



Canterbury Common Residents' Association

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

Board of Directors Meeting December 19, 2022

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

Guests: Jim Brady, Malcom Ward

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 Jim Cushnie and seconded by Carole Johnson.

Carried.

Motion to approve the minutes of the Nov. 21 meeting

Moved by Lauren Maher and seconded by Jim Cushnie.

Carried.

Correspondence

- David Cooke sent two emails with concern about the retaining wall built between the back of his property and the new homes on Holtby Court. Gord Simmons responded that the wall met the requirements of the Township of Scugog which had approved the installation.
- Tara Laidley submitted a letter voicing her concerns about the tree cutting on the Lakeside Meadows. The House and Property Committee was consulted and the President wrote back to Tara. She appreciated the explanations but did not agree with the decision to finish culling the dead trees.
- Joan Kelly sent an email to the President to express safety concerns about placing a sign at Simcoe and Country Estates that contained the words “Adult Lifestyle Community”. Following a telephone conversation, Joan was in favor of placing the sign at The Centre.
- Martha Simmons sent an email and two attachments to all members of the Board. Martha’s concerns were discussed and the President will provide the Board’s reply which will be filed with the minutes along with Martha’s email and documents.
- Donna Easter sent an email with concern about raising the height of the monuments and blocking sightlines. She recommended a smaller sign on the islands or at The Centre.

- There have been several emails concerning the removal of the construction fences at the construction site for the proposed Seniors Resident in Block 100. See the report on Greenwood Retirement Communities below.

Adult Lifestyle Signage

Jim Brady presented a comprehensive history of the signage in regards to the 2021 motion to add the words “Adult Lifestyle Community” to the signs at the entrances to Canterbury Common. Report is attached.

House & Property asked whether a legal opinion was required to decide if Adult Lifestyle signage was allowed by law. The Board voted against based on the information provided by Jim Brady.

The Board unanimously confirmed the placement of a standalone sign at the Centre and referred the matter back to House and Property to finalize a quote and to determine the exact location.

By-Law 1

Changes to the Board of Directors Terms of office were discussed. The four and five election cycle for positions on the board will be removed. All newly elected directors will serve a two-year term even if the director is completing the second or fourth year of a predecessor. A second change will remove the requirement that members of the same household must have a lapse of one year after serving two consecutive terms of two years. The Board approved the changes and sent the amendments to the ONCA committee for review. The Members will be asked to ratify the changes at the Annual Meeting in June 2023.

Motion to approve.

Moved by Jim Cushnie and seconded by John Nesbitt.

Carried.

Office Services Survey

A survey was sent to each standing committee to ascertain the use of office services, personnel and equipment. The Board Secretary and Treasurer have also reviewed their respective responsibilities that are described in By-Law 1 and the Policies and Guidelines. The survey results were distributed and a report was discussed at the Board meeting. The survey results showed there was no requirement for permanent help and contract positions would be approved as needed.

President’s Report – Attached to Minutes

- Committee Changes
 - The chair of House and Property will be Malcolm Ward in January.
 - A third person will be invited to join Lauren Maher and Lou Rocha on the Nominations committee.
- Nominations Committee
 - A correction to the Recruitment Policy was approved.

Moved by John Nesbitt and seconded by Jim Cushnie.

Carried

- A draft of the Role Descriptions for Committee Chairpersons will be sent to the directors to seek feedback from their respective committee chairpersons.
- ONCA
 - Two changes have been made to By-Law 1 by the ONCA committee. Section 4, paragraph d) will be amended to include “for the private use of CCRA members and their guests” in reference to the recreational facilities of the Association. Paragraph i) will be amended with a clarification that the “annual” financial statements will not be circulated unless approved and signed by “two directors being the President and the Treasurer or as otherwise approved by the Board.”
- Strategic Planning
 - The steering committee will meet with each committee in January to review the draft slides and to solicit additional input from the volunteers.

Committee Reports

Administration – Complete Report on File

- Private rental of The Centre; a fob lock for the office, new guidelines from the Pool sub-committee; plans to improve storage.

