

# OTTAWA CARLETON CONDOMINIUM CORPORATION NO. 588

## Gramercy Place

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

**Virtual Zoom Meeting:  
Wednesday, November 18th 2020 at 7pm  
Register in advance for this meeting**

<https://zoom.us/meeting/register/tjwpd0qtpzwsG9I6-hq116u9OK37Fj7HTNLp>

#### **Contents:**

Notice and Agenda of the Annual General Meeting  
Audited Financials FYE 2020 April 30  
Minutes from the Previous Annual General Meeting  
Proposed By-Law to hold Electronic Meetings and Voting  
Disclosure Obligations and Qualifications for Candidates and Directors  
Proxy Form

2nd November 2020

Dear Owners,

Kindly find enclosed your 2020 AGM package.

The AGM will be held virtually via Zoom on Wednesday, November 18th 2020 at 7pm. Please click the link below to register in advance. Once you register you will receive another link or telephone number to join the meeting. We will need at least 14 owners in attendance or represented by proxy in order to hold the meeting.

**Register in advance for this meeting:**

<https://zoom.us/meeting/register/tjwpd0qtpzwsG9I6-hq116u9OK37Fj7HTNLp>

**You may join the meeting by one of the following options:**

1. **Video-conference** - this will allow you to participate in the meeting on your own computer, tablet or cell phone and will allow you to vote.
2. **Tele-conference** - this will allow you to participate by listening and speaking in the meeting on your phone. However using this method does **not** allow you to vote at the meeting. You will need to vote by proxy prior to the meeting,
3. **Appoint a proxy** - to attend and vote for you at the meeting. A proxy form is attached to the notice of meeting for you.

To ensure that we have a quorum please plan to attend and if you are not able to be attend, complete the attached Proxy and return it to Capital Integral Property management no later than **Monday, November 16th 2020 at 5:00pm** by email to **service588@cimanagement.ca**.

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.

Michelle Richards  
Property Manager  
Agent of the OCCC588

## MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 54= 14)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2020 April 30
5. Re-appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes 2019-12-19
7. President's Report
8. Appointment of Scrutineers
9. Approval of proposed By-Law to Hold Electronic Meetings and Votings
10. Elections of Board of Directors
  - 10.1 Election for positions for which only owner-occupied unit may vote
    - 1 position with 2-year term
11. Corporation Business Discussion
12. Adjournment

**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  
Ottawa Carleton Condominium Corporation No. 588

**Section 1.** Date and Time of the Meeting  
November 18th 2020

**Section 2.** Place of the meeting  
Virtual by ZOOM

**Section 3.** The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)  
Agenda attached

**Section 4.** Please describe below the quorum needed for any part of this meeting:  
25% of 54= 14 owners must be present or represented by proxy

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 ▼  
Zoom

**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 ▼  
Show of hands, proxy and ballot

**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).

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼  
1 position with 2-year term

**Instruction for person filling out this form:** If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is ▼  
1

Total number of positions on the board is ▼  
3

**Candidates**

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline:

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
Nicole Adwokat	229 Lyon Street	<input type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

**Note:** For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

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.



**OTTAWA-CARLETON  
CONDOMINIUM CORPORATION  
NO. 588**

**FINANCIAL STATEMENTS**

**APRIL 30, 2020**

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**PARKER PRINS LEBANO**  
**Chartered Professional Accountants**  
Professional Corporation

**INDEPENDENT AUDITORS' REPORT**

To the Owners of:

**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**

**Opinion**

We have audited the financial statements of Ottawa-Carleton Condominium Corporation No. 588, which comprise the Statement Of Financial Position as at April 30, 2020, and the Statements Of Operations And Changes In Net Assets, 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 Ottawa-Carleton Condominium Corporation No. 588 as at April 30, 2020, 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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Ottawa-Carleton Condominium Corporation No. 588 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.

**Other Matters**

In accordance with Section 67(4) of the Condominium Act, 1998 (the Act), we report that the Corporation has not complied with the requirements of Section 115(4) of the Act, which requires the Corporation to deposit reserve fund contributions received from the owners into the reserve fund account. As at April 30, 2020, \$- was owed from the operating fund to the reserve fund.

There is tremendous uncertainty in regards to the negative economic impact of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in significant negative impact on operational profit. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any potential adjustments or accruals for these potential effects.

**Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the 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 Ottawa-Carleton Condominium Corporation No. 588'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 Ottawa-Carleton Condominium Corporation No. 588 or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Ottawa-Carleton Condominium Corporation No. 588's financial reporting process.

### **Auditors' 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 auditors' 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 Ottawa-Carleton Condominium Corporation No. 588'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 Ottawa-Carleton Condominium Corporation No. 588's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause Ottawa-Carleton Condominium Corporation No. 588 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.



Parker Prins Lebrano Chartered Professional Accountants Professional Corporation  
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Ottawa, Ontario  
September 30, 2020

**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT APRIL 30, 2020**

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
<b>OPERATING FUND</b>		
Current		
Cash	\$ 4,023	\$ 26,387
Accounts receivable	2,356	6,524
Prepaid expenses	5,397	-
	<u>11,776</u>	<u>32,911</u>
<b>RESERVE FUND</b>		
Current		
Cash	200,288	185,357
Investments (note 2)	54,339	52,015
	<u>254,627</u>	<u>237,372</u>
 DUE FROM OPERATING FUND	 <u>45,798</u>	 <u>30,252</u>
	 <u>300,425</u>	 <u>267,624</u>
	 <u>\$ 312,201</u>	 <u>\$ 300,535</u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>OPERATING FUND</b>		
Current		
Accounts payable and accrued liabilities	\$ 14,400	\$ 17,824
 DUE TO RESERVE FUND	 <u>45,798</u>	 <u>30,252</u>
	 <u>60,198</u>	 <u>48,076</u>
 Net assets	 <u>(48,422)</u>	 <u>(15,165)</u>
	 <u>11,776</u>	 <u>32,911</u>
 <b>RESERVE FUND</b>		
 Net assets	 <u>300,425</u>	 <u>267,624</u>
	 <u>\$ 312,201</u>	 <u>\$ 300,535</u>

**APPROVED BY THE BOARD:**

\_\_\_\_\_ Director \_\_\_\_\_ Director

**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**STATEMENT OF GENERAL OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED APRIL 30, 2020**

	<u>2020</u>		<u>2019</u>
	<u>Budget (Note 4)</u>	<u>Actual</u>	<u>Actual</u>
<b>REVENUE</b>			
Condominium assessments	\$ 137,408	\$ 136,700	\$ 134,557
Interest and sundry	405	761	409
Parking	26,760	27,463	26,205
Less: allocation to Reserve Fund	<u>(69,785)</u>	<u>(69,787)</u>	<u>(72,604)</u>
	<u>94,788</u>	<u>95,137</u>	<u>88,567</u>
<b>EXPENSES</b>			
Insurance	15,510	17,284	12,408
Landscaping	8,000	2,326	4,929
Maintenance and supplies	13,700	34,022	42,747
Management services	27,093	27,093	22,880
Office and administration	1,800	3,046	4,547
Professional fees	4,500	4,525	4,069
Registration assessment	50	41	594
Snow removal	19,500	36,160	25,670
Utilities	<u>4,635</u>	<u>3,897</u>	<u>3,436</u>
	<u>94,788</u>	<u>128,394</u>	<u>121,280</u>
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<u>\$ -</u>	<u>(33,257)</u>	<u>(32,713)</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>		<u>(15,165)</u>	<u>17,548</u>
<b>NET ASSETS, END OF YEAR</b>		<u>\$ (48,422)</u>	<u>\$ (15,165)</u>

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**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**STATEMENT OF RESERVE FUND OPERATIONS AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED APRIL 30, 2020**

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	<u>2020</u>	<u>2019</u>
<b>REVENUE</b>		
Condominium assessments allocated from Operating Fund	\$ 69,787	\$ 72,604
Interest income	<u>6,414</u>	<u>3,736</u>
	<u>76,201</u>	<u>76,340</u>
<b>EXPENSES</b>		
Bank charges	68	25
Repairs and maintenance	<u>43,332</u>	<u>-</u>
	<u>43,400</u>	<u>25</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>32,801</b>	76,315
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>267,624</u>	<u>191,309</u>
<b>NET ASSETS, END OF YEAR</b>	<u><u>\$ 300,425</u></u>	<u><u>\$ 267,624</u></u>

