

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, May 26, 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 (EP), 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: S. Jorna, C. Lacroix, S. McAndrews
PUBLIC: 3

EP – Electronic Participation

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

2. Approval of the Agenda

MOVED by Commissioner Braunschweig, **SECONDED** by Director Wickheim that the agenda and supplementary agenda be approved, and that the supplementary agenda item be added as and considered under Agenda Item 8(c) on the main agenda.

CARRIED

3. Adoption of Minutes from the Meeting of March 24, 2026

MOVED by Commissioner Stepura, **SECONDED** by Commissioner Sloan that the minutes from the meeting of March 24, 2026, be adopted.

CARRIED

4. Chair's Report

The Chair welcomed public attendees to the meeting and extended thanks to the parks crew for recent maintenance at Sheringham Point Trail.

5. Director's Report

The Director provided positive feedback on Jessica Boquist's leadership and initiative during a period of increasing park use by both residents and non-residents.

6. Commissioner Reports

Port Renfrew – The Park

- porta potty delivered and in place for the start of the tourist season
- there is community interest in participating in this season's invasive species program

Jessica Boquist advised that the JdF Community Parks Program is partnering with Regional Parks to secure an invasive species treatment contractor.

Otter Point – Elrose Park

- the Otter Point Community Association has submitted a permit for use of William Simmons Park between June – October as a temporary night market location as Elrose Park is not ready in its current condition
- a site visit was conducted with senior staff and representatives of the Otter Point Volunteer Fire Department to review site considerations for the night market

East Sooke – Copper Mine Park

- thank you to the parks crew for ongoing maintenance efforts
- park continues to see good use
- there have been occurrences of vehicles restricting access to the gated emergency entrance

7. Presentation

a) Sooke Bike Club

Peter Oprsal and Scott Philip presented information on the Sooke Bike Club's request for the District of Sooke to sponsor a Community and Institutional Land Use application for use of approximately 350 hectares of Crown land in the Juan de Fuca Electoral Area. It was advised that Sooke Council resolved to consider the request.

8. Staff Reports

a) Operational Update

Jessica Boquist provided an overview of the report.

b) Subdivision Application SU000739 - Lot 93, Renfrew District, Except Plans 23812 And EPP93405 (11000 Block West Coast Road)

Jessica Boquist advised that, further to the Commission's consideration of the application in October 2023 and January 24, 2024, the Ministry of Transportation and Transit's road dedication requirements have subsequently reduced the developable area of the property such that the applicant can no longer achieve both the proposed 25-lot layout and 5% parkland dedication. It was advised that staff have worked with the applicant to develop a revised approach that combines parkland dedication and statutory rights-of-way with the intent of maintaining the proposed twenty-five lots, while also supporting park and trail objectives.

It was confirmed that the application agent was present.

The Commission noted that the revised proposal supports the dedication of mature forest while continuing to advance the objectives of the Active Transportation Network Plan.

MOVED by Commissioner Braunschweig, **SECONDED** by Director Wickheim:

1. That the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission rescind its resolution of January 23, 2024, with respect to park land dedication for the proposed 25-lot bare land strata subdivision of Lot 93, Renfrew District, Except Plans 23812 And EPP93405; PID: 008-694-958; and

2. That the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommends to the Juan de Fuca Land Use Committee that the park land dedication requirements pursuant to Section 510 of the *Local Government Act* for the proposed 25-lot bare land strata subdivision of Lot 93, Renfrew District, Except Plans 23812 And EPP93405; PID: 008-694-958, be received in the form of a combination of dedicated land and statutory rights-of-way generally consistent with the plan prepared by JE Anderson & Associates, dated May 14, 2026.

CARRIED

c) Review of Bylaw No. Recreation Services and Facilities Fees and Charges

Jessica Boquist spoke to the report requesting recommendations for the 2026-2027 Recreation Services and Facilities Fees and Charges Bylaw.

Staff responded to questions from the Commission advising that, as park management plans are developed and reviewed against the applicable zoning bylaw, further park uses and activities could be identified in the fees and charges schedules.

MOVED by Commissioner Stepura, **SECONDED** by Commissioner Sloan that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommend to the Capital Regional District Board:

1. That the Juan de Fuca Parks and Recreation 2026/2027 Fees and Charges be approved as presented in Appendix B.
2. That the Port Renfrew Community Centre 2026/2027 Fees and Charges be approved as presented in Appendix C.

CARRIED

9. Next Meeting

June 23, 2026

10. Adjournment

The meeting adjourned at 5:03 pm.

Scott McKay, Chair

Wendy Miller, Recorder