg/L no limit listed
6) Boron	B	0.053	mg/L 5.00 mg/L
7) Cadmium	Cd	<0.010	ug/L 7.00 ug/L
8) Calcium	Ca	41.5	mg/L 200 mg/L
9) Chromium	Cr	<0.003	mg/L 0.050 mg/L
10) Cobalt	Co	<0.005	mg/L no limit listed
11) Copper	Cu	0.014	mg/L 1.00 mg/L
12) Gold	Au	<0.040	mg/L no limit listed
13) Iron	Fe	<0.010	mg/L 0.300 mg/L
14) Lanthanum	La	<0.020	mg/L no limit listed
15) Lead	Pb	<0.500	ug/L 5.00 ug/L
16) Magnesium	Mg	11.8	mg/L 50.0 mg/L
17) Manganese	Mn	<0.004	mg/L 0.120 MAC 0.020 AO
18) Mercury	Hg	<0.010	ug/L 1.00 ug/L
19) Molybdenum	Mo	<0.005	mg/L no limit listed
20) Nickel	Ni	<0.004	mg/L no limit listed
21) Phosphorus	P	<0.010	mg/L no limit listed
22) Potassium	K	0.690	mg/L no limit listed
23) Scandium	Sc	<0.050	mg/L no limit listed
24) Selenium	Se	<0.500	ug/L 5.0 ug/L
25) Silicon	Si	13.1	mg/L no limit listed
26) Silver	Ag	<0.010	mg/L no limit listed
27) Sodium	Na	44.3	mg/L 200 mg/L
28) Strontium	Sr	0.370	mg/L no limit listed
29) Tin	Sn	<0.020	mg/L no limit listed
30) Titanium	Ti	<0.010	mg/L no limit listed
31) Tungsten	W	<0.050	mg/L no limit listed
32) Vanadium	V	<0.010	mg/L no limit listed
33) Zinc	Zn	0.084	mg/L 5.00 mg/L
Hardness (mg/L CaCO ₃)	152	mg/L	150-300 mg/L = hard
pH	8.96	units	7.0 to 10.5

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of the Canadian Council of Resource and Environment Ministers - Guidelines for Canadian Drinking Water Quality, 2020.

Comments:

pH: extremes in pH can lead to corrosion (too low <6.5) or incrustation (too high >8.5) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

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TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1
Arrival temp.: 4.0C
Sampler: [REDACTED]

W182888 pg3

Attachment 5

<u>SAMPLE</u>	<u>DATE</u>	<u>TIME</u>	<u>T&L</u> <u>(mg/L)</u>	<u>TDS</u> <u>(mg/L)</u>
9730 West Coast Rd.	16Sep24	10:00	ND	122
Lab Blank			ND	ND
So			0.070	0.010
REF. VALUE			1.00	200
STD ± 2SD			1.04 ± 0.055	191 ± 14.0

SD = standard deviation; REF VALUE = primary or secondary reference material
STD = secondary standard calibrated to primary standard reference material
So = standard deviation at zero analyte concentration; method detection limit
is generally considered to be 3x So value
ND = none detected n/a = not applicable