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**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED APRIL 30, 2020**

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	<u>2020</u>	<u>2019</u>
<b>CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES</b>		
Deficiency of revenue over expenses for the year	\$ (33,257)	\$ (32,713)
Items not requiring an outlay of cash:		
Reserve contribution	69,787	72,604
Net change to non-cash items related to operations:		
Accounts receivable	4,168	(4,837)
Prepaid expenses	(5,397)	594
Accounts payable and accrued liabilities	<u>(3,424)</u>	<u>6,573</u>
	<u>31,877</u>	<u>42,221</u>
<b>CASH FLOWS (USED FOR) FROM INVESTING ACTIVITIES</b>		
Reserve interest income	6,414	3,736
Reserve expenditures	(43,400)	(25)
Purchase of reserve fund investments	<u>(2,324)</u>	<u>(393)</u>
	<u>(39,310)</u>	<u>3,318</u>
<b>NET (DECREASE) INCREASE IN CASH POSITION</b>	(7,433)	45,539
<b>CASH POSITION, BEGINNING OF YEAR</b>	<u>211,744</u>	<u>166,205</u>
<b>CASH POSITION, END OF YEAR</b>	<u>\$ 204,311</u>	<u>\$ 211,744</u>
<b>CASH POSITION</b>		
Operating fund cash	\$ 4,023	\$ 26,387
Reserve fund cash	<u>200,288</u>	<u>185,357</u>
	<u>\$ 204,311</u>	<u>\$ 211,744</u>

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**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**APRIL 30, 2020**

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**1. OPERATIONS**

The Ottawa-Carleton Condominium Corporation No. 588 (the "Corporation") was incorporated without share capital on April 7, 1997, under the Condominium Act of Ontario. The purpose of the Corporation is to manage and maintain the common elements (as defined in the Corporation's Declaration and Bylaws) and to provide common services for the benefit of the owners of the 54 housing units.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The Corporation follows accounting standards for not-for-profit organizations (ASNFPPO) and certain accounting policies generally accepted for Ontario condominium corporations.

**FINANCIAL INSTRUMENTS**

The Corporation's financial instruments consist of cash, accounts receivable, investments and accounts payable and accrued liabilities. The book values of these financial instruments approximate their fair values due to their nature. Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**INVESTMENTS**

Investments consisting of term deposits are recorded at fair value. Fair values are determined by reference to published price quotations in an active market at year end.

**RESERVE FUND FOR MAJOR REPAIRS AND MAINTENANCE**

The Corporation, as required by the Condominium Act of Ontario, has established a Reserve Fund for financing future major repairs and replacements of the common elements. Only major repairs and replacements are charged directly to this Reserve Fund. Minor repairs and replacements are charged to the appropriate expenses in the statement of general operations.

The Corporation segregates monies accumulated for the purpose of financing future charges to the reserve in special accounts, for use only to finance such charges. Interest earned on these restricted funds is credited directly to the reserve.

**ACCRUAL BASIS OF ACCOUNTING**

Revenues and expenses are recorded on the accrual basis, whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

**COMMON ELEMENTS**

The common elements of the Corporation are owned proportionately by the unit owners and consequently are not reflected as assets in these financial statements.

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**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**APRIL 30, 2020**

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**3. ADEQUACY OF RESERVE FUND FOR MAJOR REPAIRS AND REPLACEMENTS**

The Directors are responsible for determining the adequacy of the Reserve Fund to provide sufficient funds for major repairs and replacements of common element and assets of the Corporation. A reserve fund study was performed by GHD and a report was issued April 2017. The Directors use the report and other information that is available to them in evaluating the adequacy of the reserve. Such evaluation is based on numerous assumptions as to future events.

The latest reserve fund study recommended a contribution to the reserve fund of \$72,604 during the fiscal year ending April 30, 2020. The study also recommended the following annual contributions for the next five fiscal years:

2021	\$	74,056
2022	\$	75,537
2023	\$	77,048
2024	\$	78,589
2025	\$	80,161

The Ontario Condominium Act requires that the Corporation segregate the assets of the Reserve Fund from the assets of the Operating Fund. As at April 30, 2020, the Corporation had segregated Reserve Fund assets of \$254,627.

