



Canterbury Common Residents' Association

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

Minutes of Annual Meeting June 14, 2023

The Annual Meeting of the Canterbury Residents Association was held at the Centre at 127 Waterbury Crescent, Port Perry, ON on Wednesday June 14, 2023

Recording Secretary: Carole Johnson

PRESIDENT'S WELCOME

Lou Rocha, President of CCRA chaired the meeting and welcomed members to the 2023 Annual Meeting. Lou thanked the members of the Administration committee who helped organize the meeting and acknowledged the many volunteers who contributed their time, talent and energy to our community. He also thanked and acknowledged the contributions of the following:

- Murray Smith who has served 4 years as Chair and Director for the Administration Committee
- Lauren Maher for her service as Chair and Director for the Social Committee as well as her support as Vice-President of the Board, the Welcome Group meeting all new homeowners and her role as member of the Strategic Planning Steering committee and of the Nominations committee.
- Lee Maher and Ellen Brewer who retired from the board earlier in the year.
- George Clapham who served on the board before taking medical leave as well as Jim Worsley who served as liaison for House and Property committee.
- Tom Phipps who served as director and Liaison for Governance and member of the Nominations committee along with Gord Simmons.

O CANADA – Frances Hurst led the members in the singing of O Canada

QUORUM REPORT

There were 118 homes represented in person and 21 proxies on behalf of homeowners. The total of 139 meets the requirements that one third of the homes are represented for this meeting.

MEMORIAM

Lou Rocha called the meeting to order and asked Murray Smith to read the names of our neighbours and friends who passed away since the last meeting of the members for a moment of silence.

Ann McBride	June 25, 2022	Frank Agnew	July 23, 2022
Henny Dickson	July 23, 2022	Dick Campbell	July 23, 2022
Nan Judges	July 20, 2022	Angelo Decina	July 19, 2022
Ron Williams	Aug. 18, 2022	Patricia Rout	Sept. 1, 2022

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Bill Lynch	Sept. 9, 2022	Lynn Yeaman	Sept. 21, 2022
Tom Phipps	Nov. 29, 2022	Pauline Leitch	Dec. 22, 2022
Barry Smyth	Jan. 18, 2023	John Howell	Jan. 31, 2023
Dario Cucco	Feb. 16, 2023	Bryan Gollop	May 19, 2023

MINUTES OF LAST MEETING

The minutes of the last meeting on Jun 15, 2022 were sent to all members in the package of documents for the meeting. A motion to dispense with the reading of the minutes was made by Chad Johnson and seconded by Audrey Thompson.

All in favor – CARRIED

A motion to approve the minutes of June 15, 2022 was made by Ed Richards and seconded by Ron Barrow.

All in favor – CARRIED

INTRODUCTION OF THE BOARD OF DIRECTORS

Lou Rocha introduced the board of directors for the past year.

- a) Lauren Maher, Vice-President and Liaison to the Social Committee
- b) Jim Cushnie, Treasurer and Chair and Liaison to the Finance Committee
- c) Carole Johnson, Secretary of the Board
- d) Murray Smith, Chair and Liaison to the Administration Committee
- e) Dorothy Bull, Municipal Affairs Liaison
- f) John Nesbitt, Liaison to the Communications Committee and member of the Strategic Planning Steering Committee
- g) Malcolm Ward, Co-Chair and Liaison to the House and Property Committee
- h) Todd Glenn and Phil Egginton who each served as Liaison to the Governance committee
- i) Lou Rocha, President of the board

PRESIDENT'S REPORT

1. The Board's major focus has been on strategic planning.

- a. The steering committee developed a process that prioritized listening to our community.
- b. The initial themes were listed in two categories to determine what Canterbury needed to **Preserve** and **Protect**.
- c. Those themes were expanded into a set of **VALUES** and **STRATEGIC DIRECTIONS** that were presented to our standing committees this spring for their comments and suggestions.
- d. More ideas were added and presented to the community at the Coffee Hour on April 27.
- e. The next step will be the **development of work plans** by the Board and the committees. This work will start in July.
- f. This summer we will have two Town Hall meetings to share the Strategic Plan with our community.

