

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **September 23, 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 July 7, 2025
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Fees and Charges – Verbal Report
 - b) Operational Update
 - c) Meeting Schedule – Verbal Report
8. Next Meeting: October 28, 2025
9. Adjournment



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**Minutes of a Special Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Monday, July 7, 2025, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, S. McAndrews, S. McKay, P. Sloan (EP),
E. Stepura, Director A. Wickheim
Staff: I. Lawrence, Senior Manager, JdF Administration, J. Boquist, Manager, JdF
Parks and Recreation; W. Miller, Recorder
ABSENT: C. Lacroix, T. Guenard
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 Director Wickheim, **SECONDED** by Commissioner Braunschweig that the agenda be approved. **CARRIED**

3. Adoption of Minutes from the Meeting of May 27, 2025

MOVED by Commissioner Stepura, **SECONDED** by Commissioner Braunschweig that the minutes from the meeting of May 27, 2025, be adopted. **CARRIED**

4. Chair's Report

The Chair thanked the members for adjusting their schedules to accommodate a special meeting due to a lack of a quorum to hold a meeting in June.

5. Director's Report

The Director extended a thank you to staff for keeping good tabs on project budgets and conveyed positive feedback on the overall progress of the parks program.

6. Commissioner Reports

Shirley – Sheringham Point Trail

- thank you extended to the parks crew for work on the lower parking lot
- trail seeing good use

East Sooke – Seagirt Ponds

- thank you extended to the Manager for attending a site meeting regarding invasive species management
- thank you extended to the Director for the support reported at the last meeting for managing rogue trail building in community parks and encouraging community interest in addressing invasive species management

East Sooke – Copper Mine

- thank you extended to the parks crew for recent work
- court and park seeing good use

Otter Point – Admiral's Forest

- site visit held with the Manager to review unsanctioned trails and signage opportunities

7. Staff Reports

a) Operational Update

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

Beachview Rise Statutory Right-of-Way Trail Construction

- photos of completed trails highlighted
- trail connecting to Wickanninish Road requires maintenance

At this time, the Director stated support for a rope railing on stairway trail leading from Lot 64.

Fishboat Bay

- ten members of the public attended the open house held at the Shirley Community Hall on June 25, which was scheduled to provide information to residents and seek feedback on the design for proposed improvements
- comments received indicated that replacement of the staircase and development of a parking lot are the most important elements of the design

Admiral's Forest

- installation of additional coloured discs and lamination of the "you are here" decals will be done this summer

Kemp Lake Fishing Dock – Chubb Road Location

- newly installed floating rope has been tampered with
- signage or an enclosed stage unit (ring/rope) may need to be considered long term
- planned dock extension will be accommodated within the existing licence area
- an updated management plan has been sent to the Province
- extension anticipated to be completed by the fall

Elrose Park – Otter Pint Community Hall Project

- an archeological review has been initiated
- based on value and complexity, CRD Capital Project Services has assumed project management and is actively working on project initiation

Wieland Road Trail Project

- Request for Proposal (RFP) closed on June 16, with four submissions all exceeding the project budget
- RFP has been cancelled and staff are reviewing alternative approaches to complete the project
- an amendment to the Capital Plan is anticipated to accommodate the projected costs identified through the RFP process

- given the timeline associated with instream works, the project will be phased to address the boardwalk followed by Type 2 trail
- JdF trail standards to be updated in the fall to provide an alternative to diamond piers such mud sills or concrete pier blocks

Broom Removal Interest

- this year has seen an overall increase in interest in broom removal including interest from East Sooke and Willis Point

8. New Business

a) A Vision for the Matterhorn

Further to the presentation made at the November 26, 2024 meeting, Commissioner Jorna relayed interest on behalf of the Juan de Fuca Trails Society in establishing a park in Shirley adjacent to French Beach Provincial Park and Priest Cabin Community Park which would provide sweeping views, diverse recreational opportunities and a critical wildlife corridor connecting ecosystems.

Commissioner Jorna responded to questions from the Commission advising that:

- the proposed park would include a combination of large private parcels and Private Managed Forest Land parcels
- the proposed park was likely beyond the scope of the JdF Community Parks service

At 4:08 pm, Commissioner Jorna recused himself from the meeting prior to Commission discussion regarding the Society's request for a resolution of support due to personal interest in the Matterhorn which may appear to influence the membership's discussion.

