

Canterbury Common Residents Association  
Minutes of Board of Directors Zoom Meeting  
June 8<sup>th</sup>, 2021

**Present:** Jim Brady, Lee Maher, Nora Senechal, John Brewer, Murray Smith, Dorothy Bull, Marilee Egan.

**Guests:** George Clapham, Lauren Maher, Gord Simmons, Ed Richards.

**Recording Secretary:** Marilee Egan

**Call to Order:** A quorum of Directors being present, the meeting was declared duly constituted by the President, and began at 1:30 p.m.

**Guest Presentation:** Gord Simmons and Ed Richards (preliminary report on file)

Gord Simmons and Ed Richards joined the meeting to update the Board on the occupancy problem of the new Centre. They only learned recently that the current number of washrooms in the Centre may limit the number of people allowed on the upper level to only 140 people for certain social events. Since this number is clearly inadequate for our population, they have been working with Nick Dawkins of the Township to try to solve the problem.

Gord and Ed explained that Building code occupancy rules for depend on many factors, especially the number and width of entry/exit doors, and the number of washrooms. Both the Building code and Fire Safety codes determine occupancy limitations.

Since the building code is difficult to interpret, Gord and Ed queried Nick about the numbers allowed for several hypothetical situations.

Their examples illustrated that for a sit down dinner where alcohol is present, there could be only 140 people, but for a social event with tea, coffee and snacks, there could be 430. For some examples, conditions were difficult to interpret or seemed inconsistent, and Ed and Gord will seek further clarification. Nick advised that if it were a wine and cheese where people drop in at different times, the limit would be 140 at a time but more people could come in over the entire time frame as others leave. For this, we would have to commit to monitoring attendance to ensure the numbers were not exceeded. If more people were found than allowed, the building permit would be revoked. This number includes catering staff, entertainers or presenters.

Both Gord and Ed assured Board members that Nick Dawkins is very helpful, and willing to do what he can for Canterbury. Nick suggested he could issue two permits: one for everyday activities and meetings such as the AGM allowing for 430 persons, and a second for social events involving seated meals and alcohol. The limit for the lower level is 48 persons, and 40 persons are allowed in the pool area.

A possible solution was suggested:

Re-installing the unisex washroom in the storage area would allow an increase in numbers from 140 to 180 persons. The suggestion was strongly supported by the Board, and it was decided to consult an engineering company since Nick Dawkins would require an engineering report and drawings before he

could issue the permit for 180. Gord Simmons noted that once Nick has these details and a commitment from the Board to build an extra washroom, he could issue the permits. Permits would be publicly displayed: one allowing for 430 persons in the hall area, and one allowing (hopefully) 180 in the kitchen. All agreed and guaranteed that information on occupancy requirements would be incorporated in the Policies and Guidelines as soon as we get the information we need from Nick.

Gord Simmons recommended prompt action in order to avoid delays in getting permits. He confirmed that he and Ed would contact Nick as soon as possible with our proposal, and will report back to the Board.

Jim Brady thanked Ed Richards and Gord Simmons for their presentation.

Ed Richards, Gord Simmons and Lauren Maher left the meeting.

Discussion ensued. Murray Smith noted that the old washroom plumbing is still in place, and that Wayne Shannon already has ideas on how to proceed. It is thought the installation would not be difficult.

Nora Senechal pointed out that the Board needed quotes for the job ahead of the next meeting in order to make an informed decision and vote.

Lee suggested that House and Property should take on the chore of finding an engineer, and George Clapham committed the House and Property committee to do so and to get quotes.

Lee Maher and the Finance committee will look into financing possibilities.

John Brewer noted that with the number of people we will have, it would be money well spent.

Discussion continued on how to set up the tables and chairs with an eye to flow of people and comfort, and other organizational projects.

#### **Approval of Minutes:**

**MOTION: It was moved by John Brewer, and seconded by Nora Senechal that the Minutes of the Board of Directors meeting of May 11<sup>th</sup>, 2021 be approved. All in favour – CARRIED**

#### **Correspondence: Jim Brady**

Jim Brady has received emails from John Nesbitt regarding the difficulties caused by the changeover from Compton to Rogers Ignite. John had volunteered to help other CCRA residents who are have issues with their phone, television, and/or internet service. John noted that when service fails those living alone are feeling vulnerable as they cannot call 911, and safety call buttons depend on working internet service. John said that Rogers is very concerned, and technicians are working hard to correct the situation. There will likely be some compensation for those affected, and residents should investigate this possibility once service is restored.

John Nesbitt has written a report on the situation, and will continue to try to help other residents.