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

M.B. LABS LTD
T: 250 656-1334

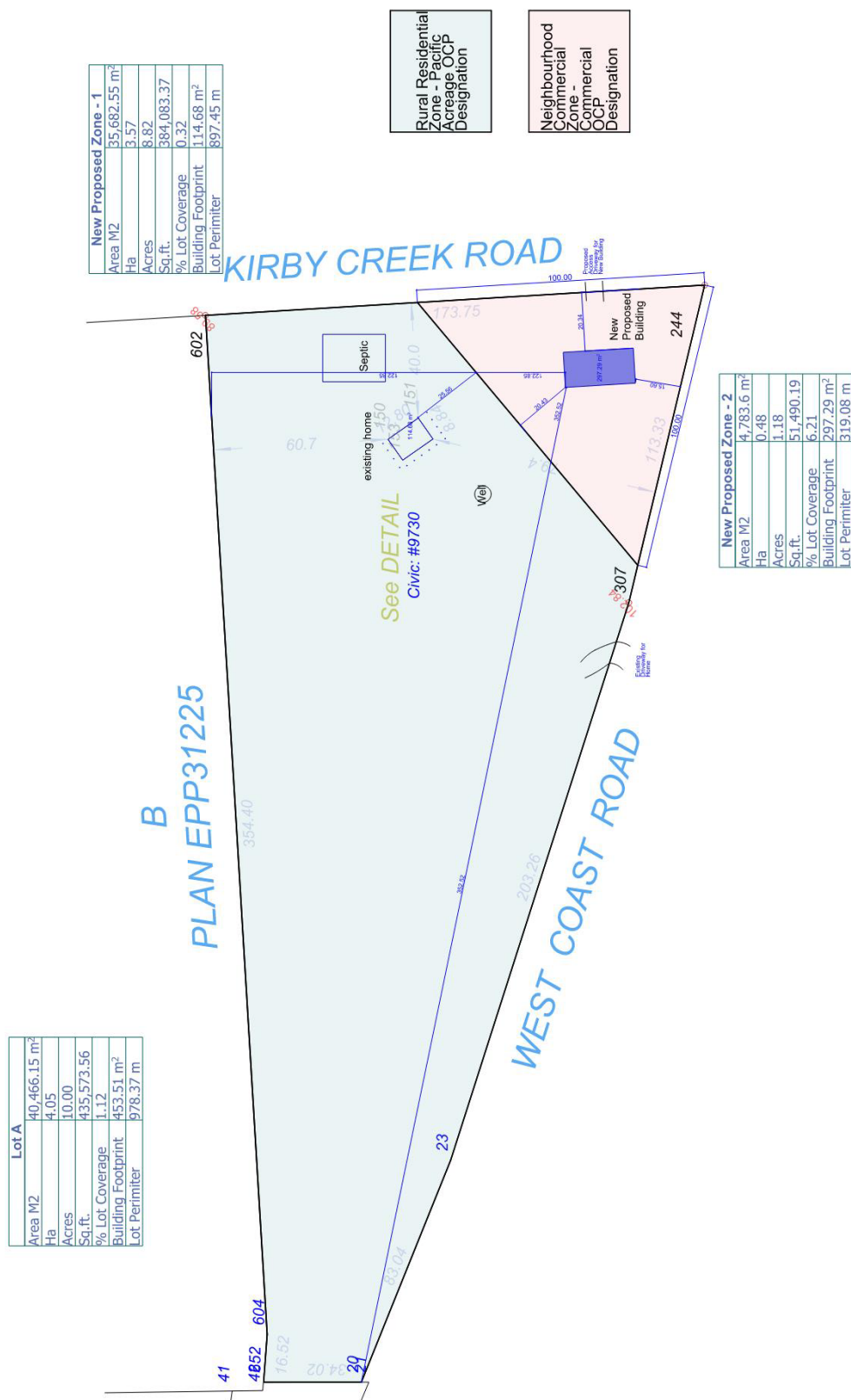
E: info@mblabs.com

W: www.mblabs.com

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Appendix F: Plan of Proposed Zoning and OCP Land Use Designation Locations and Boundary



Appendix G: Proposed Bylaw No. 4705

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4705**

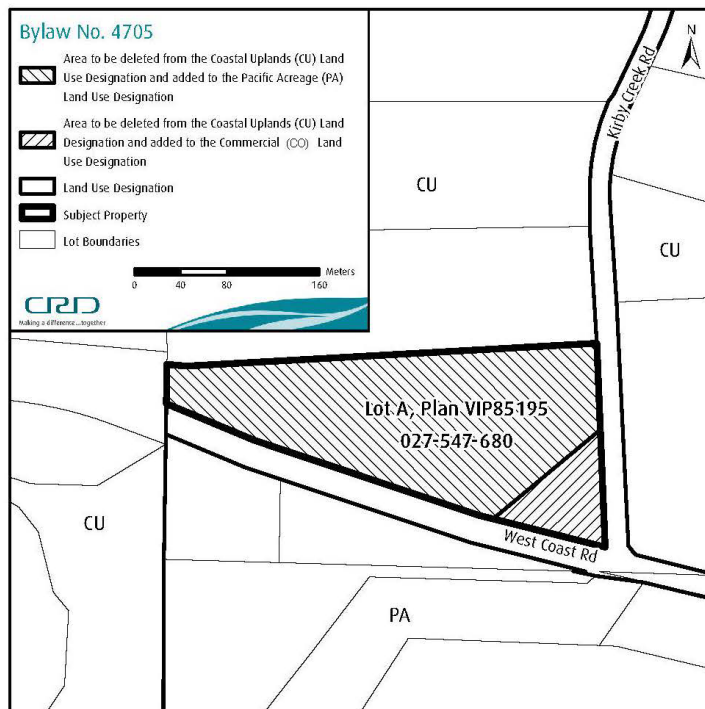
**A BYLAW TO AMEND BYLAW NO. 4001, THE "SHIRLEY-JORDAN RIVER OFFICIAL COMMUNITY
PLAN, BYLAW NO. 5, 2018"**

1. Bylaw No. 4705 being the "Shirley- Jordan River Official Community Plan, Bylaw No. 5, 2018" is hereby amended:

A. SCHEDULE A – LAND USE DESIGNATIONS

- (a) By deleting Lot A, District Lot 87, Renfrew District, Plan VIP85195 from the Coastal Uplands Land Use Designation and adding said lot to the Commercial and Pacific Acreage Land Use Designations as shown on Plan No. 1.

Plan No. 1 of Bylaw 4705, an amendment to Bylaw No. 4001



CRD Bylaw No. 4705

2

2. This Bylaw may be cited as "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025".

READ A FIRST TIME THIS day of , 202X.

READ A SECOND TIME THIS day of , 202X.

READ A THIRD TIME THIS day of , 202X.

ADOPTED THIS day of , 202X.

CHAIR

CORPORATE OFFICER

Appendix H: Proposed Bylaw No. 4706

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4706**

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE A, PART 1, SECTION 3.07

- (a) By replacing the words "C-2 Village Commercial" with "C-2 Commercial Rural Market".

