

Canterbury Common Residents Association
Minutes of Board of Directors ZOOM Meeting
January 11, 2022, at 1:00 pm.

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

Guest: David Streeter

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 1:00 p.m.

Guest Presentation: David Streeter - CCRA Website Proposal

Dave Streeter, on behalf of the website team, proposed that a new, completely in-house website be developed to replace the current one provided by Nerivon. It would be built from scratch by CCRA members on a different hosting platform and in parallel with the existing system so there would be no disruption to service.

Dave outlined the limitations of the current system and the advantages of a new one:

- Since our website uses a proprietary platform, we can't move away from Nerivon. The new website would be built on a generic platform so we could, if desired, easily move to a new hosting service.
- Right now, we can't add any useful functions to the system without asking Nerivon to do it for us, and they charge expensive development fees.
- Although there would be start-up costs, there would be lower long term costs since we could build whatever functions wanted: for example, the calendar could be built for free instead of paying for "CalendarWiz" at \$100 US annually.
- A new system would allow automatic backups, which must now be done manually every two weeks.
- The website team would like to improve and streamline the site, both for appearance and user enjoyment, but it can't be done using the Nerivon platform which has many limitations. The new platform would have larger storage and email capacity; we have limited storage with Nerivon, and only 9 email accounts, in contrast to other providers which offer almost unlimited storage.
- The new website would allow the development of improved and new functionality for CCRA members.
- The website would automate many tasks for the website administrators that have to be done manually with our current website.

Dave asked the Board for the authorization and for the funding of \$200 to move ahead with the investigation.

MOTION: Moved by Nora Senechal, and seconded George Clapham that the Board support the proposal of Dave Streeter to develop a new website in parallel with the current website, and will provide the \$200 to support the project. All in favour – CARRIED

Correspondence:

Martha Simmons emailed to say she felt the minutes of December 14th did not adequately reflect her presentation on the decision to add an “Adult Lifestyle” signs at entries to Canterbury Common and her thoughts on the process. She requested her letter be added to the minutes. The Board agreed with her request, and an addendum will be made.

Approval of Minutes:

Moved by Nora Senechal, and seconded by Ellen Brewer that the Minutes of the Board of Directors meeting of December 14th, 2021, be approved, with the addition of Martha Simmons letter as requested.
All in favour - CARRIED

Business arising from previous Board minutes: nil

President’s Report: Jim Brady

Jim Brady asked for a motion to move “In Camera”.

MOTION: A motion was made by Nora Senechal and seconded by Ellen Brewer to move “In Camera”.
All in favour - CARRIED

Topic: construction issues

MOTION: It was moved by Dorothy Bull and seconded by George Clapham to move out of “In Camera”.
All in favour – CARRIED

Vice-President’s Report: George Clapham and Dorothy Bull

George Clapham presented a report from the Land Use Committee.

George explained that due to Covid restrictions, the committee has had difficulty holding meetings and getting information from contractors, so progress has been slow.

The LUC report outlined 5 areas being investigated by the committee: Landscaping, low-cost activities, a walking path, an outdoor shelter, and a storage area. For 2022 they hope to focus on implementing low-cost portions of the projects as is possible.

Lee Maher stated that the Finance Committee is very supportive of making some visible, positive progress on low-cost projects for 2022.

Lee Maher questioned the inclusion of a storage facility in the LUC list, and George agreed that he and the committee think it would be better assigned to the House and Property and Administration Committees. After a short discussion, a motion was made:

MOTION: It was moved by Marilee Egan and seconded by Nora Senechal that the storage area project should be the responsibility of the Administration and House & Property Committees, and not of the Land Use Committee.
All in favour – CARRIED

Murray Smith stated we do need more storage and he would like to start planning now to determine more precisely what our storage needs are and will be. He thinks that storage space is tight but adequate for Admin’s needs at the moment, but eventually we will need more. He would like to see what the Centre usage is like once it is opened to get a better idea of our needs.

A new storage area would be a very expensive project, and Lee Maher noted he preferred that it wait until we have more members to support it.

George Clapham requested that the Board act as a focus group for the LUC to present their ideas and get feedback on an ongoing basis. Nora Senechal offered to set up a dedicated Land Use Committee e-address for the LUC to use, where Board members could submit and respond to ideas and questions.

George Clapham advised that the LUC members have differing opinions on posting “Private Property” signs on the lands. Lee Maher suggested the Board make a firm decision on this, and vote at the next Board meeting. All agreed.

Dorothy Bull’s Report

Dorothy Bull has been in contact with Green Side Up Environmental Services who have toured the lands and will provide a conceptual landscape design of the area with a list of suitable plants and ground covers. The cost is \$1500, and Dorothy asked the Board to approve the expenditure.

MOTION: It was moved by George Clapham and seconded by Lee Maher that \$1500 be set aside for the land conceptual design for the re-naturalization and beautification of the lands.

All in favour - CARRIED

Dorothy explained that there are many opportunities to apply for grants for environmental projects, and that the design would be useful when making applications and would also be very helpful for informing the Canterbury community.

