

**CARLETON
CONDOMINIUM
CORPORATION No. 34**

**NOTICE OF OWNERS' MEETING:
ANNUAL GENERAL MEETING
OF OWNERS**

**Thursday, 3 December 2020, 7:00 PM
(Registration at 6:45 PM)
Virtual Meeting via ZOOM
(Details are enclosed with this package)**

Contents:

Notice and Agenda of the Annual General Meeting
Notes respecting Electronic Meeting
Audited Financial Statements for the year ending December 31 2019
Minutes from the Previous Annual General Meeting held on 2019 June 19th
Board Report
Proposed By-Law No. 18 - Electronic Voting and Attendance, along with
Explanation Notes for Electronic Voting and Attendance.
Proxy Form
Certificate of Insurance

Issued: 2020 November 16th

Notice of Meeting of OwnersInformation about an upcoming
meeting of owners**Instruction**

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

General Meeting Information

Condominium corporation's name

Carleton Condominium Corporation No. 34 Las Brisas**Section 1.** Date and Time of the Meeting**December 3, 2020 at 7 pm.****Section 2.** Place of the meeting**The meeting will be held virtually****Section 3.** The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)**Annual General Meeting of Owners - See attached agenda****Section 4.** Please describe below the quorum needed for any part of this meeting:**The quorum needed for this meeting of the owners is 69 out of 275 units of the corporation.**

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the Act to determine who counts towards the quorum.

Section 5. A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):☐ Yes ☒ No

The methods of being present are ▼

electronic and proxy form**Section 6.** A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):☐ Yes ☒ No

The methods of voting are ▼

electronic and proxy form**Section 7.** If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the Government of Ontario website. It may also be available from your corporation.

Section 8. Please check any of the following that apply to the upcoming meeting:

Section 8.A

- ☒ This is an annual general meeting.

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

Section 8.B

- ☐ This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors).

Section 8.C

- ☒ This is a meeting to remove or appoint an auditor.

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	Reasons for removal

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)
Tuan T. Le Ouseley Harvey Clipsham Deep LLP Chartered Professional Accountants	200-205 Catherine Street Ottawa, Ontario K2P 1C3 Tel: 613.562.2010 ext. 223

Section 8.D

- ☐ This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*.

Section 8.E

- ☐ This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*.

Section 8.F

- ☒ This is a meeting to discuss proposed changes to the declaration, description, by-laws, rules or any agreements.

A copy of all proposed changes to the declaration, description, by-laws, rules or agreements that are to be discussed at the meeting are included with this notice.

Section 8.G

- ☐ This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.

Section 9.

- ☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice.

Section 10.

☐ A by-law of the corporation requires that additional material be included with this notice.

Note for common elements condominium corporations: If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

Section 11.

Optional: Additional material that is not required by a by-law of the corporation is included with this notice.

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Proxy Form

Certificate of Insurance

Dated this 16 day of November, 2020
day of month month year

Directive

Le présent formulaire en format PDF peut être rempli par voie électronique, puis sauvegardé ou imprimé. Lorsqu'il est rempli par voie électronique, ce formulaire comporte des champs dynamiques, c'est-à-dire que la dimension des cases s'adapte à la longueur du texte inséré. En cochant certaines cases, il se peut que certains éléments apparaissent ou disparaissent au besoin. Il est également possible d'imprimer un exemplaire papier du formulaire. Si vous avez besoin de plus d'espace, veuillez vous servir de feuilles de papier supplémentaires et les joindre au présent formulaire.

Renseignements sur l'assemblée générale

Nom de l'association condominiale

L'Association des Condominiums de Carleton No.34 - Las Brisas**Section 1.** Date et heure de la réunion**3 décembre 2020 à 19h.****Section 2.** Lieu de la réunion**La réunion se tiendra virtuellement****Section 3.** Nature des points qui seront abordés lors de la réunion (un ordre du jour peut être joint au présent document avis)**Assemblée générale annuelle des propriétaires - Voir l'ordre du jour ci-joint****Section 4.** Veuillez préciser ci-dessous le quorum requis pour quelque partie que ce soit pour cette réunion :**Le quorum requis pour cette réunion est de 69 des 275 unités de la corporation.**

La référence aux « unités » ici ne comprend pas les unités qui sont destinées au stationnement, à l'entreposage ou aux fins de fournir de l'espace pour des services, des installations ou des installations mécaniques, sauf si toutes les unités de l'association sont de ce type. Seuls les propriétaires qui ont droit de vote à l'assemblée et qui sont présents à l'assemblée ou représentés par procuration peuvent compter pour le quorum. S'il s'agit d'une rencontre préalable à la transition prévue au paragraphe 42 (6) de la Loi de 1998 sur les condominiums, veuillez consulter le paragraphe 42 (10) de cette loi pour déterminer qui compte pour le quorum.

Section 5. Un règlement de l'association autorise d'autres méthodes d'assistance à l'assemblée que d'y assister en personne ou par procuration (p. ex., par téléphone ou en ligne) :☐ Oui ☒ Non

Les méthodes d'assistance sont ▼

formulaire électronique et procuration**Section 6.** Un règlement de l'association autorise d'autres méthodes de vote que le vote à main levée, par scrutin, par procuration (p. ex., par téléphone ou par Internet) :☐ Oui ☒ Non

Les méthodes de vote sont ▼

formulaire électronique et procuration**Section 7.** Si vous souhaitez assister à l'assemblée par procuration (aux fins du quorum) ou voter sur toute question par procuration, vous devez utiliser le formulaire de procuration. Le formulaire est disponible sur le site Web du gouvernement. Il peut également être disponible auprès de votre association.

Section 8. Veuillez cocher tout élément qui s'applique à la réunion faisant l'objet du présent avis :

Section 8.A

☒ C'est une assemblée générale annuelle

Une copie des états financiers de l'association et le rapport des vérificateurs (le cas échéant) sont joints au présent avis.

Section 8.B

☐ Il s'agit d'une réunion pour élire un ou plusieurs administrateurs (y compris une réunion convoquée conformément à l'article 46 de la *Loi de 1998 sur les condominiums* qui peut inclure l'élection d'un ou de plusieurs administrateurs)

Section 8.C

☒ Cette réunion vise à destituer ou à désigner un auditeur

Nom de l'auditeur que l'on propose de destituer et motifs de la destitution :

Nom du ou des auditeurs	Motifs de la destitution

Une copie de toute déclaration écrite faite par l'auditeur que l'on propose de destituer est jointe à cet avis.

Les candidats au poste d'auditeur dont les renseignements ont été fournis avant la date limite précisée sont :

Nom du ou des auditeurs	Adresse (adresse, code postal, numéro de téléphone)
Tuan T. Le Ouseley Harvey Clipsham Deep LLP Chartered Professional Accountants	200-205 Catherine Street Ottawa, Ontario K2P 1C3 Tel: 613.562.2010 ext. 223

Section 8.D

☐ Cette réunion est convoquée par les propriétaires conformément à l'article 46 de la *Loi de 1998 sur les condominiums*

Section 8.E

☐ Cette assemblée a pour objet un ajout, une transformation ou une amélioration à apporter aux parties communes ou un changement apporté aux biens de l'association ou aux services qu'elle fournit aux propriétaires, ou vise à évaluer la possibilité d'installer une borne de chargement pour véhicules électriques, qui pourra être réalisée en vertu du paragraphe 24.3 (5) du Règlement de l'Ontario 48/01 en vertu de la *Loi de 1998 sur les condominiums*

Section 8.F

☒ Il s'agit d'une réunion visant à discuter des modifications proposées à la déclaration et à la description, aux règlements administratifs, aux règles ou à une entente

Une copie de tous les changements proposés à la déclaration, à la description, aux règlements administratifs, aux règles ou aux ententes qui seront discutés lors de la réunion est jointe au présent avis.

Section 8.G

☐ Il s'agit d'une réunion relative à la fusion en vertu de l'article 120 de la *Loi de 1998 sur les condominiums*

Section 9.

☐ Les documents supplémentaires (y compris tout dossier de l'association) sous forme de soumission effectuée par les propriétaires avant la date limite indiquée dans l'avis préliminaire sont joints à cet avis.

