

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

Held: 22nd March 2023
Location: Cordova Bay 55+ at 7:00 pm
In Attendance: Board members: Barb Lucas, Michael Giordano, Dave Chater, Gloria Wills; Karen Fediuk,
Regrets: Brock Nordman; Ellie Willing; David Kuprowsky; Anna Hakim; Perry Fanthorpe. There is one vacant board position
Meeting Start Time: 7:00 pm
Chaired by: Gloria Wills

1. **Presentation:** None

2. **Approval of Agenda**

Motion: To approve the agenda as circulated.

Moved: Karen / **Seconded:** Dave

Carried

3. **Approval of Minutes from CBACA BoD Meeting February 8, 2023**

Motion: To approve the Feb.8, 2023 minutes as circulated.

Moved: Karen / **Seconded:** Dave

Carried

4. **ACTION ITEMS**

4.1 Review of all Action Items from Feb.8, 2023 board meeting.

a) Gloria to set up a History of Cordova Bay tab on our website.

Outcome: Done.

b) The Board to do a dry-run of the AGM closer to the April 26 AGM.

Outcome: To be Done.

4.2 Nominations Committee / AGM

Summary Points:

- The Board will spend a good portion of the next board meeting going over the AGM agenda and process.
- Dean Murdock will have about 15 minutes to talk and then 15 minutes for questions from the floor.
- There have been no emails received from anyone interested in coming on the board.
- If anyone new does come on the board, current board members could change roles / responsibilities if that works for all board members.

Decision / Action:

- Barb will send a reminder email to the Mayor's office for the AGM
- Gloria will put last year's power point AGM presentation in the 2023 AGM folder on the shared drive.
- Perry will run a Membership table at the AGM.
- Mike to contact Claremont Secondary staff regarding the possibility of a student doing the updates to our website. This would free Gloria up to possibly take events on.

4.3 Funding Request: CB Elementary School PAC

Decision / Action:

- Mike to go back to CB Elementary School PAC for a more specific item ask and for something around \$500.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- 2 emails received from residents regarding not being added to the membership mailing list; a 3rd email from a resident regarding confirmation of her \$20 advertising fee paid last December. All emails forwarded to Perry to follow up on.
- There seems to be some confusion as to what the \$20 annual advertising fee is for, and now we have the direct mail drop advertising costs which are significantly higher.
- Email received from a resident who is also an executive member of the Gordon Head Lawn Bowling Club asking if they can put a flyer on our bulletin boards about their club.
- Email from a resident regarding the upcoming closure of The Beach House, expressing concern for the loss of this historic landmark in the community. The current owner followed all Heritage requirements when it was renovated and most likely the Saanich Heritage Foundation would be consulted again if there is a re-development proposal with a new owner.
- Other emails received from Saanich forwarded to CBACA committees as appropriate, for information and responding where necessary.

Decision / Action:

- Barb to ask Perry to make a copy of the postal box key for Karen so that 2 people have access to the postal box.
- Any reference to the \$20 per year advertising fee will now be removed from all documents. All advertising inquiries will be directed to contact advertising@cbaca.ca.

- There is no room for flyers on either of our bulletin boards in the covered areas.
Barb to respond to the Gordon Head Lawn Bowling Club.

5.2 Administration Items:

Summary Points:

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

5.3 Treasurer's Report

Summary Points:

- Treasurer report is accepted and attached as Appendix A.
- GIC's are currently about \$22K. We may not need any of this for costs relating to the current Cordovan.
- Karen following up with Katarina's Bookkeeping.
- The outstanding cheque for one of the scholarship recipients has been cashed.
- Perry and Anna to follow up with all advertisers for final payment for their Cordovan ads.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- TC Report is accepted and attached as Appendix B.
- Emails have been received from Parker Avenue residents regarding their traffic concerns on Parker and regarding their meeting with Councillor Colin Plant.
- No response yet from the Mayor from our meeting with him last November about CBay traffic concerns.
- A resident on Cordova Bay Road has raised concerns with Saanich about boulevard parking between Agate Lane and Sutcliffe, but only got a response relating to the upcoming Walema / Rambler Road project.

5.6 SCAN Report

No Report.

5.7 Public Relations

Summary Points:

- The March 7th mail chimp Saanich's Financial Priorities had a 67% open rate
- The Feb.20th CBACA Notice of Open for Nominations had a 64.7% open rate
- The notice from Saanich regarding the upcoming road closure of Royal Oak Ave thru to Ash Road will go out March 24th.
- A questionnaire was sent out for the Cordovan article. The main item in responses regarding community engagement was to have a market at the Haro in the summer.

