

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

Held: 14th Sept., 2022
Location: Cordova Bay 55+ at 7:00 pm
In Attendance: Barb Lucas, Michael Giordano (via zoom), Brock Nordman, Ellie Willing, Dave Chater, Gloria Wills, Karen Fediuk (via zoom), Anna Hakim, Perry Fanthorpe
Regrets: David Kuprowsky. There is one vacant board position
Meeting Start Time: 7:00pm
Chaired by: Gloria Wills

1. Presentations: None

2. Approval of Agenda

Motion: To approve the agenda as circulated.

Moved: Dave / Seconded: Ellie

Carried

3. Approval of Minutes from CBACA BoD Meeting May 18, 2022

Motion: To approve the June 8, 2022 minutes as circulated

Moved: Mike / Seconded: Dave

Carried

4. ACTION ITEMS

4.1 Cordovan Costs Motion:

This motion was acted upon over the summer due to a vacancy on the Cordovan Sub-committee relating to graphic design.

Motion: That CBACA allocate up to \$300 to produce the summer 2022 issue of the Cordovan.

Moved: Gloria / Seconded: Barb

Carried

4.2 Review of all Action Items from June 8, 2022 board meeting.

- a) David K. to contact UVic regarding the Cordova Bay totem pole currently located at UVic.

Outcome: To Be Done.

- b) Brock to send the CBACA Scholarship article to Saanich News for their consideration for inclusion in an upcoming issue.

Outcome: To Be Done.

- c) Brock to investigate the cost of a Direct Mail Drop for the Cordovan.

Outcome: Done.

Barb to determine what the Societies Act rules are regarding membership fees and review current and past membership revenue amounts.

Outcome: Done. There is no requirement to charge membership fees in

accordance with the BC Societies Act; a summary of membership revenues forwarded to Brock and Perry, along with other relevant financial information.

- d) Barb to ask Debbie to get quotes for printing enough copies of the Cordovan for each Cordova Bay household.
Outcome: Done.
- e) Perry to determine what advertising fee would be reasonable for a Direct Mail Drop Cordovan and make a recommendation to the Board at the September board meeting.
Outcome: Done.
- f) The Transportation / Parks Committee will spearhead our initiative for public art in Cordova Bay.
Outcome: Done.
- g) Gloria to locate a Cordova Bay Walking Trail Map and upload it to our website.
Outcome: Done.
- h) Karen to investigate current interest rates and re-invest the GIC funds if rates have improved and inform the Board.
Outcome: Done.
- i) Dave C. to investigate the procedures to do an in-person presentation to Saanich to express our concerns on Saanich's interim policy on 6 storey buildings.
Outcome: Done.
- j) Karen to get the names and photos of this year's CBACA Scholarship Awards for inclusion in the summer Cordovan.
Outcome: Done.
- k) Gloria to make the in-person presentation of our awards at the June 28th Claremont Award Ceremony.
Outcome: Done.

4.3 Nominations / Board vacancy

Summary Points:

- During the summer CBACA received the resignation notice from Kentucky Douglas due to personal reasons.
- Suggestions for potential new board members are to be forwarded to Brock.
- Barb will formally take on the President role. The Board expressed their many thanks to her.

4.3 Advertising and Membership Fees

Summary Points:

- Full discussion on this will happen under agenda item 5.5 Membership

4.5 Google Sharing

Summary Points:

- The full transfer of all our data and old emails is complete.
- There is now a shared drive accessed by all board members.
- Karen is transferring all her Treasurer documents into the shared drive

Decision / Action:

- The Public Relations and Treasurer board positions will be the 2 Administrators on our new shared drive. Currently that is Brock and Karen.
- Individual board members will use their own “drive” for their documents, until the document(s) is / are ready for uploading to the shared drive for access by all.
- The cordovan@ email will be restricted to the Cordovan folder in the shared drive.

4.6 Community Amenity Contributions List

Summary Points:

- This will remain on the Action Item agenda for tracking and board awareness purposes.

Decision / Action:

- Karen will place the Jamboard list of our Community Amenities suggestions / wishes on the new shared drive.

