



Canterbury Common Residents' Association

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

Board of Directors Meeting

March 20, 2023

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

Guest: Phil Egginton

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 Malcom Ward and seconded by Lauren Maher **Carried.**

Approval of Minutes

Motion to approve minutes of the February 20, 2023 meeting

Moved by Todd Glenn and seconded by Carole Johnson **Carried**

Motion to approve minutes of the March 14, 2023 meeting

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

Approval of Warning Signs

On February 25, 2023, the Board unanimously approved by email a motion to purchase and install two signs to prohibit motorized vehicles from driving on our property as per the request from the House & Property Committee.

Business Arising

A. Corrections to January 16, 2023 Minutes

- The Board appointed Dorothy Bull to complete the unexpired portion of her term.
 - *Lauren Maher/Jim Cushnie* **Carried**
- The Board appointed Lauren Maher to replace Ellen Brewer for the unexpired portion of her term.
 - *Todd Glenn/Jim Cushnie* **Carried**

- The Board appointed Malcolm Ward to replace George Clapham for the unexpired portion of his term.
 - *John Nesbitt/Jim Cushnie* *Carried*

B. Committee Inventories must be submitted to the Administration committee as of today.

C. Memorial Butterfly Garden

- Feedback from the standing committees has been positive overall but the project will be considered in the master plan for our community properties.
- Phil Egginton has agreed to be lead consultant for this project.

Correspondence

Dorothy Bull – A letter was sent to Durham Regional Police North Division requesting that our community be added to their ATV/motorized vehicle patrol following some incidents with ATVs and snowmobiles on our property.

Martha Simmons – “*Recommendation for Land Use Consultation*” was reviewed by the Board. The use of the acquired lands is an element in the strategic plan that is being prepared for community consultation. Lou Rocha will reply on behalf of the Board.

Lou Rocha – Emails were sent to the CTC and ONCA committees with the Board’s response on several current matters.

Mary-Anne Matthews – The Board received a letter of appreciation for the ongoing efforts of the Social committee to organize activities for the community. Lou Rocha will reply on behalf of the Board.

Land Use Project

- Update on Lakeside Meadows - The bunker rehab project is being reviewed for cost savings. Bill Slute and Hugh Allward will share their considerable experience with the House and Property Committee.
- Input from Standing Committees – There was a suggestion to integrate the project into a master plan for the entire property. The feedback also included the following:
 - leave land natural as parkland
 - keep cost to a minimum
 - consider safety concerns on the former 6th fairway
 - include all the new residents in the conversation

Finance – Budget for 2023/24

The Board had a lengthy discussion on the budget with a particular focus on Capital Budget items. The list of items was pared down and safety items were prioritized for next year.

John Nesbitt approved the 2023-2024 budget with the provision that the Board complete the Strategic Planning process in a timely manner that will provide owners a view into Capital needs identified within the Strategic Plan's horizon.

The Board approved the annual assessment per member household of \$600 for the 2023-24 fiscal year composed of the following components:

- \$495 for operating fund
- \$85 for replacement reserve fund
- \$20 for a capital fund for new expenses

Moved by Jim Cushnie and seconded by Lauren Maher

Carried

Strategic Planning

- A draft presentation was delivered for the Board members. Suggestions were received and amendments made to the presentation.
- The Steering Committee will present the draft Strategic Plan at the Coffee Hour on April 27.
- Other presentations will be given including a Town Hall for all residents.
- A copy of the draft plan will be posted on the CCRA website.

Policies and Guidelines

The Board reviewed Section 1 of the Policies and Guidelines. The following items were noted:

- The Secretary of the Board should receive a list of all companies providing services to CCRA.
- The minutes of all standing committee meetings should be posted on the bulletin board and should be submitted for the official records. It was also noted that some committees do not have the full set of officers that are required in Section 1 – chair, vice-chair, secretary and treasurer.

A second draft of amendments will be reviewed and approved at the Board meeting on April 17. All committees will present their proposed amendments at a joint meeting on May 1.

Committee Reports

Administration – Nil Report

Communications – Complete Report on File

- Spring Chronicle on schedule for April delivery
- Tech team working on FAQ for website.

Finance – Complete Report on File

- Budget requests reviewed with all committees.
- Draft budget presented to the Board on March 14 .

Governance – Complete Report on File

- Updated list of projects
- Info meetings with realtors
- ONCA conversion complete
- Proposal for Human Resources Policy
- Registration project continuing

House and Property – Complete Report on File

- The licence for the lift is currently in process of being renewed. Until then the power has been turned off until the lift is recertified.

Municipal Affairs – Nothing to report

Social Committee – Complete Report on File

- New volunteers have joined.
- Recent events were very well attended
- Coffee Hours and Happy Hours are being organized for April
- Upcoming events: Let's Dance; Yard Sale; High Tea; Canada Day

Nominations Committee

- The committee has interviewed four candidates seeking election to the Board. The process will continue for the next two months.

Annual Meeting

- The Board reviewed the first draft of the Information Circular and Proxy Form for the 2023 Annual Meeting.
- Annual Reports are due on April 17. A Special Board Meeting will be held on April 24 to review documents for the Annual Meeting package.
- Printing will start on May 17 and hand-delivery is scheduled for June 1.

