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

November 12, 2025 - 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	X
Pat Bourke	- Membership	✔	**Robyn Reid**	- Secretary	✔
	- SCAN				

Chaired by: Barb Lucas
Regrets from: Jennifer Massullo
Members in attendance: none

Approved

1. **PRESENTATIONS**

- Chief Constable Dean Duthie, Saanich Police Department
    - Sit at 172 sworn officers within six divisions (3 operational and 3 administrative) overseen by a police board comprised of community members. Saanich Mayor was the chair of the Board until the Police Act changed which gave the option of council to elect a chair. Mayor stepped down as chair but is remaining as a council appointed member.
    - Saanich is a safe community. Crime rates and crime severity index substantiate this. With that said, it is important to continue adapting and responding to meet public needs in relation to public safety.
    - Also focused on keeping officers safe in terms of workload, stress and wellness.
    - Stakeholder consultation for last strategic plan. High percentage of confidence from the public in relation to the trust established within the community.
    - Need to be flexible and responsive to emerging crime trends. Adjust and respond to these new community needs while continuing to provide support for existing needs such as traffic and crime.
    - Going through a process to reevaluate how officers are deployed while ensuring the ratio of officers deployed meets the needs. Also ensuring officers have sufficient time off. Noticing positive improvements through these changes.
    - Job has changed a lot and job market has also changed. Finding quality people to fill jobs but they are being selected from a much smaller pool of candidates. Patrol is 24/7 and need to satisfy minimum strength on the road.
    - Crime council requirements, criminal code have added complexity to detective unit resourcing requirements.
    - Minimum strength requirements during the week would be 7 officers and on Friday and Saturday would be 8 officers. Goal is to get to 8 officers each day of the week. This will allow flexibility to manage critical incidents while maintaining regular patrol requirements.
    - Community safety officers - uniformed personnel. Deal with low end low risk calls.

Manage front counter. Looking to expand this to prisoner management area. Looking to expand this to park checks. Large unhoused population, mainly concentrated downtown but seeing more and more over the border in Saanich. Individuals should be treated fairly with referrals to reasonable supports. Currently sworn officers are still performing park checks at a considerable increased cost.

- Officer vacancy rate is very low at about 5%.
- Significant focus placed on retention. We are still filling all seats at Police Academy but it has become harder to do so.
- Growth of police force needs to meet the growth of the municipality in order to continue the level of service provided. Prediction that two officers need to be added each year in order to maintain current service levels.
- Bi-lingual services
    - Well over 30 officers that speak more than one language
- Local Statistics for Cordova Bay Area
    - In 2025 there were 702 police files in Cordova Bay out of 20,093 files for the municipality (approx. 3%). These primarily included reports in the following categories; driving complaints, unwanted guests, suspicious vehicles, check well-being, lost property, by-law noise complaints, mischief and domestic dispute with no assault.
    - Block watch communities are a good way to get information. Block captains will have direct communication with police community liaison. Website, X, Instagram, Facebook and News releases are all options for information updates.
    - Centre zone is the busiest, North zone is the quietest, west zone is the second busiest zone with east zone the second quietest zone. Moving to a no-zone model in 2026. Officers reporting for duty will be assigned to whichever area needs greater support rather than being assigned to zones. Call loads will be dispersed evenly. Saanich remains one of the only departments still doing a zone model so the change has been tried and tested.
- Police Liaison Officer School Program
    - Five officers assigned as school liaison officers.
    - There was a pause in the police liaison officer program in the Victoria School District (SD#61) and half of that district falls within Saanich municipality. There was no disruption to the school liaison program in the Saanich School District (SD#63).
    - Primary and secondary officer assigned to each school in Saanich. 52 schools in Saanich. Not every school sees a police officer every day. Officers are very flexible in terms of the school's needs. Every school has a contact person that can be connected.
    - Working in schools in Saanich for approximately 46 years. New safety plan has been published by School District #61. It is in force right now. Early into the school year but working closely with the Superintendent.
- Lochside Trail and Claremont Avenue Intersection
    - Engineering department related questions. Police are consulted but they don't fall within our domain of making decisions on changes. Reach out to municipality and engineering. Police sit on road safety committee so believe our voice is heard but we don't lead the conversation.
    - Expectation of enforcement of road safety and speed concerns in all areas of the

Approved

municipality is not realistic. Focus is placed on high risk areas.

- Speed reader boards provide a visible reminder to drivers.

