

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

Held: 9th February 2022
Location: Zoom Meeting at 7:00 pm
In Attendance: Alex Izett, Barb Lucas, Gloria Wills, Brock Nordman, Anna Hakim, Perry Fanthorpe, Karen Fediuk, Dave Kuprowsky
Regrets: Annie Djioisa, Michael Giordano (+ one position vacant)
Meeting Start Time: 7:02pm

1. Presentations: None

2. Approval of Agenda

Motion: To approve the agenda, as circulated.

Moved: Gloria / **Seconded:** David

Carried

3. Approval of Minutes from CBA BoD Meeting January 12, 2022

Motion: To approve the January 12, 2022 minutes as circulated.

Moved: David / **Seconded:** Karen

Carried

4. ACTION ITEMS

4.1 AGM & Nominations Committee

Summary Points:

- Brock and David will co-chair the Nominations Committee and recruit 2 other CBA members (non-board members) to fill the requirements of the make-up of the committee.
- The SOP's outline all steps for the committee, starting with the notice to members which will need to go out soon.
- If the AGM, set for April 27th, can be held in-person, both the United Church and 55+ would have COVID protocols in place which we would follow.

Decision / Action:

- Brock / David to poll current board members to confirm who will stand for re-election.
- Brock / David to get the notice out to members regarding board elections on our social media and to Debbie for the next Cordovan.
- Alex to tentatively book 55+ for the AGM.
- All board members to provide suggestions for an AGM guest speaker; decision will be made at the March board meeting.

4.2 Cordova Bay LAP Update

Summary Points:

- At the January 31st Saanich Committee of the Whole meeting, Council approved the LAP to go to Public Hearing (PH), with 2 Councillors voting against the motion.
- No PH date set yet.
- The more voices the better to push for the LAP approval at the PH.
- At the Jan.31st meeting only 3 of the 12 LAP Advisory Committee (AC) members sent in comments.

Decision / Action:

- Once the PH date is known, CBA will send out a message to members, the AC, 55+, to encourage speaking at or sending in written comments on the LAP. We will communicate through Mail Chimp, email, Facebook, and possibly Saanich News.

4.3 Review of all Action Items from January 12, 2022 board meeting

- a) Venue to be considered for the AGM if in-person, and whether or not to have a guest speaker
Outcome: Done.
- b) Decide on chair for Nominating Committee
Outcome: Done.
- c) Barb to speak in-person at the Jan.31st CoW meeting on the LAP
Outcome: Done. Due to family visiting, Barb sent in a written submission and Alex spoke on behalf of the CBA.
- d) CBA to re-visit sending out another survey regarding the LAP when it goes to PH.
Outcome: Not to be Done. Board decision to communicate more widely and urge submitting opinions when PH date known.
- e) Brock to investigate submitting an article to the Saanich News about CBA.
Outcome: Done. Brock will submit articles to Saanich News as appropriate.
- f) Mike to set up a tab in the Planning Tracker folder to “house” our Community Amenities list.
Outcome: Will not be done. Per Mike’s email report this may not be “trackable” and would be difficult to stay on top of.
- g) Perry to update the membership forms to delete Pay Pal references.
Outcome: Done
- h) Perry to contact business advertisers to update for closures / changes etc. and communicate with Gloria to update website.
Outcome: Being worked on. Moved to be included with Perry’s monthly report to the Board.

- i) Gloria to circulate December website stats to Board once received.

Outcome: Done

- j) Karen and Gloria to finalize questions for Reuben regarding potential changes to CBA website and request a quote.

Outcome: Being worked on.

4.4 Community Surveys

Summary Points: Quadra / Cedar Hill

- An interesting survey using pictorials, in some questions, for demonstrating results.
- Closed-end questions may not give a realistic or full representation of the overall residents' opinions.
- The survey gives the Board "food for thought" for any future survey CBA may do.

Summary Points: Saanich (Dean Murdock)

- Alex met with him at Dean's request. After, Alex circulated Dean's survey to the Board for information and completion, if anyone wished to do so, as an individual and not as a member of the Board.

4.5 Cordova Bay Day

Summary Points:

- Date has been "set" at June 25th, but this is still flexible.
- No board decision yet on whether or not to hold it; continue to have this as an Action item for discussion at the March board meeting.

Decision / Action:

- Gloria to review Cordova Bay Day documents on google docs to see what information is there for the event process and report back at our March meeting.

4.6 Community Amenity Contributions - List

Summary Points:

- Karen has set up a "Jam Board" in google docs for board member to add to for CAC ideas.
- In Mike's email report, he noted his communication with Chuck Bell at Saanich where it was stated that CAC's may not even go to a local Cordova Bay project.
- Saanich is currently operating under an Interim CAC Policy and is working on a final policy.

Decision / Action:

- Going forward, all CBA referral responses to Saanich should try to include a comment / recommendation on where any CAC's relating to the development application should be spent.

4.7 News Release and Article re CBA Scholarships

Decision / Action:

- This continues to be worked on by Karen and Brock. Leave as an Action Item.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Various correspondence from Saanich, including the Mayor's Annual Address; all circulated to the Board.
- CC'd on correspondence to Saanich from the resident concerned about the rip rock issue along Cordova Bay shoreline.

