



# Canterbury Common Residents' Association

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## Board of Directors Meeting March 19, 2024

**Present:** Lou Rocha, Jim Cushnie, Malcolm Ward, Dorothy Bull, Phil Egginton, Suzanne Brolley, Lauren Maher, Carole Johnson (Zoom)

**Regrets:** 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 Todd Glenn and seconded by Phil Egginton*

***Carried.***

### **Motion to approve Minutes of the Feb. 19 Board Meeting**

*Moved by Carole Johnson and seconded by Jim Cushnie*

***Carried.***

### **CORRESPONDENCE: (Letters on File)**

- After a successful Coffee Hour on March 7<sup>th</sup>, Avenu has agreed to come out for a townhall to present their plans. Date to be determined.
- Pool Wall – CTC has taken responsibility for addressing the leakage issue on the pool wall with Geranium. A meeting was held on Mar. 19 with Geranium and the manufacturer and Geranium has agreed that this issue is their financial responsibility to fix. The proposed fix is to clad the wall and install proper drainage. The objective is to have the work completed ahead of the pool opening. Standard warranty will apply.
- A reply was sent to Martha Simmons to indicate that the Board did not agree with her request to hire a landscape architect. Martha asked for the plans for the parklands to be circulated prior to the Town Hall meeting on March 25.
- A second Townhall to present the Strategic Plan has been scheduled for April 23<sup>rd</sup> at 7pm to allow Snowbirds to participate.
- LEV Living previously indicated that its feasibility study would be completed by the end of March 2024 with the 2<sup>nd</sup> stage to follow. LEV is proposing a revised six-storey tiered building to hold 215 rental units with the higher floors backing onto Simcoe. The OMB Minutes of Settlement have

agreement by five signatories for a four-storey building. The Board will discuss the ramifications of revising the prior agreement.

- CTC has scheduled their last meeting for March 22, 2024.

### **Annual Meeting**

The annual meeting will take place on June 19, 2024 and the Strategic Plan will be put to a vote.

### **Finance Report**

The draft budget for 24/25 as requested by the individual groups was reviewed along with the Finance Committee recommendations. All the proposed new operating and capital items were discussed individually and the pros and cons discussed to ensure that CCRA residents are receiving good value. The full request would result in an annual fee of approximately \$714. Jim will prepare an amended budget based on the results of this discussion and adjustments to expected operating results for the year. This amended budget will come to the Board for approval at the April meeting.

A motion was made to approve the amendment to Section 4 of the Policies & Guidelines for the Finance section.

*Moved by Jim Cushnie and seconded by Malcolm Ward*

***Carried.***

### **Strategic Planning**

The board reviewed the Strategic Plan to be presented at the Townhall meeting.

### **Committee Reports**

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

- The new doors and windows were installed at the Centre. The reused door closer is leaking and it may be necessary to replace it. One of the door closers is malfunctioning and will be replaced.
- The loose shingles on the roof of the Centre are being fixed.
- Erosion on the golf pathway will be assessed in the spring.

#### **Administration – Complete report on file**

- The process for Bereavement notices is being revised to deal with them quicker.
- The Welcome package has been updated.
- A new Table tennis league has been proposed.

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

- As we transition to a new larger community with extra land, costs will go up and therefore annual fees are projected to increase.
- The inflationary increase to the proposed Operating Budget is 6.7%.

- The proposed budget includes additional costs such a snow removal for McCaw, the request to continue with the colour version of the Chronicle and Property taxes for new lands.
- The board recommended to remove from the proposed budget: the cost of repairing the pool wall as Geranium will be covering the repairs, remove the taxes as we continue to negotiate with the township and to continue with non-colour version budget amount of the Chronicle as we transition to an online version.

**Social – Complete report on file**

**Municipal Affairs – Complete report on file**

- The township will be fixing the culvert at the waterfront trail.
- The township is looking into installing a new garbage receptacle on the trail.
- A letter has been sent to Mayor Wotton requesting action be taken to clean up the Durham sub-station building and shed.

**The meeting was adjourned at 3:45 pm**

**Next Meeting**

- April 15, 2024 – 1:00 p.m. Regular Board Meeting, North Hall, The Centre (Live and ZOOM)

**Adjournment**

- The meeting was adjourned at 3:45 p.m.