The Vice Chair assumed the position of Chair.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McAndrews that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission, having received a presentation at its July 7, 2025, meeting, recommends to the CRD Regional Parks Committee the acquisition of the 615 hectares of upland forest Matterhorn parcels for park and future recreational uses. **CARRIED**

Commissioner Jorna returned to the meeting at 4:26 pm, resuming the position of Chair.

b) Capital Budget Planning 2026-2030

Jessica Boquist advised that feedback from the Commission is requested to assist in informing the 2026 – 2030 budget planning process. CRD Corporate Plan, Community Parks and Recreation Strategic Plan, and Active Transportation Network Plan policies/priorities were highlighted.

Commission comments supported exploring the following capital projects:

- extending Wieland trail to Kemp Lake and west of Kemp Lake Road to provide future connection to Admiral's Forest
- increasing the budget for playground equipment replacement at The Park
- improving parking and beach access at Otter Point Park
- establishing a trail at First Creek Park
- developing a foreshore access in East Sooke for use as a kayak launch
- developing a water crossing to access Becher Bay Community Park

- developing Park Heights Park as a pump track park for children
- improving the field at Elrose Park to support a market/night market

Commission comments supported exploring the following operating projects:

- washroom, picnic table, bench and additional signage at Admiral's Forest
- wayfinding signage, split rail and trail repair at Priest Cabin Park
- rod holders at Kemp Lake
- costing for baseball runs at Copper Mine Park
- invasive species management plan
- interpretive/historical/cultural signage
- native plant/tree care educational programs/partnership programs
- community garden program/partnership program

9. Motion to Close the Meeting

MOVED by Commissioner McKay, **SECONDED** by Commissioner Stepura 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 5:31 pm.

The Commission rose from the closed meeting at 5:51 pm without report.

10. Next Meeting

The Commission will adjourn for the remainder of July and for August, unless there is a pressing matter.

The next meeting of the Commission is scheduled for September 23, 2025.

At this time, the Chair advised that staff will follow up with the membership regarding a date for the summer picnic.

11. Adjournment

The meeting adjourned at 5:53 pm.

Sid Jorna, Chair

Wendy Miller, Recorder



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, SEPTEMBER 23, 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

The Park

- With the assistance of the CRD Archaeology Manager, archaeological work has been completed at The Park.
- An alteration permit will be submitted once JdF Parks has received formal support from Pacheedaht.
- Playground installation will proceed following authorization of alteration permit and consultation with Port Renfrew and Pacheedaht families.

Port Renfrew Community Centre

- Stantec completed a draft building condition assessment report to identify and prioritize future repairs and capital planning.
- The draft report has been reviewed by staff.
- An additional item that should be addressed that is not covered in the report is the location of the electrical panel in the Post Office, which has implications for other users of the facility.
- Next steps will be shared with the Commission at an upcoming meeting.

Lot 64

- CRD's shared invasive species treatment contractor was engaged to address the knotweed infestation in Lot 64 and adjacent residential backyards.
- Previous years' treatments have proven effective, with visible reduction in patch size and overall plant vigor. Ongoing monitoring will continue to assess long-term control and inform future treatment needs.

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 formal access permit for a parking lot and a request for an updated License of Occupation for the full scope of improvements 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 Request for Proposal (RFP) process will be initiated in a phased approach. The first phase will be initiated this fall and will include the gravel parking lot and trailhead redevelopment.
- As a separate project, a carpenter will be contracted to repair the existing staircase. Repairs are expected to begin in October.

Flea Beach

- JdF staff met with MoTT staff in August to discuss the status and condition of the Flea Beach water access.
- MoTT is moving in a direction of divesting themselves of the access and declassifying the roadway; however, they recognize the value of the access to the public.
- MoTT staff have asked about the feasibility of adding Flea Beach to the CRD/MoTT MOU covering access rights-of-way.
- JdF staff are exploring the feasibility of JdF Parks involvement, starting with a discussion with First Nations.

