

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

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

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

**Chaired by:** Barb Lucas  
**Regrets from:** Dave Chater  
**Members in attendance:** none

## 1. PRESENTATIONS

- None

## 2. APPROVAL OF AGENDA

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

Moved: Barb Lucas / Seconded: Pat Bourke

Carried

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

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

Moved: Pat Bourke / Seconded: Jennifer Massullo

Carried

## 4. ACTION ITEMS

### 4.1 Action Items from November Minutes

- All Action Items from November Minutes complete.

### 4.2 Scholarships

**No report**

- Now inclusive of individuals with ancestral ties across Vancouver Island (rather than those living specifically in Cordova Bay).

**ACTION Item:** Karen to review wording of scholarship criteria.

**ACTION Item:** Robyn to discuss scholarship with Indigenous Education Department with Saanich School District to ensure it is advertised effectively within Claremont Secondary.

## 5. NEW BUSINESS

### 5.1 Correspondence

**See Appendix A**

### 5.2 Administration

**See Appendix B**

**Motion:** That CBACA proceed with the Breakfast with Santa event on Dec.23, 2025 at the Cordova Bay Golf Club and authorize a subsidy of \$2,000 for the event.

Moved: Barb Lucas / Seconded: Jennifer Massullo

Carried

### 5.3 Membership

**See Appendix C**

- To simplify the process we will trial the removal of the form for membership renewals.

### 5.4 Treasurer's Report

**See Appendix D**

### 5.5 Transportation and Parks Report

**See Appendix E**

### 5.6 SCAN Report

**No report**

### 5.7 Public Relations / The Cordovan

**No report**

- Correspondence sent out regarding Breakfast with Santa planned for December 23rd.
- Correspondence also sent out related to the seasonal play at Claremont.

### 5.8 Planning

**See Appendix F**

- No new applications received from Saanich this month
- In a waiting pattern regarding any additional consultation opportunities on Aragon
- Timber Lane response from CBACA generated some community responses but it appears this project is now also in a holding pattern based on infrastructure and access challenges.

### 5.9 Events / Community Engagement

**See Appendix G**

- We will host one seating for Breakfast with Santa at 9:30am
- Currently we have 34 tickets sold but would ideally like to have 50
- Space will look beautiful and there will be great picture opportunities
- We will consider cookie decorating station to help fill space and provide activity for younger children
- Will advertise in Cordovan and through posters in future years to help establish the event and bring in more community members

#### 5.10 Website Statistics

##### No Report

- November statistics will be reported in January

### 6. OTHER BUSINESS

#### 6.1 None

<b>Motion: To adjourn.</b>
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Moved: Pat Bourke / Seconded: Jennifer Massullo
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Carried
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Meeting adjourned 8:00pm.

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

## APPENDIX A

### 5.1 Correspondence

- Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
- Email received from a resident asking to confirm that CBACA would be hosting a community meeting on the Aragon development proposal. I responded that there currently is no new information to share, so there is no community meeting planned. Subsequent to my response, I was cc'd on an email to Mayor and all Councillors, from the petition group, requesting a meeting with them. I have not been part of any replies, if there have been any.
- Email received from a resident near the Timber Lane proposed development requesting a meeting to discuss why CBACA had no objection to the proposal. I had a respectful meeting with the couple, and subsequently provided them with our follow-up correspondence to Saanich regarding access options for the development. I assume this correspondence was shared with residents in that neighbourhood, which we appreciate.
- The resident who had offered to give a presentation about earthquakes in the broader Victoria area is dealing with some health issues and will not be able to do any presentations until the spring. I will contact this person prior to the AGM.
- As a result of the mail chimp notice about Board Update and Opportunities, we now have a person joining the Cordovan Team to help with pick up from Foto Print, delivery to Canada Post, and delivery to businesses, other organizations and Red Barn magazine shelf. Many thanks to Nancy Chave who will be taking this on. The Cordovan Team and myself will be meeting in early January to go over all procedures.
- Positive feedback again received (by email and verbally) from residents about our latest Cordovan. There were no concerns expressed regarding the amount of advertising in this issue, which was about a 50/50 ratio of advertising to articles.

