



# Canterbury Common Residents' Association

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## Board of Directors Meeting

December 18, 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 Malcolm Ward*

**Carried.**

### **Motion to approve minutes of the Nov. 18, 2023 Board Meeting**

*Moved by Dorothy Bull and seconded by Susan Alward*

**Carried.**

### **Business Arising**

The list of roles in each committee has been updated on the website.

### **Correspondance: (Lettres on File)**

- Bryan Hazelton has requested CCRA to provide additional trees on the common area beside his home. The board agrees with additional tree planting for privacy however any such initiative will not be funded by CCRA. Todd Glenn will contact Bryan to discuss options.
- Paul Babin has requested permission to book the North Hall for Pickleball on weekends – The Board will not approve the use of the centre for pickleball as the room is not suitable for this activity.
- Lee Threapleton has requested use of the Centre for an event for Camille's Closet. The request has been denied as per the CCRA policy concerning external organizations.
- There was a previous concern about instructor fees charged by a resident. The Policies and Guideline confirm that this is allowed. The President will respond to both parties. The fee charge for Strength Training is allowed.
- LEV Living has agreed to a teleconference in late January concerning plans for the Seniors Residence on Block 100. No decision has been made as of yet regarding the starting date.

## Strategic Planning

John Brown has joined the steering committee. The meeting on November 29<sup>th</sup> reviewed the development process and the previous consultations and presentations to the community.

The Board discussed the earlier presentations by Kawartha Conservation Authority 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

- Kawartha Conservation presented grants available to CCRA. The 50 Million Trees Program is a federal program which would see 500 seedlings planted at a net cost to CCRA of approximately \$1,000. These would be seedlings that would take 20+ years to grow to maturity. CCRA may not be eligible for 2024 but would be put on a waitlist for this year and next.
- Another program available to us is the Rain Garden Program at a cost of \$8K to \$10K with a \$4,000 grant refund after completion. CCRA labour could account for half the cost. This initiative would only be available for the 2025 season as it's already too late for 2024.
- The Board committees will develop a presentation for the Town Hall in March.

**A motion was made to apply for the 50 Million Trees Program grant offered through the Kawartha Conservation Authority.**

*Moved by Phil Egginton and seconded by Suzanne Brolley*

***Carried***

## Canterbury Transition Committee

- The Township is in discussion with CCRA about the date for taking over Block 77 and Holtby Court. Geranium will still be responsible for the property maintenance for two more years. The CTC will be requested to present options at the next Board meeting.
- There is still no decision yet on the Block 100 property. LEV Living has not submitted a schedule to proceed. Lou Rocha will convene a video call with LEV, Kevin Heritage and the CTC.
- New Community Proposal to Scugog Council
  - The Avenu project was presented to Township Council on December 4.
  - There will be an open municipality meeting on Feb. 9<sup>th</sup> to discuss this project with the full community
  - CCRA will invite Terry Coyne to a Coffee Hour to discuss the project with residents

## Committee Reports:

### Administration – Complete report on file

- New quotes have been requested for janitorial services

### **Social – Complete report on file**

- Coffee Hours & Happy Hours to resume in the new year.
- A number of new events are being planned for the coming months

### **Municipal Affairs – Complete report on file**

- Research continues on the future use of the meadow lands in consultation with Kawartha Conservation Authority.

### **Governance – Complete report on file**

- A letter is being prepared to go out to all Holtby homeowners regarding outdoor project pre-approvals that would be included with the distribution of a new copy of the CCRA bylaws.
- On a 3-month trial basis, a new parking form will be available on the website for residents needing to park overnight at the centre.

### **House & Property – Complete report on file**

- The revised H&P policies and guidelines are completed.

### **Motion to accept changes to Section 6 of the Policies and Guidelines**

*Moved by Malcom Ward and seconded by Phil Egginton*

***Carried***

- The new windows and doors for the Centre have been ordered. A week will have to be allocated for installation.
- Bollards – Over a period of days without sun, the output is low. This is normal for solar and not much can be done during periods of cloudy days.
- Budget is under discussion in the committee

### **Communications – Complete report on file**

- The committee is looking into the cost of colour editions of the Chronicle.

### **Finance – Complete report on file**

- Replacement of the Reserve fund – There will be an increase of \$15 per household in 2024 and a \$10 increase in 2025 to re-balance the fund after the window and door expenses this year.
- A new policy regarding downpayments is under review to give H&P direction and protect CCRA.
- A 3-year forecast is being developed to see where we stand. It would allow adding new items as needed.
- The Finance committee has recommended that the installation of grass to replace the broken sidewalk should be charged to the House and Property operational budget instead of the Replacement Reserve Fund because the sidewalk was not actually replaced. The grass option was half the cost of concrete replacement.

- The Treasurer is in contact with the Township of Scugog and MPAC regarding the unexpected tax levies for the acquired lands in Phase 1.

**Nomination Committee**

- There are a number of new residents coming forward to volunteer on committees.
- The Board discussed By-Law No. 1 which allows the appointment of a second Vice-President from among the nine elected directors.

