

**Cordova Bay Association for Community Affairs
Board of Directors Meeting**

Held: 13th October 2021
Location: In Person Meeting at 7:00 pm at Cordova Bay 55+, Cordova Bay Elementary School
In Attendance: Alex Izett, Barb Lucas, Gloria Wills, Michael Giordano, Annie Djiotsa, Karen Fediuk,
Regrets: Brock Nordman, Anna Hakim, Perry Fanthorpe, Dave Kuprowsky
(one position vacant)

1. Presentations: None

2. Approval of Agenda

Motion: To approve the agenda, as circulated.

Moved: Gloria / Seconded: Mike

Carried

3. Approval of Minutes from CBA BoD Meeting Sept.8, 2021

Motion: To approve the Sept.8, 2021 minutes as circulated.

Moved: Gloria / Seconded: Karen

Carried

4. ACTION ITEMS

4.1 Nominations / Vacant board position

Summary Points:

- Perry had expressed interest in membership position, but no word yet on his decision.
- Time is of the essence in notifying our members of board vacancies.
- A full, take-action board is needed to ensure we start moving ahead on our community engagement goals which have been communicated to our members since early 2021 after the positive assistance from the Royal Roads communication project with Barb Collumbin. CBA has not made any headway in continuing the momentum started with the Speaker Series in January and February 2021.
- There are Standard Operating Procedures (SOP's) for each position; given the vacant position it may be timely to have each board member review the SOP's for their position to ensure accuracy.

Decision / Action:

- Perry to notify the Board of his decision of which position he wants (membership or events) by October 19th; Barb to inform Perry of this deadline.
- Once this decision is known, Brock to send out a notice of board vacancy to CBA membership via Mailchimp; it will also be posted on our website.
- At the November board meeting there will be a discussion on the SOP's, with each board member indicating whether or not the SOP's for their position

- (1) reflect an accurate representation of the position requirements;
- (2) include the necessary tools to meet the obligations of the role; and / or
- (3) indicate a need and suggestions for improvement.

- Barb will add time limits to the agendas starting November and be the timekeeper at future board meetings.

4.2 Review of all Action Items from Sept.8, 2021 board meeting:

- a) Mike to follow up with Saanich regarding the initial build of the accessory building at 4936 Haliburton Place, inform the Board, and submit our response.
Outcome: Done. There were no variances on the initial build. CBA response indicated that we could not give an opinion on this application. There are no Saanich guidelines that cover conversion of existing accessory buildings to Garden Suites; given the significant variances, approval could have a significant impact on our neighbourhood.
- b) Perry to review CBA SOP's for membership and events.
Outcome: Not done. New deadline of October 19th.
- c) Mike to investigate what the cost would be to "market" CBA and drive content through our social media with the goal of increasing membership.
Outcome: Done. Given our low level of activity on our Facebook page, the marketing firm contacted by Mike indicated they would consider doing it for free.
- d) Notice needs to go out to our membership regarding board vacancy, and a request for assistance with marketing.
Outcome: To be done.
- e) Alex to manage the transition period for the membership role.
Outcome: Done. Alex is checking the CBA post office box and getting all cheques received to Karen. He is not and, as agreed, should not do anything with the membership database; this is best left to the person who takes over from Neil.
- f) CBA to re-visit sending out another survey regarding the LAP once it goes before Council again.
Outcome: To be done. The LAP Advisory Committee has been notified by Pam Hartling that the proposed LAP has again been referred back to all Council Advisory Committees and the Mayor's Standing Committee on Housing Affordability and Supply. This review is expected to be done by the end of October 2021.
- g) Regarding the Federal election All Candidates Meeting, Brock to send out link via mailchimp for the pre-recorded meeting to our members as soon as received.
Outcome: Done.