- Fowler Road Pedestrian Traffic and Safety Concerns
  - Engineering department related questions.
  - Could e-mail traffic safety unit if requesting a speed reader board for example should concerns persist once the Fowler road area has completed construction.
- E-Scooters and E-Bikes
  - Lots of presentations being attended by liaisons at all levels (elementary, middle and secondary). Safe driving, pedestrian safety. Drinking and driving, spiking of drinks. But a lot comes from the school as requests related to what is current or becoming an issue and we adapt to meet their needs.
  - In addition to the safety concerns present with the infusion of e-scooters and e-bikes there are potential infractions in relation to speed.

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.
Moved: Robyn Reid / Seconded: Dave Chater Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – October 8, 2025

Motion: To approve the Minutes of October 8, 2025, BoD meeting.
Moved: Janet Munson / Seconded: Dave Chater Carried

4. ACTION ITEMS

4.1 Action Items from October Minutes

- All Action Items from October Minutes complete.

4.2 Nominations

See Appendix A

- Jennifer Massullo new to the Board.
- Don has resigned.
- We are now seeking another planning member and continue to seek a SCAN member as it remains vacant.

5. NEW BUSINESS

5.1 Correspondence

See Appendix B

- John Cassidy willing to attend a CBACA meeting as a seismologist to provide information generally related to the Cordova Bay area rather than presenting a specific opinion on the Aragorn development.
- Explore a community information event or AGM guest speaker.

Approved

- Barb and Jen to discuss options with John to determine where the greatest value add may be.

  ACTION Item: Mailchimp notice to members about Board vacancies (SCAN rep and a Planner Co-Chair), the appointment of Jen Massullo, and for Cordovan assistance in our twice annual deliveries.

5.2 **Administration**

See Appendix C

5.3 **Treasurer's Report**

See Appendix D

Motion: The CBACA reinvest the 2 GICs maturing shortly into a 2-3 year long term non redeemable GIC. Moved: Pat Bourke / Seconded: Karen Fediuk Carried

5.4 **Transportation and Parks Report**

See Appendix E

5.5 **SCAN Report**

No report

5.6 **Membership Report**

See Appendix F

- Lots of movement in November in terms of renewals and new members.

5.7 **Public Relations / The Cordovan**

See Appendix G

- Saanich News altered some of the Cordovan distribution this year.
- There was a greater prevalence of drop boxes used this year.
- We are trying to get a better understanding of where the Cordovan has been delivered to ensure we are meeting the commitments made to advertisers.
- With Canada Post strike this year we were required to pivot and now need to review the associated successes and challenges in advance of delivery for the next issue.
- 3500 copies continues to be the ideal number.

5.8 **Planning**

See Appendix H

Aragon

- We do not currently have any information on the anticipated timelines and will proactively

Approved

seek out an update.

5.9 **Events / Community Engagement**

See Appendix I

5.10 **Website Statistics**

See Appendix J

- October 2025 Web Statistics:

  #1 – Home page with 167 views
  #2 – News “Read CBACA Response to Aragon Proposal” with 139 views
  #3 – Planning page with 112 views

6. OTHER BUSINESS

6.1 **None**

Motion: To adjourn. Moved: Brock / Seconded: Janet Carried

Meeting adjourned 9:15pm

NEXT MEETING: December 10, 2025, 7:00pm

Approved

APPENDIX A

4.2 Nominations

On October 20th Barb circulated a motion to the Board regarding the appointment of Jennifer Massullo to the Board. For the record, the motion was approved as follows:

Moved: That Jennifer Massullo be appointed to the CBACA Board effective immediately.
Seconded: Pat Bourke **Carried**

Jen will be the Community Engagement and Events Chair.

Barb met with Jen on October 22 to go over all onboarding items.
Barb, sadly, accepted Don Hinz's resignation, as he outlined in his email to the Board on October 20th. He will be missed!

Barb proposes to circulate a mailchimp notice to members after this meeting about Board vacancies (SCAN rep and a Planner Co-Chair), the appointment of Jen Massullo, and for Cordovan assistance in our twice annual deliveries.

APPENDIX B

5.1 Correspondence

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

Emails and in person comments received from 17 residents, most within the first few days of our mail chimp notice about our Aragon response, thanking us for our excellent detailed response to Saanich.

Three emails received from residents challenging our decision to not object to the 1156 Timber Lane proposed development. With assistance from Janet and Dave, Barb replied and also included a copy of our Saanich Referral Response on this application.

