

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

September 10, 2025 - 7:00 pm
Cordova Bay 55+

Barb Lucas - President	<input type="checkbox"/>	Brock Nordman - PR/ Cordovan	<input type="checkbox"/>
Karen Fediuk - Treasurer	<input type="checkbox"/>	Don Hinz - Co-Planning	<input type="checkbox"/>
Dave Chater - Transportation & Parks / VP 1	<input type="checkbox"/>	Janet Munson - Co-Planning	<input type="checkbox"/>
- SCAN		Robyn Reid - Secretary	
Pat Bourke - Membership	<input type="checkbox"/>	- Events	

Chaired by: Barb Lucas

Regrets from: none

Members in attendance: Joanne and Peter Hopkins, Jarrett Silverthorne

1. PRESENTATIONS

- Brent Reems, Saanich CAO
 - Fowler Park
 - No policy mandating collaboration between departments as it would be difficult to create given the unique complexities of the various departments.
 - The initial project was responsive to a more focused community need rather than a larger community development project.
 - The project was driven by the Parks budget. Transportation at the time was focused on priorities elsewhere.
 - Engineering department will review priorities through the Active Transportation Plan.
 - Equity Lens
 - Council endorsed concept to increase inclusion, equity and accessibility.
 - The focus is often placed on marginalized communities that face barriers and challenges in their interaction with community and government agencies as these barriers may not be faced by all communities.
 - The focus is also placed on communities that may have a higher proportion of residents walking, biking or using scooters to commute.
 - Used as a tool to consider various factors when reviewing new projects rather than a method to prioritize funding application and project selection.
 - DCC Funds for Cordova Bay Road Improvements
 - The fund has been in place since 2019 with no forward movement.
 - Coordination with private development can be a catalyst for prioritization
 - Utility upgrades may reprioritize projects to avoid successive disruptions.
 - Archaeological delay related to delivery of Rambler to Walema sidewalk upgrade.

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 – June 11, 2025

Motion: To approve the Minutes of June 11, 2025, BoD meeting.

Moved: Dave Chater / Seconded: Pat Bourke

Carried

4. ACTION ITEMS

4.1 Action Items from June Minutes

- All Action Items from June Minutes complete.

4.2 Scholarships

See Appendix A

ACTION Item: Discuss criteria for second scholarship in November meeting.

5. NEW BUSINESS

5.1 Correspondence

See Appendix B

- Communication from Saanich Municipality has increased significantly.
- Will forward time-sensitive information from Saanich Municipality to members.
- Will also send short-format updates from CBACA on a more frequent basis.

5.2 Administration

See Appendix C

- Janet Munson has been accepted as a member of the CBACA Planning Subcommittee, effective immediately.
- Janet Munson has been appointed to the Board as Planning Co-Chair, effective immediately.

5.3 Treasurer's Report

See Appendix D

5.4 Transportation and Parks Report

See Appendix E

ACTION Item: Fill out delegation request this fall.

5.5 SCAN Report

See Appendix F

- Multicultural festival in Uptown and CBACA had a table
- Weather impacted attendance

5.6 Membership Report

See Appendix G

- Little action over the summer as would be typical.
- Currently at 544 members.

5.7 Public Relations / The Cordovan

No report

- Receiving new interest from local businesses for advertisement in The Cordovan.
- Flyer drop off to businesses regarding deadlines for submission.

5.8 Planning

See Appendix H

Beach House Restaurant Location

- Received referral package on August 18, 2025.
- Requesting approval for temporary business use of the existing building envelope for a gallery, restaurant and take-out facility.

ACTION Item: Respond by September 20, 2025. CBACA has no objection.

Timber Lane

- There remain significant traffic related concerns associated with the proposed development.

ACTION Item: Don to bring pictures of proposal for further discussion at October board meeting prior to response. Response due by October 31, 2025.

Aragon Development

- Discussion held related to the response to the Master rezoning plan application.
- Topics of interest remain size, density and fit; transportation; parks and recreation; community space and facilities; community development and support; and non-market portion of development.
- Response will be tied back to the Cordova Bay Local Area Plan (LAP) including the community vision statement.
- The infrastructure deficit has already been identified within the Cordova Bay community and this development would aggravate the existing challenges present.

ACTION Item: Survey to be discussed by Board regarding future engagement opportunities.

ACTION Item: Response to be submitted by September 30, 2025. Planning department will not circulate the CBACA response to other departments. We will need to ensure it is distributed accordingly to each department head.