## APPENDIX B

### 5.2 Administration

- Local lawyer (retired) Scott Marshall has been asked to review our bylaws to see if he sees any concerns with wording, etc. CBACA had drafted these bylaws with input from residents, some of whom were very knowledgeable of bylaw terminology, however as part of our due diligence we have asked Mr.Marshall to give them a once-over.
- On Nov.25 I circulated a motion regarding the upcoming Breakfast with Santa event. It was passed unanimously. For the record, this is the motion:

**Motion:** That CBACA proceed with the Breakfast with Santa event on Dec.23, 2025 at the Cordova Bay Golf Club and authorize a subsidy of \$2,000 for the event.

**Moved:** Barb Lucas    **Seconded:** Jen Massullo    **Carried**

## APPENDIX C

### 5.3 Membership Report

“Paid until” status	Nov 30, 2025		Oct 31, 2025	
<b>Current members (2025 to 2031)</b>	<b>591</b>		572	
2025 expiry	<b>126</b>	<b>21%</b>	233	41%
2026 expiry	<b>229</b>	<b>39%</b>	178	31%
2027 expiry	<b>101</b>	<b>17%</b>	48	8%
2028 expiry	<b>56</b>	<b>9%</b>	49	9%
2029 expiry	<b>58</b>	<b>10%</b>	57	10%
2030 expiry	<b>19</b>	<b>3%</b>	5	1%
2031 expiry	<b>2</b>	<b>&lt;1%</b>	2	<1%
<i>2024 expiry, not renewed</i>	65		69	

#### New memberships and renewals processed

- During November 2025, **14 new memberships** and **112 renewal memberships** were processed.
- Number of households at Nov 30: **330**.
- MailChimp subscribers at Nov 30: **459**.

#### Actions undertaken

- Updated membership and MailChimp databases.
- Sent first and second renewal notices to members expiring at the end of 2025.
- Followed up with members who didn't submit a renewal form to confirm who their membership is to include.

#### Upcoming

- Third renewal notices will go out on Dec 13; final on Jan 10, 2026.

#### For Discussion

With renewals, we increasingly receive a cheque or an e-transfer on its own without a form: 26 of the 108 households who have renewed so far this year (24%) didn't submit a form.

For these e-transfers and many of the cheques, I have to follow up to confirm the adults covered by the membership. Typically, there are two people on the membership but only one name on the e-transfer or cheque.

**Proposal: Streamline the renewal process into one payment step.**

- 1) Direct members to identify the persons covered by the renewal and the renewal period on their method of payment:
  - For e-transfers, by entering the information in the message section.
  - For cheques, by writing the renewal period on the cheque and ensuring it contains the names of those covered.
- 2) Send a confirmation email to confirm the email addresses on file, and ask members to provide email addresses for anyone new they've added.

*Advantages:* Most households are stable. This means one fewer step for members, which may encourage more renewals.

*Disadvantages:* 1) Not being told of email address changes. Renewing members are contacted by email, but I already follow up by snail mail for the few that bounce back as undeliverable, so I think this is minor. 2) Not receiving an email address for those added to a membership. I already have many members who only supply one email address for the household, so I think it's minor.

We propose trying this as a pilot project for the two remaining renewal reminders.

Note: New members will still need to fill out a Membership Form, either online or printed.

Approved

## APPENDIX D

### 5.3 Treasurer's Report

Activity Period: Nov 08 to Dec 7, 2025

#### Regular Banking Activities:

##### Revenue

- \$790.00 Membership
- \$3,550.00 Cordovan Ads (8 -one forest, acera, hoffman, stonescape, compass, golf club, scotiabank, spa- to date as of 12/03)
- \$1325 Events-Santa Breakfast

##### Expenses

- \$74.25 BNS fees

<b>BNS Statement - Regular Chequing</b>			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Nov 8)			\$12,443.72
Membership		\$790.00	
Cordovan Expense and Ads (7/13 advertisers)	4,965.77	\$3,550	
Events-Santa Breakfast		\$1,325	
Bank Charges	\$74.25		
Total	\$5,187.27	\$5,665.00	\$ 12,921.45

Notes:

ScotiaBank visit still to come. Planning to revisit to learn if there are alternative account options. Current community bank account fees: Standard 3.00 fee with limited allowable deposits via e transfer. In 2024 and 2023, we paid an additional 90.00 in bank fees due to membership e-transfers. CBACA pays a \$1.00 service fee for e-transfers/cheques.

Paid additional 71.00 in November due to membership renewals. Anticipate that for December, the fees could be upwards of 140 (events and membership).

## APPENDIX E

### **5.4 Transportation & Parks Committee**

#### **Transportation & Parks Committee:**

- No meetings have been held since the in-person meeting on September 3, 2025. One long-term committee member has resigned from the committee due to other personal commitments.
- Dave is reviewing the committee structure to see if it is still viable, needed or if the membership structure needs to change.