Communications – Complete Report on File

- Improved distribution system; Winter Chronicle; website report

Finance – Nil to Report

Governance – Complete Report on File

- Monthly report on projects; meeting with realtors; homeowner agreements; resident satisfaction survey; township survey; discussion about a Personnel policy was deferred to the January Board meeting.

House and Property

- Malcolm Ward reported for the committee.
 - Malcolm has been appointed as chair effective January 1, 2023
 - The paving of the extension of Barry’s Path will be done when the contractor is available
 - Barry’s Path will be plowed and salted this winter.
 - The concrete pads for the benches will be poured in the spring.
 - The committee has suggested a change to the display case in front of the Centre pending consultation with Communications and Social.
 - The committee is awaiting a quote for a standalone sign with the words “Adult Lifestyle Community”
 - Topsoil will be poured in the Lakeside Meadow bunkers when the ground is frozen on the first fairway.
 - All dead trees have been cleared for now. More work will be done in the spring.

- The committee has inquired about paying vendors by e-transfer. This is not available with our two-signature account.

Municipal Affairs – Nil Report

Social Committee – Complete Report on File

- Successful food drive on Dec. 16; storage reorganization; future events

Canterbury Transition Committee

- The Board received a private report on an Amendment to Development Agreement regarding Schedule I - Provisions for Administering Protection Restrictions.
- The Board was informed that Geranium will conduct a photometric study to determine the possibility of lighting for Barry’s Path. The Board confirmed support for the solar lighting proposal presented last month. The Treasurer recommended that the cost be included in the budget for next year.

Admission of New Members

Michael and Lynne Martin, Cliff and Shirley Yumansky, Brian and Angela Sowten, Wei Fang (Patricia) Shi, Challis and Susan Ng, Catherine and Aaron Putnam, David and Leslie Amborski, Alex Salaurov and Tamara Salaurova were all approved as new members.

Moved by Carole Johnson and seconded by Dorothy Bull.

Carried.

Adjournment

Moved by Lauren Maher and seconded by Jim Cushnie

Carried

Next Meeting

Monday January 16, 2023 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.

Correspondence

1. David Cooke sent two emails with concern about the retaining wall built between the back of his property and the new homes on Holtby Court. Gord Simmons responded that the wall met the requirements of the Township of Scugog which had approved the installation.
2. Tara Laidley submitted a letter with concern about the tree cutting on the Lakeside Meadows. The House and Property Committee was consulted and the President wrote back to Tara. She appreciated the explanations but did not agree with the decision to finish culling the dead trees.
3. Joan Kelly sent an email to the President to express safety concerns about placing a sign at Simcoe and Country Estates that contained the words "Adult Lifestyle Community". Following a telephone conversation, Joan was in favor of placing the sign at The Centre.
4. Martha Simmons sent an email and two attachments to all members of the Board. The Board will discuss Martha's concerns on December 19 and the President will provide the Board's reply which will be filed with the minutes along with Martha's email and documents.
5. Donna Easter sent an email with concern about raising the height of the monuments and blocking sightlines. She recommended a smaller sign on the islands or at The Centre.
6. There have been several emails concerning the removal of the construction fences at the construction site for the proposed Seniors Resident in Block 100. See the report on Greenwood Retirement Communities below.

Greenwood Retirement Communities

Communications have continued among Debbie Hemmens (Greenwood President), Geranium and the CTC to take down the construction fences at the site of the proposed Seniors Residence in Block 100. Clarification has been sought from the Township of Scugog to authorize the fence removal now while scheduling hydroseeding next spring without the need to install a silt fence.

Canterbury Transition Committee

The CTC continues to meet monthly with representatives of Geranium to complete a few outstanding tasks. Work continues on an acoustic analysis to determine the height of a berm west of Candlelight Court. Geranium has agreed to modify the north end of Barry's Path to direct water away from the settlement pond. CTC has informed Geranium about a proposal for lighting Barry's Path. A proposed wording sent to Geranium's lawyer for approval seeks to accurately describe the mutually agreed position when complete responsibility for administration of the restrictive covenants shall be assigned to CCRA.

