

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

February 11, 2026 - 7:00 pm
Cordova Bay 55+

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

Chaired by: Barb Lucas

Regrets from: Brock Nordman, Jennifer Massullo

Members in attendance: none

1. PRESENTATIONS

- None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Janet Munson

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – January 14, 2026

Motion: To approve the Minutes of January 14, 2026, BoD meeting.

Moved: Karen Fediuk / Seconded: Pat Bourke

Carried

4. ACTION ITEMS

4.1 Action Items from January Minutes

- All Action Items from January Minutes complete.

4.2 Scholarships

See Appendix A

4.3 Nominations Committee

No report

- Robyn to chair

ACTION Item: Robyn to send correspondence this week to existing board members to confirm their intent to stand for reelection as well as general correspondence to CBACA membership to seek interest from new prospective board members for vacant positions.

4.4 **Guest Speaker**

No report

- Exploring a guest speaker option for AGM.

5. **NEW BUSINESS**

5.1 **Correspondence**

See Appendix B

5.2 **Administration**

See Appendix C

5.3 **Treasurer's Report**

See Appendix D

5.4 **Transportation and Parks Report**

See Appendix E

5.5 **SCAN**

See Appendix F

5.6 **Membership**

See Appendix G

5.7 **Public Relations / The Cordovan**

No report

- Letter has gone to previous advertisers and new local businesses regarding 50th anniversary of CBACA
- Hoping to have an article from one or both of the elementary and secondary schools regarding their gardens for the Cordovan

5.8 **Planning**

See Appendix H

5.9 **Events / Community Engagement**

See Appendix I

- 50th Anniversary Celebration - The Ridge at Cordova Bay Golf Course has been reserved for **Friday, May 8th from 7:00–9:00 pm** for an appetizer-style evening reception.

5.10 **Website Statistics**

See Appendix J

ACTION Item: Add a banner to the website related to the 50th anniversary of CBACA.

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn.

Moved: Dave Chater / Seconded: Janet Munson

Carried

Meeting adjourned 8:15pm.

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

Approved

APPENDIX A

4.2 Scholarships

CBACA Scholarship Criteria Discussion

Q - Does “Post Secondary” include Trades?

A – Yes. Following is a list from the Government of BC Education website:

Types of Post-secondary Institutions in B.C.

- Public post-secondary institutions are authorized under provincial legislation to deliver post-secondary education and training in B.C.
- Private and out-of-province public degree-granting institutions are authorized to deliver degree programs in B.C. under the Degree Authorization Act
- Private training institutions are regulated under the Private Training Act – the Private Training Institutions Branch (PTIB) administers how standards for these schools are met*
- Theological institutions in B.C. have statutory authority under a Private Act to offer specific programs
- Aboriginal-controlled post-secondary institutes offer courses and programs to adult Aboriginal learners

APPENDIX B

5.1 Correspondence

- Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
- Email received from the son of former CBACA President and long time Cordova Bay resident Roger Stonebanks. Roger was on the board for a number of years, and held the President role for 7 years. He wrote extensively for The Cordovan. I will be writing an article about past Boards, possibly including the names of past presidents. From what I have researched in past Cordovans, Roger served the longest (7 years) of all presidents.
- Out of various emails received from Saanich, one was forwarded to Brock and Crystal for the website and mail chimp - regarding Saanich’s Advisory or Board Committees. On a side note, I know of a few residents who read that notice and one person is considering applying for the Advisory Design Panel committee.
- I was contacted by Dr.Zareen Charania (of Royal Oak Optometry) early Feb inquiring if we were doing Cordova Bay Day this year. We had an in-person meeting on Feb.6th where I outlined our new direction for Events and the Cordovan opportunities.
- Royal Oak Optometry has purchased the south commercial side of the corner Haro building and is currently undergoing renovations, hoping to open in April. Dr.Charania will be contacting Jen regarding what event CBACA may plan for late summer; Dr.Charania is keen to help and also get other Haro businesses on board.

APPENDIX C

5.2 Administration

- There has been no response from one of the people who initially contacted me expressing an interest in being on the Board; I am meeting with the 2nd person on Feb.17th to discuss his interests.
- On January 23rd I met with the Cordovan team (Debbie and Chris; Sari was unable to make the meeting) along with Nancy Chave, the new addition to that team. We went over the bi-annual Cordovan process; Nancy is looking forward to helping us out in her role of managing the delivery of Cordovans to stratas and businesses.
- I will be away from March 17th to April 5th - in Cyprus meeting my new granddaughter! President emails will be forwarded to Dave to manage in my absence. I am here for both March and April board meetings.

