

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

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

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

Chaired by: Barb Lucas
Regrets from: Janet Munson
Members in attendance: none

1. PRESENTATIONS

- None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Dave Chater Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – February 11, 2026

Motion: To approve the Minutes of February 11, 2026, BoD meeting.

Moved: Dave Chater / Seconded: Jennifer Massullo Carried

4. ACTION ITEMS

4.1 Action Items from February Minutes

- All Action Items from February Minutes complete.

4.2 Nominations Committee

No report

- No interest just yet
- Hoping that the call for nominations within The Cordovan garners interest

ACTION Item: Social Media Coordinator to be added to the call for nominations (new position for the Board within the permitted 11 seats).

4.3 Annual General Meeting

No report

Notes from previous AGM

- Having **two people checking memberships** as folks enter, **and a third processing** renewals and new memberships, made it all go very smoothly.
- Few folks picked up the data sheets, but **lots asked for an agenda.**
- Put “cash or cheque” for folks renewing or joining in AGM Notice to Members.
- **Use 2 mics** - one for the speaker and the second for handing to those people asking a question. Difficult to hear without a mic, and very difficult for the secretary to record properly.
- The AGM Chair should ensure each person Moving and Seconding any motion state their full name, for accurate minute purposes.
- Set up the chairs so that they face the big drop down screen, where the power point is displayed. It is easier for everyone to see that big screen than the smaller TV. The PP will be displayed on both the screen and the TV
- **Start at 7pm.** That way there should be plenty of time to be completely done and cleaned up by 9pm.

ACTION Item: Complete powerpoint in shared drive under AGM.

ACTION Item: Robyn to draft and Pat to send notice (reminder) of AGM to membership.

5. NEW BUSINESS

5.1 Correspondence

See Appendix A

- Will plan to send correspondence monthly to CBACA community members just after the board meeting.

5.2 Administration

See Appendix B

5.3 Treasurer’s Report

See Appendix C

ACTION Item: Barb to connect with Ada at ScotiaBank regarding bank fees.

5.4 Transportation and Parks Report

See Appendix D

5.5 SCAN

No report

5.6 **Membership**

See Appendix E

5.7 **Public Relations / The Cordovan**

No report

- 15 advertisers for this edition and we were able to sell out all available space.
- Brock will add a follow up to the process in order to gather feedback from advertisers.

5.8 **Planning**

See Appendix F

5.9 **Events / Community Engagement**

See Appendix G

- May need to consider a social media focused board member to drive engagement and presence within the community.
- Will need to consider a future motion related to possible subsidy for the 50th anniversary event.

5.10 **Website Statistics**

See Appendix H

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn.

Moved: Pat Bourke / Seconded: Dave Chater

Carried

Meeting adjourned 8:00pm

NEXT MEETING: April 8, 2026, 7:00 pm

APPENDIX A

5.1 Correspondence

Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.

Some emails received from Saanich Media Relations on a variety of items (eg - a new capital projects guides on their website; call for artists for street murals; call for participation in a new research project on indoor overheating). Saanich sends these notices to all community associations - some might be interesting for our residents, some might not.

Board Discussion:

Should we aim for a monthly mail chimp notice with a link to Saanich's notices?

Lots of activity related to the Cordovan (pictures / articles)

APPENDIX B

5.2 Administration

The 2nd person who expressed interest in a board position was unable to meet on Feb.17th as planned. No further communication has occurred.

I met with a local resident who was part of the group that spearheaded the formation of CBACA. She would be happy to attend our 50th celebration in May; I will contact her closer to that date.

APPENDIX C

5.3 Treasurer's Report

Activity Period: Feb 8 to March 7, 2025

Regular Banking Activities:

Revenue

- \$ 10.00 Membership
- \$ 300.00 (Fall Cdivn -2 advertisers)

Expenses

- \$3 bank fees

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Feb 8)			\$ 12,395.96
Membership	-	\$10.00	

Cordovan Printing/Ads	-	\$300.00	
Events			
Bank Charges	\$3.00		
Office			
Total	\$3.00	\$310.00	\$12,702.96

Notes:

- **Cordovan Fall Ads**-Awaiting payment from 1 advertiser (Value \$950).
- **ScotiaBank** -Community/business chequing account has limited transactions (15) per month, regardless if they are incoming or outgoing. Have received email saying this is their best offer available.

