

Canterbury Common Residents Association

Minutes of the Annual General Meeting

Wednesday, September 23, 2020

The Annual General Meeting of the Canterbury Residents Association (CCRA) was held in the Centre, 127 Waterbury Crescent, Canterbury Common, Port Perry, Ontario, on Wednesday, September 23, 2020. Present were members of the Board of Directors Jim Brady, President, Lee Maher, Treasurer, and Marilee Egan, Secretary, and seven volunteer proxy holders who together represented 84 Members of the CCRA.

President Jim Brady welcomed and thanked the proxy holders in attendance, and reiterated the reasons for the unusual set-up for this Annual Meeting. The Original "Covid19" plan allowed 16 proxy holders to attend, but plans had to be changed on Saturday, September 19th when, as a result of a rising number of Covid 19 infections, Premier Doug Ford announced a reduction in the number of people who could attend group meetings to ten. It was decided that the seven proxy holders legally representing the most Members would attend. These, plus the attendees themselves and three directors represented 93 Members.

Proxy Holders in attendance were: Ron Barrow, Ellen Brewer, Pat Corlett, Carol DeMorest, Donna Easter, Lauren Maher, and Ann Miles.

Don Cann acted as Sargeant-at-arms at the door for sign-in and Covid 19 control checks.

1. President's Report

Welcome everyone to the twenty-second CCRA Annual General Meeting. This year, due to the COVID-19 restrictions, we have a very different format for the AGM. I would like to thank everyone for their cooperation and understanding.

I am pleased to say that, by all indications, the method of voting by Proxy on motions brought forward by the Board, has been a huge success. This is due partly, in fact, to our volunteers who personally contacted each individual homeowner to explain about the Proxy process, and by getting the AGM package delivered well in advance of the meeting. Many of the volunteers expressed how much they had enjoyed meeting and talking to our residents, some of whom they had never met before. A sincere thank you to all the Proxy Volunteers for helping CCRA to meet the mandate for this year's AGM.

Our homeowners were pleased with the alternative method of using authorized Proxy Holders for the AGM, rather than expecting everyone to gather in a large group. They also appreciated the fact that the proxy forms provided them with the opportunity to participate in the AGM by submitting in advance any questions they might have asked in person, and to exercise their vote, through their Proxy Holders, on Motions related to CCRA business. All questions, with the exception of two late arrivals, were answered before the AGM. The other two questions will be addressed in the near future.

We received Proxy authorization from 145 of our homeowners. The next CCRA Annual General Meeting has been scheduled for Wednesday, June 16th, 2021 when all of our homeowners will, hopefully, all be able to gather together in our Community Centre.

2. Quorum Report:

In accordance with CCRA By-Law requirements, notices were delivered by hand 10 days before the meeting to all households in Canterbury Common except for two estates. There are 241 Member households within the Association.

It was confirmed by President Jim Brady that the total of 93 Members either in person or legally represented by proxy holders would exceed the quorum requirement of not less than one third of the Corporation members. The President then announced that the quorum report showed a quorum of members had registered, and that notice of meeting had been given. He declared the meeting duly constituted and called to order at 7:07 p.m.

3. Remembering Our Fellow Residents

Jim Brady asked all to stand while he read the names of members who have died since the last AGM. The names were read, and a minute of silence was held.

Shirley Anderson	July 22, 2019	Freida Cochrane	May 8, 2020
Mike Allen	July 27, 2019	Barbara Morrish	June 18, 2020
George Munroe	December 18, 2019	Ron Harvey	August 9, 2020
Don Giffen.	January 15, 2020	Jim Birgeneau	August 18, 2020
Doug Delaney	April 26, 2020	Ron Zamulinski,	August 19, 2020
Bob McCallum	May 6, 2020	Ron Rout	August 21, 2020

4. Approval of the Minutes from the Annual General Meeting of Wednesday June 12th, 2019

The President requested a motion from the floor that the reading of the Minutes of 2019 AGM be waived.

MOTION: It was moved by Ann Miles, and seconded by Pat Corlett that the reading of the minutes of the Tuesday, June 12th which were included in the Notice of Meeting and delivered to all Members of CCRA, be waived. All in favour – **CARRIED**

The President then asked if after reviewing the minutes of 2019, had any errors or omissions in the 2019 minutes been found. Hearing none, the President asked for a motion from the floor to approve the minutes.

MOTION: It was moved by Ron Barrow and seconded by Ellen Brewer that the minutes be approved. All in favour – **CARRIED**

5. Introduction of the Board of Directors and their positions.

Jim Brady introduced Lee Maher and Marilee Egan, noting that unfortunately the new Covid 19 restrictions meant other Directors were not permitted to attend.

6. Treasurer’s Report – Lee Maher:

Lee Maher read the Treasurer’s report as included in AGM package to the to those assembled, and proposed a motion for approval:

MOTION: Moved by Lee Maher and seconded by Carol DeMorest that the Financial Statements for the fiscal year ending March 31, 2020 be approved. All in favour - **CARRIED**

7. Request for Approval of the Auditor:

Lee Maher explained that our report from the auditor was delayed this year, as there were cases of Covid19 among the staff of Janet McGhee. The report was received by Lee Maher and Jim Brady at a meeting with Janet McGhee on the 24th of August, 2020.

MOTION: It was moved by Lee Maher and seconded by Ann Miles that Janet McGhee, Chartered Professional Accountant of Port Perry be appointed Auditor for CCRA until the next Annual General Meeting, or until a successor is appointed, at such remuneration as may be approved by the Board of Directors.

All in favour – **CARRIED**

Lee asked if there were any questions from the floor. There were no questions from the floor.

