

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

June 11, 2025 - 7:00 pm
Cordova Bay 55+

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

Chaired by: Barb Lucas

Regrets from: Karen Fediuk and Brock Nordman

1. PRESENTATIONS

- Paul de Greeff, Saanich Parks
 - Fowler Park Improvements - targeted completion for 2026 playing season
 - People, Pets and Parks Strategy - webpage updates, new signage installation
 - Active Transportation Plan - road, trail and sidewalk improvements
 - Vision Zero - road improvements and road safety
 - Washroom Capital Plan - cost escalation challenges stretching timelines
 - Lambrick Campus Renewal Plan - first public engagement this summer/fall
 - Public Engagement Processes - opportunities for community associations to comment

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Don Hinz

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – May 14, 2025

Motion: To approve the Minutes of May 14, 2025, BoD meeting.

Moved: Dave Chater / Seconded: Pat Bourke

Carried

4. ACTION ITEMS

4.1 Action Items from May Minutes

- All Action Items from May Minutes complete.

4.2 Nominations Committee

- Received resignation letter from Mike Giordano, effective immediately

- Reviewed application from Janet Munson for addition to Planning subcommittee

ACTION Item: Barb and Don to meet with Janet to discuss her interest.

4.3 Scholarships

See Appendix A

- Student has been chosen at Claremont Secondary School for CBACA \$500 scholarship award
- Indigenous scholarship award tabled until September meeting

5. NEW BUSINESS

5.1 Correspondence

See Appendix B

- Reciprocity trust - taxation opportunity

ACTION Item: Barb to speak to Communications and Engagement Coordinator of Reciprocity Trusts Society regarding the request for an article in Cordovan. Recommendation will be for them to approach Saanich municipality about an article on their website as it aligns more closely with south island issues. We can then include a link on our website.

ACTION Item: Brock to circulate a reminder of the deadline to submit the Saanich Alternate Approval Process form along with a link to the form, prior to the June 25th deadline, without any other details.

5.2 Administration

See Appendix C

5.3 Treasurer's Report

See Appendix D

- Board reviewed the financial report for June 2025 presented by Karen.
- Karen to bring cheque book to Board meetings to reimburse small expenditures in an attempt to reduce bank fees.

ACTION Item: Barb to check with Brock regarding payment of advertisements.

5.4 Transportation and Parks Report

See Appendix E

5.5 SCAN Report

No Report

ACTION Item: Table at festival at Uptown on June 22nd and Barb and Debbie will attend to educate potential new members on CBACA.

5.6 Membership Report

See Appendix F

- Mail chimp and membership database are now much closer in terms of membership
- Karen has authenticated the domain

ACTION Item: The Board discussed Pat's proposed updates for the Membership page on our website; Pat to receive feedback from board members and proceed with sending the updates to Crystal.

5.7 Public Relations / The Cordovan

No Report

- Open rates of 70% through mail chimp
- Alternative approval process clicks were very high as well

5.8 Planning

See Appendix G

4931 Lochside Drive

- Response submitted on May 17, 2025

4660 Cordova Bay Road

- Minor tree removal
- Eight new dwellings proposed
- Limited community feedback received by developer

ACTION Item: Board to respond by June 14, 2025

1156 Timber Lane

- No additional news received
- CBACA board representatives to attend open house when advised of dates

Aragon Development

- Another community meeting planned in the near future - this will be an opportunity to hear updated plans Aargon intends to submit
- Propose that discussions pertaining to access continue and expand once application is submitted

ACTION Item: Don and Barb to respond to Peter Censorio, Project Manager to indicate willingness to circulate details about a future meeting for Aargon to share information pertaining to their proposed plans.

5221 Rambler Road

- Neighbours reported demolition of existing dwelling
- Legitimate questions pertaining to proposed dwelling also raised by community
- Spoke with Developer who provided the detailed plans
- Four-plex three story townhomes planned for the property
- Not yet approved by Saanich

5010 Santa Clara Ave (Cell Tower)

- 40M Monopole Tower and Equipment Shelter for Telus Communications planned

ACTION Item: Don to respond by July 8th with comments related to minimal clearcutting.

5.9 Events / Community Engagement

No Report

5.10 Website Statistics

No Report

May 2025 Web Statistics:

#1 – Home page with 158 views (155 clicked on the Saanich Alternate Approval Process News item)

#2 – Planning page with 99 views

#3 – Cordovan with 52 views

6. OTHER BUSINESS

6.1 None

Motion: To adjourn.

