

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

April 8, 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: Jennifer Massullo / Seconded: Pat Bourke Carried

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

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

Moved: Pat Bourke / Seconded: Jennifer Massullo Carried

4. ACTION ITEMS

4.1 Action Items from March Minutes

- All Action Items from March Minutes complete.

4.2 Nominations Committee

No report

4.3 Annual General Meeting

- We are all set for the meeting.
- Financial statement (one page summary) to be printed for attendees.
- We will plan to arrive at 6:30pm to help with set up for the meeting.

Action Item: Mention of Brian Thom in the territorial acknowledgement will be removed from the AGM presentation (at his request) and Barb will ask Crystal to remove his name from the website and the Cordovan.

Motion: To approve the annual financial report as amended dated Dec 31, 2025.

Moved: Karen Fediuk / Seconded: Jennifer Massullo

Carried

Motion: To recommend to membership that Katarina Edwards of Katerina's Bookkeeping be retained as the financial reviewer for the Cordova Bay Association for Community Affairs for 2025, as required by Part 7, Number 51 of the CBACA Bylaws.

Moved: Karen Fediuk / Seconded: Brock Nordman

Carried

4.4 Presentation Request - Dan Horth

- Councillor Nathalie Chambers is attempting to address the procedural vacuum left by Bill 44 through a motion that specifically calls for the District to: ***“Explore alternative, non-statutory avenues for public engagement on large-scale developments where traditional public hearings have been prohibited.”***
- Dan Horth has requested that the CBACA provide support for the motion.

Action Item: Barb will attend the Council meeting to listen to the discussion and see how it progresses. Barb will also attend an upcoming SCAN meeting and raise the final motion to determine perspective on the role of community associations in these types of matters.

4.5 Proposed Changes to the Board and Transportation & Parks Committee

See Appendix A

- In-depth discussion about the proposal and possible changes.

Action Item: to organize a Board committee to refine the proposal. Will be discussed again at the May board meeting. Ideally the final proposal would be discussed in June and communicated to membership during the summer.

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**

No report

5.6 **Membership**

See Appendix F

5.7 **Public Relations / The Cordovan**

No report

5.8 **Planning**

See Appendix G

5.9 **Events / Community Engagement**

See Appendix H

5.10 **Website Statistics**

No Report

March 2026 Web Statistics:

- #1 – Home page with 180 views
- #2 – Planning page with 68 views
- #3 – The Cordovan with 47 views

Crystal has started the CBACA website update. It is mainly the home page, for starters, to make it more user friendly and easier to navigate to the more popular pages. There will be less “dialogue” and more “links”.

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn.

Moved: Pat Bourke / Seconded: Jennifer Massullo

Carried

Meeting adjourned 9:00pm.

NEXT MEETING: May 13, 2026 at 7:00pm

APPENDIX A

4.5 Proposed Changes to the Board and Transportation & Parks Committee

Introduction

Over the past few months, I have been considering possible changes to the board and T&P Committee structures. I have also been reviewing other community associations to review their structures for possible considerations by the CBACA Board.

My goals in this review:

- Realign the board to reflect the current “workload” and emphasis.
- Promote more collaboration on key issues within the board.
- Align the board to address the major priority issues and themes that are for the most part articulated in the LAP.
- Achieve greater area representation for the CBACA.
- Tap greater demographic diversity to influence board direction.

Many of the transportation issues, especially in the village area are ongoing, well known and described in the LAP/ATP, etc. There is not much new or surprising there, except to get going on implementation!

What is likely missing is awareness of other transportation and parks issues in other areas of CB, especially on the ridge, Sayward, etc.

Proposals

This is very much my proposal currently. I have, however, discussed this proposal with the T&PC and they are supportive of the need for change.

We are at early stages of this discussion, and I am looking for feedback and recognize that the board would need to approve, at a minimum, any changes for the Transportation and Parks Committee.

1. Board changes

Create a board Land Use Sub-committee

I don't believe we need 2 board members assigned solely to planning anymore as the association doesn't get many referrals from Saanich due to the Bill 44 regulations that essentially approve developments without referral if they are in alignment with the OCP.

I am proposing a Land Use Sub-committee within the board - which would essentially have 3 board members working on transportation, planning and parks together. As an example, most of the information on the response to the Aragon and Timber Lane referrals came from transportation and parks, but this could be broadened. The goal would be to create more collaboration within the board and, in the end, a more integrated response to Saanich and other authorities such as MoTT, BC Transit, CRD, etc.

The parks portfolio, which would be separated from transportation, would be renamed Environment and Parks, with a broadened scope that would mirror sections in the LAP. This

portfolio would have one board member assigned to look after parks, green space and trails. They would be part of the board's Land Use sub-committee.

