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**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, November 25, 2025, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. Jorna (Chair), V. Braunschweig, T. Guenard, S. McAndrews (EP),
S. McKay, P. Sloan, 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

PUBLIC: 3

EP – Electronic Participation

The meeting was called to order at 3:01 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

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

3. Adoption of Minutes from the Meeting of October 28, 2025

MOVED by Commissioner Guenard, **SECONDED** by Commissioner Stepura that the minutes from the meeting of October 28, 2025, be adopted. **CARRIED**

4. Chair's Report

The Chair provided positive comment regarding the tree planting event held in conjunction with Tree Canada on November 14 to celebrate completion of the Wieland Trail boardwalk.

5. Director's Report

The Chair thanked staff for its work on the Wieland Trail, Butler Park and Fishboat Bay projects and thanked the membership for its ongoing support.

6. Commissioner Reports

Port Renfrew – The Park

- grounds are looking good after the recent clean-up by the parks crew
- sequoia tree bed is starting to become overgrown

Shirley – Flea Beach

Further to comment made at that last meeting, Iain Lawrence confirmed that the Ministry of Transportation and Transit has expressed its support for retaining the Licence of Occupation for the Flea Beach foreshore access, currently held by the Sheringham Point Lighthouse Preservation Society.

Shirley – Sheringham Point Trail

- trail is looking good after recent clean-up done by the parks crew

Otter Point – Elrose Park

- the Otter Point Community Association (OPCA) has relayed positive comment regarding recent flail mower work at the park and overall progress of the community hall project

Otter Point – Kemp Lake Dock

- the OPCA has relayed positive comment regarding the dock extension at Chubb Road

East Sooke – Copper Mine

- grounds are looking good after the recent leaf removal and clean-up done by the parks crew

East Sooke – Seagirt Ponds

- Seagirt Ponds Preservation Society held an educational session at the East Sooke Community Hall on November 17

Willis Point – Invasive Species

- reports of holly and daphne have been received and will be directed to BC Parks

7. Staff Reports

a) Zoning Amendment Application RZ000287 - Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026 (5700 Block East Sooke Road)

Jessica Boquist spoke to the application to zone part of the subject property to Rural Residential 6A (RR-6A) in order to permit a 4-lot subdivision. It was advised that the proposed lot configuration will require the provision of park land or cash in lieu equivalent.

The proposed subdivision plan, Parkheights Drive neighbourhood and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting road safety and the development of an off-street network linking neighbourhoods, community focal points and parks were outlined.

Staff confirmed that the application agent was present.

The agent stated that the property owner supports cash-in-lieu of park land dedication.

Commission discussion ensued regarding options for trail along East Sooke Road or an active transportation connection to the commercial node at the Gillespie intersection.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner McKay that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that it considered Zoning Amendment Application RZ000287 and that its preference is for cash-in-lieu of parkland at the time of subdivision.

CARRIED

b) Zoning and Official Community Plan Amendment Application RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)

Jessica Boquist spoke to the application to zone a 0.5 ha portion of the subject property to a new Commercial Rural Market (C-2) zone, and to zone the remaining 3.5 ha portion to the Rural Residential 3 (RR-3) zone.

The subject property, site plan and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting statutory rights-of-way to support road safety and the development of an off-street network linking neighbourhoods, community focal parks and commercial nodes were outlined.

It was confirmed that the Chair and the Shirley representative visited the site. Site visit observations included:

- the public has established an informal path on the opposite side of the highway barrier that runs beside the subject property to avoid walking along Highway 14
- establishment of a statutory right-of-way would provide future opportunity to provide a safe walking route to French Beach and to the commercial node near French Beach
- posted speed limit along Highway 14 in the subject area is 80 km/h

Commission comments included:

- safety is a paramount consideration
- establishment of a statutory right-of-way along the subject property would encourage highway crossing
- establishment of a statutory right-of-way along the subject property would provide a safe off-street trail
- residential density is located to the south of the highway
- proposed market would also see vehicle visitations

Staff confirmed that the applicant was present.

The applicant responded to a question from the Commission stating that eighteen parking stalls are being considered at this time.

Staff responded to a question from the Commission advising that an active transportation corridor on the north side of the highway is currently being considered under two development applications in the Sandcut Beach area.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000289) and that the Commission supports the zoning and OCP amendment application subject to advancing the Active Transportation Plan's objectives by establishing a statutory right-of-way along West Coast Road.

CARRIED

c) Operational Update

Jessica Boquist provided an overview of the report.

d) 2026 Budget

Jessica Boquist reported that the Commission's bylaw, Bylaw No. 3763, directs that the Commission recommend approval of its budgets annually. Proposed budget increases, reserve funds and the five-year Capital Plan were highlighted.

Iain Lawrence confirmed that the transition plan for the new Electoral Areas Department recommended increasing the Parks and Recreation Manager position to full-time and that the CRD Board approved the preliminary budget in October. It was further confirmed that the average household, based on the next assessment year, would see an approximate tax increase of \$28.00 as a result in the increase to the parks budget and a decrease to the recreation budget.

Commissioner McAndrews left the meeting at 4:50 pm.

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends approval of the 2026 Community Parks budget and the 2026 Community Recreation budget, as presented.

CARRIED

The Director provided positive feedback regarding staff's effective efforts to develop community parks in a rural context.

e) Meeting Schedule – Verbal Report

Jessica Boquist advised that the Commission discussed moving to a bi-monthly meeting schedule at its October meeting to allow more time for staff to focus on capital projects and service delivery. At the Chair's request, the item has been brought back for further discussion.

Jessica Boquist stated that staff are proposing moving from nine meetings to five meetings per a year with the option of scheduling special meetings, as required.

The Chair and the Director stated support for retaining the monthly meeting schedule, with the option to cancel meetings, in consultation with the Chair, to support continuity of thought and cohesiveness.

Commission members stated support for receiving notice of meeting cancellations as far in advance as possible.

8. Next Meeting

At the Chair's request, discussion regarding Fees and Charges will continue in the new year.

The next meeting is scheduled for January 27, 2026.

9. Adjournment

The meeting adjourned at 5:04 pm.

Sid Jorna, Chair

Wendy Miller, Recorder