

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

April 9, 2025 - 7:00 pm  
Cordova Bay 55+

<b>Barb Lucas</b> - President	<input type="checkbox"/>	<b>Brock Nordman</b> - PR/ Cordovan	<input type="checkbox"/>
<b>Karen Fediuk</b> - Treasurer / Interim VP 1	<input type="checkbox"/>	<b>Michael Giordano</b> - Planning	<input type="checkbox"/>
<b>Dave Chater</b> - Transportation & Parks	<input type="checkbox"/>	<b>Quinn Yu</b> - Events	<input checked="" type="checkbox"/>
<b>David Kuprowsky</b> - SCAN	<input checked="" type="checkbox"/>	<b>Hilary Parker</b> - Secretary	<input type="checkbox"/>
<b>Pat Bourke</b> - Membership	<input type="checkbox"/>		

**Chaired by:** Barb Lucas

**Regrets from:** Quinn Yu, David Kuprowsky

## 1. PRESENTATION

None

## 2. APPROVAL OF AGENDA

**Motion: To approve the Agenda as circulated.**

Moved: Mike Giordano / Seconded Pat Bourke

Carried

## 3. APPROVAL OF MINUTES: CBACA BoD Meeting – March 12, 2025.

**Motion: To approve the Minutes of March 12, 2025, BoD meeting.**

Moved: Pat Bourke / Seconded: Dave Chater

Carried

## 4. ACTION ITEMS

### 4.1 Action Items from March Minutes

- All Action Items from March Minutes complete.

### 4.2 Constitution and Bylaw Amendments

- Proposed Constitution and Bylaw amendments complete.
- Will be posted on website April 10 and sent out on MailChimp in advance of AGM proposal April 30, 2025.

### 4.3 Nominations Committee

- No further nominees for board positions.
- Two people to be proposed for election at AGM.
- Board needs a minimum of six to function.

#### 4.4 Annual General Meeting

##### See Appendix A

- Mayor Dean Murdock confirmed as Guest Speaker on Transit issues in Cordova Bay – Dave C. to introduce.
- One page hand-out with transit background information to be provided in addition to Agenda etc.
- Board reviewed and prioritized list of questions prepared for the mayor.
- A brief Board meeting will follow presentation.

### 5. NEW BUSINESS

#### 5.1 Correspondence

##### See Appendix B

- 3 additional emails received from residents about Aragon petition.
- 6 emails received thanking the board for the Aragon updates.
- Future guest speaker invites:
  - June Board meeting: Saanich Chief Administration Officer - Brent Reams
  - September Board meeting Manager of Parks - Paul de Greef

**ACTION ITEM:** Dave C. to extend invitation to Paul de Greef.

#### 5.2 Administration

No Report

#### 5.3 Treasurer's Report

##### See Appendix C

- Board reviewed the financial statement for fiscal year ending 2024 presented by Karen.

**Motion: That we approve the financial statement for fiscal year ending 2024 and present it to members at the AGM.**

Moved by: Karen Fediuk / Seconded: Barb Lucas

Carried

#### 5.4 Transportation and Parks Report

##### See Appendix D

#### 5.5 SCAN Report

No report

#### 5.6 Membership Report

## See Appendix E

Discussion took place on whether to raise the annual membership fee of \$10.

**Motion: Recommend membership fee remains at \$10 annually and be reevaluated before the 2026 AGM.**

Moved: Pat Bourke / Seconded: Dave Chater

Carried

### 5.7 Public Relations / The Cordovan

#### See Appendix F

MailChimp email opening rate always above 70%.

- Despite some cost-saving efforts, the CBACA currently subsidizing *The Cordovan* significantly.
- Board discussed options to incentivize advertisers given current difficulties facing local businesses. Have already dropped prices by 25%.
- New focus should be on home-based businesses and support services.
- Call-out to be made in June with MailChimp notice in preparation for fall edition.

### 5.8 Planning

#### See Appendix G

### 5.9 Events / Community Engagement

#### See Appendix H

- All Candidates Meeting (ACM) now scheduled for April 21 (Easter Monday) at The Ridge theatre, Claremont School.
- Conservative candidate, Cathie Ounsted not attending any ACMs, will be doing town halls, open house meetings and pub visits instead.
- Board members asked to submit questions in advance.

