

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, April 22, 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, C. Lacroix (EP),
S. McAndrews, S. McKay, P. Sloan, E. Stepura, Director A. Wickheim
Staff: I. Lawrence, Senior Manager, JdF Local Area Services;
J. Boquist, Manager, Juan de Fuca Community Parks and Recreation;
D. Lucas, Planner; W. Miller, Recorder
PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

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

3. Adoption of Minutes from the Meeting of February 25, 2025

MOVED by Commissioner Stepura, **SECONDED** by Commissioner Guenard that the minutes from the meeting of February 25, 2025, be adopted, as amended. **CARRIED**

4. Chair's Report

The Chair introduced Jessica Boquist, the new Manager, Juan de Fuca Community Parks and Recreation.

5. Director's Report

The Director welcomed Jessica Boquist.

6. Commissioner Reports

Otter Point – Elrose Park

- the Otter Point Community Association wishes to apply for a provincial Community Gaming Grant to support construction of a community hall
- organizations can request up to 50% of the total project costs covered by the grant, up to a maximum of \$250,000
- in-kind contributions can be considered to meet matching funds requirements
- application process requires CRD authority to proceed

Shirley – Sheringham Point Trail

- a set of natural stairs requires maintenance

Shirley – Fishboat Bay

- park saw good use over the long weekend

East Sooke – Seagirt Ponds

- Seagirt Ponds Preservation Society (SPPS) will be hosting a marine touch tank event and local author book launch at the East Sooke Community Hall on April 26
- the SPPS Moss Walk scheduled for March 20 has been postponed
- there is a large accumulation of cut holly
- there appears to be new cutters removing invasive species in the park

Port Renfrew – The Park

- positive comments have been received from the public regarding Jessica Boquist's recent site visit to Port Renfrew
- a thank you was extended for hiring a local contractor to do park maintenance in the community

The Commission forwarded comment supporting providing the contractor with branded outerwear.

East Sooke – Copper Mine

- photos highlighted included:
 - the new Integrated Water Services pump house at East Sooke Road and Copper Mine Road
 - excavated materials from the pump house project utilized to improve park parking
 - the emergency access to the park field
 - attendance at the Easter "Eggstravaganza" egg hunt and pancake breakfast
- further to comment made at the February meeting and noting the size of the recent Easter event, support was reiterated for signage identifying the entrance to the field as an emergency access

Presentation – April 27 OPSRRA AGM

- the Commission Chair will be presenting on the topic of park and trail development in the Juan de Fuca, outlining the Commission structure, work and accomplishments

7. Staff Reports

a) Operational Update

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

Kemp Lake Fishing Dock – Chubb Road Location

- planned additional dock sections can be purchased now that the 2025 budget has been approved by the CRD Board
- dock installation to take place after end of the Painted Turtle nesting season

The Park – Port Renfrew

- Phase 2 archaeological work to start this week

Lot 64 – Port Renfrew

- the JdF Community Parks program has supported installation of amenities on Lot 64 which is held by the CRD
- residents will be provided an opportunity to provide input on future improvements and management approach of the subject property during the Port Renfrew Official Community Plan review process

Seagirt Ponds Park

- the PW5 will continue to work with the SPPS to address holly

Wieland Road Trail Project

- Tree Canada remains interested in working with the Juan de Fuca Community Trails Society to support plantings in the fall

Mount Matheson Connector Trail

- proposed fencing would be purchased through a 50/50 cost share agreement, with the CRD portion being supported by the Community Works Fund

Port Renfrew Community Centre

- condition assessment anticipated to be submitted by the end of the month
- condition assessment will inform required repairs

b) Active Transportation Network Plan

Darren Lucas provided information on the completed Active Transportation Network Plan (ATNP), which identifies 37 projects for active transportation routes within and between the communities of the Electoral Area.

Commission discussion ensued regarding promoting safe roadside routes, infrastructure maintenance requirements and disposition opportunities.

Staff responded to questions from the Commission advising that:

- ATNP objectives can be supported through amenities received through development application approval processes
- the ATNP can be utilized to communicate roadside safety objectives to the Ministry of Transportation and Transit
- staff are working on a park inventory to better inform Commission decisions
- the ATNP would be complemented by development of an acquisition policy

The Commission provided positive comment regarding the ATNP and stated support for a website release announcing the completion of the ATNP.

Iain Lawrence thanked Don Closson and Darren Lucas for their work on the ATNP.

c) Review of Bylaw No. 3623, Recreation Services and Facilities Fees and Charges

Jessica Boquist spoke to the annual requirement to provide a recommendation regarding the Commission's fee schedules for the upcoming year.

Commission discussion ensued regarding:

- permit application and insurance requirements
- potential financial barriers imposed by the fee schedules
- reviewing the fee schedules against other park/facility charges and inflationary costs
- opportunity to install donation boxes at parks

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends to the Capital Regional District Finance Committee that no changes be proposed to the fees and charges outlined in Bylaw No. 4617 for 2025-2026.

CARRIED

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends that a comprehensive review, including review of permit application forms and permit insurance requirements, take place mid-2025 to consider updates to the fees and charges outlined in Bylaw No. 4617 for the 2026-2027 period.

CARRIED

8. Next Meeting

May 27, 2025

9. Adjournment

At this time, staff responded to questions from the Commission confirming that hiring for the PW2 position is in progress and that the CRD Board recently considered a report regarding the CRD prioritizing purchases of Canadian-made products and services.

The meeting adjourned at 4:35 pm.

Sid Jorna, Chair

Wendy Miller, Recorder