

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **July 28, 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 May 26, 2026
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Operational Update
8. Next Meeting: September 22, 2026
9. Adjournment

**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



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**STAFF REPORT TO THE
JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION
MEETING OF TUESDAY, JULY 28, 2026**

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

Lot 64 / Beach Camp Community Park

- Playground Replacement Project: An Archaeological Alteration Permit was issued on May 6, 2026, and is valid through November 20, 2028. Planning and construction will proceed in consultation and coordination with Port Renfrew and Pacheedaht families.
- Build Communities Strong Fund: Staff are preparing an application to the *Build Communities Strong* grant program to support the renewal of the Port Renfrew Community Playground. The project will replace aging playground equipment with new accessible play features, upgraded safety surfacing, and improved site accessibility, enhancing recreation opportunities for local families, Pacheedaht First Nation residents, visitors, and Port Renfrew Elementary School students. If successful, grant funding would nearly double the available project budget, significantly expanding the scope of playground improvements.
- The Park Canada Flag: The Canadian flag at The Park was replaced in advance of the Port Renfrew Canada Day celebrations.

Port Renfrew Community Centre

- Building Repairs: The installation of the new furnaces and propane distribution lines has been completed. The work was completed under budget compared to the estimates identified in Stantec's Building Condition Assessment Report. The next phase of the project is the replacement of the propane tank, which is scheduled to be completed by the propane supplier at their cost in late July.

SHIRLEY

Fishboat Bay Community Park

- Parking Lot Construction: Construction of the Fishboat Bay parking lot is now complete. The project extended the existing roadway in two locations to create a gravel parking lot accommodating seven parking stalls, installed a 500-gallon outhouse vault and accessible toilet, wildlife resistant garbage can, signage, split rail fencing, and constructed 21 metres of gravel trail to connect the parking lot to the existing trail. The parking lot and associated amenities are now open and available for public use.
- Accessible Viewing and Picnic Area and Trail Realignment: This phase will advance in 2027 pending budget approval.

Priest Cabin Community Park

- Trail Access: The trail providing access to Priest Cabin Community Park is currently closed to the public. The Capital Regional District (CRD) and the public no longer have a licence to access the trail across private property. As a result, there is currently no public trail access to the park. CRD has attempted to negotiate continued access, but has now been refused, with no reasons given. The CRD is exploring options to restore long-term public access and will provide updates as more information becomes available.

OTTER POINT

Elrose Community Park – Otter Point Community Hall Project

- Design Planning: Studio 531 has been retained to develop detailed site and building plans for the proposed community hall. A site survey has been completed to support driveway access planning and overall site layout, and a Project Definition Report has been finalized to confirm project scope, identify key opportunities and constraints, and inform future approvals and permitting requirements. A geotechnical investigation is scheduled for early August and will help determine the most suitable building location on the site. Following completion of this work, detailed site design options will be presented to the Commission for review and discussion at a future engagement session

Wieland Trail

- Wieland Trail Completion: The project has been completed and the trail is open to the public. The project upgraded approximately 550 m of trail that was previously surfaced with mineral soil or informally constructed by the community. Improvements included trail realignment within the road right-of-way, grade and drainage enhancements, and installation of gravel surfacing to provide a more consistent and accessible trail standard. Following a Request for Quotes process, Bronson Trailworks was awarded the contract with a bid of \$61,575.00. The project was completed on budget and has improved recreational and active transportation opportunities for residents and visitors.

William Simmons Community Park

- Park Use Permit: A Park Use Permit has been issued to the Otter Point Community Association (OPCA) to host a weekly Night Market at William Simmons Community Park on Friday evenings from 4:00 to 7:00 p.m. throughout the summer. The market will provide an opportunity for local vendors, residents, and visitors to gather, while supporting the OPCA and increasing awareness of the Otter Point Community Hall project.

EAST SOOKE

Copper Mine Community Park

- Pickleball Net: Staff have received reports that the pickleball net has become damaged. Staff have contacted the manufacturer to obtain replacement parts and are working to complete repairs as soon as possible.

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