

JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION ADVISORY COMMISSION

Notice of Meeting on Tuesday, **October 27, 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 July 28, 2026
4. Chair's Report
5. Director's Report
6. Commissioner Reports
7. Staff Reports
 - a) Operational Update
8. Next Meeting: November 24, 2026
9. Adjournment

**Minutes of a Meeting of the
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
Held Tuesday, July 28, 2026, at the Juan de Fuca Local Area Services Building,
3 – 7450 Butler Road, Otter Point, BC**

PRESENT: S. McKay (Chair), T. Guenard, S. Jorna, S. McAndrews, E. Stepura,
Director A. Wickheim
Staff: J. Boquist, Manager, JdF Parks and Recreation; W. Miller, Recorder
ABSENT: V. Braunschweig, C. Lacroix, P. Sloan
PUBLIC: 2

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 Jorna, **SECONDED** by Commissioner McAndrews that the agenda be approved.

CARRIED

3. Adoption of Minutes from the Meeting of May 26, 2026

MOVED by Commissioner Guenard, **SECONDED** by Director Wickheim that the minutes from the meeting of May 26, 2026, be adopted.

CARRIED

4. Chair's Report

The Chair announced that, after approximately five years of service on the Commission, he will be stepping down after the conclusion of the meeting as he will be relocating outside of the Juan de Fuca. The Chair expressed appreciation for the opportunity to work with the Commission and noted that it had been a pleasure learning about the communities of the Juan de Fuca and the local issues affecting community parks.

Commissioner Stepura entered the meeting at 3:04 pm.

5. Director's Report

The Director thanked Scott McKay for his service on the Commission.

The Director stated support for continued park stewardship efforts, including encouraging caution, increasing awareness, and promoting the reporting of wildfires.

6. Commissioner Reports

Port Renfrew – The Park

- pleased that the playground replacement project is moving forward

Otter Point – Admiral's Forest

- presence of invasive species remains relatively low with the exception of a few clusters of holly

Otter Point – William Simmons

- the Otter Point Community Association (OPCA) has been issued a permit for use of William Simmons Park between June – October for a night market
- it is hoped that the night market will provide an awareness of the OPCA and efforts to establish a community hall in Otter Point
- the OPCA is looking forward to reviewing detailed site design options for the community hall

The Director stated that positive comments have been received from market attendees regarding the maintenance of the park.

East Sooke – Seagirt Ponds

- support for increased attention to the management of understory invasive species, including Scotch broom, daphne, and holly, given changing approaches to wildfire management
- large holly located by the upper pond has been cut down by an unknown party
- volunteers will be removing new Yellow Flag Iris growth

7. Staff Reports

a) Operational Update

Jessica Boquist provided an overview of the report. Additional comments were provided by the Commission and staff on the following items:

Priest Cabin Community Park

In response to the notice of the recent trail closure, the Commission stated support for trail reopening noting the popularity of the trail and park

Fishboat Bay – Parking Lot Construction

Jessica Boquist responded to questions from the Commission advising that:

- installation of the 500-gallon accessible outhouse marks the first permanent toilet installed by the Community Parks Program
- weekly maintenance by staff will include cleaning the outhouse and collecting garbage from the recently installed wildlife-resistant garbage can
- the outhouse will be supplied with hand sanitizer in addition to toilet paper

Eloise Community Park – Otter Point Community Hall Project

Jessica Boquist responded to questions from the Commission advising that:

- a detailed site plan is anticipated to be presented to the Commission in September following submission of geotechnical information in August
- a rainwater management plan may need to be considered as part of the project

Wieland Trail

The Commission expressed interest in trail counter data being shared at the next meeting.

8. Next Meeting

September 22, 2026

9. Adjournment

At this time, the Chair asked if the public attendees had any comments before meeting adjournment.

The two members of the public spoke to their interest in the status of the trail access to Priest Cabin Park.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Stepura that the meeting be adjourned at 3:50 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, OCTOBER 27, 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:** The proposed project would replace aging playground equipment with new accessible play features, upgraded safety surfacing, and improved site accessibility, enhancing recreational opportunities for local families, members of the Pacheedaht First Nation, visitors, and students at Port Renfrew Elementary School.
- Staff submitted an application to the *Build Communities Strong* grant program to support the renewal of the Port Renfrew Community Playground. If successful, the grant would nearly double the available project budget, significantly increasing the scope and quality of the planned improvements. Staff expect to receive a funding decision in the near future and will proceed with public engagement and procurement activities as soon as the outcome of the application is known.
- **Maintenance Contract:** Landscape Plus continues to provide maintenance services at The Park, Lot 64, and the Community Centre. The 2026 maintenance contract is scheduled to expire at the end of this month. To ensure continuity of service, staff will undertake any required maintenance activities over the winter period.
- **Knotweed Management:** Invasive knotweed within Lot 64 was treated with glyphosate as part of ongoing management efforts. The treatments have proven effective, with the knotweed responding well and the overall population reduced significantly. Staff will continue to monitor the site and undertake follow-up treatments as required to support eradication objectives.

Port Renfrew Community Centre

- **Building Repairs:** Heating system upgrades have been completed with the installation of new propane tanks, allowing the hybrid furnaces to operate on propane. Retractable barriers were installed to limit public access to the kitchen and meeting room during library and post office hours. The gravel entrance walkway was also resurfaced to improve traction and address slippery conditions.

SHIRLEY

Fishboat Bay Community Park

- **Accessible Viewing and Picnic Area and Trail Realignment:** This phase will advance in 2027 pending budget approval.