Another email from the resident who is most concerned about the stability of the Aragon site in the event of an earthquake. Barb responded to him, directing him to the geotechnical report available on the Saanich Development Tracker that indicates no concerns and that the site meets the 2024 BC Building Code requirements in this regard.

Thank you to Karen for the introduction to a Cordova Bay resident who has expertise in earthquakes.
Here is an excerpt from his email regarding his area of expertise:

"I would be happy to speak with the Board – I have been a resident of Cordova Bay (on the Ridge) for the past 23 years and a research scientist and earthquake seismologist for the past 35 years. I routinely

Approved

give presentations on earthquake hazards and risk to a variety of groups (engineers, emergency managers, schools, public presentations).

However, please know that I am not an engineer or a geologist, and those are key elements for specific projects that I won't be able to help with."

Board Decisions Required:
Shall we ask for a presentation to the Board? If so, can we move our board meeting to Monday Dec.8th from Wednesday Dec.10th to accommodate a meeting with this resident?

APPENDIX C

5.2 Administration

Emails back and forth with Saanich News to arrange them delivering the Cordovan for us, in Tandem form, which means on top of the Saanich News, not inside with the flyers. This change was due to uncertainty of the Canada Post strike.

On October 28th, Dave and Barb met with lawyer (retired) Scott Marshall, a Cordova Bay resident, who has volunteered his legal services pro bono if we require such assistance. Our question to him was about the legality of enforcement, or not, of project timelines as outlined in the Cordova Bay LAP Village Core document, which forms part of the OCP bylaw. The projects we are most concerned with relate to crosswalks, sidewalks, and bike lanes.

Scott will review the issue and respond to us.

Crystal has been asked to update the Board of Directors page on the website

Approved

APPENDIX D

5.3 Treasurer's Report

Activity Period: Oct 08 to Nov 7, 2025

Regular Banking Activities:

Revenue

- $720.00 Membership ($130 in cheques, $590 e transfer)
- $500.00 Rifflandia festival
- $2450.00 Cordovan Ads

Expenses

- $3.00 BNS fees

BNS Statement - Regular Chequing			
Description	*Withdrawals*	*Deposit*	*Balance*
Balance Forward (Oct 8)			$8,776.72
Revenue Rifflandia		$500.00	
Membership		$720.00	
Cordovan Ads (4/17 advertisers)		$2450.00	
Bank Charges	$3.00		
Total	$3.00	$3670.00	$ 12443.72

Note on Investment: GICs: We have 2 GICS maturing shortly. One matures on Dec 1, 2025 for 12,497.82 and a GIC matures on Jan 30, 2026 for a value of 7829.80. We have earmarked 10,000 for arts but there is no timeline for spending. The treasurer recommends that the CBACA review GIC rates with BNS and reinvest funds into a 1 and 2 (or 3 year GIC) depending on rates.

Revised Motion: The CBACA reinvest the 2 GICs maturing shortly into a 2-3 year long term non redeemable GIC.

Approved

APPENDIX E

5.4 Transportation & Parks Committee

Transportation & Parks Committee:

- No meetings have been held since the in-person meeting on September 3, 2025. Draft documents have been circulated with the committee members to gather input prior to the finalization of the documents.

Art in Parks UPDATE

- No real progress on this project. Dave has submitted an email to the Chief of the Tsawout FN in the past week and left a voice mail with his Admin Assistant. There has been no response. Dave will contact the Saanich FN liaison person to see if they have a direct contact person within the Tsawout FN that may be able to kick start this process.

Saanich Engineering advocacy

- Barb and Dave met with a local lawyer (now retired) to seek free legal advice on whether the LAP direction to construct sidewalks within the village "within 5-10 years" was legally binding on the municipality. It is not, according to the lawyer.
- Dave filed a complaint with Saanich Bylaw about the poor state of the road r/w in front of 5025 Cordova Bay Road. It is almost unwalkable at times (especially for people with mobility challenges) in its current state due to ongoing construction at this property.

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) and input into the "parks infrastructure" issues letter we sent to Aragon.

BC Transit advocacy

- Dave received a copy of the slide deck used by transit staff in our MS Teams call with other CA's and will assess if there are opportunities to provide further input to BC Transit on CB's transit needs.
- Finally got a response from MLA Lana Popham's office to our letter seeking her support for improved transit for CB. No commitment to support us and just laid out the process for transit service decisions (which we knew already).

