

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

**Held:** 8<sup>th</sup> Sept. 2021  
**Location:** In Person Meeting at 7:00 pm at Cordova Bay 55+, Cordova Bay Elementary School  
**In Attendance:** Alex Izett, Barb Lucas, Gloria Wills, Anna Hakim, Michael Giordano, Perry Fanthorpe, Annie Djioisa, Karen Fediuk, Dave Kuprowsky  
**Regrets:** Brock Nordman

**1. Presentations:**

1.1 Greater Victoria Acting Together (GVAT) and the Housing Action Research Team (Housing ART) – Hanny Pannekoek and Joe Callendar, presenting.

Presentation Points:

- GVAT started in 2016. It currently has about 32 member organizations including unions, social service groups, NPO's, and students.
- It has 3 focus areas, each with its own working group - (1) affordable housing; (2) mental health and addictions; and (3) climate change.
- Hanny and Joe are here on behalf of the affordable housing working group.
- This group has received grant funding from Saanich for their "Community Conversations Project" which, through conversations with all Saanich community associations, will attempt to answer questions and get consensus about what affordable housing means, how to build complete communities, and how Saanich's new Housing Strategy might be implemented.
- GVAT is asking for CBA support in this project, not financial, but an indication as to how CBA thinks this project could proceed.

Discussion Points:

- The GVAT grant application to Saanich did not include a detailed outline as to how this project would be executed.
- It appears that, to some degree, Saanich is providing this grant to help spread the word about the Saanich Housing Strategy.
- Presumably Saanich has some idea of how they want the Housing Strategy to be actioned.
- 3 years have been spent on the development of the Cordova Bay Local Area Plan, which includes much more detail on housing in our area than the Housing Strategy, yet the LAP is still not approved.
- GVAT is looking more for a conversation with residents about affordable housing to help the community gain an understanding and acceptance of a diverse range of housing in their community.

**Decision/Action:**

Hanny and Joe will go back to their GVAT working group and develop a more complete action plan for their project. CBA recommended that their next presentation, with a completed action plan, be to SCAN.

The Board thanked Hanny and Joe for their presentation; the presenters then left the meeting.

1.2 4936 Haliburton Place. Nirmal Singh Vaid; Balbir Kaur Vaid (owners); and son Deep, presenting.

Project: Development permit for a garden suite to convert an existing accessory building to a garden suite on a (defined) medium size lot. Variances are requested for size of the suite, rear yard coverage, and open site space.

Board Discussion Points:

- The Board thanked the applicants for their thorough completion of the CBA Applicant Information form, in advance of this presentation, along with copies of architectural drawings to assist in the presentation.
- In answer to Board questions, the presenters indicated that:
  - There is an in-law suite in the main residence, not rented.
  - When built in 2018 there were no variances required.
  - Parking is all on site.
  - Meetings have been held with a few neighbours with written information provided to 6 neighbours. Two neighbours have provided letters of support, including the property directly behind, at 754 Coton Court. (Copies of these letters were provided as part of this presentation).
- The Board noted that, given that accessory buildings do not allow kitchens and bedrooms, Saanich may require inspection of these changes into a garden suite.

The Board thanked the family for their presentation; the presenters then left the meeting.

**Decision/Action:**

CBA noted that the variances are very significant, and Saanich has no provision in their Garden Suite policies regarding existing structures. Mike to follow up with Saanich for further information on the initial build and inform the Board via email, prior to the October board meeting, if possible.

## 2. Approval of Agenda

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

**Moved:** Gloria / Seconded: Mike

**Carried**

## 3. Approval of Minutes from CBA BoD Meeting July 15, 2021

**Motion:** To approve the July 15, 2021 minutes as circulated.

**Moved:** Mike / Seconded: Annie

**Carried**

## 4. ACTION ITEMS

### 4.1 Nominations and Board member resignation

Summary Points:

- Neil Swart tendered his resignation from CBA board on August 16<sup>th</sup> due to work/family time challenges. The Board expressed their gratitude to Neil for his years on the board managing membership, and his thoughtful contributions to board discussions.
- Social media continues to be an important way to reach out to our community, but it needs to be managed on a regular basis.
- There are about 4,000 households in CB, should CBA hire a marketing company to help boost membership and communications? Should we explore the possibility of engaging a Claremont student?
- CBA has had a modest budget in the past for targeted Facebook communications.
- Events and Public Relations board positions are closely related, but still require 2 people.

### Decision / Action:

- Perry to review CBA Standard Operating Procedures for membership and events.
- Mike to investigate what the cost would be to “market” CBA through our social media with the goal of increasing membership.
- A notice will need to go out to our membership regarding Neil’s resignation and resulting vacancy on the board. Included with this notice will be a request for assistance with marketing.
- Alex to manage the transition from Neil to whoever takes on the membership role.

