

**Cordova Bay Association for Community Affairs  
Annual General Meeting**

**Held:** April 24, 2024

**Location:** Cordova Bay 55+ Center

**Board Members In Attendance:** Barb Lucas, Gloria Wills, David Kuprowsky, Karen Fediuk, Michael Giordano, Ellie Willing, Dave Chater, Pat Bourke, Quinn Yu

**Board Member Regrets:** Brock Nordman, Nicole MacKay.

**Number of CBACA Members in attendance** (including board members): **33 before call to order. Quorum reached.** One additional member joined the meeting after the call to order, for a total of 34. Additionally, five non-members and two visitors attended.

**Chaired by:** Barb Lucas

**Recording Secretary:** Pat Bourke

**1. Call to Order and Welcome**

Barb Lucas called the meeting to order at 7:34 pm and welcomed everyone to the AGM. In attendance was our guest speaker for the evening, Lindsay Chase, Director of Planning, District of Saanich, and Brent Reems, Chief Administrative Officer, District of Saanich.

Barb introduced and thanked all current board members.

**2. Territorial Acknowledgement**

Karen Fediuk read the Territorial Acknowledgement.

**3. Approval of the Agenda:**

**Motion:** To approve the agenda as presented.

**Moved:** Dave Chater / **Seconded:** Joy Cooper. **Carried.**

**4. Approval of the Minutes for CBACA Annual General Meeting April 26, 2023**

**Motion:** To approve the April 26, 2023 AGM minutes as circulated.

**Moved:** Ed Boomars / **Seconded:** Ruthild Ohl. **Carried.**

## 5. **Guest Speaker** – Lindsay Chase, Director of Planning, District of Saanich.

### Summary Points:

#### Planning Environment

- Federal and provincial priorities have resulted in hard requirements for municipalities facilitating the development of more housing, more affordable housing and more rental housing.
- Urban planners have been in short supply nationally; over 600 vacancies in BC. Saanich hired a development process manager in 2023 which will help in working toward housing targets and the associated planning needs.
- Saanich has largely focused on removing barriers and streamlining processes to facilitate housing development in line with provincial and federal priorities; to that end, Saanich has completed a land capacity analysis.

#### 2024 projects and priorities

- Revamping the small-scale multi-unit housing (SMUH) zoning is now in the implementation phase, to be completed by June 30, 2024. All single-family zones will have from three- to six-units permitted on a single-family lot; the number of units permitted depends on lot size and other factors. Six units will only be permitted in areas served by frequent transit. Cordova Bay is likely to see changes in the form of four-unit infill developments, such as where older homes have not been maintained. Unlikely to see rapid or wholesale changes in this largely single-family home area. Bigger change will be in areas where new subdivisions are being established.
- The areas around three transit-exchange areas have been prioritized for rapid implementation of SMUH: Royal Oak exchange, University exchange, Uptown exchange. Expect rapid, higher-unit development within 200m and 400m radius of these exchanges since they are well-served by transit.
- Expect rapid deployment of non-market housing with clearer pathways to develop more in a more proactive environment for this type of housing.
- Developing terms of reference for the Tillicum-Burnside area, and will then develop terms of reference for Royal Oak.
- Council has approved a development plan for the Uptown-Douglas area, a step toward establishing a Saanich downtown.
- Continuing to develop the Food and Agriculture strategy to allow pocket farm markets and farm stands on residential properties.
- Reviewing the standards around how much parking will be required in multi-family developments.
- Engineering is continuing to review and update the subdivision bylaws.
- Important focus will continue to be meeting provincial housing targets through rezoning to make smart decisions in identified primary growth areas. In 2023, the province set housing targets for Saanich at 4,610 units within the next five years; approximately 922 per year. Historically, Saanich has only realized about one-third of that annually.

Questions put forward in advance by CBACA Board of Directors, with summarized answers:

Q1. The recently approved Local Area Plan (LAP) for Cordova Bay featured extensive public, community and first nations engagement and was overwhelmingly supported by Cordova Bay residents and, in fact, Saanich Council. The plan really captured the essence in the key plan directions, policies, actions and priorities residents want for our community over the next 30 years.

