

# OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION 994



## NOTICE OF OWNERS' MEETING: ANNUAL GENERAL MEETING

**Wednesday, 2019 November 13, 6:45 PM**  
**St-Paul High School**  
**2675 Draper Avenue**  
**Ottawa, Ontario**

**Contents:**

Notice and Agenda of the Annual General Meeting  
Audited Financials FYE 2019 May 31 [To be provided prior the AGM]  
Minutes from the Previous Annual General Meeting  
Disclosure Obligations and Qualifications for Candidates and Directors  
Candidate Disclosure Statements and Information  
Proxy Form

Issued: 2019 October 29

## NOTICE OF MEETING OF OWNERS

### General Meeting Information

Ottawa Carleton Standard Condominium Corporation 994

#### Section 1. Date and Time of the Meeting

Wednesday, 2019 November 13, 6:45 p.m. Registration; 7:00 p.m. Meeting

#### Section 2. Place of the meeting

St-Paul High School, 2675 Draper Avenue

**Section 3.** The nature of the business to be presented at the meeting is for the purpose of attending to the required business as outlined in the enclosed agenda.

#### Section 4. Please describe below the quorum needed for any part of this meeting:

The quorum needed to hold this meeting is the owners of 20 out of 80 units in the corporation.

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

**Section 5.** A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

Yes                       No

**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

**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 (attached).

**Section 8.** Please check all 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. [To be provided prior the AGM]

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:

Positions for which all owners may vote: 2 positions for a 2 year term each  
 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: N/A

The total number of positions on the board: 5 directors

The current directors and terms are:

Sheila Hedger, President, Director, OOP, 2018 November 14-2020

Carol Armstrong, Secretary, Director, 2018 November 14-2020

Erika Janzen, Director, 2017 October 04-2019

Ahmed Hassan, Director, 2018 November 14-2020

Rihana Peiman, Director, 2018 November 14-2019

### 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<br>(select one or both if applicable)  |
|-------------------|----------------------|---|
| Erika Janzen      | 2785 Baseline        | <input checked="" type="checkbox"/> Candidate for position for which all owners may vote<br><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 for candidates and directors, 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: N/A

The candidates for auditor whose information was provided before the specified deadline are: None

Section 8.D This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*: N/A

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*: N/A

Section 8.F This is a meeting to discuss proposed changes to the declaration and description, by-laws, rules or any agreements: N/A

Section 8.G This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*: N/A

**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. None

**Section 10.**  A by-law of the corporation requires that additional material be included with this notice. N/A

**Section 11.**  Optional: Additional material that is not required by a by-law of the corporation is included with this notice. N/A

## MEETING AGENDA

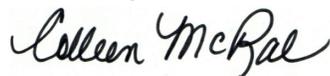
1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 80 = 20)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2019 May 31
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. President's Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
  - 9.1 Election for positions for which all owners may vote
    - 2 positions for a 2 year term each
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 Tuesday, 2019 November 12. 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. You may use the proxy enclosed to vote and email it to [service994@cimanagement.ca](mailto:service994@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,



Colleen McRae  
[cmcrae@cimanagement.ca](mailto:cmcrae@cimanagement.ca)  
Capital Integral Property Management  
*Agents for and on behalf of OCSCC 994*

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 994**  
**ANNUAL GENERAL MEETING**  
**St-Paul High School**  
**2675 Draper Avenue**  
**Ottawa, Ontario**  
**November 14, 2018, 7:00 p.m.**  
**MINUTES**

**PRESENT:**

|                 |           |
|-----------------|-----------|
| Sheila Hedger   | President |
| Veronica Burda  | Treasurer |
| Carol Armstrong | Secretary |
| Erika Janzen    | Director  |

|                 |                                 |
|-----------------|---------------------------------|
| Roger Ouselley  | Hanvey Clipsham Deep            |
| Michael Barnett | Property Manager, CI Management |
| Carol Slack     | Recording Secretary             |

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

Sheila Hedger (President) called the meeting to order at 7:00 p.m.

**2. CERTIFICATION OF QUORUM AND PROXIES**

Michael Barnett (Property Manager) confirmed that quorum requirements (20) were met, as 19 owners were represented in person and 8 by proxy.

**3. CONFIRMATION OF NOTICE OF MEETING**

The President confirmed that the Notices were distributed by email and by hand.

David Keay (220) moved, seconded by Gary Hay (303) to approve the minutes as amended above. Motion carried. One owner abstained, as she did not receive a package.

**4. REVIEW OF AUDITED FINANCIALS FOR YEAR ENDING 2018 MAY 31**

Roger Ouselley, Auditor, presented the Audited Financial Statements which were included in the owners' package. He reviewed and explained the Auditors' Report, the Statements of Financial Position, General Fund Operations and Reserve Fund Operations, and Notes. He noted that the statements fairly present the financial positions of the corporation. The year-end operating balance was \$9,540 and the year-end reserve fund balance was \$137,555. The Auditor confirmed that the corporation's investments were set out in the Statement of Financial Position, which were \$75,281. The remaining funds were in a bank account.

