

**Cordova Bay Association for Community Affairs
Board of Directors Meeting**

Held: 9th June 2021
Location: Zoom Meeting at 7:00 pm
In Attendance: Alex Izett, Barb Lucas, Gloria Wills, Anna Hakim, Michael Giordano, Dave Kuprowsky, Perry Fanthorpe, Annie Djiotso, Brock Nordman
Regrets: Neil Swart, Karen Fediuk

1. Presentations:

1.1 5070 Catalina Terrace; Ryan Hoyt of Ryan Hoyt Designs and Troy Restell, presenting.

Project: Rezoning and subdivision application from RS-18 to RS-12 to create 2 additional lots for single family dwellings resulting in a total of 3 lots. The existing house will be retained on one lot (1,580m²) with access from Catalina Terrace; the 2 new lots (930m² and 1,010m²) will both have access from Wesley Road. There will be no secondary suites.

Board Discussion Points:

- The Board thanked the applicants for their thorough completion of the CBA Applicant Information form, in advance of this presentation; it provided answers to questions that we may otherwise have had;
- The Board asked about a possible stair access from Wesley to Catalina. The applicant noted they went through the exercise of planning for such an access but Saanich subsequently agreed that it was not practicable;
- The Board questioned slope stability. The applicant noted that a Geotech Report has been submitted to Saanich and they have no concerns based on the servicing plan and building location;
- The Board asked if neighbours had been asked about the possible new and updated LED street lighting. The applicant noted that neighbours have not been spoken to about community amenities but the LED upgrades are a Saanich requirement;
- The Board questioned the need for the roadway dedication on Catalina. The applicant noted that this is a Saanich requirement, they are looking for possible future sidewalk dedication as Catalina is a very narrow street.

Decision/Action:

CBA has not received a Referral Request from Saanich. The applicant will follow up with Saanich and advise Mike/Annie.

The presenters then left the meeting.

1.2 879 Dooley Road; Niall Paltiel of Ascend Planning Ltd. and Kate Phoenix, owner, presenting.

Project: Property line / boundary adjustment only; no new or additional lots created. Both properties are currently zoned A-1 Rural and no change to this zoning is requested. Streamside and Floodplain Development Permits are required.

Board Discussion Points:

- The Board received confirmation from the applicant that there was no move to take the property out of the ALR. The Board noted, however, this may not prevent a future owner/applicant from moving in this direction, given the new smaller lot of ~30 acres. The smaller property is still within the minimum lot size for Rural zoning A-1.
- Council approves the Floodplain Development Permit; Staff approves the Streamside DP.
- The Board acknowledged the good stewardship initiatives for Noble Creek that the applicant has already begun, and the fact of increased agricultural land usage.
- The applicant stated that an archaeological assessment has been done and that this is a Saanich requirement.
- It was noted that CBA has received the Referral Form from Saanich and that the applicant may be in front of Saanich on June 21st.

The presenters then left the meeting.

Decision / Action:

Mike/Annie will respond to Saanich that CBA has no objections with comments regarding the potential of future erosion of agricultural land if owners of the small property attempt a rezoning.

2. Approval of Agenda

Motion: To approve the agenda, with an amendment to TABLE item 4.2.

Moved: Alex / Seconded: Mike

Carried

3. Approval of Minutes from CBA BoD Meeting May 12, 2021

Motion: To approve the May 12, 2021 minutes, with an amendment to the motion under 4.2 to remove the words "...agenda and...." , therefore to read as follows:

Motion: That the approved board meeting minutes be posted on the CBA website.

Moved: Gloria / Seconded: Anna

Carried

4. ACTION ITEMS

4.1 Communications Strategy (CS) / Near-term events:

Summary Points:

- The sub-committee members are Perry, Brock, Gloria, Annie and Neil, from the Board, as well as Barb Collumbin, consultant. Perry will chair.
- Brock has had no response from Royal Roads regarding volunteer students; therefore we will proceed assuming that CBA was not chosen for participation in that program
- CB55+ is keen to participate in events for International Seniors Day on October 1, 2021

Decision / Action:

- Perry will convene the CS Sub-committee later in June with a goal of seeing if one or two summer events can be managed.
- The Board will be informed by email of sub-committee directions.
- Annie will lead the Int'l Seniors Day initiative; Alex will provide contact details for 55+.

4.2 Development Referral Process:

Tabled for consideration at a Special Meeting to be arranged for the coming week.

4.3 WSA NEC Initiatives:

Summary Points:

- No response yet from UVic regarding re-location of the Cordova Bay totem pole.
- A First Nations CBA Scholarship at Claremont will be offered for school year 2021/2022 due to the short notice and ability of getting it listed in the Claremont Scholarship booklet for this year.

Decision/Action:

- Alex to continue to work with Brian Thom on the First Nations CBA Scholarship criteria, in time for the next school year. It will come to the Board for review prior to submission.