Section 10.

☐ Un règlement de l'association exige que des documents soient joints au présent avis.

Note sur les parties communes des associations condominiales : Si votre association condominiale comporte des parties communes, toutes les mentions d'« unités » dans ce formulaire doivent se lire comme référant aux « intérêts communs dans l'association » et toute référence à « propriétaire(s) d'unité(s) » doit se lire comme référant au(x) « propriétaire(s) ayant un intérêt commun dans l'association ».

Section 11.

Facultatif : Des documents supplémentaires non exigés en vertu d'un règlement de l'association sont joints à ce préavis.

Contenu :

Avis et l'ordre du jour de l'Assemblée générale annuelle (AGA)

Notes respectant les réunions par voie électronique (enregistrement)

États financiers vérifiés pour l'année se terminant le 31 décembre 2019

Les procès-verbaux de l'AGA tenue le 19 juin 2019

Rapport du conseil

Projet de règlement no 18 - Vote électronique et participation, avec notes explicatives pour le vote électronique et la participation. (en anglais seulement)

Formulaire de procuration

Certificat d'assurance

Ce 16 jour d'/de novembre 2020
jour du mois mois année

MEETING AGENDA

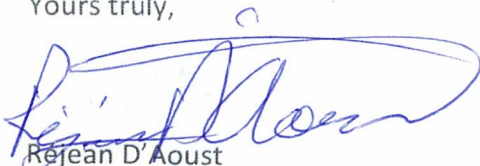
1. Call to Order and Opening Remarks; Introductions
2. Confirmation of Quorum and Proxies (25% of 275 units = 69 units)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2019
5. Re-appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes held on 2019 June 19th
7. Report from the Board of Directors
8. Appointment of Scrutineers
9. Vote for By-Law No. 18
10. Corporation Business Discussion
12. Adjournment

Your careful reading of the enclosed material prior to the meeting will help make discussions productive. Discussions are limited to the pertinent items on the agenda. Problems pertaining to individual units will not be discussed at the meeting. Unit specific issues should be brought to the Property Manager's attention, prior or after the meeting.

To ensure that we have a quorum please plan to attend and if you are not able to be present at this meeting, complete the attached Proxy and return it to the office of Las Brisas, 665 Bathgate Drive, Ottawa, ON, K1K 3Y4 no later than Wednesday, 2020 December 02. If it is more convenient, you may assign the enclosed proxy to another owner, or to one of the Directors in advance of the meeting.

We look forward to your attendance at the AGM or participation by Proxy. If you have any questions, please do not hesitate to contact me directly.

Yours truly,



Rejean D'Aoust

Capital Integral Property Management Agent
for and on behalf of CCC 34

PROGRAMME DE LA RÉUNION

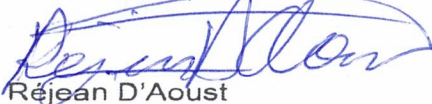
1. Rappel à l'ordre et allocutions d'ouverture; Présentation
2. Confirmation de la présence de quorum et procuration (25% de 275 unités = 69 unités)
3. Confirmation de l'avis de convocation
4. Examen des états financiers vérifiés pour l'année se terminant en 2019
5. Renouvellement du mandat de l'auditeur
6. Approbation du procès-verbal de la précédente assemblée générale annuelle tenue le 19 juin 2019
7. Rapport du conseil d'administration
8. Nomination des scrutateurs
9. Vote pour le règlement no 18
10. Discussion sur les affaires de la corporation
12. Ajournement

Votre lecture attentive du matériel ci-joint avant la réunion contribuera à rendre les discussions productives. Les discussions se limitent aux points pertinents de l'ordre du jour. Les problèmes relatifs aux unités individuelles ne seront pas discutés lors de la réunion. Les problèmes spécifiques à l'unité doivent être portés à l'attention du gestionnaire immobilier, avant ou après la réunion.

Pour assurer que nous avons le quorum, veuillez prévoir d'assister ou si vous n'êtes pas en mesure d'être présent à cette réunion, remplissez la procuration ci-jointe et renvoyez-la au bureau du Las Brisas, 665 Bathgate Drive, Ottawa, ON, K1K 3Y4 au plus tard le mercredi 2 décembre 2020. Si cela vous convient, vous pouvez attribuer la procuration ci-jointe à un autre propriétaire ou à l'un des administrateurs avant la réunion.

Nous nous réjouissons de votre présence à l'AGA ou de votre participation par procuration. Si vous avez des questions, n'hésitez pas à me contacter directement.

Sincèrement,



Réjean D'Aoust

Agent de gestion immobilière Capital Integral
Pour et au nom de CCC 34

NOTES RESPECTING VIRTUAL MEETING, ELECTRONIC VOTING, AND PROXIES

As set out in the enclosed Notice of Meeting, a meeting of the Owners will be held on December 3rd, 2020, commencing at 7:00 pm. This will be an electronic meeting. The options on how to attend the meeting are set out below.

There will be live voting at the meeting. Some live voting may be completed by way of Survey Monkey. Therefore, you may need access to your email account during the meeting if you wish to participate in live voting. There is also an opportunity to vote by proxy or proxy ballot in advance. This is explained below.

Attendance Options

The Virtual Meeting will be held on an audio-video platform called "Zoom". You can attend the meeting by one of the following procedures:

1. You can plan to attend the meeting by video conference on Zoom. [This will allow you to participate in the meeting on your own computer, tablet or cell phone.]
2. You can plan to attend the meeting by audio conference by calling into Zoom. [This will allow you to participate in the meeting (audio only) on your phone. **[Using this method, you can listen and ask questions. However, to exercise your vote, you need to submit a proxy or proxy ballot in advance.]**
3. You can appoint someone else as your proxy to attend and vote for you at the meeting. [A proxy form is attached for this purpose.] Note that you can sign a proxy form and still attend the meeting (by video or phone), if you wish.

Pre- Registering for the Meeting

If you wish to attend and/or vote at the meeting, **you must Pre-Register for the meeting at least one day before the meeting** (the "meeting pre-registration deadline"). For this meeting, the meeting pre-registration deadline – **to register AND submit proxies** - is **December 2nd at 5:00 PM.**

You can pre-register for the meeting by one or more of the following procedures:

1. **VIDEO ATTENDANCE or PHONE ATTENDANCE:** Send an email to julie@davidsoncondolaw.ca with the following message:

I am an owner of Unit _____ at CCC 34. I am pre-registering to attend the meeting of the Corporation to be held on December 3rd, 2020. I will join the meeting by video conference using the following email address: _____.

2. **PHONE ATTENDANCE:** You can phone Julie at (613) 231-8337. You will be required to provide your name and Unit Number and you will need to advise that you are pre-registering to attend the meeting and indicating how you wish to join the meeting (whether by video conference or audio conference).

3. PROXY: You can complete and deliver the attached proxy form either:

- (a) By fax to the following number: (613) 788-3677
- (b) By scanning and emailing the proxy form to the following email address: julie@davidsoncondolaw.ca
- (c) By ordinary mail to the following mailing address: Office of Las Brisas, 665 Bathgate Drive, Ottawa, ON, K1K 3Y4.

Your appointed proxy will then need to pre-register for the meeting by one of the methods listed above to ensure that they are in attendance at the meeting. **YOU OR YOUR PROXY MUST PRE-REGISTER TO ATTEND THE MEETING – AS DESCRIBED ABOVE – BY THE PRE-REGISTRATION DEADLINE. OTHERWISE, IT WILL BE TOO LATE TO ATTEND AND VOTE AT THE MEETING.**

Those who register to attend the meeting will receive an invitation to attend the meeting the evening before the meeting.

VOTING OPTIONS

You can vote on all matters which will come before the meeting in any of the following ways:

- A. You can submit a fully completed proxy in advance of the Meeting. A copy of a Proxy is enclosed for your convenience. You can submit this proxy, and still attend the meeting if desired. Proxies can be emailed as directed above or dropped off at the condominium office **before 5:00 PM on December 2nd** (the meeting pre-registration deadline). [As noted above, you can still attend by video or phone if you submit a proxy.]
- B. Live voting will also occur at the AGM. Instructions for live voting will be provided during the AGM. As noted above, you may need access to your email account for some of the live voting.

