



Canterbury Common Residents' Association

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

Board of Directors Meeting

Nov. 20th, 2023

Directors: Lou Rocha, Carole Johnson, Jim Cushnie, Malcolm Ward, Todd Glenn, Dorothy Bull, Phil Egginton, Suzanne Brolley, Susan Allward.

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 Carole Johnson and seconded by Jim Cushnie

Carried.

Presentation

- **Kawartha Conservation Authority**

Ola Pasternak from Kawartha Conservation Authority presented options for rain gardens which help improve water quality and pollinator gardens to attract bees and butterflies for the meadows. There are many options for native flowering plants that could be used to create an attractive low maintenance option in the old bunkers as they are already shaped to be converted to rain gardens. Kawartha Conservation offers funding to help with the cost of naturalization, a perfect option for our property. Funding applications are open January 16th to May 15th for the 2024 season.

- **50 Million Trees Program**

Colleen Cathcart presented the large scale tree planting service offered through a federal program available to our community. A minimum of 500 trees (seedlings) per project could be planted in parts of Canterbury property to create natural windbreaks. This program includes site visit, site plan, trees, planting as well as quality and survival assessment.

Phil Egginton thanked Ola and Colleen for their presentations. CCRA will contact them regarding future presentations to the community.

Ola and Colleen left the meeting.

Minutes:

Motion to approve minutes of the September 18, 2023 Board Meeting

Moved by Dorothy Bull and seconded by Carole Johnson

Carried.

Motion to approve minutes of the October 6, 2023 Board Meeting

Moved by Jim Cushnie and seconded by Malcolm Ward

Carried.

Motion to approve minutes of the October 16, 2023 Board Meeting

Moved by Susan Allward and seconded by Phil Egginton

Carried.

Motion to approve minutes of the October 28, 2023 Board Meeting

Moved by Todd Glenn and seconded by Jim Cushnie

Carried.

Correspondence: (Letters on File)

- An email was sent to the Board with a concern about a resident charging other residents to participate in an activity. The Board did not take action at this time pending a review of the Policies and Guidelines. Participation in activities at the center is voluntary so it is up to participants to decide if they want to participate in a pay per use activity led by a resident or non-resident. Lou Rocha will respond to the complaint.
- An accident occurred which caused a review of the building code for exit doors in the lower level. The matter has been resolved by House and Property which determined that the doors are in compliance.

Door Replacement in South Hall - Update

Malcolm Ward presented this item to the Board. A lot of work went into assessing the need for the new doors. The issue was known to House and Property for some time but had not been previously prioritized. As a result, this did not come up in budget discussion for this year and therefore no funds were allocated for this project. The need to replace the 25-year-old windows was missed on the Reserve Fund study but the need for replacement is evident. An independent assessment was done by 3 vendors and it took 3 months to receive the mandatory 3 quotes. All came in around \$42,000. There is a 3-5 month lead time from time of order. The new windows will have a 25-year warranty with a 35+ year life expectancy. They will be metal clad wood doors.

A couple of lessons to be learned from this situation is to be more aggressive on what is needed during the budgeting process. More clarity is needed with regard to the use of our funds.

On the Finance side, as a third of the Replacement/Repair Fund is being used for the new windows, Finance will be assessing rebuilding the fund. As the Capital Fund is not being used for this project, the rules regarding the funding exceeding \$20,000 do not apply.

Strategic Planning

The Board discussed the earlier presentations by Kawartha Conservation and 50 Million Trees. CCRA will need to create a plan and budget for these projects for 2024. House and Property will work with Phil Egginton and Dorothy Bull to research what is to be done for 2024.

Committee Reports

Municipal Affairs – (Complete report on file)

- The township is looking after the walkway issues as it is a safety hazard and the township's responsibility.
- The culvert on the walking trail has a hazardous area which needs to be assessed.
- The municipality is very open to resolving issues for our community.
- Durham Region needs to investigate repairs at the relay station.
- Waiting for new MP to address the issue of mailbox improvement.

House & Property – (Complete report on file)

- Following an accident in the lower level, it was pointed out that the doors are inswing however they are code compliant and H&P does not feel the \$10,000 replacement is required.
- The acoustic panel project is not complete. Some panels from the south hall were moved to the north hall to maximize efficiency. We could use some additional panels at a cost of \$3,000 but this will be addressed in next year's budget.
- A change is required for the Policies and Guidelines to differentiate the Commons land vs the Meadows/woodlot as the two areas require very different maintenance. The revisions will come to the Board for approval next month.
- The board has adopted the term "Meadows" to refer to the former golf course lands.

Social – (Complete report on file)

- Coffee hours and happy hours continue to be well attended.
- Many new events are in the works
- 8 new members joined Social for a total of 28 members.

Administration – (Complete report on file)

- The budget for next year will need to be increased. This year will stay as is.
- Bell issues are still under investigation.
- A new CPR unit will need to be added to next year's budget.
- An issue was raised regarding the \$5 per class charge for the Strength Training Class led by a resident who is a registered trainer. This issue was discussed earlier in the meeting.

Communications

- The deadline is coming up for submissions for the Christmas issue of the Chronicle.
- Total of registered email users is now 314.
- A new Obituaries web page has been added.

Nomination Committee

- A number of new volunteers have joined various committees.
- Dec. 14th is the Board of Directors Christmas Lunch
- Current Board Members were asked to confirm their plans for re-election next year. Carole Johnson and Lou Rocha have agreed to run for re-election in June.