Given all of the recent changes to plans via provincial legislation on housing and the update of the OCP, will Saanich still commit to the vision, overall “sense of place,” and key directions placed on policies, actions and priorities that we hope to see in Cordova Bay over the next 30 years?

Summarized answers:

- The LAP for Cordova Bay is a respected part of the Official Community Plan, and remains an important guiding document in that it includes the neighbourhood hub concept, explicitly integrates First Nations elements and addresses shoreline management.
- New provincial SMUH guidelines have changed the baseline for infill housing in established neighbourhoods. Proposed infill housing that conforms to these new guidelines will go ahead without community consultation. However, Planning will continue to look at the OCP and Cordova Bay LAP for proposed housing that falls outside these guidelines, primarily single family housing.
- Limits on public hearings are determined by the province; municipal council cannot hold a public hearing if the residential application adheres to the OCP or provincial legislation.
- Council still wants to hear from the public around changes for land use. The public can respond to notices that are sent out. The review of the OCP every five years offers an opportunity for the public to weigh in.

Q2. The new provincial housing legislation is looking to have more small-scale, multi- unit housing, including townhomes, triplexes and laneway homes built in all larger towns and cities across the province. As a result of this, Saanich’s Official Community Plan (OCP) is changing to adhere to legislation, but it also includes limitations on public hearings.

Can you please tell us how Cordova Bay residents will be able to provide feedback on projects in our community that adhere to the updated OCP, but may be contrary to what our approved LAP states? And what role will Community Associations have, if any, when developments comply with the OCP?

Summarized answers:

- The purpose of the SMUH initiative is to increase the supply and diversity of housing in residential areas. Smaller lots are eligible for fewer units. Proximity to frequent transit can increase the allowable units to 6 per lot.

- Saanich had already been moving to make changes in infill housing guidelines; the OCP supports units up to three storeys. Will not see rezoning issues if a proposed project fits the OCP.
- If a housing project proposes more units or storeys than in current OCP, Council can hold a public hearing. Planning is looking at getting community input earlier in planning reviews.
- Community associations will continue to receive referred zoning applications for those that fall outside the OCP.
- Send concerns to Council using [council@saanich.ca](mailto:council@saanich.ca); this delivers to all councillors.
- Community associations have a role to play at the policy-crafting stage for primary growth areas.

Q3. The population of Cordova Bay has been and continues to increase, with significant large developments still coming. (Specifically, Aragon's proposed 1100 units at the old Trio lands).

How is Saanich preparing for the additional strain on our local infrastructure (water, sewer, roads, sidewalks, parks etc) given that we can realistically expect about a 25% increase in the Cordova Bay population over the next 15 years?

Summarized answer:

- Engineering department is involved at every stage of planning.

Q4. As part of this OCP update, all existing Local Area Plans are to be taken out of the OCP and adopted by Council through resolution, other than the two Village Core sections of the Cordova Bay LAP and Cadboro Bay LAP. These 2 sections are to be included in the OCP bylaw.

These Village Core plans both had maps outlining future land use relating to types of buildings and height designations of those buildings. In the Cordova Bay LAP this is Map 10.2 which has now been changed to reflect the 3 storey minimum Provincial requirement.

We know that "height" is related to "grade" of the property. Can you please explain, in as simple terms as possible, how "grade" is determined, and give examples of how high a building could be for (a) a Cordova Bay waterfront lot and (b) a sloped bank, such as in the Aragon property.

Summarized answer:

- The base of the calculation is "average grade." The bylaw encourages development to work with the slope.

Questions from the Floor, with summarized answers.

1. Why can't the municipality rule that a stated percentage of housing can be truly affordable, since affordable" housing is often not affordable for the folks who need it? - *Hanny Pannekoek*.