**4. BUDGET**

The budgeted figures as presented for comparison purposes are unaudited and are those as approved by the Board, reclassified to conform with these financial statements.

**5. COMMITMENTS**

The Corporation has entered into contracts for management and snow removal services. The minimum payments under these contracts, including applicable taxes, are approximately \$41,105 for each of the next two fiscal years.

**6. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified in order to conform with the current year financial statement presentation.

**OTTAWA-CARLETON CONDOMINIUM CORPORATION NO. 588**  
**ANNUAL GENERAL MEETING**  
**Joliet Room, Delta Hotel, 101 Lyon Street**  
**Ottawa, Ontario**  
**December 19, 2019, 7:00 p.m.**  
**DRAFT MINUTES**

**PRESENT:**

Brigette Van Aert      Director  
Réal Charlebois      Director

Geoff Lebano          Auditor, Parker Pins Lebano  
Yawar Khan            Property Manager, CI Management  
David Farrow          Property Manager, CI Management  
Carol Slack            Recording Secretary

**ABSENT:**

Michael Little        Director

**1. CALL TO ORDER AND OPENING REMARKS; INTRODUCTIONS**

Yawar Khan (Property Manager/Chair) called the meeting to order at 7:00 p.m. and introduced the head table, as set out above.

**2. CERTIFICATION OF QUORUM AND PROXIES**

The Chair confirmed that this year, they used an online proxy tool and achieved quorum (14) with 27 units represented by proxy and 11 in person. [It was noted that quorum requirements were not met last year.]

**3. CONFIRMATION OF NOTICE OF MEETING**

The Chair received confirmation from David Farrow that the Notices were properly delivered to all owners.

**4. REVIEW OF AUDITED FINANCIALS FOR YEARS ENDING 2017, 2018 & 2019**

Geoff Labano, Auditor, presented the Audited Financial Statements (2019) that were included in the owners' package. He noted that it was a clean audit. He reviewed and explained the Auditors' Report, the Statement of Financial Position, Statement of General Fund Operations, Statement of Reserve Fund Operations, Statement of Cash Flow and the Notes. The year end operating fund balance was a deficit of (\$15,165). The line item "Maintenance and Supplies" was much higher than projected due to an animal (raccoon) extermination and repair. He also noted that most condominiums in the region had snow removal costs well over budget. The year-end reserve fund balance was \$267,624 and no work was expensed to the fund.

## **5. APPOINTMENT OF AUDITOR**

The Chair asked if there were any recommendations for auditors from the floor and there were none. The Directors were pleased with the existing auditor.

Dave Gillis (296 Gloucester) moved, seconded by Nigel Brundson (299) to re-appoint Parker Prins Lebano as the Auditor for the following fiscal year. Motion carried.

## **6. APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES, 2016 & 2018**

David Gillis (296 Gloucester) moved, seconded by Anthony Lapp (302 Gloucester) to accept the minutes, as presented. Motion carried.

## **7. PRESIDENT'S REPORT**

Réal Charlebois (President) apologized for the delay in holding a meeting where quorum requirements were met. They had hoped to meet in March 2018, but soon after, the Board launched a request for proposal from new management companies, as they were no longer happy with Apollo Property Management. They have now engaged CI Management and after a bit of turnover, have a secure manager.

He noted that there wasn't a significant amount of work carried out during the transition, but did note the following:

- Condominium fee increase was capped at 2%;
- Audits for the past three years had been carried out and were in the AGM package;
- Legal and operational obligations were met;
- They are hoping to re-align the expense incurred to remove a raccoon;
- Snow removal had been an issue and they changed contractors – so far, feedback was positive;
- Resolving the gardening issue was ongoing (chronology set out in the meeting package);
- Ice damming issues continued and they are working on resolving; and
- The insurance appraisal was over-valued and the corporation should be reimbursed approximately \$12,000.

## **8. APPOINTMENT OF SCRUTINEERS**

As there was no election, scrutineers were not appointed.

## **9. ELECTIONS OF BOARD OF DIRECTORS**

The Chair noted that there were three positions open on the Board. One position had one-year remaining (resident-elect position) and the other two were for two years each.

The Chair confirmed that Brigitte Van Aert, Real Charlebois and Michael Little put their names forward to stand again.

The Chair asked if there were further nominations from the floor and there were none.

Eric Lafleur (249 Lyon) moved, seconded by Nigel Brunson (299 Nepean) to close the floor to nominations. Motion carried.

The Chair noted that one person would be appointed to the one-year position and the other two would take the two-year term. This information would then be provided to all owners.

## 10. CORORATION BUSINESS DISCUSSION

There was discussion with respect to brick damage. The Chair noted that the Board was working on a solution. It was noted that this was becoming more than an aesthetic issue, as over the years, the salt corroded the brick. The Chair noted that the Board would discuss the timing for this work in 2020.

There was discussion with respect to using a less-corrosive ice treatment. It was noted that the alternatives were usually more expensive, but it might be worth it in the long run (after the repairs were completed). The Chair agreed that it was more expensive, but he did use it at other properties. It was suggested that power-washing the bricks in the spring might lessen the damage. It was also noted that the landings and steps were showing corrosion. The Board was also aware of this corrosion.

There was discussion with respect to pest control, specifically stopping squirrels from entering the soffits. It was noted that the squirrels can easily gain access to the roofs from the large trees. The Chair noted that the eaves trough contractors had been cleaning the troughs and would advise David if there are any gaps to be concerned about. The unit that had the racoon was very well sealed as part of the repair. The Chair said that they should prune the trees to lessen the impact of the squirrels.

There was discussion with respect to icicles forming on the Gloucester side roofs, as they could pose a danger. It was noted that David would look into solutions for next winter. It was also noted that some roofs have small fencing that might help.

[John Racine or Douglas Beaver] (309 Nepean) expressed concern about potential damage caused by a dead tree during the winter. David confirmed that he had contacted the City, as they owned all of the trees.

[John Racine or Douglas Beaver] (309 Nepean) thanked the Board and CI Management for taking care of a paving issue in front of his unit so quickly, along with repairing the eavestroughs.

[John Racine or Douglas Beaver] (309 Nepean) requested that they paint yellow lines on the ground where the fire access lane is, to add to the assurance of keeping that area clear. If a car blocked that area, he had great difficulty leaving the property. The Chair suggested that this be done in the spring, along with a good cleaning and painting of the parking area.

It was noted that sprinklers did not work at all in front of 285. The Chair clarified that the sprinklers are blown out and tested in the spring.

Shawn Joseph (307 Nepean) said that bikes were being stolen from the rack, as it was fairly isolated. After some discussion, it was decided that David would contact the City to bring back the bike racks that were available the year before last. David would also carry out a bike audit, where owners “tag” their bikes and all untagged bikes would be removed and donated.

There was some discussion with respect to ice damming. The Chair noted that David attended the property regularly and would keep an eye out for excess accumulation. It would also be helpful for owners to advise David if they see anything, as it was difficult to predict the freeze and thaw cycles. They could also consider heating cables, but they were expensive; but, not as expensive as continual repairs. The Chair said that all of the roofs that had ice damming had been inspected for insulation levels, and that a number of recommendations were carried out.

#### **11. CONCLUSION OF MEETING**

Nigel Brunsdon (299 Nepean) moved, seconded by [John Racine or Douglas Beaver] (309 Nepean). Motion carried.

The meeting ended at 8:41 p.m.

## **Section 4(d) of the Preliminary Meeting Notice**

### **Purpose of this meeting – to elect one or more directors**

\*\*For information about disclosure obligations and qualifications, see s. 29(1) of the Condominium Act, 1998 and s. 11.6 of Ontario Regulation 48/01 under the Condominium Act, 1998, copies of which are included with this notice.\*\*

### **Directors and Officers**

#### ***29(1) of the Condominium Act, 1998***

##### **Qualifications**

29 (1) No person shall be a director if,

- (a) the person is not an individual;
- (b) the person is under 18 years of age;
- (c) the person has the status of bankrupt;
- (d) the person has been found, under the Substitute Decisions Act, 1992 or the Mental Health Act, to be incapable of managing property;
- (e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched.

#### ***Ontario Regulations 48/01 under the Condominium Act, 1998***

##### **Disclosure obligations**

11.6 (1) For the purpose of clause 29 (1) (f) of the Act, a person shall provide the following statements and information in accordance with this section:

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.
2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.
3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.
4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.
5. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
6. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.
8. If the person is not an owner of a unit in the corporation, a statement of that fact.
9. If the person is not an occupier of a unit in the corporation, a statement of that fact.

10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.

(2) In paragraphs 2 and 3 of subsection (1),  
“spouse” means,

(a) a spouse as defined in section 1 of the Family Law Act, or

(b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.

(3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person’s interest in it are material. O. Reg. 180/17, s. 6.

(4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

(5) If the person provides notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation with respect to a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the board in writing at the time of providing the notice. O. Reg. 180/17, s. 6.

(6) The meeting of owners mentioned in subsection (5) or (7) is a meeting that is held 40 days or more after the day section 27 of Schedule 1 to the Protecting Condominium Owners Act, 2015 comes into force and for which a notice of meeting has not already been sent before that day. O. Reg. 180/17, s. 6.

(7) If the person does not provide notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation but is a candidate in the election of one or more directors at a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the corporation at the meeting. O. Reg. 180/17, s. 6.

(8) For the purpose of subsection (7), the person shall provide the statements and information,

(a) orally or in writing if the person is present at the meeting; or

(b) in writing if the person is not present at the meeting. O. Reg. 180/17, s. 6.

(9) If the person is a person appointed to the board as described in subsection 34 (2) of the Act, the person shall provide the statements and information required by subsection (1) of this section to the board,

(a) at any time before being so appointed, unless the corporation has passed a by-law described in clause (b); or

(b) within such other period of time that is set out in a by-law of the corporation and that is before the appointment. O. Reg. 180/17, s. 6.

(10) The person shall provide the statements and information,

(a) orally or in writing if the person provides them at a time at the meeting when the person is appointed to the board that is before the appointment; or

(b) in writing if,

(i) the person provides the statements and information before the meeting at which the person is appointed to the board, or

(ii) a by-law of the corporation requires the person to provide the statements and information in writing. O. Reg. 180/17, s. 6.

(11) If this section requires a person to provide the statements and information required by subsection (1) in writing, the signature of the person shall be included in the statements and shall accompany the information. O. Reg. 180/17, s. 6.

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC \_\_\_\_\_

### CANDIDATE:

My name: \_\_\_\_\_

My mailing address (optional):

\_\_\_\_\_

\_\_\_\_\_, ON \_\_\_\_\_

My Email Address (optional): \_\_\_\_\_

My Telephone Number (optional): \_\_\_\_\_

### Candidates seeking to be appointed or elected must confirm the following:

1. I am an
  - owner currently occupying my unit at the above-mentioned condominium
  - non-resident owner
  - other, describe: \_\_\_\_\_
2. I am 60 days or more in arrears:
  - No             Yes
3. I or a "related person" are a party to any legal action to which the corporation is also a party:
  - No
  - Yes, attached is the required brief general description of the action
4. I have been convicted of an offence under the *Condominium Act* or under the regulations adopted thereto within the preceding 10 years:
  - No
  - Yes, attached is the required general description of the offence
5. I directly or indirectly, have a material interest in a contract or transaction to which the corporation or the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit:
  - No
  - Yes, attached is the required description of the nature and extent of my interest in such contract or transaction

Adwokat, Nicole

Digitally signed by Adwokat,  
Nicole  
Date: 2020.09.08 17:30:23 -04'00'

Signature of candidate

Date (yyyy-mm-dd)

I have attached an introductory letter and/or above required descriptions.

**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):  
[Ottawa Carleton Condominium Corporation No. 588](#)  
[Gramercy Place](#)

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 \_\_\_\_\_  am  pm  
day of month month year time of day

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 2020/11/18 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:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote (enter 1, 2, 3, etc.)

Candidates for the Position(s) on the Board

Signature or initials

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.

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

Proxy Identification Number (optional):

Proxy Identification Number (optional):

I (we) instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below for the position on the board for which only owners of owner-occupied units may vote under s. 51(6) of the *Condominium Act, 1998*.

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
	Nicole Adwokat	

**Instruction to person filling out the form:** Your proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available.

**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 Amended 1 to Hold Electronic Meetings and Voting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval of Previous Annual General Meeting Minutes 2020-12-19	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Re-appointment of Auditor Parker Prins Lebano Chartered Professional Accountants	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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