The Host (Chair) and Scrutineers for the Meeting

Given the intricacies of the new procedures for conducting electronic meetings of the owners, and also given the legal matters to be addressed at the meeting, the Board has asked our legal counsel, Nancy Houle, to chair the meeting. The Scrutineer for the meeting will be the Hosting Agent: Legal counsel, DHA. The selection of the Chair and the Scrutineer is also something that has to be decided in advance of the meeting (because of all of the organizing that goes into hosting / chairing such a meeting). If anyone objects to this chosen Chair and Scrutineer, please let us know by one of the following methods **by the pre-registration deadline:**

- (a) By fax to the following number: 613 788-3677
- (b) By email to the following email address: julie@davidsoncondolaw.ca

If we receive such objections from three or more owners, we will add the following item to the start of the meeting agenda: "Objection to Chair or Scrutineer – Motion to Adjourn Meeting". If this motion is passed at the meeting, the meeting will have to be adjourned and re-scheduled for another date (to allow us to make arrangements for another host / chair/scrutineer).

NOTES CONCERNANT LA RÉUNION VIRTUELLE, LE VOTE ÉLECTRONIQUE ET LES PROCURATIONS

Comme indiqué dans l'avis de convocation ci-joint, une réunion des propriétaires aura lieu le 3 décembre 2020, à partir de 19 h. Ce sera une réunion électronique. Les options pour participer à la réunion sont présentées ci-dessous.

Il y aura un vote en direct à la réunion. Certains votes **en direct** peuvent être effectués via Survey Monkey. Par conséquent, vous devrez peut-être accéder à votre compte de messagerie (courriel) pendant la réunion si vous souhaitez participer au vote en direct. Il est également possible de voter par procuration ou par procuration à l'avance. Ceci est expliqué ci-dessous.

Participation et options de vote

Ce sera une assemblée électronique (virtuelle). Elle se tiendra sur la plate-forme audio-vidéo appelée « Zoom ».

Vous pouvez assister et/ ou voter à la réunion selon l'une des procédures suivantes :

1. Vous pouvez planifier d'assister à la réunion par vidéoconférence sur Zoom. [Cela vous permettra de participer à la réunion sur votre propre ordinateur, tablette ou téléphone portable.]
2. Vous pouvez planifier d'assister à la réunion par audioconférence en appelant à Zoom. [Cela vous permettra de participer à la réunion (audio uniquement) sur votre téléphone.
[TOUTEFOIS: Avec cette méthode, vous ne pourrez pas voter à la réunion. Vous devrez voter par procuration.]
3. Vous pouvez désigner quelqu'un d'autre comme votre mandataire pour assister et voter pour vous à l'assemblée. [Un formulaire de procuration est joint à cet effet.] Notez que vous pouvez signer un formulaire de procuration et assister à l'assemblée (vidéoconférence ou par téléphone), si vous le souhaitez.

Pré-inscription à la réunion

Si vous souhaitez assister et / ou voter à la réunion, **vous devez vous pré-inscrire à la réunion au moins un jour avant la réunion** (la « date limite de pré-inscription à la réunion »). Pour cette réunion, la date limite de pré-inscription à la réunion- **s'inscrire ET soumettre les procurations - est le 02 décembre à 17h00.**

Vous pouvez vous pré-inscrire à la réunion en suivant l'une des procédures suivantes:

1. **PRÉSENCE VIDÉO ou PAR TÉLÉPHONE:** Vous pouvez envoyer un courriel à julie@davidsoncondolaw.ca avec le message suivant :

Je suis propriétaire de l'Unité _____ au CCC 34. Je m'inscris à l'avance pour assister à la réunion de la Corporation qui se tiendra le 03 décembre 2020. Je me joindrai à la réunion par vidéoconférence en utilisant l'adresse électronique suivante :

2. **PRÉSENCE PAR TÉLÉPHONE** : Vous pouvez téléphoner à Julie Harper au (613) 231-8337. Vous devrez fournir votre nom et votre numéro d'unité et vous devrez nous informer que vous vous pré-inscrivez pour assister à la réunion et nous indiquer comment vous souhaitez vous joindre à la réunion (que ce soit par vidéoconférence ou par audioconférence).
3. **PROCURATION** Vous pouvez remplir et remettre le formulaire de procuration ci-joint soit:
 - (a) Par télécopieur au numéro suivant: (613) 788-3677
 - (b) En scannant et en envoyant le formulaire de procuration à l'adresse électronique suivante : julie@davidsoncondolaw.ca
 - (c) Par courrier ordinaire à l'adresse postale suivante: Bureau du Las Brisas, 665 Bathgate Drive, Ottawa, ON, K1K 3Y4.

Votre mandataire désigné devra alors se pré-inscrire à la réunion par l'une des méthodes énumérées ci-dessus pour s'assurer qu'il est présent à la réunion. **VOUS OU VOTRE PROCUREUR DEVEZ VOUS PRE-INSCRIRE POUR ASSISTER À LA RÉUNION - COMME DÉCRIT CI-DESSUS - À LA DATE LIMITE DE PRÉ-INSCRIPTION. AUTREMENT, IL SERA TROP TARD POUR ASSISTER ET VOTER À LA RÉUNION.**

Les personnes qui s'inscrivent pour assister à la réunion recevront une invitation à assister à la réunion la veille de la réunion.

OPTIONS DE VOTE

Vous pouvez voter sur toutes les questions qui seront soumises à la réunion de l'une des manières suivantes:

- A. Vous pouvez soumettre une procuration dûment remplie avant l'assemblée. Une copie d'une procuration est jointe pour votre commodité. Vous pouvez soumettre ce proxy et participer à la réunion si vous le souhaitez. Les procurations peuvent être envoyées par courriel comme indiqué ci-dessus ou déposées au bureau de la copropriété **avant 17h00 le 2 décembre** (date limite de pré-inscription à la réunion). [Comme indiqué ci-dessus, vous pouvez toujours participer par vidéo ou par téléphone si vous soumettez une procuration.]
- B. Le vote en direct aura également lieu à l'AGA. Les instructions pour le vote en direct seront fournies lors de l'AGA. Comme indiqué ci-dessus, vous devrez peut-être accéder à votre compte de messagerie (courriel) pour une partie du vote en direct.

L'hôte (président) et les scrutateurs de la réunion

Compte tenu de la complexité des nouvelles procédures de conduite des réunions électroniques des propriétaires, ainsi que des questions juridiques à traiter lors de la réunion, le conseil a demandé à notre conseillère juridique, Nancy Houle, de présider la réunion. Le scrutateur de la

réunion sera l'agent d'accueil: conseiller juridique, DHA. La sélection du président et du scrutateur est également quelque chose qui doit être décidé avant la réunion (en raison de toute l'organisation nécessaire pour accueillir / présider une telle réunion). Si quelqu'un s'oppose à ce président et scrutateur choisi, veuillez-nous le faire savoir par l'une des méthodes suivantes ***avant la date limite de pré-inscription:***

(a) Par télécopieur au numéro suivant: 613-788-3677

(b) Par courriel à l'adresse courriel suivante: julie@davidsoncondolaw.ca

Si nous recevons de telles objections de la part de trois propriétaires ou plus, nous ajouterons le point suivant au début de l'ordre du jour de la réunion: « Objection au président ou au commissaire - Motion d'ajournement de la réunion ». Si cette motion est adoptée à la réunion, la réunion devra être remise et reprogrammée à une autre date (pour nous permettre de prendre des dispositions pour un autre hôte / président / scrutateur).

