

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

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

Barb Lucas - President	✓	Michael Giordano - Planning	✓
Karen Fediuk - Treasurer / Interim VP 1	X	Ellie Willing - Planning	✓
Dave Chater - Transportation & Parks <i>(on.Meet)</i>	✓	Quinn Yu - Events	X
David Kuprowsky - SCAN	✓	Hilary Parker - Secretary	✓
Pat Bourke - Membership	✓		
Brock Nordman - PR/ Cordovan	X		

Chaired by: Barb Lucas
Regrets from: Karen, Quinn, Brock

1. PRESENTATION

None

2. APPROVAL OF AGENDA

<p>Motion: To approve the Agenda as circulated. Moved: Pat / Seconded: David</p>	Carried
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3. APPROVAL OF MINUTES: CBACA BoD Meeting – November 13, 2024.

<p>Motion: To approve the Minutes of November 13, 2024, BoD meeting as amended: Item 5.8 - Planning: Action Item #2 Moved: David / Seconded: Mike</p>	Carried
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4. ACTION ITEMS

4.1 Action Items from November Minutes

- Discussion on subsidizing the Cordovan and Cordova Bay Day – pending January meeting.
- No decision from SCAN on Saanich councillor visits to Community Associations - David to suggest invite-basis.
- Saanich planning referrals – completed.
- Aragon Action Items – completed.

4.2 Constitution and Bylaw Amendments

- Deadline for feedback now passed.
- Pat, Dave & Barb now have draft ready to present to board in January.
- Bylaws coming up.

4.3 Trio (Aragon) Subcommittee - Terms of Reference

- Discussion took place on draft Terms of Reference for sub-committee.
- A need for specific objectives, expected outcomes, and timeline to be included.
- Sub-committee will not be required until Terms of Reference are finalized and Aragon Application submitted to Saanich. Need to know detailed plans of what will be built.
- January meeting will focus on drafting letter to Saanich on specific issues.
- All Issues outlined in CBA letter to Saanich in 2015 remain, only now magnified with densification of project.

5. NEW BUSINESS

5.1 Correspondence

See Appendix A

5.2 Administration

See Appendix A

Motion: To purchase \$100 Gift Certificate for Gloria Willis following retirement from Board.
Moved: Barb Lucas Seconded: Ellie **Carried**

- Barb to purchase certificate.
- Karen to take on position of First VP Officer until permanent member appointed.

Motion: To appoint Leslee Hyman as CBACA website administrator, effective immediately.
Moved: Gloria Wills Seconded: Barb Lucas **Carried**

5.3 Treasurer's Report

See Appendix B

- Significant increase in revenue due to new membership
- **ACTION:** Brock to review if all Cordova advertisers have paid.

5.4 Transportation and Parks Report

See Appendix C

5.5 SCAN Report

- SCAN placing notice in Saanich News next year listing dates of all Community Association AGMs. Need to submit CBA date by February.
- SCAN social January 15, 2025.
- SCAN chair Hollis Hodson, sent email to Saanich for clarification on Community Amenity Contributions (CACs). Wants to know how much has come in and where the funds are being directed.
- SCAN working on creating a Newsletter.
- 10% grant increase for Community Associations next year.
- Saanich looking at developing the four Saanich-owned lots south of Fireside Grill.

5.6 Membership Report

See Appendix D

5.7 Public Relations / The Cordovan

No Report

5.8 Planning Report

See Appendix E

5.9 Events / Community Engagement

See Appendix F

Feedback:

- Emergency Preparedness Event: Quinn to find out details on presentation content before Board decides whether to proceed. Early April for timing.
- Board suggests June 14th for Cordova Bay Day rather than June 7th. Essential to coordinate with Cordova Bay School PAC to avoid conflict with school Fun Day.

5.10 Website Statistics

Tabled for next meeting.

6. OTHER BUSINESS

6.1 AGM 2025

Date set for April 30, 2024

Motion: To adjourn.

Moved: Mike / **Seconded:** Pat

Carried

Meeting adjourned at 8:30 pm.

