Capital Integral
PROPERTY MANAGEMENT

OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION 709

Hillside Terrace

NOTICE OF OWNERS' MEETING: ANNUAL GENERAL MEETING

Wednesday, 2019 August 07, 6:45 PM
Music Room, Shenkman Arts Centre
245 Centrum Boulevard
Ottawa, Ontario

Contents:
Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2018 December 31
Minutes from the Previous Annual General Meeting
Disclosure Obligations and Qualifications for Candidates and Directors
Candidate Disclosure Statements and Information
Proxy Form

Issued: 2019 July 23

205-1600 Laperriere Ave
Ottawa, ON K1Z 8P5
T. 1-613-722-1232
F. 1-613-651-0306
www.cimanagement.ca

NOTICE OF MEETING OF OWNERS

General Meeting Information
Ottawa Carleton Standard Condominium Corporation 709
Section 1. Date and Time of the Meeting
2019 August 07, 6:45 p.m. Registration; 7:00 p.m. Meeting
Section 2. Place of the meeting
Music Room, Shenkman Arts Centre; 245 Centrum Boulevard
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 13 out of 52 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.
☑ 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:
2 positions for a 2 year term each
1 position for 1 year remaining on a term
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:
Nicole Gorham-Elder, Director, President, 2018 July 04 - 2020 (Resigning at the AGM)
Rob Gardiner, Director, Vice President, OOP, 2018 July 04 - 2020
Darren Heart-Elder Director, 2018 July 04 - 2020

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Josee Guèvremont, Director, Treasurer, Appointed 2019 January 09 until the AGM
Jodi Stafford, Director, Secretary, Appointed 2019 January 09 until the AGM

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)
Josee Guèvremont	St-Joseph Blvd	☑ Candidate for position for which all owners may vote ☐ Candidate for position reserved for voting by owners of owner-occupied units
Jodi Stafford	St-Joseph Blvd	☑ Candidate for position for which all owners may vote ☐ Candidate for position reserved for voting by owners of owner-occupied units
Tamara Wiens	St-Joseph Blvd	☑ Candidate for position for which all owners may vote ☐ Candidate for position reserved for voting by owners of owner-occupied units
Ingrid Weber	St-Joseph Blvd	☑ Candidate for position for which all owners may vote ☐ 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

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: 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

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☐ 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

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Capital Integral
PROPERTY MANAGEMENT

MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 52 = 13)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 December 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
       1 position for 1 year remaining on a 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 Tuesday, 2019 August 06. 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 service709@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,

Barbara Ravanelli

Barbara Ravanelli
bravanelli@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of OCSCC 709

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OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

FINANCIAL STATEMENTS

DECEMBER 31, 2018

Ouseley Hanvey Clipsham Deep LLP
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members,
Ottawa-Carleton Standard Condominium Corporation No. 709:

Opinion

We have audited the financial statements of Ottawa-Carleton Standard Condominium Corporation No. 709 ("the Entity"), which comprise the statement of financial position as at December 31, 2018, 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 December 31, 2018, 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.

Other matter

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 monies received from the owners to be allocated to the reserve fund into a reserve fund account. As a result, at December 31, 2018 $87,942 was owing by the general fund to the reserve fund.

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.

OHCD LLP.

OUSELEY HANVEY CLIPSHAM DEEP LLP
Licensed Public Accountants
Ottawa, Ontario
July 3, 2019

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018

	2018	2017
ASSETS		
General Fund		
Cash	$ 9,193	$ 19,204
Accounts receivable	2,926	7,046
Prepaid expenses	9,726	9,376
	21,845	35,626
Reserve Fund		
Cash	389,712	335,353
Due from general fund	87,942	88,587
	477,654	423,940
	$ 499,499	$ 459,566
LIABILITIES		
General Fund		
Accounts payable	$ 16,677	$ 11,561
Due to reserve fund	87,942	88,587
	104,619	100,148
Reserve Fund		
Accounts payable	21,543	3,864
	126,162	104,012
FUND BALANCES		
General Fund (deficit)	(82,774)	(64,522)
Reserve Fund	456,111	420,076
	373,337	355,554
	$ 499,499	$ 459,566

