

Cordova Bay Association for Community Affairs (CBACA) Board of Directors Meeting

May 14, 2025 - 7:00 pm
Cordova Bay 55+

Barb Lucas - President	✓	Brock Nordman - PR/ Cordovan	✓
Karen Fediuk - Treasurer	X	Don Hinz - Planning	✓
Dave Chater - Transportation & Parks / VP 1	✓	Robyn Reid - Secretary	✓
Mike Giordano - SCAN	✓	- Events	
Pat Bourke - Membership	X		

Chaired by: Barb Lucas

Regrets from: Karen Fediuk, Pat Bourke

1. INTRODUCTIONS

Crystal Sherrah (Website Administrator) and Debbie Sherwood (Cordovan Lead).

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Mike Giordano / Seconded Dave Chater

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – April 9, 2025

Motion: To approve the Minutes of April 9, 2025, BoD meeting.

Moved: Dave Chater / Seconded: Mike Giordano

Carried

APPROVAL OF MINUTES: CBACA AGM Meeting - April 30, 2025

Motion: To approve the Minutes of April 30, 2025, AGM meeting.

Moved: Brock Nordman / Seconded: Dave Chater

Carried

4. ACTION ITEMS

4.1 Action Items from April Minutes

- All Action Items from April Minutes complete.

4.2 Annual General Meeting

See Appendix A

- Proposed Constitution and Bylaw amendments complete.

4.3 Nominations Committee

See Appendix B

5. NEW BUSINESS

5.1 Correspondence

See Appendix C

ACTION Item: Crystal to update the Emergency page on our website to include Fraud Information. All information received from Saanich Police to be posted here.

ACTION Item: Brock to circulate a Notice to Members about Saanich's Alternate Approval Process.

5.2 Administration

See Appendix D

- Onboarding of new team members has gone well
- Annual report has been filed
- New constitution and bylaws housed on the website
- Paul de Greeff to join June meeting

ACTION Item: Barb to invite Chief Duthie to our October board meeting.

ACTION item: Debbie Sherwood to request Cordova Bay and Claremont PACs to send out link to our newsletter

5.3 Treasurer's Report

See Appendix E

- Board reviewed the financial report for May 2025 presented by Karen.

5.4 Transportation and Parks Report

See Appendix F

5.5 SCAN Report

No Report

- Mike introduced as our new SCAN representative

5.6 Membership Report

See Appendix G

5.7 Public Relations / The Cordovan

No Report

- Have had a number of new reach marketing inquiries
- Was widely circulated

- Open rate was around 70-75%

5.8 Planning

See Appendix H

4931 Lochside Drive

- Application for rezoning submitted and feedback from CBACA requested
- No objection to the rezoning
- Comments made in relation to driveway access onto Cordova Bay Road

ACTION ITEM: Board to respond by May 23, 2025

4660 Cordova Bay Road

- Application for rezoning submitted and feedback from CBACA requested
- Single driveway access for all three lots
- No objection to the rezoning

ACTION ITEM: Discuss June 11, 2025. Board to respond by June 14, 2025

1156 Timber Lane

- Contacted by Island View Land Management prior to submission of rezoning application (early stages of planning and visibility for a possible townhouse rezoning application)
- Barb and Don met with Mr. Niall Paltiel
- Will present challenges related to access as only access point is off Major Road
- Existing access off Timber Lane is too narrow
- Advice provided to increase transparency through community open house
- CBACA board representatives to attend open house when advised of dates

Aragon Development

- Dave and Barb met Lenny for discussion related to planning and anticipated changes
- No anticipated changes to existing development and plans have not yet been submitted
- Propose that discussions pertaining to access continue and expand once application is submitted

5.9 Events / Community Engagement

No Report

5.10 Website Statistics

No Report

April 2025 Web Statistics:

- #1 – Home page with 134 views
- #2 – Planning page with 102 views
- #3 – Constitution & Bylaw page with 52 views
- #4 – Meetings, AGM, ACM Information with 52 views

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn.

