



# Canterbury Common Residents' Association

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

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## Board of Directors Meeting January 16, 2023

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

**Guests:** Suzanne Brolley

**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 John Nesbitt and seconded by Murray Smith* **Carried.**

### Board of directors

Motion to confirm Dorothy Bull to the board of directors for a 2 year term – consent forms already on file

*Moved by Lauren Maher and seconded by Jim Cushnie* **Carried.**

Motion to confirm Lauren Maher to the board of directors for a 1 year term – consent forms already on file

*Moved by Todd Glenn and seconded by Jim Cushnie* **Carried.**

Motion to confirm Malcom Ward to the board of directors and board liaison for House & Property – the director's consent form has been signed and approved.

*Moved by John Nesbitt and seconded by Jim Cushnie* **Carried.**

Motion to approve the role descriptions drafted for the committee chairs

*Moved by Todd Glen and seconded by Murray Smith.* **Carried.**

### Motion to approve the minutes of the Nov. 21 meeting

*Moved by Lauren Maher and seconded by Todd Glenn.* **Carried.**

## **Correspondence**

No correspondence received this month.

## **Strategic Planning Report**

Lauren Maher, John Nesbitt and Lou Rocha met with the members of five committees in January: Social, House and Property, Communications, Governance and Finance. The final meeting with Administration is scheduled for January 18. The comments from the committees were shared in a verbal report at the Board meeting. Some of the common themes are encouraging and mentoring volunteerism, promoting a green community, protecting and preserving our lifestyle, a new land use survey has been suggested due to our changing demographics. A written report will be presented at the February 20 Board meeting summarizing the feedback and will outline the preliminary recommendations for the strategic plan. Resident feedback will be solicited at a Town Hall meeting in March and may include a survey. The final plans will be presented for final approval of members at the June annual meeting.

## **Canterbury Transition Committee**

The monthly conference call with Geranium was cancelled. The next meeting is on February 2, 2023.

The CTC reviewed several documents related to the transfer of property in Phase 2 from the Township of Scugog to Canterbury Common. Board approval will be needed before the transfer can be requested. Malcom Ward recommended that the final transfer of the property be delayed until construction and final grading is complete followed by a full round of seasons so that any issues after gradings remain under the responsibility of Geranium instead of CCRA.

Concerns regarding the delay to the construction of the 4 story seniors building were discussed. There have been numerous complaints from residents about the state of the property. If the construction is cancelled altogether, CCRA needs to be involved in the conversation if any rezoning is involved.

## **ONCA**

Members of the ONCA committee met to discuss plans for a Town Hall meeting on February 27 to present changes to By-Law 1 to residents. The Town Hall is an information meeting whereas the actual approval of changes will require the Board's approval followed by ratification by the Members at an Annual Meeting or a Special Meeting called for that purpose. Ratification at the Annual Meeting requires a majority vote.

The President recommended electronic distribution of the proposed By-Law with amendments printed in red prior to the Town Hall. It was further suggested that a summary of the changes and the effect of those changes be prepared. The "red" copy is available. A summary report has not been drafted at this time. The decision to proceed with a Town Hall meeting could be determined by interest and reaction to the distributed documents.

A further suggestion was made to print the amended By-Law in advance of the Annual Meeting and to hand out copies at the Annual Meeting. The President raised the possibility that the ratification may not happen due to the absence of quorum. There is also the possibility that the vote for ratification does not receive majority support as well as a possibility of further amendments to By-Law 1. For these reasons the President recommended that printing and distribution of the By-Law be done after it is ratified at the Annual Meeting. The cost of printing the amended By-Law has been quoted at \$1,700. It was suggested that the Association handle the printing itself by purchasing a color laser printer and using volunteers to assemble and distribute the amended By-Law. The President has researched such a purchase and estimated that a printer and supplies would cost approximately \$1,000. This matter will be on the agenda as the Board begins preparations for the Annual Meeting in June 2023.

### **AGM Preparation**

We expect approximately 250 people, a poll of residents is planned to determine the number of rental chairs required.

The nomination committee is requesting that any directors seeking re-election and those not planning to seek re-election inform the board.

A package for the annual meeting including new proxy forms indicating all motions to be voted on will be distributed to all members 20 days prior if possible.

### **Committee Reports**

#### **Administration** – Complete Report on File

- The redistribution of storage is complete and no additional storage will be required at this time.

#### **Communications** – Complete Report on File

- Distribution of the winter Chronicle is complete; website report; committee budget discussions begin.

#### **Finance** – Complete Report on File

#### **Governance** – Complete Report on File

#### **House and Property** – Complete Report on File

- The committee is still awaiting quotes for a stand-alone “Adult Lifestyle Community” sign and is requesting quotes on a combined replacement display case at the front of the centre incorporating Adult Lifestyle Community signage.
- All Pathway, Centre and Mail Kiosk de-icing bins will contain Calcium / Magnesium Chloride de-icer.
- 2023/24 H&P Budget Development under way.

## **Municipal Affairs – Complete Report on File**

Several of the glass domes on our streetlights were sitting at various angles and looked like they could fall. Public Works assured me that they had already been inspected. They are attached in such a way that they cannot fall and a work order was pending to correct the situation. This has since been corrected.

