

Canterbury Common Residents Association  
Final DRAFT Minutes of the Annual General Meeting  
September 1, 2021

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 1st, 2021.

1. Welcome: Jim Brady, President of CCRA, chaired the meeting, and welcomed the members to the 2021 Annual General Meeting.

2. Quorum Report:

President Jim Brady explained that before the meeting could begin, there must be a quorum of at least one-third of CCRA Members in attendance, either in person or legally represented by proxy holders. There are currently 267 Member households within the association, requiring a quorum of 90.

Jim asked Ron Barrow for the quorum report. Ron Barrow reported that volunteers had collected a total of 208 proxies, and that there was a quorum.

Jim Brady confirmed the quorum, stated that the meeting was duly constituted, and called the meeting to order. He noting the excellent representation of the community, and thanked the proxy holders for their work.

Jim Brady then welcomed our special guests; they included our new auditor, Justin Jones, CPA, of Elevation, Gord Simmons and Ed Richardson representing the Canterbury Transition Committee, and three nominees for Director: Ellen Brewer, George Clapham and Tom Phipps. Volunteer photographer Lou Rocha completed the 24 people currently permitted to attend by the Provincial Government under Covid 19 regulations.

Twelve volunteer proxy holders attended, and Donald Cann served as Sargeant-at-Arms at the door for sign-in and Covid 19 control checks.

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. The members were:

Loyall Cann	Nov.11 2020	John (Jack) Kalbfleisch	May 12, 2021
Robert McVicar	Dec. 9, 2020	Hilda Greifeneder	May 22, 2021
Barbara Kaban	Feb. 24, 2021	Brian Strachan	June 5, 2021
Dwayne Petzold	Mar. 7, 2021	Wells Renwick	June 21, 2021
Christina Gross	Mar. 31, 2021	Gerard Maier	June 24, 2021
Dave Sparling	Apr. 20, 2021	Ernie Miles	Aug. 23, 2021

4. Recognition of the Canterbury Transition Committee

Gord Simmons and Ed Richards, co-chairs of the CTC, were asked to come forward on behalf of the members of the CTC and be recognized for their enormous contribution, hard work, and expertise. Jim Brady explained that the group was formed 6 years ago when it was learned Geranium had bought the golf course lands. Its members have dealt with many difficult situations, working with Geranium, the Township, the construction crews, and on many details of the construction of the centre. It is unfortunate that all the members could not be present due to our Covid restrictions. Jim presented Ed and Gord with a plaque to be mounted in the Centre, noting how lucky we are to have had this group of professionals volunteering their time for the community. The plaque names the

committee members, and thanks them, “for the countless hours, dedication and expertise you have devoted to the planning, negotiating and managing of the transition of Canterbury Common during the last five years”. In addition to Ed and Gord, the committee included Roger Doe, Lauren Maher, Vern Reynolds, John Rintoul, Barry Smythe, Doug Thiemann and Jim Worsley.

#### 5. Approval of Minutes

As the first order of business, the following motions were made:

**MOTION: Moved by Joy McDonald, seconded by Donald Cann that the reading of the Minutes of the Annual General Meeting of September 23<sup>rd</sup>, 2020, which included the Notice of Meeting and was delivered to all Members of CCRA, be waived. All in favour – CARRIED**

**MOTION: Moved by George Clapham and seconded by Ellen Brewer that the Minutes of the Annual General Meeting of September 23<sup>rd</sup>, 2020, be approved. All in favour – CARRIED**

#### President’s Report

Jim Brady was pleased to announce that CCRA now owns 15 acres of transferred land, thanks to the efforts of Roger Doe, Ed Richards and Gord Simmons.

Now that the transfer land is ours, a survey will be going out to residents for their input on its future development. No decisions have been made and will not be made until residents have had an opportunity to make their opinions known and to take part in the process.

Jim explained that conversations have been held regarding how to manage the entry of unvaccinated people to the Centre. It was decided that it is necessary for the overall safety of our residents to ask those who are not vaccinated, or who are not feeling well, to please not enter the Centre. This decision will be re-considered monthly.

#### 6. Introduction of the Board of Directors

Jim Brady introduced the members of the Board of Directors present: Treasurer Lee Maher, Secretary Marilee Egan, and Directors of Committees Murray Smith, (Administration), Nora Senechal (Communications), and Dorothy Bull (Municipal Affairs). Vice-President John Brewer was unable to attend. It was noted that Nora Senechal has also volunteered as Office Manager for CCRA.