B. SCHEDULE A, PART 2 - ZONING DISTRICTS

- (a) By deleting the section 18.0 Village Commercial Zone – C-2 and replacing it with the new 18.0 Commercial Rural Market Zone – C-2 as follows:

18.0 COMMERCIAL RURAL MARKET – C-2

18.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the C-2 Zone:

- (a) Civic Uses;
- (b) Country market;
- (c) Convenience store;
- (d) Food and beverage processing;
- (e) Greenhouses and plant nurseries;
- (f) Horticulture;
- (g) Restaurant;
- (h) Retail Store, excluding gas bars, gas stations, bulk fuel sales, auto repair, carwash, or any use for which a permit is required under the *Environmental Management Act* or *Regulation*.

18.02 Permitted Accessory Uses

In addition to the uses permitted by Section 18.01 of Part 2 of this Bylaw, the following accessory uses in conjunction with a permitted Principal Use and no others shall be permitted in the C-2 Zone:

- (a) Buildings or structures;
- (b) Office;
- (c) Residential;
- (d) Storage Yard, Screened.

18.03 Subdivision Provisions

- (a) The minimum lot size for subdivision purposes is 0.4 ha.
- (b) The minimum frontage required for subdivision purposes is 16.0 m.

18.04 Density Provisions

One dwelling unit per parcel in conjunction with a principal use.

18.05 Maximum size of Principal Buildings

In accordance with Section 18.09 (a) and (b) of Part 2 of this Bylaw the maximum total combined interior floor area of Principal Use buildings and structures is 1,000 m²; except for the interior floor area dedicated to Greenhouses, plant nurseries, and horticulture Principal Uses.

18.06 Height

All principal buildings and structures must not exceed a height of 6.0 m.

18.07 Lot Coverage

The maximum lot coverage must not exceed 30%.

18.08 Setback Requirements

All principal and accessory buildings and structures must meet the following yard requirements:

(a) Principal buildings and structures are required to be:

- (i) A minimum of 7.5 m from the lot line of a street or public highway;
- (ii) A minimum of 3.0 m from any other lot line; and
- (iii) Notwithstanding Part 2 Section 18.07 (a) (ii) above; a minimum of 9.0 m is required from the lot lines of parcels in Residential, Rural Residential, or Multiple Family Residential zones.

(b) Accessory buildings and structures are required to be:

- (i) A minimum of 7.5 m from the lot line of a street or public highway; and
- (ii) A minimum of 3.0 m from a lot line of a parcel.

(c) All parking spaces are required to be:

- (i) A minimum of 3.0 m from a lot line.

18.09 Definitions

- (a) For the purpose of the Commercial Rural Market Zone – C-2, the following definitions apply:

INTERIOR FLOOR AREA means the interior area of a building or structure, measured from the inside surface of the exterior walls and includes the floor area occupied by any interior walls. For structures that are unenclosed and or partially enclosed and or missing one or more exterior walls, the interior floor area is measured from a perimeter established by connecting the center points of outermost supporting columns and includes the area occupied by any walls and or structures within that perimeter.

TOTAL COMBINED MAXIMUM INTERIOR FLOOR AREA means the sum total of all interior floor areas specified in Section 18.09 (a) of Part 2 of this Bylaw.

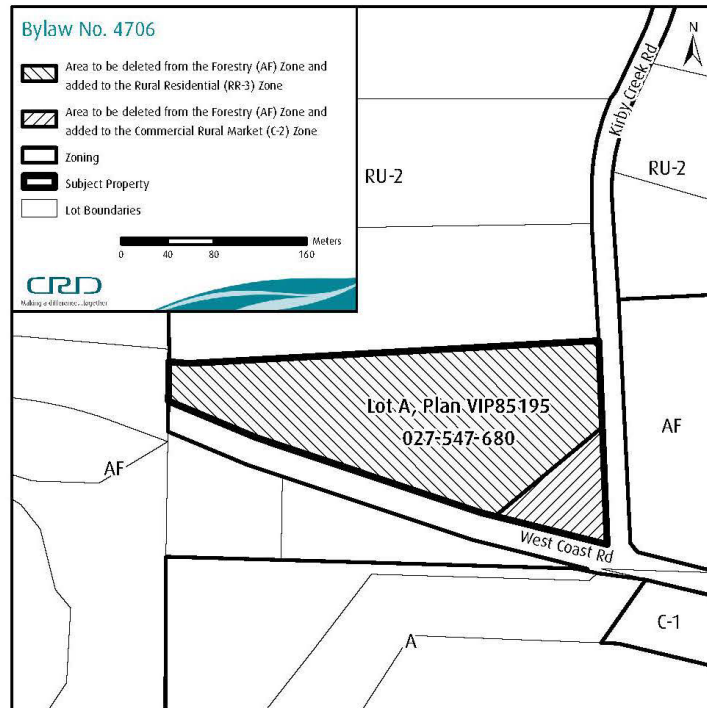
B. SCHEDULE B, Map No. 3 – SHIRLEY JORDAN RIVER ZONING

- (a) By deleting Lot A, District Lot 87, Renfrew District, Plan VIP85195 from the Forestry Zone – AF and those portions to the Commercial Rural Market Zone – C-2 and the Rural Residential 3 zone – RR-3 respectively, as shown on Plan No. 1.