- g. We will also **begin to draft a multi-year business** plan for Canterbury.
- 2. The Board's second major focus has been the updating of our By-Law No. 1 to comply with the Ontario Not For Profit Corporations Act, which we have called "ONCA".**
- a. The revision of By-Law No. 1 was accomplished by the ONCA committee which spent countless hours on this project since last March 2022.
 - b. Lou thanked the committee and ask them to stand: Gord Simmons, Ed Richards, Roger Doe, Bryan Teed and Todd Glenn. A special thank you to Gord who took on the major role of organizing and documenting the work of the committee.
 - c. In today's meeting package you received a 20-page document with the changes and additions to By-Law No. 1 which were approved by the Board on March 31.
 - d. Later in today's meeting you will be asked to ratify the changes in two separate motions.
 - e. The document was originally distributed by email to all residents on April 4 and again on May 12.
 - f. Two Town Hall meetings were held in April and May to provide an opportunity for comments and questions.
 - g. There will be a third vote to file for Articles of Continuance that will be used to re-register this Association and our new By-Law.
 - h. The new By-Law will be posted on our website and a paper copy will be delivered to residents upon request.
- 3. Over the past year the Board has made a major commitment to transparency and communication.**
- a. A Bulletin has been published a few days after every Board meeting with all the latest decisions made by the Board.
 - b. The Board minutes have been published on our website and posted on the Bulletin Board in the Centre along with the minutes of committee meetings.
 - c. The quarterly financial reports have been posted on the Bulletin Board and made available upon request. Next year they will be available in the **Residents** section of our website.
 - d. The Board has also held Town Hall meetings and given presentations dealing with various issues and initiatives affecting our community.
 - e. Over the next few months there will be a series of meetings to hear your thoughts on the future use of our parklands.
 - f. We will ask your views on a strategic plan and a business plan for Canterbury.
 - g. During these meetings we need to hear from everyone who has lived here for many years or who have just arrived. Please come out and participate.
- 4. Throughout the year the Board has received monthly reports from the Canterbury Transition Committee.**
- a) The CTC works with the Board to ensure that Geranium fulfills all of its obligations under the Ontario Municipal Board Minutes of Settlement.
 - b) Ed Richards will present the CTC report during this evening.
 - c) Thank you to Ed, Gord Simmons and Roger Doe for continuing this important work for the last eight years.

5. In the last two months the Board has focused on the budget and fees for next year.

- a. The cost of providing services in this community has increased.
- b. There is a need to address several safety issues.
- c. There are other items that need to be funded.

AUDITOR'S REPORT

The auditor, Justin Jones of Elevation CPA Professional, offered a clean opinion. We are in a good financial position. This year we were left with a small profit of \$14,000 as expenses were down slightly from the previous year, leaving us with Net Assets of \$115,000.

TREASURER'S REPORT

Jim Cushnie presented his report. We are in a good financial position this year although we have some challenges ahead. The financial report included in the meeting package were un-audited financials. There were 2 invoices recorded in April which should have been applied in March. As a result, there was a \$2535 increase in the expense line.

The budget process involves consultation with all committees to determine expenses required to maintain our centre and lands as well as purchase necessary which come out of our replacement capital fund. A budget is then created which is reviewed by the finance committee then by the board to determine priorities. Once the budget is finalized and approved by the board, the assessment is fixed. This process was completed in April.

The final assessment came in at \$600, a \$50 increase which is broken down as follows:

- \$20 to the Operating fund
- \$10 to the Replacement Reserve Fund
- \$20 to the Capital Fund which will be used to fund capital projects.

Our budget of approximately \$200,000 is very modest. This covers costs of grass cutting, snow removal, pool maintenance and liability insurance. This budget is modest thanks to the many volunteers who run this community.

The collection of assessments is going well. Over 50% has already been collected. Payment can be made by e-transfer to accounting@canterburycommon.ca or by cheque which can be dropped off either in the box at the Centre or in the office.

The motion to approve the Financial Statements was moved by Nora Senechal and seconded by Todd Glenn.

All in favor – CARRIED

The motion to appoint the auditor for 2023-2024 and for the board to fix the remuneration was made by David Cooper and seconded by Linda Porter.

All in favor – CARRIED

COMMITTEE REPORTS

Administration – Presented by Murray Smith

The Administration committee has a long list of responsibilities including keeping the centre as you see it today. Whether it be events and booking, accommodating social activities, dinners, bereavement processes or social events, this committee maintains a clean and eco friendly environment, distributes keys and fobs, oversees safety and security, office equipment, furnishings, sound systems, the daily maintenance of the library, health & safety protocols among other things.