#### 7. Treasurer’s Report:

Jim Brady called on Lee Maher to introduce our guest, Justin Jones.

Lee Maher noted that Mr. Justin Jones (Elevation CPA) has been retained as CCRA auditor replacing Janet McGhee, and invited him to speak.

Justin stated that he had all our previous records, so was prepared and felt there was a smooth transition from Janet McGhee. He worked closely with Lee Maher, and noted that nothing came to his attention during the audit, resulting in a “clean opinion”, which is the best opinion one can get.

Justin summarized his observations of the CCRA operation and concluded by repeating his report conclusions: “In my opinion, the accompanying financial statements present fairly, in all material aspects, the financial position of the organization in accordance with Canadian accounting standards for not-for-profit organizations.”

Lee Maher invited questions from the residents, but none were asked. Justin Jones offered to stay following the meeting if anyone would like to speak to him then.

Lee continued the Treasurer's report, stating that the overall financial strategy this year was to keep the resident assessment at a reasonable increase (17% overall) while dealing with increased infrastructure costs and a stable revenue base. The acceptance of this strategy by the community could be seen by the 100% collection of the assessments.

There being no questions, Lee presented two resolutions for approval:

- a) **MOTION: Moved by Lee Maher and seconded by Ron Barrow that the Financial Statements for the year ending March 31, 2021 be approved.** **All in favour - CARRIED**

- b) Request for Approval of the Auditor:

**MOTION: Moved by Lee Maher and seconded by Gord Simmons that Justin Jones of ELEVATION, 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**

#### 8. By-Law #1 Amendment:

Jim Brady read the following motion as made and approved by the Directors on March 9<sup>th</sup>, 2021, and which also requires approval by the Members at the 2021 AGM:

**MOTION: On a motion duly made by Murray Smith, and seconded by Dorothy Bull, By-Law No. 1 is amended by**

- a) adding "Plan 40M-2655" to the definition of "Plan" on page 1, section 3 so that it will read:  
"Plan" means collectively registered plans of subdivision No. 40M-1848, 40M-1890, 40M-1991, 40R-17436 and 40M-2655 and any other plans of subdivision of Canterbury Common in the Town of Port Perry, Township of Scugog as registered in the Land Registry Office (No.40) at Whitby", and
- b) adding to Schedule A the provisions of the document titled CLDC Covenant as presented to the meeting. **All in favour – CARRIED**

Jim then asked for a mover and seconder for a motion of approval by the membership:

**MOTION: It was moved by George Clapham and seconded by Ellen Brewer that the Members of CCRA approve the Motion to amend By-law #1 which was made and approved by the Board on March 9<sup>th</sup>, 2021.** **All in favour – CARRIED**

#### 9. Committee Reports

Jim Brady suggested that since all committee reports were included in the package, they need not be read at the meeting, but he invited the audience to ask questions of the Directors involved. No questions were asked regarding the reports.

Question: Joy McDonald asked a question regarding the future of the new lands, noting that many are wondering about what the term "opening it up" means, and whether any decisions have been made.

Answer: Jim Brady answered that at this time it is thought we should start with a "soft" approach for the public, knowing we have had no problems in the past 6 years. It is thought that if problems occur, it would then be possible to post "private property" signs. A lot will be up to what the homeowners want. Nothing has been decided, and this is just one approach.

Question: John Nesbitt asked that if the public is allowed, are there legal liabilities if someone is injured on our property?

Answer: Ed Richards answered the question. He noted that the land has sat empty now for 6 ½ years, and we have had no problems. The only change with the land is the change in ownership, and that the Township - which is extremely sensitive to any possibility of lawsuits - has not posted any signs.

Ed explained that the annual insurance premium only increased by \$1000 per year, indicating that the insurance company is not concerned about the possibility of paying damages. We do, however, need to do a detailed survey of the property to insure there are no dangerous areas, particularly for children, and omit any hazards. If a “trespasser”, who has not been invited onto the property has an accident, we do not have a “duty of care”, as people are responsible for their own actions. He added that if an accident did occur, we have insurance to cover it.

Shelley Brothers asked if, when the survey is released, residents could get a map of the property so they would know which areas are referenced.

Jim assured her that a map will be included, and also stated that there is a need to rename the different areas now that there are no golf club “holes” to identify them.

