

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

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

<b>Barb Lucas</b> - President	✓	<b>Michael Giordano</b> - Planning	✓
<b>Karen Fediuk</b> - Treasurer / Interim VP 1	✓	<b>Ellie Willing</b> - Planning <i>(on Meet)</i>	✓
<b>Dave Chater</b> - Transportation & Parks <i>(on.Meet)</i>	✓	<b>Quinn Yu</b> - Events	X
<b>David Kuprowsky</b> - SCAN	X	<b>Hilary Parker</b> - Secretary	✓
<b>Pat Bourke</b> - Membership	✓		
<b>Brock Nordman</b> - PR/ Cordovan	✓		

**Chaired by:** Barb Lucas  
**Regrets from:** David K., Quinn

## 1. PRESENTATION

None

## 2. APPROVAL OF AGENDA

**Motion: To approve the Agenda as amended.** Planning moved to Item 5.1.

Moved: Pat / Seconded: Mike

Carried

## 3. APPROVAL OF MINUTES: CBACA BoD Meeting – December 11, 2024.

**Motion: To approve the Minutes of December 11, 2024, BoD meeting.**

Moved: Mike / Seconded: Brock

Carried

## 4. ACTION ITEMS

### 4.1 Action Items from December Minutes

- No decision from SCAN on Saanich councillor visits to Community Associations - David to suggest invite-basis. **Tabled for next meeting.**
- All others completed.

### 4.2 Constitution and Bylaw Amendments

- Pat, Dave & Barb presented proposed amendments to Constitution and Bylaws for Board discussion.
- Received Board approval.

**Motion: To approve proposed Constitution and Bylaw amendments for distribution to membership for feedback, and to be posted on website by February 10, 2025.**

Moved: Barb / Seconded Pat

Carried

#### 4.3 Nominations Committee

**See Appendix A**

- Pat to be Chairperson.

### 5. NEW BUSINESS

#### 5.1 Planning Report

**See Appendix B**

- Aragon Development Application to Saanich has been delayed
- Discussion took place on Trio sub-committee. Given continued relevance of work completed by original 2015 sub-committee and current status of Application, Board agreed sub-committee no longer necessary.
- CBACA to ask Saanich for details on whole Application process in order to plan most effective strategy for response.

**Motion: That Trio sub-committee be disbanded.**

Moved: Barb / Seconded: Karen

Carried

- Haro View Complex to replace trees on property with smaller trees due to potential overgrowth/ future damage to hardscape and retaining walls. Board has no objections.

#### 5.2 Correspondence

**See Appendix C**

- Elizabeth May to hold a community discussion meeting Jan 18<sup>th</sup> at 55+ Club.  
**ACTION:** Inform membership by MailChimp, place notice on Community Board and post on CBACA website.

#### 5.3 Administration

**See Appendix C**

- Due to unforeseen circumstances, Leslee Hyman unable to take on position of Website Administrator.

**Motion: To remove Leslee Hyman as Website Administrator and appoint Crystal Sherrah as CBACA Website Administrator, effective immediately.**

Moved: Barb Lucas Seconded: Pat

Carried

#### 5.4 Treasurer's Report

See Appendix D

**Motion:** Given the resignation of the CBACA Vice President as of December 2024, CBACA President and Treasurer will direct ScotiaBank representatives to remove Gloria Wills as a signing authority from CBACA's business account at ScotiaBank effective immediately.

Moved: Karen Fediuk / Seconded: Mike Carried

- Year-end financials show cost of publishing *The Cordovan* currently unsustainable.
- Board explored various options to reduce costs.
- Barb to consult with Editor re metrics of different cost-saving scenarios.
- Cordova Bay Day will provide opportunities for revenue.

#### 5.5 Transportation and Parks Report

See Appendix E

#### 5.6 SCAN Report

No SCAN meeting in January.

#### 5.7 Membership Report

See Appendix F

#### 5.9 Public Relations / The Cordovan

No Report

#### 5.10 Website Statistics

Tabled for next meeting.

