



Canterbury Common Residents' Association

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

Board of Directors' Meeting

July 17, 2023

Directors: Lou Rocha, Malcolm Ward, Suzanne Brolley, Jim Cushnie, Phil Egginton, John Nesbitt, Dorothy Bull, Susan Allward. **Regrets:** Carole Johnson

Recording Secretary: Lauren Maher

Call to order: A quorum of directors being present, the meeting was declared duly constituted by the President and began at 12:50 p.m.

Motion to approve agenda:

Moved by Malcolm Ward, and seconded by Jim Cushnie *Carried*

Motion to approve minutes of June 19, 2023 Board Meeting

Moved by Susan Allward, and seconded by Dorothy Bull *Carried*

Motion to approve minutes of July 5, 2023 Board Meeting

Moved by Malcolm Ward, and seconded by Suzanne Brolley *Carried*

Annual Meeting, June 14, 2023, Minutes reviewed. Will be posted as "Draft Minutes" on the Canterbury Website. To be approved at 2024 Annual Meeting.

Correspondence:

- Letter from LEV Living indicating a decision will be made regarding Block 100 by the end of December, 2023.
- Emails and phone calls exchanged with Nikolay Nikolov, Durham Region Health, regarding regulations for CCRA pool. See President's report below.
- Correspondence with Jamie Tudhope, Inclusive Law, regarding ONCA/Articles of Continuance. Lou is following up on updated Registry of Board Directors.
- Phil Egginton: Discussed as Municipal Affairs
- John Nesbitt: Update on Internet Service at The Centre. Bell FIBE to be installed at The Centre, replacing expired agreement with Rogers/Compton.

- Letter from a Canterbury resident concerning the state of a home in Canterbury that might not be in compliance with the Protective Restrictions. Governance will investigate.
- Correspondence received regarding generators in Canterbury. Lou will investigate, and report at August Board Meeting.

Standing Committees

- The lists were shared and approved by the Board. A copy will be included in the Directors Binder and the website will be updated.
- The duties of Committee Chairpersons were approved in January 2022 and will be posted with Recruitment Policy

Nominations Committee:

- Lauren Maher advised Phil Egginton and Susan Allward have joined the Committee, and will meet in early August to review Role Descriptions for Committee Chairs, Nominations Committee Policies & Guidelines and begin to identify present and future vacancies on the Board and Standing Committees. Four positions open for election at AM, June 12, 2024.

Directors' Orientation Policies & Guidelines:

- Presentations by the Social Committee (Section 7), and Communications (Section 3) to Board members. Noted that changes can be recommended, as required. Board approval is required for all changes.

Motion to approve by Dorothy Bull and seconded by Susan Allward

Carried

Action: Administration Committee (Section 2) to present at August Board Meeting.

Canterbury's 25th Anniversary Celebrations:

- Social Committee has requested \$500.00 to cover expenses for upcoming celebration.

Motion to approve by Dorothy Bull, and seconded by Susan Allward

Carried

Committee Reports:

Administration – Complete Report on File

- First Aid, CPR and AED training will be offered at a cost of \$75.00 pp. All Committee members and Activity Coordinators will be advised of date (likely a Saturday) and time. The course is 4-6 hours in length. This course will be open to all residents.
- 52 Folding Chairs and a chair dolly have been purchased to increase our inventory for use as needed.
- Kitchen & Pool inspection by Durham Region Health scheduled for July 25th.
- Centre Rental Fees have been reviewed. The Wedding Rental Fee of \$550.00 will be cancelled, and there will be a Flat Rental Fee of \$250.00 for all Centre Rentals, effective January 1, 2024.

Motion to approve by Suzanne Brolley, and seconded by Phil Egginton

Carried

- A \$10.00 Fob Replacement Fee has been recommended.

Motion to approve by Suzanne Brolley, and seconded by Phil Egginton

Carried

Communications – Complete Report on File

- Canterbury's 25th Anniversary Chronicle Edition progressing well.

Finance Committee – Complete Report on File

- “Draft” Reserve Fund Study presented: **Action: Jim Cushnie & Malcolm Ward will confer with McLean, Simon & Associates regarding questions arising.**
- Property Tax Advice: The Board asked that we receive advice and guidance from our Auditor and Lawyer regarding ongoing issue. **Action: Jim Cushnie will proceed with this request.**
- Assessment Collection Update: 68 “second” notices will be mailed out this week.

Governance Committee – Complete Report on File

- Request for volunteers has been made on Canterbury Website.
- Suggest a meeting with residents on Holtby to discuss Protective Restrictions.