### 4.2 LAP Survey Results / Timing of LAP to Council:

Summary Points:

- Our one-question survey regarding support for the proposed LAP went out to about 700 email addresses (our mail chimp list). 377 “opened” the email.
- 56 people completed the survey with 45 indicating “Yes” and 11 indicating “No”. It was not a good response rate.
- Social media platforms other than email are important to try, to expand our reach.

- The Proposed LAP was pulled from Council's August 23<sup>rd</sup> agenda at the last minute. Notice was received from Saanich and we informed our members of this as well.
- This deferral, which happened after we sent out our survey, likely had an impact on the survey completion rate.

**Decision / Action:**

- We will re-visit sending out another survey once the LAP comes before Council again.

**4.3 Communications Strategy / Near-term Events / ACM:**

Summary Points:

- Regarding the ACM on Sept. 16th, Perry is in contact with the president of Broadmead Area Residents Association (BARA); CBA is joining BARA and the Falaise Community Association in hosting a virtual All Candidates Meeting for the upcoming federal election.
- On Sept. 17<sup>th</sup> CBA will be given the link to the pre-recorded ACM to share with our members and community via mail chimp notification and our website.
- Questions to the candidates can be provided by any resident; the deadline to submit questions for consideration is Sept. 14<sup>th</sup>.

**Decision / Action:**

- Brock will send out the link on mail chimp as soon as we are provided with it on the 17th;
- Reuben (who maintains our website) will post on our website in Gloria's absence.

**4.4 Development Referral Process:**

Summary Points:

- The development form used by tonight's presenters is the final version and has all the information we need to help us in making our response decision to Saanich when asked.
- The one possible item to add to our form is a requirement that, when contacting neighbours, the developer must include the CBA President and Saanich Planning email addresses. This is to ensure that, if a neighbour has concerns, they are informed of who they can express their views to, besides the developer.
- CBA's response to Saanich will be Saanich's form – with the 3 options of "No Objection"; "No Objection with Comments"; and Do Not Support with Comments" – plus a CBA Addendum attached for our comments.

- The Strawman decision-making tree developed by Neil can be used by the Board when making its decisions to ensure we have considered all aspects and give a balanced opinion.

**Decision / Action:**

Mike to add to our CBA Development Application Form the requirement of including CBA President and Saanich Planning email addresses in the developer's correspondence to neighbours.

4.5 Review of all Action Items from July 15, 2021 board meeting:

- a) CBA recommendation for an in-person open house for 4600 Cordova Bay Road  
**Outcome:** No in-person meeting could be held.
- b) CBA to submit our response on 4600 Cordova Bay Road to Saanich  
**Outcome:** Done.
- c) Annie to correspond with Chuck Bell, Saanich Planner, regarding their timing of sending referral requests to CBA and regarding their process of determining Community Contributions.  
**Outcome:** To be done.
- d) Annie and Mike to present finalized CBA development referral documents at the September board meeting.  
**Outcome:** Done.
- e) Mike waiting on Saanich to receive their Referral Request form on 5070 Catalina Terrace.  
**Outcome:** Still no word from Saanich.
- f) Perry to convene a Communication Strategy (CS) committee meeting and follow up with Barb Collumbin.  
**Outcome:** No CS meeting held and no communication with Barb C. Perry on hold until he reviews CBA Standard Operation Procedures for membership and events.
- g) Alex to have a draft criteria document on the CBA First Nations Scholarship for the September board meeting.  
**Outcome:** Done and approved.
- h) Anna and the TC to have a Transportation Survey ready for the September board meeting.  
**Outcome:** The TC has met and will continue to work on survey questions and obtaining input from residents.
- i) Brock to investigate submitting an article to the Saanich News about CBA.  
**Outcome:** Tabled. Brock not in attendance.

## 5. NEW BUSINESS

### 5.1 Correspondence

#### Summary Points:

- Correspondence from Saanich regarding (i) the removal of the Proposed Cordova Bay LAP from Council's August 23<sup>rd</sup> meeting; (ii) approval of the Housing Strategy; (iii) the upcoming community consultation on Fowler and Lochside Park upgrades.
- Correspondence from residents regarding traffic concerns; Doris Page Park; a question on the Fas Gas site; and concerns of the steep slope management behind Sayward Hill condo buildings.

### 5.2 Administration Items:

#### Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: the ACM, regular board meetings and the fall issue of the Cordovan.

### 5.3 Treasurer's Report

#### Summary Points:

- There is \$8,193 in the regular chequing account and \$1,419 in the Pay Pal bank account.
- GIC's total ~\$21,000, with the renewal of one of the GIC's for one year approved by the Board early August.
- The insurance grant of \$850 from Saanich was received and deposited Sept.4<sup>th</sup>.
- Pay Pal has significant fees given the level of our activity with them.