Decision / Action:

- Mike to connect Cordova Bay Elementary School newsletter person with Brock to have the link to our newsletter be part of their newsletter. The CB School newsletter goes out weekly (!).

5.8 Planning Report:

Summary Points:

- The only referral request from Saanich was in regards to a property on Brookleigh Road, which is not even in Cordova Bay. Mike did view the property (it is for a change building next to a pool), and spoke to the owner. Mike sent in our response with no objections.
- There will be an issue with the Beach House to continue as a restaurant if it is not sold as of the closure date (August 27th) and remains closed for 6 months.

Decision / Action:

- The Board will not, at this time, send any letters to Saanich Planning or the Heritage Foundation regarding the value of the Beach House to the community. We will wait to see what proposals come forward with the sale of the properties.

5.9 Events:

No report.

5.10 Website:

Summary Points:

- Feb.2023. stats: #1 – Home Page with 144 views
#2 – Planning with 42 views
#3 – The Cordovan with 20 views
- The Membership Form and other items, such as the Ten Great Reasons to Join CBACA, that will be in the print version of the Cordovan will be duplicated on the website.

Decision / Action:

- Barb to circulate the final Cordovan version to the Board.

6. OTHER BUSINESS

There was no other business.

Motion to adjourn.

Moved: Mike / **Seconded:** Karen.

Carried

The meeting adjourned at 8:10pm.

APPENDIX A

Cordova Bay Association for Community Affairs

Treasurer Report March 22, 2023

Activity Period: Feb 8 to March 8, 2023

Regular Banking Activities:

Revenue: \$1070.00

Advertising (paper cordovan): 1050.00

Advertising Membership: 20.00

Expenses:

Scholarship (#1159 @ \$500.00)

IT support

Volunteer.

BNS Statement - Regular Chequing

Description	Withdrawals	Deposit	Balance
Balance Forward (Feb report)			7,021.57
Mbrand invoice – IT services	126.00		
Cordovan Volunteer gift (Paid by Gloria on behalf of CBACA)-feb 10	100.00		
Cheque (scholarship)-Feb 16	500.00		
Deposit -Feb 9-16		1,050.00	
Society annual report (filing-Barb for 2022)	41.00		
Deposit-March 13 Cameron Critchlow Kaitlin Ball New advertising member		20.00	
BNS E transfer fee	4.00		
BNS Service Charge	3.00		
Total	774.00	1070.00	7,317.57

APPENDIX B

Transportation & Parks Committee

March 2023 Report

Activities in March

1. TPC Meeting - TPC meeting in late February (after Feb CBACA Board meeting). Only Karen and I were able to attend as a few people were away and one person couldn't connect to the Google Meet meeting.
2. Reviewed my letter sent to Troy McKay re: follow up to the February 6 meeting with Barb and myself and Engineering. Decided to focus solely on the issue of a lack of sidewalk on the east side of CBR in front of the school vs other transportation issues that we also discussed at that meeting.
3. UPDATE: Barb and myself are meeting with Saanich project staff on Thursday March 23 to go over our concerns with the lack of sidewalk on the east side.

NOTE: I have been discussing with a landscape architect the sidewalk options for mitigating potential root damage around trees.

4. Good discussions about art in parks and focus on first nations art or displays and using the upcoming archeological study in Agate Park etc. led by Brian Thom as helping to guide us in what might be appropriate to support.
5. No meeting in March as I was away a lot in the month. Next meeting April 5.

Speed Reduction Approved –

6. On March 13, Saanich Council approved a speed limit reduction to 40 km/hr. along the Fowler and Sayward Roads corridor (and 8 other corridors). Now the “real” work begins to get more sidewalks, bikes lanes, lighted pedestrian x-walks etc. as per the LAP along the corridor to support the speed limit reduction to make it safer and more comfortable for CB residents and visitors.
7. Congrats to the association and others in the community for getting this speed limit changed.
8. Work on speed limit reductions on residential streets to come.

Road Safety Workshop-

1. I attended Saanich's March 14 Road Safety Action Plan workshop. Many community associations were in attendance plus various user or interest groups.
2. Saanich is the only municipality/city on Vancouver Island and one of 6 in Canada who has adopted the “Vision Zero” (.e. zero deaths as a goal)
3. Adds to Saanich's work on an update to the Active Transportation Plan, Speed Limit Establishment Policy, Traffic Calming Framework.
4. Timelines: Phase 2 (now) includes engagement and draft plan prep, Phase 3 (June 2023) draft plan review and more engagement, Phase 4 (October 2023) finalization, December Council review.
5. NOTE: survey results- 60% of respondents didn't think Saanich roads were safe.