### 6. OTHER BUSINESS

#### 6.1 None

**Motion: To adjourn.**

Moved: Brock / Seconded: Pat

Carried

Meeting adjourned at 8:30 pm.

**NEXT MEETING:** February 12, 2025, 7:00 pm

## **APPENDIX A**

### **Nominations Report**    January 8, 2025

#### **4.3 Nominations Committee**

A nominations committee is now required to be struck to manage nominations for this year's AGM on April 30th . We are currently operating under our existing Constitution and Bylaws, therefore the following 5 people are up for election or re-election for a 2 year term:

1. Hilary Parker
2. David Kuprowsky
3. Ellie Willing
4. Quinn Yu
5. Brock Nordman

There is one vacancy, which would be for a one year term.

**The Nominations Committee can be chaired by any other person on the board (Barb, Dave, Mike, Karen, Pat). Volunteer?**

## APPENDIX B

### 5.1 PLANNING

1. CBACA Planning received an email from the Strata Council President of Haro View asking about the suggestion from Ellie of convening a meeting of the local Strata Council Presidents to work together on a response to Saanich on Aragon's proposal.

Barb met with this president and one other member of their strata council board to discuss. The end result is that they are quite willing to communicate information to their unit owners and encourage the individual owners to write to Saanich, however they will not lead any joint initiative, if there is one.

Barb is trying to get all Strata Council President contact info to see if they can assist with the distribution of information, through the Block Watch captains, and will arrange an in person meeting of those who are interested. One has already indicated that they feel it is not their role.

2. Barb has also sent an email to Andrea Pickard, Saanich Planning, with questions regarding the application process to ensure we are communicating accurate information to anyone who asks. To date (Sunday Jan. 5 th ) Aragon has not submitted their application.
3. Barb also met with a resident who lives up on the Ridge who may be interested to help circulate information and encourage residents to become CBACA members
4. Board to discuss next steps regarding the Trio Subcommittee.

## APPENDIX C

### 5.2 Correspondence – January Board Meeting

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. I was copied on 8 more emails from residents to Saanich, Aragon and CBACA planning on the Aragon proposal. The last one was Dec.22nd . All concerned with the density and the effect that will have on traffic, safety and infrastructure.
3. A huge thank you from Gloria to the Board for the gift certificate that we gave her to the Artist Collective at Matticks Farm. She loves that store and had no problem picking something out for herself!

### 5.3 Administration

1. I received notification from our new website administrator, Leslee Hyman, that she is unable to provide CBACA with her services for the website, due to personal reasons. On behalf of the Board I expressed our thanks to her for her time to date, and wished her all the best in 2025. Since that notification –
  - Gloria and I have met with the other person who expressed interest in managing our website (Crystal Sherrah); Gloria was very satisfied with her qualifications and understanding of the website administrator requirements.
  - A short bio for Crystal will be circulated to the Board
  - Assuming we have all had a chance to review her bio at the meeting tonight, the Board will need a motion to remove Leslee and appoint Crystal to the website administrator position.

**Motion: To remove Leslee Hyman as Website Administrator and appoint Crystal Sherrah as CBACA website administrator, effective immediately.**

Moved: Barb Lucas Seconded:

- Gloria will work with Crystal and Reuben in this transition.

## APPENDIX D

### TREASURER'S REPORT January 2024

Activity Period: Dec 10 to Jan 3

#### Regular Banking Activities:

##### Revenue

- \$900.00 membership (combination of 1,2,3 and 5 year membership)

##### Expenses

- \$4.47 supplies -tape-Cdvn
- \$100.00 Volunteer (Gloria)
- \$32.25-BNS -membership deposits exceeded limit, hence extra charge of \$28.25

<b>BNS Statement - Regular Chequing</b>			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Dec 9)			4,123.55
Membership		900.00	
Volunteer gift	100.00		
CB Newsletter (expense/Advertising)	4.47		
Bank Charges	32.25		
Total	136.72	900.00	4,886.83