Moved: Brock Nordman / Seconded: Don Hinz

Carried

Meeting adjourned 8:20 pm.

NEXT MEETING: June 11, 2025, 7:00 pm

APPENDIX A

4.2 Annual General Meeting

May 2025 - Annual General Meeting Follow-up

Meeting was very well attended, even without the non-members who came to just hear the Mayor's presentation.

For Board Discussion: Any further suggestions other than listed below?

Notes for future years:

- Having **two people checking memberships** as folks enter, **and a third processing** renewals and new memberships, made it all go very smoothly.
- Few folks picked up the data sheets, but **lots asked for an agenda.**
- Put "cash or cheque" for folks renewing or joining in AGM Notice to Members.
- **Use 2 mics** - one for the speaker and the second for handing to those people asking a question. Difficult to hear without a mic, and very difficult for the secretary to record properly.
- The AGM Chair should ensure each person Moving and Seconding any motion state their full name, for accurate minute purposes.
- Set up the chairs so that they face the big drop down screen, where the power point is displayed. It is easier for everyone to see that big screen than the smaller TV. The PP will be displayed on both the screen and the TV
- **Start at 7pm.** That way there should be plenty of time to be completely done and cleaned up by 9pm.

APPENDIX B

4.3 Nominations Committee - Annual General Meeting April 30, 2025

Cordova Bay Association for Community Affairs bylaw 4.3 states that 5 directors shall be elected or re-elected at one annual general meeting and the other 6 shall be elected or re-elected at the following annual general meeting.

This year, we were electing or re-electing 6 directors, five for a two-year term and one for a one-year term as follows:

Brock Nordman, who currently heads up Public Relations and Advertising, has agreed to stand for re-election for a two-year term.

David Kuprowsky, currently our representative on the Saanich Community Association Network, has notified the board that he is retiring and will not stand for re-election this year. This position is open for a two-year term.

Quinn Yu, who is currently heading up our Community Engagement initiatives, has notified the board that he will not stand for re-election this year due to work commitments.

Hilary Parker, who was appointed by the board in September 2024 to serve as secretary, has notified the board that she will not stand for election this year. This position is open for a two-year term.

Gloria Wills resigned from the board in November 2024 as she had moved to Langford. The person replacing Gloria would serve for a one-year term, pending approval of the updated Bylaws.

Ellie Willing resigned from the board in February 2025. This position is open for a two-year term.

We thanked these members for the significant contributions they have made to our community by serving as directors for the CBACA.

2025 Nominations

The Nominations Committee consisted of 3 members: Pat Bourke as chair, and two CBACA members, Debbie Sherwood and Randy Otto.

A notice canvassing membership for nominees was circulated via email to those members on the CBACA MailChimp email list on February 26, 2025, a follow-up notice was sent March 17, 2025. Notice was placed in the Spring 2025 edition of *The Cordovan*.

The following board member was nominated a for two-year term and had agreed to let their name stand for re-election:

Brock Nordman.

The following two community members were nominated for a two-year term and had agreed to let their name stand for election:

Don Hinz
Robyn Reid.

The bios of the nominees were read and displayed as part of the PowerPoint presentation.

At the Annual General Meeting, nominations from the floor can be made by any two members in good standing, provided that nominees are members of CBACA and state their willingness to stand for election.

Nominations were requested from the floor, three times, as per the Bylaws.

Hearing None, the current slate of nominees as presented was elected by acclamation.

Respectfully submitted,
Pat Bourke

Chair, Nominations Committee

APPENDIX C

5.1 Correspondence – May Board Meeting

1. 1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. Received 2 emails from residents thanking the Board for a very informative AGM, and to keep up the good work.
3. Email from Constable Berle Zwaan, Community Liaison Officer with the Saanich Police, asking if we would be interested in another “Beat the Fraudster” presentation for our residents. She indicated that there continues to be very large losses and reported frauds in all ages of the community. Saanich Police is trying to educate and prevent such crimes; they expect with AI that fraud attempts will increase drastically.
She will come to a board meeting to discuss what ideas we may have for a presentation, and she included a link to the program overview.

