

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

November 11, 2024 - 7:05 pm
Cordova Bay 55+

Barb Lucas - President	✓	Michael Giordano - Planning	X
Karen Fediuk - Treasurer	X	Ellie Willing - Planning	✓
Dave Chater - Transportation & Parks	✓	Quinn Yu - Events	X
David Kuprowsky - SCAN	✓	Gloria Wills - Website (<i>via Meet</i>)	✓
Pat Bourke - Membership	✓	Hilary Parker - Secretary	✓
Brock Nordman - PR/ Cordovan	X		

Chaired by: Barb Lucas

Regrets from: Mike, Karen, Quinn, Brock

1. PRESENTATION

None

2. APPROVAL OF AGENDA

Motion: To approve the Agenda as circulated.

Moved: Pat / Seconded: Dave

Carried

3. APPROVAL OF MINUTES: CBACA BoD Meeting – October 9, 2024.

Motion: To approve the Minutes of October 9, 2024, BoD meeting.

Moved: Pat / Seconded: Ellie

Carried

4. ACTION ITEMS

4.1 Action Items from October Minutes

- By-law Amendments: Dave, Pat and Barb have begun the review process.
- Saanich request for volunteer support: sent out to members and updated on website.
- Walema stop-sign removal: nothing new to report.
- Cordova Bay Day text and photos have been posted on website.

4.2 Constitution and Bylaw Amendments

- A revised draft of the Constitution has been prepared. Members will have until Dec. 10th to contribute.
- First draft of Bylaw amendments now underway by Barb, Dave and Pat. A draft for board review will be ready by early January, with the final draft posted on the website by Feb.10th. Members will be notified then and input requested.

5. NEW BUSINESS

5.1 Correspondence

See Appendix A

- Additional email from Tiller & Grace requesting advertisement in The Cordovan for marketing their condos. Approved by Board. Will appear in Spring edition of The Cordovan, early April 2025.
- Notice from Aragon regarding Nov. 28, 2024 meeting at 55+ Club will go out to members on MailChimp and be posted on website.

5.2 Administration

See Appendix A

5.3 Treasurer's Report

See Appendix B

- Low bank balance due to cost of printing of The Cordovan.
- Cordova Bay Day not generating enough revenue to cover expenses. In the past used to charge for tables, solicited more corporate donations, held silent auction.

ACTION: Karen to present the 2024 Fiscal Report in January for the purposes of having a discussion on how much we are looking at to subsidize The Cordovan and Cordova Bay Day.

5.4 Transportation and Parks Report

See Appendix C

5.5 SCAN Report

- Mayor Murdock answered questions on new Town Hall format. Wants to create more dialogue with community associations and the public. Opportunity to talk one-on-one rather than during a council session.
- Saanich proposed assigning a Councillor to Community Associations. No decision as yet, will be brought up at next meeting. Board felt could be useful on an invite basis.

ACTION: Dave to take back suggestion to next meeting.

- Hollis Hodson, SCAN Chair, gave a report from Saanich on Community Amenity Contributions on a quarterly basis. In 2025 this will be built into their system showing what has been allocated and where.
- Next meeting in December.

5.6 Membership Report

See Appendix D

- Current membership is at 522
- MailChimp and membership email details reconciled.
- Members will receive a formal notice for AGM by email, or letter if no email.

5.7 Public Relations / The Cordovan

See Appendix E

- 4,000 copies of The Cordovan printed.
- To lower costs may reduce print by one box (250 copies). To discuss further in January.
- One box to be taken to the Aragon meeting on Nov. 28th along with remaining copies of previous edition.
- Sandra Arthur, Cordova Bay Day volunteer, prepared a proposal for a social media strategy for CBACA to improve online presence. (FB, Instagram, Tik-Tok). At this time, CBACA is unable to incur additional costs for a social media strategy, but the board thanks Sandra for her suggestions.

5.8 Planning Report

See Appendix F

- Saanich Planning sent referral requests on three properties
 - 5032 Wesley Rd. - no objection
 - 5070 Catalina Terrace – no objection
 - 5190 Delmonte – no objection

ACTION: Mike to return forms with no objections.