House & Property – Complete Report on File

- Solar Bollards, plan on track.
- Centre N and NW sidewalk tripping concern under review
- Pool Garden safety remediation under review

- Pool Mechanical key pad entry gate locks & hinges: Installation to begin July 19th.
- H&P Budget YTD (tracking to planned budget up to end of June (Q1)

Municipal Affairs

- Director Phil Egginton is pleased with contact availability at the Township of Scugog
- Air BnB's are not allowed, nor are Bed & Breakfast facilities in Canterbury
- Canterbury Home Rental requests must provide for a minimum 1 year lease to be approved by CCRA. Tenants are considered "residents" with Association privileges.
- Further to a request by a Canterbury resident, confirmation has been received that sprinklers are not allowed in the settlement ponds.

Social Committee – Full Report on File

- The Committee has suggested a Volunteer Appreciation Coffee be hosted by the Board on October 5th (to be confirmed). Details and expenses to be determined. Lou suggested a Certificate of Appreciation be presented to all past and present volunteers.

Motion to approve, Jim Cushnie, and seconded by Suzanne Brolley.

Carried

President's Report – Full Report on File

- Suzanne Brolley & Sue Lemieux (Administration) have assumed responsibility for Records Management.
- Geranium advised the last closing date for homes in Phase 2 scheduled for mid-October.
- Canterbury Transition Committee will attend August 21st Board meeting.
- Action Items from 2022-2023
 - House and Property to develop a policy for tree removal
 - All committees requested to prepare brief description of roles
 - Board to approve a policy for contacting volunteers
 - Communications will propose a cloud-based backup of office files

Strategic Planning

- Steering Committee will meet today to continue development of the action plans. John Brown has joined the committee and will participate in future meetings. The first Town Hall meeting will be scheduled at a later date.

Pool Safety

- Discussions held with Nikolay Nikolov, Durham Region Health Inspector, responsible for swimming pools. He provided a copy of Regulation 565 and cited the requirement to

lock the pool outside of daily use hours. He indicated that CCRA could have its own policy requirement to lock the pool during the daily use hours when it was not being used by residents and their guests. A conversation with insurance advisor Ed Richards confirmed CCRA’S liability if the pool was not locked when not in use by residents and their guests.

- Nikolay also provided a copy of the Aquatic Procedure Manual for creating an Aquatic Critical Incident Plan. He stated that the swimming pool must be vacated during a power outage.
- Both items were provided to the Pool sub-committee to prepare the required policy document which can be requested during a safety inspection by Durham Health.

Policies and Guidelines

- The Board approved the revisions to the Policies and Guidelines on June 19, and the documents are now posted on the CCRA public website. The Library copy will be updated next week.

Admission of New Members

- The following homeowners were admitted to the Association: Eva Lu, Cheryl and Fraser Base, Allan and Susan Wakefield, Antonio and Susan Di Bratto, George and Euline Mars, Bob and Angela Eigler, Marco Ceci, Kerry Odlum and Karyn Bradley, Lena Brown, Heather Armstrong, Margaret Ann and Daniel Bond, Bev Jordan and John Klecker, Ian Brown and Woody Wong-Brown, Sidney Jims and Amy Huang.

Moved by Dorothy Bull and seconded by Susan Allward

Carried

Adjournment

Moved by Jim Cushnie, and seconded by Malcolm Ward

Carried

Next Meeting

- August 21st, 2023 at 1 p.m. – Regular Board Meeting, North Hall, The Centre.

Lou Rocha, President

Lauren Maher, Recording 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

- Debbie Hemmans – LEV Living is hopeful to proceed with Seniors Residence in Block 100. A decision will be made by the end of 2023. Noted for In-Camera meeting.
- Nikolay Nikolov has exchanged emails and phone calls regarding safety regulations for the CCRA pool. See Pool Safety below.
- Jamie Tudhope – See ONCA / Articles of Continuance below.
- Phil Egginton – Leases, Rentals, Air BnB
- John Nesbitt – Upgrade Internet Service
- Jeff Threapleton has submitted a letter of concern regarding the state of a neighbor's home that is not in compliance with the Protective Restrictions.
- Todd Glenn has contacted the President regarding noise from generators.

ONCA / Articles of Continuance

- At the Annual Meeting on June 14 the membership approved a motion to file the Articles of Continuance. On June 20 I emailed the partially completed form and the amended By-Law No. 1 to Jamie Tudhope.
- Malcolm Ward and I met with Jamie Tudhope on June 21 and on June 22 I submitted the amended form with the addition of Malcolm Ward as the third director. On June 25 I submitted the post AGM minutes that included the election of officers.
- On July 11 Jamie informed me that the Articles of Continuance was the wrong form. I met with Corporate Law Clerk Cheryl Hurst on July 13 and she provided the correct form and explained how to complete the information.
- Cheryl also reported that the registry of CCRA directors has not been updated in many years on the Ontario Business Registry. She provided a printout showing the names of directors elected in 2005 whose retirement dates were not reported. I copied the AGM minutes from 1998 to present and will submit a complete report of election and retirement dates for all CCRA directors and officers. The Board should file a report to our lawyer immediately after every Annual Meeting.