Moved: Robyn Reid / Seconded: Don Hinz

Carried

Meeting adjourned 9:00pm.

NEXT MEETING: Sept 10, 2025, 7:00pm

APPENDIX A

4.3 Scholarships - Claremont Secondary School

We received correspondence from Claremont regarding our First Nations Scholarship Award, indicating that they did not have a candidate for this award again this year. However, they had 2 candidates for our Community award and were asking if they could award 2 Community Scholarships this year.

I informed Claremont that for 2025, Claremont should award only one Community Scholarship until the Board confirms our criteria.

CBACA Board to discuss and decide if we alter our current criteria for the First Nations Scholarship.

Here is the response to our inquiry as to what the barriers are to awarding our First Nations Scholarship:

“It seems that the main barrier is that applicants must be from a local Indigenous group. To put this in context, Claremont has approximately 1200 students. We typically only have around 5 students that fit your eligibility criteria. This year, we only have 1 and he is not planning to attend post secondary in the fall.

However, if the CBABA were to widen the criteria to allow ancestry from any Canadian Indigenous group, then approximately 35 students can apply. The CBACA could include a statement that says that priority is given to a student from a local band.

I hope this helps. All the best.

Shannon Tong

*English Teacher & Pursuit of Excellence Advisor
Scholarships Coordinator
Claremont Secondary”*

APPENDIX B

5.1 Correspondence

1. Emails relating to specific board committees were forwarded to the Committee Chair for 25th follow-up or information.
2. Email from a representative (Communications and Engagement Coordinator) of Reciprocity Trusts Society.

Per their info, Reciprocity Trusts *"is a local non-profit society dedicated to making Indigenous land acknowledgements more meaningful and changing the culture of private property ownership on Indigenous lands"*.

Also per the email - *"This is where Reciprocity Trusts comes in to not only provide educational resources and reconciliation tips, but also to offer a totally new way of directly giving back to the local Coast Salish First Nations who host us on their land: by making regular, voluntary Reciprocity payments into the South Island Indigenous Reciprocity Trust (the Trust). The Trust is distributed annually between the ten First Nations with core territory in the CRD to be put towards whatever land, language and Nation-rebuilding initiatives they see fit."*

The representative was asking if CBACA would consider circulating information about them to our members, or allow them to put in an article for our fall Cordovan.

Board discussion and decision required.

3. Email from a member regarding our mailchimp notice about Saanich's Alternate Approval Process on the Saanich Operations Center. The member felt we should not have included only Saanich's information on the process, that we should have promoted the opposing side as well, of which he provided me with such wording.

CBACA to circulate a reminder of the deadline to submit the AAP form along with a link to the form, prior to the June 25th deadline, without any other details.

APPENDIX C

5.2 Administration

1. This is our last board meeting before summer break. We do continue to keep in touch via email, so **please continue to check your CBACA email regularly!**
2. **Board decision required** for Karen's request to reduce the number of small reimbursement requests lately (mostly since Aragon started up again) for photocopying, since it is costly in bank fees for e-transfers. We can do this by either Karen having a \$100 petty cash fund, OR doing all our communications electronically.

APPENDIX D

5.3 Treasurer's Report

Activity Period: May 13 to June 07

Regular Banking Activities:

Revenue

- \$200.00 Crdvn advertising

Expenses

- \$ 5.00 BNS fees
- \$ 12.76 Photocopies (Planning)
- \$ 20.99 Rebel domain renewal (website)

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (April 6)			\$7,620.85
Membership/office supplies (photocopy)	\$12.76		
IT domain renewal	\$20.99		
CB Newsletter (expense/Advertising)		\$200.00	
Bank Charges	\$5.00		
Total	\$38.75	\$200.00	\$ 7,782.10

Motion: That the Board allows the Treasurer to have Petty Cash in the amount of \$100.00 to reimburse Board directors for small expenditures (photocopying, mail supplies) to minimize e transfer fees (1.00 per transaction).

APPENDIX E

5.4 Transportation & Parks Committee

- **Transportation & Parks Committee:**

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

Art in Parks UPDATE

Dave has emailed the Chief of the Tsawout FN to restart the process with them and the W̱SÁNEĆ Leadership Council. Dr. Brian Thom (UVic Anthropology) has also supported this re-engagement with an email to the Director of Saanich Parks to confirm their support for this proposed partnership project.