8. Approval of a change to By-Law #1:

President Jim Brady explained that it is mandatory that Not-For-Profit organizations hold an Annual General meeting. Usually the CCRA AGM is held within 90 days following the end of the fiscal year, March 31, but Covid 19 regulations required changing the date. It was decided that to ensure the delay in our meeting fell within an acceptable time-frame for a Not-For-Profit Corporation, the date change was formally incorporated into By-Law #1. It is intended, however, to return to our normal AGM meeting time frame, with a meeting on June 16th, 2021.

Jim Brady asked for a motion from the floor to approve the date change to By-Law #1:

MOTION: It was moved by Ellen Brewer and seconded by Pat Corlett that the requirement of By-Law #1 that “the Annual General Meeting shall be held within 90 days of the fiscal year end” be changed to “within 180 days of the fiscal year end”.

All in favour - **CARRIED**

9. Committee Reports:

President Jim Brady encouraged everyone to read the reports submitted by each committee which were included in the AGM package sent to each homeowner.

10. Nomination Committee Report: Introduction and Election of new Directors for the CCRA:

The Nominating Committee of Lauren Maher and Ron Zamulinski presented their report to the Board as of June 9th, 2020.

Lauren Maher explained that Birgit Pullen, having fulfilled her two year term, indicated she would not be returning. Gord Simmons and Ron Zamulinski both indicated they were resigning.

The Committee identified and nominated three Members willing to volunteer as Directors: John Brewer, Dorothy Bull, and Ken Gadsden. Their resumes are included in the AGM package.

Lauren asked if there were any nominations from the floor.

As required, she repeated the question two additional times.

No nominations were received from the floor, and the President declared that the nominations for the Board be closed.

Lauren Maher then cast a single ballot for the election of those nominated, or re-elected, and declared them elected as Directors of the Corporation.

President Jim Brady then named the Directors who are remaining on the Board: Jim Brady, Marilee Egan, Lee Maher, Nora Senechal, Murray Smith, and Dave Sparling.

11. New Business: The President opened the meeting to questions from the floor. There were no questions from the floor.

Questions or issues written on the Proxy forms were discussed. Most had been addressed prior to the AGM directly with the Member concerned, with others to follow shortly. For Members interested in these issues, the questions/comments and answers are provided below:

Rein Aaslepp: What is happening with the Greenwood property?

Answer: A new management team for Greenwood is working on the site plan. At the present time, there is no resolution for the steep slope.

Nancy Blimke: According to the financial report submitted as part of the AGM review, money was taken from the reserve fund for roof repairs to the existing part of the Centre. Was this money spent on replacing roof shingles simply so the two roofs matched in colour, and how much did it cost CCRA?

Answer: The decision to replace the shingles over the north entrance door was based on the following:

- 1) premature wearing of the shingles around the roof peak was identified
- 2) We received a very favourable discounted replacement price as the contractor and the replacement shingles were still on site.
- 3) The replacement provided a more pleasing blended color for the north portion of the Centre. The cost was \$5000.00.

Dorothy Campsall: Speed is too high in our community.

Answer: A second letter was sent to our Councillor for Ward Five, Lance Brown, requesting that the speed limit in Canterbury Common be reduced to 40 Kilometres and a crosswalk be made from Country Estates to the Centre. He has replied and agrees with the suggestion. He also noted that the Town and Township will meet next month to discuss their overall traffic plan for the Town and the Township.

Gary and Ardis Morrison: Have a concern over lot grading and possibility of water from new homes flooding their rear yard.

Answer: The Draft Plan of Subdivision for Canterbury for the homes to be built behind Coulter Street show a 10 metre buffer zone to the north of the five homes on Coulter Street. This buffer zone and walkway are generally lower than their lots and should not be prone to flooding their backyards. We have not seen the actual grading site plan as yet but will be viewing the plan at a later date.

David Porter: David moved in recently and would like to see the financial information

Answer: Lee Maher visited David at his home, and gave him a copy of the financial reports.

Michael Pullen: What are our plans for the Golf Course lands once they are turned over to Canterbury and will that decision be made on a community vote?

Answer: There have been discussions on various ideas for the land but no decisions have been made at this time. The entire community will definitely be involved in any major decision in regards to the land usage.

Bronwen Quirk: Bronwen and Rick want it noted that they want Greenwood to be accessed from Simcoe Street.

Answer: In an initial meeting with the Town and Township, CCRA has made it very clear that our preference is to have all vehicle traffic enter and exit via Simcoe Street.

Pat Sparling: Wants an addition to our Policies and Guidelines that residents must stop feeding four legged animals in our community.

Answer: This question will be addressed at the CCRA Board meeting in October.

David Thompson: What was the rationale to moving the AGM out to a possible 6 months point following the fiscal year end?

Answer: Due to the COVID-19 restrictions, we realized we would not be able to hold the AGM within the 90 period of our fiscal year end. Our intent, for future years, is to hold our AGM within the 90 day period. The 180 days option will be left in our By-law #1.

12. Ratification of all proceedings of the CCRA Board:

President Jim Brady asked for a motion from the floor for ratification of proceedings.

MOTION: Moved by Ellen Brewer and seconded by Ann Miles that all acts, contracts, proceedings, and appointments, elections and payments enacted, made, done, and/or taken by the Directors and Officers of the Canterbury Common Residents Association since the last General Meeting of June 12, 2019 are hereby ratified, sanctioned, confirmed and approved. All in favour - **CARRIED**

13. Adjournment

MOTION: There being no other business, it was moved by Jim Brady and seconded by Marilee Egan that the meeting be adjourned at 7:50.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