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

- Once a new membership person is in place, CBA will move to having only cheques, cash and e-transfers as our payment methods for membership and advertising. Pay Pal account will be wound up.
- Alex will get the thank-you gift certificate for Neil from the Beach House.

### 5.4 Transportation Committee

#### Summary Points:

- The TC has met and is focusing on 5 topics.
- It is evident there is a Rural and Urban conflict in Cordova Bay; Saanich Engineering views Cordova Bay as more Rural than Urban. They are relying on traffic studies from years ago.
- The TC needs more members.

## **Decision / Action:**

- Anna to do an article for the next Cordovan asking for feedback from residents on transportation issues in Cordova Bay.
- The article will also include a Request for Volunteers to sit on the committee.
- Alex and Anna to meet in person with Saanich Engineering as part of Anna taking over as chair of the TC.

### 5.5 Membership Report:

#### Summary Points:

- Neil's final email report indicated that there are currently 514 members.
- The post box key, sandwich board sign and CBA binder will be given to Alex.
- The membership database has been updated and all cheques handed over to Karen.
- To assist with transition there are notes in google docs about the day to day and technical details of updating the membership database.

### 5.6 Planning Report

#### Summary Points:

- The Planning Tracker in google docs is continually updated.
- Aragon is using the Trio site extensively at the moment, in accordance with the Permit for Soil Deposits. They are waiting for the LAP to be approved by Council before the proceed with any development application. Aragon will present to CBA before applying to Saanich. Aragon is being reminded of maintaining the condition of the road in front of the property (for rocks etc from all the large trucks).
- The Haro is on track for November occupancy of the front north building. Commercial space in the rear building has now been separated into 3 strata-titled units; there will be no grocery store. The area with the large balcony above the restaurant space has been turned into additional residential units.

### 5.7 SCAN Report:

- No report.

### 5.8 Public Relations:

- No report.

### 5.9 Events:

- Nothing further than what was reported under 4.1 above.

5.10 Website Report:

Summary Points:

- July stats: #1 Cordovan with 86 hits / #2 Home Page / #3 Planning
- August stats: #1 Home Page with 72 hits / #2 LAP Notice with 40 hits / #3 Planning with 36 hits.

**6. OTHER BUSINESS**

- Many thanks to our Cordovan Team for their continued excellence in publishing the Cordovan 3 times per year.
- CBA First Nations Scholarship at Claremont School

**Motion:** To approve the CBA First Nations Scholarship Criteria developed in collaboration with Brian Thom, as circulated and as attached Appendix A.

**Moved:** Gloria / Seconded: Perry

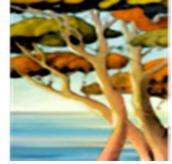
**Carried**

**Motion** to adjourn.

**Moved:** Annie / Seconded: Anna

**Carried**

The meeting adjourned at 10:00 pm.



## **Cordova Bay ƳEL,ILĆE / ćalıřć First Nations Scholarship Award**

**Donor: Cordova Bay Association for Community Affairs**

Value: 1 @ \$500.00

**Tenure:** This is a one-time award intended to encourage students from ƳSÁNEĆ and ləkʷəŋən Nations to pursue further education at a recognized BC Post-Secondary Institution. The award is named after the original village site in Corodva Bay ƳEL,ILĆE (in SENĆOŦEN) ćalıřć (in ləkʷəŋən), and the CBACA honours young peoples' connections to this place into the future.

**Criteria:** This award will be awarded to a graduating student from Claremont Secondary School who meets the following criteria:

- 1)** Is a member of the ƳSÁNEĆ or ləkʷəŋən First Nations community (ie: Tsawout, Tsartlip, Tseycum, Pauchaquin, Songhees, Esquimalt, or other closely related First Nation).
- 2)** Is able to provide a letter of conditional acceptance from a BC Post-Secondary Institution for a post-secondary program that will commence in the Fall of their graduating year.
- 3)** Is able to demonstrate commitment to their community, through work on their culture, language, leadership skills, or other teachings that connect to their community.

**Application: Deadline: June 3, 2022**

**Procedure:** Students must complete a Claremont Application Form (provided by Claremont Secondary School). To demonstrate the student fits the criteria for this award, they must provide a cover letter that explains why they think they qualify for the award, giving specific examples, as to how they meet the criteria outlined above. A copy of this letter is to be provided to the President of the Cordova Bay Association for Community Affairs before the awards ceremony. Also included in the application would be evidence of post-secondary acceptance OR a transcript of grade 11 and 12 marks to date. All documents must be complete and handed into the Claremont Scholarship Coordinator.

Claremont Scholarship Committee will choose the successful candidate. The award will be presented to the successful candidate at the Claremont June Awards Ceremony by the President of the Cordova Bay Association of Community Affairs.

During the calendar year of the receipt of this award, the successful candidate is requested to write a letter to the Cordova Bay Association for Community Affairs to share how this award helped in their post-secondary studies.