

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

January 14, 2026 - 7:00 pm
Cordova Bay 55+

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

Chaired by: Barb Lucas

Regrets from: none

Members in attendance: none

1. PRESENTATIONS

- None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Jen Massullo

Carried

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

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

Moved: Pat Bourke / Seconded: Karen Fediuk

Carried

4. ACTION ITEMS

4.1 Action Items from December Minutes

- Continuing follow up on the scholarship criteria action items.

4.2 Scholarships

No report

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.

4.3 Nominations Committee

See Appendix A

- Robyn or Brock to chair

Motion: That the CBACA 2026 AGM be held on Wednesday April 29, 2026

Moved: Barb Lucas / Seconded: Robyn Reid

Carried

5. NEW BUSINESS

5.1 Correspondence

See Appendix B

- Note about Health Connect Registry (family doctor search) to be included in Cordovan.

5.2 Administration

See Appendix C

- Meeting with Cordovan team January 23, 2026
- Responding to SCAN request for CBACA role and goals with purpose from constitution

5.3 Treasurer's Report

See Appendix D

- Following up on bank fees

5.4 Transportation and Parks Report

See Appendix E

5.5 SCAN

See Appendix F

5.6 Membership

See Appendix G

- The one step renewal process is working well so far.
- On January 15th archiving those who have not renewed their membership.

5.7 Public Relations / The Cordovan

No report

- Timeline for upcoming Cordovan will be communicated soon by Debbie
- Distributed in early April prior to the AGM

5.8 **Planning**

See Appendix H

- Another quiet month given holidays
- Aragon development still under in review and in a holding pattern

5.9 **Events / Community Engagement**

See Appendix I

- Instagram account created under the umbrella of CBACA for community events
- Breakfast with Santa was a success. Perfect set of numbers for our first year and well set up for next year.
- Looking to do another family event in the Spring.

5.10 **Website Statistics**

No Report

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn.

Moved: Pat Bourke / Seconded: Janet Munson

Carried

Meeting adjourned 8:45pm.

NEXT MEETING: February 11, 2026, 7:00pm

APPENDIX A

4.3 Nominations Committee

AGM Date:

We normally have our AGM on the last day of April, and I would like to motion that we do the same this year.

Motion: That the CBACA 2026 AGM be held on Wednesday April 29, 2026

Moved: Barb Lucas **Seconded:**

Nominations Committee:

The CBACA Bylaws call for the setting of the Nominations Committee no later than the end of February. It will consist of 3 members, only one of which is a board member. That board member cannot be up for election / re-election.

Based on that requirement, the only 2 people that can chair this year's committee are Robyn and Brock. I am happy to help with getting all notice documents ready for mail chimp and the Cordovan.

We can check with last year's other 2 committee members to see if they would be willing to participate again, or this year's chair can decide who to ask.

APPENDIX B

5.1 Correspondence

- Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
- Emails received from a couple of residents complimenting us on hosting the Breakfast with Santa event, and one from a resident indicating they unfortunately could not attend the New Years Eve dinner event at Bill Matticks Restaurant. CBACA had circulated the restaurant's poster about their event; it seems that some people thought it was our event.
- Email received from a resident on Timber Lane who was unhappy to read about our No Objection on the Timber Lane proposal in the last Cordovan. I responded to indicate that the proposed density is allowed on that property, and that CBACA focus was to advocate for traffic, bike and pedestrian safety measures, along with other items. The resident has been sent our official response to Saanich, and is also communicating with the developer representative (Niall Patiell) and Saanich for further information, as are we.
- Email from Saanich councilor Teale Phelps Bondaroff about an initiative he is involved with that is encouraging Saanich residents to register with the Health Connect Registry if in need of a family doctor. Should we also promote this?