5. NEW BUSINESS

5.1 Correspondence:

Summary points:

- Correspondence from Saanich regarding theft from cars in Cordova Bay was circulated to members / residents through Mail Chimp and our website.
- An email was received, and circulated to the Board, from Saanich group "Happy Dogs in Saanich Parks" regarding their "Draft Statement of Principles for Park Sharing in Saanich" asking for CBA support for the proposal.
- Other correspondence from the Mayor's office, circulated to Board members as appropriate.

Decision/Action:

Board members to email Alex directly to indicate support or otherwise to the Happy Dogs proposal and then contact the Happy Dogs group with a response.

5.2 CBA Administration Items:

Summary points:

- CBA insurance is due in June.
- Debbie Sherwood has a June 23rd deadline for Board submissions for the next issue of the Cordovan; Debbie will also be getting new pictures of board members.

Decision/Action:

Barb to contact Karen about the insurance deadline.

5.3 Treasurer's Report:

Summary points:

- Karen is in touch with our Scotia account manager regarding the change in signing authorities; documents have been submitted as required; the process continues.

5.4 Transportation Committee (TC):

Summary Points:

- There is much information in google docs on the progress of the TC over the past few years.
- The last TC survey was done in 2017; it may be time for another one. There has been feedback recently about Lochside Drive but a new survey would ensure broader resident input.
- There are traffic comments / issues included in the proposed Cordova Bay LAP.
- Possible way for a blanket distribution to all CB residents for this survey would be through a postal code specific mail drop with Canada Post, using a QR Code on a postcard to direct residents to the survey.

Decision/Action:

- Anna to have a survey ready for the next issue of the Cordovan; it would be on the website with a link in the Cordovan;
- Anna to investigate details of using Canada Post.

5.5 Membership Report:

Summary points: (per Neil's emailed report)

- Currently there are 476 paid members
- A follow-up renewal reminder was sent to expired members on June 8th.
- Membership and Saanich grant cheques have been delivered to Karen.

5.6 Planning Report:

Summary points:

- The Planning Tracker document in google docs has been updated with a tab highlighting current applications for discussion at a board meeting;
- Concerns regarding 879 Dooley and smaller lot size, potentially making it easier for removal from the ALR. This does not happen frequently or easily and there would be significant public consultation. The current owner categorically stated no intent to go in this direction.
- 4882 Cordova Bay Road – this is in regards to the removal of an easement which involves legal proceedings. One neighbour is in opposition. Saanich's Referral request was received by CBA in Sept.2020 but due to board transition, we did not respond. The staff report to Council states that the CBA Referral was not received. Through discussion with Saanich Planning it was deemed too late to file a formal Referral response; however they are recommending we still send our comments in to Mayor, Council and Planning to then be included as "late correspondence".
- 5499 Pat Bay Highway – this property (Fas Gas) is not in Cordova Bay therefore CBA will likely not get a Referral request from Saanich. The current scope of the work is within existing zoning.
- 4981 Wesley Road – CBA has been provided with neighbourhood feedback.
- 5070 Catalina Terrace – CBA will wait to receive Saanich's Referral request before making a decision on this application.

Decision/Action:

The CBA reply on 4882 Cordova Bay Road will be No Comment due to no information from neighbours and no legal expertise in this area (easements).

5.7 SCAN Report:

Summary points:

- SCAN is investigating proposed changes to Saanich's policies and procedures on Community Grants;
- SCAN continues to work on providing questions for the upcoming meeting between the Mayor and Saanich's 3 government representatives. The challenge is ensuring it is a question that all 4 participants would answer.
- The Shelbourne and McKenzie development at University Heights is proceeding; there will be 1,000 new units in this development. Significant concerns from Cadboro Bay regarding the increased traffic as a result.

5.8 Public Relations:

Summary Points:

- CBA facebook page continues to be monitored

Decision/Action:

Brock to investigate submitting an article to the Saanich News about CBA and its current direction.

5.9 Events:

Summary Points:

- Nothing further than noted and discussed under 4.1.

5.10 Website:

Summary points:

- May 2021 : #1 – Home page with 91 users
#2 – Planning with 35 users
#3 – Cordovan with 32 users
- The website statistical data over the past 13 months provided by Gloria gives us reliable data upon which we can make decisions; and it may also highlight possible improvements to the website.

Decision/Action:

Gloria to continue updating the Website Statistics spreadsheet with the monthly stats; it is in google docs.

6 OTHER BUSINESS

6.1 Summer Recess:

Decision/Action:

There will be no board meetings in July and August, but email communication will continue with anything requiring immediate action.

6.2 In-person board meetings starting September:

Decision/Action:

If 55+ is open in September CBA will revert back to in-person meetings; Alex will confirm.

6.3 CBA Claremont Scholarship Award Winner for 2021:

Decision/Action:

Akash Dhillon is the 2021 CBA Scholarship award recipient as determined by the Claremont staff committee based on the CBA criteria. There is no formal award ceremony again this year; Alex will deliver the cheque and certificate, and do an article for the next Cordovan.

Motion to adjourn.

Moved: Anna / **Seconded:** David

Carried

The meeting adjourned at 9:50 pm.