CRD Bylaw No. 4706

3

Plan No. 1 of Bylaw No. 4706, an amendment to Bylaw No. 2040



2. This Bylaw may be cited as ""Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025".

READ A FIRST TIME THIS	day of	, 202X.
READ A SECOND TIME THIS	day of	, 202X.
READ A THIRD TIME THIS	day of	, 202X.
ADOPTED THIS	day of	, 202X.

CHAIR

CORPORATE OFFICER



Making a difference...together

**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, NOVEMBER 25, 2025**

SUBJECT Operational Update

ISSUE SUMMARY

To provide the JdF EA Parks and Recreation Advisory Commission with updated information on community park operations in the Juan de Fuca Electoral Area.

PORT RENFREW

Beach Camp Community Park

- Seasonal Leaf Clean-Up: Leaf removal was completed during the week of November 17. A local resident picked up most of the leaves for composting.
- Playground Replacement Project: Installation will proceed following authorization of an alteration permit and consultation with Port Renfrew and Pacheedaht families.

Port Renfrew Community Centre

- Building Condition Assessment: Stantec has completed a building condition assessment to identify and prioritize future repairs and capital planning needs. Staff will share next steps with the Commission in the new year.

SHIRLEY

Fishboat Bay Community Park

- Staircase Replacement Project: Five contractors attended the site meeting; however, only one submitted a proposal. Bronson Trailworks was awarded the contract on November 10. A project initiation meeting will be scheduled shortly, with work expected to begin in December.
- Access Permit: A formal access permit for the parking lot has been received. An updated License of Occupation and Management Plan for the trail realignment has been submitted to the Ministry of Transportation and Transit.
- Phased RFP Process: Phase one will focus on redeveloping the gravel parking lot and trailhead. The procurement process will begin once the staircase project is complete and funding is confirmed.

Priest Cabin Community Park

- Trail Maintenance: Staff installed a water control board to mitigate trail erosion and cleared a fallen tree to restore trail access to the Matterhorn trail.

Sheringham Point Community Park

- Trail Maintenance: Staff repaired a wooden staircase and cleared five fallen trees to restore safe access along the trail.

OTTER POINT

Kemp Lake Fishing Dock – Chubb Road

- Dock Safety: Water safety signage has been installed.

Elrose Community Park – Otter Point Community Hall Project

- Design Planning: CRD Capital Project Services is seeking quotes from qualified architects to develop detailed site and building plans for the proposed community hall. The Request for Quotes closes on November 25, and work will begin promptly following contract award.
- Site Survey & Access Planning: Staff are coordinating a property survey to determine the location of a fence along the eastern boundary of the park. The survey will also inform driveway access and parking design for an upcoming access permit application.
- Flail Mowing: Seasonal flail mowing was completed in early November to maintain vegetation along park boundaries and improve sightlines.

Wieland Road Trail Project

- Trail Signage: Trailhead signage and temporary wayfinding signage have been installed.
- Tree Planting Event: Tree Canada donated 80 Douglas fir and 20 Western hemlock seedlings. Additionally, a community member generously donated native trees in 1- and 2-gallon pots. A community tree planting event celebrating completion of the boardwalk was held on November 14, with approximately 20 participants.
- Future Trail Development: Additional funding has been requested to complete the remaining Type 2 trail section in 2026 as part of phased development. Permanent wayfinding signage will be installed upon completion of the Type 2 trail.
- Flail Mowing: Seasonal flail mowing was completed in early November to maintain vegetation along trail boundaries.

EAST SOOKE

Coppermine Community Park

- Playground Maintenance: Staff completed a fall cleanup of the playground, including leaf removal and general tidying to ensure the area remains safe and accessible.

OTHER UPDATES

Community Parks Mapping and Inventory

- Staff have initiated a project request with Technology and Digital Transformation to equip Juan de Fuca Community Parks staff with tools and training for GIS field data collection using ArcGIS Field Maps.
- This project will enable mapping of approximately 17 km of trail and various park assets (e.g., playgrounds, benches, garbage receptacles), resulting in a comprehensive inventory of community park infrastructure. The data will support detailed park and trail maps and inform long-term asset management planning.

Submitted by:	Jessica Boquist, MA, Manager, JdF Community Parks and Recreation
Concurrence:	Iain Lawrence, MCIP, RPP, Senior Manager, Juan de Fuca Administration

CAPITAL REGIONAL DISTRICT

2026 Budget

EA - Community Parks (JDF)

EAC Review

OCTOBER 2025

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

A service established for the function of acquiring, developing, operating and maintaining community parks in the Juan de Fuca Electoral Area by bylaw 4150 (2017)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements.
(Bylaw 4087, Amend bylaw 245, March, 2016; Bylaw 4150, Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

Change in Budget 2025 to 2026Service: **1.405 EA Community Parks (JDF)****Total Expenditure****Comments****2025 Budget****256,379****Change in Wages & Benefits:**

