

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

**Held:** 12<sup>th</sup> May 2021  
**Location:** Zoom Meeting at 7:00 pm  
**In Attendance:** Alex Izett, Barb Lucas, Gloria Wills, Neil Swart, Anna Hakim, Michael Giordano, Karen Fediuk, Dave Kuprowsky, Perry Fanthorpe  
**Regrets:** Annie Djiotsa, Brock Nordman

**1. Presentation: None**

**2. Approval of Agenda**

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

**Moved:** Gloria / Seconded: Neil

**Carried**

**3. Approval of Minutes from CBA BoD Meeting April 14, 2021 and May 6, 2021**

**Motion:** To approve the April 14, 2021 minutes as circulated.

**Moved:** Mike / Seconded: Neil

**Carried**

**Motion:** To approve the May 6, 2021 minutes as circulated.

**Moved:** Gloria / Seconded: Dave

**Carried**

**4. ACTION ITEMS**

4.1 Board Positions:

It was confirmed that:

- Anna Hakim will take on the Transportation Committee
- Perry Fanthorpe will take on the Events Committee
- Gloria Wills will continue as the Website Administrator

4.2 Post AGM Review – 2 Motions from the Floor

- i. AGM motion from the floor requesting that board meeting minutes be posted on the CBA website.

Summary points:

- CBA Board reports to the community 4 times per year through 3 issues of the Cordovan and the Annual General Meeting, plus through email updates;
- Annual General Meeting minutes are posted on the website;
- A review of 5 other community association websites show that all minute styles are different, sometimes out of date;
- Possible privacy issues;
- Residents can attend board meetings;

- CBA receives public funding;
- Transparency may drive more interest and membership.

**Decision/Action:**

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

**Moved:** Gloria / **Seconded:** Karen

**Carried**

- ii. AGM motion from the floor requesting that a CBA Parks & Beach Committee be established.

Summary points:

- Board committees are in accordance with the CBA bylaws;
- A current CBA board member sits on the Saanich Parks, Trails and Recreation Advisory Committee;
- Consider how this area could be dealt with under an existing CBA committee, possibly through a sub-committee;
- Transportation Committee has, as one of its responsibilities, the Cordova Bay trail network;
- A desired outcome from increased community engagement through events is an increase in participation of volunteers from the community that may assist in some areas.

**Decision/Action:**

The Transportation Committee will move to incorporate parks and beaches into its roles and responsibilities.

4.3 Development Referral Process & Forms:

Summary Points:

- The “straw-man” document (outlining steps that may guide CBA in objectively evaluating a development application) started by Neil should be viewed in conjunction with new Developer Questionnaire forms proposed by Mike and Annie;
- All final documents should be appropriately formalized in the CBA Standard Operating Procedures document.

**Decision/Action:**

Discussion on and board approval of the new Developer Questionnaire and Referral forms, and how the straw-man document can be incorporated into this process is TABLED, to allow the Planning Committee further time for review of the process.

#### 4.4 Membership Proposal:

##### Summary Points:

- Royal Roads University (RRU) evaluation of CBA membership structure brought up the issue of value proposition for the \$10 annual membership fee;
- The CBA website, Cordova Bay Day, All Candidates Meetings, other events, are open to all residents;
- The annual membership fee is not significant but it does provide a way to stay connected to our community and a way for the community to support what CBA does – for example the Claremont Scholarship and events;
- CBA is in the very early stages of our renewed focus on events and community engagement, putting into action some suggestions from the RRU initiative. A year from now any decision on membership fees may be very obvious.

##### **Decision/Action:**

There will be no change to membership fees at this time; we will wait to see how the year unfolds after proceeding with new event engagements.

#### 4.5 Communication Strategy:

##### Summary Points:

- No reply to date from the RRU program that would provide student volunteers to help implement new CBA initiatives;
- As noted in the April board minutes, the Communications Strategy (CS) Sub-committee is to provide to the Board a prioritized list of actions, including a timeline and funding requirements.

