

OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION 886



NOTICE OF OWNERS' MEETING: ANNUAL GENERAL MEETING

Tuesday, 2020 July 28, 6:45 PM Registration
Virtual Meeting - Zoom Meeting - 7:00 PM Meeting
(see instructions sent via email on how to attend the meeting virtually)

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2019 November 30
Minutes from the Previous Annual General Meeting
Presidents Report
Documents related to the proposed Insurance Deductible By-Law
Disclosure Obligations and Qualifications for Candidates and Directors
Candidate Disclosure Statements and Information
Proxy Form

Issued: 2020 July 13

MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 27 = 7)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2020 November 30
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. Board's Report
8. Appointment of Scrutineers
9. Discussion and Vote on the Insurance Deductible By-Law (50%+1 of 27 = 15)
10. Elections of Board of Directors
 10. Election for 2 position 2 year term
12. Corporation Business Discussion
13. 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 Monday, 2020 July 27. 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 service886@cimanagement.ca, mail/fax it to our address/number on the left or vote at the meeting.

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

Yours truly,



Anne Makuch, Condominium Manager
amakuch@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of OCSCC 886

Instruction

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

General Meeting Information

Condominium corporation's name

[Ottawa Carleton Standard Condominium Corporation 886](#)**Section 1.** Date and Time of the Meeting[2020/07/28 6:45 p.m. Registration; 7:00 p.m. Meeting](#)**Section 2.** Place of the meeting[Virtual - Zoom Meeting - see instructions sent via email on how to attend the meeting virtually](#)

Section 3. The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form) [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 7 out of 27 units in the corporation.](#)[The quorum needed to pass a by-law is the owners of 15 out of 27 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

The methods of being present are ▼
[in person \(virtual\) or by proxy](#)

Section 6. A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):

 Yes No

The methods of voting are ▼
[show of hands \(virtual\) and by proxy](#)

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

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

Section 8.A

- This is an annual general meeting.

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

Section 8.B

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

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

2 position for a 2 year term (2020-2022)

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

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

0

Total number of positions on the board is ▼

3

Candidates

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

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
Megan Young	201-390 Booth Street Ottawa, ON K1R 7K6	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

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

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

Section 8.C

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

Section 8.D

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

Section 8.E

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

Section 8.F

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

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

Section 8.G

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

Section 9.

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

Section 10.

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

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

Section 11.

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

Dated this 13 day of July, 2020.

day of month month year

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886
"Z6 Urban Lofts"

FINANCIAL STATEMENTS

NOVEMBER 30, 2019

INDEPENDENT AUDITOR'S REPORT

To the Owners,
Ottawa-Carleton Standard Condominium Corporation No. 886:

Opinion

We have audited the financial statements of Ottawa-Carleton Standard Condominium Corporation No. 886 ("the Corporation"), which comprise the statement of financial position as at November 30, 2019, and the statements of general fund and reserve fund operations and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at November 30, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

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

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

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

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

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

OHL

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants

Ottawa, Ontario

May 20, 2020



OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

**STATEMENT OF FINANCIAL POSITION
AS AT NOVEMBER 30, 2019**

	<u>2019</u>	<u>2018</u>
Assets		
General fund		
Cash	\$ 13,452	\$ 20,649
Accounts receivable	11,722	1,055
Due from management company	9,137	5,844
Due from reserve fund	1,591	-
Prepaid expenses	<u>2,139</u>	<u>880</u>
	<u>38,041</u>	<u>28,428</u>
Reserve fund		
Cash	285,105	238,863
Due from general fund	<u>-</u>	<u>1,586</u>
	<u>285,105</u>	<u>240,449</u>
	<u>\$ 323,146</u>	<u>\$ 268,877</u>
 Liabilities		
General fund		
Accounts payable	\$ 26,480	\$ 28,262
Due to reserve fund	<u>-</u>	<u>1,586</u>
	26,480	29,848
Reserve fund		
Due to general fund	<u>1,591</u>	<u>-</u>
	<u>28,071</u>	<u>29,848</u>
 Fund balances		
General fund	11,561	(1,420)
Reserve fund	<u>283,514</u>	<u>240,449</u>
	<u>295,075</u>	<u>239,029</u>
	<u>\$ 323,146</u>	<u>\$ 268,877</u>