Admission of New Members

- The following homeowners were admitted to the Association: Katherine and Gary Milne, Karen and Tim Olson

Moved by Lauren Maher and seconded by Carole Johnson

Carried

ONCA

- The Board deferred this item to a Special Board Meeting to discuss
 - Amendments to By-Law 1
 - Circulation
 - Ratification

Adjournment at 4:25 p.m.

Moved by Carole Johnson and seconded by Lauren Maher

Carried.

Next Meeting

- April 17, 2023 – 1:00 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.

Correspondence

- Dorothy Bull has written to Durham Regional Police North Division to add our property to their patrol area for snowmobiles and other recreational vehicles.
- Martha Simmons has recommended the creation of a sub-committee to investigate future use of acquired lands.
- Lou Rocha notified the co-chairs of the Canterbury Transition Committee about the Board's decision to proceed with the lighting of Barry's Path.
- Lou Rocha notified the co-chairs of the ONCA committee about the Board's decision to amend Article 9 – Election and Term of Office.
- Mary-Anne Matthews – commended Lauren Maher and the Social Committee

Annual Meeting

The Board will review a version of the next proxy form for this year's meeting. The form will provide two options for residents. The first is a general proxy that gives the proxy holder full discretion on any matters to be voted on. The second option is for the Member to vote on each matter to be voted on and to submit the proxy prior to the start of the Annual Meeting.

An Information Circular will be created to describe all matters to be voted on. The list will include the following:

1. Financial Statement
2. By-Law amendments to comply with the Ontario Not-for-Profit Corporations Act
3. By-Law amendments to change the Term of Office in Section 9 and 10.
4. Strategic Plan
5. Election of Directors

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.

Nominations

Past President Marilyn Stafford has joined Lauren Maher and Lou Rocha on the Nominations committee. To date, the committee has interviewed four candidates for the five positions that are up for election. The April Bulletin will include a Call for Nominations.

Policies and Guidelines

The Board will review changes for Section 1 – Board of Directors.

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.

Canterbury Transition Committee

The CTC met with Geranium and the Township on March 7, 2023. The confidential minutes have been forwarded to the Board.

We recently received information from Debbie Hemmens, the President of Greenwood Retirement Communities, regarding their initial plans for a seniors' building to be located on the corner of Simcoe and Country Estates. They are doing a financial feasibility study and do not expect to have anything to share with Canterbury until the fourth quarter of this year. Market conditions have had a significant impact on their industry and they simply have no new information to share at this time. This means we will be in a holding pattern until Greenwood completes their financial analysis. In the meantime, the Township has confirmed that they will ensure that when the weather permits, the fencing will be removed, and the site hydroseeded. Greenwood will be responsible for cutting the grass in compliance with the Township Property Standards By-law.

ONCA

The Board will review the final draft of the amendments to By-Law 1 to comply with the Ontario Not-For-Profit Corporations Act.

The Board will discuss the circulation of the draft to residents.

The Board will discuss the recommendation for separate resolutions to approve the compliance amendments and the change to Article 9 – Election and Term of Office.

Strategic Planning

The steering committee will present a draft presentation for the Board's review and feedback. A presentation will be made at the Coffee Hour on April 27. All directors are encouraged to attend.

Land Use

The Board will receive feedback from the Standing Committees on future use of the acquired lands from the former golf course. The working title for these lands is "The Meadows".

Dorothy Bull and Malcolm Ward will meet with Bill Slute and an advisory group on March 28.

Additional documents from the Board files in 2021 have been sent to the Board.

- Land Use Development Report (April 14, 2021) – John Brewer
- Land Use Development Report (August 26, 2021) – John Brewer
- Three-Year Rolling Plan – John Brewer
- Pre-Survey Article – Jim Brady
- Article from Land Use Committee (November 15, 2021) – George Clapham

Budget

- The Board will conduct a final review and approval of the budget and assessment for 2023/2024.

Internet/TV Service

Telecon is ready to bring the fiber optic cable into the building as part of their installation project in the Canterbury neighborhood. John Nesbitt is coordinating discussions with Bell and Rogers for fiber optic service in the Centre. Jim Cushnie has received a \$4,000 credit note from Rogers.

Admission of New Members

The following homeowners will be admitted to the Association: Katherine and Gary Milne, Karen and Tim Olson.

Pending resales: 82 Country Estates Drive, 36 Candlelight, 60 Candlelight, 37 Waterbury, 142 Waterbury, 385 Waterbury,

Calendar of Meetings

- April 17 Regular Board Meeting
- April 24 Special Board Meeting – AGM Preparation
- April 27 Strategic Planning Presentation at Coffee Hour
- May 1 Committees' Meeting for Policies and Guidelines
- May 8 3:30 p.m. South Hall – Strategic Planning Presentation
- May 15 Regular Board Meeting
- Tuesday, May 23 **Tentative: Town Hall – ONCA**
- June 12 Regular Board Meeting
- June 14 Annual Meeting