Submitted by Barb Lucas
Feb. 11, 2026

APPENDIX D

5.3 Treasurer's Report

Activity Period: Jan 8 to Feb 7, 2025

Regular Banking Activities:

Revenue

- \$180.00 Membership

Expenses

- \$7.75 bank fees
- \$ 1919.89 (Santa Bkft)*

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Dec 8)			\$ 14,347.25
Membership		\$180.00	
Cordovan Ads (0/13 advertisers)			
Events-Santa Breakfast	\$1919.89		
Bank Charges	\$7.75		
Office	\$13.02		
Total	\$1940.66	\$180.00	\$ 12,395.96

Notes:

Events-Santa Event was successful. Cheques processed (\$186 Santa balance, 1833.89). n revenue.

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

ScotiaBank -no update on options. Fees in 2025 were \$161.75.

APPENDIX E

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- No change in the status of the committee structure, make-up or purpose at this time.

Art in Parks

- A second meeting with Tsawout FN reps, Saanich Parks and the CBACA to continue the discussions on FN art or interpretation signage for Agata Park (and other beach sites in Cordova Bay) is being proposed for March 2. Karen will cover for Dave at the meeting (if it proceeds).

Saanich Engineering advocacy and input

- Submitted a follow up email to the Director of Engineering inquiring about progress on our November 2025 request 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 – NO RESPONSE AS YET.
- Submitted a proposal to Saanich to consider a “Neighbourhood Bikeway” along the Ridge area of Cordova Bay. Dave provided additional clarification that we do not want to see a bikeway route through SHP.

Saanich Parks advocacy and input

- Ongoing contact with Saanich Parks staff to monitor the progress (or not) of projects: Fowler Park pickle ball courts – work is ongoing with the next steps being the installation of fencing and pavement etc. by contractors. The pace of work should accelerate in the next few months.
- 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 - NO RESPONSE AS YET

BCAA EVO bike loan program

- Dave submitted a request to BCAA to have Cordova Bay considered for an EVO bike loan program (i.e. the electric blue bikes).

Claremont High School beach volleyball court proposal

- An agreement is being drafted between SD63 and Saanich Parks to construct and operate the courts. The School Board will be voting on the agreement in March.
- A court booking system is being worked on so that community members will also be able to book the courts.
- If approved in March, construction could begin this spring/summer.

APPENDIX F

5.5 SCAN

SCAN Meeting

I attended the Feb. 4, 2026 SCAN meeting, and had submitted the CBACA Report for that meeting (circulated to this Board for the Feb.11th board meeting). Highlights from that meeting –

1. Guest speakers for the SCAN meeting were from the BC Transit / Saanich Transit Center Project Team. Their presentation was about the progress made to date on the future Transit Center on a BC Transit owned site off of Commerce Circle in Royal Oak.
 - The site (5 properties over 5 acres) has been in the planning for quite some time as the current facilities around Greater Victoria are anticipated to be at capacity by 2028.
 - It will be a fixed route operations and maintenance facility, anticipated to cover local transit needs for the next 20 - 25 years and up to 200 buses at capacity.
 - It has been partly in use for BC Transit HandyDART buses to date; all HandyDART operations have been moved to a new facility in View Royal (opened March 2025)
 - Demolition of buildings currently on the Commerce Circle site will happen in 2026
 - I asked about the On Demand Pilot Projects – there are 5 other locations in the province besides Kelowna with On Demand pilot projects happening. On Vancouver Island, Port Alberni was chosen as the pilot location. No decisions made yet, but apparently that type of service delivery is looking positive. They were well aware of our request for this service!
 - Later this April / May, the Saanich Transit Center Project Team will be ready to do further presentations with more information. They are willing to make a presentation at community association board meetings or general meetings.
 - The website link to this project is:

<https://www.bctransit.com/victoria/transit-future/corporate-infrastructure-initiatives/saanich-transit-centre/>
2. All community associations were in agreement that the CA role is two-fold – advocacy on behalf of their community (and sometimes in conjunction with neighbouring CA's) with Saanich, and communication with residents (including directing residents how / where / when to get info from Saanich on local projects).
3. SCAN Chair also reiterated that SCAN is NOT a registered Society; therefore it is only a forum for all CA's to get together and discuss items of mutual interest. SCAN does not have opinions on any specific projects in Saanich, and would only make a presentation to Saanich Council (on policy or other broad areas) if ALL CA's were 100% in agreement on the issue.

