

Canterbury Common Residents Association
Minutes of the Board of Directors Meeting
September 14th, 2021

Present: Jim Brady, Lee Maher, Nora Senechal, Murray Smith, Dorothy Bull, Ellen Brewer, George Clapham, Tom Phipps, Marilee Egan.

Recording Secretary: Marilee Egan

Guest: Donna Easter

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: Donna Easter - Covid 19 update

Donna Easter gave updated information from the Provincial government, saying that as of September 22nd anyone who wants to enter a non-essential location must be fully vaccinated.

- We will have to keep track of everyone at outdoor events as well as indoor, so sheets for sign-in and out will be required, for example, at the outdoor Happy Hour. An updated information sign will be posted at the door of the Centre.
- All activity and meeting leaders will be required to ask all attendees entering the Centre if they are fully vaccinated, but will not have to ask for proof of vaccination at this time.
- For outdoor events, the rules for 6 feet apart and masking are still a requirement, and Zoom meetings can be set up so those who are not vaccinated can still participate.

Donna presented a safety plan based on this approach, and has a “CCRA Resident Update” email ready to be send out. The Directors approved the approach and the email.

Donna also explained that 4 volunteers in Canterbury who have a nursing background are developing a plan to follow should a resident of Canterbury get sick with Covid 19. She noted the office “hotline” phone is now working so information and advice can be received and shared quickly.

Nora Senechal informed all that Dave Streeter has a new section titled “**What’s New**” on the residents’ pages of the website, and will ask him to keep Covid 19 information in a prominent position as long as it’s needed.

Donna Easter requested that the updates be posted in “the Bulletin” each month.

Donna then left the meeting.

Correspondence

- a) Ardis Morrison’s petition regarding traffic & speeding problems on Coulter Street was brought before Council by Lance Brown, and has had an immediate response. A traffic recorder has been placed on Coulter to count the number and speed of cars using the street. Lance reported that Coulter is one of the streets being considered for traffic calming.
The petition was joined by residents from Coulter Street, Coulcliffe Blvd., the Port Perry Villa, and Chiropractor Dr. McLennan, and was supported by a letter from Jim Brady.

- b) Jim Brady has received an email from Lance Brown inviting comments on the Scugog budget which is soon to be released. Tom Phipps and Lee Maher asked for a copy.
- c) A thank you was received from Gord Simmons and Ed Richards for the plaque presented to them on behalf of the CTC at the AGM. The plaque will be hung in the Centre for all to see, identifies the committee members, and recognizes their great contributions to the community over the past 6 years. The letter expressed regret that these outstanding individuals could not be at the Centre to receive it in person, but noted that they will be remembered for years to come, and that the plaque is a welcome tribute “to these exceptional people”.

Approval of Minutes:

MOTION: Moved by Nora Senechal, seconded by Dorothy Bull that the Minutes of the Board of Directors meeting of August 10th, 2021, be approved. All in favour - CARRIED

Business arising from previous Board minutes: nil

President’s Report: Jim Brady

Jim Brady informed us of a problem created by water flowing down from the McCaw cul de sac towards the Centre, eroding the new gravel path. Geranium plans to pave their section of the path to redirect water flow, but since the Township approved the site plans, Geranium will not pay to pave CCRA’s section. Further discussions will take place with Geranium to determine a solution.

The Land Use survey was discussed: The package to be delivered to residents includes letters from Jim Brady explaining the acquisition and the survey, a map, the survey questions, and a blank page for comments and ideas. It was decided that Murray Smith will organize the delivery team to deliver them. Ellen Brewer offered to pick up the surveys each day from the mailbox, and Nora Senechal will tabulate the results for analysis.

Nora noted a need for a larger “mailbox” so the completed land use surveys can fit in it. George will talk to Gary Carmichael to see if this could be made and placed in the mail Kiosk. The survey return deadline is October 12th.

Jim Brady noted that now is a good time to think about the makeup of the Land Use Committee, and how to involve other members of CCRA.

Discussion followed, with the following plan proposed:

George Clapham will chair the reorganized committee, assisted by Dorothy Bull who will work with the Township and environmental groups. George suggested asking community members – one from each of the main open land areas, the Commons, the Centre, and from McCaw Court - to join and form a larger group to work on planning and development, including the Finance Committee.

MOTION: It was moved by George Clapham and seconded by Tom Phipps that the Land Use Committee be re-organized to include members of the community from each of the geographic areas. * The committee will then carry out an analysis of the survey results. All in Favour – CARRIED
 (*wording corrected and approved at the October 12’21 Board of Director’s meeting.)