4.7 Public Art in Cordova Bay

Decision / Action:

- This will be brought up at the next Transportation / Parks sub-committee meeting.

5. NEW BUSINESS (due to availability of Mike and Karen via zoom, their reports are first.)

5.6 Planning

Summary Points:

- Slow summer of requests from Saanich.
- Garden suite referrals will only come to CBACA if there are variances, and Saanich staff contact CBACA for our Referral Response in that case. Otherwise the applicant is only required to contact direct neighbours.
- The Planning Tracker will be updated and discussed at the October board meeting.
- In August, CBACA responded to the Saanich referral request on 5276 Cordova Bay Road with “No Objections with Comments”. Our comments related to referencing applicable sections of the newly adopted Cordova Bay LAP.

- Regarding Saanich Councils new Interim Policy on allowing 6 storeys in neighbourhoods – On behalf of CBACA, Dave C. submitted a letter and power point presentation to all Council members specifically requesting an exemption for Cordova Bay in this Interim Policy, given our newly adopted LAP.
- CBACA has been confirmed to make an in-person presentation to the new Council on November 21, 2022 on this issue. Dave C. will attend; all board members are encouraged to also attend.

Decision / Action:

- Mike to contact The Haro for an update on completion date of our new bulletin board.
- CBACA will also continue use of our bulletin board at Matticks.

5.3 Treasurer's Report

Summary Points:

- See report Appendix A.

Decision / Action:

- Karen will obtain options for our GIC from Scotia and report at the October board meeting.

5.1 Correspondence

Summary Points:

- Correspondence from residents regarding:
 - i. Requesting CBACA forward a “gofundme” notice regarding the plight of a local family. Barb responded that this is not something CBACA can do.
 - ii. The possible sale of the Beach House restaurant. Barb responded.
 - iii. Interested residents about possibly joining the TC; all forwarded to Anna and Dave.
- Correspondence from two Saanich Council candidates regarding the ACM. Barb responded.
- Correspondence from a new affordable housing project society asking CBACA to forward info about their project with our members. Barb forwarded to another local resident who is involved with affordable housing.

5.2 Administration Items:

Summary Points:

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

- The use of committee titles such as “Chair” and “Vice-Chair” to be discussed at the committee level.
- Cordova Bay 55+ has confirmed our use of their meeting space for the upcoming year for our monthly board meeting.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- Letter of thanks received from Liveable Roads in Rural Saanich for our letter of support for their petition to Saanich.
- Saanich’s Active Transportation Committee submitted questions to the TC as part of their updating of their plan; TC responded to the questions and also submitted our whole list of issues from over the past 10 years.
- The sidewalk improvement / implementation project has been postponed to 2023 due to staff and resource issues.
- The large School Zone signs have been painted on the roads leading to Cordova Bay Elementary, Claremont Secondary and Lochside Elementary.
- Traffic calming measures of post delineators for bike lane safety are now up on the curve at Sayward and Fowler Roads.
- Saanich’s “Quick Build Projects” relating to delineating pedestrian walking areas is happening, specifically in Sunnymead. Most members of TC in favour of the Sunnymead project; opportunities for resident participation in these projects was through Saanich’s recent Active Transportation program and the Cordova Bay LAP.
- CBACA is not notified by Saanich before projects in our community commence.

Decision / Action:

- TC to respond to Sunnymead residents concerned about the sidewalk project in their neighbourhood.
- TC to again request that Saanich notify CBACA of projects being undertaken in our community.

5.5 Membership Report:

Summary Points:

- Perry circulated information regarding advertising fees for the Cordovan indicating that it would take 4 to 5 advertising pages to cover costs of printing and Direct Mail Drop for the fall Cordovan.
- It would be good timing for the fall Cordovan to come out prior to Nov.21st when we make our presentation to Council on the Interim Policy on Building Height, to promote resident attendance.

Decision / Action:

- Membership fees will remain as is - \$10 per household per year.
- The next Cordovan will be 12 colour pages and a center staple booklet style, using Fotoprint.
- Barb to contact Debbie to inform her of our decisions and to ask what software is currently used for the Cordovan formatting.