Vision Zero road safety grant

- The Vision Zero (VZ) road safety grant program for 2026 is now open for submissions. Dave is in the process of redrafting the proposal for a November 18, 2025 submission date.
- Dave participated in a call with a traffic engineer supplied by VZ and Island Health to review our proposal from an engineering perspective. Saanich Engineering staff also joined the call. Nothing significant to add into the proposal, but the proposal will highlight the opportunity to use this free "service" in the development of our revised proposal.
- Dave sent our VZ proposal to Saanich Engineering staff to provide some feedback. Saanich staff provided a few suggestions which will now be incorporated into the final version of the document. Also got some input from the Livable Rural Roads in Saanich (LRRS) group- particularly on the equity focus criteria in the submission.

Approved

Other Program Support

- Providing support and input to CBACA Planning for our association's response to Saanich. The focus this past month was on a submission to Aragon on transportation and parks infrastructure mitigations to be undertaken by Aragon for the development (or any large-scale development) in the area (letter attached). Copies of the document were also sent to Saanich Planning, Engineering and Parks.
- Also providing ongoing transportation and parks information to the president and Planning Chair on the 1156 Timber Lane rezoning proposal.

APPENDIX F

5.6 Membership Report

"Paid until" status	October 31, 2025		Sept 30, 2025	
Current members (2025 to 2031)	**572**		570	
2025 expiry	**233**	**41%**	233	41%
2026 expiry	**178**	**31%**	178	31%
2027 expiry	**48**	**8%**	48	8%
2028 expiry	**49**	**9%**	49	9%
2029 expiry	**57**	**10%**	57	10%
2030 expiry	**5**	**1%**	3	1%
2031 expiry	**2**	**<1%**	2	<1%
2024 expiry, not renewed	*69*		*69*	

Approved

New memberships and renewals processed

- During October 2025, **2 renewal memberships** were processed, representing **1 household**.
- From Jan 1 to October 31, 2025, **118** memberships have been **processed**: **49 new members** and **69 renewals**.
- MailChimp subscribers at October 31, 2025: **457.**

Actions undertaken

- Updated membership and MailChimp databases.
- Revised the "please renew" email, incorporating feedback from Board members. The focus this year: outlining what CBACA has been doing to advocate for the community.

Upcoming

- First renewal notices will go out on Nov 1 to the 233 members who expire at the end of the year; second: Nov 22; third: Dec 13; final Jan 10, 2026.

APPENDIX G

5.7 Public Relations / The Cordovan

Board Discussion:
What should be the ratio of advertisers to content? What is the Board's response to this Fall 2025 issue, which has the most advertisers yet?

The total page count for this Fall 2025 issue ads was 7.875, so about 50% of this 16 page issue.

CBACA Results:
(*note: Fall 2024 was the first issue with our reduced rates, which continued for the Spring 2025 issue. Rates were put back up for the Fall 2025 issue and going forward)

ISSUE	#ADVERTISERS	REVENUE	COSTS	NET SUBSIDY
Fall 2023	11	$5050	$5651	($601)
Spring 2024	8	$3550	$5715	($2165)
Fall 2024	14	$4150	$5640	($1490)
Spring 2025	14	$3550	$4961	($1411)
Fall 2025	17	$7900	$4966	$2934

Approved

APPENDIX H

5.8 Planning Report

Aragon Proposal for Development of the Trio Lands

- On Nov 5, Transportation Chair Dave Chater sent a letter to Aragon in which he laid out concerns about the current infrastructure deficit in Cordova Bay and the additional impact the Aragon project will have on our parks and traffic routes. He made specific recommendations that would enhance transportation and pedestrian safety in 5 high-risk locations, improvements all considered essential regardless of the ultimate size of the project. A copy of this letter was also sent to Saanich Transportation and Parks representatives, who share in this responsibility.

5025 Cordova Bay Rd.

- Project Description: Variances to Setbacks, Lot Coverage and other Zoning Regulations
- On October 28, 2025, CBACA submitted a one page Response to the referral package to Saanich Planning in which we took no position with respect to the request for variances, given the fact construction had already been completed. We noted that the sidewalk in front of the property was in need of rehabilitation. We also asked for more information as to what the potential consequences might be for the applicant given he did not follow the permitting process.
- On October 30, we received a letter of response from Alison Whyte, the Saanich Planner assigned to the project. She explained that Saanich issued a stop work order and a no occupancy order until all requirements for compliance have been met. If defects are discovered or variances denied, the spaces below the garage and parking pad will be required to be filled.