Adult Lifestyle Signage

Past president Jim Brady was consulted on the 2021 motion to add the words "Adult Lifestyle Community" to the signs at the entrances to Canterbury Common. Jim will present a written report on the history of the signage at the Board meeting.

Office Services Survey

A four question survey was sent to each standing committee to ascertain the use of office services, personnel and equipment. The Board Secretary and Treasurer have also reviewed their respective responsibilities that are described in in By-Law 1 and the Policies and Guidelines. The survey results will be distributed and a report will be discussed at the Board meeting.

Committees

House and Property has appointed Malcolm Ward to the position of chairperson effective January 1, 2023. Malcolm will be supported by George Clapham and Jim Worsley who have shared the position since the beginning of this term.

Gord Simmons has stepped down from the Nominations committee. A third person will be requested to join Lauren Maher and Lou Rocha. The committee has interviewed several candidates for upcoming positions on the Board of Directors and the chairs of committees have been consulted where the respective liaison director positions will be vacant. The committee has also reviewed a draft of role descriptions for the seven committee chairperson positions. The role descriptions will be reviewed with the current chairpersons.

Records Management

The new procedure for registering Members has been successfully implemented. Incoming information is being entered in the electronic file by Trish Irven who has completed twenty hours of work to date. Customized reports are being sent to Dave Streeter, John Rintoul and Karen English to complete their tasks regarding website access, email distribution and the telephone directory. The electronic file is being sent to Dave Streeter to update the online membership records. A “move-in” report from Geranium is being used to schedule “Meet and Greet” meetings which are organized by Lauren Maher with assistance from Gord Simmons and others. The names on the “move-in” report are being sent to Carole Johnson to submit to the Board for admission to the Association. A Membership Record for each new home will be printed and filed in the Records Room on the lower level. In January 2023 an email will be sent to all residents with instructions to go to the website and check their contact information and emergency contacts. Change requests are automatically sent to records@canterburycommon.ca and edits are made by the Records Manager.

Admission of New Members

Eight more homes will be occupied by the end of December and the following homeowners will be admitted to the Association: Michael and Lynne Martin, Cliff and Shirley Yumansky, Brian and Angela Sowten, Wei Fang (Patricia) Shi, Challis and Susan Ng, Catherine and Aaron Putnam, David and Leslie Amborski, Alex Salaurov and Tamara Salaurova.

Masking in The Centre

The masking requirement remains in place for the month of December. Public health information will be followed with the hope of lifting the mandate as soon as it is advisable. There has been one complaint by email since the mandate was reinstated. Some individuals have removed masks during their group activity.

Board of Directors Terms of Office

The President will present two changes to Article 9 in By-Law 1 for discussion. One change will remove the four and five election cycle for positions on the Board. The schedule has not been followed for the last six years due to resignations and absences. If adopted, every newly elected director will serve a two-year term even if the director is completing the second or fourth year of a predecessor. The second change will be to remove the requirement that members of the same household must have a lapse of one year after serving two consecutive terms of two years.

ONCA

The Board met the ONCA committee on December 5 to review the Board's feedback to the presentation made by the ONCA committee on October 25. A number of recommendations were approved by the Board and discussed with the ONCA committee. Agreement was reached on the following items in Article 4: Duties of the Corporation:

- Paragraph d) will be amended to include "for the private use of CCRA members and their guests" in reference to the recreational facilities of the Association.
- Paragraph i) will be amended with a clarification that the "annual" financial statements will not be circulated unless approved and signed by "two directors being the President and the Treasurer or as otherwise approved by the Board."

The Board will discuss additional changes to By-Law 1 on December 19. Changes that are recommended by the Board will be forwarded to the ONCA committee to review for compliance with ONCA. A Town Hall meeting will be convened in the spring to present the proposed amendments to By-Law 1 to the community. The amended By-Law 1 will be ratified at the AGM on June 14, 2023. Following the ratification the Board will file a letter of continuation for the Articles of Incorporation and the By-Law 1.

Strategic Planning

The steering committee met to consolidate the Board feedback with the original draft materials. The committee will meet with each committee in January to present the current set of Themes and to solicit additional ideas from the volunteers. A Town Hall presentation is planned for the early spring of 2023.