APPENDIX D

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- Reaching out to several community associations to get ideas on how they are handling committees such as the T&PC. I hope to finalize a proposed new committee structure by April 2026.

Art in Parks

- A second meeting with Tsawout FN reps, Saanich Parks, UVic and the CBACA to continue the discussions on FN art or interpretation signage for Agata Park (and other beach sites in Cordova Bay) was cancelled for Wednesday March 11 but is being rescheduled for April 14, 2026.

Saanich Engineering advocacy and input

- Nothing to report this month.

Saanich Parks advocacy and input

- Nothing to report this month.

BC Transit Input

- The CBACA submitted a proposal to BC Transit in January 2026 for improved transit to Cordova Bay. BC Transit has acknowledged our submission but has no significant updates currently on the future regional transit plan.
- BC Transit will be discussing the future transit plan at the April 1, 2026, SCAN meeting. Dave would propose attending this SCAN meeting to further the discussion with transit staff on our CB needs.

Vision Zero Proposal

- Our November 2025 proposal to VZ for the installation of a new pedestrian-controlled crosswalk on CBR near Doris Page & Cordova Bay Park was not accepted by VZ. Apparently, they were only funded for 26% of the proposals that they received in 2025/2026.

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). A video call with BCAA was held on March 10 to discuss our proposal and their criteria to establish this program in the community.

- There is interest in Cordova Bay as a potential “station” for this bike program, but it would likely be 2-3 years before they would see something in CB. The goal is to establish a network for bike stations from Victoria, Saanich to the ferries. As part of that interconnected route, CB could play a role with its own stations. We agreed on the call to stay connected with the BCAA program to how it evolves, grow and how we may be able to fit in with it.

APPENDIX E

5.6 Membership Report

Paid-until” status of members at February 28, 2026

- **516 members**, representing **280** households.

Paid-until status	Feb 28, 2026		Jan 31, 2026	
	Count	Percentage	Count	Percentage
Current members 2026 to 2031	516		514	
<i>(Expired 2025)</i>	<i>(74)</i>		<i>(76)</i>	
2026 expiry	252	49%	250	49%
2027 expiry	119	23%	119	23%
2028 expiry	60	12%	60	12%
2029 expiry	58	11%	58	11%
2030 expiry	25	5%	25	5%
2031 expiry	2	<1%	2	<1%

Actions undertaken

- Processed 2 renewals.
- E-mailed Call for Nominations to 512 members on Friday Feb 20 on behalf of the Nominations Committee:
 - Four members have not supplied an email address.
 - Three emails bounced back: one typo in the email address (corrected and resent), two flagged in 2025 for ongoing email delivery problems.

Respectfully submitted,

Pat Bourke, Membership
March 1, 2026

APPENDIX F

5.8 Planning Report

Project Updates

- 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
- Peter Censorio, project manager, responded to our request to meet with a deferral for the time being. He is presently focussing on Aragon's project in Esquimalt.

1156 Timber Lane

- Barb Lucas received a request from a group of concerned residents seeking an overview of the board's history of involvement with both Saanich and the developer since the proposal first came forward in May 2025. Barb issued to them copies of our official correspondence to Saanich as well a summary of board discussions and meetings to date with Niall Paltiel.

On The Radar

- The 40-unit subsidized housing project for Sutcliffe Rd. may not proceed. The BC budget 2026 suspended the multi-billion dollar Community Housing Fund indefinitely, threatening new non-profit housing projects throughout the province. The government freeze could also potentially affect the 110 units of the Aragon development that are ear-marked as non-profit.
- The newly formed BC Alliance of Neighbourhoods has issued a press release on December 12, 2025 in which they reference a letter to the provincial government denouncing Bill 44 (across-the-board upzoning of single family neighbourhoods) and related legislation. This coalition of community voices argues that the recent housing legislation was rushed and largely shaped by special interests, and decries the lack of public input. As enacted, the legislation significantly reduces the role of municipal planning departments in defining target housing, and eliminates any meaningful consultation with local communities. Presently, members of this organization mostly represent neighbourhoods from Vancouver and the Lower Mainland. It is not clear from their website (see bcneighbourhoods.com) whether their members include neighbourhood community associations like ours, or whether it is a loose umbrella organization for grass-roots advocacy groups.
- On a related note, the Board was informed that Carl Purvis, Manager of Current Planning for Saanich, was an invited speaker at the February AGM for the Mount Tolmie Community Association. He focussed his remarks on the shifting role for community associations as they pivot away from tracking and steering development applications for individual property owners. He sees opportunities for early input to shape overarching district policy, including design decisions, so that what gets built in our communities reflects local needs and environmental concerns. He did not comment on how this relationship between boards and Saanich would be formalized to enable true collaboration.