Approved on behalf of the Board:

Director

Director

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2018

	Unaudited Budget 2018	2018	2017
Revenue			
Owners' contribution	$ 204,708	$ 204,987	$ 198,370
Other revenue	-	1,030	844
Less: Contribution to the reserve fund	(74,230)	(74,232)	(91,720)
Contribution to the general fund	130,478	131,785	107,494
Common expenses			
Maintenance			
General	27,216	20,139	24,105
Landscaping	14,325	19,519	12,876
Snow removal	15,517	14,097	12,554
Waste disposal	5,747	6,889	6,045
Utilities			
Hydro	8,112	5,895	7,997
Water	19,132	37,938	23,569
Administration			
Insurance	13,934	14,381	13,674
Management fees	21,881	23,109	15,227
Office expenses	218	745	610
Professional fees - legal and audit	4,395	7,325	7,501
	130,477	150,037	124,158
Excess (deficiency) of revenue over expenses for the year	$ 1	(18,252)	(16,664)
Fund deficit - beginning of year		(64,522)	(47,858)
Fund deficit - end of year		$ (82,774)	$ (64,522)

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2018

	Unaudited 2018 Plan (note 3)	2018	2017
Revenue			
Owners' contribution	$ 73,154	$ 74,232	$ 91,720
Interest income	8,746	4,287	-
	81,900	78,519	91,720
Expenses			
Landscaping and sprinkler repair	-	-	1,350
Roof repairs	-	18,819	-
Exterior coatings and caulking	94,860	23,235	-
Reserve Fund Study Update	-	430	3,864
	94,860	42,484	5,214
Excess of revenue over expenses for the year	(12,960)	36,035	86,506
Fund Balance - beginning of year	443,731	420,076	333,570
Fund Balance - end of year	$ 430,771	$ 456,111	$ 420,076

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

	2018	2017
Cash Flows From Operating Activities		
Owners' contributions for:		
General operations	$ 130,755	$ 106,650
Reserve fund	74,232	91,720
Other receipts	5,317	844
Reserve expenses	(42,484)	(5,214)
Common expenses	(150,037)	(124,158)
	17,783	69,842
Change in other non-cash operating accounts	26,565	5,623
Increase in cash during the year	44,348	75,465
Cash - beginning of year	354,557	279,092
Cash - end of year	$ 398,905	$ 354,557
Cash consists of:		
Cash - general fund	$ 9,193	$ 19,204
Cash - reserve fund	389,712	335,353
	$ 398,905	$ 354,557

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

1. OPERATIONS

Under the Condominium Act of Ontario, a declaration and description was registered at Ottawa on August 19, 2005, creating a Corporation without share capital whose members are the owners. The Corporation was formed to manage the common elements of 52 residential units of the members located in the City of Ottawa. 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.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

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. The directors hired Keller Engineering and Associates (February 2013), to prepare a comprehensive reserve fund study and this study has been used as the basis for determining future annual contributions to the reserve fund. The reserve is evaluated on the basis of expected repair and replacement costs and life expectancy of the common elements and assets of the Corporation. Such evaluation is based on numerous assumptions as to future events. This study was updated in March 2018.

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. REMUNERATION OF DIRECTORS AND OFFICERS

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

5. FINANCIAL INSTRUMENTS

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

Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value.

6. BUDGET AND PLAN INFORMATION

The budget and plan figures have not been audited.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 709
ANNUAL GENERAL MEETING
Music Room, Shenkman Arts Centre
245 Centrum Blvd., Orleans
Wednesday, July 4, 2018
7:00 p.m.