CARLETON CONDOMINIUM CORPORATION NO. 34

"Las Brisas"

FINANCIAL STATEMENTS

DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the Owners,
Carleton Condominium Corporation No. 34:

Opinion

We have audited the financial statements of Carleton Condominium Corporation No. 34 ("the Corporation"), which comprise the statement of financial position as at December 31, 2019, and the statements of general fund and reserve fund operations and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

OHC Deep

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

August 12, 2020

CARLETON CONDOMINIUM CORPORATION NO. 34

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Assets		
General fund		
Cash	\$ 358,592	\$ 228,604
Accounts receivable	21,589	8,485
Other receivables		4,039
Due from reserve fund	315,176	349,823
Prepaid expenses	120,437	37,696
	<u>815,794</u>	<u>628,647</u>
Reserve fund		
Cash	1,759,016	2,638,004
Special assessments receivable	42,043	70,564
	<u>1,801,059</u>	<u>2,708,568</u>
	<u>\$ 2,616,853</u>	<u>\$ 3,337,215</u>
Liabilities		
General fund		
Accounts payable	\$ 101,714	\$ 138,893
Government remittances payable	45,337	9,638
	<u>147,051</u>	<u>148,531</u>
Reserve fund		
Accounts payable	189,587	240,646
Due to general fund	315,176	349,823
	<u>504,763</u>	<u>590,469</u>
	<u>651,814</u>	<u>739,000</u>
Fund balances		
General fund	668,743	480,116
Reserve fund	<u>1,296,296</u>	<u>2,118,099</u>
	<u>1,965,039</u>	<u>2,598,215</u>
	<u>\$ 2,616,853</u>	<u>\$ 3,337,215</u>

Approved on behalf of the Board



Director



Director

CARLETON CONDOMINIUM CORPORATION NO. 34

STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (note 7)	2019	2018
Revenue			
Owners' contribution	\$ 1,754,298	\$ 1,754,902	\$ 1,713,413
Less allocation to reserve fund	467,388	467,388	458,232
	1,286,910	1,287,514	1,255,181
Laundry	29,698	29,306	26,564
Miscellaneous	25,103	15,875	34,839
Parking and locker	15,197	14,200	14,901
Rooftop rental	23,015	21,389	20,766
	1,379,923	1,368,284	1,352,251
Expenses			
Utilities			
Electricity	230,000	204,521	206,933
Gas	138,258	112,475	130,161
Water	164,309	162,315	167,924
Maintenance and wages			
Electrical	8,750	17,570	11,306
Elevator	24,000	17,174	18,217
Fire safety	11,000	9,121	9,037
Garbage removal	9,690	10,371	10,573
Interior	165,147	83,080	80,551
Landscaping	24,000	17,755	17,798
Mechanical	44,200	33,167	29,210
Plumbing	60,387	20,960	53,627
Pool and recreation	15,326	11,472	11,085
Snow removal	35,000	40,634	26,200
Wages and benefits	183,687	162,538	185,340
Administration			
Condominium Authority fee	3,828	2,673	3,300
Insurance	110,000	110,637	110,621
Management fees	136,237	136,237	149,246
Office, social and meetings	8,939	8,850	22,896
Professional fees	34,500	9,941	78,632
Telecommunications	14,500	8,166	9,808
	1,421,758	1,179,657	1,332,465
Net revenue (expenses) for the year	\$ (41,835)	188,627	19,786
Fund balance - beginning of year		480,116	460,330
Fund balance - end of year		\$ 668,743	\$ 480,116

CARLETON CONDOMINIUM CORPORATION NO. 34

STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED DECEMBER 31, 2019

	Plan (note 4 and 7)	2019	2018
Revenue			
Owners' contribution	\$ 467,388	\$ 467,388	\$ 458,232
Interest	66,510	66,986	53,231
	<u>533,898</u>	<u>534,374</u>	<u>511,463</u>
Expenses			
Boiler	-	-	3,409
Electrical	38,203	-	11,058
Exterior walls and heating system	-	231,619	2,282,207
Fire safety	-	35,281	-
Garage	413,977	745,781	-
Interior	281,751	636	15,406
Plumbing	-	20,521	79,999
Pool	77,999	-	-
Professional fees	-	179,971	179,748
Reserve fund study	7,004	-	-
Roof	-	20,227	-
Site services	5,412	-	-
Windows and patio doors	-	122,141	1,741
	<u>824,346</u>	<u>1,356,177</u>	<u>2,573,568</u>
Increase (decrease) for the year	(290,448)	(821,803)	(2,062,105)
Fund balance - beginning of year	<u>2,805,620</u>	<u>2,118,099</u>	<u>4,180,204</u>
Fund balance - end of year	\$ <u>2,515,172</u>	\$ <u>1,296,296</u>	\$ <u>2,118,099</u>

CARLETON CONDOMINIUM CORPORATION NO. 34

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities		
Owners' contribution revenue	\$ 1,741,798	\$ 1,715,349
Special assessments revenue	28,521	68,644
Laundry revenue	29,306	26,564
Miscellaneous revenue	15,875	34,839
Parking and locker revenue	14,200	14,901
Rooftop rental revenue	21,389	20,766
Interest revenue	66,986	53,231
General fund expenses	(1,259,839)	(1,374,598)
Reserve fund expenses	<u>(1,407,236)</u>	<u>(2,836,741)</u>
Increase (decrease) in cash for the year	(749,000)	(2,277,045)
Cash - beginning of year	<u>2,866,608</u>	<u>5,143,653</u>
Cash - end of year	\$ <u>2,117,608</u>	\$ <u>2,866,608</u>
 Cash		
General fund	\$ 358,592	\$ 228,604
Reserve fund	<u>1,759,016</u>	<u>2,638,004</u>
	\$ <u>2,117,608</u>	\$ <u>2,866,608</u>

CARLETON CONDOMINIUM CORPORATION NO. 34

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2019

1. Purpose of the organization

The Corporation was registered without share capital in 1974 under the laws of the Condominium Act of Ontario. The Corporation was formed to manage and maintain, on behalf of the owners, the common elements of the 275 residential units. For Canadian income tax purposes the Corporation qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

b) Fund accounting

The Corporation follows the restricted fund method of accounting for contributions.

The general fund reports the contributions from owners and expenses related to the operation and administration of the common elements.

The reserve fund reports the contributions from owners and expenses for major repair and replacement costs of the common elements and assets. The basis for determining the reserve fund's requirements is explained in note 4. Only major repairs and replacements of the common elements and assets and the cost of the reserve fund study may be charged to the reserve fund. Minor repairs and replacements are charged to the general fund. The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in special accounts, for use only to finance such charges. Interest earned on these amounts is credited directly to the reserve fund.

c) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

d) Revenue recognition

Owners' contributions are recognized as revenue monthly based upon the budget distributed to owners each year. Special assessments are recognized as revenue when they become payable by the owners to the Corporation. Interest and other revenue are recognized when earned.

3. Financial instruments

Financial instruments of the Corporation consist of cash, accounts receivable, other receivables and accounts payable.

Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the risks have not changed from last year.

CARLETON CONDOMINIUM CORPORATION NO. 34

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2019

4. Reserve fund

The Corporation, as required by the Condominium Act, has established a reserve fund for financing future major repairs and replacements of the common elements and assets.

The Board of Directors proposed a plan for the future funding of the reserve fund based on the reserve fund study prepared by Keller Engineering dated February 2020 and such other information as was available to them.

The reserve fund study was based on numerous assumptions as to future events including: repair and replacement costs; life expectancy of the common elements and assets; annual inflation rates; and the interest to be earned on the reserve fund investments.

The statement of reserve fund operations and fund balance provides a comparison between the planned and actual revenue and expenses of the reserve fund for the year and the accumulated balance thereof at the end of the year.

The reserve fund study has been recently updated, details of which will be disclosed in next year's financial statements.

5. Related party transactions

No remuneration was paid to Directors and Officers during the year and they had no interest in any transactions of the Corporation. The management company, in addition to fees, was paid \$6,343 for repairs and maintenance and \$89,044 for additional time spent on the reserve fund rehabilitation work, is reimbursed for certain administrative costs and collects fees from owners, purchasers and others for issuing status certificates. These transactions were in the normal course of operations and were measured at the exchange amount.

6. Major commitments

The Corporation has engaged the services of a company to provide elevator maintenance services for a term ending December 31, 2026 at an annual cost of approximately \$16,000.

