



# Canterbury Common Residents' Association

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## Board of Directors Meeting

February 20, 2023

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

**Absent:** John Nesbitt

**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 3:00 p.m.

### Motion to approve agenda

*Moved by Todd Glenn and seconded by Jim Cushnie*

*Carried.*

### Motion to approve minutes of the January 16, 2023 meeting

*Moved by Dorothy Bull and seconded by Malcom Ward*

*Carried*

### Correspondence

A resident has proposed a Memorial Butterfly Garden with a separate flag pole and CCRA flag that could be lowered instead of the Canadian Flag at the Centre due to strict rules for doing so. The Board has referred this matter to the various committees involved for recommendations.

### Committees

#### Canada Day Celebrations

The Social committee has requested funding approval of \$1,000 to be added to the 2023/2024 budget towards the Canada Day celebration. The Administration committee has accepted the recommendation and it will be included in the draft budget presented to the Board for approval.

#### Warning Signs

The House and Property committee has been asked to seek a quote for signage to prohibit motorized vehicles from driving on our property. There have been recent complaints about snowmobiles and ATVs entering the first fairway from the Waterfront Trail. The Township and Durham Regional Police will be contacted for assistance in dealing with this problem.

## **Land Use Project**

The Board has delayed the Lakeside Meadows project until summer. The warm and rainy weather has left the grounds too soft for heavy equipment to bring soil to the bunkers. The higher cost of proceeding at this time and the risk of damage to surrounding property is prohibitive. An extension for the government grants is being requested and plans will be reviewed to take advantage of possible larger grants and lower pricing.

The Board has asked the members of the standing committees to provide their suggestions for the use of the former golf course lands to help create a master plan for the entire CCRA owned property. A community-wide consultation will be scheduled for the summer to get input from all members.

## **ONCA Review**

The ONCA committee met with the President on Feb. 17 to discuss the Board's amendments to Article 9 in By-Law 1 – Election and Term of Office – which were approved on Dec. 19, 2022.

The Board reviewed the feedback from the ONCA committee.

- The ONCA committee agreed with the Board's amendment to remove the restriction that prohibits a member in the same home of a current director from seeking election before a lapse of one year after the current director has completed two consecutive two-year terms. The current article also applies to the second member who is limited by the terms for the original member.
- The ONCA committee noted that term of office for a Director appointed to fill a vacancy must end at the next Annual Meeting at which time the Director, if eligible, may stand for re-election. This procedure complies with Section 28, Paragraph 7 of the Ontario Not-For-Profit Corporations Act. The Board agreed with this correction.
- The ONCA committee suggested that time served by an appointed director may be exempted from any term limit or may count as a full year towards a term limit. This item was referred to the next Board meeting.
- The ONCA committee suggested that term of office for all directors could be one year with no term limits. ONCA does not require term limits. Eligible members could seek election at every annual meeting with no term limit or lapse in eligibility. The Board disagreed with one-year terms. This item was referred to the next Board meeting.
- The Board will continue its discussion at a Special Board Meeting on March 14, 2023.

## **Committee Reports**

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

- A pre-registration will be conducted to assist in planning for the annual meeting.
- Volunteers for setup are in place and the extra chairs have been reserved.
- Administration has requested that all committees report their inventory by March 20th

**Communications** – Complete Report on File

**Finance** – Complete Report on File

- Q3 report was presented and approved by the board.

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

***Carried***

- The Finance committee will review a draft of the 2023/2024 budget at a Special Board Meeting on March 14<sup>th</sup>.

**Governance** – Complete Report on File

- Todd Glenn will be resigning from the Board after the March 20<sup>th</sup> Board meeting.
- Phil Egginton has been recommended to replace Todd. The Board will appoint Phil to fill the vacancy at the Board meeting on April 17, 2023.
- Phil Egginton will serve as Director until the Annual Meeting and may seek re-election at that time.

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

**Centre Garbage Bin**

- Due to safety concerns, the committee has been directed to pursue a design and quote for the repair of the Centre garbage bin and fenced area. This is a safety item to be addressed as soon as possible.

*Moved by Malcom Ward and seconded by Murray Smith.*

***Carried***

- If the quote is received prior to the March 20<sup>th</sup> meeting, the Board may approve the quote by email resolution.

**Centre External Display Case**

- The Board supported the replacement of the display case in front of the Centre.
- The cost will be added to the 2023/2024 budget.

*Moved by Malcom Ward and seconded by Murray Smith.*

***Carried.***

**Municipal Affairs** – Complete Report on File

- Contact made with Township regarding motorized vehicles on CCRA property.

**Social Committee** – Complete Report on File

- Good attendance at Coffee Hour and Happy Hour. Wine-Tasting was very successful.
- Karaoke Night on March 17. Yard Sale on May 6. New Year's Eve Dinner this year.

**Annual Meeting**

- Annual Committee Reports are due on April 17, 2023. Reports will be reviewed at a Special Board meeting on April 24.
- The Annual Meeting package will be sent to the printer on May 17 and Hand Delivery is scheduled for June 1.
- A new proxy form will be presented at the March Board meeting.
- An Information Circular will inform residents about matters to be voted on. This will include amendments to By-Law 1, Strategic Planning and the election of directors.

**Policies and Guidelines**

- All standing committees were requested to present the amendments to their own Policies and Guidelines at a joint meeting on May 1.
- The Board will review amendments on May 15.

**Canterbury Transition Committee**

- The private report was received before the meeting. There were no questions or comments by the Board members.

