



Making a difference...together

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, September 23, 2025, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

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

3. Adoption of Minutes from the Meeting of July 7, 2025

MOVED by Commissioner McAndrews, **SECONDED** by Commissioner McKay that the minutes from the meeting of July 7, 2025, be adopted. **CARRIED**

4. Chair's Report

The Chair thanked staff for arranging a site visit held earlier today to view the progress of the Wieland Trail boardwalk. Further to the resolution of support provided by the Commission at its July meeting, it was advised that the Juan de Fuca Community Trails Society was invited to speak with Regional Parks staff regarding the Matterhorn area.

5. Director's Report

The Director thanked the Commission and staff for their ongoing efforts to attract both residents and visitors to community parks.

6. Commissioner Reports

Otter Point – Elrose Park

- Eric Stepura is the newly elected president of the Otter Point Community Association (OPCA)
- OPCA continues to endeavor to provide improvements to Elrose Park to support a night market and the establishment of a community hall
- a safe ingress/egress which complies with Ministry of Transportation and Transit will be required

Otter Point – Otter Point Park

- new signage has been installed along Highway 14 restricting roadside parking

Jessica Boquist advised that parking for Otter Point Park is identified in the preliminary 2026 Capital Plan for consideration.

Shirley – Sheringham Point Trail

- no camping signage requested for the upper parking lot due to human waste concerns

East Sooke – Seagirt Ponds

- Yellow Flag iris removed over the summer by the Friends of Seagirt Ponds Society (SPPS) volunteers
- SPPS hosted a meditative walk on September 20

Jessica Boquist responded to questions from the Commission advising that:

- recent felling at Seagirt Ponds addressed 4 hazard alder trees and 1 hazard fir tree
- the fir tree was identified as it was located beside a bench
- a hazard tree policy is under consideration

East Sooke – Copper Mine

- thank you extended for ongoing parks crew maintenance
- pump house project now complete
- support for considering a dedicated pickle ball court in future

Jessica Boquist confirmed that the one pickle ball frame remains in good condition.

Otter Point – Admiral’s Forest

- the Juan de Fuca Community Trails Society remains interested in hosting educational nature walks
- information regarding Rear Admiral Charles provided to staff for signage consideration
- support for considering retaining the trail names posted by Rear Admiral Charles
- invasive holly is present in some areas

Commissioners extended a thank you to staff for arranging the summer picnic held in August.

7. Staff Reports

a) Fees and Charges – Verbal Report

Jessica Boquist advised that the Commission passed a resolution at its April 22, 2025, meeting requesting a comprehensive review of the Commission’s fees and charges to consider potential updates for 2026-2027. Current fees and fee comparisons were highlighted.

Commission comments included:

- reviewing fee schedules for the East Sooke Community Hall and the Shirley Community Hall
- differentiating between resident and non-resident rates
- differentiating between public use (public invited to attend), private use (fee/no fee) and commercial use
- differentiating between exclusive and non-exclusive uses
- providing a definition for each use
- installing signage to advise of when a permit is required
- support for an hourly rate for use of the Port Renfrew Community Hall

b) Operational Update

Jessica Boquist provided an overview of the report.

Flea Beach

Commission discussion ensued regarding previous maintenance efforts carried out by the Sheringham Point Lighthouse Preservation Society, ongoing maintenance needs, and interest in maintaining limited vehicle access to support parking and a small craft boat launch.

c) Meeting Schedule – Verbal Report

Tabled to the next meeting.

8. Next Meeting

October 28, 2025

9. Adjournment

The meeting adjourned at 5:08 pm.

Sid Jorna, Chair

Wendy Miller, Recorder