**Motion: That CBACA share in the costs of hosting the ACM, April 21, 2025, for the upcoming Federal election, up to a maximum of \$400.**

Moved: Barb Lucas / Seconded: Karen Fediuk

Carried

### 5.10 Website Statistics

#### March 2025 Web Statistics:

#1 – Planning Page with 101 views

#2 – Home page with 84 views

#3 – Aragon Update #2 page with 74 views

## 6. OTHER BUSINESS

6.1 None

**Motion: To adjourn.**

Moved: Brock Nordman / Seconded: Mike Giordano

Carried

Meeting adjourned 8:25 pm.

**A.G.M.:** April 30, 7:00 pm

**NEXT MEETING:** May 14, 2025, 7:00 pm

## APPENDIX A

### **4.4 Annual General Meeting**

1. Venue for the AGM is 55+ - confirmed; rental application form submitted along with required Certificate of Insurance.
2. AV requirements will be finalized closer to April 30<sup>th</sup>, but there will be someone from 55+ to help with that if needed.
3. Guest Speaker confirmed – Mayor Dean Murdock, speaking to Transit issues in Cordova Bay. Transportation & Parks Committee is drafting questions / areas for Dean to address.
4. Guest Speaker will be given 15 minutes for speaking and 15 minutes for questions.
5. After last year's AGM, we saw that people wanted to mingle and chat with Board members. It was discussed that we provide tea / water / coffee / cookies BEFORE the 7pm start time. However, all our notices for this year state a 7pm start time. I suggest we all be there at 6:15 to set up and then have time to talk to people as they arrive, and talk a bit with anyone who stays a bit longer at the end. **(Yes? No?)**
6. Notice of the AGM is in the Cordovan, however we will also be sending out a mailchimp notice on April 14<sup>th</sup>. Pat will take care of those members who do not get emails with a mailed notice.
7. Printed handouts will include:
  - Agenda (we might be able to eliminate this one.....)
  - 2024 Draft AGM Minutes
  - Proposed Constitution & Bylaws
  - Nominations Report with bios of all candidates up for election / re-election
  - Full financial report (as opposed to the abbreviated one on the power point) - our accountability to members
  - List of questions that we are asking the guest speaker to addressThis seems like a lot, but I think necessary given what we are trying to get through this time.
8. **All Board members are asked to be there no later than 6:15 to set up and to be available to talk with attendees as they arrive.**
9. As usual, there will be a brief board meeting immediately following the AGM to minute the Officers, Signing Officers and Chairs. I will bring the Agenda for that meeting.

Any other AGM items we need to take care of?

Submitted by Barb Lucas  
April 9, 2025

## APPENDIX B

### 5.1 Correspondence – April Board Meeting

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. Received 2 more emails from residents who had received a copy of the petition currently circulating, and asking if it originated with CBACA. Barb responded to both, and also directed them to our Aragon Update #1 on the Planning page of the website.
3. Email from 1 resident, addressed to myself and Saanich Planning, expressing all the concerns residents have already outlined to Saanich. Saanich Planner Andrea Pickard responded to the resident.
4. Email from the resident regarding the airplane noise issue up on the Ridge. I keep in touch with her, but have not provided any assistance in her issue.
5. Emails received from the Assistants to Brent Reams, Saanich CAO and Saanich Police Chief Duthie. Both have indicated their openness to attending any upcoming board meeting to discuss issues relevant to Cordova Bay.  
**Board Decision required – which future months should we have them attend?**
6. Crystal Sherrah, our website administrator, will be attending our May board meeting to meet the new board.

Submitted by Barb Lucas  
April 9, 2025

### 5.2 Administration

No Report

# APPENDIX C

## 5.3 TREASURER’S REPORT APRIL 2025

Activity Period: March 10 to April 6

### Regular Banking Activities:

#### Revenue

- \$60 membership

#### Expenses

- \$200.00 AGM Financial Review
- \$47.68 Cordovan
- \$5.00 BNS fees

<b>BNS Statement - Regular Chequing</b>			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (March 9)			\$10,117.46
Membership /office supplies (photocopy)		60.00	
AGM book review	200.00		
CB Newsletter (expense/Advertising)	47.68		
Bank Charges	5.00		
Total	\$252.68	\$60.00	\$9,924.78

**Motion:** That we approve the Financial statement for fiscal year ending 2024, and present it to members at the AGM.

## APPENDIX D

### 5.4 Transportation & Parks Committee Report 2025-04-09

#### Transportation & Parks Committee:

T&P Committee has not had a meeting since January 15, but have been recently active in reviewing the proposed questions for the mayor's presentation at the AGM.