- **Aragon Presentation – Nov. 28, 2024**

Efforts being made to notify as many Cordova Bay residents as possible of upcoming Aragon presentation. Proposing 1100 units (not original 300), 12-15 stories. Aragon doing mail drop, preparing poster and emailing previous open house attendees. Discussion took place on where and how to reach as many residents as possible.

ACTION: Barb to ask Peter Censorio if there will be a Q & A session and if they would allow a journalist to be invited.

ACTION; Ellie to email Cameron Scott / cc: Lynsey Chase to find out what feedback they had received after the first hearing.

Unlikely to get a public hearing after it has been submitted to Saanich if it meets official Community Plan and LAP.

Members will be updated through MailChimp.

5.9 Events / Community Engagement

No report

5.10 Website Statistics

See Appendix H

October

1.	Home Page	78
2.	Planning	35
3.	Newsletter	24

Notes: Received two responses regarding newsletter notice for Website Administrator. Will be meeting with them Friday. Can also discuss social media role.

6. OTHER BUSINESS

None.

Motion: To adjourn.

Moved: Ellie / Seconded: David

Carried

Meeting adjourned at 8:35 pm.

NEXT MEETING: December 11, 2024, 7:00 pm

APPENDIX A

5.1 Correspondence – November Board Meeting

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. Correspondence from the new project manager for the Aragon property wanting to meet. Ellie and I met with Peter Censorio on Wednesday Oct.23rd. Mike and Ellie will report on this.
3. Email from Sandra Arthur, CBDay volunteer, with a proposal about how CBACA could improve its online presence. Details forwarded to the Board for discussion under 5.7 Public Relations. I have let Sandra know that we are limited in our volunteer time and funds, given that we look at our newsletter as our primary communication tool for all residents.
4. Email from a member with the suggestion of sending a short email to members once the newsletter is available to pick up at the businesses and Red Barn. Pat responded and I responded.
5. Request from the promoter of a bluegrass ensemble (John Reischman and the Jaybirds) that will be playing at the United Church on Dec.7th, and that they will give a 20% discount on the ticket price to our members. They would manage the whole procedure with a discount code link to include in our mail chimp. The promoter has yet to get back to me with their poster.

5.2 Administration

1. Myself, Dave and Mike **met with Councilor Teale Phelps Bondorf on October 17th** at 2pm. Dave prepared a handout of “Burning Issues in Cordova Bay” (circulated to the board). From that meeting, it was decided that 2 of us would speak at **Saanich’s first Town Hall meeting on October 22nd** at the Cedar Hill Golf Course Club House. The topics covered were -

(a) Barb spoke to requesting Saanich to improve communication with residents via:

(i) more information on their website regarding all the recent building / density changes from the Province and what this means for us at a local level and

(ii) better advance communication with residents who reside in close proximity to any upcoming project and be affected by it.

The Saanich-wide plans – eg Active Transportation Plan – are good, but are written at a high level, with no specific details of the type of action that would be taken to meet the stated goals.

(b) Dave spoke to Saanich having a better alignment between the Cordova Bay LAP and any of the broader Saanich – wide plans (eg ATP) in the timing of projects, as well as alignment in general.

2. Nothing upcoming for the board other than our December board meeting. In January we will need to select a Nomination Chair.

Cordova Bay Association for Community Affairs

Treasurer Report November 2024

Activity Period: Sept 12 to Nov 7

Regular Banking Activities:

Revenue

- \$60.00 membership (e transfer)
- \$1825 CB advertising (e transfer)

Expenses

- \$5031.60 -CB newsletter printing

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Sept 11)			5,307.75
Membership		60.00	
CB day expenses	111.99		
CB Newsletter (printing/Advertising)	5031.60	1825.00	
Bank Charges	10.00		
Total	5,153.59	1,885.00	2,039.16

Note: Scholarship cheque cashed in October. Have additional cheques
Have additional cheques for deposit (\$325 from CB advertising)

APPENDIX C

TRANSPORTATION & PARKS REPORT - 2024-11-13

Transportation & Parks Committee:

- Last committee meeting was held on June 26. Will plan another meeting for December.