Base wages & benefits change	21,421	Increased salary due to reallocation from 1.408 JDF Recreation from 70% to 95% of 0.6FTE
Step increase/paygrade change	(5,661)	Step decrease due to hiring new manager
Auxiliary wages & benefits	54,265	Additional 95% of 0.4 one time aux manager wage to be converted to regular FTE in 2027
Auxiliary wages & benefits	<u>42,245</u>	Increased auxiliary capacity and reallocation from 1.408 JDF Recreation from 70% to 95%
Total Change in Wages & Benefits	112,269	

Other Changes:

Standard Overhead Allocation	1,397	Increase in 2025 operating costs
Human Resources Allocation	596	Increase in 2025 wages & benefits
Contract for Services	(6,000)	One-time 2025 increase
Contract for Services	1,500	One-time 2026 increase
Vehicles	(3,040)	Realignment of budget with expected future expenses
Supplies	5,000	Realignment of budget with expected future expenses
Rentals	3,265	Realignment of budget with expected future expenses
Staff Training and Development	1,140	Realignment of budget with expected future expenses
Reserve Transfers	3,480	Increase in transfers to ERF (\$1,150), CRF (\$1,190) and to ORF (\$1,140)
Other Costs	<u>1,208</u>	
Total Other Changes	8,546	

2026 Budget**377,194****Summary of % Expense Increase**

2026 Base salary, benefit and step change	6.1%
2026 Auxiliary manager wages	21.2%
2026 Auxiliary staff wages	16.5%
Allocations	0.8%
Contract for Services	-1.8%
Vehicles	-1.2%
Supplies	2.0%
Reserve Transfers	1.4%
Balance of increase	2.2%
% expense increase from 2025:	47.1%

% Requisition increase from 2025 (if applicable):

45.9%

Requisition funding is 98.8% of service revenue

Overall 2025 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated minor one-time favourable variance of \$163 (1.4%) due mainly to savings in vehicles costs, partially offset by higher rental costs. This variance will be transferred to Operating Reserve Fund.

1.405 - EA - Community Parks (JDF)

	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Salaries & Wages	120,589	120,589	232,858	-	-	232,858	239,966	246,295	251,788	256,487
Contract for Services	28,780	28,780	23,190	1,500	-	24,690	28,180	31,740	32,370	33,020
Vehicles	11,040	8,000	8,000	-	-	8,000	8,160	8,320	8,490	8,660
Supplies	9,270	9,270	9,280	5,000	-	14,280	19,570	24,960	30,460	31,070
Allocations	40,260	40,260	39,047	-	3,604	42,651	40,486	41,437	41,951	42,737
Rentals	22,150	24,792	25,415	-	-	25,415	25,920	26,440	26,970	27,510
Other Operating Expenses	11,490	11,775	11,880	1,140	-	13,020	13,313	13,618	13,926	14,231
TOTAL OPERATING COSTS	243,579	243,466	349,670	7,640	3,604	360,914	375,595	392,810	405,955	413,715
*Percentage Increase over prior year			43.6%	3.1%	1.5%	48.2%	4.1%	4.6%	3.3%	1.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	5,560	3,800	6,750	-	-	6,750	6,925	9,030	15,425	16,095
Transfer to Equipment Replacement Fund	7,240	5,510	8,390	-	-	8,390	8,560	8,730	9,500	9,690
Transfer to Operating Reserve Fund	-	3,653	-	1,140	-	1,140	1,160	1,250	1,500	1,530
TOTAL CAPITAL / RESERVES	12,800	12,963	15,140	1,140	-	16,280	16,645	19,010	26,425	27,315
TOTAL COSTS	256,379	256,429	364,810	8,780	3,604	377,194	392,240	411,820	432,380	441,030
*Percentage Increase over prior year			42.3%	3.4%	1.4%	47.1%	4.0%	5.0%	5.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(3,604)	(3,604)	-	-	-	-
Grants in Lieu of Taxes	(375)	(375)	(380)	-	-	(380)	(390)	(400)	(410)	(420)
Provincial Grant	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(630)	(680)	(640)	-	-	(640)	(650)	(660)	(670)	(680)
TOTAL REVENUE	(1,005)	(1,055)	(1,020)	-	(3,604)	(4,624)	(1,040)	(1,060)	(1,080)	(1,100)
REQUISITION	(255,374)	(255,374)	(363,790)	(8,780)	-	(372,570)	(391,200)	(410,760)	(431,300)	(439,930)
*Percentage increase over prior year Requisition			42.5%	3.4%		45.9%	5.0%	5.0%	5.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	0.42	0.42	0.57			0.57	0.95	0.95	0.95	0.95

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.405	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
	JDF EA Community Parks & Recreation							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Land	\$100,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000
Engineered Structures	\$392,500	\$507,500	\$120,000	\$30,000	\$0	\$0	\$0	\$657,500
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$512,500	\$802,500	\$120,000	\$30,000	\$0	\$0	\$0	\$952,500

SOURCE OF FUNDS

Capital Funds on Hand	\$392,500	\$392,500	\$0	\$0	\$0	\$0	\$0	\$392,500
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$120,000	\$320,000	\$120,000	\$30,000	\$0	\$0	\$0	\$470,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
	\$512,500	\$802,500	\$120,000	\$30,000	\$0	\$0	\$0	\$952,500

Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2026 - 2030

Service #:

1.405

Service Narr

JDF EA Community Parks & Recreation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2026	2027	2028	2029	2030	5 - Year Total auto-populates
21-01	Renewal	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$ 250,000	L	Grant	\$ 100,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
22-02	New	Chubb Road Dock Installation	Install dock system at Chubb Road on Kemp Lake	\$ 86,000	E	Grant	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
23-01	New	Port Renfrew Playground Equipment	Installation of new playground equipment in Port Renfrew	\$ 160,000	S	Cap	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
23-02	New	Elrose Park Improvements	Construct a multi-use trail and park improvements at Elrose Park	\$ 60,000	S	Cap	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
23-02	New	Elrose Park Improvements	Construct a multi-use trail and park improvements at Elrose Park		S	Res	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
23-06	New	Trail Construction Admirals Forest Park	Construct/remediate trails at the recently purchased Admirals Forest Property	\$ 40,000	S	Cap	\$ 34,000	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
23-08	New	Trail and Park remediation Butler Park	Butler Park trail and park remediation	\$ 45,000	S	Cap	\$ 28,700	\$ 28,700	\$ -	\$ -	\$ -	\$ -	\$ 28,700
23-10	New	Lot 64 Trail Construction	Trail construction linking the tennis court with the Marina trail and improving parking lot	\$ 50,000	S	Cap	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-02	New	Fish Boat Bay Improvements	Replace stairs and install viewing platform to improve accessibility	\$ 150,000	S	Cap	\$ 125,800	\$ 125,800	\$ -	\$ -	\$ -	\$ -	\$ 125,800
26-01	New	Priest Cabin Access	Secure a statutory right of way for public access trails to Priest Cabin Community Park. Complete trail and wayfinding improvements to incorporate the access road into a loop.	\$ 75,000	L	Res	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
26-02	New	Cedar Coast Road	Develop a gravel parking area and trailhead improvements for the Priest Cabin Community Park. Secure a License of Occupation (MOTT) for public access over Cedar Coast Road	\$ 100,000	S	Grant	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
27-01	Renewal	Sheringham Trail Foot Bridge	Replace pedestrain foot bridge in the Sheringham Trail Community Park	\$ 30,000	S	Grant	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
27-02	Renewal	Coppermine Park Swingset	Replace aging swingset	\$ 15,000	S	Grant	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
27-03	New	Wieland Trail Connection to Kemp Lake	Construct a type 2 trail connecting Wieland Trail to Kemp Lake via the Boxer Road right of way.	\$ 50,000	S	Grant	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
27-04	New	East Sooke Water Access	Develop a public water access suitable for launching kayaks and other small nonmotorized watercraft	\$ 10,000	S	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
28-01	New	Wieland Trail Connection to Llama Loop/Farmer Drive	Construct a type 2 trail connecting Wieland Trail to the Llama Loop Trails and Farmer Drive	\$ 10,000	S	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
28-02	New	Otter Point Park Improvements	Develop roadside parking, trail safety improvements, and trailhead amenities.	\$ 10,000	S	Grant	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
													\$ -
			Grand Total	\$ 1,141,000				\$ 802,500	\$ 120,000	\$ 30,000	\$ -	\$ -	\$ 952,500

Service:

1.405

JDF EA Community Parks & Recreation

Project Number

21-01

Capital Project Title

Wieland Trail

Capital Project Description

Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route

Project Rationale

Recreational Trail connecting communities and keeping pedestrians off the main roads

Project Number

22-02

Capital Project Title

Chubb Road Dock Installation

Capital Project Description

Install dock system at Chubb Road on Kemp Lake

Project Rationale

Response to residents at Milligan Road location

Project Number

23-01

Capital Project Title

Port Renfrew Playground Equipment

Capital Project Description

Installation of new playground equipment in Port Renfrew

Project Rationale

Playground requires updating

Project Number

23-02

Capital Project Title

Elrose Park Improvements

Capital Project Description

Construct a multi-use trail and park improvements at Elrose Park

Project Rationale

Public Trail access and safe pedestrian movement

Service:

1.405

JDF EA Community Parks & Recreation

Project Number

23-06

Capital Project Title

Trail Construction Admirals Forest Park

Capital Project Description

Construct/remediate trails at the recently purchased Admirals Forest Property

Project Rationale

Provide/enhance infrastructure for public enjoyment

Project Number

23-08

Capital Project Title

Trail and Park remediation Butler Park

Capital Project Description

Butler Park trail and park remediation

Project Rationale

Provide and enhance infrastructure for public enjoyment

Project Number

23-10

Capital Project Title

Lot 64 Trail Construction

Capital Project Description

Trail construction linking the tennis court with the Marina trail and improving parking lot

Project Rationale

Local resident led volunteer project to enhance local park infrastructure and ecology

Project Number

24-02

Capital Project Title

Fish Boat Bay Improvements

Capital Project Description

Replace stairs and install viewing platform to improve accessibility

Project Rationale

Improve public access for safety and enjoyment

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 26-01

Capital Project Title

Priest Cabin Access

Capital Project Description

Secure a statutory right of way for public access trails to Priest Cabin Community Park. Complete trail and wayfinding improvements to incorporate the access road into a loop.