1156 Timber Lane Application for Townhouse Rezoning and Development

- Project Description: 17 townhouses on a largely undeveloped escarpment with access by a statutory right of way connecting to Major Rd. (The lot is currently serviced by a panhandle drive on Timber Lane).
- Following the Board's unanimous decision to support the project at the October meeting, CBACA submitted a 3 page Response to Saanich Planning on October 15, 2025.
- On November 3, 2025, Barb Lucas, Janet Munson and Dave Chater met with project manager Niall Paltiel at his request, during which time we provided him with a copy of our Referral Response form we submitted to Saanich. Niall indicated that in response to neighbourhood concerns, he was taking a second look into other routes of access to the property. He also communicated that Saanich too appeared more open to considering other alternative access routes. He also shared the likelihood that Saanich might insist on upgrades to the lighting and water/sewage lines along Major Rd. if that becomes the final choice.

Since the distribution of the Cordovan to community households in the past week, CBACA has heard from a few disgruntled neighbors along Temple and Major Rd. who objected to our support for the project. On Nov.8, Barb Lucas responded to each with an email that explains the rationale of our position, and attached the Referral Response form so they could read our caveats to Saanich. It is expected that this email will be circulated throughout the neighbourhood.

Approved

Other Tasks

- On Nov 3, Barb Lucas, Dave Chater and Janet Munson met with Saanich planners Eric Joyal (one of 8 Saanich planners) and Carl Purvis (Manager of Planning) for a meet-and-greet.
- Discussion revolved around Saanich's protocol for seeking independent expert opinions when doubts are raised by the community with respect to the adequacy of reports submitted by the applicant's consultants; how to streamline communications in all directions between individual residents, CBACA and Saanich; and available remedies to prevent the proliferation of ugly multiplexes in Saanich communities.

APPENDIX I

5.9 Events and Community Engagement

Overview

On October 30, 2025, Barb and Jennifer met with Karen Jawl to explore potential community holiday initiatives designed to foster engagement and support local businesses. The discussion focused primarily on the Breakfast with Santa concept and a Holiday Shopping Event featuring the shops at Mattick's Farm.

Meeting Summary

- Attendees:
    - Barb (President, Cordova Bay Association)
    - Jennifer (Events & Community Engagement Chair)
    - Karen Jawl (Jawl Properties)
- Discussion Points:
    - Proposal for a Breakfast with Santa event to be held in partnership with the golf course.
    - Coordination of a Holiday Shopping Event to encourage community participation and promote local retail at Mattick's Farm.
    - Integration of family-friendly elements such as photos with Santa or a themed photo booth to enhance the festive experience.
- Outcome:
    - Karen was very receptive to both ideas and expressed enthusiasm about collaborating on these initiatives. She will follow up with the golf course to assess availability, capacity, and interest in hosting the breakfast component of the event.

Next Steps

1. Confirm Venue Availability
    - Await confirmation from the golf course regarding date options and capacity for the Breakfast with Santa.
2. Secure Santa Claus
    - Begin outreach to identify and confirm a suitable Santa for the event
3. Coordinate Photo Experience
    - Research and contact potential vendors for a photo booth or holiday photographer to offer family photos with Santa.
4. Develop Volunteer & Action Plan

    - Draft an action plan outlining volunteer needs and key event roles.
    - Coordinate with shop owners at Mattick's Farm to design the holiday shopping program, including potential promotions, decorations, and participation levels.
5. Next Meeting
    - Schedule a follow-up meeting once the golf course availability is confirmed to begin formal event planning and assign responsibilities.

Summary

This collaboration represents an exciting opportunity to bring festive community spirit to Cordova Bay while supporting local businesses. Early engagement and strong partnerships with Mattick's Farm and the golf course will be key to delivering a successful and memorable holiday event for the community.

APPENDIX J

5.10 Website

Brock, Crystal and Barb will be meeting in the near future to discuss updating the "look" of our website. Proposed changes will be outlined to the Board.

October 2025 Web Statistics:

#1 – Home page with 167 views

#2 – News "Read CBACA Response to Aragon Proposal" with 139 views

#3 – Planning page with 112 views

Further confirmation of the popularity of our Aragon Update #5 - our mail chimp notice had an 86% open rate and 23% click through. Update #4 had an 86% open rate and 5.8% click through. In comparison, the Saanich Climate Plan notice had an 80% open rate and 0.7% click through.

Approved