Other items:

- o CTC update: As the CTC winds down their work, all are pleased that Gord Simmons and

Ed Richards will continue to work with Geranium on construction and development issues. Ed Richards, Gord Simmons and Jim Brady will meet with Geranium once a month from now on to keep us up to date on what is happening.

- Jim Brady reported that in spite of delays, Geranium still plans to be finished construction and grading by late summer or early fall of 2022.
- The retaining wall construction is expected to start as soon as the site plan is approved.
- Geranium will be paving McCaw Court, and will also re-pave Country Estates in the near future.
- Brampton Brick will be looking at repairing the marks on the wall of the pool.
- The Township has asked Geranium to do “Hydro seeding” on the seniors site. Greenwood has not been reached. The next meeting with Geranium is October 5th, and we may learn more then.
- A discussion was held on reports of harassment of residents within the neighbourhood, and options to help with the problem are being explored.

Treasurer’s Report: Lee Maher (full report on file)

Lee stated that since our current bookkeeper will not enter the CCRA Centre (for conscientious reasons) we may be required to hire a replacement Bookkeeper.

Lee reported on CCRA investments, saying that the Finance Committee has reinvested with some cashable investments so that funds can be made available if they are needed. He noted that the interest rate difference between fixed investments vs variable investments was less than one half of one percent, making this decision easier.

Three motions were presented for approval:

MOTION: Moved by Lee Maher and seconded by Tom Phipps that the Reserve Fund GIC’s currently being held by CIBC matured in the July/August timeframe and therefore the following actions took place:

- **GIC#31 (\$15,926 + interest) held by CIBC matured on August 10, 2021 and was reinvested into a cashable GIC.**
- **GIC #30 (\$32,556 + interest) matured on August 23, 2021, and was reinvested into a cashable GIC.**
- **GIC#8 (\$32,628+ interest) matured on July 23, 2021, and was converted into cash.**

All in favour – CARRIED

MOTION: Moved by Lee Maher and seconded by Tom Phipps that the Lease Settlement GICs currently being managed by Edward Jones matured and therefore the following actions will take place:

- **GIC #32 (\$55,912 + interest), GIC #34 (\$100,000) and GIC#33 (\$55,912+ interest) matured on August 26, 2021 and were cashed out and reinvested.**
- **GIC #58 for \$100,000 is a new one-year fixed GIC (1.11%) with a maturity date of August 27, 2022.**
- **Money Market savings account #60 for \$113,662 was opened with a variable interest rate between 0.6% and 0.3%.**

All in favour – CARRIED

MOTION: Moved by Lee Maher and seconded by Tom Phipps that the first quarter results presented at the August CCRA Board meeting be approved.

All in favour – CARRIED

Lee Maher explained that \$78,500 of Money Market savings account #60 is part of the Lease Settlement money, and the Lease Settlement Fund now stands at \$178,508. The remainder will be transferred to the Capital Fund.

Lee reported that Mr. Jones (Elevation CPA) has had difficulty finding CCRA tax returns for 2019 and 2020, and will check with Revenue Canada to find out if they were submitted.

After discussion, it was agreed by the Board that any decisions on using funds from the Lease Settlement Fund would be left until the next budget cycle, when the results of the survey are known. The importance of community involvement in decision - making was stressed.

Office Manager Report: Nora Senechal

Nora noted that documents for another group of homeowners on McCaw Court have been received from Geranium, and they can now be formally confirmed as Members or Residents of Canterbury Common. Marilee Egan read the names, and a motion was made:

MOTION: Pursuant to the provisions of section 19 of By-law No. 1, it was moved by Marilee Egan and seconded by Ellen Brewer that each of these homeowners be admitted as CCRA Members, and those who are listed as a resident spouse or another resident of the home who the homeowner wants to be formally named as a Canterbury Common Resident, be accepted and recorded.
All in favour – CARRIED

Those confirmed are:

Lee Warner and John MacInnis, Leni and James Bolsanello, Pamela and Blain Woodruff, Jolanta and Antoni Melner, Teresa and Lou Rocha, and Lise Desjardins and Neil Millard.
Ownership forms are on file in the office.