- **Saanich Engineering advocacy and input**

- Provided input via MS Teams conference call into the traffic calming project for Lochside Drive (Claremont to Cordova Bay Road by Matticks Farm).
- Dave has requested another update on the status of the CBR pedestrian/cyclist safety project in front of the CB Elementary School and on Fenn. The project was to be tendered for construction in the spring of 2025 (they have a week to make this deadline!).

- **Saanich Parks advocacy and input**

- We were unsuccessful in getting Saanich Parks to support a “community information board” for McMinn Park to support the Pulling Together Program in this park. They wanted the CBACA to fund it. We said no.

- **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. Dave will follow up with MoTI to see if there has been any progress on our inquiry.

- **Vision Zero road safety grant**

- Dave has repeatedly asked various contacts in Island Health’s injury prevention group to administer the Vision Zero grant program for feedback on our VZ proposal so that we can improve the package for the 2026 VZ intake.

NOTE: 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. I am assuming tha

APPENDIX F

5.6 Membership

“Paid until” status of members in database at June 7 2025

“Paid until” status	June 11, 2025		May 8, 2025	
Current members (2025 to 2031)	538		538	
<i>(2024 expiry)</i>	(69)		(69)	
2025 expiry	235	44%	235	44%
2026 expiry	163	30%	163	30%
2027 expiry	35	7%	35	7%
2028 expiry	45	8%	45	8%
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. No activity since May 8, 2025.

MailChimp subscribers: **433**.

Actions undertaken

- Updated MailChimp database.
- Thanks to Karen, who authenticated our domain for MailChimp.
- Revised website Membership information(draft attached).

For discussion

- Membership eligibility: Former resident now living in Victoria who would like to reactivate their membership.
- Revised website Membership pages.

Respectfully submitted,

Pat Bourke, Membership Secretary

June 7, 2025

APPENDIX G

5.8 Planning

(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 was May 23rd
- Our Response was submitted May 17, 2025
- A copy is filed in the shared Planning Drive under the 4931 Lochside Drive folder

(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.
- Don spoke with Lori Baxter on May 27th seeking clarification about the application
 - o FS1 designation – Fee Simple
 - o SL1 and SL2 designations – Strata Lots
 - o Accessory building removals – Existing covenant on cottage prohibiting occupation
 - o Proposed new buildings “duplexes with accessory suites – 4 dwelling units per new lot”
 - o Property access – all from common access drive way on West side of property
 - o Potential tree removal – 3 smaller Fir trees.
 - o Lori has had no questions or comments from neighbours or interested parties as of June 4, 2025.

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

- The property at 1156 Timber Lane is in the early stages of the planning and feasibility process for a townhouse rezoning submission.
- 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
- Project Description: Townhouse Rezoning
- No new news or developments on this file. Stay tuned.....

(d) Aragon Proposed Development of Trio Lands

- On May 22nd, Don H. and Barb met with Aragon owner Lenny Moys, Aragon Project Manager Peter Censorio and Aragon Sr. Marketing & Sales Manager Janelle Martel for an update on their development.
- Aragon wanted to let us know that they are listening to the feedback they have they have received and have made several changes to their proposal including
 - o Reduced height of the high-rise buildings from 14 to 11 stories
 - o Some associated reduced density
 - o 50-foot buffer strips along parts of the perimeter
 - o Independent dedicated bicycle trails

- o Enhanced street parking near the park areas
- They once again said they were very close to submitting their application to Saanich

(e) 5221 Rambler Road

- Don was approached by several neighbours concerned about a new houseplex development
- No public consultation is required under Bill 44
- Developer is Conforti Homes Ltd.
- Neighbours were concerned about:
 - o Form and design of the houseplex
 - o Fit with neighbourhood
 - o Protection of mature trees
 - o Access point(s) to Rambler Rd.
 - o Height, orientation and elevations
 - o Parking
- Don spoke with Eric Joyal of Saanich Planning who said he did not deal with housplexes and basically referred Don to Bill 44
- Don spoke to Tania Conforti of Conforti Homes Ltd who provided a detailed PDF file of their preliminary Plans and Specifications.
- Although not yet approved by Saanich, these plans were shared with the neighbours and addressed most of their questions

(f) 5010 Santa Clara Avenue

We received a Community Association Referral Package from Saanich regarding an Application to Install a 40 Metre Monopole Communications Tower by TELUS at 5010 Santa Clara Avenue on June ,2025.

- The referral package including colour aerial photo are filed under the property address in the PLANNING shared drive
- We have until 8, 2025 to respond.
- This is at the corner of Santa Clara and Claremont Avenues near the Patricia Bay Highway
- Preliminary investigations are underway