#### 10. Nomination Committee Report & Election of New Directors for the CCRA

Jim Brady invited Lauren Maher, Chair of the Nomination Committee, to speak.

Lauren Maher presented a summary of her report which was included in the AGM package sent to Members. She noted we were saddened by the passing of Dave Sparling, Chair of House and Property, and that Ken Gadsden had resigned prior to the completion of his term as chair of the Social Committee. John Brewer, having completed his two year term as Director of Governance, indicated he would not be returning to the Board.

Three individuals have been nominated to stand for election to the Board:

George Clapham, standing for Director, House and Property

Ellen Brewer, standing for Director, Social Committee, for a one-year term to complete Ken Gadsden’s term

Tom Phipps, standing for Director, Governance Committee

As required, Lauren asked three times if there were any nominations from the floor. None were made.

Jim Brady declared that the nominations for the Board be closed.

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

#### 11. New Business: Jim Brady invited questions from the floor:

##### Question:

Gord Simmons: Gord Simmons stated that the CTC negotiated a deal in 2017 with Geranium and Golf Course North, the previous owner of the golf lands, to make up for cancelling the lease on the pro-shop. \$18,000 of this Lease Settlement money is used each year to subsidize the Operating Fund, resulting in a subsidy of \$44.16 each year per household.

He suggested that since residents have been deprived of the use of the Centre for so long due to construction and Covid 19 shut-downs, it is more important than ever for people to get together and have activities available.

He feels that the subsidy from the golf course would be better used to create activities, meet new friends and rebuild the sense of community. Gord notes that our fees are very low compared to other retirement communities like ours, and the assessment fees could be increased to make up the loss of part of the subsidy.

Gord calculated that the \$18,000 per year results in \$5.53 per house per month subsidy, which will be reduced to \$4.40 per month when the next houses are completed. He asked that since this is a small amount, wouldn't it be better to take \$50,000 or so from the fund which currently has \$193,000 left, and use it to provide some of the activities that people could enjoy now? He noted that at his age, he doesn't want to wait 3 years for some of the items that have been deferred and asked that the Board revisit the situation.

Answer:

Lee Maher replied that the Lease Settlement money was given to CCRA in whole, and was invested. The Finance Committee feels it was given "In Trust" and is used for the Operating Fund. He noted that the interest from the fund has been used this year to pay for some large expenses such as the deck enhancements, and an enlarged sprinkler system. The Finance committee has also approved spending for all safety related issues, and has committed to reviewing the budget after Q2 when some of the "unknown" factors may be known. He stated he would be pleased to meet with Gord and look at his numbers, and Gord agreed to do so.

Question/comment:

Joy McDonald commented that some members feel there is not enough transparency between the Board and members, and suggested many would like more information especially about the land use.

Answers:

Nora Senechal answered by informing all that the 3-year plan and an explanatory letter are on the website, and have been for a while. It has been recently updated.

Jim Brady added that a letter will be sent out very shortly with clarifying information for residents, and the previously mentioned survey for them to complete. He emphasized that it will be up to the residents to decide what actions should be taken for the lands, and asked that they read and answer the survey carefully.

Lauren Maher addressed the new members in particular to assure them we are not a divided community, and although there are issues on which people disagree, we remain committed to keeping this community as sound as it has always been. Lauren noted that comments indicate concerns about the future, and encouraged all to contribute to future development by completing the survey.

Question:

Barb Brady explained that she was under the impression that if we do not have signs identifying our lands as private property we could be liable if someone is injured.

Answer:

Ed Richards replied that anybody can sue anybody, but if they do, they would have to prove negligence against CCRA. It's not an automatic liability just because we own the property. He also thinks it is impractical to have signs at all entries because there are so many, and a lot of "private property" or "no trespassing" signs would create an unnecessarily uncomfortable situation. Ed has spoken to both the broker and the insurance company, and they aren't worried about our open property at all.

Gord Simmons informed the meeting that there will be signs indicating our ownership of the property, asking people to respect the property, have no motorized vehicles etc.

George Clapham explained that he already has the signs planned and a supplier lined up ready to go.

CCRA AGM PROXY FORM & EMAILED QUESTIONS FROM HOMEOWNERS:

- From Eileen @Joe Walter, 108 South Garden

Common area not cut well - too many weeds.

Hi Eileen: We are experimenting with a weed removal company on the boulevards in front of the Centre this fall. If the experiment works, then the area behind your home would be an excellent challenge for the spring. (we are not convinced that weed removal agents work effectively but remain hopeful)

You back out onto the "West" Commons?