Motion: That CBACA submits our objection to the Aragon development proposal, as submitted, in response to Saanich's referral request.

Moved: Pat Bourke / Seconded: Karen Fediuk

Carried

5.9 Events / Community Engagement

No Report

5.10 Website Statistics

See Appendix I

6. OTHER BUSINESS

6.1 None

Motion: To adjourn.

Moved: Brock Nordman / Seconded: Janet Munson

Carried

Meeting adjourned 9:09pm.

NEXT MEETING: October 8, 2025, 7:00pm

Approved

APPENDIX A

4.2 Scholarships

On June 24, 2025 I presented our Claremont Scholarship Award recipient Peri Little with the \$500 cheque, at Claremont's award ceremony. The write-up and picture have been sent to Crystal for posting on our website.

In June we decided to table the discussion on whether or not to amend our criteria for the CBACA First Nations Scholarship. Due to tonight's presentation and the fact that we have Saanich Police Chief Duthie attending our October meeting, **we will table this scholarship discussion to the November board meeting.**

Submitted by Barb Lucas
Sept.10, 2025

APPENDIX B

5.1 Correspondence - September Board Meeting

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. June email from a resident regarding Saanich's AAP process. Among other points all against the AAP, the resident asked what CBACA stance was on this. I responded that the Board does not take a position, same as SCAN, however each individual board member makes their own decision. I indicated that CBACA sent out a notice to members late May, and would be sending out a reminder prior to the June 25 deadline, including the link to the AAP Electoral Response Form and a link to Saanich's webpage with more details on the process.
3. Email from a BARA board member asking who we have to maintain our website. I recommended that they put a "help wanted" ad in their newsletter, as we did.
4. July emails from a resident concerned with the approach by the group doing the Aragon petition (Dan Horth et al). That group has combined the issue of Saanich's Alternate Approval Process with the Aragon proposed development. The resident had a different opinion of the AAP and had asked the group to separate the AAP from the Aragon information. Not sure if this actually happened; I am not on that group's email list and therefore do not get the emails. Barb spoke to the resident and Dan Horth.
5. I met with Karen Jawl on July 9th to again request advertising support for the Fall Cordovan (which she has approved). I also planted a seed for the re-development of the Adrienne's restaurant area (moving the kitchen to the parking lot side and opening up the courtyard side for the restaurant and customer viewing / enjoyment). Adrienne's current operator has a few more years left in their contract so nothing will happen, if at all, until that point is reached. The Ladybug Boutique and Gift Shop spaces have confirmed new tenants; no tenant names were disclosed at this meeting.

6. Emails from 2 residents regarding the possible tree removal (a large mature maple tree) on Wesley Road as part of the duplex development happening there. Neighbours rallied to petition Saanich to reconsider that approval; Dave communicated with Saanich and one of the residents, and I responded to the second resident. Dave will have further details in his T&P report.
7. Email from a resident asking about the results of the smoke testing (relating to sewer connections along the beach) that had been done along Cordova Bay Beach, and whether the rumor that Saanich was going to move the sewer line from the beach to the road was true. I had a discussion with Saanich Engineering about this and responded to the resident. Saanich is looking at options regarding the beach sewer line; it has gravel and ocean water in it, meaning leakage. There will be public consultation, but we are looking at 2 to 3 years to get to that point.
8. I regularly receive emails from Saanich (different departments) now asking to inform our members / community about various things, recently such as (1) Tips for Handling Airborne Debris to help keep Saanich Solid Waste Services staff Safe; (2) Upcoming Saanich Emergency Program Events; (3) Announcing Saanich's Heat Pump grant program is back; (4) Notice of Saanich's video series on enhanced digital services.

FOR DISCUSSION:

Should CBACA post these on our website under "News"? Because some notices are time sensitive, it may not always work to do a mail chimp notice. Perhaps this becomes one of the items (See www.cbaca.ca for Recent Notices from Saanich) that we include in any mail chimp notice that we sent out? Do we send out quarterly mail chimp notices? ("What CBACA Board has been doing over the past 3 months" eg)

9. Two emails received thanking CBACA for the Aragon Update #4

Submitted by Barb Lucas
Sept.10, 2025

APPENDIX C

5.2 Administration

1. I have confirmed with Crystal that the board needs to approve any expenditure - ie any request for work that we need from mBrand (Reuben) - prior to contacting him. Karen has asked mBrand for a fee schedule.
2. There are two motions that we did over the summer as follows:

On June 24, 2025

MOTION: That Janet Munson be accepted as a member of the CBACA Planning Subcommittee, effective immediately.

