

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

October 8, 2025 - 7:00 pm
Cordova Bay 55+

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

Chaired by: Barb Lucas

Regrets from: Karen Fediuk

Members in attendance: Jennifer Massullo

1. PRESENTATIONS

- None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Dave Chater

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – September 10, 2025

Motion: To approve the Minutes of September 10, 2025, BoD meeting.

Moved: Don Hinz / Seconded: Dave Chater

Carried

4. ACTION ITEMS

4.1 Action Items from September Minutes

- All Action Items from September Minutes complete.

4.2 Scholarships

No report

- In June we decided to table the discussion on whether or not to amend our criteria for the CBACA First Nations Scholarship. With Chief Duthie now scheduled to come to our November meeting, we will discuss this scholarship criteria at our December meeting.

ACTION Item: Discuss criteria for second scholarship in December.

4.3 Cordovan Delivery

No report

- Canada Post is currently on strike so we need alternate options to deliver the Cordovan
- Saanich News will be able to deliver 2400 copies
- We print upwards of 3500 copies for delivery
- Key club at Claremont has also been contacted to see if there are student carriers available
- Cost quoted by Saanich News is lower than our typical costs through Canada Post
- Need to gather additional information about the routes covered by Saanich News before confirming

5. NEW BUSINESS

5.1 Correspondence

See Appendix A

- Most correspondence received this month was associated with planning and was passed along to Don and Janet.

5.2 Administration

No report

- Police Chief Duthie was unable to attend tonight's meeting; he is now scheduled to attend our November meeting.

5.3 Treasurer's Report

See Appendix B

5.4 Transportation and Parks Report

See Appendix C

5.5 SCAN Report

No report

5.6 Membership Report

See Appendix D

5.7 Public Relations / The Cordovan

No report

- This issue is very much focused on supporting local businesses
- 15 advertisers secured
- Attempting to strike a balance between the number of advertisements (which create revenue) and content which provides information to our community members
- This is anticipated to be a profitable issue as opposed to previous years that where there has been a need to subsidize costs

5.8 Planning

See Appendix E

Aragon

- Response rejecting the application for development has been submitted on September 30th
- On October 3rd send a letter to Andrea Pickard asking for an understanding of next steps. We have not yet received a response.

5025 Cordova Bay Road

- Referral package submitted requesting variances to existing structures.
- 7 variances are requested.
- Questions were put to planner in Saanich as to why this wasn't considered during inspections of the original build and a very limited response was received.

ACTION Item: Will respond to the referral request simply with concerns pertaining to Saanich Engineering process not being followed.

1156 Timber Lane

- Dave recused himself from decisions on the referral for rezoning on this property as he has family living in close proximity who may be affected by the development.
- Plan to build 17 town houses in total with 8 facing the ocean and the remaining facing the wooded area on the other side of the property.
- We attended the zoom meeting hosted by the developer and heard strong concerns voiced by residents related to a need for a traffic mitigation plan to increase safety.
- Rezoning follows LAP and OCP but we recognize some legitimate concerns as voiced by residents within the area.

ACTION Item: Will respond to the referral package request by the end of October. The Board does not have an objection to the rezoning itself but will include comments of concern related to traffic issues and public safety with the prospect of property access through Major Rd.

Motion: To support the application for the rezoning application for 1156 Timberlane with extensive commentary as discussed this evening.

Moved: Barb Lucas / Seconded: Pat Bourke
Abstained: Dave Chater

Carried

5.9 Events / Community Engagement

No Report

5.10 Website Statistics

No Report

- August 2025 Web Statistics:
#1 – Planning page with 154 views

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

- September 2025 Web Statistics:

- #1 – Home page with 168 views
- #2 – Planning page with 134 views
- #3 – Membership and Advertising page with 57 views

6. OTHER BUSINESS

6.1 None

Motion: To adjourn.

Moved: Robyn Reid / Seconded: Dave Chater

Carried

Meeting adjourned 8:50pm.

NEXT MEETING: November 12, 2025, 7:00pm

Approved

APPENDIX A

5.1 Correspondence

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. Almost all of the correspondence this past month has been to do with Planning. Everything will be covered under Don and Janet's Planning report.
3. Received an email from a resident expressing interest in the Events / Community Engagement position with the Board. I met with this resident prior to tonight's meeting to discuss further what the position entailed and board time commitments.
4. Received an email from local retired lawyer Scott Marshall who has volunteered his expertise if CBACA is in need of any legal advice. I am currently trying to arrange a meeting with him to discuss his offer in more detail.

APPENDIX B

5.3 Treasurer's Report

Activity Period: Sept 08 to Oct 7, 2025

Regular Banking Activities:

Revenue

- \$280.00 Membership

Expenses

- \$6.75 BNS fees
- \$5.60 Community box (pharmacy)

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Sept 7)			\$8,509.07
CBACA letter box reimburse (10/7)	\$5.60		
Membership		\$280.00	
Bank Charges	\$6.75		
Total	\$12.35	\$280.00	\$ 8776.72

APPENDIX C

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- No meetings have been held since the in-person meeting on September 3, 2025.

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.

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

- The CBACA (i.e. Dave and Karen) are scheduled on October 10 to participate in a video call with BC Transit to provide input into the Victoria Regional Transit Plan.