Motion: That CBACA proceed with the Direct Mail Drop and Advertising solicitation for the Fall 2022 Cordovan.

Moved: Perry / Seconded: Gloria

Carried

Motion: That CBACA fund the costs of producing the Cordovan until a replacement volunteer is found to assist the Cordovan sub-committee.

Moved: Gloria / Seconded: Dave

Carried

5.7 SCAN Report:

Summary Points:

- Dave C. attended the last SCAN meeting.
- Topics relevant to Cordova Bay included:
 - i. The Interim Policy on 6 story buildings - discussed under 5.6 above
 - ii. Cordova Bay LAP – this is the only LAP updated and approved at this point; Cadboro Bay is nearing completion after additional steps taken to attempt to get increased density. Ultimately there were no major changes to the existing draft plan.
 - iii. It is highly more effective if residents attend Council meetings at which issues are being decided and Council hears their views as opposed to just CBACA's official referral response.
 - iv. There are MANY development applications coming into Saanich for the Shelbourne Road corridor and the Feltham and McKenzie areas. Developers are not interested in going to community associations because Council is leaning towards more density.
 - v. The Official Community Plan update is currently underway.

5.8 Public Relations:

Summary Points:

- There is about a 74% open rate for the Cordovan; it is circulated to about 500 email addresses.
- 5 submissions were received for the last photo contest; the winner was selected by random draw.

Decision / Action:

- Brock to send out a Mail Chimp notice regarding the upcoming October 3rd All Candidates Meeting.

5.9 Events:

Summary Points:

- The All Candidates Meeting will be co-hosted by 4 community associations – CBACA, Broadmead Area Residents Association (BARA), Falaise, and Blenkinsop.
- The date confirmed is October 3rd at the Claremont Theatre, also confirmed, from 7pm to 9 pm.
- CBACA to supply at least 2 volunteers to help at the event.
- Format for the evening has been provided by BARA based on the last ACM which was successful.
- Decision has been made that there will be no community association membership tables at the event due to space and time limitations.

Motion That CBACA fund our share of the costs of the ACM up to a maximum of \$200.

Moved: GLoria / **Seconded:** Anna

Carried

5.10 Website Report:

Summary Points:

June stats: #1 – Home Page with 81 hits
 #2 – The Cordovan with 31 hits
 #3 – Planning with 28 hits

July stats: #1 – Cordovan with 93 hits
 #2 – Home Page with 81 hits
 #3 – Planning page with 26 hits

6. OTHER BUSINESS

None.

Motion to adjourn.

Moved: Gloria / **Seconded:** Anna

Carried

The meeting adjourned at 8:50 pm.

APPENDIX A

Cordova Bay Association for Community Affairs

Treasurer Report Sept 14, 2022

Activity Period: June 7-Sept 7, 2022

Revenue:

- Membership Deposits June 8 to Sept 7: 80.00
- Saanich operating grant: \$1100.00 received

Investments:

- Second GIC has matured. (\$24.08 interest income which gets reinvested with the GIC).

Expenses:

- Scholarship (2 @ \$500.00) issued in July. One has been cashed.
- Transfer to Google workspace and new website domain completed by MBrand (\$1543.60). (URL forwarding in place til Jan 2023) .
- Rebel.com domain name \$10.99
- Cordovan Printing fees, Summer Issue (\$288.30)
- BNS monthly fees (June-Aug) of \$9.00 plus e-transfer fee (\$1.00)

Expense Reimbursement

- Saanich provided \$850.00 to cover insurance (June 20, 2022)

BNS Statement - Regular Chequing

Description	Withdrawals	Deposit	Balance
Balance Forward (June report)			7,224.93
Megson Fitzpatrick Insurance (1157)	900.00		
Cheques (1158 Scholarship) - May 20	500.00		
MBrand	1543.50		
Membership (June to Sept 7)		80.00	
Saanich Operating grant and insurance		1950.00	
BNS Service Charge (June-Sept)	10.00		
Cordovan Printing (e transfer)	288.30		
Total	3241.80	2030.00	6013.13