APPENDIX C

5.2 Administration

1. I am waiting to hear back from both people interested in joining the Board. One is currently away for work with an indication to contact me around the last week of January.
2. On January 23 I will be meeting with the Cordovan team (Debbie, Sari and Chris) along with Nancy Chave, the new addition to that team. Nancy will take over the delivery of the Cordovans to the advertising businesses, condo buildings etc - every place other than households, which Canada Post will continue to do.
3. Given the Provincial legislation regarding what housing is automatically allowed to be built, and resulting changes at Saanich, SCAN is asking each CA to provide feedback on the following points;
 - ❖ **Describe your current CA's role and goals; and**
 - ❖ **What does your association see as the future role or vision for your CA**

SCAN would like to be proactive and collectively articulate to Saanich what the CA's would like their role to be. SCAN will be dedicating about an hour at their February meeting to discuss this.

For Discussion and Decision

I would like to propose that our response to these two questions would be exactly what it says in our Constitution (approved April 2025).

Per CBACA Constitution:

Purposes

- 2. Inform, engage, connect with and advocate on behalf of the residents, property owners and local businesses of Cordova Bay to maintain a strong, vibrant, active, sustainable and positive community;*
- 3. Advocate on behalf of the Cordova Bay community with the District of Saanich and other appropriate government or jurisdictional authorities regarding the current and future requirements of the community;*
- 4. Foster opportunities for residents, property owners and local businesses in Cordova Bay to discuss issues and become involved in matters affecting the community; and*
- 5. Advance the community vision for Cordova Bay, using the approved 2022 Cordova Bay Local Area Plan as a guiding lens.*

APPENDIX D

5.3 Treasurer's Report

Activity Period: Dec 8 to Jan 7, 2025

Regular Banking Activities:

Revenue

- \$380.00 Membership
- \$650.00 Cordovan Ads (2 advertisers)*
- \$676.00 Events-Santa Breakfast

Expenses

- \$24.00 BNS fees
- \$206.20 (Santa Bkft)*
- \$10.00 (membership reversal)

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Dec 8)			\$ 12,881.45
Membership	\$10.00	\$380.00	
Cordovan Ads (10/13 advertisers)		\$650.00	
Events-Santa Breakfast	\$206.20	\$676.00	
Bank Charges	\$24.00		
Total	\$240.20	\$1,706	\$ 14,347.25

Notes:

Events-Santa Event was successful. Second cheque (\$186 Santa balance) issued but not processed yet. Total costs are expected to be \$2,364.69 while revenue was \$2,001.00.

Cordovan Fall Ads-Awaiting payment from 3 advertisers (Value \$1250).00

ScotiaBank visit mid December. One of the GICs had been automatically renewed for 1 year. We have requested that the automatic renewal be ended. Dave Chater was added as a signing authority.

We requested Scotia Bank to find out if there were alternative account options. Current community bank account fees: Standard 3.00 fee with limited allowable deposits via e transfer. Total banking fees in 2025 were \$161.75.

APPENDIX E

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- No meetings have been held since the in-person meeting on September 3, 2025. Dave reviewing the future makeup and format of the committee.

Art in Parks

- A meeting was held on December 15 at the Tsawout FN offices with Tsawout representatives, Dr Brian Thom and both the Director and Senior Manager of Saanich Parks to discuss the opportunities for FN's artwork or interpretative displays at Agate Park or other parks in Cordova Bay. Good discussion and more meetings to be held in February or March.

Saanich Engineering advocacy and input

- Submitted a follow up email to the Director of Engineering inquiring about progress on our November 2025 request (or demand??) for active transportation mitigation projects in response to large scale developments
- (e.g., Aragon) in Cordova Bay. The Director responded (based on an email prompt from Dave in late December) to say that they would review our request and respond in the new year.
- Submitted a proposal to Saanich to consider a "Neighbourhood Bikeway" along the Ridge area of Cordova Bay.
- Dave has also been discussing this proposal with Capital Bike. They would like to coordinate more with the CBACA on cycling initiatives in Cordova Bay. They see us as an ally in their advocacy with Saanich (and vice versa).
- Received a response from Saanich on our proposal to acknowledge our input into the planning process for these NB's. Dave clarified that we do not support a bikeway passing through Sayward Hill Park (which is what Saanich had indicated as a route in the Active Transportation Plan)

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. Work at Fowler was shut down over Christmas but will restart early in the new year with completion by the fall of 2026.
- Submitted a December 2025 request for parks mitigation projects in response to large scale developments (e.g., Aragon) in Cordova Bay. The Director of Parks responded to say that they would review our request and respond in the new year.

