



JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **March 24, 2026, 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 February 24, 2026
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Operational Update – Verbal Report
 - b) Capital Budget Planning 2027 – 2031 – Verbal Report
8. Next Meeting: May 26, 2026
9. Adjournment

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, February 24, 2026, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. McKay (Chair), V. Braunschweig, T. Guenard, S. Jorna, S. McAndrews,
P. Sloan, E. Stepura, Director A. Wickheim
Staff: J. Boquist, Manager, JdF Parks and Recreation; W. Miller, Recorder

ABSENT: C. Lacroix

PUBLIC: 0

EP – Electronic Participation

The meeting was called to order at 3:02 pm.

1. Territorial Acknowledgement

Jessica Boquist provided a Territorial Acknowledgement.

2. Elections

Jessica Boquist called for nominations for the position of Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2026. Commissioner McKay and Commissioner Jorna's names were put forward. Commissioner Jorna declined nomination. Jessica Boquist called two additional times for further nominations and, as there were none, Commissioner McKay was acclaimed Chair.

The Chair called for nominations for the position of Vice Chair of the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for 2026 and Commissioner McAndrews and Commissioner Guenard's names were put forward. Commissioner McAndrews declined nomination. The Chair called two additional times for further nominations and, as there were none, Commissioner Guenard was acclaimed Vice Chair.

At this time, Director Wickheim thanked Commissioner Jorna for his years of dedicated service and leadership as Commission Chair and for his continued advocacy with the Juan de Fuca Community Trails Society.

3. Approval of the Agenda

MOVED by Commissioner Guenard, **SECONDED** by Director Wickheim that the agenda be approved. **CARRIED**

4. Adoption of Minutes from the Meeting of November 25, 2025

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Stepura that the minutes from the meeting of November 25, 2025, be adopted. **CARRIED**

5. Chair's Report

The Chair reported that he met Commissioner Jorna through volunteering on the Commission, learning of the area's natural beauty through Commissioner Jorna's active hiking pursuits and strong interest in protecting nature.

6. Director's Report

The Director noted that, with the arrival of spring, there will be an increase in both resident and non-resident users of community parks. The Director thanked Jessica Boquist for her ongoing oversight noting that park management is key to keeping the communities rural.

7. Commissioner Reports

Shirley – Community Clean-up

- Family Day long weekend saw an increase in visitor litter
- community interest in addressing such litter is anticipated

Otter Point – Elrose Park

- the Otter Point Community Association (OPCA), Director Wickheim and staff met with the architect contracted to develop the site plan and building plans for the proposed community hall in January
- OPCA is scheduled to meet again with Director Wickheim and staff in March regarding the project

Otter Point – Otter Point Park

- a thank you was extended to staff for removing a pile of marine debris

Otter Point – Admiral's Forest

- a degree of tree clearing was required to address winter windfall
- support for holly management as the invasive plant is starting to reappear in areas of the park
- the Juan de Fuca Community Trails Society continues to have interest in hosting educational walks

East Sooke – Copper Mine Park

- positive comment received regarding winter maintenance
- park continued to see good use over the winter

East Sooke – Seagirt Ponds Park

- positive comment received regarding the anti-slip treads recently installed on the boardwalk
- volunteer holly removal restarted in February
- Seagirt Ponds Preservation Society continues to hold educational sessions at the East Sooke Community Hall and in the park

8. Staff Reports

a) Operational Update

Jessica Boquist provided an overview of the report.

b) Fees and Charges – Verbal Report

Jessica Boquist outlined key themes received from discussions at the September and October 2025 Commission meetings and highlighted proposed fees and charges based on that feedback.

Commission support was stated for ensuring commercial permit rates are cost-plus.

A final draft of the fees and charges will be presented in late spring for a recommendation for CRD Board consideration.

9. Motion to Close the Meeting

MOVED by Commissioner Braunschweig, **SECONDED** by Commissioner McAndrews that the meeting be closed for Security of Property in accordance with Section 90(1)(d) of the *Community Charter* and for Land Acquisition in accordance with Section 90(1)(e) of the *Community Charter*. **CARRIED**

The closed meeting commenced at 4:18 pm.

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

10. Next Meeting

March 24, 2026

11. Adjournment

The meeting adjourned at 5:11 pm.

Scott McKay, Chair

Wendy Miller, Recorder