Board Discussion: Should we have her come to a future board meeting, and / or arrange a presentation, perhaps in conjunction with 55+?

4. Very positive feedback (mostly verbal) again received from some residents on the latest Cordovan.
5. Email from Saanich to all community associations asking each to consider sending a notice to members about the upcoming Alternate Approval Process (AAP) to borrow funds for the Saanich Municipal Yard redevelopment project. There is lots of detail in the email about this process, including costs per household per year for the borrowing.

A second email from a resident also asking us to inform our members about the AAP.

Saanich has done their own media releases; Mayor Murdock had a letter to the editor in last week’s Saanich News; Councillor Nathalie Chambers also sent a letter to the TC May 9th about it; Saanich sent emails to everyone who is registered with them to receive notifications; they may also be using social media.

Board Discussion: Should we send out a mail chimp notice to our members about this process?

Submitted by Barb Lucas
April 9, 2025

APPENDIX D

5.2 Administration

1. Onboarding of our two new board members has gone smoothly.
2. Thank-you email sent to Mayor Murdock for presenting at our AGM.
3. Societies Annual Report filed with BC Registry on May 8, 2025 - fee of \$40
4. Newly approved Constitution & Bylaws also submitted May 8 to BC Registries - fee of \$50 each, total \$100. Crystal sent approved documents for the website.
5. Paul DeGreef, Manager of Parks Planning and Development, will be attending our June Board meeting.
6. Brent Reems, Saanich Chief Administration Officer, is booked for our September board meeting.
7. Saanich Police Chief Duthie will also come to a future board meeting; this has not yet been booked.

Board discussion: Shall I book Chief Duthie for the October board meeting?

8. I contacted both CB elementary school and Claremont high school PAC's to see if I can attend one of their upcoming PAC meetings to, basically, let them know that CBACA exists, and see if they will include a link to our newsletter in their parent communications. CB Elementary PAC said yes, they will include a Cordovan link - Debbie will send it to them.
9. Met with the current president of 55+ on May 14th to introduce myself; discuss mutual issues.
10. The Federal All Candidates Meeting scheduled for April 21st was cancelled due to Elections Canada ruling that an ACM could not be held at the same venue on the same day as an Advance Polling date. The Ridge Theater was just that, so the ACM committee made the decision to cancel. There was not enough time to find a new venue, and it may have been harder for all candidates to attend. Three of the four candidates had indicated they would participate. All were notified of the cancellation.

Submitted by Barb Lucas
May 14, 2025

APPENDIX E

5.3 Treasurer's Report May 2025

Activity Period: April 7 to May 12

Regular Banking Activities:

Revenue

- \$120 membership
- \$2,725.00 Crdvn advertising

Expenses

- 11.25 BNS fees
- 40.00 Society fees
- 4,877.68 Cordovan

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (April 6)			\$9,924.78
Membership/office supplies (photocopy)	\$160.00	\$120.00	
Volunteer	\$100.00		
CB Newsletter (expense/Advertising)	\$4,877.68	\$2,725.00	
Bank Charges	\$11.25		
Total	\$5,148.93	\$2,845.00	\$7,620.85

APPENDIX F

5.4 Transportation & Parks Committee 2025-05-14

- **Transportation & Parks Committee:**

No meetings since January 2025. Provided the committee with regular updates on T&P issues or concerns.

Art in Parks UPDATE

Nothing new to report from April . Dave will pursue contact with the Chief of the Tsawout FN in early April to kick start the process again with them and the W'Sanec Leadership Council.

- **Saanich Engineering advocacy and input**

- Provided input into the draft traffic calming project for Lochside Drive (Claremont to Cordova Bay Road by Matticks Farm).
- Provided input into the draft traffic calming policy for Saanich. Policy will be brought to council for approval in the fall.

- **Saanich Parks advocacy and input**

- Submitted a “community information board” application for McMinn Park to support the Pulling Together Program in this park.