Project Rationale Improve Active Transportation Planning

Project Number 26-02

Capital Project Title

Cedar Coast Road

Capital Project Description

Develop a gravel parking area and trailhead improvements for the Priest Cabin Community Park. Secure a License of Occupation (MOTT) for public access over Cedar Coast Road

Project Rationale Response to complaint of park users trespassing

Project Number 27-01

Capital Project Title

Sheringham Trail Foot Bridge

Capital Project Description

Replace pedestrain foot bridge in the Sheringham Trail Community Park

Project Rationale Existing bridge will require replacement to maintain level of service.

Project Number 27-02

Capital Project Title

Coppermine Park Swingset

Capital Project Description

Replace aging swingset

Project Rationale Swingset to be replaced and re-oriented to meet playground safety standards

Project Number 27-03

Capital Project Title

Wieland Trail Connection to Kemp Lake

Capital Project Description

Construct a type 2 trail connecting Wieland Trail to Kemp Lake via the Boxer Road right of way.

Project Rationale Active transportation connection between two significant areas in Otter Point

Service:

1.405

JdF EA Community Parks & Recreation

Project Number 27-04

Capital Project Title

East Sooke Water Access

Capital Project Description

Develop a public water access suitable for launching kayaks and other small nonmotorized watercraft

Project Rationale Request of the JdF Parks & Recreation Commission in accordance with the Parks Strategic Plan and East Sooke OCP

Project Number 28-01

Capital Project Title

Wieland Trail Connection to Llama Loop/Farmer Drive

Capital Project Description

Construct a type 2 trail connecting Wieland Trail to the Llama Loop Trails and Farmer Drive

Project Rationale Request of the JdF Parks & Recreation Commission in accordance with the Parks Strategic Plan and East Sooke OCP

Project Number 28-02

Capital Project Title

Otter Point Park Improvements

Capital Project Description

Develop roadside parking, trail safety improvements, and trailhead amenities.

Project Rationale Request of the JdF Parks & Recreation Commission

EA - Community Parks (JDF)
Reserve Summary Schedule
2026 - 2030 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Operating Reserve Fund	3,653	1,189	2,349	3,599	5,099	6,629
Land Reserve Fund	64,671	64,671	64,671	64,671	64,671	64,671
Capital Reserve Fund	221,835	138,585	145,510	154,540	169,965	186,060
Equipment Replacement Fund	96,458	104,848	113,408	122,138	131,638	141,328
Total	386,617	309,293	325,938	344,948	371,373	398,688

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Operating Reserve Fund

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund:	TBD	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Fund Centre:	TBD						
Beginning Balance		-	3,653	1,189	2,349	3,599	5,099
Transfer from Ops Budget		3,653	1,140	1,160	1,250	1,500	1,530
Transfer to Ops Budget-Core Budget		-	(3,604)	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		-					
Ending Balance \$		3,653	1,189	2,349	3,599	5,099	6,629

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Land Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		62,089	64,671	64,671	64,671	64,671	64,671
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Reserve Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Surplus return back from Cap Fund		-					
Interest Income*		2,582					
Ending Balance \$		64,671	64,671	64,671	64,671	64,671	64,671

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund - Bylaw 4633

Money in the Juan de Fuca Community Parks Service Capital Reserve Fund, including interest earned on it, must be used only to provide for: (a) the acquisition of new capital works; (b) the acquisition of machinery and equipment necessary for capital works; (c) the extension or renewal of existing capital works; (d) planning, study, design, construction of facilities, and land acquisition; and (e) debt servicing payments to finance expenditures under subsections (a) to (d).

Reserve Cash Flow

Fund: Fund Centre:	1096 102293	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		213,893	221,835	138,585	145,510	154,540	169,965
Transfer from Parks Ops Budget		3,800	6,750	6,925	9,030	15,425	16,095
Expenditures		-	(90,000)	-	-	-	-
Interest Income		4,142					
Ending Balance \$		221,835	138,585	145,510	154,540	169,965	186,060

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		65,550	96,458	104,848	113,408	122,138	131,638
Transfer from Ops Budget		5,510	8,390	8,560	8,730	9,500	9,690
Proceeds of Disposal		10,300					
Climate Grant for EV		15,098					
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		96,458	104,848	113,408	122,138	131,638	141,328

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2026 Budget

EA - Community Recreation (JDF)