NEXT MEETING: January 8, 2025, 7:00 pm

APPENDIX A

Dec.11, 2024 Board Meeting

5.1 Correspondence – December Board Meeting

1. Emails relating to specific board committees were forwarded to the Committee Chair for follow-up or information.
2. Correspondence from residents (4 emails) before the Aragon presentation, mostly expressing concern, one expressing a 'wait to see what the presentation is' view. As of Sunday Dec.8th, correspondence received (2 of which were phonecalls, 32 were emails) on Aragon's presentation. The emails were to Saanich, Aragon and CBACA president and planning. More discussion under Planning.
3. Email from a resident responding to our Cordovan article about help on sub-committees. This was forwarded to Ellie and Mike, given this resident's interest in Planning.

5.2 Administration

1. On Nov.15th Gloria submitted her resignation, which I accepted. She will ensure a smooth transition of website administration to the new CBACA web administrator and has submitted a transition plan to me. Many, many thanks to Gloria for her over 9 years of service to CBACA! The Board needs to discuss her gift certificate.
2. On November 19, 2024, I circulated an email to the Board with a motion to appoint Cordova Bay resident Leslee Hyman as our new CBACA Website Administrator. This motion is to be formally entered into tonight's minutes:

Motion: To appoint Leslee Hyman as CBACA website administrator, effective immediately.

Moved: Gloria Wills **Seconded:** Barb Lucas

Carried

3. We now have a vacancy on the board. Karen Fediuk will temporarily take on the First VP officer role until we can find a replacement. Board members, please start thinking about possible candidates to join the board. We also need to amend signing authorities; Karen will present a motion in her Treasurer's Report.

APPENDIX B

TREASURER'S REPORT December 2024

Activity Period: Nov 8 to Dec 9

Regular Banking Activities:

Revenue

- \$1190.00 membership (\$960 e transfer, \$230 cheque/cash)
- \$1750 CB advertising (e transfer)

Expenses

- \$604.33 CB Post delivery (Nov 16 reimbursement)
- \$212.03 Office -(post office box-1 year-196.35; photocopies 15.68)
- \$39.25-BNS -membership deposits exceeded limit, hence extra charge of \$36.25

BNS Statement - Regular Chequing			
<i>Description</i>	<i>Withdrawals</i>	<i>Deposit</i>	<i>Balance</i>
Balance Forward (Nov 7)			2,039.16
Membership		1190.00	
Office -Post office box renewal, photocopies)	212.03		
CB Newsletter (printing/Advertising)	604.33	1750.00	
Bank Charges	39.25		
Total	855.61	2940.00	4,123.55

APPENDIX C

TRANSPORTATION & PARKS REPORT - 2024-12-11

Transportation & Parks Committee:

- Last committee meeting was held on June 26. Will plan another meeting early in the new year.

Art in Parks UPDATE

- Nothing new to report from November.

Saanich Parks advocacy

- Dave had a video call meeting with the Senior Manager of Parks to discuss how the Pulling Together volunteer program can be more supported. We will submit a letter of support for the program to the mayor and council in February/March during the council's budget deliberations.
- Dave also discussed the potential for the CBACA to be involved in the development of interpretation signs in Doris Page/Cordova Bay Parks.
- Dave had a meeting with Paulk DeGreeff, manager of construction & design, to get a better sense of priorities and upcoming projects in Cordova Bay (e.g. Sayward Hill playground tot be replaced in 2026, idea for the Lochside Park renewal plan, signage improvements in Doris Page/Cordova Bay Parks etc.)

Resident concerns

- No change from October on the request to the MoTi regional office to look into the "trigger loop" on Highway #17 turning left onto Haliburton.

Vision Zero road safety grant

- Dave submitted the Vision Zero (VZ) road safety funding grant proposal seeking 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). A funding decision is expected by April 1, 2025. If it is approved, Saanich would initiate construction of the sidewalk facility for completion prior to November 2025.

**APPENDIX D
MEMBERSHIP**

**CBACA Board Meeting Dec. 11, 2024
Membership Report**

“Paid until” status of members at Dec 6 , 2024

“Paid until” status	At Dec 6 2024	
Current	556	100%
2024	145	26%
2025	198	36%
2026	122	22%
2027	17	3%
2028	45	8%
2029	29	5%

New memberships and renewals

Since Jan 1, 2024, we have added **78 new members** and processed **108 renewals**. We processed 88 memberships in November, and 17 to date in December as a result of ***The Cordovan***, renewal notices that went out to the 201 members expiring at the end of December, and interest in the Aragon development.