- **Resident concern** -No change from the October request to the MoTi regional office to look into the “trigger loop” on Highway #17 turning left onto Haliburton.

- **Vision Zero road safety grant**

- The CBACA was unsuccessful in our proposal for a 2025 VZ proposal for funds to install a pedestrian-controlled crosswalk along CBR by Doris Page/CB Parks. We were rejected in the application as apparently we didn't have enough “equity” points (e.g. low income or minority populations etc.) in our application. Dave will follow up with VZ reps to see how we may be able (or not) to boost that portion of our application for 2026.

- **Other**

Prompted Aragon (through Alex Izett) to cut the long grass at the corner of CBR and Fowler (Saanich property - but they typically won't cut it until late in the year)

- **AGM Support**

- Dave researched and drafted the theme and questions suggested to the mayor for his presentation at the AGM.

APPENDIX G

5.6 Membership

“Paid until” status of members in database at May 8, 2025

“Paid until” status	May 8, 2025		Apr 5, 2025	
Current members (2025 to 2031)	538		529	
(2024 expiry)	(69)		(74)	
2025 expiry	235	44%	231	44%
2026 expiry	163	30%	157	30%
2027 expiry	35	7%	35	7%
2028 expiry	45	8%	46	9%
2029 expiry	57	11%	57	11%
2030 expiry	1	<1%	1	<1%
2031 expiry	2	<1%	2	<1%

New memberships and renewals processed in 2025

To date in 2025, **78** memberships have been **processed**: **56** renewals, **22** new memberships.

Actions undertaken

- Processed new memberships and renewals, and updated MailChimp database.
- Sent authentication information to Brian Thom, who can complete this on our behalf.
- Removed three members from the database who have moved away.

Respectfully submitted,

Pat Bourke, Membership Secretary

May 8, 2025

APPENDIX H

5.8 Planning Report

(a) Rezoning of 4931 Lochside Drive

Referral Notice received from Saanich asking for our opinion on the rezoning of 4931 Lochside Drive for the purpose of creating 3 additional lots for a total of 4 lots. Variances are requested.

Saanich's deadline for submission is May 23rd

- The applicant is Kors Development Services.
- The lot runs between Lochside to Cordova Bay Road, right near Maxine Lane; there is one occupied house on the lot currently, on Lochside Drive.
- There is one dilapidated house in the the middle of the lower unoccupied portion of the lot
- This property falls within the Sunnymead Sub-Area of the Cordova Bay Local Area Plan
- Relevant LAP Policies:
 - 5.610.1 Maintain a minimum lot size of 930 m² in the Sunnymead sub area.
 - Note: All four lots resulting from the proposed subdivision meet this minimum as follows
 - Lot 1 = 994 Sq. M.
 - Lot 2 = 1196 Sq. M.
 - Lot 3 = 938 Sq. M.
 - Lot 4 = 1027 Sq. M.
 - 5.6.2 For properties designated Neighbourhood Residential in the Sunnymead Sub Area (which includes 4931 Lochside Dr.) support the following uses within the allowable density for detached homes:
 - Duplex

(b) Rezoning of 4660 Cordova Bay Road

Referral Notice received from Saanich asking for our opinion on the rezoning of 4660 Cordova Bay Road for the purpose of creating 2 additional lots for a total of 3 lots.

Saanich's deadline for submission is June 14, 2025. (Additional time available if required)

The applicant is JE ANDERSON & ASSOCIATES – LORI BAXTER

Project Description: To rezone from RS-18 zone to RS-12 zone to create two additional lots (three lots total). Request for inclusion into the Sewer Service Area.