PRESENT:	Nicole Gorham	President
	Christine Brazeau	
	Marcel Brazeau	
	Rob Gardiner	Director
	Darren Elder	
	Cheryll Wood	Legal Counsel, Davidson Houle Allen
	Maziar Babaei	Auditor, Ouseley Hanvey Clipsham Deep
	Barb Ravanelli	Property Manager, Capital Integral Property Management
	Carol Slack	Recording Secretary

1. CALL TO ORDER AND OPENING REMARKS; INTRODUCTIONS

Cheryll Wood (Legal Counsel) called the meeting to order at 7:01 p.m. She had been invited to Chair the meeting, and could only do so with owners' permission.

Deborah Parsons (223) moved, seconded by Denis Seguin (115) that Cheryll Wood (Legal Counsel) chair the meeting. Motion carried.

The Chair introduced the Head Table, as set out above.

2. CERTIFICATION OF QUORUM AND PROXIES

Quorum requirements (13) were met, as 19 units were represented; 17 in person and 2 by proxy.

3. CONFIRMATION OF NOTICE OF MEETING

The President confirmed that the Notice of Meeting was sent to owners on June 19, 2018, in accordance with the requirements of the *Condominium Act, 1998.*

4. REVIEW OF AUDITED FINANCIALS FOR YEAR ENDING 2017 DECEMBER 31

Maziar Babaei (Auditor) presented the Audited Financial Statements that were included in the owners' AGM package, noting a clean opinion. He reviewed and explained the Auditor's Report, the Statements of Financial Position, General Fund Operations, Reserve Fund Operations and Cash Flows. He noted that it was a clean opinion and that the financial statements present fairly the position of the corporation. There was $88,587 owing from the operating fund to the reserve fund

as at December 31, 2017. He noted that the year-end operating fund balance was a deficit of $64,522 and the year-end reserve fund balance was $420,076.

Gaelle Nkuipou (216) asked what the difference was between the unaudited budget column and the "2017" column. The Auditor explained that they did not audit the budget, as it was a document generated by the Board.

Olusola Womiloju (116) referred to the $88,587 that was owing to the reserve fund and asked if it related to the $64,522 operating deficit. The Auditor confirmed that these were two different amounts; that is, at the end of the fiscal year, the operating fund owed the reserve fund $88,587 and there was an operating deficit of $64,522 (they were two unrelated figures).

Denis Seguin (115) moved, seconded by Francois Girard (117) to accept the financial statements, as presented. Motion carried.

5. APPOINTMENT OF AUDITOR

Barbara Ravanalli (Property Manager) noted that the Board will have a Reserve Fund Study Update carried out in order to determine how much of the deficit and amount owing to the reserve fund, if any, had to be paid back. There had been significant work carried out recently and there was more major work planned. The Board wanted to be sure that the reserve fund was properly funded. She recommended that the corporation remain with the current auditor while this Update was carried out.

Denis Seguin (115) noted that they paid $7,500 last year for the audit, which was significantly higher than the year before ($2,500). He asked if this large increase would repeat this year. The Property Manager said that $7,500 was the average rate for a similar sized condominium. She added that OHCD caught an expenditure that was previously expensed to the operating fund, which should have been a reserve fund expense.

Francois Girard (117) moved, seconded by Tom Crowley (109) that the Ouseley Hanvey Clipsham Deep be re-appointed for the current fiscal year, with remuneration of the Auditor to be determined by the Board. Motion carried.

6. APPROVAL OF PREVIOUS ANNUAL GENERAL MINUTES

Claude Duguay (221) moved, seconded by Francois Girard (117) to accept the minutes as presented. Motion carried.

7. PRESIDENT'S REPORT

Nicole Gorham (President) thanked owners for attending. The Board's goal was to get the corporation back on track, but noted that it was a work in progress.

The President thanked Pierre Landriault (224) for stepping down from the Board in order to commit to the Courtyard landscaping. He was compensated for this work and for transparency, agreed to focus only on that.

