

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

Held: 10th November 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, Brock Nordman, Anna Hakim, Perry Fanthorpe, Dave Kuprowsky , Karen Fediuk,
Regrets: Annie Djioisa (+ one position vacant)
Meeting Start Time: 7:08pm

1. Presentations: None

2. Approval of Agenda

Motion: To approve the agenda, as circulated.

Moved: Gloria / Seconded: Perry

Carried

3. Approval of Minutes from CBA BoD Meeting Oct.13, 2021

Motion: To approve the Oct.13, 2021 minutes as amended to include this bullet under 5.6 Decision / Action:

“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 two years ago.”

Moved: Gloria / Seconded: David

Carried

4. ACTION ITEMS

4.1 Nominations / Vacant board position

Motion: That Perry move to assume the Membership position; leaving the Events position vacant.

Moved: Barb / Seconded: Gloria

Carried

Summary Points:

- All notices have gone out to members regarding the vacant position and a call for volunteers.

Decision / Action:

- Barb to receive any emails in response to this call-out; the 2 received to date will be forwarded to Barb by Alex.

4.2 Review of all Action Items from Oct.13, 2021 board meeting:

- a) Perry to notify the Board of his decision on which position he will assume.

Outcome: Done.

- b) Brock to send out a notice to members regarding board vacancy; Gloria to post on our website.
Outcome: Done.
- c) Board to review the SOPs for each position for accuracy, necessary tools, and suggestions for improvement.
Outcome: Done.
- d) Barb to add time limits to all meeting agendas, starting with November, and be the timekeeper at the meetings.
Outcome: Done.
- e) Perry to review SOPs for the Membership and Events positions.
Outcome: Done.
- f) CBA to re-visit sending out another survey regarding the LAP once it goes before Council again.
Outcome: To be done if/when the LAP goes to Public Hearing.
- g) Mike to add to our CBA Development Application Form contact info for CBA and Saanich.
Outcome: Done. Mike has made the request to Saanich.
- h) Perry to convene a Communications Strategy Committee meeting and follow-up with Barb Collumbin.
Outcome: Not done. This will be undertaken by the new Events Chair.
- i) Brock to investigate submitting an article to the Saanich News about CBA.
Outcome: Not done.
- j) 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. Karen and Perry will look into this.
- k) 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: Done.
- l) Alex and Anna to meet in person with Saanich Engineering as part of Anna chairing the TC.
Outcome: Done. Online meeting scheduled for November 18th
- m) Gloria to add the link for Better Mobility Saanich to the CBA website.
Outcome: Will Not Be Done. BMS has no website link.
- n) Board members to get Cordovan articles to Debbie by Nov.2, 2021
Outcome: Done.
- o) Brock to notify members of the Public Hearing date for the Community Club.
Outcome: To be done once the date is known.

- p) CBA Board to develop a list of items / areas we would like to see CAC's from local developments spent on in Cordova Bay.
Outcome: To be done
- q) Discuss with Brock the possibility of engaging a marketing firm to drive content on our social media.
Outcome: Done. Given the quote received by Mike from a local marketing firm, engaging an outside firm is too expensive.
- r) If anyone has ideas for a future Speaker Series topic, bring to the November meeting.
Outcome: Done. To be left for the new Event Chair.
- s) Karen to begin the process of developing a news release article and photo for Saanich News regarding our Claremont scholarships.
Outcome: Done. The article is being finalized.
- t) Brock to assist Karen and send out on social media once finalized.
Outcome: To be done. Once the article is complete.
- u) Alex to provide info on our new First Nations scholarship in the upcoming Cordovan.
Outcome: Done.
- v) Gloria to update CBA website with current scholarship information.
Outcome: Done.

4.3 Discussion of Standard Operating Procedures

Summary Points:

- The SOP document was reviewed with changes noted.
- President voting rights to be brought into line with Roberts Rules – ie same voting rights and privileges as all other members.
- The document is in Cloud storage with all changes tracked and by whom.

Decision / Action:

- Barb to update the SOP document in google docs.

4.4 Discussion of marketing / social media options

Summary Points:

- The marketing quote obtained by Mike is too expensive for us to use.
- The Royal Roads volunteer program did not choose CBA as their project.
- Social media and Saanich News could be used to drive membership.

Decision / Action:

- Brock to contact Larry Gontovnik regarding previous types of articles submitted by CBA to Saanich News and also to contact Saanich News directly to suggest our Cordovan articles for submission.

- CBA will continue to have the two Chair positions of Events and PR.

4.5 LAP Process Re-boot

Summary Points:

- On Oct.25th Council began its discussion of staff's recommended re-boot of the LAP process but did not finish and deferred the discussion to a future Council meeting.
- CBA spoke at the meeting and expressed its support for Saanich staff's recommendations for proceeding with the LAP update process.
- The Cordova Bay LAP is going to Council on November 29th.