BC Transit advocacy

- Submitted a proposal for improved transit service and infrastructure for Cordova Bay to BC Transit as part of their future transit planning work.

Vision Zero road safety grant

- We submitted a proposal to the 2026 Vision Zero (VZ) road safety grant program in November. A decision on the proposal is expected by April 2026.
- Vision Zero has set out a survey to proponents in their experiences with the program. Dave will be completing the survey as we submitted a proposal in 2025 and were unsuccessful in that submission.

APPENDIX F

5.5 SCAN

Board Update

- CBACA has been contacted by 2 residents interested in joining the CBACA Board. Meetings with these residents will be held during January with the possible outcome of a new SCAN rep and Planning Co-Chair.

Membership

- As of December 31, 2025, CBACA had 599 members; 71 new members joined during 2025. Two-thirds of new and renewing members opt to pay their membership fees via e-transfer, and 60% of members choose multi-year memberships (two to five years).

Planning

- There have been no new Referral Response Requests from Saanich for proposed developments in Cordova Bay.
- The Aragon proposal for 1164 units on 26 acres at 755 Cordova Bay Road is still circulating through the various departments in Saanich. CBACA has submitted a letter to Saanich identifying the priority projects (e.g. regarding traffic, bike and pedestrian safety, local park infrastructure) we feel Saanich is responsible for outside the immediate development area, regardless of the outcome of Aragon's development proposal. A similar letter was sent to Aragon highlighting transportation and parks infrastructure issues that must be addressed as part of any proposed large-scale development on this property.
- The Timber Lane proposal for 17 townhouses is, as of November 2025, back with the developer to respond to Saanich's request for additional information and documentation.

Transportation & Parks

- CBACA T&P Chair recently submitted a letter to Saanich Engineering responding to Saanich's review of Neighbourhood Bikeways across the municipality. In it, CBACA outlined 2 options for a new neighbourhood bikeway in the Ridge area of Cordova Bay and advocated for a shorter implementation timeline for any new route.
- A second letter has been submitted to BC Transit as input for our community to the 2025 Victoria Regional Transit Plan. We are advocating for changes to the service layers (including a Frequent service layer for core Cordova Bay areas and an On-Demand service layer for areas outside the core), routes and supportive infrastructure.

Public Relations

- Our next bi-annual newsletter will go out early April 2026. The timing of that issue coincides with a push to notify residents of our AGM which happens at the end of April.

- We have found The Cordovan to be an effective way to connect widely with Cordova Bay residents, many of whom are not members but may become members as a result of receiving The Cordovan. Each issue includes a membership application form.
- Many thanks to our volunteer Cordovan team who solicit advertisers, edit and design each issue.
- A link to the latest Cordovan issue:
https://cbaca.ca/wp-content/uploads/2015/06/The-Cordovan-Fall-2025_Online-Version_Colour.pdf

Events

- Thanks to our newest Board member and Events / Community Engagement Chair Jen Massullo, CBACA hosted its first ever *Breakfast with Santa* event on December 23rd! The venue was Bill Mattick's Restaurant at the Cordova Bay Golf Course; many thanks to them for providing the delicious buffet breakfast, friendly staff, and Christmas-y decorated space. CBACA will be looking to partner more with local businesses for future events.

Submitted by:

Barb Lucas
CBACA President
president@cbaca.ca

Approved

APPENDIX G

5.6 Membership Report

“Paid until” status of members January 1 to December 31, 2025

- 2025 year-end membership of 599 represents 328 households.
- 3.6% growth in current membership from Dec 31, 2024 (578) to Dec 31, 2025 (599):

“Paid until” status	Nov 30, 2025		Oct 31, 2025	
Current members (2025 to 2031)	599		578	
2025 expiry			109	19%
2026 expiry	109	18%	209	37%
2027 expiry	239	40%	142	25%
2028 expiry	110	18%	22	4%
2029 expiry	58	10%	45	8%
2030 expiry	58	10%	51	9%
2031 expiry	23	4%		
	2	<1%		
<i>2024 expiry, not renewed</i>	599		578	

New memberships and renewals processed

In 2025, **268** memberships were processed.