- This is a long large lot (1.77 acres) on the PKOLS (Mount Douglas Park) stretch of Cordova Bay Road just around the corner from the Blenkinsop/Royal Oak Drive lights.
- There is a set of blue auxiliary buildings at the front of the property which are proposed to be removed.
- There is large two storey house (5,285 sq ft) at the back end of the property
- The middle of the property is largely grassy pasture with some fruit and willow trees along the perimeter

- This property falls within the **Coastal** Sub-Area of the Cordova Bay Local Area Plan

The areas designated as coastal are some of the most environmentally sensitive in the District. In the 1970s and prior to sewer servicing, the minimum lot size in Cordova Bay was increased to 2 ha to restrict development and address problems with septic systems. The RS-18 zoning in this area is a remnant of this decision.

Relevant LAP Policies:

5.6.1 Maintain a minimum lot size of 930 m³ in the Coastal sub area.

Note: All three lots resulting from the proposed subdivision meet this minimum as follows

- Lot FS 1 = 1179 Sq. M.
- Lot SL 1 = 1217 Sq. M.
- Lot SL 2 = 3497 Sq. M.

5.6.2 For properties designated Neighbourhood Residential in the Coastal Sub Area (*which includes 4660 Cordova Bay Rd.*) support the following uses within the allowable density for detached homes:

- Duplex

(c) Initial Inquiry 1156 Timber Lane for Townhouse Rezoning Submission

The CBACA has been contacted by Niall Paltiel, a development manager with Island View Land Management, regarding a property on Timber Lane. The property at 1156 Timber Lane is in the early stages of the planning and feasibility process for a townhouse rezoning submission. Mr. Paltiel was seeking an opportunity to meet for a coffee to discuss their vision for the property and the required consultation / application process. \

Barb Lucas and Don Hinz met with Mr Paltiel on Monday May 12th, 2025 at the Ridge Cafe.

Legal: LOT A SECTION 121 LAKE DISTRICT PLAN 46131

BCAA Lot Size: 1.63 acres

Zoning: RS-18 SINGLE FAMILY DWELLING ZONE

Year Built: 1957

Project Description: Townhouse Rezoning

This property falls within the **Coastal Sub-Area** of the Cordova Bay Local Area Plan

Relevant LAP Policies:

5.6.1 Maintain a minimum lot size of 930 m³ in the Coastal sub area.

5.6.2 For properties designated Neighbourhood Residential in the Coastal Sub Area (*which includes b1156 Timber Lane*) support the following uses within the allowable density for detached homes:

- Duplex

This is a large natural property with a house and some older out buildings located at the end of a long narrow panhandle dirt track. The house sits atop a high escarpment overlooking Cordova Bay and the Haro Strait.

According to BC Assessment there are some Garry Oak trees located on the property as follows:

- Dec 14, 2000 GARRY OAK INVENTORY 4 1 TREE LOCATED BY THE GARRY OAK MEADOW PRESERVATION SOCIETY
- Dec 14, 2000 GARRY OAK INVENTORY 4 2 TREES LOCATED BY THE GARRY OAK MEADOW PRESERVATION SOCIETY

(d) Aragon Proposed Development of Trio Lands

- On April 11th Dave C. and Barb met with Aragon owner Lenny Moys and Aragon Project Manager Peter Censorio for an update on their development.
- There is no plan on their part for another community meeting; they say they are very close to submitting the application to Saanich. However, they did look into having a “working session” with CBACA, Saanich Mayor and Council and 2 or 3 community members. The Mayor indicated that unless it was open to the public, Council would not be able to attend. Nothing further is planned.
- They stressed the quality of Aragon’s developments over many years of being in the business; we indicated it is not necessarily the quality of their development but the density and its impact that is the utmost concern to the community.
- Their plans call for traffic calming along the Cordova Bay Road frontage (parking pull-ins, cross walks, separated sidewalks / bike lanes).
- At Saanich’s requirement, Aragon commissioned a study on the feasibility of a round-about at Cordova Bay Road and Fowler - the results indicated a round-about would not be possible at that intersection.
- We requested to know what the % of the site is allocated to the 2 public parks onsite - it is 9%. If the trails, boulevards, other “green space” between / in front of buildings etc, are included, their plans indicate a 60% site allocation to green space.
- We agreed to meet again next time they are in Victoria.

Submitted by Don Hinz

May 14, 2025