

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

May 13, 2026 - 7:00 pm
Cordova Bay 55+

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

Chaired by: Barb Lucas

Regrets from: Brock Nordman

Members in attendance: none

1. PRESENTATIONS

- None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat Bourke / Seconded: Jennifer Massullo

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – April 8, 2026

Motion: To approve the Minutes of April 8, 2026, BoD meeting.

Moved: Pat Bourke / Seconded: Jennifer Massullo

Carried

4. ACTION ITEMS

4.1 Action Items from April 8, 2026 Minutes

- All Action Items from April Minutes complete.

4.2 Nominations Committee

No report

Action Item: Robyn to invite Bren Moroz-Pettyjohn to the June 2026 Board meeting to further discuss her interest in one of the current Board vacancies.

4.3 Annual General Meeting (review)

- Consider the inclusion of a more structured question and answer period following CBACA Board presentations.
- Consider venue change for 2027 AGM.

4.4 Proposed Changes to the Board and Transportation & Parks Committee

4.5 Save our Saanich Neighbourhood Society

Action Item: Barb to respond to the letter received.

5. NEW BUSINESS

5.1 Correspondence

See Appendix A

5.2 Administration

See Appendix B

5.3 Treasurer's Report

See Appendix C

Motion: To move the CBACA bank account from Scotiabank Cordova Bay to Coast Capital in Broadmead.

Moved: Pat Bourke / Seconded: Jennifer Massullo

Carried

5.4 Transportation and Parks Report

See Appendix D

Action Item: Barb to request that Susan Brice join an upcoming CBACA Board meeting to discuss and help clarify the proposal process.

Motion: To formally disband the current Transportation and Parks Committee effective immediately with the intention of exploring other avenues for resident input.

Moved: Dave Chater / Seconded: Karen Fediuk

Carried

5.5 SCAN

See Appendix E

5.6 Membership

See Appendix F

5.7 Public Relations / The Cordovan

No report

5.8 Planning

No report

- Application for variance on new build waterfront property, on Cordova Bay Road, is being considered next week. CBACA had originally stated that we could not respond on an

existing build but we raised concerns about the process (or lack thereof) throughout the build.

- Timber Lane contractor is revisiting property entrance options with Saanich and will be responding to the residents about the final determination.

5.9 Events / Community Engagement

No report

- CBACA 50th Anniversary event on May 8th was a huge success
- Just over \$700 was used to support and subsidize the event (of the \$1000 originally approved).
- Crime Stoppers has reached out inquiring whether or not a presentation at a future CBACA Board meeting would be possible.
- Considering another evening event on a Friday sometime mid-October (after Thanksgiving).

5.10 Website Statistics

No report (*update in June Meeting*)

6. OTHER BUSINESS

6.1 None

Motion: To adjourn.

Moved: Pat Bourke / Seconded: Dave Chater

Carried

Meeting adjourned 9:00pm.

NEXT MEETING: June 10, 2026 at 7:00pm

APPENDIX A

5.1 Correspondence

- Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
- Barb received 3 emails from residents thanking us for our presentations and guest speaker at our AGM. Plus, they love the Cordovan!
- Barb sent a thank you email to Andrew Thompson, 55+ President, to thank him and 55+ for their continued support of CBACA through facility use.
- A thank-you email was sent to Colin Plant for his pictures taken at our Celebration event on May 8th at the Ridge Cafe.

APPENDIX B

5.2 Administration

- Barb is now monitoring the planning@cbaca.ca emails.
The planning2@cbaca.ca has been disabled. Crystal has been asked to update the Directors list on our website regarding the Planning vacancy.

APPENDIX C

5.3 Treasurer's Report

Activity Period: April 6 to May 6, 2026

Regular Banking Activities:

Revenue

- \$ 140.00 Membership
- \$1334.00 Events
- \$2,825.00 (Spring Cdn -4 advertisers, Fall 1 advertiser)

Expenses

- \$ 37.75 Bank fees

BNS Statement - Regular Chequing			
Description	Withdrawals	Deposit	Balance
Balance Forward (April 5) -amended			\$ 9,618.01
Membership		\$ 140.00	
Cordovan Printing/Ads		\$ 2,825.00	
Events	\$ 300.00	\$1,334.00	
Bank Charges	\$ 37.75		
Total	\$ 337.75	\$4,299.00	\$ 13,579.26

Notes: April Treasurer report-had incorrect year date (2025) and total should have been 9,618.01, not 9,620.01.

APPENDIX D

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- Dave has disbanded the Transportation and Parks Committee. I met with the committee in April to review the proposed changes. They were all supportive of the change.
- Dave will propose a revised format for more broadly based resident input into transportation and parks issues.

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 May 26, 2026.

Saanich Engineering advocacy and input

- Dave presented a request for “one time” funding for the CBR/Doris Page crosswalk at Saanich Council’s April 14 final 2026 budget council meeting crosswalk. Council did not approve our request.
- For discussion, a revised proposal for the CBR/Doris Page crosswalk:
 - Seek a commitment from Saanich to implement the pedestrian activated crosswalk light system and speed humps within 5 years
 - Phase 1 in 2026/2027- install a painted crosswalk that includes the following features:
Install traffic bollards to delineate pedestrian refuge areas (see photo)

APPENDIX E

5.5 SCAN Report for CBACA

Barb attended the May 6, 2026 SCAN meeting, and had submitted the CBACA Report for that meeting (circulated to this Board for the May 13 board meeting).