Our committee has carried out that agenda thanks to the volunteers who serve on it. In the coming year we look forward to improving our facilities including the acoustics in the centre. A CPR training course will be offered. The pool gates will be equipped with fob readers in order to ensure the gates are closed and locked at all times, which has been an issue in the past.

The administration committee volunteers are dedicated to keeping our centre among the finest adult lifestyle community centres in the province.

Communications – Presented by Nora Senechal

Nora acknowledged John Rintoul who is retiring from the committee and was responsible for sending out all the communications we receive. Nora will be retiring this year also but will stay on to assist her replacement, Susan Allward. She also thanked all the volunteers of the Communications Committee for their hard work.

Going forward, the team will continue to work on the information distribution process. Recently, an FAQ page and a Marketplace page were added to the website and they are currently working on a Volunteer page where committees can post their requests for volunteers.

Nora also invited residents to contact the committee with ideas for the website.

Finance - Presented by Jim Cushnie

Jim talked about some of the challenges we are facing this year. One being the Operating Fund which is underfunded. A budget of \$50,000 is required each quarter but the 4th quarter only has \$16,000. This past year we had to borrow from the Reserve fund to tide us over until the new assessment payments arrived. One option to remedy the situation would be to increase fees but instead we plan on starting to collect the assessments earlier once the budget is approved in April.

The capital fund has not had consistent funding to date other than occasional special assessment and recently the initiation fee of the new homes. The requests for project funding were around \$70,000 this year but we only had \$36,000 therefore many projects had to be deferred to a later date, like the sound baffles for The Centre. As we are likely to have more projects following our strategic planning, we need to find new ways to fund these projects. The Board has identified this issue and will work on new sources of revenue, starting this year with the \$20 portion of this year's assessment going to the Capital Fund. That \$20 per household represents only \$6,000 which is a start but obviously not enough.

Jim thanked Harry Hough and Lee Maher for their many years of service to our community on the finance committee. He also recognized the members of the financial committee for their hard work.

Governance - Presented by Gord Simmons

This has been a very busy year for Governance due to the increase in activities from the influx of new homes as well as the many resales. Since June 2022, Governance approved 23 projects and they currently have 50 projects in progress. He recognized Fred Vorstadt and Chad Johnson who surveyed residents who had completed projects to assess their satisfaction with the process. Chad Johnson also worked closely with the township's strategic planning survey. Governance also was responsible for updating our bylaws to conform to the new ONCA regulations with the help of Roger Doe, Ed Richards and Bryan Teed. These changes have been approved by the Board and will be presented to you tonight for ratification.

Gord recognized the work of Todd Glenn who was responsible for collection new owners' registrations, Pam Woodruff who initiated a real estate agent meetings and tours of the centre. He announced the retirement of 3 other members including himself, Tallya Moore who has been on Governance for 14 years and Jim Worsley. Chad Johnson will be assuming the role of Chair of Governance.

House and Property - Presented by Malcolm Ward

House and Property has the largest budget, which is used to maintain the Centre, common areas as well as the 25 acres we will own. The committee has 14 members as well as 20 Gardening volunteers who look after our gardens with planting and weeding.

Malcolm thanked Jim Worsley and George Clapman for their mentorship in taking over H&P. Some of the many initiatives undertaken by H&P included the lighting inside and out of the Centre which was changed to LED. The initial cost with save us significantly in the long term. The elevator was out of commission for some time and volunteers had to put in many hours to get it relicensed. The pool is now using a new eco friendly sanitizing system which uses much less chemical. And of course, there has been the usual grass cutting and snow and ice removal process which was quite challenging this year.

With the new Geranium properties soon to be completed, there will be more lands that CCRA will be responsible to maintain, including grass and many new trees which will have to be monitored.

The garden committee is a large group but will require more volunteers including a new lead for the gardening committee.

The land use study will bring on more projects that H&P will be responsible for and will look forward to the continued support of the community.

Municipal Affairs - Presented by Dorothy Bull

Dorothy recommended that when issues arise, residents should call Municipal Affairs instead of township and regional offices for a faster response.

A speed reader/traffic counter will be installed on Country Estate to monitor the traffic flow.

Social Committee - Presented by Lauren Maher

Volunteers are always needed and welcome to keep our community going. Volunteers have helped to keep us safe during COVID and set up our centre for our activities.

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Our new Canterbury Strategic Plan will advance the social interests of our members, continue to value our friendly community spirit and celebrate this beautiful community.