MOVED: Don Hinz SECONDED: Barb Lucas

Carried

On July 21, 2025:

MOTION: That Janet Munson be appointed to the Board as Planning Co-Chair, effective immediately.

MOVED: Barb Lucas **Seconded:** Don Hinz **Carried**

Submitted by Barb Lucas
Sept.10, 2025

APPENDIX D

5.3 Treasurer's Report

Activity Period: June 08 to Sept 7, 2025

Regular Banking Activities:

Revenue

- \$30.00 Membership
- \$2,060 Saanich Municipal Grant (operating and insurance)
- \$625 Cdrvn advertiser payment

Expenses

- \$5.00 BNS fees
- \$31.03 AGM reimburse (photocopies)
- \$900.00 Acera Insurance
- \$546.00 MBrand IT
- \$500.00 Scholarship

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (June 7)			\$7,782.10
IT annual server cost + website	\$546.00		
AGM reimburse (6/17)	\$31.03		
Acera insurance	\$900.00		
CB Newsletter (expense/Advertising)		\$625.00	
Membership		\$30.00	
Saanich Grant		\$2,060.00	
Scholarship	\$500.00		
Bank Charges	\$11.00		
Total	\$1,988.03	\$2,715.00	\$ 8,509.07

APPENDIX E

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- Held an in-person meeting on September 3, 2025, to focus solely on the T&PC's input to support the CBACA's response to the Aragon rezoning submission to Saanich.

Art in Parks UPDATE

- No real progress on this project. Dave did pursue contact with the Chief of the Tsawout FN in June to kick start the process again with them and the WSÁNEĆ Leadership Council. Dave now has updated contact information for the Chief and his executive assistant and will pursue action on this project in October now that the summer holiday season is over. NOTE: Chief Pelkey was re-elected as chief of the TFN in their July election.

Saanich Engineering advocacy and input

- Ongoing contact with Saanich project staff to monitor the progress (or not) of projects within Cordova Bay.

Saanich Parks advocacy and input

- Ongoing contact with Saanich parks staff to monitor the progress (or not) of projects (e.g. Fowler Park pickle ball courts, new signage for Doris Page Park) within Cordova Bay.

BC Transit Advocacy

- Following a meeting between CBACA President and the Chair of the Transportation & Parks Comm and the Mayor, Dave submitted a request to the Victoria Regional Transit Commission for improved transit service in Cordova Bay. We will also submit a delegation request this fall to appear before the VRTC Board to advocate in person for improved transit service for CB.

Vision Zero road safety grant

- The Vision Zero road safety grant program for 2026 will be open again for submissions beginning September 9, 2025. Dave will re-submit our proposal for a new pedestrian controlled light crosswalk on CBR at Doris Page/CB Park. The 2026 submission will strengthen the focus on "equity" in our bid as this was the evaluation criteria that cost us the rejection of our bid in 2025.

Community support

- Ongoing dialogue (i.e. offering support and ideas for consulting with neighbours and Saanich) with the principal of Claremont High School on their proposal to construct 8 beach volleyball courts on school grounds and the adjacent Claremont Goddard Park.

Other Program Support

- Providing support and input to CBACA Planning on several developments including Aragon, 1156 Timber Lane and 4931 Lochside Drive.

APPENDIX F

5.5 SCAN

On June 22, 2025, SCAN participated at the Saanich MultiCultural Festival at Uptown by hosting a table with information about SCAN (what it is) and a map of Saanich that identified all 17 community associations.

Barb Lucas and Debbie Sherwood volunteered for one of the 2 hour shifts. Over the course of that period, they spoke to 11 people. Most (8) had never heard of SCAN. The job of volunteers that day was to educate people about SCAN and about community associations.

APPENDIX G

5.6 MEMBERSHIP

“Paid until” status of members in database at September 4, 2025

“Paid until” status	Sept 4, 2025		June 11, 2025	
Current members (2025 to 2031)	544		538	
<i>(2024 expiry)</i>	(69)		(69)	
2025 expiry	235	44%	235	44%
2026 expiry	165	30%	163	30%
2027 expiry	37	7%	35	7%
2028 expiry	47	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, **84** memberships have been **processed**: **56** renewals, **28** new memberships. MailChimp subscribers: **433**.

Actions undertaken

- Updated membership and MailChimp databases as needed.
- Revised, with help from Crystal, website Membership information: added new mailing address and partly fillable online form that can be printed.
- Replaced inexplicably missing CBACA drop box at Mint Health + Drugs.

