

**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION**

Notice of Meeting on Tuesday, **May 27, 2025, at 3 pm**

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

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**AGENDA**

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Meeting Minutes of April 22, 2025
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
  - a) Operational Update
8. Next Meeting: June 24, 2025
9. Adjournment



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**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**

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**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 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.

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Sid Jorna, Chair

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Wendy Miller, Recorder



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**STAFF REPORT TO THE  
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION  
MEETING OF TUESDAY, MAY 27, 2025**

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**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.

**Kemp Lake Fishing Dock – Chubb Road Location**

Staff are working towards adding two additional sections to the dock to allow for deep water fishing access as originally intended. Additional capital has been requested (\$20,000) to complete the project. A quote has been received and found to be acceptable (\$17,000 + delivery and assembly).

Updated plans have been sent to the Province. The extension will be accommodated within the existing licence area and an updated management plan has been sent to the Province.

**The Park – Port Renfrew**

With the assistance of the CRD Archaeology Manager, archaeological work has been completed at The Park.

Playground installation potential will be determined once the results of the full Arch survey have been provided.

**Lot 64 – Port Renfrew**

The Port Renfrew Official Community Plan process will provide the residents with an opportunity to provide input on future improvements to Lot 64.

Archaeological assessment of the site would be required for any further improvements prior to the start of construction.

**Fishboat Bay**

A Community Works Fund (CWF) application has been approved to complete a staircase system and viewing platform.

A conceptual design has been developed to include parking area, accessible toilet facility, garbage, viewing platform with binoculars and staircase replacement.

- The archaeological investigation has been completed and the results are forthcoming. T'Sou-ke and Pacheedaht have expressed support for the improvements.
- A geotechnical assessment has been completed as required under the development and building permits.
- A request for an updated License of Occupation has been submitted to the Ministry of Transportation and Transit (MoTT). MoTT and JdF staff are working to complete the review and approval process.
- A public open house will be held at the Shirley Community Hall in June to provide information to residents and seek feedback on the design.
- A Request for Proposal (RFP) process will be initiated once preliminary information gathering has been completed and approvals have been obtained.

### **Admiral's Forest**

Work at Admiral's Forest continues with trail trimming, tree cleanup, and improvements to wayfinding signage. Decommissioning of old and unauthorized trails continues. The installation of split rail fencing and signage to define park boundaries and closed trails has been completed.

### **Seagirt Ponds Park**

Staff are working with a local resident on confirmation of memorial bench dedication. The bench is installed with the memorial dedication yet to be attached.

Items raised through the Commissioner updates have been addressed.

### **Wieland Road Trail Project**

This will be a multi-year project.

- A RFP has been posted to BC Bid and CRD Business Opportunities for construction of the remainder of the trail from Ramsden Road to the Butler communication tower. At present, \$100,000 has been allocated for 2025 in the 5-year Capital Plan. Additional funding requirements may be identified through the RFP process. The RFP closes June 9, 2025 at 4pm.
- Additional culverts may be required at select locations along the length of trail in the Wieland right-of-way.
- Installation of a bollard at the Kemp Lake Road access, as well as signage along the length of the trail will part of this phase of construction.
- Staff to meet with TreeCanada and the Chair to discuss the potential for revegetation grant support for this project. The application will be sponsored by the Juan de Fuca Community Trails Society, which will assist in getting the application approved as the applicant cannot be a government organization.

### **Mount Matheson Connector Trail**

- The construction of fencing along the trail boundary has been included in the 2025 Capital Plan.
- The Manager met with the property owners on the site to discuss the installation and extent of fencing.
- The JdF Parks portion of the project will be funded by the CWF. The remainder would be funded by the property owner.

### **Port Renfrew Community Centre**

- Stantec has been awarded the contract to complete a condition assessment. The work commenced in February. The winning bid was \$12,300.
- A draft of the condition assessment is being reviewed by staff.
- Next steps will be shared with the Commission at an upcoming meeting.

### **East Sooke Easter "Eggstravaganza" Egg Hunt & Pancake Breakfast**

- In accordance with the Commission's Recreation Funding Guidelines, a total of \$500 was allocated to support a community event under park permit at Copper Mine Park on April 19, 2025.

### **Staffing Update**

- A new Park Worker 2 has been hired with a start date of May 26, 2025.

**Community Partnership Events**

- Two broom removal events will be scheduled for the beginning of June in partnership with the Sooke Broom Busters organization to remove broom at the corner of Butler and Otter Point Road adjacent to the trail and William Simmons parking lot.
- There is an opportunity to expand this partnership with the support of FireSmart funding for 2026.

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