Art in Parks UPDATE

- Nothing new to report from October. Dave will phone the office of Chief Pelkey of the Tsawout First Nation to see if it is possible to meet with him to kick start this process as the other partners have already agreed to participate.

Saanich Council and Engineering advocacy

- Dave along with Barb Lucas and Michael Giordano met Councillor Teale Phelps Bondaroff to further the CBACA's requests to complete the 600m of sidewalks along Cordova Bay Road from McMorran Park to Cordova Bay Beach Park.
- Dave sent an email to Councillor Teale Phelps Bondaroff, Chair of the Transportation Advisory Committee, to push for a sidewalk to be installed on Fowler Road between Menawood Street and the entrance to Fowler Park at the same time as the park improvement project is underway. This was noted in the 2002 CB LAP as an action that should be undertaken while the park was being upgraded.

Saanich Parks advocacy

- Dave wrote a letter to Judy Brownoff, Chair of the Natural Areas, Parks and Trails Committee, to support more funding for the "Pulling Together" volunteer program.
- Dave has a meeting with the Senior Manager of Parks to discuss how this program can be more supported.

Saanich Council "Town Hall" meeting:

- Dave made a presentation to council at their October 22 town hall meeting on our request for Saanich to follow through with their commitment in the 2022 LAP to complete the sidewalks and bike lanes in the CB village by 2032 (as per the LAP).

Resident concerns - UPDATE

- Submitted a request to the MoTi regional office to look into the "trigger loop" on Highway #17 turning left onto Haliburton. The trigger loop is an older style of system which requires the driver to pull right up and over the stop bar. If they don't it won't trigger the left hand turn light- which means that many lights can pass before a driver can turn left. The regional manager has referred the concern to their engineering group. Dave emailed the manager on November 9, to request an update from MoTi on our request.

APPENDIX C (Cont/d.)

TRANSPORTATION & PARKS REPORT - 2024-11-13

Vision Zero road safety grant

- Dave has prepared a Vision Zero (VZ) road safety funding grant proposal to provide funds for a pedestrian controlled cross walk on CBR at Doris Page/Cordova Bay Parks.

Saanich Engineering will fund 50% of the project costs for this proposal, VZ will provide the remaining \$20,000 required (if the proposal is accepted).

Engineering has also provided a sketch of the crosswalk design (including a raised crosswalk).

- Dave has received letters of support for the proposal from Saanich Engineering and Saanich Police. Also looking for letters of support from the Cordova Bay 55 plus and Master Gardeners of Victoria group (who do work in Doris Page Park).

The proposal is to be submitted by November 29, 2024 with approval (hopefully) by April 1, 2025.

APPENDIX D
MEMBERSHIP

CBACA Board Meeting Nov 13, 2024
Membership Report

“Paid until” status of members at Nov 8 , 2024

“Paid until” status	At Oct 3, 2024	
Current	522	100%
2024	201	39%
2025	163	31%
2026	103	20%
2027	5	1%
2028	45	9%
2029	5	1%

New memberships and renewals

Since Jan 1, 2024, we have added **55 new members** and processed **50 renewals (105 in total)**. Members joining or renewing after the April 24, 2024 AGM have their first year of annual membership ending on Dec 31, 2025, in line with the policy adopted in November 2023.

Actions undertaken

- Processed renewals, requests to be removed from the database and new memberships as received.
- Updated MailChimp database
 - Added/updated email addresses for new and renewing members.
 - Carried out line-by-line comparison of current MailChimp audience with Membership database.
 - Added email addresses of approximately 50 current members not included in MailChimp audience.
 - Removed email addresses of expired members.

APPENDIX D (Cont/d)

MEMBERSHIP

Actions going forward

- Send renewal notices to 201 members expiring at the end of December 2024 (198 via email; 3 via printed letter), scheduled for Nov 15.
- Send final invitation to 150 past members who expired in 2023, 2022, 2021, scheduled after Nov 20.
- Create MailChimp form so approximately 25 current members who have been deleted/cleaned from MailChimp, or whose server has blocked MailChimp emails, can resubscribe to MailChimp; send form and instructions to these members.
- Work with Brock to determine how he'd like to handle expired advertising members.