#### Art in Parks UPDATE

Nothing new to report from February. Dave will pursue contact with 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 updates

- Confirmed with the Senior Manager of Transportation that the planning project to "reimagine" Lochside Drive as a principally pedestrian and cycling corridor will be initiated in 2025 and with a number of physical changes in 2026.

The project will be phased over a number of years. Phase 1 will be focused on basic traffic calming measures ( e.g. speed humps and raised cross walk) between Claremont Ave and CBR (Mattick's Farm). This initial phase is part of the response to the removal of the stop sign at Walema and Lochside. Saanich has initiated a survey to seek feedback on locations for speed humps etc. along this section of Lochside.

Phase 2 to be completed before 2030 will be a more robust project of traffic calming features, including a "pedestrian plaza" at Doumac and Lochside (see LAP).

#### ● Saanich Parks advocacy and updates

- We are seeking a "community information board" for McMinn Park to support the Pulling Together Program in this park.
- Confirmed with parks, that work is underway again ( it was paused due to extreme wet weather over the winter) to fully revamp Fowler Park to accommodate a large regional pickle ball facility. Saanich Parks expects this upgraded facility to be open for use by the fall of 2025 (weather permitting).
- Newly revised signage and maps (which highlight the seasonal restriction areas) as part of the People, Pets and Parks Strategy (PPPS) have been installed at all of the parks and main beach access points in Cordova Bay.

- **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 2025 VZ proposal for funds to install pedestrian-controlled crosswalk along CBR by Doris Page/CB Parks. We have asked for a debrief of our proposal with VZ staff. Toy McKay from Saanich has offered to join us in this meeting as they were prepared to co-fund the project.  
We do plan on submitting a revised 2026 VZ proposal in the fall.

## **APPENDIX D - *Continued***

### **5.4 Transportation & Parks Committee Report 2025-04-09 - *continued***

- **Other Program Support**

- Dave has been supporting the CBACA President regarding the Aragon development in various meetings held in the past 1-2 months.
- Also provided support to the President and Membership Coordinator on the draft revisions to the CBACA Constitution and Bylaws in preparation for the 2025 CBACA AGM.

**APPENDIX E**

**5.6 MEMBERSHIP REPORT**

**CBACA Board Meeting April 9, 2025**

**“Paid until” status of members in database at April 5, 2025**

<b>“Paid until” status</b>	<b>Apr 5, 2025</b>		<b>Mar 5, 2025</b>	
<b>Current members (2025 to 2031)</b>	<b>529</b>		<b>518</b>	
<b>(2024 expiry)</b>	<b>(74)</b>		<b>(74)</b>	
<b>2025 expiry</b>	<b>231</b>	<b>44%</b>	<b>224</b>	<b>43%</b>
<b>2026 expiry</b>	<b>157</b>	<b>30%</b>	<b>157</b>	<b>30%</b>
<b>2027 expiry</b>	<b>35</b>	<b>7%</b>	<b>31</b>	<b>6%</b>
<b>2028 expiry</b>	<b>46</b>	<b>9%</b>	<b>46</b>	<b>9%</b>
<b>2029 expiry</b>	<b>57</b>	<b>11%</b>	<b>57</b>	<b>11%</b>
<b>2030 expiry</b>	<b>1</b>	<b>&lt;1%</b>	<b>1</b>	<b>&lt;1%</b>
<b>2031 expiry</b>	<b>2</b>	<b>&lt;1%</b>	<b>2</b>	<b>&lt;1%</b>

**New memberships and renewals processed in 2025**

To date in 2025, 66 memberships have been processed: 47 renewals, 19 new memberships.

**Actions undertaken**

- Processed new memberships and renewals, and updated MailChimp database.

**For discussion**

- Recommend the membership fee remain at \$10 annually and that this be reevaluated before the 2026 AGM..

Respectfully submitted,

Pat Bourke, Membership Secretary  
April 5, 2025

## APPENDIX F

### 5.7 PUBLIC RELATIONS REPORT April 9, 2025

#### Advertising Board Report

Upon checking with BARA (Broadmead Area Residents Assoc.) and Seaside Magazine (who only gave an approximate number for a full page ad), CBACA Rates are not out of line. BARA does a bi-annual newsletter as does CBACA.

