

SHIRLEY-JORDAN RIVER ADVISORY PLANNING COMMISSION

Notice of Meeting on Tuesday, **January 13, 2026, at 7 pm**

Shirley Community Hall, 2795 Sheringham Point Road, Shirley, BC

AGENDA

1. Elections
2. Approval of Agenda
3. Adoption of Minutes of December 2, 2025
4. Planner's Report
5. Zoning Amendment Application
 - a) RZ000291 – That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW (9260 Invermuir Road)
6. Adjournment

**Minutes of a Meeting of the Shirley-Jordan River Advisory Planning Commission
Held December 2, 2025, at the Shirley Community Hall, 2795 Sheringham Point Road,
Shirley, BC**

PRESENT: Vivi Curutchet (Chair), Emily Anderson, Melody Kimmel, Fiona McDannold

Staff: Iain Lawrence, Senior Manager, Juan de Fuca Administration;
Darren Lucas, Planner; Wendy Miller, Recorder

PUBLIC: 13

The meeting was called to order at 7:01 pm.

A Territorial Acknowledgement was provided in the preceding meeting.

1. Elections

Iain Lawrence called for nominations for the position of Chair of the Shirley-Jordan River Advisory Planning Commission (APC) for 2025 and Vivi Curutchet's name was put forward. Iain Lawrence called two further times for nominations and, as there were none, Vivi Curutchet was acclaimed Chair.

Noting that this will be the first and last meeting of the APC in 2025, the election for the position of Vice Chair was not held.

2. Approval of the Agenda

MOVED by Melody Kimmel, **SECONDED** by Emily Anderson that the agenda be approved.
CARRIED

3. Adoption of the Minutes of October 22, 2024

MOVED by Fiona McDannold, **SECONDED** by Emily Anderson that the minutes from the meeting of October 22, 2024, be adopted.

CARRIED

4. Planner's Report

It was reported that the consultant for the Juan de Fuca Electoral Area Official Community Plan (OCP) Consolidation and Willis Point OCP/Local Area Plan (LAP) Update project has been selected and will be named once the contract is signed.

A JdF OCP Steering Committee, consisting of Juan de Fuca Land Use Committee members and the Director, will be established to provide guidance on the consolidation process; a Willis Point LAP Advisory Group, consisting of Willis Point residents/landowners, will be established to provide community-based input on the Willis Point OCP update.

5. Zoning and Official Community Plan Amendment Application

a) RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)

The APC considered the proposal 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 the remaining 3.5 ha portion from CU to Pacific Acreage (PA) and to amend the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, by rezoning a 0.5 ha portion of the subject property from the Forestry (AF) zone to a new Commercial Rural Market (C-2) zone, and the remaining 3.5 ha portion ha from the AF zone to the Rural Residential 3 (RR-3) zone.

APC discussion ensued regarding the comments heard at the preceding public information meeting, as well as the Food and Beverage Processing use and the Country Market use proposed by the C-2 zone. The APC agreed that competition with the Shirley Sunday Market is anticipated to be minimal.

Staff responded to a question from the APC advising that the provincial Liquor and Cannabis Licensing Branch regulates liquor licence and permit applications and directs which application types require local government approval and public engagement.

The applicant responded to questions from the APC advising that the RR-3 zone is requested to support the rural residential uses proposed on the remaining 3.5 ha portion of the property. It was further advised that ingress/egress to/from the C-2 portion of the property would be from Kirby Creek Road.

MOVED by Melody Kimmel, **SECONDED** by Fiona McDannold that having considered the proposed bylaws, the Shirley-Jordan River Advisory Planning Commission supports Zoning and Official Community Plan Amendment Application RZ000289 for Lot A, District Lot 87, Renfrew District, Plan VIP85195, as presented.

CARRIED

6. Adjournment

The meeting adjourned at 7:17 pm.

Chair



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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, NOVEMBER 18, 2025

SUBJECT **Zoning Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW – 9260 Invermuir Road**

ISSUE SUMMARY

The applicant is proposing to rezone the property (Appendix A) from the Rural (A) and Forestry (AF) zones (Appendix B) to the Rural 2 (RU2) zone (Appendix C) for the purpose of facilitating a two-lot subdivision (Appendix D) and permitting agriculture and farm buildings.

BACKGROUND

The 13.7 ha property is located at 9260 Invermuir Road in Shirley. The property is split-zoned Rural (A) and Forestry (AF) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. There is an RU2 zoned parcel to the west, a Resource Land (RL) zoned parcel to the north and east, and Rural (A) zoned parcels to the east and across Invermuir Road to the south.

The property is designated as Coastal Upland (CU) in the Shirley – Jordan River Official Community Plan (OCP), Bylaw No. 4001. Portions of the property are designated as Riparian and Sensitive Ecosystem Development Permit (DP) areas. The parcel is within the Shirley Fire Protection Service Area, but outside a community water service area.

There is an existing dwelling on the parcel that was completed in 2023. Should the rezoning and subdivision proceed, the dwelling would be located on proposed Lot B. An easement registered on title of the property allows Timberwest Forest Ltd. (Mosaic Forest Management) to continue to conduct various forestry related uses on the property; however, the property is no longer classified as Managed Forest under the *Private Managed Forest Land Act* (PMFL).