Approved on behalf of the Board:


Director **RON MATTHEWS**


Director **MARTIN DIMAN**

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED NOVEMBER 30, 2019

	Budget (note 7)	2019	2018
Revenue			
Owners' contribution	\$ 169,304	\$ 169,304	\$ 169,301
Less allocation to reserve fund	55,013	55,013	53,934
	114,291	114,291	115,367
Roof top rental	12,500	12,815	13,606
Miscellaneous	-	10,045	45
	126,791	137,151	129,018
Expenses			
Utilities			
Gas	8,924	7,915	9,377
Hydro	10,000	8,041	5,842
Internet and telephone	12,532	13,175	11,731
Water	9,024	9,347	8,527
Maintenance			
Cleaning	9,459	9,433	11,398
Elevator	5,690	6,000	2,958
General	23,404	20,574	22,189
Grounds	2,825	2,825	2,825
Mechanical	2,701	3,344	2,054
Snow	2,315	3,625	2,235
Waste removal	4,223	3,758	4,100
Administration			
Condominium Authority fees	350	243	324
Insurance	8,500	8,265	8,456
Management fees	16,459	16,417	15,953
Office	1,635	1,175	2,237
Professional fees	8,750	10,033	18,515
	126,791	124,170	128,721
Net revenue for the year	\$ -	12,981	297
Fund balance - beginning of year		(1,420)	(1,717)
Fund balance - end of year		\$ 11,561	\$ (1,420)



OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

**STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE
FOR THE YEAR ENDED NOVEMBER 30, 2019**

	<u>Plan</u> (notes 4 and 7)	<u>2019</u>	<u>2018</u>
Revenue			
Owners' contribution	\$ 55,013	\$ 55,013	\$ 53,934
Interest	<u>6,621</u>	<u>5,273</u>	<u>3,365</u>
	<u>61,634</u>	<u>60,286</u>	<u>57,299</u>
Expenses			
Elevators	-	5,802	-
Entry system and locks	-	6,899	-
Fire system	-	-	14,439
Reserve fund study	<u>3,100</u>	<u>4,520</u>	<u>-</u>
	<u>3,100</u>	<u>17,221</u>	<u>14,439</u>
Increase for the year	58,534	43,065	42,860
Fund balance - beginning of year	<u>240,449</u>	<u>240,449</u>	<u>197,589</u>
Fund balance - end of year	<u>\$ 298,983</u>	<u>\$ 283,514</u>	<u>\$ 240,449</u>

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED NOVEMBER 30, 2019

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities		
Owners' contribution revenue	\$ 158,637	\$ 162,584
Roof top rental revenue	12,815	13,606
Miscellaneous revenue	10,045	45
Interest revenue	5,273	3,579
General fund expenses	(130,504)	(120,214)
Reserve fund expenses	(17,221)	(14,439)
	<u>39,045</u>	<u>45,161</u>
Cash flows from investing activities		
Sale of investments	<u>-</u>	<u>50,000</u>
Increase in cash for the year	39,045	95,161
Cash - beginning of year	<u>259,512</u>	<u>164,351</u>
Cash - end of year	<u>\$ 298,557</u>	<u>\$ 259,512</u>
Cash		
General fund	\$ 13,452	\$ 20,649
Reserve fund	<u>285,105</u>	<u>238,863</u>
	<u>\$ 298,557</u>	<u>\$ 259,512</u>



OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

NOTES TO FINANCIAL STATEMENTS NOVEMBER 30, 2019

1. Purpose of the organization

The Corporation was registered without share capital in 2011 under the laws of the Condominium Act of Ontario. The Corporation was formed to manage and maintain, on behalf of the owners, the common elements of the 25 residential and 2 commercial units. For Canadian income tax purposes the Corporation qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

2. Significant accounting policies

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

a) Estimates and assumptions

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

b) Fund accounting

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

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

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

c) Financial instruments

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

d) Revenue recognition

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

3. Financial instruments

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

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



OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

NOTES TO FINANCIAL STATEMENTS

NOVEMBER 30, 2019

4. Reserve fund

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

The Board of Directors proposed a plan for the future funding of the reserve fund based on the reserve fund study prepared by Keller Engineering dated November 2019 and such other information as was available to them.