#### **Art in Parks**

- A meeting has now been scheduled for December 15 at the Tsawout FN offices with Tsawout representatives, Dave (CBACA), Dr Brian Thom (UVic) and Saanich Parks management staff. The goal of the meeting is to explore the scope of this potential project and proposed next steps.

#### **Other Program Support**

- Providing support and input to CBACA Planning for our association's response to Saanich.
  - The focus this past month was a submission to Saanich Engineering on active transportation infrastructure mitigations to be undertaken by Saanich for the development (or any large-scale development) in the area.
  - A similar letter will be sent to Saanich Paks with a focus on the parks infrastructure and parkland needs because of the Aragon development (or any large-scale development in the area).

## **APPENDIX F**

### **5.8 Planning Report**

It was a quiet month for the Planning Committee. There were no new Response requests from Saanich and little activity on any of the open files.

Aragon Proposal for Development of the Trio Lands

We re-submitted an email request to Andrea Picard at Saanich Planning for more information as to their vetting process and how and when we would be notified of any decision they reached about the viability of the project in its current form. She indicated that the application was still under internal review. Once all departments have issued their reports, Saanich will send a formal response to the applicant with recommendations for revisions. She did not indicate whether CBACA would be further consulted.

However, a final report to Council is a long way off, likely late fall of 2026.

Barb Lucas and Dave Chater met with Aragon Project Manager Peter Censori on November 20, 2025.

Neither party had any further communication with Saanich to share with each other.

CBACA was cc'd on an email that Dan Horth sent to Mayor Murdock and Council on Nov. 20, 2025 requesting improved community engagement with the residents of Cordova Bay around the Aragon proposal. To our knowledge, there has been no official response as of yet.

1156 Timber Lane

Barb Lucas met in person with a few of the residents of Major Rd. to discuss their concerns about the developer's proposal to extend Major Rd. to access the property rather than rely on the existing access from Timber Lane.

## **APPENDIX G**

### **5.8 Events and Community Engagement**

#### **Overview**

On November 19, Jennifer met with the Cordova Bay Golf Course team to discuss the feasibility of hosting a Breakfast with Santa event. The golf course was very supportive and enthusiastic about hosting. Following this, Barb (CBA President) and Jennifer met to assess whether it would be feasible to launch the event for this year.

It was decided that a proposal would be brought to the Board to move forward with the event on Tuesday, December 23 with two breakfast seatings at 9:00 AM and 9:30 AM.

The golf course requires a minimum of 70 tickets sold for them to close out their lunch service. We agreed to this commitment. As of today, 30 seats have been sold:

- 20 adults
- 5 children (ages 5–10)
- 5 children (ages 4 and under)

Promotion is ongoing, and community response has been positive.

## **Event Progress & Community Engagement**

### **Santa Booking**

Santa Bill has been hired for this year's event. He comes highly recommended and participates in numerous holiday events across Greater Victoria, including the Sidney Sparkles festivities.

### **Community Response & Promotion**

Ticket sales have been slower than ideal, but feedback has been strong. Promotional efforts include:

- Posts on the Cordova Bay Community Instagram
- Posts on the CBA's Meta platforms
- Inclusion in the Golf Course newsletter
- Information shared with both elementary school PACs, school administrators, and all local preschools

Many families have expressed excitement about the event, and we anticipate more last-minute sales as holiday plans become finalized.

### **Next Steps**

#### **Coordination With Golf Course**

Jennifer will meet again with the Cordova Bay Golf Course this week to finalize the food plan and run through the event logistics.

#### **Children's Treats**

A small treat will be sourced for each child to receive when visiting with Santa.

#### **Volunteer Coordination**

Volunteers will be needed for:

- Managing the Santa lineup
- Assisting families with photos (taken on their own phones)
- General event support during both seatings
- Potentially staffing a CBA membership renewal table

The Sidney Camera Club was contacted but is unavailable. Jennifer hopes to confirm volunteers—potentially teens, community members, or board members—who are comfortable taking photos for families.

Jennifer's daughter and a few friends may also assist.

### **Summary**

Significant progress was made throughout November toward launching the Breakfast with Santa event. Community interest is strong, partnerships are supportive, and promotional efforts continue. The focus in the coming weeks will be ticket sales, volunteer coordination, and final logistics with the golf course.