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

Actions going forward

- Send renewal reminder notices to 145 members expiring at the end of December 2024, scheduled for December 10.
- Send final renewal invitation to 150 past members who expired in 2023, 2022, 2021, scheduled for December 10.

APPENDIX D

MEMBERSHIP (Cont/d)

Actions going forward (cont/d)

- Update e-transfer instructions on the website, in consultation with Leslee, since we now have auto deposit.
- Work with Leslee to find a solution for members for whom MailChimp won't let us manually adjust their subscription status.
- Ask Brock to determine how he'd like to handle expired advertising members.

Respectfully submitted,

Pat Bourke
Membership
Dec 6, 2024

APPENDIX E

PLANNING REPORT

Planning Report for December 11, 2024

Aragon Development:

On November 28, 2024 Aragon hosted an open house at the Cordova Bay 55+ facility on their proposed development at 755 Cordova Bay Road. There were over 200 Cordova Bay residents in attendance and many more showed up and left due to lack of space.

Following an overview video presentation of the proposed plan by Aragon Staff, there was opportunity for open discussion and many attendees posed questions and concerns related to; density, roads & traffic, geological issues, social housing component and infrastructure issues. Aragon is proposing 1165 units to be built in 4 phases over 15-20 years. No details were provided regarding the 100+ units of social housing other than it would be in Phase 1. Aragon couldn't confirm who the partner(s) would be or even if Aragon would be building those units. It seems Aragon will be transferring an area at the corner of Fowler and Cordova Bay Road for social housing purposes and it will be up to those partners to determine who they wish to build their housing units.

Aragon stated that they were fairly certain that their proposal would meet all the conditions of the OCP and thereby not qualify for a public hearing. Saanich is not able to confirm or deny if there will be a public hearing until after they receive the application from Aragon. Since the presentation, many residents have provided feedback to Saanich and CBACA regarding their concerns and objections to the proposed plans and requesting that Saanich provide some sort of public discussion with Cordova Bay residents to get clarification on key issues. Saanich has however confirmed that CBACA will get a referral sometime after the application has been submitted by Aragon. Aragon hopes to submit a proposed development application sometime before the end of December.

The Trio Sub-Committee currently has 6 members, and a draft Terms of Reference (attached) has been prepared for BoD discussion at the December meeting. Also, for discussion will be who should chair the sub-committee and report back to the BoD.

Another question for discussion at the December meeting – should a notice go out sometime in January on mail chimp to all members advising that an application has been received from Aragon and how they can follow the progress of the application on Saanich website as well as how they can provide any feedback to Saanich and CBACA. The following link [Aragon Trio 20241128](#) could be provided to give members not in attendance at the open house some basic information about the proposed development from the posters that were set up by Aragon around the room.

APPENDIX F

CBACA EVENTS COMMITTEE

Board report for December 2024

All Candidates Meeting Update:

Between July to Sept, there has been discussion between the Events lead, President of Broadmead Area Residents' Association (BARA), and President of the Falaise Creek Association (FCA) to plan for an All Candidates Meeting (ACM) in Fall 2024. Discussion topics included: ACM date, timing, location, potential for virtual, potential for media, presence of the various resident associations, and more. In late Sept 2024, one of the three potential political candidates withdrew interest and availability, which is an unprecedented action as per the President at BARA. With this withdrawal, BARA, FCA, and the CBACA determined an ACM was no longer feasible.

Potential Spring 2025 Event:

Feedback from various community members through email noted an emergency preparedness event for Spring 2024 would be welcome. Suggestions included topics ranging from earthquake readiness, general household preparedness, and the District of Saanich's Emergency Support Services. Currently, a weekday in April 2025 is being targeted. Feedback from the CBACA board would be welcome on both topic and timing.

CB Day 2025:

Potential vendors are starting to plan their 2025 year, and inquiries on the 2025 date for the CB Day event are being received. Recognizing June 26 is the last day of school, a target date prior to this would be ideal. Initial thinking of Saturday June 7. Feedback from CBACA Board would be welcome on timing.