Veronika Burda (308) moved, seconded by Erika Janzen (403) to approve the financial statements as presented. Motion carried.

## **5. APPOINTMENT OF AUDITOR**

The President said that the Board had no issues with the current Auditor(who had been with them from the beginning).

David Keay (220) moved, seconded by Richard Hewitt (219) to re-appoint Ouseley Hanvey Clipsham Deep as the Auditor for the following fiscal year.

## **6. APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES**

The following three changes were brought to the Boards attention:

1. all references to Paula Innes (119) should be corrected to read Paula “Ennis” (119); and
2. In the last line of the sixth paragraph, on page three, the wording “the Board would fix the developer’s temporary repair” should be changed to “the Developer would fix the temporary repair”; and
3. Carole Armstrong should be spelled without an “e” (Carol Armstrong) throughout the minutes.

Michael Barnett clarified that all parking spaces were owned – by either the developer or the owner. He also confirmed that spaces must be rented to residents who live in the building only.

Gary Hay (303) moved, seconded by Veronica Burda (308) to re-appoint Ouseley Hanvey Clipsham Deep, as the auditor for the following fiscal year. Motion carried.

Jackie Voyce (415) moved, seconded by Aline Lafrance (305) to accept the minutes, as amended above. Motion carried.

## **7. PRESIDENT’S REPORT**

This year has been a busy year for the Board. I want to thank the Board for working hard and handling the many issues this past year.

She said that their priority was that they lived in an awesome building; that is, it was well maintained, and well take care of. They had their cleaners in three times a week. She welcomed owners to let the Board know if they had any issues. She noted that the winter was a messy time in the common areas.

## **FINANCES**

They also wanted to keep the fees as low as possible at the same time. She also noted that the reserve fund must be contributed to in accordance with a Reserve Fund Study (40-year budget plan) that was carried out by engineers who forecasted future repairs and replacements of the common elements).

So, lets start with what has happened this past year and let you know what the Board has been working on.

## TARION

We were at the point where our engineering firm (EXP) was evaluating that all Tarion work has been completed (as they reported) before the corporation signs off. She noted that the developer was still changing things on the property. The temporary entrance to the garage had not been decided upon (where and if it would be removed).

## PARKING

We have limited parking and we have started to ticket cars that are not registered to stay overnight. This seems to have helped reduce long term parking. There are 8-9 spots for 80 units. This is a first step and we are watching who park near the ramp. Michael Barnette noted that the back entrance and the ramp might be totally redesigned by the Developer, adding that even though it was temporary, people should not be parking on the ramp.

A unit owner said that there has not been any handicapped parking since 2015. There was discussion with respect to handicapped visitor parking spaces. Mike Barnett noted that, unfortunately, when the building was built, it was built to code, which did not require the installation of a visitor handicap accessed space. The law has since changed and new builds do have to accommodate wheelchair accessible users under the Ontario Disabilities Act and Human Rights legislation. The Board would look into this matter.

## LANDSCAPING

The developer put a water system in the common areas and as you can see the grass is doing pretty well for having an extremely hot and humid summer. But the developer did not include the backyard areas. We are looking into adding the backyards to the water system at a cost of approximately \$5,000. It was confirmed that the backyards of the developer-owned units were exclusive-use common element, the maintenance which fell to the owner. It was noted that some of the unkempt lawns did have an impact on curb appeal. Mike also noted that if lawns were soiled and seeded now, they wouldn't survive without the irrigation system.

The President noted that the actual plans of the Developer were far from the several low-rise buildings originally proposed (including an entertainment unit). Initially the entertainment unit was supposed to be in the building next door, and was now five years away. The Developer approached the corporation as there was a small piece of property that they would like to own. The President (via legal counsel) proposed that the developer switch one of the ground floor units for an entertainment suite/gym as part of the arrangement. The Board has not yet heard back.

The Board was also finalizing a smoking policy for marijuana (with legal counsel). It would mirror the tobacco smoking policy, which permitted smoking only on the balconies. The policy would be presented to owners who could then provide their opinion. Unit 212 mr. said that many condominiums don't allow smoking anywhere on the property. A unit owner asked if the smoke didn't bother other owners, should he be prohibited from smoking. It was confirmed that enforcement was complaint driven. It was also noted that grandfathering current smokers should be an option. Mike Barnett confirmed that owners that were currently smokers would be grandfathered until they moved/sold the unit.

The President said that they were very lucky that there was no damage from a tornado, as homes were destroyed just three blocks away. However, they had no power for three days. The back-up system was up to code, but did not provide for three days of power. The back-up system's initial step was to bring the elevator to the ground floor; and was enough to keep lights on until the following morning. Unfortunately, they cannot modify the lighting system. In order to keep the elevator running, they would need a generator.

The President suggested that a group of owners take on the task of putting battery operated lights in the hallways and stairwells to at least provide enough light to move around. Hydro quoted a price for a generator and a plug in of \$50,000. This amount could be saved if owners put aside \$5.00 per month for 10 years.