Cordova Bay Association for Community Affairs (CBACA)

Report for SCAN Board Meeting – February 4, 2026

SCAN Discussion - CA's Role with the District of Saanich

Question #1 - CBACA's Current Role and Goals

CBACA's role and goals are outlined in its Constitution, which was ratified by members at our April 2024 AGM. It reads as follows:

Purposes

- *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;*
- *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;*
- *Foster opportunities for residents, property owners and local businesses in Cordova Bay to discuss issues and become involved in matters affecting the community; and*
- *Advance the community vision for Cordova Bay, using the approved 2022 Cordova Bay Local Area Plan as a guiding lens.*

Question #2 - CBACA's Future Role or Vision

CBACA sees its future role as a continuation of the purposes outlined in its Constitution. Even with the reduction of inclusion in Saanich Planning processes (eg relating to local Small Scale Multi Unit developments), CBACA will advocate for improvements relating to the effects of additional density in the community. These include areas such as:

- Pedestrian and bicycle safety - sidewalks, crosswalks, pedestrian - controlled crosswalks, bicycle lanes and route improvements
- Traffic safety at local intersections where more density is proposed / planned
- Timing of improvements as outlined in, for example, the Active Transportation Plan

We also advocate other Objectives and Policies areas as outlined in the 2022 Cordova Bay Local Area Plan (LAP). One section of the LAP (Section 10 Village Area Plan) is included as part of the OCP bylaw; the remaining sections were adopted by Council resolution.

Other areas that we advocate for include:

- Natural areas
- Trail networks
- Park improvements, including advocating for more resources for Saanich's Pulling Together program
- Improvements to beach accesses
- Public art projects

- Improvements to area transit services
- Bicycle routes through Cordova Bay

The LAP provides a wealth of guidance on what our community-supported 20 to 30 year vision is for Cordova Bay. That is why it is included in our Constitution and why CBACA refers to it extensively when communicating on any issue with Saanich, BC Transit and MOTI. We are fortunate to have this current document.

CBACA also sees its role in Community Engagement for events to bring residents together to foster a vibrant and active community. This area is highly dependent on volunteers to plan, organize and execute; we are fortunate to have a current board member and supportive board to start down the road of a variety of events to accomplish this goal.

Planning

There have been no new Referral Response Requests from Saanich for proposed developments in Cordova Bay.

Saanich has completed its first round of review on the Aragon proposal (for 1164 units on 26 acres at 755 Cordova Bay Road). The developer has let us know that they are now in the process of addressing Saanich's review points. CBACA does not know what issues were included in the review letter; timing for Aragon to respond back to Saanich is unknown.

The Timber Lane proposal for 17 townhouses is still with the developer, who has informed CBACA that they will be communicating with all residents in that area (actually knocking on every door) outlining what has been done to address the resident concerns of increased traffic on the access street. Timing for this to go back to Saanich staff is not known.

Transportation & Parks

CBACA T&P Chair continues to wait for feedback from Saanich regarding our proposed bikeways through Cordova Bay as part of the review of Neighbourhood Bikeways.

BC Transit has also not yet responded to our input on the 2025 Regional Transit Plan.

Public Relations

We are on track to putting out our next bi-annual newsletter 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.

Events

2026 marks 50 years since Cordova Bay Association for Community Affairs was formed! Details are currently being worked on for a celebration of this milestone, happening early May 2026.

Submitted by:

Barb Lucas
CBACA President
president@cbaca.ca

APPENDIX G

5.6 Membership Report

Paid-until status of members at January 31, 2026

- January 31, 2026 membership of 514 represents 279 households.
- 24 memberships were processed: 2 new and 22 renewals.
- 11 of the 12 households who renewed used the pilot one-step renewal process.

Paid-until status	Jan 31, 2026		Dec 31, 2025		“Paid until” status
Current members 2026 to 2031	514		599		Current members (2025 to 2031)
<i>(Expired 2025)</i>	<i>(76)</i>		109	18%	2025 expiry
2026 expiry	250	49%	239	40%	2026 expiry
2027 expiry	119	23%	110	18%	2027 expiry
2028 expiry	60	12%	58	10%	2028 expiry
2029 expiry	58	11%	58	10%	2029 expiry
2030 expiry	25	5%	23	4%	2030 expiry
2031 expiry	2	<1%	2	<1%	2031 expiry

Actions undertaken

- Sent final renewal nudges (Jan 6) to expired members.
- Mailed final renewal notices to four households we couldn't reach via email; two renewed.
- Processed new memberships, renewals, and requests to be removed from the membership database.
- Removed 2025 expired members from the MailChimp database (Jan 15).