##### **Decision/Action:**

The CS Sub-committee will move under Events portfolio; current sub-committee members, including Barb Collumbin, will continue on the committee.

#### 4.6 LAP Update:

Nothing further to report.

#### 4.7 WSANEC Initiatives:

##### Summary Points:

- The cost of engaging a First Nations carver to carve a totem pole has been explored and this is one initiative to consider;
- As noted in the Proposed Local Area Plan document, there is a totem pole at UVic that tells the story of Cordova Bay; possibly move this pole to a location in Cordova Bay;

- Another potential initiative is a First Nations Scholarship, similar to the CBA Claremont Scholarship currently in place.

**Decision/Action:**

- Dave to contact UVic and commence the discussion of moving the Cordova Bay-represented totem pole;
- Alex to contact Brian Thom for guidance on possible First Nations initiatives in Cordova Bay.

4.8 The Cordovan:

**Decision/Action:**

- Debbie Sherwood, who leads the Cordovan team, will be contacting all board members for articles for the upcoming June issue.

**5. NEW BUSINESS**

5.1 Correspondence:

Summary points:

- Alex continues to forward relevant emails from Saanich to the Board;
- An email from Saanich reporting that the annual operating grant has been mailed out;
- An email from Saanich providing a link to the Mayor's recent youtube podcast on a variety of topics, including the 30km speed limit pilot project, casino, climate change and more.

5.2 CBA Administration Items:

Summary points:

- The backup of google docs has been done;
- The Society Annual Report has been filed as required by the BC Societies Act;
- The annual calendar indicates upcoming board meetings, insurance renewal, the Cordovan, and the Society Annual Report requirement, which has been done.
- CBA zoom license which includes the webinar subscription to accommodate the speaker series and AGM expires June 7<sup>th</sup>.

**Decision/Action:**

The webinar subscription will be renewed as needed.

5.3 Treasurer's Report:

**Decision/Action:**

- Transition has begun; Karen and Barb are working with Keith on the handover.

#### 5.4 Transportation Committee (TC):

##### **Decision/Action:**

- Transition will begin from Alex to Anna;
- The next TC meeting is on May 18<sup>th</sup> with Dean Murdoch in attendance, discussing his Better Mobility Saanich initiative.

#### 5.5 Membership Report:

##### Summary points:

- Currently there are 473 paid members
- Renewals are sent out quarterly
- Mail chimp has been updated with current members.

#### 5.6 Planning Report:

##### Summary points:

- The Planning Tracker document in google docs has been updated with dates each developer made their presentation to CBA;
- Fas Gas will not have a drive-through, therefore no rezoning required; technically this property is in rural Saanich and not part of Cordova Bay;
- No indication when 5229 Cordova Bay Road will commence construction;
- 5185 Del Monte will be going to public hearing
- Residents concerned about the development at 4590 Lochside Drive (the LIMONA development across from Lochside School) have placed advertisements in the TC to bring awareness to the proposal.

#### 5.7 SCAN Report:

##### Summary points:

- New system at Saanich regarding development applications now states that if a development is turned down, the developer can re-present to Council within 30 days, with or without any changes to the application;
- A possible new Saanich initiative is listing daycare centres as a community amenity for development applications;
- Cadboro Bay has an established Dead Boat Society; if anyone has concerns they can contact this society through their website to get assistance with the process of getting a derelict boat removed.

5.8 Public Relations:

Tabled.

5.9 Events:

Tabled.

5.10 Website:

Summary points:

- April 2021 : #1 – Home page with 91 users  
#2 – Planning with 56 users  
#3 – Cordovan with 51 users

**Decision/Action:**

- Gloria to determine if we have website hits going back a few years and report back next meeting.

**6 OTHER BUSINESS**

Summary points:

- CBA can change a standing committee name during any year and then ratify the change through a bylaw amendment at the next AGM.

**Motion** to adjourn.

**Moved:** David / **Seconded:** Karen

**Carried**

The meeting adjourned at 9:41 pm.