The President invited owners to feel welcome to volunteer to assist with gardening, picnics, gatherings, etc. If a group wished to plant flowers in the spring, the corporation could provide the plants.

A unit owner asked if there was enough power to run the furnaces if there was a power outage of five days. Mike Barnett confirmed that this would have to be an insurance claim, as pipes would freeze. He thought that the residual heat would maintain the pipes for 12-24 hours. He also clarified that most declarations set out that it was the owners' obligation to keep a minimum temperature.

A unit owner suggested that they consider the likelihood of a long power outage; that is, even during the ice storm, they were only out of power for a few days. Michael Barnett clarified that this type event occurred every 20 years. The President clarified that they were not making any decisions; they were summarizing the information that the Board had been discussing.

## **8. APPOINTMENT OF SCRUTINEERS**

David Keay (220) and Paula Ennis (119) volunteered as scrutineers.

## **9. ELECTION**

It was confirmed that there were four positions available. One position was voted upon by owners who lived in the building.

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

It was announced that Sheila Hedger (104) was elected to the owner-occupied unit.

Veronka Burda (308) moved, seconded by Erika Janzen (403) to destroy the ballots after 90 days. the floor and there were none.

Carol Armstrong (314), Rihana Peiman (221) and Ahmed Hassan (101) were elected by acclamation.

It was noted that Rihana Pieman (221) had 10 days to consent to her position in writing.

## **10. CORPORATION BUSINESS DISCUSSION**

The President invited owners to provide their email address if there were interested in volunteering. They were also invited to attend the lobby on Saturday mornings for a meet and greet.

A unit owner asked if the for-sale sign could be removed from the front of the building. Michael Barnette said that they were able to remove the others; however, the one that was out there currently was on City property. It was also noted that it was a safety issue, as it impeded vision on the street.

Michael Barnett confirmed that the developer had not finalized their plan. It was confirmed that there were 8 units left that were owned by the developer.

The President confirmed that the developer owned 9 parking spaces. Owners would rent from the developer should they want an extra parking space.

Michael Barnett clarified that twice per year, owners would be receiving a “Period Information Certificate” that would provide extensive information about rentals, etc.

Paula Ennis (119) asked if the larger lockers were more expensive and the President confirmed that they were.

A unit owner said that 118 townhomes were supposed to be built. Another unit owner said that there was supposed to be a sauna and greenspace, which she took into account when she purchased.

A unit owner asked if the Board could request that the developer sweep through the construction zone, as he found nails on the ground. There was discussion with respect to the construction area. Eventually they did clear another area. Michael Barnett recommended calling by-law to report that the construction zone was in breach.

A unit owner asked who was going to be responsible for fixing the roadway. The President clarified that this was not the corporation's property and that the developer was responsible for that area. She could not speculate on the developer's plans.

A unit owner was concerned that the corporation would no longer have Tarion rights with the developer extending the work on the property for so long after completion. The President confirmed that the engineer was currently assessing elements that required completion. Should the developer leave the garage entrance the way it is, Tarion would have to be involved in assuring that it was installed properly.

It was confirmed that Greatwise was responsible to remove the snow on the construction parking lot. Michael Barnett said that it was Greatwise's responsibility. The President said that worst case scenario, they would have the snow removed and charge the cost back to Greatwise.

A unit owner asked what the next steps were with respect to the entertainment room and the gym. The President said that the Board had to come to an agreement with Greatwise. Michael Barnett said that the Declaration set out that the developer had no obligation to develop the phases in a certain way or at all. The developer would simply not respond to the corporation's inquiries.

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

Paula Ennis (119) moved to adjourn the meeting at 8:21 p.m.

## **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.

## **Capital Integral Property Management**

### ***Director Disclosure Form***

*Directors Disclosure Form - This is used to comply with regulations from the new Act dealing with Director Disclosure. These questions must be answered by potential new directors either in writing or verbally when running for a Board of Director position.*

1)What is your full name (first, middle, last)? Erika Janzen

2)Are you an individual (not a corporation)? yes

3) Are you over the age of 18? yes

4) Do you have an undischarged bankruptcy? no

5)Are you capable of managing property within the meaning of the Substitute Decisions Act (<https://www.ontario.ca/laws/statute/92s30>)? Yes , but I am not sure exactly what it means, I am not a manager just member of the board of directors for the condo 2785 Baseline Rd., Ottawa, K2H0B7

6)Do you have a certificate of lien registered to your unit? no

7)Have you completed the required Director Training Course? yes

8)Are you, or have you, your spouse, child or parent been party to any legal action to which the corporation is a party? no

9)Have you been convicted of an offence under the Condominium Act within the preceding 10 years? no

10)Do you have a “material” interest, directly or indirectly, in a contract or transaction to which the corporation is a party? no



11)Are you in arrears of any fees for 60 days or more? no

**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 Standard Condominium Corporation No. 994  
Qualicum Woods Crossing

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 2019/11/13 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

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:

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

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