



Canterbury Common Residents' Association

127 Waterbury Crescent • Port Perry • Ontario • L9L 1S2 • 905-985-5258

Board of Directors Meeting Sept. 12, 2022

Directors: Lou Rocha, Todd Glenn, Carole Johnson, John Nesbitt, Lauren Maher, Jim Worsley, Murray Smith, Dorothy Bull

Absent: Jim Cushnie

Recording Secretary: Carole Johnson

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.

Motion to approve agenda

Moved by Lauren Maher and seconded by Carole Johnson.

Carried.

Motion to approve the minutes of the August 8, 2022 meeting

Moved by John Nesbitt and seconded by Carole Johnson.

Carried.

Canterbury Transition Committee

The Board reviewed a report from the Canterbury Transition Committee with the results of recent meetings with Geranium and the Township of Scugog. Those meetings have addressed the south settlement pond beside Barry's Path, the Greenwood site, the berm between Candlelight and Simcoe and the grading between Holtby Court and South Garden Court. The report also indicated that the residents on Holtby Court should start arriving in November and December.

Correspondence

A request from resident to remove stump in common area was received and the board agreed to have the stump removed with the next scheduled set of stump removals, likely to take place spring '23.

New schedule of board meetings

The Board revised the schedule for meetings to allow more time for the standing committees to submit their monthly reports. The calendar of meetings is posted on the new calendar in the Residents' section of the CCRA website.

By-Law No. 1 Amendment

The board has approved the following amendment to By-law No. 1 regarding Vacancies on the board:

Section 10. So long as there is a quorum of directors in office, any vacancy occurring in the board may be filled for the remainder of the term of the Director being replaced by vote of the Directors then in office and in the event of a tie vote the President of the Corporation shall have a second or casting vote. The Director elected to fill a vacancy shall have the same rights and responsibilities of the other Directors including the authority to vote and to serve as a liaison to a standing or ad hoc committee.

This amendment is in force subject to ratification at our next AGM in June 2023 for final approval.

Moved by Murray Smith and seconded by Carole Johnson.

Carried.

Appointment of Acting Vice-President

Moved by Lou Rocha and seconded by Murray Smith that Lauren Maher be appointed Acting Vice-President during the absence of George Clapham.

Admission of New Members

The Board formally accepted a number of new residents as Members of the Association: Chandike and Roschelle Tennakoon, Phil and Cristina Egginton, Debbie and Glenn Fair, Donna Goreski, Margaret and Gerry Schnurr, Susan Richards and Brian Hiscock, Dawn and David Wilson, Joan and Bob McLeod, Barb and Mike Mercer. Acceptance of new residents will be a standing item for Board meetings.

The Board Secretary will inform the new members (By-Law No. 1, section 22).

The board will be working to centralize the process of gathering new homeowners' information in order to admit new residents in a timely fashion. Changes to the welcome letter will be made to include more comprehensive information about our community.

Moved by Lauren Maher and seconded by Jim Worsley.

Carried.

Committee Reports

- Communications (Complete Report on File)

The request was made for the approval of the CCRA Brochure for printing and distribution to new residents. The costs will be charged to the Communications budget.

Moved by John Nesbitt and seconded by Jim Worsley.

Carried.

The request was made to purchase bulletin boards for the Centre in the amount of \$4,000 that will be charged to the Replacement Reserve Fund.

Moved by John Nesbitt and seconded by Murray Smith.

Carried.

The request was made to draft amendments to Policies and Guidelines to add the CCRA Event Calendar on the Residents' pages of the CCRA website.

Moved by John Nesbitt and seconded by Todd Glenn.

Carried.

House and Property (Complete Report on File)

- The committee requested approval to plow Barry's Path at a cost of \$80 per call. The board also recommended the use of sand on the path instead of salt to avoid chemical runoff into the adjacent pond.

Moved by Jim Worsley and seconded by John Nesbitt.

Carried.

- H&P requested to cancel salting of sidewalks as it has been inefficient in past years and often runoff accumulates on sidewalks and freezes over creating a hazard to resident. The board has moved to send this request back to the committee to review the use of sand instead of salt on a trial basis.
- H&P requested the board to approve the grass cutting contract for third year with cost increase of 12 to 15%. The contract is to be signed by a board member as per our by-laws.