APPENDIX G

5.8 Events and Community Engagement

Overview

This month's work focused primarily on advancing plans for the Association's 50th Anniversary celebration, preparing communications for the community through *The Cordovan*, and continuing coordination for the upcoming Annual General Meeting.

Key Initiatives

Breakfast with Santa

- The next Breakfast with Santa will take place on **Sunday, December 6, 2026** at the Cordova Bay Golf Course.

50th Anniversary Celebration

- Planning continues for the Association's **50th Anniversary celebration**, scheduled for **Friday, May 8, 2026**, at **The Ridge at Cordova Bay Golf Course** from **7:00–9:00 pm**.
- An announcement article including a save-the-date has also been submitted to *The Cordovan* to begin building awareness within the community.
- We are currently **waiting for the golf course to finalize catering menus and pricing**, which will allow us to determine ticket pricing for the event.
- Entertainment has been tentatively secured. **Louise**, a guitarist who performs a mix of **popular, classical, and Spanish-style music**, has been recommended as an excellent fit for a cocktail-style reception. She performs with a small amplifier and provides low-volume background music that allows guests to comfortably converse. We are currently **awaiting the contract to finalize pricing**.
- To help celebrate Cordova Bay's history, we will also include a **community memory display** at the event. An easel and cork board will be set up so attendees can share photos and memories of their favorite moments in Cordova Bay over the past 50 years.
- Pending final catering pricing, the goal is to **have tickets available for purchase by mid-March**.

Annual General Meeting

- Planning continues for the **AGM scheduled for April 29, 2026**. The venue booking has been confirmed with access beginning at **6:00 pm for set-up**, with the meeting starting at **7:00 pm**.

Next Steps

- Finalize catering details and ticket pricing for the **50th Anniversary celebration** once menus are confirmed by the golf course.
- Finalize entertainment contract with Louise.
- Launch **ticket sales for the anniversary event**, anticipated mid-March.

APPENDIX H

5.8 Events and Community Engagement

Following up on 2 questions we had for Crystal at our February meeting, here are Crystal's responses:

Q1. Do you have any suggestions about how our website is currently being hosted? Is WordPress our best option?

- A. WordPress is the most widely used website platform and is very flexible in terms of functionality and customization. It allows us to build and expand the site as needed without major limitations.

Since your website is already built in WordPress, moving to a different platform would require a full rebuild. That would significantly increase the time it takes to complete it, and it would also mean learning an entirely new system to manage the site.

Another important factor is that I know WordPress very well. Staying on this platform allows me to work efficiently, troubleshoot quickly, and implement improvements without delays. That familiarity ultimately saves time and keeps costs lower for you.

For all of those reasons, remaining on WordPress is the most practical and efficient option.

(I informed Crystal that we will stay with WordPress)

Q2. For our current Home Page, since 2026 is 50 years since CBACA formed, is it possible to put a banner across the top saying something like "CBACA - Celebrating 50 years 1976-2026"

- A. Yes we can have that at the top. It can show on every page and yes usually each smaller page has a little banner with a photo and the page name on it but I would only use that for the page name.

(I asked Crystal to go ahead and put the banner on our website - she has done this. It now is at the top of all our web pages. Perhaps on the new website we might somehow show "CBACA - established 1976" with our tree logo. I will mention this to her.)

February 2026 Web Statistics:

- #1 – Home page with 164 views
- #2 – The Cordovan with 50 views
- #3 – Planning page with 42 views

February 2026 Devices:

- Desktop - 114
- Mobile - 109
- Tablet - 6