Seaside does monthly magazines with 17,000 circulation, BUT that means the advertiser's readership is only for one month, then there goes their ad investment. Even though CBACA has a lower circulation, our newsletters stay around much longer than one month therefore "more bang for the buck" for the advertiser.

Given the amount of the subsidy with the current reduced rates, we have very little wiggle room to reduce rates further.

#### **Board Decision Required:**

Should CBACA proceed with some form of Advertisers Loyalty Program that would give further reduced rates?

#### **Rate Comparison:**

AD SIZE	CBACA Rate 2025	BARA Rate (Broadmead)	Seaside Magazine Rate
Eighth page: (business card size)	\$125.00	\$200.00	
Quarter page:	\$200.00	\$400.00	
Half page:	\$375.00	\$800.00	
Full page:	\$725.00	BARA does very few full page ads and does not want them	~\$1100.00

#### **CBACA Results:**

(\*note: Fall 2024 was the first issue with our reduced rates)

ISSUE	#ADVERTISERS	REVENUE	COSTS	NET SUBSIDY
Fall 2023	11	\$5050	\$5651	(\$601)
Spring 2024	8	\$3550	\$5715	(\$2165)
Fall 2024	14	\$4150	\$5640	(\$1490)
Spring 2025				

Submitted by Barb Lucas and Brock Nordman

April 9, 2025

## APPENDIX G

### 5.8 PLANNING REPORT

(a) 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 2nd, however Mike has asked for an extension of an additional 30 days.

The applicant is Kors Development Services. The lot runs between Lochside to Cordova Bay Road, right near Maxine Lane; there is one house on the lot currently, on Lochside Drive.

#### (b) Aragon Proposed Development of Trio Lands

- On March 20th Barb met with 3 residents and 1 additional retired developer who is looking to move to Cordova Bay. Two of the residents are the ones who developed the petition that is circulating. That group has hand-delivered notices about the petition to many Cordova Bay addresses; I believe the petition has over 1300 signatures.
- This group continues to ask for a community meeting with Saanich Mayor and Councillors, and/or with Lenny Moys / Aragon representatives. They were looking into renting 55+ space, not sure if they are still pursuing that.
- The group also requested that the Trio Sub Committee be reinstated. I indicated that the T&P committee, who represents the majority if not all issues about this development, is handling it.
- My suggestion is that we wait to see if we get a new Planning person on the Board and decide then if we expand the subcommittee. This group wants the two additional attendees at the March 20th meeting to be considered for any new committee.
- This group has requested details of what issues we have communicated to Saanich and the developer. On that basis, Aragon Update #3 was prepared by Barb, Dave and Pat and circulated to the Board on April 3rd. It went out to members early this week (Monday 7th or Tuesday 8th). Barb will also send to the strata presidents who agreed to circulate CBACA notices to their owners.

Submitted by Barb Lucas  
April 9, 2025

## APPENDIX H

### 5.9 Events / Community Engagement

#### All Candidates Meeting (ACM)

An All Candidates Meeting is being planned for the upcoming Federal Election on Monday April 28th.

The ACM organizing committee consists of myself, Doug Baer (Broadmead Area Residents Association), and Stuart Macpherson (Falaise Community Association). There was to be help from another member of BARA, however that person is now volunteering for one of the campaigns so has recused himself.

With the very short election period, it has been a challenge to pull this off.

1. Date of ACM – Monday April 21<sup>st</sup> starting at 7pm. This is Easter Monday; however it is the only day that worked for the Ridge Theatre without getting into the weekend and too close to the actual election day April 28<sup>th</sup>.
2. Candidates Confirmed as of April 5, 2025– Elizabeth May (Green)
3. **Board members are asked to submit questions to ask candidates**
4. CBACA, along with the other CA's, are to also send out an email to their members to ask for questions to ask the candidates
5. Barb and Stuart will review all questions, combine those which are similar in topic, and come up with a master list of questions
6. Details of the timing of the evening will be determined based on number of questions, time allowed for opening and closing remarks, and how many candidates are there.

**CBACA will be asked to help out on the evening of the event. Is anyone available that day Monday, April 21<sup>st</sup>?**

Submitted by Barb Lucas  
April 9, 2025