- h) Regarding the Federal election All Candidates Meeting, Reuben to post the link on our website. The Board acknowledged the role of BARA in organizing this ACM, and expressed their appreciation.
Outcome: Done. The Board acknowledged the role of BARA in organizing this ACM, and expressed their appreciation.
- i) Mike to add to our CBA Development Application Form contact info for CBA and Saanich.
Outcome: To be done. Mike will add to our form, and also request that Saanich require it to be on the Development signage that goes on the property.
- j) Annie to correspond with Chuck Bell regarding (1) their timing of sending referral requests to CBA and (2) Saanich's process of determining Community Contributions.
Outcome: Done. CBA received a response from Chuck Bell, which has been added to the planning document in google docs that accumulates info received from Saanich on this and all other planning inquiries of a general nature.
- k) Mike waiting on Saanich to receive their Referral Request form on 5070 Catalina Terrace.
Outcome: Done. Referral Request received and returned, indicating No Objections with a comment that the development seems to have met requirements as set out in the Proposed Cordova Bay LAP section 5.9 relating to slope stability, geotech study, tree removal and tree protection.
- l) Perry to convene a Communications Strategy Committee meeting and follow-up with Barb Collumbin.
Outcome: Not done.
- m) Brock to investigate submitting an article to the Saanich News about CBA.
Outcome: Not done.
- n) CBA to move to having only cheques, cash and e-transfers as membership payment methods; Pay Pal account will be wound up.
Outcome: Not done. Waiting for the membership position to be filled.
- o) Alex to get the thank-you gift certificate for Neil.
Outcome: Done
- p) Anna to prepare an article for the Cordovan asking for feedback on transportation issues in Cordova Bay and including a call for volunteers to sit on the committee.
Outcome: To be done. The Transportation Committee (TC) is working on this.
- q) Alex and Anna to meet in person with Saanich Engineering as part of Anna chairing the TC.
Outcome: Not done Awaiting confirmation from Anna on participation.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Lots of junk mail over the past month! Reuben has now done some clean-up.
- Various correspondence from Saanich; circulated to the Board as appropriate.
- Bulletin from LRRS (Liveable Roads Rural Saanich is forwarded to Anna for the Transportation Committee information.
- SCAN correspondence is forwarded to David.
- Regarding the community consultation on Fowler and Lochside Parks, there were discussions with Saanich Parks a few years ago on this topic; it is also referenced in the Proposed Cordova Bay LAP.
- Request from Saanich Parks to include our video of the "*Indigenous Peoples of Cordova Bay*" was responded to in the positive.

Decision / Action:

- Gloria to add the link for Better Mobility Saanich to the CBA website.

5.2 Administration Items:

Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: regular board meetings and the fall issue of the Cordovan.

Decision / Action:

- Board members are to get their articles for the Cordovan to Debbie Sherwood by November 2, 2021.

5.3 Treasurer's Report

Summary Points:

- There is \$8,130 in the regular chequing account and \$1,413 in the Pay Pal bank account.
- Current transactions include a deposit of membership fees of \$180; payments for expenses of \$100 for a gift card, \$27.22 for Cordovan expenses; and \$151.50 to MBrand for website updates.
- Note that the payment to MBrand was for Reuben to do one posting (re the ACM) on our website while Gloria was away. It is expensive to have a contractor update our website.

5.4 Transportation Committee

Summary Points:

- The TC has had one meeting and discussed possible survey questions to be included in the next Cordovan.

5.5 Membership Report:

No Report.

5.6 Planning Report

Summary Points:

- Thanks to Annie and Mike for the excellent Planning folder in google docs. It is well organized and easy to follow updates on current developments.
- From the tracker – current updates:
 - 1) 5070 Catalina Terrace referral form has been sent in
 - 2) 4585 Cordova Bay Road – this property has changed hands; no additional information available from Saanich.
 - 3) 4600 Cordova Bay Road – developer still waiting to hear from Saanich if there are any additional items to be addressed; if an open house is held CBA will be informed.
 - 4) 4601 Cordova Bay Road – per Saanich, current owner has until end of November to submit all outstanding final documentation; if not submitted by this date the subdivision process will need to be started again due to time lapse.
 - 5) 4623 Cordova Bay Road – the new owner had approval and has removed the old house on the property; waiting on Saanich for the green light to begin construction on the 2 new houses.
 - 6) 4829 Cordova Bay Road – old house has been demolished and new house almost complete; services are in for the 2nd house.
 - 7) 4900-4904 Cordova Bay Road – expected to go to Council “soon”.
 - 8) 5118-5120 Cordova Bay Road The Haro – buildings 1 and 2 to be completed by Dec.1, 2021; asphalt starting November 2021; no grocery store going in.
 - 9) 5035 Del Monte – 4 lot subdivision has been approved; all 4 lots have been sold.
 - 10) 5117 Del Monte – 4 lot subdivision has been approved; 1st phase of tree removal is complete and sewer and drain infrastructure has been installed.
 - 11) 5147 Del Monte - 4 lot subdivision; waiting on Saanich for approval of their engineered site servicing drawings.