Summarized answer:

- Building affordable housing is very complex. Senior levels of government got out of the housing business for a long time and are only just now getting back into it.
- Non-market housing needs significant funds to be viable - building is much more expensive now - and funds need to come from senior levels of government.
- Role of the municipality is to reduce bureaucratic barriers to affordable/non-market housing.

2. What does the speaker think are the most serious unintended consequences of the significant changes on SMUH imposed by the provincial and federal governments? - *Braden Young*

Summarized answer:

- Saanich is working hard to mitigate the consequences: Saanich doesn't allow short-term rentals, for example, and will monitor whether new units are indeed housing and not short-term rental.
  - The first projects completed under the new SMUH guidelines will likely produce discomfort; over time, that will abate.
3. How much attention is being given to the infrastructure need to support the significant number of new housing units proposed for Cordova Bay? How do planners ensure that the required infrastructure is being planned?

Summarized answer

- Staff work closely across the organizations involved: for example, Saanich departments, CRD, school boards, BC Transit.
- Saanich staff collaborate interdepartmentally, and use modelling as appropriate, for example, to forecast wastewater or sewage requirements.
- Saanich has implemented a new asset-replacement-and-renewal strategy, and for the first time is adding 1.5% in the budget for this.
- The province is imposing new development cost charges which provide new tools to make it easier for local municipalities to ensure the required infrastructure is included. Capital assets, such as fire halls, can now be included in development cost changes.

4. Can covenants be put on developers of large projects to make good on the amenities offered? For instance, the developers of the Haro didn't follow through on the amenities originally offered. - *Barb Lucas*

Summarized answer

- Covenants have now been defined as durable, and will attach to the property going forward. This includes amenities such as park land, or those for rental or non-market housing.

5. Does the latest proposal from Aragon for 1,100 units and buildings of up to 14 storeys fit the OCP? - Joy Cooper

Summarized answer

- Saanich has not yet received a formal application, and it would be premature to comment before an application is put forward.
- Saanich provides a tracker on its website where residents can receive up-to-date information on developments: [Saanich Development Tracker](#).

6. Will the new zoning for single-family lots change the setbacks required, for example from the street or neighbouring properties? ( *Questioner not recorded* )

Summarized answer

- The province has produced a guide with firm recommendations for municipalities around SMUH.

## 6. President's Report

Barb thanked all those present for attending, and presented her President's Report, attached as Appendix A.

## 7. Treasurer's Report

Karen presented the fiscal year ending December 31, 2023 Financial Report, attached as Appendix B, and noted that:

- Expenses were largely related to **The Cordovan** and the decision to print and widely distribute copies in Cordova Bay area, in addition to electronic distribution to members.
- Revenues sourced largely from businesses advertising in The Cordovan, new memberships, GIC interest, and the push to recapture expired memberships.
  - Revenue opportunities from local advertisers are limited, especially in the current economic environment.

- The GIC of approximately \$22,000 includes \$10,000 that has been allocated for a future arts initiative.

**Motion:** That Katarina Edwards of Katerina's Bookkeeping be retained as the financial reviewer for the Cordova Bay Association for Community Affairs for 2024, as required by Part 7, Number 51 of the CBACA Bylaws, and as recommended by the CBACA Board of Directors.

**Moved:** Hanny Pannekoek / **Seconded:** Dave Kuprowsky. **Carried.**

## 8. CBACA Committee Reports and Activities

- **Planning Report**

Mike Giordano presented the Planning Report, attached as Appendix C.

Summarized questions from the floor, and summarized answers:

Q1: Is there a prospect of a restaurant or other similar business taking over the Beach House?

A: The Beach House property is not technically zoned for a restaurant. The current listing price isn't attractive to developers in terms of the potential for the site.

- **Transportation Report**

Dave Chater presented the Transportation Report, attached as Appendix D, noting that Cordova Bay's already-developed Local Area Plan puts it ahead of other local communities that do not have a LAP in place.