The Corporation entered into an agreement with a contractor for east podium membrane replacement. At the year-end the completed portion of the work has been billed and charged to the reserve fund. The remaining cost of approximately \$178,000 will be similarly charged, as incurred.

7. Budget and plan

The budget and plan figures have not been audited

8. Contingent liabilities

The Corporation has received a third party claim from a contractor. This claim is being defended by the Corporation's insurance provider and the outcome of this action cannot be estimated at this time. No provision has been made in these financial statements for this claim.

The Corporation has received a slip and fall claim. This claim is being defended by the Corporation's insurance provider and the outcome of this action cannot be estimated at this time. No provision has been made in these financial statements for this claim.

CARLETON CONDOMINIUM CORPORATION NO. 34
ANNUAL GENERAL MEETING OF OWNERS
665 Bathgate Road, Party Room, Ottawa
Wednesday, June 19, 2019, 7:00 p.m.

PRESENT: Donald Seguin	President
Gary Lambert	Vice-President
Robert Kerr	Treasurer
Margaret Graham	Director
Celine Legault	Director
 Tuan Le	 Auditor, Ouseley Hanvey Clipsham Deep
Réjean D'Aoust	Property Manager, CI Management
Cheryll Wood	Legal Counsel, Davidson Houle Allen
Elaine Richard	Recording Secretary

1. CALL TO ORDER/INTRODUCTIONS

Nancy Houle, Legal Counsel, introduced herself, and opened the meeting at 7:05 p.m.

Motion made by Murray MacCallum (210), and seconded by André Dagenais (703), to allow Nancy Houle to act as Chair for the meeting. Motion carried.

2. QUORUM

Quorum was confirmed with 97 units represented in person, and 14 proxies, totalling 111 units.

3. NOTICE OF MEETING

Nancy Houle confirmed that the Notice of Meeting was sent to owners on May 31, 2019, in accordance with the requirements of the *Condominium Act, 1998*.

4. REVIEW OF AUDITED STATEMENTS

Tuan Le, Auditor, of Ouseley Hanvey Clipsham Deep, presented the Audited Financial Statements for the year ending December 31, 2018, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes.

The Auditor responded to Frank Rambeau's (305) question that the \$70,000 special assessment

amount represented the amount remaining to be collected from various units that have not yet paid. Nancy Houle added that defaulting units went through the lien or power of sale process.

Lionel Goyette (604) asked what happened to the \$100 he would have paid for the fobs. The Auditor responded that it would be under miscellaneous revenue.

André Dagenais (703) inquired about the government remittance payable for staff CPP and EI. The Auditor explained that these amounts were not due at the time of the audit. Réjean confirmed that management fees also include wages and benefits for various staff including Sylvie, Pierre, Andre and Allan.

André Dagenais (703) questioned if the 2.82 million exterior walls amount includes the finishing of Phase 4. Nancy Houle advised that there are some invoices to be paid this year, primarily holdbacks, as the job is not complete.

The Board took note of Robert Mercier's (1812) suggestion that a projector be used for next year's Auditor's report.

5. APPOINTMENT OF AUDITOR

The Board reported that they were happy with the current Auditor, and their price fell less than the average cost for an audit.

Motion made by Pierre-Andre Guibord (607), and seconded by Liliane Renaud (1505), to re-appoint Ouseley, Hanvey, Clipsham Deep as the Auditors for the next fiscal year. Motion carried.

6. APPROVAL OF MINUTES OF THE 2018 ANNUAL GENERAL MEETING

Motion made by Diane Lefebvre (714), and seconded by Jocelyne Chabot (1711), to approve the Minutes of the 2018 Annual General Meeting. Motion carried.

7. BOARD OF DIRECTOR'S REPORT

It was noted that the Board of Director's Report was included in the AGM package. Nancy Houle pointed out that Items 10 and 11 mistakenly did not get deleted from the Agenda.

8. APPOINTMENT OF SCRUTINEERS

Raymond Lacavalier (505), Murray MacCallum (210), and Liliane Renaud (1505) were appointed to act as Scrutineers.

9. ELECTION OF ONE (1) PERSON TO THE BOARD OF DIRECTORS

Nancy Houle advised that Bob Kerr's position was up for election. This was a three-year term resident-elected position. The candidate must be an owner, but does not have to live in the building. Nancy explained the voting process, and thanked Bob Kerr for his work to date.

Candidates who consented to run for election: Carmen Roy (806), Diane Lefebvre (714), and Robert (Bob) Kerr (2102)

Nancy asked for nominations from the floor three times, however, none were received.

Motion made by Colette Lauzon (201), and second by Berthe Desjardins (1212), to close the nominations. Motion carried.

Each candidate addressed the meeting prior to the vote.

Nancy advised that Bob Kerr was elected to the resident-elected position for a three-year term. Ballots and proxies would be kept for 90 days at legal counsel's office, and then destroyed, as per the new change to the *Condominium Act*.

10. CORPORATION BUSINESS DISCUSSION

Réjean D'Aoust advised that this week the 20-year old fob system would be replaced, and a fob audit would follow. Those fobs that are inactive will be de-activated. The garage overhead door will connect with a new remote that will also have the intelligence of the fob so the Corporation will know who is going in and out. Owners will still have a door opener to keep in their cars to activate both doors. Owners will have to come to the office to obtain the new equipment, and questions will be answered.

Réjean provided the following information in answer to owners' questions:

- Owners must return all fobs that they currently possess. They will be de-activated and replaced with new fobs. Owners who have family members with fobs will have to return those fobs in order to be replaced with re-activate fobs.
- If owners do not have the fobs that were assigned to them, those fobs will be de-activated.
- Fobs are for owners and not for the whole family to use, otherwise, there is no security.
- Owners will not have to pay for new fobs.
- Visitors will need to call to get into the building.
- Fobs will be traced by who comes to get the fob from the office, not who the fob is given to by the owner.
- Réjean will arrange a meeting for owners to explain the changes. In the meantime, owners should send their questions to Sylvie.

André Dagenais (703) questioned the enforcement of the smoking rules. Réjean advised that signs were installed to help with enforcement. The major problem is smoking inside the units. Letters have been sent to problem units.

A security assessment of the building has been done, with tips provided on how to work out the problems, especially in the stairways.

Monique Parent (911) commented that there are a lot of renters who do not know the rules in the building. Nancy Houle responded that landlords are legally required to provide the rules to their tenants. Réjean added that management is taking steps to get landlord owners to pay for their tenants' infractions. Réjean stated that management cannot take any action unless a written notice is sent to him.

Regarding the May 28th conditioning survey on whether owners would pay a certain portion, Nancy Houle advised that the results are not all in yet. Owners should speak to Réjean, if they did not receive the survey. Réjean explained that they are asking owners if they wish, knowing the cost, to have the air conditioning installed the way it will need to be installed, ie. putting a hole in the outside wall. Fifty percent of all owners must vote in favour of changing the By-law to allow this installation. Nancy Houle advised that there could be a meeting to discuss it, or a letter confirming that there is not sufficient interest, depending on the results of the survey. If owners are not satisfied with the questions on the survey, they should send their suggestions to Sylvie to possibly send a follow-up survey. Réjean added that now that the AGM is over he and Sylvie will concentrate on reminding owners to submit their surveys.

The Board took note of a suggestion that once a year tenants should meet to go through the rules and regulations, and also that a welcoming committee be established to provide the rules to all new residents.

A concern was raised regarding the number of units rented out since the special assessment. Nancy Houle responded that in Ontario, Corporations are not allowed to put a cap on the number of rented units.

Owners were advised that new patio doors were ordered to replace old patio doors. The doors should be received by August and installation will begin.

Nancy Houle advised that if there are units which have unauthorized airconditioning units, they may be told to remove them.

Regarding an owner's comment on language used at the meeting, Nancy advised that there is no obligation to do a bilingual annual general meeting.

André Dagenais (703) asked if purchasers of a unit can smoke in a unit which previously had a resident smoker. Réjean responded that the law is very clear that residents are grandfathered only until they move, and this also applies to renters. A new resident cannot smoke in the unit or on the balcony. Complaints should be sent to the property manager.