During this work it was discovered that the Centre is still serviced by Compton which is keeping all commercial accounts for time being, and they intend to continue this service.

#### **Business arising from previous Board minutes: Jim Brady**

Jim Brady was pleased to announce that the Township has agreed to CCRA's request to install a 3-way stop, a crosswalk in front of the Centre, and no-parking signs on the street in front of the Kiosk, and thanked Dorothy Bull for her successful efforts.

**President's Report:** Jim Brady

Jim Brady reported that surveyors have been mapping the land around the north pond involved in the transfer, and will report to the Town shortly. The Land transfer will occur soon, likely in July or August.

John Brewer feels strongly that the Township and our lawyer Jamie Tudhope should commit to providing us with a copy of the survey, as it would be helpful in determining, for example, exactly where the boundaries lie and where grass should be cut.

Nora noted that companies may not give paper copies of their surveys, but may be willing to give an electronic file which we can have printed.

Jim Brady suggested that such a survey may exist in our Corporate records and will investigate.

Other items:

- All the principals from Geranium and Greenwood involved with the slope problem will meet on June 16<sup>th</sup>.
- The pool is ready to open.
- We are still in a "holding pattern" for the AGM.

**Vice-President's Report:**

John Brewer explained that he is in the process of preparing an information report to be sent to CCRA Members once legalities are completed for the Land transfer from the Township to CCRA. The letter will outline the background and details of the acquisition, costs and responsibilities involved, expectations for use by residents and by the public, ongoing development plans, and the role of the Land Use Development Committee. John asked the Directors for input prior to finalizing the report.

John stated that a formal survey of ideas and wishes of residents will be carried out, and Member proposals can be made to the Land Use Development Committee. The committee will be looking for volunteers to lead the suggested activities.

During discussion, Dorothy Bull suggested we invite a volunteer from Kawartha Lakes who will walk the property, and provide ideas for developing some parts of the land as "natural" areas, by planting trees, native species, and/or using natural grasses that don't need to be mowed. This would discourage weed growth.

Both Dorothy and Nora Senechal proposed that we stop designating the land areas in terms of the old golf course, since it no longer exists and many residents may not know where, for example, the third hole was located. New names for the different areas should be developed.

George mentioned the commitment from Geranium to replace the trees they had removed, and that some of these should be planted on the open areas.

Lee Maher added that as new residents arrive over the next two years, there would be additional funds for development.

**Treasurer's Report:** Lee Maher

Lee Maher reported that our auditor, Elevation, has completed their draft audit of our financial results, and there were no findings other than some minor corrections. We will receive the copy of the formal, signed audit by the end of June.

The assessment process has begun, and a 4 page (double sided) financial report is ready for distribution. The Treasurers Report will be delivered tomorrow, June 9<sup>th</sup> by the delivery team, and invoices will go out next week.

Lee reminded all that once a budget is tabled and agreed to by the Board, committees are free to spend the budgeted amount within the agreed parameters. If an unbudgeted item comes up, the committee has to come to Finance for consideration and approval.

Finance has committed to a mid year financial review with the expectation that adjustments could be accommodated.

## **COMMITTEE REPORTS:**

### **Administration:** Murray Smith

Murray Smith reported that Admin. has had discussions with Decorest for purchasing soft furniture for the library area and for the new section. It was decided to choose chairs rather than couches so they can be easily moved as needed. There is a 6 month wait for delivery once ordered.

Lee Maher noted that since there is no budget for soft furniture at this time, the purchase would have to compete with other unbudgeted items for priority before making a decision. Murray will get pricing details. Some side tables will probably be needed as well.

The Committee needs to decide on rental fees for the Centre. During the discussion, it was thought that we should consider different pricing for renting one half or the whole upper level. Nora Senechal mentioned that since we don't charge members for Celebrations of Life receptions, we should charge a little extra for rentals to help cover those cleaning costs, as well as incidentals supplied for the kitchen and washrooms. Murray will take the comments back to the Administration committee members for discussion and costing, then report back to the directors.

The Administration Committee has decided to go ahead with installing an electronic noticeboard. Murray Smith and Wayne Shannon are meeting with Spectrodata to discuss details of what is needed for the installation.

The committee has been in contact with Compton Communications about installing a hot line using the lines formerly used for a fax machine. This would be a dedicated line with its own phone number for taking messages or questions from residents, and would be monitored on a regular basis so calls could be referred to the appropriate person or committee for a response. Murray asked for approval for this proposal:

**MOTION: It was moved by Murray Smith and seconded by Dorothy Bull that the Directors approve the installation of a dedicated, monitored "hot line" on our unused phone line, with a new assigned phone number, to be used for member messages and enquiries.**

**All in Favour – CARRIED**

Nora Senechal volunteered to write a proposal for the set up and use of the hot line for presentation at the next Directors meeting.