Summarized Questions from the floor, and summarized answers:

Q1: Many Cordova Bay homes are located quite close to the many parks in the area. Parks constitute a risk in terms of potential for forest fires, particularly with the effects of climate change, and fire departments have been asked to water park areas. If a fire starts, what role does the Parks department play in saving those spaces?

A: Part of the committee's work going forward will be continuing to develop a good relationship with the Parks department, and gaining a better understanding of who to contact in Parks for discussions of issues such as this.

Q2: Given the importance of volunteers in maintaining the ecosystems in our parks, can funds from the CBACA be used to provide tools and/or resources to enhance the work of volunteers and make it easier for residents to volunteer?

A: There is definitely a lot of opportunity to explore ideas to encourage volunteers.

**9. Election of Directors**

Dave Kuprowsky, Chair of the Nominations Committee, presented the slate and bios of those running for election / re-election. He then asked three times for nominations from the floor. Hearing none, the following slate was elected by acclamation:

Elected for a two-year term: Barb Lucas, Karen Fediuk, Mike Giordano, Pat Bourke, Dave Chater, Gloria Wills.

Elected for a one-year term: Quinn Yu.

There remains one vacancy for a one-year term.

**10. New Business**

There was no new business.

**11. Motion to adjourn.**

**Moved:** Robin Dyke / **Seconded:** Ken Pennie. **Carried.**

The meeting adjourned at 9:31 pm.



## Appendix A

### President's Report

#### Board Activities:

- A quiet year from a Planning perspective; not one development presentation at our monthly board meetings throughout 2022.
- Final presentations to Council regarding the Cordova Bay Local Area Plan, adopted by Council in March 2022.
- Attendance at the Phase I workshop for Saanich's Strategic Update of the Official Community Plan.
- Attendance at Claremont Secondary School Awards ceremony to present the two CBACA Scholarship awards.
- Planning and co-hosting the All Candidates Meeting for the municipal election last October, along with partners Broadmead, Blenkinsop, and Falaise community associations.
- Attendance at the Saanich Police Department Community Partner Forum
- Participation in SCAN (Saanich Community Association Network) to have our perspective heard on broader issues relating to the whole of Saanich.
- Ongoing communication with Saanich Mayor and staff, primarily in Planning and Engineering.

**Biggest Local News for 2022** - the announcement that the Beach House restaurant and parking lots were up for sale, with the restaurant likely closing at the end of August 2023.

#### Communication:

- 20 Mail Chimp notices were sent out to members over the course of the year, with the information mirrored on our website. We have about a 60% to 70% open rate on the mail chimp notices; it is a balancing act trying not to overwhelm but to keep residents informed.
- 3 digital issues of the Cordovan were published, also posted on our website. · Decision made last fall to do a Direct Mail Drop of a hard copy version of the Spring 2023 Cordovan. We welcome your feedback.

#### Volunteering:

- One Board vacancy - Events Chair - throughout the year. This is more accurately described as community engagement in all forms. The Speaker Series is one example.
- Membership is another important area that we are now looking for someone to manage the membership database.
- Huge thank you to our Cordovan publishing team.
- Many thanks to all my colleagues on the Board over the past year.

**Appendix B****Treasurer Report**

The Association's operating results and financial condition continue to be very healthy, as has been the case for the past number of years. There was a decline in overall revenue from membership renewal. Expenses are up due to specific "behind the scene" investments made. We continue to receive annual financial support from Saanich.

<b>CBACA Balance Sheet, December 31, 2022</b>			
		<b>2022</b>	<b>2021</b>
<b>Assets</b>	Cash	\$4,920	\$8,628
	Accrued Interest		
	Investments	\$21,407	\$21,237
<b>Revenues Summary</b>		<b>\$2,567</b>	<b>\$4,271</b>
<b>Expense summary</b>		<b>\$6,108</b>	<b>\$3,683</b>
<b>Net Assets</b>	Operating Fund	\$26,323	\$29,865

## Appendix C

### Planning Report

#### Roles and responsibilities of the planning co-chairs

- The Board's point of contact and or developer liaison for most Planning related issues in Cordova Bay;
- Responds to community communications on Cordova Bay developments;
- Contributes Planning articles to The Cordovan and provides current development application updates for the CBACA website;
- Ensures the developer completes and submits to CBACA the CBACA Development/Zoning application prior to the presentation to the board, which provides details in order for the Board to reply to a referral request from Saanich;
- Examines all proposals for development, subdivision and or rezoning changes in the community, to make sure they meet the requirements of the Cordova Bay Local Area Plan;
- Responds to Saanich in a timely manner as to the CBACA support or identify any issues regarding project proposals.