- 12) 5197 Del Monte – BeeSpot development approved; one house under construction
- 13) 4936 Haliburton Place – CBA referral response sent in as noted in 4.2 (a) above.
- 14) 6105 Pat Bay Hwy – Owner Lida Homes has approval to build a 2 storey office building; the foundation is in and construction is expected to complete mid-2022.
- 15) 941 Sutcliffe Road (Community Club) – confirmation received from Saanich that the shape, size and siting of the proposed building has not changed, nor has the design or the materials.
- 16) 4727 Tree Top Heights – owners getting revised drawings regarding infrastructure upgrades as required by Saanich; engineers are working on a variance to support not widening the road.

- Mayor and Council have sent the Rezoning / Development Application for a new Community Club (941 Sutcliffe) to Public Hearing (date TBD). The Open House on this proposal was 2 years ago; CBA's referral response at that time was "No Objection with Comments". Recent word from both the developer and Saanich Planning has confirmed that "no material changes have been made to the project". Correspondence for and against the proposal is included with Saanich staff report to Council.
- The Community Club development is another example of how CBA needs to establish guidelines as to how its decisions are made.
- It is still questionable as to how much weight Saanich Council puts on CBA's referral responses; Council has its priorities it follows.
- It is a challenge to accurately gauge community support / non-support for a development; we can, however, ensure we communicate to residents all development open house dates, Council meeting dates at which applications will be considered, and any other timelines we are aware of.
- The developers of 4981 Wesley Road had indicated to CBA they were prepared to make a significant Community Amenity Contribution (CAC); we will wait until the application is made to Saanich before following up on this.

Decision / Action:

- Brock to send out notice to members regarding the date of the public hearing for the Community Club development when known, and Gloria to post on our website.
- CBA's official response from 2 years ago will stand.
- CBA Board to develop a list of items / areas we would like to see CAC's from local developments spent on in Cordova Bay. Put on the agenda for a future board meeting.

- CBA will speak at the Public Hearing for the Community Club indicating No Further Comment because there has been no additional engagement with the community since the last presentation by the developer 2 years ago.

5.7 SCAN Report:

Summary Points:

- The only item is the bulletin from the Liveable Roads in Rural Saanich (LRRS)
- SCAN still trying to finalize the list of questions for an upcoming meeting (November) with our local MLA's.

5.8 Public Relations:

Summary Points:

From the latest mail chimp notices sent to members:

- Sept.24th Fall 2021 Saanich Spotlight – open rate 67.4%; unique click rate 33.5%
- Sept.16th All Candidates Meeting link – open rate 54.5%; unique click rate 14.7%
- Sept.16th Rezoning and Dev.Permit Application on 941 Sutcliffe Road – open rate 64.2%; unique click rate 2.3%
- Sept.14th Saanich Climate Action Series – open rate 54.4%; unique click rate 3%

Decision / Action:

- Discuss with Brock at the November board meeting about engaging a marketing firm to drive content on our social media.

5.9 Events:

Summary Points

- CB55+ did not have a celebratory event for International Seniors Day.
- Saanich has requested CBA permission to place a link on their website to our Speaker Series on Cordova Bay Indigenous History; we have given Saanich permission to do this and provided them with the link.

Decision / Action:

- If anyone has any ideas for a future Speaker Series topic, please bring it forward to the next board meeting.

5.10 Website Report:

Summary Points:

- September stats: #1 Home Page with 104 hits;
#2 Board of Directors page with 38 hits;
#3 Planning with 37 hits.

6. OTHER BUSINESS

- Our 2 Claremont School Scholarships are a Great News story!

Decision / Action:

- Karen to begin the process of developing a news release article and photo for Saanich News regarding our Claremont scholarships.
- Brock to assist Karen, and send the article out on our social media once finalized.
- Alex will provide information on our new First Nations scholarship in the upcoming edition of The Cordovan.
- Gloria to update our website with the 2021 Scholarship recipient and add the new First Nations Scholarship criteria.

Motion to adjourn.

Moved: Barb / **Seconded:** Mike

Carried

The meeting adjourned at 8:52 pm.