APPENDIX H

5.8 Planning Report

(a) Rezoning of 4931 Lochside Drive

- A Second 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.
- Our original Response was submitted May 17, 2025.
- Sought clarification from Saanich and the Developer, Denise Kors.
- Rezoning application was resubmitted after developer responded positively to comments from ourselves and Saanich Planning, Transportation and Engineering.
- Second response was submitted August 20 th approving the application with no additional comments.
- A supplementary letter was submitted September 1 st with respect to the transit stop and the need for a transit shelter in that area of Cordova Bay.

(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.
- Referral response was submitted June 12, 2025 supporting the application
- Application is awaiting Saanich review and approval

(c) 1156 Timber Lane Application for Townhouse Rezoning and Development

- August 26, Developer submitted application for rezoning to the District of Saanich
 - Project Type: Development Permit
 - Purpose: TO REZONE FROM RS-18 TO TBD ZONE TO CONSTRUCT 17 TOWNHOMES ACCESSED BY A STATUTORY RIGHT OF WAY CONNECTING TO MAJOR ROAD
 - Legal: LOT A SECTION 121 LAKE DISTRICT PLAN 46131
 - BCAA Lot Size: 1.63 acres
 - Current Zoning: RS-18 SINGLE FAMILY DWELLING ZONE
 - Project Description: Seeking Townhouse Rezoning and Development
- August 20th The owner's representative, Niall Paltiel, moderated a 2-hour Zoom Virtual Open House for the immediate neighbours
- He started with a brief presentation followed by Questions and Answers consisting of:
 - i. Introductions
 - ii. Project Principles
 - iii. Policy Context
 - iv. Submission Breakdown
 - v. Building Design

- vi. Housing
- vii. Sustainability
- viii. Timeline & Next Steps
- ix. Questions & Answers

- The proposal is to build 17 townhouses on an escarpment on the top end of the property overlooking Cordova Bay. Eight (8) Eastern-facing Two-Bedroom Units and Nine (9) Western-facing Three-Bedroom Units.
- The current property access is via a very narrow panhandle trail off of Timber Lane which Saanich Engineering says is inadequate for the proposed development. They say access must come from the opposite side of the property via Temple Avenue and Major Rd.
- The citizens long both of those streets showed up in large numbers and were quite vociferous in their opposition to the development and the potential increase in local traffic and potential detrimental affects to their neighbourhood, quiet lifestyles and property values.
- The developer is optimistic that he will have an approved building permit and will begin construction by January 2027.

(d) 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.
- Site demolition is complete and some site remediation has been done but no further development has started
- Don spoke to Tania Conforti of Conforti Homes Ltd., who provided the following update:
 - “We had our building permit application returned to us and are currently working with our civil engineer and engineering in Saanich, and awaiting the appointment of a designer from BC Hydro to plan out the underground hydro service. We are hoping to resubmit our building application in September 2025”.

(e) 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 in June 2025.
- This is at the corner of Santa Clara and Claremont Avenues near the Patricia Bay Highway
- Access will be via an existing laneway off of Claremont Ave. Footprint will be minimal.
- Consensus at the last Board meeting was that the tower would have minimal impact in that location and any impact would be a reasonable trade-off for enhanced cell coverage which is quite lacking in that area.
- Referral response approving the application was submitted on June 14, 2025.

(f) 5109 Cordova Bay Road (Beach House Restaurant)

- A referral package was received from Saanich on August 18, 2025 as follows:
 - Project Description: TEMPORARY USE PERMIT THE BUSINESS OPERATION OF A GALLERY AND RESTAURANT WITHIN THE EXISTING COMMERCIAL BUILDING ENVELOPE

- Take-Out café at front of main level, 1 st Nations Art Gallery at back main level; kitchen and restaurant in lower level with patio.
- We have until September 20, 2025 to respond