**Admission of New Members**

The following homeowners were admitted to the Association: Kara and David Wright, Leila Khan, Dinesh and Rekha Hira

*Moved by Carole Johnson and seconded by Dorothy Bull* **Carried.**

**Adjournment at 5:20 p.m.**

*Moved by Lauren Maher and seconded by Murray Smith* **Carried**

**Next Meeting**

- March 14, 2023 – 1:30 p.m. - Special Board Meeting, South Hall, The Centre
- March 20, 2023 - 1:00 p.m. - Regular Board Meeting, North Hall, 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.*

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### **Correspondence**

- Phil Egginton – Memorial Butterfly Garden

### **Annual Meeting**

I met with the AGM committee to review preparations and procedures for the Annual Meeting. We discussed the regular items and the new items that include Strategic Planning, amendments to By-Law 1 (ONCA) and the election of five directors. The committee is well organized and staffed with sufficient volunteers to run the meeting. Details will be shared at the Board meeting.

### **Annual Committee Reports**

The annual reports from each committee are due on or before the Board meeting on April 17. The reports and the Annual Meeting package will be reviewed at a Special Board Meeting on April 24.

### **Proxy Form**

During the last three years the Board used a modified proxy form that was not consistent with the Policies and Guidelines. A new proxy form will be presented for discussion. The new form will have two options. The first option is a general proxy that will allow the proxyholder to vote as they wish. This is the approach that has been used in the past. The second option is a directed proxy in which the member may vote on specific motions which will be detailed in the package for the Annual Meeting. Members choosing the second option must submit the form the day before the Annual Meeting. The tellers will tally the votes on each motion prior to the start of the meeting.

### **Call For Nominations**

The Spring 2023 Chronicle Board Report invites residents to contact the Nominations Committee if they are interested in being a candidate for the Board. At this time there will be vacancies for three directors currently serving as liaisons to Administration, Social and Governance. Two directors who are currently liaisons to Finance and House and Property will be seeking re-election. Four current directors will continue to serve the second year of their term. Immediately following the Annual Meeting the nine directors will meet to elect the President, Vice-President, Secretary and Treasurer and liaisons will be appointed to the standing committees.

### **Canterbury Transition Committee**

On January 31, 2023 a meeting was held with representatives from Geranium and the Township of Scugog. The confidential minutes are provided as a separate attachment. The meeting covered the following topics: 1) the berm behind Candlelight; 2) construction fencing on Block 100; 3) tree planting; 4) the water diversion plan for the settlement pond; 5) progress of homes in Phase 2; 6) upcoming closing dates; 7) the Greenwood development; 8) Phase 1 maintenance period; 9) lights on Barry's Path; and 10) final grading in Phase 2 and transfer of lands to CCRA.

### **Greenwood Retirement Community**

A follow up meeting is being scheduled for early March to hear the outcome of discussions concerning the feasibility of proceeding with the seniors' residence at Country Estates and Simcoe. Greenwood has confirmed its intention to remove the construction fencing this spring. The CTC has been in discussion with the Town of Scugog regarding the zoning for the property.

### **Strategic Planning**

The steering committee will meet in March to draft the preliminary recommendations for Board review. A town hall meeting will be booked on May 23 to present recommendations and receive feedback from residents.

### **Policies and Guidelines**

The annual review of the Policies and Guidelines is scheduled for May. The chairpersons of all committees will meet together on Monday, May 1 to review proposed changes. Directors are invited to attend. The Board will review the proposed changes on May 15.

### **Land Use**

The Board will have a preliminary discussion on next steps for the use of the acquired lands. There have been repeated statements that the 2021 Land Use survey was biased and there was no community consultation. I will provide copies of the results of the 2021 that was reviewed by the past Board prior to its approval of three current projects – the path to the first fairway, the outdoor activities and the Lakeside Meadows landscaping.

### **Warning Signs**

The Board will discuss a recommendation to place warning signs on CCRA property to deter the use of snowmobiles and ATVs on our property.

### **AV in the Centre**

Murray Smith arranged a service call to address a number of audio-visual items in the Centre. A local microphone controller will be installed in each hall at no cost. A USB hub will be installed beside each TV at very low cost. The TVs can play the same content by switching the North Hall TV to HDMI 1. A design and quote will be sent to Murray for sound baffling in the South Hall where the acoustics are very problematic for some residents. These items affect the planning for the Annual Meeting.

### **Internet/TV Service**

The one year credit from Rogers/Compton has nearly expired. Bell and Rogers will be invited to offer options for the Centre. The current service at 150 Mbps is running below 60 Mbps. It should be at least 100 Mbps. This item has financial implications for the budget.

### **WIFI in the Centre**

The wifi signal in the Centre is too weak to carry video signals wirelessly from the office computers. Wireless connection to Smart TVs is possible from a laptop, tablet or cell phone. The installation service will be called to review our current system. This item may have financial implications.

### Admission of New Members

The following homeowners will be admitted to the Association: Kara and David Wright, Leila Khan, Dinesh and Rekha Hira.

### Miscellaneous

- Generator for the Centre
- Light pollution in our community
- Hand dryers
- Radiation pills

### Calendar of Meetings

February 20	Regular Board Meeting
<del>February 27</del>	<del>Town Hall for ONCA – Postponed</del>
March 20	Regular Board Meeting
April 3	Town Hall for ONCA – Tentative
April 17	Regular Board Meeting
April 24	Special Board Meeting – AGM Preparation
May 1	Committees' Meeting for Policies and Guidelines
May 15	Regular Board Meeting
Tuesday, May 23	Town Hall – Strategic Planning / ONCA
June 12	Regular Board Meeting
June 14	Annual Meeting