Finance – (Complete report on file)

- The net profit from the auction came to \$16,570.
- Banking services are under review
- Energy Audit – the process is very slow
- Taxes issue is still under review as we are getting the run-around between the municipality and MPAC

Motion to receive the financial report:

Moved by Dorothy Bull and seconded by Phil Egginton **Carried**

Governance – (Complete report on file)

- The committee is working on reducing the complexity of various tasks
- Two new members have joined the committee but still searching for a secretary.
- Two more field consultants are required for the anticipated workload in the spring.

Next Meeting

- December 18, 2023 – 1:00 p.m. Regular Board Meeting, North Hall, The Centre

Adjournment

- The meeting was adjourned at 4:30pm

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

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

- An email was sent to the Board with a concern about a resident charging other residents to participate in an activity.
- Further concerns received about silica dust and involvement of Ward 5 Councilor Terry Coyne.
- A resident copied CCRA and CTC with concerns about tree damage from the grading behind the homes on Holtby Court south. Geranium and the Township resolved the issue.
- Concerns have been raised about the front door being wedged open during the day and evening.
- A concern was raised about flying a second flag for Remembrance Day on the Canada flag pole.
- An accident occurred which caused a review of the building code for exit doors in the lower level. The matter has been resolved by House and Property which determined that the doors are in compliance.
- Concerns were raised about the state of the common area adjacent to 46 Waterbury. The area has since been graded and seeded by CLDC.

By-Law No. 1

- Several changes were made to By-Law No. 1
 - A signing page was inserted at page 26
 - The title on page 31 has been corrected to Canterbury Land Development Protective Restrictions
 - A redundant signing page was removed from page 43
 - The Table of Contents was updated
- The updated copy has been distributed to
 - CCRA website
 - Governance Committee
 - Administration Committee
 - CCRA Library

ONCA / Articles of Continuance

- The articles and the certificate for the Restated Articles of Incorporation have been posted on our website.

Memorial Flag Pole and Canterbury Flag

- The new flag pole was used to fly the Legion's "Lest We Forget" flag from Nov. 1 to 11.
- There was a brief ceremony on Nov. 11 as the flag was lowered to half-mast for the day.

Strategic Planning

- The Board of Directors will view a presentation by representatives from Kawartha Conservation and the 50 Million Trees program. The presentation was arranged during a walkabout organized by Phil Egginton and accompanied by Dorothy Bull and Lou Rocha.
- The presentation will be considered in the Board's plans for a future Town Hall meeting.

Canterbury Transition Committee

- The next meeting is scheduled for December 5th pending confirmation by CTC and Geranium.
- The long-awaited Amending Agreement (Schedule I) has been signed off by CCRA and Geranium. The agreement sets out the process and responsibilities for both parties to communicate on homeowner changes to external structures in Phase 1 and Phase 2. The document will be filed with our Corporate Records with a copy to the Governance Committee which has reviewed it.
- Geranium has confirmed the two model homes will be sold. Work has been done to clean up the properties and to disassemble the sales office signs and inventory.
- Terra-seeding and tree planting is scheduled to be completed in Phase 2 by the end of November.
- Geranium has started to remove the mobile trailers and garbage in Holtby Court south.
- The black dust cloth behind the homes on the east side of Waterbury will be left by Geranium until next summer.

Door Replacement in the South Hall

- Following the special Board meeting on October 28 there were several dozen emails and three meetings to further discuss this item.
- The Board will discuss the situation and a proposed communication for the community.

Membership Records

- A letter was mailed to 4 homes to request completion of the Homeowner Agreements that were not returned in 2021.
- An email campaign started on November 8 to update the Membership Records for all homes. The records are a requirement in By-Law No. 1 and in the Policies and Guidelines.
- Email was sent to 325 homes and 15 letters were mailed.
- By November 17 there were 89 corrected records and 170 confirmations. 66 homes had not replied.
- The overall response rate to the emails was 76%. There was a higher response rate in the 99 new homes (85%) than the original homes (68%).
- The statistics have been shared with the Communications committee which has been asked to consider a survey to determine the effectiveness of our various communications channels.

Protective Restrictions

- The Guidelines for Administering the Protective Restrictions have been reviewed and further clarification has been provided for the volunteer consultants on the Governance committee.
- This will be discussed in the Governance committee's report.

Welcome to Canterbury

- Seven directors made presentations at the event on November 4 to more than 50 residents who have arrived in Canterbury during the last two years. Approximately two-thirds of the participants were from Phase 2 on Holtby Court.
- A number of the guests offered to volunteer on committees. See the Nominations Report.

Acoustic Baffles

- The installation of acoustic baffles has been partially completed in the Centre. See the House and Property Report for details.

CPR Course

- A number of residents attended a CPR course on Oct. 20. See the Administration Report.

Volunteer Role Descriptions

- A very brief description of all volunteer roles has been requested for posting on our website.

Board of Directors

- All directors are requested to contact the Nominations committee about their intentions to serve on the Board after the next Annual Meeting.

Payments to Volunteers

- The Board will discuss this item. See Correspondence.

Admission of New Members

- None

Action Items from 2022-2023

- | | |
|---|------------------------------------|
| • House and Property will develop a policy for tree removal | • |
| • All committees to submit officers' names by July 15. | • Two committees are still missing |
| • Administration is going to schedule a training day for using the defibrillator. | • Scheduled for Oct. 20 |

- Board will approve a policy for contacting volunteers.
- Communications will propose a plan for cloud-based backup of office files.
- Sound Baffling to be installed after auction in September.
- Completed

Calendar of Meetings

December 14, 2023	Board Christmas Luncheon at Jester's Court
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