The President set out the following work that was carried out during the past year:

- The garage was painted, as it was showing rust;
- An anti-slip material was applied to the steps ($9,000), as there were a number of slip and falls during the past winter;
- The anti-slip material didn't seem to need salt, as it was effective even in freezing rain;
- Cleaning the parking garage was delayed, as the company that was hired had an axle snap in one of their new vehicles (and would be cleaned soon);
- Window cleaning was also delayed due to extreme heat, but would also be carried out soon (with proper notice);
- The parking control company was working well and owners were asked to remind their guests to register vehicles between 2:00 a.m. and 7:00 a.m. (owners should communicate with the Property Manager and assure that management had up-to-date contact information);
- The corporation did not recover any of the funds from the fines;
- The President clarified that the "Visitor cards" were no longer being used, as it had become very inconsistent (some owners had them, some did not); and
- The parking company attended the property 20 times per month.

A unit owner said that he was unaware of the change, as he had been using the Visitor Parking cards (and had for the past ten years). He received a ticket thinking that the card was still valid. It was noted that notices were provided to owners, along with new signage (including the phone number to call to leave information about visiting vehicles).

8. APPOINTMENT OF SCRUTINEERS

Tom Crowley (109) and Denis Seguin (115) were appointed as scrutineers and there were no objections from the floor.

9. ELECTION OF BOARD OF DIRECTORS

The Chair noted that there were new disclosure requirements with respect to candidates for the Board. In accordance with the amendments to the *Condominium Act, 1998* (in November 2017), candidates must disclose the following:

- Are they involved in any legal proceedings with the corporation?
- If they (or their family, unit occupier, etc.) are party to any legal proceedings against the corporation?
- Have they had any offences against them under the *Condominium Act, 1998* in the past ten years?
- Did they have interest in contracts or transactions with the corporation or declarant?
- Are there any condominium fee arrears later than 60 days?
- Are they an owner or an occupier of a unit?

There were three positions available on the Board and three candidates put their names forward (and included their disclosure forms in the meeting package). The Chair asked if there were any further nominations from the floor and there were none.

Denis Seguin (115) moved, seconded by Tom Crowley (109) that the floor be closed to nominations. Motion carried.

It was noted that Box #3 on Darren Elder's disclosure form had not been checked off and Mr. Elder confirmed that the answer should have been "No".

Gaelle Nkuipou (216) moved, seconded by Francois Girard (117) that Nicole Gorham (113) and Darren Elder (113) be acclaimed for the two, two-year positions and that Rob Gardiner (219) be elected to the two-year, owner-occupied position. Motion carried.

10. CORPORATION BUSINESS DISCUSSION

Tom Crowley (109) thought that Pierre Landriault did a great job on the grounds, noting that it was a great improvement. He asked that the Board pass along his appreciation.

The President said that owners may have noticed shingles blown from the roof during high winds. A company would be attending the property to inspect the roof. This would be considered as part of the Reserve Fund Study Update. She added that they would be cleaning the parking lot and the lines would be repainted.

Denis Seguin (115) asked if the condominium fees would be increasing due to the $16,000 deficit. It was confirmed that lighting on stairs and landings would be postponed to assure that condominium fees wouldn't increase. Rob Gardiner added that they were considering changing lighting in the garage to LED; however, this would be postponed.

Deborah Parsons (223) said that her outside light stayed on all of the time. It was confirmed that her outside light was next on the list to be replaced.

The President asked if anyone had issues with their mailbox lock and there were no indications from the floor.

Denis Seguin (115) asked if the water expense increase of $3,000 was due to the car wash. It was confirmed that the car wash was not used very often. The City was going into unit 3265 to replace a meter, as they were currently receiving estimates.

Deborah Parsons (223) found the car wash hose running with leaks in the hose. Rob Gardiner said that he would purchase a new hose.