A concern has been raised by residents regarding snowmobiles using the lakefront trail. Our concerned resident was told by the Police that the sign on Simcoe Street, "No motorized vehicles", doesn't apply to snowmobilers. The snowmobile association encourages all its members to be respectful of residents and properties but cannot address any issues without specific information about the offending vehicle. There is discussion of adding new "Shared Trail" signage. The Township advised that for the time being, when the snowmobiles are active, we should use this section at our own risk. If we see infractions make note of time and date, any identifying markings on the snowmobile and a description of the driver and call the Bylaw Office or the Police, depending on the situation.

The long-standing issue with the sidewalk on Waterbury Cr. to the south of the Centre, in line with the pump house which ices up very badly after a thaw has been brought to the attention of the municipality's Public Works dept. and they will monitor the situation over the winter and come up with a plan to fix the problem when weather permits.

## **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**

Eight more homes will be occupied by February 21, 2023. The following homeowners were admitted to the Association: Michael Richard Jackson-Bonner and Alexandra Victory Goldy Jackson-Bonner, John and Tina Corallo, Geoffrey and Georgina McMacken, Cheryl and Walter Hanlon, Paul and Jill Babin, Michael and Kelly Hardcastle, Dinesh and Rekha Hira, Leila Noreen Khan.

*Moved by Lauren Maher and seconded by Todd Glenn.*

*Carried.*

## **Adjournment**

*Moved by Murray Smith and seconded by John Nesbitt*

*Carried*

**Next Meeting**

Monday February 20, 2023 at 1:00 p.m. at The Centre.

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Lou Rocha, President

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Carole Johnson, Secretary

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Date

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Date

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

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### **Board of Directors**

George Clapham resigned from the Board on January 2, 2023 for health reasons. George was elected to the Board in September 2021 and was completing his second year as director. George will continue as a member of the House and Property committee but will no longer serve as chairperson. Malcolm Ward will be nominated for the position of Director and Liaison to House and Property. Malcolm will complete the rest of the term and will seek re-election at the Annual General Meeting in June 2023.

### **Strategic Planning Meetings**

Lauren Maher, John Nesbitt and Lou Rocha met with the members of five committees in January: Social, House and Property, Communications, Governance and Finance. The final meeting with Administration is scheduled for January 18. The comments will be shared in a verbal report at the Board meeting in January. For the February 20 Board meeting a written report will summarize the feedback and outline the preliminary recommendations for the strategic plan. Resident feedback will be solicited at a Town Hall meeting in March and may include a survey.

### **Canterbury Transition Committee**

The monthly conference call with Geranium was cancelled. The next meeting is on February 2, 2023.

The CTC reviewed several documents related to the transfer of property in Phase 2 from the Township of Scugog to Canterbury Common. Board approval will be needed before the transfer can be requested. A motion will be made at the meeting on April 17, 2023 and the additional property will be transferred prior to the Annual Meeting in June 2023.

### **ONCA**

Members of the ONCA committee met to discuss plans for a Town Hall meeting on February 27 to present changes to By-Law 1 to residents. The Town Hall is an information meeting whereas the actual approval of changes will require the Board's approval followed by ratification by the Members at an Annual Meeting or a Special Meeting called for that purpose. Ratification at the Annual Meeting requires a majority vote. The President recommended electronic distribution of the proposed By-Law with amendments printed in red prior to the Town Hall. It was further suggested that a summary of the changes and the effect of those changes be prepared. The "red" copy is available. A summary report has not been drafted at this time. The decision to proceed with a Town Hall meeting could be determined by interest and reaction to the distributed documents.

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volunteers to assemble and distribute the amended By-Law. The President has researched such a purchase and estimated that a printer and supplies would cost approximately \$1,000. This matter will be on the agenda as the Board begins preparations for the Annual Meeting in June 2023.

### **Annual Meeting**

The term “Annual Meeting” is the new title under the ONCA rules. The CCRA Annual Meeting is scheduled for June 14, 2023. Planning for the Annual Meeting is a lengthy process that will be on the Board agenda each month. The organization of the meeting is managed by the Administration committee. A team of experienced volunteers will assist the Board. The major items on the agenda are:

- Amendments to By-Law 1
- The Strategic Plan
- Financial Statement
- Election of Directors

### **Budget Process**

The budget process will begin in February with the submission of committee requests for 2023-2024. The Finance committee will meet with all of the directors and committee chairs to review the requests. The Board will receive the Finance committee's proposal for the assessment fee to support the committee's recommended budget.

### **Committee Chairperson**

The draft Role Descriptions for Committee Chairpersons have been distributed to the directors for consultation with the respective chairpersons. Written feedback has been requested for the Board meeting. The Role Descriptions are a component of the Recruitment Policy that was approved in October 2022.

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### **Masking in The Centre**

The Administration committee convened a meeting with the nurses' group on January 11 to discuss the provincial guidance on masks. The consensus of the group was to remove mandatory mask wearing and to revert to a strong recommendation but leaving the choice to individual discretion. The COVID-19 guidelines for the Centre were confirmed. A new sign and an email message were delivered on January 12. The committee will continue to review the guidance from Durham Public Health.

### **Greenwood Retirement Communities**

The construction fences at the site have not been removed. A meeting will be scheduled for February among Greenwood Retirement Communities, Geranium, the Township of Scugog and the Canterbury Transition Committee.