Robert Mercier (1812) inquired on the lobby renovations. Réjean responded that the Board is currently working on the plans. The design is not quite complete as they are looking for a better solution for a ramp for people with accessibility issues. The plan is to start with the outside work and when complete, do inside work in the winter.

Owners should contact the property manager to report any smoke that they smell while on their balconies, noting the time and date.

Réjean reported that the membrane work is on time. There was less damage to the slab than expected, so the work will speed up. They saved \$18,000 on this project. Réjean advised that he is waiting for a list to move more cars outside. He is looking into accommodating disabled people.

11. ADJOURNMENT

At 9:03 p.m., Nancy Houle closed the meeting due to loss of quorum.

BOARD OF DIRECTORS' REPORT

2020 ANNUAL GENERAL MEETING (AGM)

We, the Board of Director, would like to welcome all owners to the virtual meeting of the 2020 Annual General Meeting (AGM) of CCC 34 LAS BRISAS.

We also welcome those of you who are attending for the first time and encourage you to share your ideas and comments.

Because of the pandemic, we, the Board, decided to do a virtual meeting this year. Your participation is important for this meeting and hope that in 2021 we will be able to meet in person.

Please remember that items discussed at this meeting will be **for the year 2019**. We will give you updates on some upcoming projects.

PODIUM (EAST) MEMBRANE REPLACEMENT

The company BROOK RESTORATION was retained by the Board of Directors to work on the Podium Membrane Replacement Project. The project was scheduled from May 2019 to October 2019. Due to some delays, the project was not completed by the end of November 2019. BROOK RESTORATION was scheduled to complete the project in April 2020.

As of today, there are a few deficiencies that need to be addressed by the contractor. We are also waiting for the new lamp posts for the parking lot.

LOBBY AND HALLWAYS RENOVATIONS

Due to the delays with the Podium (East) Membrane Replacement project, the Lobby and Hallways Renovations are now planned for 2020. We will work with Grant Stewart of the firm STEWART & TSAI ARCHITECTS INC. to select colour options for paint, ceramic, carpet, etc.

As of today, we have the permit from the city to start the renovation. The 3D plans for the lobby renovation will be available for showing to the residents. The new window for the lounge will be installed in the next few weeks.

DOGS & NO SMOKING SIGNS

Several signs have been installed and additional signs were ordered for the back podium. They will be installed once the project is complete.

As of today, the new signs in the parking lot have been installed.

PARKING AUDIT & REASSIGNING PARKING SPACES

This project is on hold until the completion of the Podium East Membrane Replacement.

As of today, this project is complete.

TENNIS COURT

Due to the poor and unsafe condition of the tennis court, it was decided by the Board to close it until further notice. Plans for the tennis court has been deferred to 2020.

As of today, we are waiting for quotes for different options for the tennis court.

FOB

New FOBs have been purchased and we are waiting for MIRCOM to replace the old readers to implement the use of the new FOBs.

As of today, we are on the 17th floor.

PATIO DOOR REPLACEMENT

Twenty patio doors and windows were replaced in 2019.
No doors were replaced in 2020 because of COVID-19 pandemic.

PEST CONTROL

Preventive treatment is carried out as needed.

BREAKER PANELS

Six breaker panels in the main electric room were replaced in 2019.

2020 BUDGET

The Property Manager presented the 2020 budget at an information meeting for the owners in December 2019 broken down in three session (French, English & Bilingual) which were well attended.

OTHER INSTALLATIONS

- HENDERSON SECURITY installed new video surveillance equipment.
- Two electronic boards were installed by MAX MEDIA TV at no cost for a period of 5 years.
- New equipment was purchased for the gym.

REGULAR INFRASTRUCTURES MAINTENANCE

Every year several items of infrastructure need annual maintenance. Again in 2019, we paid attention to the following items.

- Drains stacks cleanout
- Garbage chute cleanout
- Regular pool operations
- Pest control and unit inspections
- Garage doors

EMPLOYEES/BOARD OF DIRECTORS

- Robert Kerr (Treasurer) resigned in September 2019. He and his wife moved out of town.
- The Board hired a new person, Dylan Pinkos who will take care of the cleaning. He replaced André Parent.
- Carolyn Mercier came back to work from her maternity leave in September 2019.
- We want to thank Sylvie Newman for the work she did during Carolyn's maternity leave.
- We also want to thank Pierre Emery, Alain Brugiroux, Carolyn Mercier and Dylan Pinkos for a job well done.

The Board of Directors and the Property Manager, Réjean D'Aoust, conducted monthly meetings and we also met on a weekly basis to discuss issues.

We would like to thank Capital Integral Property Management and Réjean D'Aoust for the support and guidance in our many major repairs and maintenance projects and the day-to-day operations.

We also express our thanks, to our volunteers, most notably the Social Group and library volunteers who do a lot to make our lives pleasant at LAS BRISAS. The annual BBQ and the Christmas dinner are among the highlights.

We thank the owners and residents for your confidence, patience and support. We are looking forward to 2020-2021 which will bring us new goals to achieve.

Your Board of Director

RAPPORT DU CONSEIL D'ADMINISTRATION ASSEMBLÉE GÉNÉRALE ANNUELLE (AGA) 2020

Nous, le Conseil d'administration, souhaitons la bienvenue à tous les propriétaires à la réunion virtuelle de l'Assemblée générale annuelle (AGA) 2020 du CCC 34 LAS BRISAS.

Nous souhaitons aussi la bienvenue à ceux d'entre vous qui sont présents pour la première fois et nous vous encourageons à partager vos idées et vos commentaires.

En raison de la pandémie, nous, le Conseil, avons décidé de tenir une réunion virtuelle cette année. Votre participation est importante pour cette rencontre et j'espère qu'en 2021 nous pourrions se rencontrer en personne.

N'oubliez pas que les points discutés lors de cette réunion seront pour l'année 2019. Nous vous donnerons des mises à jour sur certains projets à venir.

REMPLACEMENT DE LA MEMBRANE PODIUM (EST)

L'entreprise BROOK RESTORATION a été retenue par le Conseil d'administration pour travailler sur le projet de remplacement de la membrane Podium. Le projet était prévu de mai 2019 à octobre 2019. En raison de certains retards, le projet n'était pas terminé à la fin de novembre 2019. BROOK RESTORATION devait terminer le projet en avril 2020.

À ce jour, il y a quelques lacunes qui doivent être corrigées par l'entrepreneur. Nous attendons également les nouveaux lampadaires pour le stationnement.

RÉNOVATIONS DU LOBBY ET DES COULOIRS

En raison des retards avec le projet de remplacement de la membrane Podium (Est), les rénovations du lobby et des couloirs sont maintenant planifiées pour 2020. Nous travaillerons avec Grant Stewart de la firme STEWART & TSAI ARCHITECTS INC. pour sélectionner les options de couleur pour la peinture, la céramique, le tapis, etc.

À partir d'aujourd'hui, nous avons le permis de la ville pour commencer les rénovations. Les plans 3D de la rénovation du lobby seront disponibles pour être présentés aux résidents. La nouvelle fenêtre du salon sera installée dans les prochaines semaines.

ENSEIGNES POUR CHIEN ET NON FUMEUR

Plusieurs enseignes ont été installées et des enseignes supplémentaires ont été commandées pour le podium arrière. Elles seront installées une fois le projet terminé.

À partir d'aujourd'hui, les nouvelles enseignes du stationnement ont été installées.

AUDIT DE STATIONNEMENT ET RÉAFFECTATION DES ESPACES DE STATIONNEMENT

Ce projet est suspendu jusqu'à l'achèvement du remplacement de la membrane Podium (Est).

À partir d'aujourd'hui, ce projet est terminé.

TERRAIN DE TENNIS

En raison de l'état médiocre et dangereux du terrain de tennis, le Conseil a décidé de le fermer jusqu'à nouvel ordre. Les plans ont été reportés à 2020.

À partir d'aujourd'hui, nous attendons des soumissions pour différentes options pour le terrain de tennis.

FOBs

Des nouveaux FOBs ont été achetés et nous attendons que MIRCOM remplace les anciens lecteurs avant de mettre en œuvre l'utilisation des nouveaux FOBs.