- 71 new members (34%), and 197 renewal members (66%). Note that some new members who took out a one-year membership before the April 2025 AGM then went on to renew their expiring membership later in the year.
 - In 2024, the 242 memberships processed comprised 83 new members (34%), and 159 renewal members (66%).
- Most folks pay using e-transfer.
 - 67% paid by e-transfer (up from 63% in 2024).
 - 31% paid by cheque.
 - Just over 1% paid in cash.

Actions undertaken

- Processed new memberships, renewals, and requests to be removed from the database.
- Sent renewal nudges (Dec 13) to members expiring at the end of 2025.
- Implemented pilot one-step renewal process with Dec 13 renewal nudge. Seven of the nine renewals received since then used the one-step process via e-transfer.
- Sent renewal suggestion to members who had expired in 2024; uptake from only one household.
- Archived the 2024 database.
- Closed off the 2025 database.

- Began a new database for 2026, retaining 2025 membership information.

Actions current and upcoming

- Sent final renewal nudge to expired 2025 members on Jan 6, 2026.
- Mailed expiry notices to members for whom we don't have email addresses or whose email addresses are currently invalid.
- Reassigned household identifiers to make it easier to keep track of household stats.
- Will archive expired members in MailChimp distribution system on Jan 15 to reconcile it with the membership database.

Respectfully submitted,

Pat Bourke, Membership
January 8, 2026

APPENDIX H

5.8 Planning Report

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

- A request to Andrea Picard at Saanich at the start of the New Year for an update on the development application yielded no new information. The application is still under review by the various departments. She reiterated that the next step will be contacting the developer with an invitation to submit a revised plan if they wish. She did not say if CBACA would be consulted again.
- Emails from concerned residents continue to be received seeking information about the review process. According to Dan Horth and the CB petitioners now totalling 2200, Saanich has not responded to their repeated request for a public hearing.

1156 Timber Lane

- An email to the board by a resident of Timber Lane informed us that a new sign announcing the development application was erected along the route. Presumably Saanich instructed the developer to do so to notify residents that Timber Lane was also being considered as a possible route of access.
- Correspondence with the project manager Niall Paltiel was undertaken in the New Year with a possible face-to-face meeting to occur sometime in the coming weeks.

APPENDIX I

5.8 Events and Community Engagement

Overview

On December 23, the Cordova Bay Association successfully hosted its inaugural Breakfast with Santa at the Cordova Bay Golf Course. The event was very well received by both the community and the golf course team and marked a strong step forward in building family-focused events for the neighborhood.

Santa Bill was excellent and highly engaging with the children and families in attendance. After visiting with Santa, children received wrapped gingerbread men and candy canes, and colouring activities were provided upon arrival. Barb provided a warm welcome to the group.

We had two “elf” volunteers, Anna and Ella from Royal Oak Middle School. They were great with the kids and helped keep everyone engaged during their visit and the line up in order. The golf course kindly allowed them to have some breakfast during the clean up post event before the buffet was taken.

A total of 46 seats were sold:

29 adults

11 children (ages 5 and over)

6 children (ages 4 and under)

Food was plentiful and well received. Service was good and feedback was positive. I think adding pancakes would be a hit for the little ones as well as a hot cocoa station with whip cream in lieu of some of the adult oriented desserts served.

Financial Summary

Revenue:

Ticket sales: \$2,001.00

Expenses:

Golf Course: \$1,813.10

Santa Bill: \$336.00

Miscellaneous: \$146.83

Total Expenses: \$2,295.93

Net Cost to the Association: \$294.93

Next Steps & Looking Ahead:

Next year we will aim for an earlier date, possibly a weekend in early December. I will begin this process shortly to secure a venue and Santa. We will increase marketing efforts and build our Instagram presence to reach more young families. We will also seek to partner more with local shops to expand the event. The capacity for the event, I believe, would be perfect at 60 total guests. I also suggest we move Santa Bill to allow for seating in that area to be spread out more. Many other potential locations. I will work with the golf course team on this. If possible, I would aim to keep pricing the same next year at \$59.00 for adults and \$29.00 for children, I would also suggest including age 5 in the complimentary bracket.