Priest Cabin

- JdF staff met with Sooke Region Museum staff to begin work on an interpretive sign for Priest Cabin Community Park.
- The museum recently received a collection of photos and documents related to the park's namesake, Jesuit priest Father Sherburne. Museum staff have expressed interest in partnering on the development on interpretive signage.

Otter Point

Admiral's Forest

- Admiral's Forest trail work has been completed and is in a state of general maintenance.
- Additional coloured wayfinding discs were recently installed; however, improvements to map and "you are here" icon placement remain to be completed.

Kemp Lake Fishing Dock – Chubb Road Location

- Two additional sections to the dock to allow for deep water fishing access have been installed. The dock sections are 5 inches narrower than ordered. New Wave Docks will return to install additional lumber and adjust the top rail to ensure all sections are a consistent width.
- JdF staff elevated the ramp by approximately 10 inches and constructed a rock ramp to improve access during periods of high water in the winter.
- JdF staff cleared vegetation along the property line next to the parking stalls and will reinstall the concrete tire stops, increasing the width of the stalls and the drive aisle by approximately four to six feet.

Elrose Park – Otter Point Community Hall Project

- 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.
- CRD Capital Project Services is actively seeking quotes from qualified architects to provide detailed site and building plans.
- Staff are coordinating a survey of the property to establish the location for a fence along the eastern boundary and inform the site and driveway access design for an access permit application.

- The Otter Point Community Association has communicated the desire to obtain a Park Permit to operate a night market at Elrose Park in order to raise the profile of the location within the community.
- A special event permit will be required from MoTT. JdF staff are working with the Community Association to support the application process.

Wieland Road Trail Project

- The RFP closed on June 16, with four submissions received. All submissions exceeded the \$100,000 project budget by approximately \$170,000.
- As an alternative approach, JdF staff coordinated all vegetation and trail clearing, materials procurement, permitting and consulting, and retained a contractor to provide boardwalk construction labour.
- Boardwalk construction labour costs were approximately \$30,000, materials and supplies approximately \$35,000 and environmental permitting, monitoring and tree removal were approximately \$10,000.
- JdF staff have worked extremely hard to skillfully cut and clear the trail alignment to facilitate the carpentry work. This approach would not have been possible without their hard work.
- Construction began on September 4 and the boardwalk is now complete.
- Additional machine work to improve access to and from the boardwalk to the existing trails will take place during the week of September 22.
- Additional funding will be requested to complete the remaining Type 2 trail section in 2026.
- Equestrian users have expressed interest in using the trail; however, the boardwalk has not been designed to an equestrian standard. Signage will be installed prohibiting equestrian use.
- If broader equestrian community interest is expressed and supported by the Commission, a bypass route could be explored.

East Sooke

Seagirt Ponds Park

- JdF staff have been collaborating with the Friends of Seagirt Ponds to address a recent infestation of invasive Canary Reedgrass within the park.
- JdF staff removed tarps from the pond edge that had been used to cover invasive Yellow Flag Iris as part of ongoing vegetation management efforts. The Friends of Seagirt Ponds have been asked to place any manually removed iris plants near the garbage can for disposal moving forward.
- A qualified arborist was engaged to remove one hazardous fir tree and four hazardous alder trees identified during recent site assessments.

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 were received, and the successful bid was \$7,800. The installation was anticipated to be completed at the time this report was written.

Other Updates

Park Land Acquisition – Matterhorn Connection

- In July, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission passed a motion recommending that the Regional Parks Committee consider acquiring approximately 615 hectares of upland forest for future parkland and recreational use.
- A letter outlining the recommendation has been submitted to Regional Parks staff.
- Parks staff have begun maintaining the 1 km section of SRW trail from Priest Cabin Community Park to the adjacent crown parcel to the north.

Community Partnership Events

- No community partnership events have been held since the Broom Busting event in June. The Commission will be advised of future events.

East Sooke Water Access Development

- The preliminary 2026 Parks Capital Plan identifies developing a public water access suitable for launching kayaks and other small nonmotorized watercraft as a 2027 project.
- In August, JdF staff and the Regional Director conducted a field visit to a number of sites in East Sooke identified in the 2003 JdF Foreshore access plan.
- Additional planning and engagement with the Commission will begin in 2026.

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