The transportation portfolio would be renamed Transportation and Mobility to better reflect the scope of its work addressing traffic, transit and active transportation.

Sub-committee membership (three board members):

- Planning
- Transportation and Mobility
- Environment and Parks

Additional proposed board changes:

- **External Liaison position**- Rename/revise the current SCAN rep to an External Liaison role to focus on representing the board at SCAN, but also in conducting discussions with external organizations such as Cordova Bay 55+, school PAC's local sports clubs, school district, etc.
- **Special Projects position** - Create a Special Projects role on the board. This may be a time-limited function to focus on key projects that the board may want to undertake. An example, the current Art in Parks project working with local First Nations, UVic and Saanich Parks, would be a project well suited to this possible board role.
- **Social Media Coordinator** - Create a Social Media Coordinator role, as discussed at the last Board meeting. This position could be filled by someone on the board or be more of a staff function that reports to an existing board member (i.e., Events/Community Engagement or Public Relations/Advertising etc).

2. Community input

Neighbourhood Liaison Representatives - Replace the T&P Committee with broader portfolio and area coverage across CB by establishing Neighbourhood Liaison Representatives from the variety of neighbourhood areas in CB such as Sunnymead, Village, North Ridge, South Ridge, Fowler/Sayward, etc. These would not be board members, but designated residents we could contact to get a better sense of neighbourhood issues.

We would not have to meet with them, unless that proved useful, but we would be able to contact them at various points of the year for general input or if there was a specific issue that needed input.

3. Other standing or sub-committees

Our bylaws allow the board to establish standing or sub-committees with membership from parts of the community or with expertise as needed. These committees can be established on a time-limited issue- or project-based format (e.g., working on a revised Aragon development application, park renewal plan for Lochside Park etc.).

Next steps

Timing

- There is no rush to make any changes, but if some form of the proposed changes were agreed to, ideally they could be implemented before the fall of 2026.

Recommendation

- Create a 2-3 member working group from the board to assess this proposal (and other thoughts) and bring forward recommendations at the September board meeting.

Prepared by Dave Chater

APPENDIX B

5.1 Correspondence

- MANY thanks to Dave for monitoring and responding to the president@ emails while I've been away.
- Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
- Thanks to Brock for the email that went out to members regarding information from Saanich for the month (Cookbook / Capital Works Project Guide / Overheating Research Project). There is not much for this month - I have sent a couple of items to Brock (one is a CRD workshops initiative on strengthening neighbour-to-neighbour connections). There may be more before the next membership email mid-month.
- An email of appreciation from a member about the latest Cordovan was forwarded to the Cordovan team, and I thanked the team for another great issue. Debbie is away until April 25th now; I will touch base with her about how the final pick up and distribution went after she returns.

APPENDIX C

5.2 Administration

- There was an email motion put to the Board regarding support for the upcoming CBACA 50th Celebration at the Ridge Cafe. **For the record**, this was the motion, which received Board approval:

MOTION

Authorize the Events Chair to spend up to \$1000 towards the operating costs for the CBACA's May 8, 2026 50th year anniversary celebration at the Ridge Golf Course.

MOVED: Dave Chater

Seconded: Jen Massullo

Carried

APPENDIX D

5.3 Treasurer's Report

Activity Period: March 8 to April 5, 2025

Regular Banking Activities:

Revenue

- \$ 80.00 Membership
- \$2,675.00 (Spring CdvN -4 advertisers)

Expenses

- \$ 200.00 Katerina's bookkeeping-Treasurer book review
- \$ 6.00 Bank fees
- \$ 5,678.60 Cordovan

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (March 8)			\$ 12,702.96
Membership	-	\$ 80.00	
Cordovan Printing/Ads	\$ 5,633.95	\$ 2,675.00	
Events			
Bank Charges	\$ 6.00		
AGM	\$ 200.00		
Total	\$ 5,839.95	\$ 2,755.00	\$ 9,620.01

Notes:

Cordovan Fall Ads-Awaiting payment from 1 fall advertiser (Value \$950).

ScotiaBank -Barb had a follow up conversation with the Bank Manager. Have not heard anything.

APPENDIX E

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- Following reviews with other community associations and discussions with the T&P Committee, Dave has developed a proposal for changes in the structure for the board and T&PC. This proposal is included in the April board meeting agenda package for board discussion.

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) is now scheduled for April 14, 2026.