Staff have prepared Bylaw No. 4716 (Appendix E) for consideration and referral to external agencies, departments and First Nations.

ALTERNATIVES

Alternative 1

That staff be directed to refer proposed Bylaw No. 4716, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025” to the Shirley – Jordan River Advisory Planning Commission, appropriate CRD departments, external agencies and First Nations for comment.

Alternative 2

That proposed Bylaw No. 4716 not be referred.

IMPLICATIONS

Legislative

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 the proposed amendment bylaw to the Shirley – Jordan River APC.

Should the proposal 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

and residents within 500 m of the subject property will be sent notice of the proposed bylaw amendment and the public hearing will be advertised in the local paper and on the CRD website.

First Nations Implications

The CRD places a high value on its relationship with First Nations and the enhancement of reciprocal engagement procedures that advance reconciliation. The subject property is located within the traditional territory of the paaʔciidʔatx (Pacheedaht) and T'Sou-ke First Nations. Each Nation will be invited to participate in the land use review and referral process to inform the Nations of proposed development activity within their territory and seek meaningful dialogue and comment with respect to the proposal.

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 Shirley – Jordan River OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. The proposed zoning amendment is consistent with the policies of the OCP.

Land Use Implications

The subject property is designated Coastal Uplands (CU) in the Shirley – Jordan River OCP which supports the continued use of these lands for forestry purposes. However, if lands are removed from PMFL, then uses such as low-impact recreation, low-impact tourism, community parks, single-family residential and agriculture are also supported. The CU designation supports a density of one parcel per 4 ha and one dwelling and one accessory dwelling unit per parcel. The proposal to rezone the property to RU2 is consistent with CU designation policy.

The property is split-zoned Forestry (AF) and Rural (A) under Bylaw No. 2040. The split-zone boundary has been in place since the adoption of Bylaw No. 282, 1976, but there is no obvious rationale for this divide. The AF zoned portion of the parcel is 12.6 ha, and the A zoned portion is 1.1 ha. While the total parcel area is 13.7 ha and the minimum parcel size of both the AF and A zones is 4 ha, the location of the zone boundary has the effect of preventing subdivision, since the zone boundary acts as a property boundary for the purposes of determining use and density and the A zoned portion is less than 8 ha (2 x 4 ha).

The property is partially designated as Riparian and Sensitive Ecosystem DP areas in Bylaw No. 4001. A development permit is required prior to any land alteration, subdivision or building construction in those areas.

Staff recommend referral of the rezoning application and proposed Bylaw No. 4716 to the Shirley – Jordan River APC, and to appropriate external agencies, CRD departments and First Nations for comment.

CONCLUSION

The purpose of this zoning bylaw amendment application is to rezone the 13.7 ha property on Invermuir Road from the Rural (A) and Forestry (AF) zones to the Rural 2 (RU2) zone to facilitate a two-lot subdivision and permit agriculture and farm buildings. Staff have prepared proposed Bylaw No. 4716 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. 4716, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025” to the Shirley – Jordan River Advisory Planning Commission, appropriate CRD departments, external agencies and First Nations for comment.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services

ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Forestry (AF) and Rural (A) Zone Regulations
Appendix C: Rural 2 (RU2) Zone Regulations
Appendix D: Proposed Plan of Subdivision
Appendix E: Proposed Bylaw No. 4716

Appendix A: Subject Property Map



Appendix B: Forestry (AF) and Rural (A) Zone Regulations

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

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 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 structure shall not exceed a Floor Area Ratio of 0.45.
Bylaw 3705
- 2.07 Yard Requirements for Residential Buildings**
- (a) Front yards shall be a minimum of 7.5m;
 - (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;
 - (c) Flanking yards shall be a minimum of 6m CTS;
 - (d) Rear yards shall be a minimum of 11m.
- 2.08 Yard Requirements for Farm Buildings**
- (a) Front yards shall be a minimum of 30m;
 - (b) Side, flanking and rear yards shall be a minimum of 15m.
- 2.09 Yard Requirements for Finfish Culture, Land-Based Uses and Structures** Front, side, flanking and rear yards shall be a minimum of 30m.
- 2.10 Yard Requirements for Intensive Agriculture Uses and Buildings**
- (a) Front yards shall be a minimum of 30 m;
 - (b) Side, rear and flanking yards shall be a minimum of 30m.
Bylaw 2103

Appendix C: Rural 2 (RU2) Zone Regulations

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

3A.0 RURAL 2 ZONE – RU2

Bylaw 4259

3A.01 Permitted Principal Uses & Buildings

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 by the Rural 2 RU2 Zone:

- (a) Agriculture;
- (b) Farm Buildings on Farms;
- (c) Residential;
- (d) One-family Dwelling.

