

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Special Meeting on Monday, **July 7, 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 May 27, 2025
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Operational Update
8. New Business
 - a) A Vision for the Matterhorn
 - b) Capital Budget Planning 2026-2030
9. Motion to Close the Meeting
 - a) That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*
10. Next Meeting: To be Determined
11. Adjournment



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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 27, 2025, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. McKay (Vice Chair), V. Braunschweig, C. Lacroix (EP), P. Sloan, E. Stepura,
Director A. Wickheim
Staff: J. Boquist, Manager, Juan de Fuca Community Parks and Recreation;
W. Miller, Recorder
ABSENT: S. Jorna (Chair), T. Guenard, S. McAndrews
PUBLIC: 1

EP – Electronic Participation

The meeting was called to order at 3:02 pm.

1. Territorial Acknowledgement

The Vice Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

MOVED by Director Wickheim, **SECONDED** by Commissioner Sloan that the agenda be approved. **CARRIED**

3. Adoption of Minutes from the Meeting of April 22, 2025

MOVED by Commissioner Stepura, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of April 22, 2025, be adopted. **CARRIED**

4. Chair's Report

No report.

5. Director's Report

The Director welcomed everyone to the meeting and relayed support for:

- managing rogue trail building in community parks to avoid trespass
- educating against harvesting in parks
- continuing to encourage community interest in addressing invasive species management by exploring disposal opportunities
- a public information meeting in Shirley to introduce proposed improvements to Fishboat Bay
- acknowledging potential increased use of community parks due to the 2025 closure of the provincial Juan de Fuca Trail

6. Commissioner Reports

Otter Point – Elrose Park

- the Otter Point Community Association continues to explore potential funding opportunities for construction of a community hall including UBCM's Strategic Priorities Fund and the Canadian Cultural Spaces Fund

Otter Point – Kemp Lake

- support stated for a better rope and life ring at the fishing dock at Chubb Road
- support stated for rod holders, like the dock at Poirier Lake

Jessica Boquist confirmed that a new floating rope and throw bag have been purchased.

East Sooke – Copper Mine

- as part of the Integrated Water Services pump house project, a gate has been installed at the emergency access to the park field
- support was reiterated for signage identifying the entrance to the field as an emergency access
- support was stated for filling the holes that are being dug by dogs

Jessica Boquist advised that the establishment of new grass will help deter hole digging. Grass establishment to be undertaken in the fall.

Shirley – Priest Cabin

- photos of trail erosion and existing signage highlighted
- support stated for trail map and boundary signage

Jessica Boquist advised that erosion curtailment works are planned. Works will be monitored. Installation of split rail and wayfinding signage is also planned to delineate the trail route.

7. Staff Reports

a) Operational Update

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

Fishboat Bay

- conceptional design for the proposed viewing platform, accessible toilet facility and parking area were highlighted
- archaeology inventory assessment report now complete
- Request for Proposal to be initiated to determine project costs

The Park / Lot 64 – Port Renfrew

- archaeology inventory assessment complete – report pending
- the recently hired local park maintenance contractor is doing a good job

Admiral's Forest

- additional colour discs will be installed to mark trail routes
- improved mapping is being pursued

Wieland Road Trail Project

- 17 contractors attended the voluntary site visit held on May 26
- Request for Proposal closes June 9

Mount Matheson Connector Trail

- quotes have been requested for the proposed fencing

Port Renfrew Community Centre

- draft condition assessment received
- assessment information anticipated to be presented at the June meeting

East Sooke Easter “Eggstravaganza” Egg Hunt & Pancake Breakfast

- photos from the event highlighted
- event attracted approximately 150 – 170 attendees

Copper Mine – Pickleball

Jessica Boquist advised that one pickleball frame is under repair; one pickleball frame remains in the storage shed for public use.

Commission discussion ensued regarding multi-court set up/take down.

Commission comments included:

- there is opportunity to review the operation of other multi-courts
- there are studies that recommend park use distances from residences
- paddle ball is becoming a popular multi-court sport

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
- project area highlighted
- a meeting is scheduled with the CRD Invasive Species Coordinator and a representative from FireSmart BC to discuss access to a BurnBoss and future funding

Sheringham Point Trail

- further to the Commissioner report made at the last meeting, repairs to the set of natural stairs has been completed

Seasonal Toilets

- seasonal toilets are now in place at William Simmons, Muir Creek Beach and Fishboat Bay

Butler Park – Missing Dogwood

- a report of a missing Dogwood tree has been published in the Sooke News Mirror
- information on the missing tree can be reported to the Sooke RCMP

8. Next Meeting

June 24, 2025

9. Adjournment

The meeting adjourned at 4:25 pm.

Scott McKay, Vice Chair

Wendy Miller, Recorder



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY
COMMISSION SPECIAL MEETING OF MONDAY, JULY 7, 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

Beachview Rise Statutory Right-of-Way Trail Construction

- Staff have inspected statutory right-of-way (SRW) trails recently completed for the Beachview Rise subdivision proposal. Two trails have been accepted and provide important active transportation network connections previously supported by the Commission as park land dedication.

The Park

- 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.

Port Renfrew Community Centre

- Stantec completed a draft building condition assessment report to identify and prioritize future repairs and capital planning.
- The draft report is being reviewed by staff.
- Next steps will be shared with the Commission at an upcoming meeting.

Shirley

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 was held at the Shirley Community Hall on June 25 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.

Sheringham Park

- Staff completed pothole repairs to the lower parking lot, trail vegetation maintenance and removal of a hazard tree.

Otter Point

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.

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.

Elrose Park – Otter Point Community Hall Project

- CRD Corporate Plan identifies a priority to investigate options to develop a community hall in Otter Point.
- An Environmental Assessment has been completed for this park which speaks to both hall construction and trail development.
- An archeological review will be required as part of this project and the CRD's Manager of Archeology has initiated engagement with T'Sou-ke First Nation.
- Based on the value and complexity, CRD Capital Project Services has assumed project management and is actively working on project initiation.

Wieland Road Trail Project

- The objective of this project is to construct approximately 150 metres of Type 2 Trail and 220 metres of pedestrian boardwalk within the undeveloped 10-metre-wide Wieland Road right-of-way, completing the trail connection between Kemp Lake Road and the Sooke Business Park.
- The RFP closed on June 16, with four submissions received. All submissions exceeded the \$100,000 project budget by approximately \$170,000.
- The RFP has been cancelled and staff are reviewing alternative approaches to complete the project.

Community Partnership Events

- Two broom removal events were held on June 8 and 9 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.

East Sooke

Copper Mine Park

- A sign has been installed on the gate at Copper Mine Park field to prohibit parking and ensure emergency access.

Mount Matheson Connector Trail

- This project is to construct approximately 100 meters of chain link fencing along a SRW trail connecting to Matheson Lake Regional Park. The project will minimize the public's encroachment onto private property, alleviate neighbours' safety concerns, and contribute to an improved trail experience.
- \$25,000 has been allocated for this project in the 5-year Capital Plan.
- Three quotes have been received, and a CWF application has been submitted.

Other Updates

Matterhorn Connection

- Staff and the Director met with a representative of the Juan de Fuca Community Trails Society to review their vision for access to the Matterhorn as a potential park.
- It was discussed that the Society could seek a resolution from the JdF EA Parks and Recreation Advisory Commission to support their advocacy to Regional or Provincial park services.
- The Matterhorn connection will be discussed under New Business.

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