Highlights from the SCAN meeting

- **Guest speaker** for the SCAN meeting was Jessie Johnston, program lead on the UVic Speakers Network.
 - The UVic Speakers Network is a re-imagining of the discontinued UVic Speakers Bureau that closed down in 2023.
 - This improved version will launch early in 2027
 - A website is coming
 - The program will not just be lectures and speaking engagements, but also more in depth workshops etc.
 - UVic Professors / teachers are required to contribute a certain amount of community engagement hours, so it is expected there will be many options for possible users of the program to choose from.
 - This is a volunteer service, so there is no fee.
- Discussion regarding Save Our Saanich Neighbourhood Society email
 - Not all CA's received this email
 - All CA reps in attendance except one will not be considering any relationship with SOS

- There is confusion as to their overarching agenda and political tendencies
- There is also confusion online because there are three websites - one is saveoursaanich.ca, the second is saveoursaanich.com, and the third is votesaveoursaanich.com. These websites seem to promote different agendas; Save Our Saanich Electoral Organization (votesaveoursaanich.com) promotes the support of specific candidates for the municipal election.
- **A motion to invite Stu Hackett of Save Our Saanich Neighbourhood Society to present to a SCAN meeting did not pass.**
- Discussion regarding Director & Liability Insurance
 - All community associations (CA) are covered under a SCAN umbrella policy, with each CA contributing their share of the full policy premium. This is through Acera Insurance (previously Megson Fitzpatrick Insurance at Uptown).
 - Karen (on our board) is fully aware of this and handles communication with Acera annually.
 - CBACA also pays for D&O insurance for a \$2M policy level. There was discussion at SCAN whether or not this is sufficient - a \$5M level was felt to be a better level.
 - Those CA's who put on larger events are now finding that there are more rules / security measures / higher insurance levels etc required by Saanich.
- SCAN Chair will go ahead with the application for a table at the Saanich Multi Cultural Festival at Uptown again this year (in June). Looking for a volunteer to manage coverage schedule at the SCAN table.
- At their Monday May 4th Saanich Council meeting, Council dealt with Councillor Nathalie Chambers' motion by pushing it ahead to Saanich's Strategic Planning session *with the next Council*. Her motion was to direct staff to explore and report back on other ways in which residents can be engaged when a Public Hearing is not required under Provincial rules.
- Regarding CBACA's question to the group (is anyone interested in preparing a joint letter to submit to Saanich regarding re-evaluating how to manage / have more guidelines on SSMU Housing proposals?), it was felt that CBACA should submit a draft letter to the SCAN group, then each CA would decide if they wanted to be a signatory.
Given the fact that CBACA does not currently have a Planning Chair, we will put this off until that position is filled.
- The guest speaker at the SCAN June meeting will be Saanich firefighters.
- SCAN does not meet in July and August.

5.5 Summary Report for SCAN Board Meeting – May 6, 2026

Annual General Meeting

On April 29, 2026 CBACA held its AGM. We had Saanich Police Chief Dean Duthie as the guest speaker. He does an excellent presentation and Q&A session if any CA is looking for someone to speak at your AGM.

Five board members were elected or re-elected to the board, to join 2 others who were not up for election.

Board Structure

CBACA is revamping its committees to balance workload and emphasis, taking into consideration the 2022 Cordova Bay Local Area Plan priority issues and themes. It is to include a Land Use Sub-committee made up of 3 board members - Planning Chair, Transportation & Mobility Chair and Environment & Parks Chair.

Planning

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

Concern is mounting, however, as is in some other communities, about the lack of community engagement on Small Scale Multi Unit houses now allowed on all single family lots.

Questions for other Community Associations re SSMUH:

1. Councillor N. Chambers entered a motion at the April 13 Saanich Council meeting, basically directing staff to explore alternative public engagement avenues on large scale developments where public hearings have been prohibited. **This motion was deferred.** However, are there other CA's that would be interested in making a **joint submission** to Saanich about concerns **re the lack of allowable community engagement opportunities relating to Small Scale Multi Unit housing developments?**
2. Are any other CA's interested in a **joint submission** to Saanich regarding the SSMUH rules, and promoting more Saanich policy structure around design, set-back, fit etc?

APPENDIX F

5.6 Membership Report

Paid-until" status of members at April 30, 2026

- 532 members, representing 287 households.

Paid-until status	Apr 30, 2026		Mar 31, 2026	
Current members 2026 to 2031	532		516	
<i>(Expired 2025)</i>	<i>(74)</i>		<i>(74)</i>	
2026 expiry	252	47%	252	49%
2027 expiry	127	24%	119	23%
2028 expiry	65	12%	60	12%
2029 expiry	58	11%	58	11%
2030 expiry	28	5%	25	5%
2031 expiry	2	<%	2	<1%

Actions undertaken

- Processed 6 renewals and 13 new memberships due to the April issue of *The Cordovan* and the AGM.

For discussion

- Are we interested in increasing the membership fee?
- Based on the 2025 membership numbers, increasing the membership fee to \$15 per year for every household that renewed or joined in 2025 would have increased our 2025 membership inflow from \$3,810 to \$5,715, netting \$1,905.