Decision / Action:

- To be listed as an Action Item on next month's agenda for discussion when Mike is back.

5.2 Administration Items:

Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: regular board meetings; Saanich Operating Grant application to be submitted; the spring issue of the Cordovan.

Decision / Action:

- Board members are to get their articles to Debbie for the Cordovan by Feb.23rd.
- Brock to discuss with Debbie how to best carry on the photo contest in the next Cordovan issue.

5.3 Treasurer's Report

Summary Points:

- Balance in the chequing account at Feb.8th is \$8,514 after payment of Cordovan printing costs to Monk Office (\$126.37), a re-issue of the June 2021 CBA Scholarship cheque to the recipient (\$500), 2 months of zoom charges (\$44.80) and \$60 of membership deposits.
- Karen is meeting on Feb.10th with Katarina of Katarina's Bookkeeping re the year-end review. The CBA synoptic has been shared with Katarina to begin the review.

5.4 Transportation / Parks Committee

Summary Points:

- Anna has been in communication with the resident group concerned with the Sayward traffic safety issues. This group is very active and will start with signage on their properties; they also plan to pursue more media attention to therefore have more influence with Saanich.

- Once this group starts their media coverage, Anna will meet with Engineering on all CBA's transportation concerns.
- TC will also be asking for Saanich's public data on their traffic monitoring projects.
- An update on Saanich's 30km Speed Limit initiative is coming.
- Saanich's sidewalk initiative from Rambler to Walema was developed under the Safe Route to Schools Program.
- Anna will be doing an article "Safety Tips and Tricks" for pedestrians and cyclists to be run in the Cordovan.
- The TC Survey will also be included in this next Cordovan issue.

5.5 Membership Report:

Summary Points:

- Perry working on contacting new Haro owners; consider mailing the next Cordovan to all Haro owners, possible through the Haro strata board.
- Haro developer will be erecting a CBA Notice Board.

Decision / Action:

- Gloria to contact a Haro owner that she knows and inquire about their strata board and communicate any details to Perry.

5.6 Planning Report

Summary Points - per Mike's email report:

- 5176 Rambler Road development application approved Jan.24th for Public Hearing; date TBD.
- At the Feb.15th PH, both the multi-unit condo proposal on Doumac and the proposed Community Club on Sutcliffe will be on the agenda.
- A Saanich referral request has been received for 4601 Cordova Bay Road. This development is the creation of 1 additional lot RS-12 zoning. This is a very old application, going on since 2012; in the past CBA raised a concern about slope retention.
- Communication with Chuck Bell to Mike indicated that Community Amenity Contributions (CAC) are:
 - 1) decided through case by case negotiations between Saanich and the developer;
 - 2) CAC could be in the form of support for affordable and supportive housing, daycares, community facilities, park/plaza space, pedestrian and cyclist connections, protection of natural areas, public art, public realm improvements, or cash towards local improvements;
 - 3) in the past and recently the \$ amount was around \$2,000 to \$2,500 per door;

- 4) currently Saanich is operating under the Interim Community Amenity Contribution Policy which is online, and it looks at a target rate of \$3,000 to \$5,000 per door with exemptions for some types of rentals or below market selling prices;
 - 5) Saanich is working on a comprehensive Community Amenity Contribution and Inclusionary Housing program.
- CACs have not been added to the CBA Planning Tracker document as it is too difficult to stay on top of.

Decision / Action:

- Barb to ask Mike to contact developer on 4601 CB Road for an explanation of meeting all new requirements from Saanich. (Referral to Saanich due February 25th.)

5.7 SCAN Report:

Summary Points:

- SCAN Chair and Vice-chair met with Mayor to stress the importance of LAP's; however they were told the direction is now Centers, Corridors, and Villages.
- Cordova Bay and Cadboro Bay may be the last LAP's to be done.

5.8 Public Relations:

Summary Points:

- There continues to be about a 65% to 75% readership rate on our mail chimp communications with members; this is a good rate.
- A header is always included with mail-outs when it is a forward of information from Saanich.

5.9 Events:

No Report

5.10 Website Report:

Summary Points:

- December stats circulated to board members:
 - #1 – the Cordovan with 131 hits
 - #2 – Home page with 72 hits
 - #3 – Planning with 46 hits.
- January stats:
 - #1 – Home page with 83 hits
 - #2 – Planning with 41 hits
 - #3 Cordovan with 33 hits

- Planning is always popular – the planning report on the website does need an update though, it is very out of date.
- The Cordovan is also very popular when it comes out.

6. OTHER BUSINESS

Summary Points:

- Perry has had an inquiry from a household member wanting to upgrade their membership.
- Regarding the notice from Leadership Victoria about their award program honouring leaders in our communities, it is possible CBA may have someone to nominate but the deadline for submissions is very soon (February 15th).

Decision / Action:

- There is no problem with a household membership being upgraded to a company / business membership.
- Alex will contact Pam Hartling about the possibility of Saanich providing a nomination for the Leadership Victoria award. An extension to the submission date will also be sought.

Motion to adjourn.

Moved: Gloria / **Seconded:** David

Carried

The meeting adjourned at 9:18 pm.