\_\_\_\_\_  
Lou Rocha, President

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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**

- Following the Coffee Hour on March 7 with Mayor Wooten, Terry Coyne and Ken Nix, an invitation was sent from AVENU to Phil Egginton and myself to attend a stakeholders' meeting on March 19. I contacted AVENU staff to request additional seats but space was limited to two seats per organization. AVENU staff were aware of the concerns raised at the Coffee Hour and requested an opportunity to meet with the CCRA board on March 14 when AVENU was in Port Perry for other meetings. Eight directors were available and a meeting took place at The Centre. The Board presented the concerns raised at the Coffee Hour and AVENU provided additional information. The Board requested a full Town Hall information meeting for all Canterbury residents. AVENU has agreed and will schedule a time that coordinates with other public meetings. AVENU also agreed to provide full scale copies of the development plan for the Board to post in The Centre in advance of a Town Hall meeting.
- Several emails were exchanged concerning the condition of the pool wall. CTC has taken responsibility for addressing the leakage and meetings were held with Geranium, Griffiths, Oakes, Wayne Shannon, Blain Woodruff and others while Malcolm Ward was away. There will be another meeting on March 19 with the manufacturer of the bricks that were used to build the wall. Ed Richards has insisted that Geranium and its contractors should pay for any repairs. This repairs for this item are on the tentative budget from House and Property.
- After the last Board meeting a reply was sent to Martha Simmons to indicate that the Board did not agree with her request to hire a landscape architect. This was the third reply to the request to hold a Town Hall as soon as possible. Martha asked for the plans for the parklands to be circulated prior to the Town Hall meeting on March 25. The Strategic Plan is a verbal presentation by the directors and cannot be circulated in advance.
- Ed Richards, Bob James and Joy McDonald sent emails asking the Board to postpone the March 25 Town Hall until vacationing residents returned in April. I replied to each of them that there would be a second Town Hall in April or May.
- Volunteer Opportunities were published in a special bulletin and some volunteers have stepped forward to support the standing committees.
- An email was sent to all residents concerning aggressive Red Cross canvassers. Several appreciative emails were received. The matter has been further discussed with Red Cross and Terry Coyne.

### **Canterbury Transition Committee**

The monthly teleconference on March 5 was attended by Gord Simmons, Ed Richards, Alan Palangas and Ema Perreira. There were no minutes taken as most of the discussion was related to the meeting earlier in the day about the pool wall. Two other items were discussed. The model homes will soon be on the market and Geranium was asked to accelerate the clean up around the Canterbury sign on Country Estates. The next monthly teleconference with Geranium will take place on March 22.

**Open Space Tree Planting**

Geranium has provided a report from Mark Schollen that confirms a total of 423 trees to be planted in the open spaces including 174 trees in Block 77 (sixth fairway). These trees are in addition to those that have been replaced in Phase 1 (McCaw Court). Geranium had agreed to replace up to 600 trees that were removed during the construction of 99 homes.

**Lot Grading Certificates**

Geranium has shared the report from SCS Consulting which confirmed the lot grading for homes in the north half of Holtby Court. The information has been provided to Governance and email was sent to homeowners who have applied to Governance for decks and landscaping projects.

**Township Letter of Completion for Phase 2 (Holtby and Block 77)**

The Township has confirmed that a Letter of Completion has not been issued for Phase 2 but the start of the CLDC two-year maintenance period has been established as December 13, 2023. SCS has prepared the required documentation needed for the Letter of Completion and will send it to the Township. When the two-year maintenance period ends on December 13, 2025, CLDC will have no further obligations for Phase 2 when all of its obligations are met.

**Transfer of Phase 2 Property**

Following the last Board meeting, Ed Richards has informed our lawyer, Jamie Tudhope, that the Board and Township have agreed to delay the transfer of Phase 2 until the Township issues its Letter of Acceptance after the end of the two-year works period. The Letter of Direction from 2021 will be revised at the appropriate time when the transfer process is activated.

**Proposed Seniors Residence**

LEV Living previously indicated that its feasibility study would be completed by the end of March 2024. As discussed at the last Board meeting, LEV has requested support for a six-storey building to hold 215 rental units. The OMB Minutes of Settlement have agreement by five signatories for a four-storey building. The Board will discuss the ramifications of revising the prior agreement.

**Pool Schedule**

The pool schedule has been updated. One change will provide 30 more minutes for Open swimming between 12 and 12:30 p.m. every day. The pool was usually empty during this period.

**CCRA Brochure**

Administration has completed updates for the CCRA brochure which is distributed to realtors and other interested parties.

**Town Hall Meeting**

The Board will present the Strategic Plan at the Town Hall meeting on March 25 at 1 p.m. A reminder email was distributed on March 11 and a second copy will be sent following the Board meeting on March 19. To date there have been 44 email confirmations that were requested in order to arrange seating. A second meeting will be held in April.