(g) Aragon Proposed Development of Trio Lands

- July 22, 2025: Aragon SUBMITTED the following applications to the District of Saanich:
 - i. Development Permit DPR01092
 - ii. Rezoning REZ00798
 - iii. Subdivision SUB00972
- Purpose:
 - TO REZONE FROM M-2, P-4 AND RM-3T TO A COMPREHENSIVE DEVELOPMENT ZONE FOR A MULTI-PHASED COMPREHENSIVE DEVELOPMENT WITH A MIX OF LOW-RISE TOWNHOUSES AND ROW HOUSES AND MID-RISE MULTI-FAMILY RESIDENTIAL BUILDINGS WITH COMMERCIAL RETAIL, OFFICE AND DAYCARE USES
- July 25, 2025: CBACA received a Community Association Referral Package from the District of Saanich containing the above proposed plans for review and comment. We have until September 30, 2025 to respond.
- August 1, 2025: Met with Aarago Project Manager, Peter Censorio and discussed the following:
 - Re Density: Peter said 1160 units was the maximum density permitted under the current OCP. The huge increase over the original proposal was necessary in order to guarantee profitability. He emphasized that the project would proceed over several phases and a 20 yr time frame, so any population growth and associated traffic should be incremental.
 - Re Below market/non-market housing: Phase 1 involves the construction of two buildings (total of 116 units) of below market/non market rental housing, alongside 44 market-priced townhouses. Aragon has not yet identified a non-profit to partner with, but CRD or Pacifica were mentioned as likely candidates. He expects that certain community-oriented services (e.g. Cordova Bay 55+) will be offered space in these buildings. He could not speak to the eligibility criteria for the residents nor the likely demographics of the occupants as that falls under the purview of the non-profit operator.
 - Re Transportation: Peter indicated a traffic analysis would be performed.
 - Re: Access to Parks and Recreation. Peter pointed to the plans that include walking trails around the perimeter and bike lanes, along with two smallish parks within the complex. He acknowledged that pedestrian access to Lochside trail, Lochside Park and the new pickle ball courts is rather circuitous as residents would be required to exit from one of the front entrances on Cordova Bay Rd.
 - Re Adequacy of Retail Space: Peter indicated that the plans currently call for 27,000 sq ft of retail/commercial space. This includes designated space for a daycare center, a medical office and a cafe, but it also captures the community-designated space in the non-profit buildings in that total square footage. At present, there are no plans or designated space for a grocery store, bank, convenience store, restaurant, pub, fast food outlet or other desirable retail like a hardware store or pharmacy. Presumably, any increase in retail space would come at the cost of reduced density.
- August 14, 2025: Met with Dan Horth and Jo-Anne Hopkins re: Aragon Petition
 - Dan and Jo-Anne have obtained over 1900 signatures on their petition to date.

- Opportunities to liaise and coordinate their grass-roots efforts with the CBACA Board and membership were discussed to ensure that the community speaks with one voice.
- August 15, 2025: First CBACA Aragon Proposal Response Meeting
 - Given the size and complexity of the project we need the input of the entire board before proceeding
 - Given the complexity of the project and the time still required for independent assessment reports, consideration was given to requesting an extension of the deadline to submit our formal response to Saanich.
- August 18, 2025: Met with Andrea Pickard, Saanich Planning – Aragon file point person
 - Andrea outlined the application process and the next step for Aragon, once the master plan is approved.
 - She indicated that it was more than likely the application for Phase 1 building permit would not be received prior to the fall of 2026, after the election of a new Saanich Council.
 - She explained that Saanich planning only recommends a project for approval/rejection, but ultimately it is up to Council to decide. Saanich Planning focuses on the logistical side of the project, whereas the Council has more latitude to consider overall community fit and quality of life variables.
 - Our response is not circulated to the various departments, therefore it is up to us to make sure we send it to them directly
- August 20, 2025: Solicited views of all Mattick's Farm Businesses via eMail facilitated by Jawl Properties
- August 24, 2025: Sent Update #4-Proposed Aragon Development of Trio Lands to all CBACA members
- August 28, 2025: Solicited views of all Haro Businesses via eMail facilitated by the Scotiabank Manager
- Sept 1, 2025: Drafted survey to be sent to all CBACA members

Approved

APPENDIX I

5.10 Website Statistics

Over the course of the summer, Pat reviewed and provided updated content for the Membership webpage to Crystal. Barb reviewed and provided updated content for various other web pages (BoD listing; LINKS; Saanich in the News; Scholarships; Community Donations and Grants; and Emergency Planning and Scam Prevention Resources). Many thanks to Crystal for making all these changes.

June 2025 Web Statistics:

- #1 – Home page with 121 views
- #2 – Saanich Alternate Approval Process notice with 100 views
- #3 – Cordova Bay Day (!) with 53 views

July 2025 Web Statistics: (summer is always a quiet time)

- #1 – Home page and Planning with 70 views each
- #2 – Cordova Bay Day with 17 views
- #3 – Board of Directors list with 13 views

August 2025 Web Statistics:

- #1 – Planning page with 154 views
- #2 – Home page with 117 views
- #3 – Membership and Advertising page with 37 views

Approved