Respectfully submitted,

Pat Bourke, Membership
February 1, 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

- Saanich has completed its departmental reviews of the Aragon proposal and issued its report back to
- the developer for their consideration. Presumably, the developer will inform us of any subsequent
- modifications to the project.

1156 Timber Lane

- On January 22, Barb Lucas and I met with Niall Paltiel to discuss the status of the project. He has settled on Temple/Major Rd as the access route. He will be conducting a door to door meeting with each resident for properties fronting on Temple, Major, Timber Lane and CBR to inform them about the rationale. Reviewed traffic and pedestrian access needs at the intersection with Cordova Bay Rd. Discussed the possibility of a covenant to prevent owners from creating suites within the townhomes as a means of controlling vehicular traffic. Discussed other possible features of the development, such as a playground and access to the beach through a stairway down the escarpment.

APPENDIX I

5.9 Events and Community Engagement

Overview

This month's activities focused on follow-up planning for the Breakfast with Santa event, coordination for the Association's 50th Anniversary celebration, and preparation for the upcoming Annual General Meeting.

Key Initiatives

Breakfast with Santa – 2026 Planning

- A meeting was held with the Cordova Bay Golf Course to provide payment for the 2025 Breakfast with Santa event and to discuss booking for 2026. The confirmed date for the 2026 breakfast with Santa will be Sunday, December 6th.

50th Anniversary Celebration

- Discussions took place regarding the Association's 50th Anniversary event. The Ridge at Cordova Bay Golf Course has been reserved for **Friday, May 8th from 7:00–9:00 pm** for an appetizer-style evening reception. We are currently awaiting a formal quote and final confirmation from the venue.

Entertainment options are being explored to enhance the event atmosphere. I have reached out to source live music and have received the following preliminary pricing:

- Solo guitarist – **\$300**
- Guitar duo – **\$600**
- Jazz duo – approximately **\$600**

Further consideration will be given to the preferred style and budget once venue costs are confirmed.

Annual General Meeting

- The event space has been booked with Brenda for the **AGM on April 29, 2026**. Access to the space will begin at **6:00 pm for set-up**, with the meeting scheduled to commence at **7:00 pm**.

Next Steps

- Obtain final quote and confirmation for the 50th Anniversary event at The Ridge and decide on ticket pricing.
- Confirm and secure entertainment for the anniversary celebration on May 8th. Suggestions?
- Continue AGM planning and coordination - Speaker suggestions please.
- Cordovan Submission preparations - Thinking two small pieces for events and community engagement.
- Breakfast with Santa Recap with photo from 2025 and a save the date for December 6th
- Announcement for the 50th Anniversary celebration with save the date (this could also be combined into the article about the anniversary).

APPENDIX J

5.10 Website

Brock, Crystal and Barb met on Jan.17th to start the process of updating the “look” of our website. Crystal is very generously volunteering her time (she was quite excited about the project!) to do this. The goal to start with is to update the Home Page to make it more user friendly, with updated photos (thank you Brock), layout and links. No changes will be done to our current website during this time; all changes will be done on a “working site” that will not go live until we are happy with the proposed changes. Stay tuned!

Crystal also forwarded some other statistics for our website. Beyond what is noted below for monthly stats, it is interesting to note the types of devices that accessed our website between December 1, 2025 and January 6, 2026. It is a statistic that Crystal is taking into consideration for this updating project - what does our website look like when accessed on a mobile device.

Devices:

Mobile - 141
Desktop - 100
Tablet - 18

November 2025 Web Statistics:

#1 – Home page with 261 views

#2 – Planning with 52 views

#3 – Cordovan with 48 views

December 2025 Web Statistics:

#1 – Home page with 173 views

#2 – Events with 89 views (indicates the popularity of Breakfast with Santa)

#3 – Planning with 33 views; and
Events “A Blue Grass Christmas” with 33 views

January 2026 Web Statistics:

#1 – Home page with 198 views

#2 – Planning with 47 views

#3 – The Cordovan with 33 views

Approved