Gaelle Nkuipou (216) thought that the smoking rule was a bit confusing. The Chair said that she had recently prepared a number of rules. She explained that grandfathering provided owners

(and their guests) an extension that would allow them to smoke in their unit until they moved (smokers had to register with the Board to qualify for grandfathering). The draft rule set out that there was no smoking on exclusive-use common elements (balconies) but was aware that there had been discussion about permitting grandfathered smokers to smoke on the balconies. The rule was currently in force and the same process would be followed if an amendment was presented. It was also confirmed that owners who wished to dispute the amendment could provide a requisition with the support of 15% of owners to call a meeting to discuss the issue. The Chair said that the Board could also call a meeting of owners to discuss the amendment. If the Board received a complaint about smoking on the balconies, the complainant should be advised that there might be an amendment to allow smoking on the balconies.

A unit owner asked why this was being changed now. The Chair noted that it was likely because of cannabis legislation that would be passed in the coming months.

Tom Crowley (109) asked if guests could smoke in their units if the owners did not smoke. The Chair said that the current rule set out that smokers had to register, which would allow guests to smoke in the unit.

It was confirmed that the main complaint about smoking on the balconies was its impact on other unit owners. Cigarette butts had also been littered in front of several units.

The Chair clarified that grandfathered smokers were still bound to assure that smoke did not transfer from their unit.

In response to a question it was confirmed that owners who provided a medical certificate that they had to smoke marijuana, would be exempt from the smoking rule. The Chair clarified that this would be an accommodation issue; that is, when they receive the request for accommodation, the Board had the right to obtain confirmation that the owner needed to smoke marijuana as a medical need. The Board was obligated to keep information confidential. The Chair added that they did not grandfather marijuana, as it was currently illegal. Owners were asked to contact the Property Manager if they wished to discuss next steps for these situations.

Miguel Weber (208) asked why children could not play in the courtyard. It was confirmed that the rules set out that the courtyard was only to be used for ingress and egress. A unit owner said that dogs should not be able to be on it either. The Chair agreed and noted that the Board would make note of this.

In response to a question, notices to owners were distributed by a Board member and the Property Manager confirmed this would not happen again, as the Property Manager should be delivering notices. The Property Manager was aware of a unit specific situation and would address this outside of the meeting. There was further discussion with respect to newsletters and notices. The President asked owners to provide their current contact information to the Property Manager to assure that they receive all Board communications and added that there were owners who were not responding to very important communications. The Property Manager should also have contact information for tenants. The Chair said that an upcoming change to Section 83 of

the *Condominium Act, 1998*, would mandate landlords to provide leasing information to the corporation within 10 days (from 30 days).
Gaelle Nkuipou (216) asked when the rule about children not playing in the courtyard was put into effect. There was extensive discussion with respect to rules and the following points were made:

- The courtyard use restriction was in the original rules;
- The Board was guilty of what commonly happens when they only focus on the corporation's financial information; that is, they don't review the rules in detail;
- A request was made as to whether the rule could be re-considered;
- The Property Manager cautioned that the wording might be in the Declaration, where changes would require a vote of owners;
- The rule protected the corporation against liability for injuries;
- Enforcement was complaint-driven;
- The Chair set out the enforcement process:
    - once the Board received a complaint, they had an obligation to review and address it;
    - the next step would be a warning from the Board;
    - if the violation was not addressed, a letter from Legal Counsel would be sent to the owner (at a cost of $500);
    - if the legal fees were not paid, they would be added to the owner's common expenses;
- Rules could be amended by the Board passing a resolution and sending owners notice;
- If there was no dispute to the rule (by 15% requisitioners), the amendment would take effect;
- Section 46 of the *Condominium Act* permitted owners to initiate a meeting separate and apart from the Board (by gathering 15% support);
- The President empathized, noting that a park was being developed nearby, but it was not built yet;
- The Chair said that amending the Declaration could require 80-90% of owners' written consent; that is, a rule was much simpler to pass;
- Josee Guevremont (214) was frustrated that she wasn't aware of the requisition process;
- The Chair clarified that there wasn't a "form", but advised that owners simply make the request in writing setting out the subject of the meeting and provide 15% of owners' signatures listing the names, unit numbers, and signatures; and
- The Condominium Authority of Ontario was recently established to provide information to owners about various procedures.