Respectfully submitted,

Pat Bourke
Membership
Nov 8, 2024

APPENDIX E

PUBLIC RELATIONS / THE CORDOVAN

November 13, 2024

The Cordovan – Fall 2024 / Winter 2025 Issue

- Many thanks to all who contributed articles for this issue, Debbie and her team were impressed by the quality of the articles. Not all were able to be included, such as a questionnaire produced by Brock, which we will run in the next issue.
- Many thanks also to Brock for doing the advertising again, including bringing on some new advertisers.
- 4,000 copies were printed; according to the information from Canada Post 2,729 would be delivered, which is a drop of 157 houses and an increase of 3 businesses. Not sure why the large drop in households, there was no change to the actual routes.
- The balance of copies were delivered to most business advertisers, both churches, and 55+, with about 150 placed at the free magazine shelf by Red Barn. This will be re-stocked as needed.
- A copy for each of mayor and all councilors was delivered to the Municipal Hall, along with a note letting them know that we promoted their new Permit and Development Tracker system in our Planning report.
- The colour choice for this fall / winter issue (green/ grey) was changed from last year's "fall" issue (orange), with the goal of having this issue be still relevant through to next March. We will see how the uptake goes.
- The total cost was ~\$5,000 for printing and ~\$600 for Canada Post delivery. Advertising revenue, to be confirmed by Brock, was about \$4,500 so CBACA will subsidize this issue by about \$1,100.
- There were about 250 copies left over from the summer issue and an equal amount from last years' fall issue. Decision to make before the next issue – Do we reduce the print run to 3,750 from 4,000?

APPENDIX F

PLANNING REPORT

November 13, 2024 Planning Report

Referral Request:

Saanich Planning has forwarded a referral request for 5032 Wesley Rd, seeking comments on a proposed subdivision application. The proposal is to rezone from split zone RS-12A and RS-12 to RS-12 to create one additional lot.

Link to Referral Request [5032 Wesley Road Referral Request](#)

Saanich Correspondence: Notice of 3rd Reading for 5070 Catalina Terrace

For your information, Saanich will be reviewing an ongoing application to subdivide the northernmost point on Wesley Road. This is for the property at 5070 Catalina Terrace. The first three readings of the zoning bylaw for 5070 Catalina Terrace will be considered by Saanich Council at a Council meeting on Monday, November 18, 2024, in Council Chambers at Saanich Municipal Hall, 770 Vernon Avenue, starting at 7:00 p.m.

Link to that correspondence: [5070 Catalina Public Hearing](#)

Aragon:

Ellie has been in contact with Block Watch coordinators in various stratas on Sayward Hill to inform them of the upcoming Aragon presentation and to encourage sharing this information with their members. Additionally, Ellie is reaching out to several Strata Presidents in Sayward Hill to ask them to share this information with residents and to inquire if they would like to form a committee or group to manage information sharing and address issues as the Aragon development progresses. Contact has also been made with members of the Trio/Aragon Sub-Committee to advise them of the upcoming presentation on November 28.

Some residents are requesting more information regarding the 10% mandate from Saanich for non-market housing. I have contacted Eric Joyal to clarify this and to provide a link to the requirement, as I have not been able to find a reference on Saanich's website. Additionally, residents have inquired if Saanich will hold a public hearing on this development proposal after it has been submitted by Aragon. This is another question I plan to address with Eric Joyal. Some residents are also suggesting that Saanich Council members or staff should attend and that invitations be extended to Lana Popham, as well as representatives from CHEK News and the *Times Colonist*. I recommend we discuss these topics at our Board of Directors meeting on November 13.

Link to Q&A between CBACA President and CBACA Planning Chair (Ellie): [Aragon Q&A](#)

APPENDIX G

WEBSITE REPORT

Cordova Bay Association for Community Affairs – Website Report October 2024

October

1. Home 78
2. Planning 35
3. Newsletter 24

Notes: Still looking for and updating any broken links on the site. Please let me know if you find any. I am still going through page by page testing links and correcting them.

Submitted by Gloria Wills--