Records Management

- Sue Lemieux and Suzanne Brolly have assumed responsibility for Records Management. A transition meeting with Trish Irven was held on July 10 and a training session took place on July 14. Training focused on the Membership database and the Universal Report.
- Trish Irven has submitted her final invoice for the period April 4 to July 10 - \$937.50 for 37.5 hours.
- Procedures have been updated for Recording new records and for Amending and Deleting records for residents who have moved away from Canterbury.
- Individual Membership Records will be completed this summer for all the new home and resale buyers.
- Geranium has forwarded the Register Information form to the owners of the remaining 13 homes in Phase 2. The last closing date is scheduled for mid-October.

- Todd Glenn and Phil Egginton are meeting with resale purchasers to review the Homeowner Agreement and to have them signed.

Pool Safety

- Locking the CCRA pool was discussed with Nikolay Nikolov who is a Durham Region Health Inspector with responsibility for swimming pools. He provided a copy of Regulation 565 and cited the requirement to lock the pool outside of daily use hours. He indicated that CCRA could have its own policy requirement to lock the pool during the daily use hours when it was not being used by residents and their guests.
- A conversation with Ed Richards confirmed CCRA's liability if the pool was not locked when not in use by residents and their guests.
- A second issue was discussed concerning power outages which occur from time to time. Nikolay stated that the swimming pool must be vacated during a power outage. He subsequently provided a copy of the Aquatic Procedure Manual and a template for creating an Aquatic Critical Incident Plan. Both items were provided to the Pool sub-committee to prepare the required policy document which can be requested during a safety inspection by Durham Health.

Canterbury Transition Committee

- The minutes of the July 4 meeting with Geranium have been forwarded to the Board of Directors. The report provides an update on all the outstanding matters including Settlement Pond Grading, Turning Survey, Sound Mitigation on Simcoe Street, Grading, Sodding, Tree Planting, Terra Seeding, Soil Removal Behind Candlelight, Sidewalk at the Leonard Street Mail Kiosk, the Emergency Exit on North Holtby, Hedges Above the Retaining Wall at 103 Holtby.

Role Descriptions for Committee Chairpersons

- The role descriptions were drafted last January as part of the new Recruitment Policy. The drafts will be included with the Recruitment Policy on the CCRA website.

Annual Meeting

- Carole Johnson has completed the draft minutes for the Annual Meeting on Jun 14, 2023. The Board will review the minutes before posting a copy on the Bulletin Board and website.

Strategic Planning

- The steering committee will meet after the Board meeting on July 17 to continue development of the action plans. John Brown has joined the committee and will participate in future meetings. It is unlikely that the first Town Hall meeting will be held in August as the steering committee has not yet met with the seven standing committees.

Policies and Guidelines

- The Board approved the revisions to the Policies and Guidelines on June 19 and the documents are now posted on the CCRA public website.

Admission of New Members

- The following homeowners will be admitted to the Association: Eva Lu, Cheryl and Fraser Base, Allan and Susan Wakefield, Antonio and Susan Di Bratto, George and Euline Mars, Bob and Angela Eigler, Marco Ceci, Kerry Odlum and Karyn Bradley, Lena Brown, Heather Armstrong, Margaret Ann and Daniel Bond, Bev Jordan and John Klecker, Ian Brown and Woody Wong-Brown, Sidney Jims and Amy Huang.

Action Items from 2022-2023

- House and Property will develop a policy for tree removal •
- All committees to submit officers’ names by July 15. •
- Administration is going to schedule a training day for using the defibrillator. •
- CTC will attend the July 17 meeting to review mandate. • Changed to August 21
- All committees requested to prepare a brief description of volunteer roles. •
- Board will approve a policy for contacting volunteers. •
- Communications will propose a plan for cloud-based backup of office files. •
- New display case deferred to 2024-2025 • House and Property Report
- USB Hub will be installed on both TVs. • Completed
- Sound Baffling to be installed after auction in September. •
- John Nesbitt is working on competitive bids from Rogers and Bell. • Completed

Calendar of Meetings

August 21, 2023	Regular Board Meeting
August 28, 2023	TOWN HALL – Strategic Planning
September 18, 2023	Regular Board Meeting
October 16, 2023	Regular Board Meeting
October 23, 2023	TOWN HALL – Strategic Planning
November 20, 2023	Regular Board Meeting
December 18, 2023	Regular Board Meeting
January 15, 2024	Regular Board Meeting
February 19, 2024	Regular Board Meeting

March 18, 2024	Regular Board Meeting
March 25, 2024	TOWN HALL – Strategic Planning
April 15, 2024	Regular Board Meeting
May 13, 2024	Regular Board Meeting
May 21, 2024	Special Board Meeting – AGM Preparation - TUESDAY
June 10, 2024	Final Board Meeting
June 12, 2024	Annual General Meeting