Moved by Jim Worsley and seconded by Carole Johnson.

Carried.

- H&P's request to cancel purchase of "Adult Lifestyle Community" signs was discussed and referred to H&P for review and assessment of options.

Administration (Complete Report on File)

The proposed new swimming pool schedule was reviewed and approved.

Moved by Murray Smith and seconded by Lauren Maher.

Carried.

Reports from Finance, Social, Governance and Municipal Affairs were submitted and reviewed by the board.

Lakeside Meadows Update

The Adopt-A-Bench Proposal was reviewed and approved.

Moved by Jim Worsley and seconded by Todd Glenn.

Carried

Strategic Planning

Deferred to Special Board Meeting on Sept. 26th.

Adjournment

Moved by Lauren Maher

Carried

Next Meeting

Monday October 17th at 1:00 p.m. at The Centre.

Lou Rocha, President

Carole Johnson, Secretary

Date

Date

This report is provided for the information of the Board of Directors and will be attached to the Minutes of the Board Meeting.

Directors' Orientation

Gord Simmons and Ed Richards presented portions of By-Law #1 and the Policies and Guidelines to the new directors on August 22, 2022. The two-hour session was very informative and well-received by the directors.

Canterbury Transition Committee

Attached to the agenda is the Private and Confidential Report by Gord Simmons and Ed Richards from the meeting with Geranium and the Township of Scugog on August 25. Much progress has been made on the remaining issues. The details are covered in the report.

Dedication of Barry's Path

A ceremony was held on September 7 to dedicate Barry's Path in recognition of the service by Barry Smythe as Engineer-in-Residence for the Canterbury Transition Committee. The ceremony was attended by Barry and Jane Smythe with representatives from Geranium and CCRA. The event was video recorded and an article will appear in the Fall 2022 Chronicle with photos from the dedication.

Swimming Pool

The new Pool sub-committee met on September 2 and 7 to address the Board's directions to draft a schedule for 2023. The members of the committee are Joan Cushnie (chair), Phil Egginton, Kim Woods, Peter De Korte and Nora Senechal. The House and Property representatives are Blain Woodruff and Jolanta Melner. Murray Smith and Lou Rocha attended on behalf of the Board.

The committee reviewed the submissions from 41 residents and determined that a modified schedule was attainable. The draft schedule was reviewed approved at the second meeting and is now recommended to the Board for its approval. The committee will meet again on November 2 to review the other directions from the board to draft amendments for the Policies and Guidelines.

The Board's role is to confirm that the schedule complies with By-Law #1 and the Policies and Guidelines. Following the Board's approval, the 2023 schedule will be published in the September Bulletin and the committee will review feedback in November.

Adult Lifestyle Signage

Arising from the Board meeting on August 8 a discussion with George Clapham resulted in a plan to seek new quotes for this project. George was not able to complete the task before his medical leave began on August 30. A subsequent meeting by the House and Property committee on September 7 resulted in a motion to cancel the signage. That decision cannot supersede the Board's prior decision. Therefore the committee needs to continue its research to provide signage. There is latitude to change the number, type and location of the signage.

Amendment to By-Law #1

A discussion with Roger Doe has confirmed the Board's authority to amend By-Law #1 subject to ratification at the next General Meeting of Members. I have drafted an amendment to Section 10 that deals with vacancies on the board. The intent of the amendment is to ensure that any director who is appointed to fill a vacancy will have the same rights and responsibilities of other directors. The amendment will be moved by me. If carried by a majority vote, Jim Worsley will be appointed as Director Liaison for House and Property with voting privileges.

Appointment of Acting Vice-President

Due to the medical leave of the current vice-president, George Clapham, I will move a motion seconded by Murray Smith to appoint Lauren Maher as Acting Vice-President until George Clapham is able to return to the Board. George has supported this proposal.

Strategic Planning

The Board's next discussion will be held at a separate meeting because ZOOM is not effective for these discussions. The input from the next discussion will be consolidated by the steering committee and reviewed by the Board before the steering committee meets with the standing committees.