George Clapham, H&P Committee

- From Verna Chapman 104 South Garden.

The Commons behind my home is a mess. Two months of Dandelions. When it is cut it looks good for a couple of days. Then I get these yellow flowering weeds. It is so bad, I am thinking of installing a blind of some sort to hide it from my view.

Hi Verna: Please do not give up hope. We are experimenting with a weed removal company on the boulevards in front of the Centre this fall. If the experiment works, then the area behind your home would be an excellent challenge for the spring. (we are not convinced that weed removal agents work effectively but remain hopeful)

You back out onto the "West" Commons?

George Clapham, H&P Committee

- From Shannon and Bill Gerber

Very pleased with H&P. Requested more salt on sidewalks and got it.

Hi Shannon and Bill:

Thanks for your input. Please make requests when you feel they are necessary.

We may try to do more "spot salting" on required areas this season.

George Clapham, H&P Committee

- From Murray Lennox,

We want Mini Golf and a putting green.

Please send back response to me for the record. Thanks, Murray

Hi Murray: At this time, we still have not had the land transferred from the Township to CCRA. The Land Use Committee will be requesting input from our CCRA membership on their thoughts on the use of the land after transfer.

I think that a mini golf facility would be an interesting use of a portion of the land although, if we also wanted to have a chipping and putting green too, there is lots of other space available for the mini golf.

Thanks for your interest in the use of the land.

George Clapham, H&P Committee

- Re: enquiry from Bernadette Fleury-Cockerill

Hi Bernadette. There are a few reasons why we cannot hold our AGM outside:

First, we would have to rely on the weather. After all the work put in arranging it, rescheduling would be out of the question.

We would have to rig up an outdoor sound system, which we don't have.

The meeting requires security that could not be maintained outside.  
We do not have outdoor chairs required to seat two hundred or more people.  
I hope this explains our reasoning to your inquiry.  
Thank you for your question. If I can be of any help, please let me know.

Murray Smith, Admin. Committee

- To Joan Trowell - re: Your Question Regarding Public Access to CCRA Lands

Hi Joan; We intend to develop these lands for the maximum enjoyment and use of CCRA residents. We realize that non-residents occasionally access them; to walk, to exercise their dogs, to get to the shoreline path, etc. However, we don't believe that this has been a problem during Golf North or Scugog Township ownership.

Once legal transfer of the lands occurs to Canterbury we will start with an open approach. We plan to erect signage that states that these lands are CCRA Property. Our signs will request individuals from our neighboring community to respect our property, to pick up after themselves, and to leash and pick up after their dogs. We will not tolerate any motorized vehicles. We do NOT want our owners to attempt to enforce this approach, but will ask them to document inappropriate behaviours or unusual activities. If collective evidence warrants, we can change our position, but with the potential of additional costs associated with achieving compliance.

I can add that the Board intends to conduct an overall survey of owners to determine general approaches to development of the new lands. There will be a question to determine members opinion regarding a return to golf that is open to the public.

Finally we don't know how the Township will determine taxation of these lands, but we believe a "Private Property" attitude would work against our intent to request that they be tax exempt.

John Brewer, VP CCRA Board

- From Rein Aaslepp; Hi Lee; Not happy about the spending without discussions with the home owners.

In answer to your comment: The budgeting requirements of CCRA for the following year are determined/communicated through the various committees to the Finance committee. The Finance committee uses those inputs to develop an overall budget that is ultimately approved by the CCRA Board. The approved Budget results in the residents' assessment. The details of the proposed spending items are communicated to the residents thru a number of outlets: the Treasurer's report, the Chronicle, the quarterly report, etc.  
I would be happy to address any spending concerns that you may have, with a phone call.

Regards Lee Maher, Treasurer

- From Marg and Ken Jackson: Who made the decision to limit the number of tables and chairs around the pool and why not put upper deck furniture around the pool?

We have used the monthly CCRA Bulletin to keep residents informed about the pool, in terms of COVID protocols and procedures for this year. The June Bulletin contained 2 pages of detailed information on the pool, (which also mentioned the need for only limited furniture on the pool deck.)

Most of what we are doing this year for the pool is based on Durham Health protocols. It is certainly not one person making the decisions but it is based on input from others on the committee, the volunteers who maintain the pool and also users of the pool. We do act on the input received as well, that is why we changed the Aqua fit times this year, based on their experience from last year.