Deborah Parsons (223) referred to a notice that was distributed for a BBQ that was only provided to owners; that is, should renters not be included? It was confirmed that the Board agreed that this was a mistake. Only owners could attend the AGM; however, a barbeque should include all members of the community.

Miguel Weber (208) said that the walkways were an issue during the winter. The Board had discussed this and part of the problem was the interlock. The President said that the Board was considering replacing all of the interlock with asphalt. The contractor was asked to scrape as

much ice as possible to get close to the interlock. Mr. Weber (208) said that he slipped and broke his back. The Board has also been advised by paramedics that it was a hazard.

Christine Valois (209) said that there was sheer ice in front of her unit on the highway side (in the middle).

Francois Girard (117) said that a great deal of ice accumulated over the winter and fell onto his porch. He asked why there were no gutters. The President said that one icicle fell and went through a deck. An engineer assessed the roofs and clarified that gutters would not prevent the ice accumulation. The President confirmed that the problem will definitely be reviewed as part of the upcoming Reserve Fund Study Update. The Board considered heating coils but it was very expensive. The Property Manager confirmed that $175,000 was set aside for roof replacement in 2020 (and would likely accommodate heat trays). It was noted that gutters would likely be blown off due to the wind gusts in the area.

11. ADJOURNMENT

Denis Seguin (115) moved, seconded by Deborah Parsons (223) to adjourn the meeting. Motion carried.

The meeting ended at 8:17 p.m.

Capital Integral
PROPERTY MANAGEMENT

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).

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Capital Integral
PROPERTY MANAGEMENT

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.

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(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.

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Capital Integral
PROPERTY MANAGEMENT

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 709

CANDIDATE:

My name: Josée Guèvremont

My mailing address (optional):

214-3275 St Joseph Blvd K1E 3Y2

Orleans 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

Guèvremont _____ 2019-07-02

Signature of candidate Date (yyyy-mm-dd)

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

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Capital Integral
PROPERTY MANAGEMENT

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 709

CANDIDATE:

My name: Jodi Stafford

My mailing address (optional):

3265 St. Joseph Blvd

Orleans, ON K1E3Y2

My Email Address (optional): Superstarci@hotmail.com

My Telephone Number (optional): 613-898-4732

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

Jodi Stafford — Signature of candidate

2019/07/03 — Date (yyyy-mm-dd)

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

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Capital Integral
PROPERTY MANAGEMENT

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 709

CANDIDATE:

My name: Tamara Wiens

My mailing address (optional):

222-3275 St. Joseph Blvd

_____, ON _____

My Email Address (optional): ms.perseveres@gmail.com

My Telephone Number (optional): 613-882-7923

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

_____ 2019-07-03

Signature of candidate Date (yyyy-mm-dd)

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

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Capital Integral
PROPERTY MANAGEMENT

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 709

CANDIDATE:

My name: Ingrid Weber

My mailing address (optional):

208-3275 St-Joseph Boulevard

Ottawa, ON K1E 3Y2

My Email Address (optional): iweber1973@gmail.com

My Telephone Number (optional): (613) 590-1375

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

Ingrid Weber _____ 2019/07/18

Signature of candidate Date (yyyy-mm-dd)

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

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Ontario

Ministry of Government and Consumer Services

Proxy Form

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):

To (condominium corporation's name):
Ottawa Carleton Standard Condominium Corporation 709
Hillside Terrace

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)

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.

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

Proxy Identification Number (optional):

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

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.

Signature

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Disponible en français

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 2019/08/07 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):

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:

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

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