Vision Zero road safety grant

- The Vision Zero road safety grant program for 2026 is now open for submissions. Dave will re-submit our proposal for a new pedestrian controlled light crosswalk on CBR at Doris Page/CB Park. Saanich has reconfirmed their support for our proposal and will provide up to \$20,000 in matching funds to the VZ grant funds (if approved). 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 contact 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. The school will be taking the proposal to the Saanich school board in November to seek support in moving forward.

Other Program Support

- Providing support and input to CBACA Planning for our associations’ response to Saanich, BC Transit and the Ministry of Highway on the Aragon development.
- Also provided some transportation and parks background information to the Planning Chair on the 1156 Timber Lane rezoning proposal.

APPENDIX D

5.6 Membership Report

“Paid until” status of members in database at September 30, 2025

“Paid until” status	Sept 30, 2025		Sept 4, 2025	
Current members (2025 to 2031)	570		544	
2025 expiry	233	41%	235	44%
2026 expiry	178	31%	165	30%
2027 expiry	48	8%	37	7%
2028 expiry	49	9%	47	8%
2029 expiry	57	10%	57	11%
2030 expiry	3	1%	1	<1%
2031 expiry	2	<1%	2	<1%
<i>2024 expiry, not renewed</i>	69		69	

New memberships and renewals processed

During September 2025, **34** memberships were processed: **23 new members** and **11 renewals**, representing **20 households**.

From Jan 1 to Sept 30, 2025, **116** memberships have been processed: **49 new members** and **67 renewals**.

MailChimp subscribers at Sept 30, 2025: **455**.

Actions undertaken

- Updated membership and MailChimp databases with new and renewing members.
- Forwarded Update # 4 on the Aragon Development to those who joined in September, and directed them to the website for additional background information.
- Updated the “Welcome” and “Thank you for renewing” acknowledgement emails (text follows on next page; items in bold are inserted as appropriate).

We received your **online** registration form and **\$XX cheque/e-transfer** for a **YY-year** membership with CBACA to the end of **December 20ZZ**. We appreciate your commitment to our Cordova Bay community.

Your contact information has now been added to our MailChimp distribution list, so you'll receive email updates from us on issues of importance to the community. I'll forward our most recent MailChimp update on the proposed Aragon Development at 755 Cordova Bay Road. **Another will be coming out in early October.**

In addition, you'll now receive print and electronic copies of *The Cordovan*, our newsletter published twice a year in the spring and fall. Our Fall2025/Winter 2026 edition will be distributed in November.

We have an active subcommittee - Transportation & Parks - in case you're looking for more involvement or information on those topics, and I suggest you check out our website cbaca.ca regularly for more information on issues of importance to Cordova Bay.

Board meetings are held on the 2nd Wednesday of the month at 7:00 pm at the CB 55+ Association and are open to members.

I encourage you to contact Barb Lucas, our President at president@cbaca.ca, if you have concerns you'd like to bring to the Board's attention.

Please get in touch if I can answer any questions.

Upcoming

- First renewal notices will go out on November 1, 2025 to the 233 members who expire at the end of the year.
- Second: November 22; Third: December 13; Final January 7, 2026.

Respectfully submitted,

Pat Bourke, Membership Secretary

Oct 1, 2025

APPENDIX E

5.8 Planning Report

(a) 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.
- Our response supporting the application was submitted September 15, 2025 with Additional Comments: “We assume adequate provisions have been made for parking.”

(b) Aragon Proposed Development of Trio Lands

- **July 22, 2025:** Aragon SUBMITTED the following applications to the District of Saanich:
 1. Development Permit DPR01092
 2. Rezoning REZ00798
 3. Subdivision SUB00972
- **July 25, 2025:** CBACA received a Community Association Referral Package from the District of Saanich containing the above proposed plans for review and comment.
- September 30, 2025 CBACA submitted a 10-page response to the referral package to Saanich Planning in which we objected to the application for development. Copies of the response we also sent to:
 - Saanich Mayor and individual councillors
 - Saanich Engineering
 - Saanich Parks
 - Lana Popham, MLA
 - BC MOTT
 - BC Transit

Thanks everyone for the great team effort in pulling together a great response and meeting our delivery deadline.

- **October 2, 2025** Barb Lucas, Dave Chater and Don Hinz met with Lenny Moy (Owner of Aragon) and Peter Censorio (Aragon project manager) to hand deliver and provide a high-level overview of our response.
- **October 3, 2025** Don Hinz sent a letter to Andrea Pickard of Saanich Planning asking what their next steps may be.

(c) 5025 Cordova Bay Road

- A referral package was received from Saanich on August 29, 2025 as follows:

Project Description: VARIANCES TO SETBACKS, LOT COVERAGE, AND OTHER ZONING REGULATIONS

- **September 1, 2025** Correspondence sent to Eric Joyal, Saanich Planning seeking clarification on several items.
- **September 29, 2025** Response from Eric Joyal, but not really helpful

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

- **August 26, 2025** 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
- 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 developer is optimistic that he will have an approved building permit and will begin construction by January 2027.
- 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.
- **August 20, 2025** The owner's representative, Niall Paltiel, moderated a 2-hour Zoom Virtual Open House for the immediate neighbours
- The neighbours 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 both during construction and post development
- The developer could proceed with some kind of development (e.g. single-family homes or multiple houseplexes) under current zoning. But there would still be traffic issues even with this level of development
- Discuss - What to do? - Saanich issue to deal with? Traffic Study required?