Lou Rocha, a new member of the Communications committee, is very knowledgeable on computer security and has suggested we no longer allow residents to use the Centre wifi as it is, as it makes our system vulnerable to hacking, data theft and the possibility of a virus passing from a personal device to the office computer. Instead they can sign on a “guest wifi”, protecting our primary system. John Rintoul can set this up, and Nora will write an explanation for the Chronicle and the Bulletin.
Lou Rocha also recommends that an uninterruptable power supply (UPS) be set up for the accounting computer so that if there is a power failure while using it, data isn’t corrupted. The Board agreed with Lou’s recommendation; Murray Smith will discuss the requirements with Lou and make the purchase.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray Smith reported that Betty Snell & Cathy Spohn have chosen 4 suitable soft chairs for the Centre, and delivery is 16 weeks from ordering. Lee noted that while not in the current budget, the cost was reasonable and the purchase could be met.

A&S is having problems sourcing fobs for the pool gate, and there could be a long wait. Murray is monitoring the situation.

The electronic message board is up and running. Nora Senechal explained that so far it has only been used as a demonstration and for a “Meet and Greet” event.

Communication: Nora Senechal

Nora Senechal explained that Murray looks after the operation of the message board and she will look after the content. She stated that messages have to be approved so ensure they are correct, professional in appearance, and that they follow the same guidelines as is used for bulletin boards.

MOTION: Moved by Nora Senechal and seconded by Murray Smith that presentations for the electronic message board are to be approved by the Chair of the Communications Committee and the President of the Board. **All in favour – CARRIED**

Governance: Tom Phipps (full report on file)

Tom Phipps noted that meeting new residents has been a pleasure, and most are very supportive of compliance with Governance rules.

Some McCaw residents are facing a landscaping problem behind the homes bordering the nature trail, as several are well below the level of the trail. CCRA has no jurisdiction so can't do much to help. Although Governance thinks a retaining wall is needed, Geranium doesn't agree. Geranium wants to slope the yards to a 30 degree angle towards the houses, leaving a very small useable yard and a concern about drainage.

Jim Brady noted that Barry Smythe is consulting on this issue.

House & Property: George Clapham

- Having the land transferred to CCRA means the washed out areas of the North meadow must be repaired. Ren is looking into possible methods to do so, and if we need heavy equipment he will contact the Township to see if a permit is needed.
- The pool is now closed; Aqua-Tech will drain the pool and once Acapulco Pools repairs the liner, it will be refilled to the "winter" level and Aqua-Tech will winterize it. A winter blanket is on order for better protection.
- H&P is not doing a fall cleanup in the Commons this year.
- Ren is experimenting with the application of a weed killer on the boulevard in front of the Centre, and the sprinkler system will be kept on for a few more weeks.
- Volunteers Gary Carmichael and Steve Holt have changed the filters on the HVAC, and Steve, an HVAC specialist, has inspected the system and saved us that expense.
- Ulo Sibul has a plan for trimming and removal of trees and shrubs next spring and has an agreement with neighbours for maintenance of one of the shrubs.
- The snow removal contract has been signed.

Municipal Affairs: Dorothy Bull

Dorothy Bull stated that a benefit of the traffic survey described above was the bringing the issue of access to Canterbury Common up for discussion by the Township and regional groups.

Ellen Brewer has been asked by residents if we could ask the Township for a sign or a street light to make the Simcoe Street entrance to Country Estates more visible as it is very difficult to find in the dark, especially when driving south on Simcoe Street. Some noted they have driven right past it at night. While all agreed with Ellen, Jim Brady felt that we would have no luck with that request as it is a Regional Road. Dorothy contacted the Township about the weed control product "Fiesta" for the land around the Centre and was told it is safe for pets and humans, but may not have a lasting effect, especially if applied at this time of the year. It is an experimental treatment.

Social: Ellen Brewer

Signing authority has been granted to Barb Holt and Lee Threapleton.

About 57 people enjoyed the “Meet and Greet” on September 12th; names and contact phone numbers were collected.

Another Happy Hour will be held on September 17th.

Ellen shared a resource on Covid 19, which covered who should get a booster, and how we should respond if a Covid case occurred in Canterbury.

The committee discussed Christmas plans, possibilities for outdoor carolling and decoration possibilities. It was debated if it might be possible to have hot cider following the carolling, weather permitting.

Another scavenger hunt is planned for the September Monthly Bulletin.

The directors thanked Ellen for designing the scavenger hunts, noting it really brought people out into the community, walking and meeting their neighbours.

New Business: There was no new business.

Adjournment: It was moved by Lee Maher that the meeting be adjourned at 5:15 p.m.

The next Scheduled Meeting is on Tuesday October 12th, and will start one half hour earlier, at **1:00 p.m.**, in order to accommodate visitors to the Centre.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