#### Advocacy for our new Local Area Plan (LAP)

##### *Issue*

Contrary to our new LAP, Saanich Council approved an interim policy to potentially allow buildings up to 6 storeys to be built in residential areas.

##### *Our Response:*

November 2022, CBACA made a presentation to council seeking an exemption in the policy for Cordova Bay.

##### *The Outcome:*

Mayor of Saanich provided a response to the CBACA's presentation:

- The interim policy is expected to only be in place until April 2023 and until the updated strategic Official Community Plan (OCP) is completed.
- Any applications that might fall under this interim policy would be reviewed against Saanich's existing policy and bylaw framework, including LAP's.
- For Cordova Bay, the new LAP would provide much more recent guidance for this analysis. This new LAP would provide greater weight in staff policy recommendations than other areas of Saanich with much older LAP's.
- No further action will be taken by Council on the policy in the short term, but that Council's vision and policy direction for density increases will be reflected in the upcoming OCP strategic amendment coming this year.

##### *Next Steps*

The CBACA has been involved in the ongoing OCP Strategic update engagement sessions and continues to advocate for Cordova Bay throughout this planning process based on our new LAP.

## Developments

- The Haro – all done! Occupancy for both Residential and Commercial in place. · The CBCC – The Cordova Bay Community Club. No updates since last AGM. To Recap: rezoning unanimously approved in February 2022. Demolition / construction to be announced. Building will feature 8 courts, bathrooms and change rooms and a meeting area. · The Tides – 986 – 990 Doumac Ave. Pre sales have begun, for example one penthouse is pending sold. Building is a 4 – storey condo with above-ground parking. Demolition / Construction timelines to be announced. New building will feature 17 unit strata-titled building. · Trio Site – Aragon properties located at 755 Cordova Bay Road continues to undergo remediation work to reinstate historical grades and Aragon plans to submit a new rezoning / development permit package to Saanich Council when available.
- Beach House – All 6 properties the owner has are for sale. There are 2 beach front properties for sale, 3 properties across the street on Cordova Bay Road (current parking lots) and 1 property on Abbey Road.

## Appendix D

### Transportation & Parks Report

#### · Background

- Active 6 person committee with external volunteer community members.
- Portfolio expanded to include parks.
- “Our bible”- the new LAP: Transportation & Mobility and Parks, Open Space, Trails and Community Facilities sections.

#### · Successes

- Speed limit reduction on CBR/Fowler/Sayward Corridor (with more to do!)
- LAP approved!!

#### · Recent activities

- Presentation to Mayor Murdock re: pedestrian and cycling safety on CBR and elsewhere in Cordova Bay.
- Participate in the update of the Active Transportation Plan.
- Participate in the Road Safety Action Plan Workshop.
- Seek enhancements to pedestrian safety in the upcoming pedestrian and cycling improvement project in front of the elementary school.

#### · Current priorities

- Obtain youth input into priorities for parks in Cordova Bay.
- Recommend a “public art” contribution to one of CB’s parks.
- Support community/neighbourhood invasive species removal and restoration projects (e.g. Doris Page Park).
- Support improved park and environmental mapping projects
- Engage with Saanich Parks on community priorities.
- Continue to advocate for pedestrian and cycling safety improvements:
  - Cordova Bay/Fowler/Sayward corridor
  - Lochside Trail/Drive
  - Other residential streets
- Advocate for improved public transit.