Nous sommes aujourd'hui au 17^e étage.

REMPLACEMENT DE PORTES PATIO

Vingt portes de patio et fenêtres ont été remplacées en 2019.

Aucune porte patio n'a été remplacée en 2020 en raison de la pandémie de COVID-19.

ANTIPARASITAIRE

Un traitement préventif est effectué au besoin.

PANNEAUX DE DISJONCTEURS

Six panneaux de disjoncteurs dans la salle électrique principale ont été remplacés en 2019.

BUDGET 2020

Notre gestionnaire de l'immeuble a présenté le budget 2020 lors d'une réunion d'information des propriétaires en décembre 2019 répartie en trois séances (français, anglais & bilingue) qui ont attiré beaucoup de monde.

AUTRES INSTALLATIONS

- HENDERSON SECURITY a installé un nouvel équipement de vidéosurveillance.
- Deux tableaux électroniques ont été installés gratuitement par MAX MEDIA TV pour une période de 5 ans.
- Un nouvel équipement a été acheté pour la salle de sport.

MAINTENANCE RÉGULIÈRE DES INFRASTRUCTURES

Chaque année, plusieurs éléments d'infrastructure nécessitent un entretien annuel. Encore une fois en 2019, nous avons porté attention aux éléments suivants.

- Nettoyage des drains
- Nettoyage de la chute à ordures
- Opérations régulières de la piscine
- Contrôle des parasites et inspections des unités
- Portes de garage.

EMPLOYÉ(E)S / CONSEIL D'ADMINISTRATION

- Robert Kerr (trésorier) a démissionné en septembre 2019. Lui et son épouse ont quitté la ville.
- Le Conseil a embauché une nouvelle personne, Dylan Pinkos, qui s'occupera du nettoyage. Il a remplacé André Parent.
- Carolyn Mercier est de retour au travail après son congé de maternité en septembre 2019.
- Nous tenons à remercier Sylvie Newman pour le travail qu'elle a accompli pendant le congé de maternité de Carolyn.
- Nous tenons également à remercier Pierre Emery, Alain Brugiroux, Carolyn Mercier et Dylan Pinkos pour un travail bien fait.

Le Conseil d'administration et le gestionnaire de l'immeuble, Réjean D'Aoust, ont tenu des réunions mensuelles et nous nous sommes également rencontrés une fois par semaine pour discuter des différents sujets.

Nous tenons à remercier Capital Integral Property Management et Réjean D'Aoust pour leur soutien et leurs conseils dans nos nombreux projets majeurs de réparations et d'entretien ainsi que les opérations quotidiennes.

Nous exprimons également nos remerciements à nos bénévoles, notamment le groupe social et les bénévoles de la bibliothèque qui font beaucoup pour rendre notre vie agréable à LAS BRISAS. Le barbecue annuel et le dîner de Noël sont parmi les points forts.

Nous remercions les propriétaires et les résidents pour votre confiance, votre patience et votre soutien. Nous attendons avec impatience 2020-2021 qui nous amènera de nouveaux objectifs à atteindre.

Votre Conseil d'administration



November 2020

By-law to Authorize Electronic and Telephonic Attendance and Voting at Meetings of the Owners

[CCC No. 34 - Proposed By-law No. 18]

Explanation Note

This by-law will allow the Board to make arrangements for owners (and their proxies) to attend and vote (at any given meeting) by electronic or telephonic means. [In most cases, this would mean that owners would be permitted to attend (and also vote) at the meeting by way of audio conference or video conference, and typically with a coincident ability to vote on some matters by email or some other electronic or telephonic method of voting.]

This by-law is recommended for the following reasons:

- I. **This by-law will make it easier in the future to accommodate those who wish to actually attend a meeting (such as an AGM) – meaning that they don't wish to attend or vote by proxy – but they either can't or don't wish to attend the meeting in person.**
- II. **As virtual meeting becomes more and more mainstream (and very often necessary), these sorts of by-laws are becoming more and more common in condominiums across Ontario.**
- III. **The province's emergency order in council shows that the government recognizes a virtual meeting as an appropriate way of achieving business any time it is unsafe or cumbersome to meet in person; *but the province's order is only temporary*. A by-law is necessary to continue the authorization beyond the current emergency.**

Schedule "A"

CARLETON CONDOMINIUM CORPORATION NO. 34

BY-LAW NO. 18

BE IT ENACTED as By-Law No. 18 (being a by-law to amend By-law No. 10) of CARLETON CONDOMINIUM CORPORATION NO. 34 (hereinafter referred to as the "Corporation") as follows:

**ARTICLE I.
DEFINITIONS**

All words used herein which are defined in the *Condominium Act*, 1998, as amended, or any successor thereto (the "Act"), shall have ascribed to them the meanings as set out in the Act.

**ARTICLE II.
AMENDMENTS TO BY-LAW NO. 10
ELECTRONIC ATTENDANCE AND VOTING AT MEETINGS OF OWNERS**

The Corporation's By-law No. 1 is hereby amended as follows:

1. By adding the following Article II (2) (h) to the said By-law No. 10:

(2) (h) Electronic Attendance. Persons who are entitled to attend a meeting of owners may do so by such electronic, telephonic or other suitable technology as may be approved by either:

- i. Resolution of the Board;
- ii. The Chairperson of the meeting; or
- iii. By resolution of the meeting.

2. By adding the following Article II (4) (e) to the said By-law No. 10:

(4) (e) Electronic Voting. At a meeting of owners, votes may be cast by electronic or telephonic means, provided the specific method of voting is determined by resolution of the Board and described in the Notice for the Meeting. [This is in addition to an owner, or the owner's proxy, voting in person at the meeting as authorized by the Act.]

**ARTICLE III.
MISCELLANEOUS**

- (1) Invalidity: The invalidity of any part of this by-law shall not impair or affect in any manner the validity and enforceability or effect of the balance thereof.
- (2) Waiver: No restriction, condition, obligation or provision contained in this by-law shall be deemed to have been abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches thereof which may occur.
- (3) Headings: The headings in the body of this by-law form no part thereof but shall be deemed to be inserted for convenience only.
- (4) Alterations: This by-law or any part thereof may be amended or repealed by a by-law passed in accordance with the provisions of the Act, and the Declaration.
- (5) Preparation: This document was prepared in the year 2020 by Davidson Houle Allen LLP in conjunction with the corporation.

The foregoing by-law is hereby passed by the Directors and confirmed by the owners pursuant to the *Condominium Act*, 1998 of Ontario.

DATED this _____ day of _____, 2020.

CARLETON CONDOMINIUM CORPORATION NO. 34

Print Name:

Print Title:

I have authority to bind the Corporation.

Instruction

This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

To (condominium corporation's name):

I am (we are)

- ☐ the registered owner(s)
- ☐ authorized to act on behalf of the registered owner(s)
- ☐ the mortgagee(s)
- ☐ authorized to act on behalf of the mortgagee(s)

Name of proxy giver (the person
entitled to vote at the meeting,
for example, the registered
owner or mortgagee):

Instruction for person filling out the form: In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Proxy giver's unit number and
municipal address or other
description of the unit:

Note: if your corporation is a
common elements condominium
corporation, please identify the
relevant parcel of tied land in the
above space.

Dated this _____ day of _____, _____, at _____
day of month month year time of day ☐ am ☐ pm

Signature

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on _____ and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy

Signature or initials

A.

B.

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

- ☐ The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.
Instruction for person filling out this form: Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

- ☐ The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked, then the rest of the form should not be filled out.

Signature or initials

- ☐ The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

- ☐ **Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

- ☐ **Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

- ☒ **Section 3.** Voting for specific matters:

I (we) instruct the proxy to vote as indicated below with respect to the specified matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.