3A.02 Permitted Accessory Uses

- (a) Accessory buildings and structures ancillary to a permitted use pursuant to Part 1, section 4.01;
- (b) Secondary Suite pursuant to Part 1, Subsection 4.19;
- (c) Detached Accessory Suite pursuant to Part 1, Subsection 4.20;
- (d) Home Based Business Categories One, Two and Three;
- (e) Two Boarders or Lodgers;
- (f) One recreation vehicle 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;
- (g) Composting of waste generated on-site.

3A.03 Minimum Parcel Size for Subdivision Purposes

- (a) The minimum lot size is 4 ha.

3A.04 Density

- (a) One one-family dwelling per lot is permitted.
- (b) One secondary suite or one detached accessory suite per lot is permitted.
- (c) Farm buildings and structures shall not exceed a total floor area 1,000m².
- (d) Residential buildings and structures shall not exceed a total floor area of 418 m².

3A.05 Height

- (a) The maximum height of principal buildings is 11 m.

3A.06 Lot Coverage

- (a) The maximum lot coverage shall be 10%.

3A.07 Yard Requirements

- (a) Residential buildings and structures shall be set back a minimum of:
 - a. 7.5 m from the front lot line;
 - b. 6 m from side lot lines;
 - c. 10 m from the rear lot line; and
 - d. 6 m CTS from flanking lot lines.
- (b) Except for grazing of livestock and growing of agricultural crops, agricultural uses and farm buildings shall be set back a minimum of:
 - a. 30 m from the front lot line;
 - b. 15 m from side, rear and flanking lot lines.

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

3A.08 Watercourse Setbacks

- (a) Agricultural uses and farm buildings and structures shall be a minimum of 15 m from the natural boundary of a watercourse.

3A.09 Definitions

- (a) For the purpose of the RURAL 2 zone – RU2, the following definitions apply:

Agriculture means the growing, rearing, producing or harvesting agricultural crops or livestock; apiculture; horticulture; silviculture; the use and storage of associated farm machinery, implements and agricultural supplies; includes the ancillary sale, storage and processing on a parcel of the primary products harvested, reared or produced on that parcel; excludes intensive agriculture, intensive agriculture – medical marihuana, licenced cannabis production pursuant to the *Cannabis Act*, kennels, aquaculture, growing of mushrooms within a building and the permanent confinement of livestock or animals of any kind within a building.

Farm Building means a structure which does not contain a residential occupancy and is: i) associated with and located on land devoted to the practice of farming; and ii) used essentially for the housing of agricultural crops or equipment or livestock including storage and processing of agricultural products produced on site; but excludes abattoirs, indoor equestrian riding arenas, and buildings for the permanent confinement of livestock or animals of any kind.

PPSS-35010459-3454

Appendix E: Proposed Bylaw No. 4716

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4716**

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

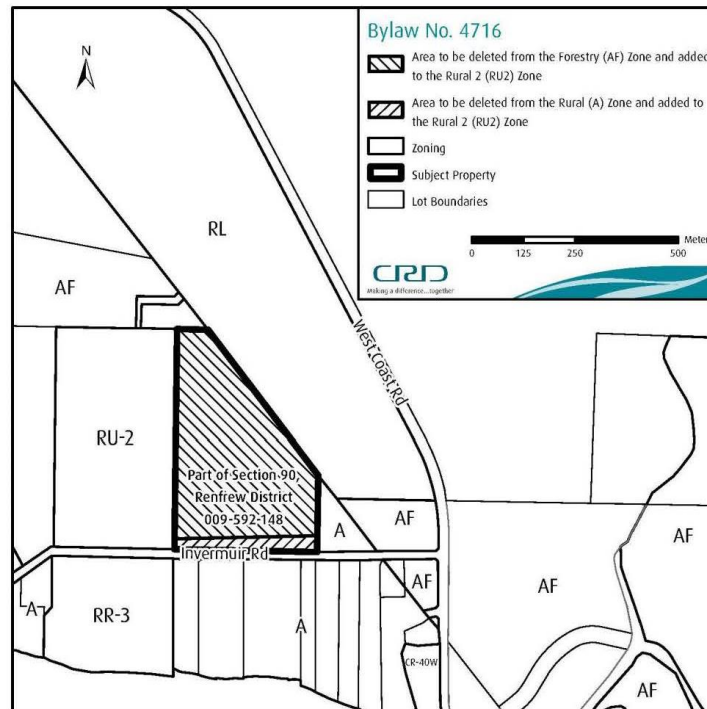
The Capital Regional District Board, in open meeting assembled, enacts as follows:

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

A. SCHEDULE B, MAP 3 – SHIRLEY – JORDAN RIVER ZONING MAP

- (a) By deleting That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW from the Rural (A) zone and from the Forestry (AF) zone, and adding said lot to the Rural 2 (RU2) zone, as shown on Plan No. 1.

Plan No. 1: Bylaw 4716, an amendment to Bylaw No. 2040



CRD Bylaw No. 4716

2

2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025".

READ A FIRST TIME THIS day of , 2026.

READ A SECOND TIME THIS day of , 2026.

READ A THIRD TIME THIS day of , 2026.

ADOPTED THIS day of , 2026.

CHAIR

CORPORATE OFFICER