Saanich Engineering advocacy and input

- A request from the CBACA President & Vice President has been sent to the mayor to request reconsideration of their initial denial of funding towards the “Vision Zero” crosswalk on CBR at Doris Page Park. The mayor has acknowledged the letter and has asked staff to investigate our request.
- If we don’t hear back from the mayor in the next week on the results of our funding request, a letter has been proactively drafted to go to the mayor and council in advance of their April 14 final 2026 budget council meeting seeking “one-time” funding for the CBR crosswalk. Dave will present this request at their April 14 meeting if required.
- We have been approached by the owner of the Tiller and Grace building and a resident of Parker Ave about the poor state of the intersection at Fenn Ave and CBR, the pedestrian activated crosswalk and a short section of Fenn Ave. It is unsafe for pedestrians and especially children at this point. Saanich is supposed to be rebuilding this whole intersection area later in 2026, but this project has been repeatedly delayed for over 4 years.
- We will be proposing immediate remedial works to fix this area at least for the interim. Residents on Parker are getting mobilized to approach Saanich (and possibly the media) and Dave has contacted the school principal and School PAC to seek their support before we approach Saanich.
- Dave submitted a request to Saanich to lower the speed limit to 30km/h on Alderley Rd (we had several requests asking for this change). NOTE: just after our request, Saanich Council approved a new bylaw to reduce speed limits on most residential streets in Saanich to 30km/h. The process to convert (including signing) to the new speed limit will take 4 years. For 2026, Del Monte, Claremont, Wesley and Haliburton will be changed over to 30km/h.

The balance of the streets in CB will be converted at the same time, but at some point in the next 4 years.

Saanich Parks advocacy and input

- Dave has requested an update on commitments made by Saanich Parks to undertake some park improvements at Doris Page and Sayward Hill Parks. I have not heard back for several weeks. If I don’t hear anything in the next week or so, I will approach the parks senior manager about this issue.

BC Transit advocacy

- Dave attended the April 1, 2026, SCAN meeting where BC Transit discussed the draft future transit plan. There will be another BC Transit meeting with all neighbourhood associations on June 5, 2026 to review the final draft of the transit plan.

Claremont Secondary Volleyball Project - Update

- The school board has now approved the construction of 8 outdoor beach volleyball courts at the school in a partnership with Saanich Parks. Construction will begin in July.

APPENDIX F

5.6 Membership Report

Paid-until” status of members at March 31, 2026

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

Paid-until status	Mar 31, 2026		Feb 28, 2026	
Current members 2026 to 2031	516		516	
<i>(Expired 2025)</i>	<i>(74)</i>		<i>(74)</i>	
2026 expiry	252	49%	252	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

- No activity to report for March 2026.

APPENDIX G

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

- Still on hold with Peter Censorio, project manager.

Dan Horth has requested the support of CBACA at the April 13th meeting of Saanich Council. As per his March 30th email, he requests that we send a designate to attend to speak to Council to restate our position on the Aragon project. He also calls upon us to support the motion to be introduced by N. Chambers which proposes there be an alternate pathway for community input if the formal process of public hearing is denied by Bill 44.

1156 Timber Lane

- We responded to another request from a concerned resident seeking a copy of our Referral Response that we sent to Saanich on November 26.
- A majority of the 37 residents along the affected streets have banded together and issued a petition to Saanich (cc'd to us) in which they outline their objections and concerns. It appears that Niall Paltier has yet to follow through on his intention to speak with each of them face to face.

APPENDIX H

5.8 Events and Community Engagement

Overview

This month's work focused on finalizing plans, confirming pricing, and preparing promotion for the Association's 50th Anniversary celebration.

50th Anniversary Celebration

Planning is now in the final stages for the Association's 50th Anniversary celebration, taking place Friday, May 8, 2026, at The Ridge at Cordova Bay Golf Course from 7:00–9:00 pm.

Ticket pricing has been finalized at \$29 per person, including lite bites, with a cash bar available. Based on current projections, ticket revenue will largely offset food costs, with the Association supporting key elements such as entertainment and décor.

The Board has approved up to \$1,000 in funding to support event costs, primarily the musician and florals. Overall financial exposure will be dependent on ticket sales, with the potential for food costs to be fully covered at higher attendance levels.

Entertainment has been confirmed with Louise Southwood, a local guitarist providing live classical and contemporary music suitable for a cocktail-style reception.

Marketing and promotion are now kicking off, including:

- Mailchimp communication to membership
- Posters and social media campaign
- Outreach through The Cordovan
- Word of mouth, please share with everyone you can think of!

To enhance community connection and storytelling, a memory / photo display will be featured at the event, inviting attendees to bring photos or articles that reflect their experiences in Cordova Bay over the past 50 years.

Annual General Meeting

Planning continues for the AGM scheduled for April 29, 2026, with access beginning at 6:00 pm for set-up and the meeting commencing at 7:00 pm. Projector, screen, TV and microphone have been requested.

Next Steps

- Continue promotion and drive ticket sales for the 50th Anniversary event
- Finalize event logistics including décor, layout, and on-site coordination
- Confirm final attendance numbers and catering requirements
- AGM planning and finalize event details