Thanks to this community spirit, we have contributed needed donations to our local Operation Scugog Food Bank and will be hosting a Food Drive on June 24th.

The Solo Social initiative is up and running providing opportunity for residents living on their own to spend time together to plan social gatherings.

The Social Committee has many enthusiastic volunteers helping to plan new and exciting events for the coming year including our Canada Day, Farm Tour, Paint & Sip night, a Canterbury 25th anniversary event, Oktoberfest, Halloween Karaoke, Holiday events and of course our New Year's Eve celebration. Coffee Hours will resume in the fall and Happy Hours continue twice a month at the Centre.

Lauren acknowledged the many volunteers for their support.

Canterbury Transition Committee – Presented by Ed Richards

The Transition Committee has been working for 8 years now and has brought many benefits and amenities to this community that everyone can enjoy including the new residents to our community.

The report submitted in the package lists the ongoing issues that the committee will be dealing with Geranium and the township. One of these issues is the remaining 5 acres of land still to be transferred to CCRA. We now own and control these lands and therefore no more development will occur. The last 5 acres transfer was deferred to this fall at the end of the active construction phase to ensure that there would be no liability for CCRA. Our relationship with the township helped to protect our best interests.

We recognise the noise, mess and traffic our community has had to deal with throughout this construction period. Subject to weather and conditions outside the control of Geranium, we expect the project to be completed by the end of this year.

If no other issues arise, the CTC's mandate will be completed by the end of 2023/early 2024.

NOMINATIONS REPORT

Lauren Maher gave the report from the Nominations Committee. Each candidate spoke:

- Susan Allward
- Suzanne Brolley
- Jim Cushnie
- Phil Egginton
- Malcolm Ward

A call for other nominations was made 3 times with no new nominations. Lauren Maher requested a motion for a single ballot to elect the candidates to the Board of Directors. The motion was moved by Lauren Maher and seconded by Lou Rocha.

All in favor – CARRIED

AMENDMENTS TO BY-LAW No. 1

Lou presented a motion by the Board of Directors to amend Section 9 of By-Law No. 1. He explained the amendment:

1. The first change is the removal of term limits which restricted directors from seeking election after serving two consecutive two-year terms. After serving for 4 years, the member had to wait one year before running for the Board again.
2. The second change is the removal of the Home Restriction, which bars two residents in the same home from serving more than four consecutive years in total.
3. The third change is the addition of a requirement that directors must consent in writing after they are elected to the board as required by ONCA.

Members were invited to come to the microphone and state their position on the amendment to Section 9. There were no speakers.

The question was called by David Cooper to amend Section 9.

Votes in favor: 138 Votes against: 3.

Motion was CARRIED

AMENDMENT OF ALL OTHER SECTIONS OF BY-LAW No. 1

Lou presented the motion to amend 26 sections of By-Law No. 1. He explained the amendment. All the amendments were proposed by the ONCA committee and approved by the board. The board moved and seconded approval of the amendments to sections 3, 4, 5, 6, 7, 8, 10, 12, 13, 15, 16, 18, 22, 23, 24, 25, 27, 28, 32, 43, 45, 49, 51, 54, 55 and 55.

Members were invited to come to the microphone and state their position on the amendments. There were no speakers. The approval of the amendments was put to a vote.

Votes for: 146 Votes against: 2

Motion was CARRIED

CERTIFICATE OF CONTINUANCE

The motion was made that the Board of Directors submit the Articles of Continuance under the Not for Profit Corporations Act, 2010. This procedure is required to register our By-Law and Articles of Incorporation under the Not For Profit Corporations Act. The motion was moved and seconded by the Board of Directors and required a two-thirds majority to pass.

Members were invited to speak to the motion. There were no speakers. The approval for the certification was put to a vote and the motions was CARRIED.

Votes for: 152 Votes against: 0

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RATIFICATION

The ratification vote was moved by Lauren Maher and seconded by Murray Smith that all acts, contracts, proceedings, and appointments, elections and payments enacted, made, done, and/or taken by the Directors and Officers of the Canterbury Common Residents Association since the last General Meeting of June 15, 2022 are hereby ratified, sanctioned, confirmed and approved.

All in favour – CARRIED

OPEN QUESTIONS PERIOD

There were no questions.

ADJOURNMENT

The motion to adjourn the meeting was moved by Doug Thiemann and seconded by Brian Hazelton at 8:30 p.m.

All in favour – CARRIED