Nominations Committee

Gord Simmons and I have met with one candidate from last year's search and discussed nomination for the new Board next June. The Meet and Greet meetings are another source for recruiting volunteers for the Board and committees. Lauren Maher and Gord Simmons are leaders in those meetings which have welcomed many re-sale buyers to Canterbury Common. The next wave of Geranium buyers is expected to arrive in November so there is potential to recruit more volunteers over the next year.

Activities Coordinator

Last month the Board approved the position of Activities Coordinator as part of the Administration Committee. There will be a meeting of all event and activity convenors to explain the role and to seek a volunteer for the position of Activities Coordinator. The position is not intended to supervise the efforts of existing activity leaders. The position should be used to provide advice, support and resources when necessary. New activities may be proposed to the Activities Coordinator who will seek Board approval through the Board liaison for the Administration committee.

Corporate Records

1. Further to the previous report on this matter, there is a need to consolidate and streamline the procedures for welcoming and admitting new residents to Canterbury Common. There are a number of channels to learn about the new residents and information is relayed from one committee to another but it may be advisable to have a person coordinate all of the elements regardless of the source of the new resident information. A meeting will be convened with all of the people involved in these processes.
2. Work continues on revising the Membership Database to include multiple email and phone numbers for each resident. The new structure will require a revision to the online membership

record that every resident can view and revise on our website. Preliminary discussions have occurred with Dave Streeter and the website team.

3. The indexing of Board minutes has been completed for the period 2018 to 2022.

Communications

1. There has been an effective transition to the new mail@canterburycommon.ca account. This account uses a dedicated outgoing mail server that has successfully delivered email to the incoming mail servers for all subscribed resident emails. The outgoing server shows the time and success rate of email transmissions. While we are assured that the emails have been delivered, we cannot determine if and when they are opened but it is very unlikely that some emails are still going into Junk or Spam folders.
2. There are a number of new proprietary email accounts: John Nesbitt is using director.communications@canterburycommon.ca; Dave Brolley is using emb@canterburycommon.ca. Dave Streeter has requested feedback on archiving periods for each account.
3. The website team has notified Administration that a customized calendar is now functional on our website. The new calendar is printable and is located on the first page when residents log in to <http://canterburycommon.ca>. It is not accessible on the public page. The calendar is being managed by Suzanne Brolley who is the Event Coordinator for the Administration committee.
4. An updated Association brochure has been completed and submitted by Nora Senechal and Karen English for approval by the Board. The brochure will be printed and included in the official CCRA Welcome Package for Meet and Greet meetings as required in the Policies and Guidelines.

Office Services

A further discussion about Office Services will take place at the Board when more information has been gathered regarding the duties and responsibilities of the position. This information will consist of the activity log from the current volunteer along with the various duties assigned to committees and officers that could be supported by Office Services.

This matter will be part of the Strategic Planning report and may involve the recruitment of more than one person to fulfill the requirements of the position including, but not limited to, another volunteer or paid staff. The Operational budget may need to be increased to cover salaries or fees.

Calendar of Meetings

A suggestion has been made to move the Board meetings one week later to allow more time for the Standing Committees to prepare their minutes and Board reports. A calendar with the revised dates is attached for the consideration of the Board. The North Hall of The Centre is available on all Monday afternoons.

Board Procedures

I would like to review the following Board procedures.

1. In-Camera Meetings
 - a. The Board may hold in-camera meetings for confidential matters or to have open discussions that do not follow Robert's Rules of Order.
 - b. The minutes of In-camera meetings are to be kept in a separate minute book and made available to the persons who attended the in-camera meeting. Discussion points may be recorded but motions must comply with Robert's Rules of Order.
 - c. Board motions from in-camera meetings must be reported to the regular meeting and recorded in those minutes when the Board moves out of in-camera.

2. Committee Reports
 - a. Every standing committee is required to submit a Board report for every regular Board meeting. The reports may be distributed to every director by the respective liaison or by the respective committee secretary or chairperson.
 - b. The minutes of standing committee meetings must be posted on the Bulletin Board in the office.
 - c. Every standing committee must submit an annual report to the members prior to the annual general meeting
 - d. Standing committees may submit reports to the monthly Information Bulletin if there is pertinent information for the Members.