**Policies and Guidelines**

- Annual changes for all committees are due April 15, 2024

**Next Meeting**

- January 29<sup>th</sup> 2024 – 1:00 p.m. Regular Board Meeting, North Hall, The Centre

**Adjournment**

- The meeting was adjourned at 3:30 p.m.

*Moved by Jim Cushnie and seconded by Malcolm Ward*

***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.*

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### **Correspondence**

- Bryan Hazelton has requested CCRA to provide additional trees on the common area beside his home.
- Paul Babin has requested permission to book the Noth Hall for pickle ball on the weekends.
- Lee Threapleton has requested use of the Centre for an event for Camille's Closet. The request was denied as per the policy concerning external organizations.
- There was a previous concern about instructor fees charged by a resident. The Policies and Guideline confirm that this is allowed. The President will respond to both parties.
- LEV Living has agreed to a teleconference in late January concerning plans for the Seniors Residence on Block 100.

### **Strategic Planning**

1. John Brown joined Lou Rocha, Lauren Maher and Malcolm Ward for a meeting of the steering committee on November 29<sup>th</sup>. The meeting reviewed the development process and the consultations with committees and residents. The recent focus on environmental research was discussed and it was agreed that relevant information should be shared in a community meeting in the spring.
2. On November 12 Phill Egginton and Malcolm Ward attended a meeting with Kawartha Conservation at their office in Lindsay. They will report the outcome of the meeting to the Board. Ola Pasternak and Colleen Cathcart have sent copies of the presentation they made to the Board on November 20. A copy is available for Board members.

### **Transfer of Phase 2 Property**

I met with Gord Simmons and Ed Simmons on December 14 regarding the transfer of the Phase 2 property to CCRA. Gord and Ed had a recent discussion with Kevin Heritage, Director of Planning for the Township of Scugog. The date to transfer Phase 2 will not happen this month as previously reported. This is due, in part, because the grading of Block 77 has not been completed along with tree planting in some areas of Phase 2. Another discussion point is the responsibility of the Canterbury Land Development Corporation (CLDC) to maintain phase 2 for two years after it is assumed by the town and transferred to CCRA. Gord and Ed have been invited to brief the Board at the meeting on January 29, 2024.

### **New Development by The Planning Partnership**

Information has been received about a plan to develop a mixed housing community on the lands immediately north of Canterbury Common in the area south of Castle Harbor Drive near Cawkers Cover Rd. A presentation has been made to a Special Meeting of Township of Scugog Council with a request to support the request for a Ministerial Zoning Order that would expedite approval. I have requested a copy of the presentation from Lisa Fitton at the Township office.

A public Open House is scheduled for February 9. CCRA has been advised to participate in consultations regarding this project which may impact the development plans for Block 100 and the traffic on Simcoe.

I met with Vice-President Malcolm Ward and Municipal Liaison Phil Egginton regarding the new development and Phil will contact Ward 5 Councillor Terry Coyne for further information. Further details will be shared at the Board meeting. Terry will be invited to a Coffee Hour in January.

### **Geranium**

The monthly teleconference with Geranium was held on December 6 and the confidential minutes have been sent to the Board. The topics for December 6 included the following items: Grading of Block 77 and Related Work, Tree Replacements, Phase 2 Grass Seeding Dates, Lot Grading Certificates, the 2019 Amending Agreement, Sale of the Model Homes, Dust Cover Behind McCaw Homes, Request for Fencing By Non-Residents on Coulter Adjoining Holtby Court (South).

### **Tax Appeal**

On December 12 Treasurer Jim Cushnie and I met with a resident with expertise in municipal taxes and MPAC. Arising from the meeting was a decision to cancel the scheduled meeting with our lawyer, Jamie Tudhope, while further discussions take place with the Township of Scugog. Jim will brief the Board on the items under review and the next steps.

### **By-Law No. 1**

All Geranium homeowners on McCaw Court, Holtby Court and Waterbury Crescent have received a new copy of By-Law No. 1 with the hand delivery of the Winter Chronicles. This was done to replace the outdated versions that were provided by the Builder at the time of each house closing since 2020. One hundred copies were prepared by Administration at a cost of \$30 plus volunteer time. The delivery of the By-Law coincides with a new handout from Administration titled "Selling Your Home" which requires sellers to provide the By-Law to realtors and purchasers as specified in the Homeowner Membership Agreement (aka HOA).

### **Memberships Records**

The Membership Record for each address has been updated, printed and filed in the office. During November and December 88% of the homeowners replied to information requests. A letter was mailed to fifteen homes without an email account and nine of those replied. Of the 338 occupied homes, 55% confirmed their information; 32% updated their phone numbers, emails and/or emergency contacts; 12% did not reply.

### **Emergency Contact Binder**

The pages for the Emergency Contact Binder have been printed and sent for review. In January three copies of the binder will be created and stored in secure locations in the Centre. This fulfills a Board requirement in the Policies and Guidelines.

### **Action Items from 2022-2023**

- House and Property will develop a policy for tree removal
- All committees to submit officers' names by July 15.
- December 18 Agenda
- Two committees are still missing

- Board will approve a policy for contacting volunteers. •
- Communications will propose a plan for cloud-based backup of office files. •

**Calendar of Meetings**

January 29, 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 19, 2024	Annual General Meeting