

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **October 28, 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 September 23, 2025
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Operational Update
 - b) Meeting Schedule – Verbal Report
 - c) Fees and Charges – Verbal Report
8. 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*
9. Next Meeting: November 25, 2025
10. Adjournment

**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



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STAFF REPORT TO THE JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION MEETING OF TUESDAY, OCTOBER 28, 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 at “Beach Camp”

- Seasonal Leaf Clean-Up: Leaf removal will begin in early November. Staff are interested in hearing whether there is community interest in collecting raked leaves for composting or garden mulch. Most of the fallen leaves are from cottonwood trees.
- Maintenance Contract Update: Greg Klem’s 2025 maintenance contract is now complete. Fall and winter clean-up work and maintenance will be carried out by community parks staff.
- 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

- Building Condition Assessment: Stantec has completed a draft building condition assessment report to help identify and prioritize future repairs and capital planning needs. Staff will share next steps with the Commission once the final report is received.
- AED Installation: An Automated External Defibrillator (AED) was generously donated by the Vancouver Island Regional Library and has been installed in the hallway of the Community Centre.
- Safety & Inspection Protocols: Staff met with the CRD Manager of Occupational Health and Safety, who is developing a monthly inspection system for the facility. This will include regular monitoring of the newly installed AED to ensure it remains in good working order.

Shirley

Fishboat Bay

- Staircase Replacement: A site meeting was held on September 24 with contractors interested in a separate contract to replace the wooden staircase. Five contractors attended and provided feedback. Staff’s initial approach was to reuse portions of the existing wood and reconstruct the stairs using the same footprint. However, contractor feedback suggested that with some adjustments, a longer-lasting design could be achieved. This input is now being reviewed by the engineer, and a contract process will be initiated as soon as possible.
- Access Permit: A formal access permit for the parking lot and a request for an updated License of Occupation have been submitted to the Ministry of Transportation and Transit (MoTT). MoTT and JdF staff are currently working through the review and approval process.

- Phased RFP Process: Once a permit is received, a phased Request for Proposal (RFP) process will be initiated. Phase one will focus on the gravel parking lot and trailhead redevelopment.

Priest Cabin

- Trail & Erosion Mitigation: Staff completed construction of a staircase and planted native trees to stabilize the steep slope and address erosion concerns at the end of the recently constructed Type 2 Matterhorn Connector Trail.

Otter Point

Kemp Lake Fishing Dock – Chubb Road Location

- Dock Extension: 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.
- Dock Safety: The dock's life ring was recently stolen but has since been replaced.

Elrose Park – Otter Point Community Hall Project

- Design Planning: CRD Capital Project Services is actively seeking quotes from qualified architects to develop detailed site and building plans for the proposed community hall.
- Site Survey & Access Planning: Staff are coordinating a property survey to determine the location of a fence along the eastern boundary of the park. The survey will also inform driveway access and parking design for an upcoming access permit application.

Wieland Road Trail Project

- Boardwalk Construction: Boardwalk construction began on September 4 and is now complete. Additional machine work to improve access between the boardwalk and existing trails was completed the week of October 13.
- Trail Opening Preparations: Staff are currently installing signage, cleaning up the staging area, and preparing the trail for public access.
- Tree Planting Event: Tree Canada has donated 80 Douglas fir and 20 Western hemlock seedlings. Additionally, a community member has generously donated a selection of native trees in 1- and 2-gallon pots. A community tree planting event will be held in the near future.
- Future Trail Development: Additional funding has been requested to complete the remaining Type 2 trail section in 2026, as part of the ongoing phased development of the trail.

East Sooke

Mount Matheson Connector Trail

- Fencing Installation: A project to install approximately 100 metres of chain link fencing along a Statutory Right-of-Way (SRW) trail connecting to Matheson Lake Regional Park has been completed.
- Budget Summary: A total of \$25,000 was allocated for this project in the 5-Year Capital Plan, with the final project cost coming in at \$7,800.

Other Updates

Community Partnership Events

- A tree planting event at Butler Park was held on October 19 to plant a donated Dogwood tree with 10 members of the public in attendance.

Portable Toilets

- Portable toilets will be removed from most locations on Thursday, October 30 as part of seasonal operations. Toilets at William Simmons Park and Copper Mine Park will remain in place year-round.
- Staff continue to monitor usage and community feedback to assess the need for seasonal or permanent facilities. Adjustments may be considered based on demand and operational feasibility.

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