Murray noted we have a basic "Commercial" package with Compton, and the phones and televisions will be hooked to it.

**Communication:** Nora Senechal

Nora Senechal announced that the Summer Chronicle is nearly ready for printing. She requested that directors send documents for the Chronicle as Word documents and not in pdf form as the latter cannot be edited or formatted differently if needed. The sender can review the altered text to make sure they approve of any changes.

Nora Senechal and Karen English are updating the website and wish to confirm that the CCRA policy re: former residents attending events as agreed in February 2015, is still in effect. The policy states they may attend “as long as they are still in good standing and only after current Members needs are met.” Lauren Maher was called into the meeting for her input. Lauren agreed with the policy, but noted that our occupancy limits could be a problem. She mentioned that single Members often will only come if they can bring a friend, but added that former residents have always been understanding if there isn’t room for them.

Nora Senechal reminded us that sometimes we need extra people to meet quotas for an activity. All agreed the policy should be maintained. Lauren Maher left the meeting.

Nora mentioned that Dave Streeter is keeping the website up to date with Covid19 and vaccination information, and is streamlining some of the links to make them more easily accessible. The directors agreed that he is doing a fantastic job. The website report is on file and on the web.

**Governance:** John Brewer (full report on file)

John Brewer explained that Geranium will contact all residents of McCaw Court informing them they must sign a warranty waiver and forward a damage deposit of \$5000 prior to pre-approval or permits being issued. CCRA is not part of this process, but will get involved to advise re: permits, and will do final inspections.

There have been fewer calls for projects lately, likely due to lumber shortages and pricing escalation.

**House & Property:** George Clapham

- George Clapham informed the Board that the new quote for a handrail is 30% higher than the previous quote, and delivery timelines would be a problem. The committee is looking for alternative quotes.
- The pool is cleaned and ready for inspection and will open soon.
- A shelf has been installed for storage of the pool cover and supplies.
- The sprinkler system is almost completed, but needs two new heads. Mike Pullen will inspect all the heads, as they are 20 years old and we may need to budget for new ones next year.
- Wayne Shannon plans to paint the Kiosk on Sunday, and will parge the cement base.
- Ulo Sibul has compiled a list of dead trees and shrubs that will require removal & replacement in the next 2 or 3 years.
- Tysyd will be giving Jack Ball a report tomorrow with an estimate for next year’s snow removal contract.
- The Waterbury/Coulter island has been restored, and Malcolm and Anne Thistle are maintaining it on behalf of the Garden committee.

- The grass cutting schedule has been set, but wasn't early enough to handle the dandelion problem. This will be adjusted next year.

**Municipal Affairs:** Dorothy Bull

- Dorothy Bull stated that she was notified by Megan at the Township that the three dead trees in front of the Centre will be replaced soon.
- The signs we requested have been ordered, but Dorothy was advised it would take some time, as they are ordering signs for other areas in town and all will be done at once.
- The Township has also ordered signs to clearly mark the rights of way across Township properties. They will inform contractors wishing to access Township properties that they must pay a security deposit which would be refunded once work is completed and any damage has been repaired.
- Dorothy volunteered to contact Elizabeth Travers from Kawartha Lakes, to arrange a tour of the Lands in order to get her advice.

**Social Committee:**

Lauren Maher joined the meeting to report on behalf of the Social Committee.

She announced that Canada Day notices have gone up, and members of the committee will start to decorate the Centre on June 28<sup>th</sup>. Lots of pictures will be taken.

Lauren reported that there are approximately 70 residents in Canterbury who have arrived during the pandemic and have not had a chance to meet others. The one "Meet and Greet" planned was cancelled due to Covid, but people are enthused and anxious to get involved. Lauren hopes to start small sessions as soon as we can have groups of 10, perhaps even two meetings per day to help with the backlog. She advised that the Welcome group has, however, contacted all new residents, either by phone or by letter. Lauren then left the meeting.

**New Business:** none

**Adjournment:** It was moved by Murray Smith, and seconded by Nora Senechal that the meeting be adjourned at 4:22 p.m.

The next Scheduled Meeting is on Tuesday, July 13<sup>th</sup> at 1:30 p.m.

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Jim Brady, President

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Marilee Egan, Recording Secretary

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Date

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Date