Specific Matter

In favour

Signature or initials

By-Law No. 18

☐ Yes ☐ No

- ☐ **Section 4.** Voting for removal of directors and election of substitutes:

Directive

Le présent formulaire en format PDF peut être rempli par voie électronique, puis sauvegardé ou imprimé. Lorsqu'il est rempli par voie électronique, ce formulaire comporte des champs dynamiques, c'est-à-dire que la dimension des cases s'adapte à la longueur du texte inséré. En cochant certaines cases, il se peut que certains éléments apparaissent ou disparaissent au besoin. Il est également possible d'imprimer un exemplaire papier du formulaire. Si vous avez besoin de plus d'espace, veuillez vous servir de feuilles de papier supplémentaires et les joindre au présent formulaire.

Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la
procuration (facultatif) :

À (nom de l'association condominiale) :

Je suis (nous sommes)

- ☐ le ou les propriétaires enregistrés
- ☐ autorisé à agir au nom du ou des propriétaires inscrits
- ☐ le ou les créanciers hypothécaires
- ☐ autorisé à agir au nom du ou des créanciers hypothécaires

Nom du mandant (la personne
ayant le droit de voter à
l'assemblée, par exemple le
propriétaire inscrit ou le
créancier hypothécaire) :

Instruction à la personne qui remplit le formulaire : Dans le cas d'une association, apposer le sceau de l'association ou joindre une déclaration indiquant que les signataires ont le pouvoir de lier la société. Si vous êtes autorisé à agir au nom du ou des propriétaires inscrits ou des créanciers hypothécaires, joignez une copie du document qui vous donne cette autorisation.

Numéro d'unité et adresse
municipale du mandant ou
autre description de l'unité :

Remarque : si votre association
condominiale comporte des
parties communes, veuillez
identifier la parcelle de bien-
fonds à laquelle elle se rattache
dans l'espace ci-dessus.

Ce _____ jour de/d' _____, à _____
jour du mois _____ mois _____ année _____ heure _____

Signature

Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la
procuration (facultatif) :

Je désigne (nous désignons) le mandataire dont le nom apparaît sur la ligne A ci-dessous
ou, à défaut, le mandataire dont le nom apparaît sur la ligne B ci-dessous, pour assister à
la réunion des propriétaires qui aura lieu le _____

Date (aaaa/mm/jj)

et voter en mon (notre) nom à cette réunion et à tout ajournement de celle-ci :

Nom du mandataire

Signature ou initiales

A.

B.

Je révoque (nous révoquons) toutes les procurations données précédemment.

Veuillez cocher une seule des trois cases ci-dessous :

☐ Je n'autorise pas le mandataire à voter en mon (notre) nom en ce qui concerne toute
question lors de la réunion, y compris toute question de procédure de routine.
Instruction à la personne qui remplit ce formulaire : Cochez cette case si vous nommez
le mandataire uniquement en vue de constituer le quorum. Si cette case est cochée, le reste
du formulaire ne doit pas être rempli.

Signature ou initiales

☐ Le mandataire ne peut voter en mon (notre) nom qu'en ce qui concerne les questions de
procédure courante à la réunion et aucune autre question, comme je le ferais (nous le
ferions) si j'assistais (nous assistions) personnellement à la réunion.
Instruction à la personne qui remplit ce formulaire : Si cette case est cochée, le reste
du formulaire ne doit pas être rempli.

Signature ou initiales

☐ Le mandataire peut nommer des candidats ou voter en mon (notre) nom en ce qui concerne
toutes les questions qui peuvent être soumises à la réunion, sous réserve de toute
instruction énoncée ci-dessous, comme je le ferais (nous le ferions) si j'assistais (nous
assistions) personnellement à la réunion.
Instruction à la personne qui remplit ce formulaire : Si vous cochez cette case, mais ne
fournissez aucune instruction en ce qui concerne toute partie du reste du présent
formulaire, vous autorisez votre mandataire à nommer tout candidat ou à voter de quelque
façon que ce soit, sous réserve des instructions dans cette partie du formulaire, comme
vous le feriez si vous assistiez personnellement à la réunion.

Signature ou initiales

☐ **Section 1.** Élection de candidats aux postes vacants au conseil pour lesquels tous les
propriétaires peuvent voter :

☐ **Section 2.** Vote pour élire des candidats à tout poste vacant au sein du conseil
d'administration pour lequel seuls les propriétaires d'unités occupées par leur
propriétaire peuvent voter :

☒ **Section 3.** Vote sur des questions précises :

Je donne (nous donnons) instruction au mandataire de voter comme indiqué ci-dessous en ce
qui concerne les questions précisées présentées à la réunion, sous réserve de toute instruction
énoncée ci-dessous, comme je le ferais (nous le ferions) si j'assistais (nous assistions)
personnellement à la réunion.

Question précise

En faveur

Signature ou initiales

Projet de règlement no.18

☐ Oui ☐ Non

Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la
procuration (facultatif) :

☐ **Section 4.** Vote pour la destitution d'administrateurs et l'élection des suppléants :



Arthur J. Gallagher
INSURANCE & RISK MANAGEMENT

CERTIFICATE OF INSURANCE FOR CONDOMINIUM UNIT OWNERS

Insured: Carleton Condominium Corporation #34

Mailing Address: Capital Integral Property Management
904 Lady Ellen Place Ottawa, ON K1Z 5L5

Risk Location: 665 Bathgate Drive, Ottawa, ON K1K 3Y4

Insurer: Intact Insurance Company

Policy Number: #501379649

Policy Term: December 31, 2019 to December 31, 2020

Insurer: Aviva Insurance Company of Canada – Boiler and Machinery

Policy Number: #81756032

Policy Term: December 31, 2019 to December 31, 2020

Insurer: Great American Insurance Group – Directors and Officers Professional Liability

Policy Number: #CDO3926782

Policy Term: December 31, 2019 to December 31, 2020

Amount of Insurance:

- a) \$80,200,000 Buildings and Business Contents
- b) \$80,200,000 Equipment Breakdown
- c) \$7,000,000 Commercial General Liability
- d) \$5,000,000 Directors and Officers Professional Liability

Loss Payable: All registered mortgagees and all registered unit owners as they may appear from time to time

A) DIRECT PROPERTY DAMAGE INSURANCE

The company named above hereby covers the insured for the perils of insurance described, subject to their terms and conditions of policy # COM 044887816 with Royal and Sun Alliance Insurance Company and its attached forms. This certificate verifies that full Insurance to value based on replacement cost, as provided by the insured at the inception of the policy, has been effected on all building owned by the corporation, excluding individual owners improvement made beyond the Standard unit.

Deductibles: \$10,000 general deductible; \$50,000 flood; 5% or min \$250,000 earthquake deductible; \$10,000 Sewer back-up deductible; \$50,000 water damage deductible



Arthur J. Gallagher
INSURANCE & RISK MANAGEMENT

B) BOILER & MACHINERY INSURANCE

This Certificate further verifies that the interest of the Carleton Condominium Corporation # 34 and the person who from time to time become owners of the individual units as their interest may appear from time to time are covered for insurance under the above policy. Such policy provides protection for claims arising out of the ownership of the property described above.

Deductible: \$10,000

C) COMMERCIAL GENERAL LIABILITY INSURANCE

This Certificate further verifies that the interest of the Carleton Condominium Corporation # 34 and the person who from time to time become owners of the individual units as their interest may appear from time to time are covered for insurance under policy #BINDCARLCON131 with Intact Insurance Company. Such policy provides protection for claims arising out of the ownership of the property described above. It should be noted that the liability coverage does not, in any way, provide personal liability insurance for the individual unit owner or occupants.

Deductible: \$5,000 Bodily injury and property damage deductible

D) DIRECTORS & OFFICERS LIABILITY

This Certificate further verifies that The Directors and Officers of the Carleton Condominium Corporation # 34 are covered under policy CDO3926782 with Great American Insurance Group, for Professional Liability due to their wrongful acts.

Deductible: \$1,000

This policy may be cancelled on written consent of the Condominium Corporation or thirty (30) day notice by the insurer in accordance with the cancellation clause contained in each policy.

It is understood that this certificate does not purport to describe all of the terms and conditions of the policies described above. Reference should be made to the master policy provided by the Board of Directors of the Condominium Corporation. In witness whereof, the insurer, through their duly authorized representative for this purpose have executed and signed this agreement.

Date: December 10, 2019

Authorized Representative

Arthur J. Gallagher Canada Limited