Dorothy noted that our green space is situated on the traditional territories of the Mississauga and Anishnawabe Nations. She has prepared a draft letter to the Scugog Mississaugas explaining our plans for the re-naturalization of the lands, inviting their involvement, or possibly a donation of a bench. She would like to have signage made recognizing their history on the land. The Directors agreed with her proposal; Dorothy and Jim Brady will send a letter to the Mississaugas for presentation to the Chief at their meeting on January 26th.

Treasurer’s Report: Lee Maher

Lee Maher is very pleased with the credits to our internet and telephone account issued by Compton Communication, and extended “kudos” to John Nesbitt for negotiating approximately \$8000 in savings for CCRA.

Economical Mutual Insurance Corporation has been de-mutualized and purchased by Definity Financial Corporation, resulting a savings of \$3,995 for CCRA.

Lee stated that he has received a draft of the 3rd Quarter financials, and reports they look good. Finance will soon begin the budgeting process, with discussions planned on the assessment and land use projects.

COMMITTEE REPORTS:

Administration: Murray Smith

Due to Covid, the Centre is closed to all activities and meetings.

Durham health has postponed the kitchen inspection, Janitorial and Carpet cleaning services have been reduced, and only authorized personnel are permitted entry to the Centre until further notice.

Murray stated that the lift is closed and waiting for parts, but the serviceman has Covid 19. He has been re-booked for February.

Communication: Nora Senechal

- Nora Senechal announced that the committee has begun the budgeting process, and items to be considered include the new website, and updating the bulletin boards in the Centre.
- Nora warned that that we have a major challenge with the Chronicle as we are losing ad revenue due to the pandemic, but will need to print more copies as new people move in. She asked for help in getting new advertisers by supplying her with the name of businesses who may be interested in advertising in The Chronicle, if you know a business owner who may be interested you can make the initial contact and the committee will follow up.
- Brenda Glover is the new editor of the Bulletin; it has been decided to postpone its release until after each Board meeting instead of the first week of the month in order to include the most recent Board items.
- A new member, Linda Porter, has joined the committee and is considering working with Linda Kaban for now as a co-editor of the Chronicle, and may take over the job on her own in the future.
- Nora Senechal reminded the Directors to send out a report for the next Chronicle.
- Nora and Dave Streeter have been working with the Social committee on how to set up a “Marketplace” feature, which can’t be done with Nerivon. Once the new website is operational, a “Marketplace” could be ready by the end of the year.
- Nora knows of a possible Director candidate who is not able to leave home for meetings but wondered if it would be possible to permanently attend meetings by Zoom. George Clapham stated that H&P is doing this now for a committee member, finds it worked quite well but is limited by equipment. Tom Phipps stated that if there is a willing candidate, we should try make it work. The Directors agreed, and Nora will follow up.

A discussion followed with Tom Phipps explaining that due to Covid restrictions the Nominating Committee is contacting possible Director candidates by email and letters, and is looking for those with interest and experience.

Nora Senechal asked that the current liaison Director be involved in the decision, and feels it is important that the candidate be expected to attend committee meetings.

Tom Phipps suggested that a Director should not necessarily have to do so, as the Board should develop policies and leave the committee to implement them & then report to the Director.

Ellen Brewer noted that she and Lauren Maher worked in this way during her tenure, and they found it inefficient to coordinate. She thinks the Chair and the Director should be the same person.

Lee Maher agreed with Ellen, noting this is the way the association has been in the past.

Nora Senechal thought that since this affects the whole community, any change should be presented to the membership.

Tom stated that he accepts the opinions and organization presented.

Governance: Tom Phipps

Tom Phipps noted that there have been no new projects registered.

Tom reported that the McCaw Zoom meeting was mainly concerned with the Geranium restrictive covenants which require a homeowner to make a \$5000 payment to Geranium, and to sign a waiver agreement supplied by Geranium before the homeowner can make any changes to their property.

CCRA has no jurisdiction here, but is trying to confirm the timing of the 2 year “Geranium period” – when it begins, and when it ends.

Tom updated the statistics for the Homeowners Agreement project: there is a 96.25% completion rate. Although 4 owners declined to sign, registration status is known for all, and the database is up to date.

House & Property: George Clapham

George Clapham reported that H&P has received a quote of approximately \$10,000 for upgrading the parking lot lights to LEDs, and Finance has approved the purchase. Ren Blimke will try to get the work done as soon as possible. George hopes they may be able to put the lights on a timer to go on when someone enters the parking lot.

MOTION: Moved by George Clapham and seconded by Dorothy Bull that the lights in the parking lot be upgraded and replaced at a cost of approximately \$10,000. All in favour - CARRIED

Municipal Affairs: Dorothy Bull Nil report

Social: Ellen Brewer

Ellen Brewer provided updated Covid information. We are currently at level 2, and the goal of restrictions is to control the level of hospital admissions. Ellen noted that we are ready to resume activities as soon as Durham Health decides to open up.

Ellen reminded the meeting that the community experienced a very sad situation recently when a Member died alone, and wondered if the Board should initiate or encourage a “buddy” system for the safety of those who live alone. Nora Senechal offered to work with Ellen to look into the possibility.

New Business: Nil

Adjournment: It was moved by Nora Senechal that the meeting be adjourned at 3:36 p.m.
The next Scheduled Meeting is on Tuesday, February 8th at 1:00 p.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