Decision / Action:

- Notice to be sent out to members regarding the November 29th date for the CB LAP.
- Barb to speak of CBA's support of the proposed LAP at that meeting and include a recognition and thank-you of Pam Hartling's efforts in bringing the LAP to fruition.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Various correspondence from Saanich:
 - re the Metis Nation of BC purchase of land in Saanich for a Metis Centre of housing, child care, community space;
 - Notice that the application to send 4900-4904 Cordova Bay Road to public hearing was overturned by Council and is to go back to staff and developers re concerns of house design, tree removal and EV requirements;
 - Notice regarding upcoming event put on by CUI Victoria (Cdn.Urban Institute) and Victoria Fdn. On "Belonging in Victoria: Muslim Voices for Change";
 - Notice from Saanich Parks regarding their survey on Lochside and Fowler Parks upgrades.
- BC Gov. Press Release regarding giving municipalities more power to simplify and speed up their development approvals processes.
- Correspondence from residents regarding:
 - Doris Page Park; Alex has written to Saanich to find out what is happening on that initiative;
 - Pedestrian safety concerns at Alderley and Sayward;
 - Truck debris on Fowler / Sayward from the Aragon development; Alex has written Aragon on this.

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.
- CBA Zoom account has been cancelled now that we are meeting in person again; it can be renewed if another Speaker Series happens.
- There is a significant amount of spam through some of our emails.

Decision / Action:

- Karen and Gloria to develop an itemized list of our concerns, including the following items, and get a quote from Reuben before any work proceeds:
 - (i) update the CBA domain name;
 - (ii) provide board members with internet best practices and safety processes;
 - (iii) set up “position” email addresses.
- Gloria to remove all personal email addresses from our website.

5.3 Treasurer’s Report

Summary Points:

- There is \$7,740 in the regular chequing account.
- Current transactions include a payment for the annual postal box rental; there were not deposits of membership fees.

Decision / Action:

- Gloria to remove all personal email addresses from the CBA website.

5.4 Transportation Committee

Summary Points:

- The TC continuing to work on survey; the goal is to have only one question.
- The TC looks forward to working with the new Events Chair. CBA Events will bring more exposure, engagement and awareness of CBA and the TC to residents.
- TC may consider working with Saanich Police and Block Watch – Tips and Tricks.

5.5 Membership Report:

Summary Points:

- Perry will work with Neil on taking over the membership position.

5.6 Planning Report

Summary Points:

- Current updates:
 - 1) 5118-5120 Cordova Bay Road The Haro – Phase 1 to be completed Dec 2021 or Jan.2022; 2nd floor of Building 1 fronting Cordova Bay Road was to be commercial, it has now been split into 3 additional residential units. Phase 2 is 75% sold with construction aiming to complete July 2022.
 - 2) Aragon (Trio site) – fill disposition and site prep continues; completion anticipated to be early 2022.
 - 3) 941 Sutcliffe Road (Community Club) – application going to Public Hearing (Date tbd)
 - 4) 986 – 990 Doumac Ave. – this was first presented to CBA early 2020; it is now going to Council on Nov.22nd. Traffic will be a big issue once this, The Haro, the Community Club, and Fenn all develop. CBA always comments on the traffic issue in our Referral Responses. The Community Amenity Contribution (CAC) (\$51K) seems inadequate for this proposal.

Decision / Action:

- Mike will correspond with the 986-990 Doumac developer to confirm the amount of the CAC and no fundamental changes.
- Assuming no changes, CBA will re-affirm our previous response – No Objections with Comments.

5.7 SCAN Report:

Summary Points:

- Alex and Karen attended the SCAN meeting with the 3 Ministers (Rankin, Fleming and Popham). Multiple questions were put to the Ministers on a variety of topics; there were active discussions on neighbourhood participation and public transit. Alex raised the concern about traffic light sequencing at the Sayward/PBH intersection. Both Popham & Fleming committed to looking into this.

5.8 Public Relations:

Summary Points:

- There is about a 50% to 60% open rate on our mail chimp mailouts.
- About 3 people are unsubscribing monthly, mostly lapsed members.
- Any large spike in unsubscribing would be a concern.

5.9 Events:

No report.

5.10 Website Report:

Summary Points:

- October stats: #1 Home Page with 71 hits;
#2 Board of Directors page tied with Moving to CB page with 26 hits;
#3 Planning with 21 hits.

6. OTHER BUSINESS

Summary Points:

- Karen is suggesting a more pro-active engagement between CBA and Saanich Parks.
- It was disappointing not to receive notice from Saanich regarding the McMinn Park restoration work that was held the previous weekend.
- Annie sits on Saanich Parks advisory committee and can report back to CBA
- There may be community interest in volunteering on a CBA Parks Sub-Committee.

Decision / Action:

- Karen and Anna to work towards incorporating Parks into the Transportation Committee.

Motion to adjourn.

Moved: Gloria / **Seconded:** Anna

Carried

The meeting adjourned at 9:07 pm.