#### Notes:

1. *Cdvn advertising-outstanding payment from 2 advertisers. Have sent reminders (total of \$575 outstanding)*
2. *Gloria Wills resigned in December 2024, making it necessary to remove Gloria Wills as a signing authority from ScotiaBank.*

**Proposed Motion: Given the resignation of the CBACA Vice President as of December 2024, CBACA President and Treasurer will direct ScotiaBank representatives to remove Gloria Wills as a signing authority from CBACA's business account at ScotiaBank effective immediately.**

## APPENDIX E

### TRANSPORTATION & PARKS REPORT – 2025-01-08

#### Transportation & Parks Committee:

- T&P Committee meeting scheduled for January 15. Focus of the meeting: potential preparations for the Aragon/Trio lands development, potential next steps to respond to the lack of action by Saanich in a sidewalk/bike lane along the east side of CBR despite this being highlighted as a priority project in the LAP, discussions about opportunities for interpretative, entrance and wayfaring signage for Doris Page and Cordova Bay Parks.

#### Art in Parks UPDATE

- Nothing new to report from November.

#### Saanich Engineering advocacy

- Dave sent an email to Councillor Teale Phelps Bondaroff (Chair of the Transportation Advisory Committee) regarding the lack of sidewalk construction along Fowler Road in conjunction with the redevelopment of Fowler Park. Councillor Bondaroff did respond to the email but passed the issue over to Councillor DeVries who is taking over the Chair of the TAC in 2025.
- In response to a letter from a local resident on Claremont Ave, Dave sent an email to Troy McKay, Senior Transportation Manager, regarding a concern for poorer visibility for drivers turning onto Cordova Bay Road at Claremont Ave. The issue is caused by a small parking pull out area just north of the CBR/Claremont Ave intersection. This same issue was reported to Saanich in 2027 by the CBACA. No response as yet from Troy.
  - **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**  
No updates at this time. Decisions on the proposal is expected by April 1, 2025.

## APPENDIX F MEMBERSHIP

### CBACA Board Meeting January 8, 2025

#### Membership Report

#### “Paid until” status of members in database January 1 to December 31, 2024

- Growth in current membership from 2023 (516) to 2024 (578): 12%
- 2024 year-end membership of 578 represents 315 households.

“Paid until” status	Dec 31, 2024		Dec 31, 2023		“Paid until” status
Current members (2024 to 2029)	578		516		Current members (2023 to 2028)
			52	10%	2023 expiry
2024 expiry	109	19%	181	35%	2024 expiry
2025 expiry	209	37%	132	26%	2025 expiry
2026 expiry	142	25%	110	21%	2026 expiry
2027 expiry	22	4%	2	<1%	2027 expiry
2028 expiry	45	8%	39	8%	2028 expiry
2029 expiry	51	9%			

#### New memberships and renewals processed in 2024

In 2024, 242 memberships were processed, representing 132 households.

- 83 households used online forms (63%)
- 40 households used paper forms (30%)
- 9 households submitted cheques or e-transfers without completing a form (7%).

The 242 memberships comprised 83 new members (34%), and 159 renewal members (66%).

#### Actions undertaken

- Processed new memberships, renewals, and requests to be removed from the database.
- Sent two renewal nudges (Nov 19, Dec 10) to members expiring in 2024; will send a final renewal nudge Jan 6, 2025.
- Sent renewal suggestion to members who had expired in 2023, 2022 and 2021 (Dec 10).

- Mailed expiry notices to members for whom we don't have email addresses or whose email addresses are currently invalid.
- Archived the 2023 and 2022 databases.
- Closed off the 2024 database; began a new database for 2025 retaining 2024 membership information.
- Archived expired members in MailChimp distribution system as part of reconciling the MailChimp database with the membership database.
- Have begun reaching out to members classed as "unsubscribed" in MailChimp, whose email addresses are invalid, or whose email addresses have bounced back repeatedly.

Respectfully submitted,  
Pat Bourke, Membership Secretary  
January 5, 2025