Priest Cabin Community Park

Trail Access: Public access to Priest Cabin Community Park remains closed following the expiry and non-renewal of the licence agreement for the portion of the trail that crosses private property. With support from CRD Geomatics Technical Services, staff have confirmed the feasibility of constructing a new trail within the statutory right-of-way and through the park to reconnect with the existing trail network. Construction work will commence shortly, with the new trail anticipated to be open to the public by spring 2027.

First Creek/The Shores

- Beach Access Trail: Staff recently conducted a site visit to assess the condition of the beach access trail and evaluate several unauthorized trails that have been established in the park. A follow-up inspection is planned following a period of significant rainfall to better understand drainage patterns, trail conditions, and potential erosion concerns. Based on the findings, staff will work with CRD Risk Management to implement appropriate signage and identify opportunities to improve the designated beach access trail while discouraging use of unauthorized routes.

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.
- Project Progress: Several key planning and technical milestones have now been completed, including:
 - Environmental Assessment
 - Archaeological heritage site review
 - Legal and topographic site survey
 - Project Definition Report, which confirms project scope, identifies opportunities and constraints, and outlines anticipated approval and permitting requirements
 - Geotechnical Report to support site selection and inform future building design
- Detailed site design options will be presented to the Commission for review and discussion at a future engagement session.

Wieland Trail

- Drainage Improvements: As part of the trail completion contract, Bronson Trailworks will return to the Wieland Trail in November to complete drainage improvements on sections of the trail constructed during earlier phases of the project. These upgrades will address localized drainage issues, improve trail durability, and enhance year-round user experience.

Admiral's Forest

- Invasive Holly Management: The Manager met with Commissioner Jorna and a representative of the Juan de Fuca Community Trails Society to assess the extent of invasive holly within Admiral's Forest. Parks staff have begun using Pullerbear extraction tools to remove smaller plants that can be safely uprooted, while larger specimens will be girdled. Staff are also investigating the feasibility of using Garlon to treat plants that cannot be removed mechanically and are located within approved treatment areas. These efforts are aimed at reducing the spread of holly and supporting the long-term ecological health of the park.

EAST SOOKE

Copper Mine Community Park

- Basketball Net Replacement: The basketball net adjacent to the playground was in poor condition; staff cleaned the basketball area and installed a new net.
- Picnic Table Renewal: Staff repainted the picnic table adjacent to the playground and constructed a level gravel pad to improve accessibility, stability, and overall user comfort.
- Playground Surfacing Retaining Border: Staff have begun installing a retaining border around the playground's protective surfacing using surplus lumber from the Fishboat Bay stair replacement project. This improvement will help contain the pea gravel within the playground area, support compliance with playground safety requirements, and reduce the migration of surfacing material into adjacent lawn areas.
- Courtside Bench: Local pickleball users have requested the installation of a bench within the tennis court area to provide seating for players and spectators. Staff will procure and install a bench as budget and resources permit.
- Bridge Replacement: The pedestrian bridge connecting the community hall, parking lot, and playground has reached the end of its service life and requires replacement. Staff are evaluating the feasibility of replacing the existing structure with a large-diameter culvert, which would substantially reduce long-term maintenance requirements. The current bridge incorporates concrete abutments that present accessibility challenges; installation of a culvert, combined with a trail realignment, would provide an opportunity to improve accessibility and user experience. Staff are exploring opportunities to coordinate this work with the planned playground swing set replacement, identified in the capital plan for 2027.

Cains Way Trail

- Split Rail Fence Installation: Staff installed a split rail fence along the Cains Way Trail, which provides a pedestrian connection between Cains Way and both Roche Cove and Matheson Lake Regional Parks. The new fence extends the chain-link fencing installed in 2025, helping to better define the trail corridor.

Seagirt Ponds

- Invasive Holly Management: The Manager met with Commissioner McAndrews to assess the extent of invasive holly within Seagirt Ponds. Over the winter Parks staff will use Pullerbear extraction tools to remove smaller plants that can be safely uprooted, while larger specimens located within riparian no-treatment zones will be girdled. Staff are also investigating the feasibility of using Garlon to treat plants that cannot be removed mechanically and are located within approved treatment areas. These efforts are aimed at reducing the spread of holly and supporting the long-term ecological health of the park.

Other

- Portable Toilets: Seasonal portable toilet removals are scheduled for October 29, 2026. Facilities at The Park, Muir Creek, and the Manatu Road access to Kemp Lake will be removed for the winter season, while toilets will remain in service at Chubb Road, William Simmons Memorial Park, and Coppermine Community Park. To better align facility locations with park usage, the Chubb Road unit will be relocated adjacent to the Kemp Lake Waterworks building, increasing its separation from the lakeshore. The William Simmons unit will be moved to the Butler Road parking area to better serve growing visitation to Wieland Trail and Butler Trail. Public notification signs have been installed at all affected locations to inform park users.

- Upcoming Staff Training: Juan de Fuca Community Parks has partnered with Regional Parks to deliver chainsaw safety and certification training during the week of November 16. All three JdF Parks Workers will participate in a two-day chainsaw certification course, with classroom instruction taking place in the JdF Multipurpose Room and hands-on field training conducted at Sellars Field in William Simmons Memorial Park. The training will enhance capacity to undertake tree and trail maintenance activities, reducing reliance on contractors for routine chainsaw work and improving service delivery across the park system.
- Yoga Programming in Otter Point: Juan de Fuca Community Recreation has partnered with SEAPARC to offer yoga classes in the JdF Local Area Services Multipurpose Room. The current session will conclude in December, and staff are exploring opportunities to extend programming through January and February and assessing the feasibility of adding an additional class.

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