



Making a difference...together

**Minutes of a Meeting of the  
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission  
Held Tuesday, October 28, 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 (EP), S. McAndrews,  
S. McKay, P. Sloan (EP), E. Stepura  
**Staff:** J. Boquist, Manager, JdF Parks and Recreation; W. Miller, Recorder  
**ABSENT:** C. Lacroix, Director A. Wickheim  
**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 September 23, 2025**

**MOVED** by Commissioner Stepura, **SECONDED** by Commissioner McAndrews that the minutes from the meeting of September 23, 2025, be adopted. **CARRIED**

**4. Chair's Report**

The Chair provided positive comments regarding the progress of Wieland Trail.

**5. Director's Report**

No report.

**6. Commissioner Reports**

Port Renfrew – Maintenance Contract

- community members are pleased with the work done by the parks maintenance contractor

Shirley – Sheringham Point Trail

- steps require minor repair due to recent erosion
- one downed tree

Shirley – Flea Beach

- Sheringham Point Lighthouse Preservation Society has relayed that it holds and wishes to continue to hold a Licence of Occupation with the Ministry of Transportation and Transit for the Flea Beach foreshore access

Shirley – Matterhorn

- the Juan de Fuca Community Trails Society (JdFCS) continues to advocate for the acquisition of the Matterhorn lands for public park

Otter Point – Elrose Park

- the president of the Otter Point Community Association (OPCA) met with CRD Capital Project Services, JdF staff and the Director on October 15 to discuss design, survey, funding and consultation considerations for the community hall

Otter Point – Admiral's Forest

- the JdFCS hosted a mushroom walk on October 24

East Sooke – Seagirt Ponds

- Friends of Seagirt Ponds Society (SPPS) continues to host educational sessions at the East Sooke Community Hall with a session planned in November and another in January
- SPPS will continue to remove holly throughout the winter

East Sooke – Copper Mine

- park continues to see good use
- thank you extended to the parks crew for ongoing maintenance
- leaf removal will be required at the playground once all the leaves have fallen

## **7. Staff Reports**

### **a) Operational Update**

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

#### The Park – Seasonal Leaf Clean-Up

Community interest to be reported back regarding using collected leaves for residential composting/mulch.

#### Wieland Road Trail Project

Staff will work with the JdFCS to select a date for a tree planting event to plant the 100 seedlings donated by Tree Canada.

### **b) Meeting Schedule – Verbal Report**

Jessica Boquist spoke to the current meeting schedule and introduced moving to a bi-monthly meeting schedule to allow more time for staff to focus on capital projects and service delivery. The proposed reduced meeting schedule would continue to support review of development applications, capital planning, fees and charges and budget reviews, with the option of requesting special meetings as needed.

Commission comments included:

- support for reviewing the proposed by bi-monthly meeting schedule
- no support for holding meetings less than on a bi-monthly basis
- little support for holding longer meetings to accommodate a bi-monthly meeting schedule
- some support for implementing a bi-monthly meeting schedule for a trial period
- concern that a bi-monthly meeting schedule would impact membership engagement

The Chair requested that the item be brought back for further discussion at the November meeting.

**c) Fees and Charges – Verbal Report**

Further to comments received at the September 25 meeting, proposed fee schedules for park permits and for the Port Renfrew Community Centre were highlighted.

The Commission requested the maximum capacity of the Community Centre.

The Chair requested that the proposed fee schedules be circulated to the membership and that the item be brought back for further discussion at the November meeting.

**8. Motion to Close the Meeting**

**MOVED** by Commissioner Braunschweig, **SECONDED** by Commissioner McKay 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 4:28 pm.

The Commission rose from the closed meeting at 5:09 pm without report.

**9. Next Meeting**

November 25, 2025

**10. Adjournment**

The meeting adjourned at 5:10 pm.

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Sid Jorna, Chair

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Wendy Miller, Recorder