The lockers were supplied by Geranium and we have had input already on their usefulness, or lack thereof, so will be using that input to assess what the best use and position for them is for next year.

Our pool committee made the decision to limit furniture on the pool deck, primarily because of COVID restrictions that we have to follow this year. Initially the capacity allowed was only 11 people and then, in Step 3 of the Ontario Reopening plan, we were able to increase the number to 18. (12 for aqua fit classes).

Basically we couldn't have much furniture around as this would encourage socializing, which would be problematic with the 2 - meter social distancing requirement, and would also impact on the number of people who could actually be in the pool. We did add a few more chairs in July. In addition, all the high touch surfaces, including the furniture, have to be wiped down twice/day by our pool volunteers so we didn't want to add to their workload with an excessive amount of furniture.

With the upper deck furnished, it provides a really nice area for residents to sit and enjoy the view, even after their swim or while watching the swimmers. We certainly hope that next summer we won't be as limited by COVID protocols.

Regards, Martha Simmons, Chair, Swimming Pool Committee

- From Dave Vernest

Hi Dave; You had asked a question regarding our intentions for lands that CCRA expects to be transferred to us in the very near future.

Details of our plans can be found on the CCRA Residents Pages of our website, under Neighbourhood News "Land Use Development Committee".

John Brewer, Chair

- From Rosemary Outred

Question:

Why do we have to wait one year to learn the comments and concerns raised at the 2021 AGM? This occurred recently with the receipt of the minutes of the 2020 AGM in the premeeting AGM package.

Rosemary would like a special report made available from the current AGM, advising the community of the questions asked prior to and at the current AGM, including the responses made to these questions. The current AGM report does not get approved until the AGM held the following year.

Answer: As soon as the minutes are completed and signed, they are always posted for review by the residents on both the Bulletin Board in the Centre and the Website under "Association News & Info/Board". Questions and responses are included. The minutes are usually left up for a couple of months after posting, and are kept on the web all year. (The minutes are "Draft" until approved by the Members at the next AGM.)

We appreciate it has certainly been a difficult year for those who are not on "the web" to be informed since entering the Centre has been avoided due to "Covid 19", and hope the coming year will be better!

Marilee Egan, Secretary

- From Rosemary Outred.

Congratulations to the Board of Directors!!

Re: Taking the responsible action restricting non-vaccinated residents from using the Centre!

Canterbury is a "Seniors" residential community and we cannot afford to be exposed to the C19 virus.

Of any kind.



- From Barbara Diekow

Questions : I would like to know “the status of the retaining wall construction, and the seeding of the Greenwood property, as per agreement.

Answers: Geranium have stated that the retaining wall will probably be started by the end of September and will take about 2-3 months to complete.

Re: Seeding of the Greenwood property:

During our meetings with Geranium, Greenwood and the Township, it was decided that if there was a long delay starting construction of the Greenwood property, this property would be covered with Hydro seeding.

CCRA has now received official notification from the President of Greenwood that the Greenwood project at Canterbury Common is on hold. CCRA has notified the Township of this development. In response, the Township has asked Greenwood to have the site covered with a hydro mixture to make this land more visually presentable.

Jim Brady, President

From Barry Judges

Questions: 1. Why are arbitrary decisions made without consulting homeowners? Example: \$8000 for outdoor furniture, key fobs, TV screen.

2. Are assessments going to continue to rise? Is it going to become a country club?

3. re: Green space behind homes – golf course, putting green? Who will pay for these?

Answer #1: All homeowners are sent a copy of the CCRA Financial budget, including expenses, which have been approved by the CCRA Board. The Board has the authority to approve expenditures on projects, as outlined in CCRA By-Laws.

Answers 2 & 3

I was not given the opportunity to address these questions. The homeowner was very upset about the increase in the yearly fees to \$530 and the direction the Board was taking. He was not interested in any further discussion and ended the conversation.

Jim Brady, President

## 12. Ratification of all proceedings of the Board

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

**MOTION: Moved by Barb Brady and seconded by Ron Barrow 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 September 23, 2020 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 that the meeting be adjourned at 8:25.**

All in Favour - CARRIED

Canterbury Common Residents Association  
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September 1, 2021

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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

Note: These minutes are “DRAFT” minutes until confirmed and approved by the membership at the 2022 Annual General Meeting.