EAC Review

OCTOBER 2025

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)	2025		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2027	2028	2029	2030
<u>OPERATING COSTS</u>										
Salaries & Wages	55,651	55,651	16,116	-	-	16,116	16,570	16,983	17,272	17,519
Recreation Programs	8,597	6,000	8,750	-	-	8,750	8,930	9,110	9,290	9,480
Maintenance	4,550	4,550	4,630	-	-	4,630	4,720	4,810	4,910	5,010
Utilities & fuel	6,830	5,800	6,950	-	-	6,950	7,090	7,230	7,370	7,510
Supplies	680	680	690	-	-	690	700	710	720	730
Allocations	14,462	14,462	14,535	-	-	14,535	15,132	15,501	15,663	15,951
Other Operating Expenses	4,610	3,130	4,520	-	-	4,520	4,691	4,868	5,052	5,243
TOTAL OPERATING COSTS	95,380	90,273	56,191	-	-	56,191	57,833	59,212	60,277	61,443
*Percentage Increase over prior year			-41.1%			-41.1%	2.9%	2.4%	1.8%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	5,702	10,000	-	-	10,000	10,980	12,340	14,125	15,940
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	5,702	10,000	-	-	10,000	10,980	12,340	14,125	15,940
TOTAL COSTS	95,380	95,975	66,191	-	-	66,191	68,813	71,552	74,402	77,383
<u>FUNDING SOURCES (REVENUE)</u>										
Rentals	(22,400)	(22,400)	(22,800)	-	-	(22,800)	(23,260)	(23,730)	(24,200)	(24,680)
Revenue - Other	(230)	(825)	(230)	-	-	(230)	(233)	(232)	(232)	(233)
TOTAL REVENUE	(22,630)	(23,225)	(23,030)	-	-	(23,030)	(23,493)	(23,962)	(24,432)	(24,913)
REQUISITION	(72,750)	(72,750)	(43,161)	-	-	(43,161)	(45,320)	(47,590)	(49,970)	(52,470)
*Percentage increase over prior year Requisition			-40.7%			-40.7%	5.0%	5.0%	5.0%	5.0%
AUTHORIZED POSITIONS										
Salaried FTE	0.18	0.18	0.03			0.03	0.05	0.05	0.05	0.05

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2026 to 2030

Service No.	1.408	Carry Forward from 2025	2026	2027	2028	2029	2030	TOTAL
	JDF EA Community Recreation							

EXPENDITURE

Buildings	\$100,000	\$1,100,000	\$1,000,000	\$0	\$0	\$0	\$2,100,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$68,000	\$68,000	\$0	\$0	\$0	\$0	\$68,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$168,000	\$1,168,000	\$1,000,000	\$0	\$0	\$0	\$2,168,000
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SOURCE OF FUNDS

Capital Funds on Hand	\$68,000	\$68,000	\$0	\$0	\$0	\$0	\$68,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$100,000	\$1,100,000	\$1,000,000	\$0	\$0	\$0	\$2,100,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

\$168,000	\$1,168,000	\$1,000,000	\$0	\$0	\$0	\$2,168,000
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Definitions for the 5-year Capital Plan

Asset Class	Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150. L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
Capital Expenditure Type	Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service. Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Carryforward	Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.
Funding Source	Debt - Debenture Debt (new debt only) ERF - Equipment Replacement Fund Grant - Grants (Federal, Provincial) Cap - Capital Funds on Hand Other - Donations / Third Party Funding Res - Reserve Fund WU - Water Utility If there is more than one funding source, additional rows are shown for the project.

2026 - 2030

Service Name:	JDF EA Community Recreation
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[illegible]

Service: 1.408 JDF EA Community Recreation

Project Number	24-01	Capital Project Title	Port Renfrew Hall, Condition Assessment and Repairs	Capital Project Description	Condition Assessment to Identify deficiencies and then repairs
Project Rationale					

Project Number	25-01	Capital Project Title	Otter Point Community Hall Development	Capital Project Description	Otter Point Community Hall Development feasibility, design, project initiation
Project Rationale					

Project Number	26-01	Capital Project Title	Otter Point Community Hall Construction	Capital Project Description	Otter Point Community Hall Construction
Project Rationale					

EA - Community Recreation (JDF)
Reserve Summary Schedule
2026 - 2030 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2025	2026	2027	2028	2029	2030
Capital Reserve Fund	-	10,000	20,980	33,320	47,445	63,385
Equipment Replacement Fund	16,410	16,410	16,410	16,410	16,410	16,410
Total	16,410	16,410	16,410	16,410	16,410	16,410

Reserve Schedule

Reserve Fund: 1.404 Community Recreation (JDF) - Capital Reserve Fund

Money in the Juan de Fuca Community Parks Service Capital Reserve Fund, including interest earned on it, must be used only to provide for: (a) the acquisition of new capital works; (b) the acquisition of machinery and equipment necessary for capital works; (c) the extension or renewal of existing capital works; (d) planning, study, design, construction of facilities, and land acquisition; and (e) debt servicing payments to finance expenditures under subsections (a) to (d).

Reserve Cash Flow

Fund:	TBD	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Fund Centre:	TBD						
Beginning Balance		-	-	10,000	20,980	33,320	47,445
Transfer from Parks Ops Budget		-	10,000	10,980	12,340	14,125	15,940
Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		-	10,000	20,980	33,320	47,445	63,385

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.408 Community Recreation (JDF) - Equipment Replacement Fund

ERF Group: JDFCOMRES.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102262	Estimated	Budget				
		2025	2026	2027	2028	2029	2030
Beginning Balance		16,410	16,410	16,410	16,410	16,410	16,410
Transfer from Ops Budget		-	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		16,410	16,410	16,410	16,410	16,410	16,410

Assumptions/Background: