

**OTTAWA CARLETON STANDARD
CONDOMINIUM CORPORATION 893**

Second Avenue West

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

**Thursday, 2020 November 19, 6:45 PM
Via Zoom Online
Ottawa, Ontario**

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2020 January 31
Minutes from the Previous Annual General Meeting
Disclosure Obligations and Qualifications for Candidates and Directors
Proxy Form

Issued: 2020 November 4

MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 70 = 18)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2020 January 31
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. Board's Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
 - 9.1 Election for position reserved for voting by owners of owner-occupied units
 - 1 position for one year remaining on a 2 year term
 - 9.2 Election for positions for which all owners may vote
 - 3 positions for a 2 year term
10. Corporation Business Discussion
11. 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 Capital Integral Property Management no later than Wednesday, 2020 November 18. 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. For any Director position up for election, you may nominate yourself or other owners. As per the Act, 1 position must be elected by resident owners. You may use the proxy enclosed to vote and email it to service893@cimanagement.ca, mail/fax it to our address/number on the left or vote at 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,



Anne Makuch, Condominium Manager
amakuch@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of OCSCC 893

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 Standard Condominium Corporation No. 893 - Second Ave West](#)**Section 1.** Date and Time of the Meeting[2020/11/19 7:00 PM](#)**Section 2.** Place of the meeting[Virtual Annual Meeting - Zoom](#)**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](#)**Section 4.** Please describe below the quorum needed for any part of this meeting:[18 out of 70 units](#)

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 ▼

[Online or by phone - Via Zoom or by Proxy](#)**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 ▼

[Online or by phone - Via Zoom or by Proxy](#)**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 ▼

3 positions for a 2 year term

1 position for a 1 year remaining on a 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 ▼

5

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)
Kan Yan		<input checked="" 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
Katie Hicks	314-808 Bronson Ave. Ottawa, K1S 5A4	<input checked="" 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
Christopher Lavergne	401-808 Bronson Ave. Ottawa, K1S 5A4	<input checked="" 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
		<input type="checkbox"/> Candidate for position for which all owners may vote <input 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.

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

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)
Ouseley Hanvey Clipsham Deep LLP	205 Catherine St Suite 200, Ottawa, ON K2P 1C3

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.

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.

Dated this 4 day of November, 2020.

day of month

month

year

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

FINANCIAL STATEMENTS

JANUARY 31, 2020

INDEPENDENT AUDITOR'S REPORT

To the Owners,

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893:

Opinion

We have audited the financial statements of OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893 ("the Entity"), which comprise the statement of financial position as at January 31, 2020, 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 Entity as at January 31, 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 auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Entity 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 Entity'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 Entity, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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 Entity'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 Entity'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 Entity 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.

OHCID LLP.

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

July 24, 2020



OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

STATEMENT OF FINANCIAL POSITION AS AT JANUARY 31, 2020

	2020	2019
ASSETS		
General Fund		
Cash	\$ 819	\$ 803
Accounts receivable	6,060	5,170
Prepaid expenses	4,377	1,186
Due from reserve fund	2,844	38,015
	14,100	45,174
Reserve Fund		
Cash	383,261	323,663
Investments (note 4)	153,360	166,696
	536,621	490,359
	\$ 550,721	\$ 535,533
LIABILITIES		
General Fund		
Accounts payable and accrued liabilities	\$ 19,749	\$ 17,961
	19,749	17,961
Reserve fund		
Accounts payable and accrued liabilities	5,294	7,887
Due to general fund	2,844	38,015
	8,138	45,902
	27,887	63,863
FUND BALANCES		
General Fund (deficit)	(5,649)	27,213
Reserve Fund	528,483	444,457
	522,834	471,670
	\$ 550,721	\$ 535,533

Approved on behalf of the Board:

Director

Director

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED JANUARY 31, 2020

	Budget 2020 (unaudited)	2020	2019
Revenue			
Owners' contribution	\$ 342,426	\$ 338,991	\$ 321,134
Other revenue	5,000	9,322	7,822
Less: Contribution to the reserve fund	(87,272)	(87,272)	(68,990)
<hr/>			
Owners' contribution to the general fund	260,154	261,041	259,966
<hr/>			
Common expenses			
Maintenance			
Cleaning contract	26,059	25,119	27,781
Fire, life and safety	9,121	10,519	7,569
Landscaping	8,100	6,074	9,769
Parking and property taxes	6,510	8,471	11,786
Repairs and maintenance	60,131	84,885	58,254
Winter maintenance	8,907	11,598	4,548
Utilities			
Water	25,000	24,416	25,573
Hydro	40,000	32,169	29,168
Gas	16,350	14,797	11,847
Administration			
Insurance	26,328	24,337	23,751
Management fees	32,921	41,471	28,656
Office supplies and services	6,227	6,231	5,948
Professional fees	4,500	3,816	6,895
<hr/>			
	270,154	293,903	251,545
<hr/>			
Net revenue (expense) for the year	\$ <u>(10,000)</u>	(32,862)	8,421
<hr/>			
Net assets - beginning of year		27,213	18,792
<hr/>			
Net assets (deficit) - end of year		\$ (5,649)	\$ 27,213
<hr/>			

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED JANUARY 31, 2020

	Plan (note 3) (unaudited)	2020	2019
Revenue			
Owners' contribution	\$ 87,272	\$ 87,272	\$ 68,990
Interest income	14,729	10,480	7,989
	102,001	97,752	76,979
Expenses			
General repairs	2,040	8,432	5,334
Heat pump	-	5,294	-
Garage	-	-	1,102
Reserve fund study	2,040	-	4,170
Doors	-	-	8,113
Security cameras	-	-	7,887
	4,080	13,726	26,606
Net revenue for the year	97,921	84,026	50,373
Fund Balance - beginning of year	449,357	444,457	394,084
Fund Balance - end of year	\$ 547,278	\$ 528,483	\$ 444,457

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JANUARY 31, 2020

	2020	2019
Cash Flows From Operating Activities		
Owners' contributions for:		
General operations	\$ 261,041	\$ 259,966
Reserve fund	87,272	68,990
Other receipts	10,480	7,989
Reserve expenses	(13,726)	(26,606)
Common expenses	(293,903)	(251,545)
	51,164	58,794
Change in other non-cash operating accounts	(4,886)	12,428
	46,278	71,222
Cash Flows From Investing Activities		
Investments - reserve fund	13,336	78,198
Increase in cash during the year	59,614	149,420
Cash - beginning of year	324,466	175,046
Cash - end of year	\$ 384,080	\$ 324,466
Cash consists of:		
Cash - general fund	\$ 819	\$ 803
Cash - reserve fund	383,261	323,663
	\$ 384,080	\$ 324,466

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2020

1. OPERATIONS

Under the Condominium Act of Ontario, a declaration and description was registered at Ottawa on January 16, 2012, creating a Corporation without share capital whose members are the owners. The Corporation was formed to manage the common elements of 70 mixed use units. For Canadian income tax purposes, 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) 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 operations and administration of the common elements.

The reserve fund reports the contributions from owners and expenditures for major repairs and replacement costs of the common elements and assets. The basis for determining the reserve fund's requirements is explained in Note 3. Only major repairs and replacements of the common elements are charged directly to this reserve fund with the exception of the reserve fund study which may be charged to the reserve fund. Minor repairs and replacements are charged to repairs and maintenance in 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.

(b) Use of Estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

(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.

3. 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. Morrison Hershfield completed a reserve fund study update in December 2018.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #893

NOTES TO FINANCIAL STATEMENTS JANUARY 31, 2020

3. RESERVE FUND (cont'd)

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 current year and the accumulated balance thereof at the end of the year.

4. INVESTMENTS

Investments consist of GIC's earning interest at annual rates that range from 1.96% to 2.93% and maturing between March 2020 and February 2022.

5. REMUNERATION OF DIRECTORS AND OFFICERS

No remuneration was paid to Directors and Officers during the year.

6. FINANCIAL INSTRUMENTS

Financial instruments of the Corporation consist of cash, accounts receivable, investments and accounts payable and accrued liabilities.

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 carrying amount of the financial instruments approximate their fair value.

7. BUDGET AND PLAN INFORMATION

The budget and plan figures have not been audited.

8. COMMITMENTS

The corporation has a contract for snow removal, ending in 2021 for an annual amount of approximately \$6,000.

OCSCC 893 Second Avenue West

Annual General Meeting

June 12, 2019 7:00 pm

Present:

Anna Basile	President
Mary Nicholson	Secretary
Sonya Nagpal	Secretary
Christopher Lavergne	Treasurer
Ritu Banerjee	Director
Anne Makuch	Property Manager, Capital Integral Property Management

1. Call to Order and Opening Remarks, Introductions

Registration was conducted from 6:45 to 7 pm at which time the President called the meeting to order. The President introduced members of the Board of Directors and the Property Manager.

2. Certification of Quorum and Proxies (25% of 70 = 18 required)

A quorum of 20 was reached. No proxies were sought for voting.

3. Confirmation of Notice of Meeting

The president confirmed that notice of the meeting was provided to all owners.

4. Review of Audited Financial Statement for Year Ending 2019 January 31

Jose Wilson presented the audited financial statement for the fiscal year ending January 31, 2019. The financial statements were prepared by the offices of Ousely Hanvey Clipsham Deep and were included in the AGM package.

She reviewed the report with explanations of the day to day operations and contributions to the reserve fund.

5. Appointment of Auditor

Motion passed to proceed with reappointing OHCD (Ousley Hanvey Clipsham Deep) to conduct next year's audit. It was moved by Sue McMullen (unit 113) and seconded by Simon Di Gaetano (unit 105)

6. Approval of Previous Annual General Meeting Minutes

The minutes of the previous Annual General Meeting held on June 13, 2018 were approved. Moved by Natalie MacDonald (unit 202) and seconded by Sue McMullen (unit 113).

7. Board of Directors Report

The president provided an overview of the board's work over the course of the year and the following key initiatives:

- a) New winter mats were purchased for the building
- b) A new, larger "808" sign was installed at the front entrance for better visibility from the street.
- c) Garage Leak: repairs were done and successful however some locations still have issues. There will be excavations undertaken to investigate and resolve these issues.
- d) A leak from the rooftop door was resolved and damages repaired.
- e) A new smoking rule was instituted.
- f) Undertaking a review, clean-up and repair of the bike rooms.
- g) Automatic lighting was installed in the gym.
- h) Several issues related to the lockbox break-ins were dealt with and new systems put in place.
- i) A new camera system was installed in the building.
- j) Returned to the practice of semi-annual window and garage cleanings.
- k) Ownership of the elevators was transferred to the condominium corporation.
- l) A Reserve Fund Study was undertaken during the year which called for a significant contribution to the Reserve Fund over the next three years.
- m) A fob system was installed for the main building door and the overhead garage door.

4. Budget 2019-2020

The president explained the budget process and the increase of condo fees in order to cover the increased contribution to the reserve fund as well as expenses for the 2019-2020 fiscal year.

5. Election of Directors

Two scrutineers were appointed to review the election results: Mary Nicholson and Sonya Nagpal. There were two nominations put forward for two vacant positions: One position was to be voted only by Resident owners and the other position was to be voted for by all owners.

Natalie MacDonald and Henrietta Bristow were both acclaimed to positions on the Board of Directors.

6. Corporation Business Discussion

The following issues were raised:

- The old garage door remote system will be disabled and the keypad will no longer be for resident use. The new fobs for the new fob system are to be used moving forward. A notice regarding this will be sent to all residents. The front door will be rekeyed to a high security lock and a copy will be held by management in case the fob system fails. A key will also be held for fire department use in case of emergency.
- The bricks or stones in the back will be monitored over the year to see whether some re-landscaping or replacements are required.
- The Board has on its radar the possibility of installing an electric vehicle charging station in the future, however, this is a low-priority for the time being.

7. Adjournment of Meeting

A motion to adjourn the meeting was passed at 8:36 p.m. It was moved by Sue McMullen (unit 113) and seconded by Natalie McDonald (unit 202).

OCSCC 893 Second Avenue West

Annual General Meeting

June 12, 2019 7:00 pm

Present:

Anna Basile	President
Mary Nicholson	Secretary
Sonya Nagpal	Secretary
Christopher Lavergne	Treasurer
Ritu Banerjee	Director
Anne Makuch	Property Manager, Capital Integral Property Management

1. Call to Order and Opening Remarks, Introductions

Registration was conducted from 6:45 to 7 pm at which time the President called the meeting to order. The President introduced members of the Board of Directors and the Property Manager.

2. Certification of Quorum and Proxies (25% of 70 = 18 required)

A quorum of 20 was reached. No proxies were sought for voting.

3. Confirmation of Notice of Meeting

The president confirmed that notice of the meeting was provided to all owners.

4. Review of Audited Financial Statement for Year Ending 2019 January 31

Jose Wilson presented the audited financial statement for the fiscal year ending January 31, 2019. The financial statements were prepared by the offices of Ousely Hanvey Clipsham Deep and were included in the AGM package.

She reviewed the report with explanations of the day to day operations and contributions to the reserve fund.

5. Appointment of Auditor

Motion passed to proceed with reappointing OHCD (Ousley Hanvey Clipsham Deep) to conduct next year's audit. It was moved by Sue McMullen (unit 113) and seconded by Simon Di Gaetano (unit 105)

6. Approval of Previous Annual General Meeting Minutes

The minutes of the previous Annual General Meeting held on June 13, 2018 were approved. Moved by Natalie MacDonald (unit 202) and seconded by Sue McMullen (unit 113).

7. Board of Directors Report

The president provided an overview of the board's work over the course of the year and the following key initiatives:

- a) New winter mats were purchased for the building
- b) A new, larger "808" sign was installed at the front entrance for better visibility from the street.
- c) Garage Leak: repairs were done and successful however some locations still have issues. There will be excavations undertaken to investigate and resolve these issues.
- d) A leak from the rooftop door was resolved and damages repaired.
- e) A new smoking rule was instituted.
- f) Undertaking a review, clean-up and repair of the bike rooms.
- g) Automatic lighting was installed in the gym.
- h) Several issues related to the lockbox break-ins were dealt with and new systems put in place.
- i) A new camera system was installed in the building.
- j) Returned to the practice of semi-annual window and garage cleanings.
- k) Ownership of the elevators was transferred to the condominium corporation.
- l) A Reserve Fund Study was undertaken during the year which called for a significant contribution to the Reserve Fund over the next three years.
- m) A fob system was installed for the main building door and the overhead garage door.

4. Budget 2019-2020

The president explained the budget process and the increase of condo fees in order to cover the increased contribution to the reserve fund as well as expenses for the 2019-2020 fiscal year.

5. Election of Directors

Two scrutineers were appointed to review the election results: Mary Nicholson and Sonya Nagpal. There were two nominations put forward for two vacant positions: One position was to be voted only by Resident owners and the other position was to be voted for by all owners.

Natalie MacDonald and Henrietta Bristow were both acclaimed to positions on the Board of Directors.

6. Corporation Business Discussion

The following issues were raised:

- The old garage door remote system will be disabled and the keypad will no longer be for resident use. The new fobs for the new fob system are to be used moving forward. A notice regarding this will be sent to all residents. The front door will be rekeyed to a high security lock and a copy will be held by management in case the fob system fails. A key will also be held for fire department use in case of emergency.
- The bricks or stones in the back will be monitored over the year to see whether some re-landscaping or replacements are required.
- The Board has on its radar the possibility of installing an electric vehicle charging station in the future, however, this is a low-priority for the time being.

7. Adjournment of Meeting

A motion to adjourn the meeting was passed at 8:36 p.m. It was moved by Sue McMullen (unit 113) and seconded by Natalie McDonald (unit 202).

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 893

CANDIDATE:

My name: Christopher Lavergne

My mailing address (optional):

808 Bronson Avenue Suite 401

Ottawa, ON K1S 5A4

My Email Address (optional): clavergn@bell.net

My Telephone Number (optional): 613-601-9384

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



 Signature of candidate

2020-11-04

 Date (yyyy-mm-dd)

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

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

Kan Yan

Digitally signed by Kan Yan
Date: 2020.10.20 08:59:03 -04'00'

Signature of candidate

Date (yyyy-mm-dd)

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

I have been working in the high-tech industry for over 30 years with more than 20 years of management experience. I am currently serving as a board member in another condo corporation. We really like this condo, location, neighbourhood and the building itself. I would like to join the board to help ensuring the building is well maintained, providing an excellent environment to its residents and protecting the value of our investments.

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

Katie Hicks

Digitally signed by Katie Hicks
DN: cn=Katie Hicks, o, ou,
email=katiehblue@gmail.com, c=CA
Date: 2020.10.20 23:51:07 -04'00'

Signature of candidate

Date (yyyy-mm-dd)

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

Katie Hicks



Board Application

- Owner and resident of 808 Bronson since 2017
 - Vested interest in maintaining and increasing the value of the building, as well as building a stronger sense of community
-

Professional Experience

- Senior Policy Analyst with the federal government with 20 years of experience, more recently in energy efficiency
-

Personal Background

- Mother to a teenage son attending Glebe Collegiate Institute
- Grew up in Ottawa with family all still close by
- Interested in environmental and sustainability issues

DIRECTORS AND OFFICERS

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. 1, s. 27.

Disqualification

(2) A person immediately ceases to be a director if,

- (a) the person has the status of bankrupt;
- (b) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (c) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere;
- (d) a certificate of lien has been registered under subsection 85 (2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85 (7) within 90 days of the registration of the certificate of lien;
- (e) the person has not completed the prescribed training within the prescribed time; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Consent

30 (1) A person shall not be elected or appointed as a director unless the person consents. 1998, c. 19, s. 30 (1).

Deemed consent

(2) A person shall be deemed to consent if the person is present at the meeting when elected or appointed and does not refuse to act as a director. 1998, c. 19, s. 30 (2).

Written consent

(3) A person who is not present at the meeting may be elected or appointed if the person consents in writing to act as director before the meeting or within 10 days after the meeting. 1998, c. 19, s. 30 (3).

Non-compliance

(4) The election or appointment of a person as director contrary to this section is ineffective. 1998, c. 19, s. 30 (4).

Term

31 (1) Except in the case of directors appointed to the first board of directors under subsection 42 (1), a director is elected for a term of three years or such lesser period as the by-laws may provide. 1998, c. 19, s. 31 (1).

DIRECTORS AND OFFICERS

O. Reg. 48/01: GENERAL

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.

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):

OCSCC 893 - 808 Bronson Avenue - Second Avenue West

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 _____ 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

Kan Yan

Katie Hicks

Christopher Lavergne

Proxy Identification Number (optional):

Proxy Identification Number (optional):

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:

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
	Kan Yan	
	Katie Hicks	
	Christopher Lavergne	

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:

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