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

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

5. Major commitment

The Corporation has engaged the services of a company to provide elevator maintenance services for a term ending September 2021 at an annual cost of approximately \$4,200.

6. Related party transactions

No remuneration was paid to Directors and Officers during the year and they had no interest in any transactions of the Corporation. The management company, in addition to fees, was paid \$6,044 (2018 - \$6,805) for maintenance and \$561 (2018 - \$1,512) for administrative costs and collects fees from owners, purchasers and others for issuing status certificates. These transactions were in the normal course of operations and were measured at the exchange amount. At year-end, the management company owed the Corporation \$9,137 (2018 - \$5,844).

7. Budget and plan

The budget and plan figures have not been audited.

Meeting Minutes – Spring 2018 AGM For OCSCC No. 886
May 8 and June 3, 2019, St Anthony's Soccer Club

May 8, 2019 – insufficient attendance to proceed with meeting, and meeting adjourned to June 3, 2019.

The meeting was called to order shortly after 7pm on June 3, 2019, with quorum reached at 9 owners present and one proxy. [CIPM has list]

As a first order of business, the Audit was presented. There were few questions for the Auditor, and those presented related to professional fees, hydro costs, and the fire system. Following this, a motion was moved and passed to retain this auditor for the next fiscal year.

Minutes of the 2018 AGM were then accepted without comment.

This was followed by an introduction of the highlights of the President's report, which had been circulated prior to the meeting. Director Ron Matthews focused his comments on changes to contracts for cleaning services, an upcoming internet upgrade from Fibrestream. In addition, he highlighted the Condo's strong financial position, which allowed for a 0% increase in fees for the current fiscal year and near full pay-down of the deficit. It was noted that a Reserve Fund Study will be required in 2019. There were no questions related to the President's report.

There was no appointment of scrutineers for the purpose of Board elections, and Ron Mathews was reappointed by acclamation.

A general discussion followed, which focused primarily on:

- condo fees paid per unit and the impact of short term rentals on residents
- security issues (see below)
- an explanation of the insurance deductible bylaw that the board will propose again in the future, should quorum for a vote on a bylaw change be obtained
- elevator contract and recent outage issues
- the upcoming Reserve fund study and site visit (it was requested that the RFS site visit refer back to the steps identified in the 2016 study to ensure that issues have been addressed, including those outstanding from original performance audit)
- drainage on the south side, fourth floor not functioning properly
- HVAC unit warranties
- Cleaning of common areas

Security: The majority of the meeting focused on the ongoing security issues facing the building and its residents, in particular: garage break-ins; vagrants and drug use in the vestibule, and incidents of building access by such individuals; realtor lock

boxes; and, priorities for further security measures. From this conversation, the following action items emerged for the Board and CIPM:

- 1) proceed with further security upgrades for front door area (priority over garage)
- 2) discuss lock box security with box owners/realtors
- 3) examine the buzzer codes as outdated codes appear to still function

The meeting adjourned by 8:30pm.

President's Report

March 2019 to June 2019

On behalf of the Board of Directors for OCSCC 886, I respectfully submit the following report on the activities undertaken over the past year. The Board's mandate is to act in the best interest of the Owners by ensuring the success of the Corporation for many years to come.

Board Membership

At our 2019 Annual General Meeting (AGM) we presented our updates and re-elected Ron Matthews for a new 2-year term.

During the course of the year, Jennifer Carter moved out of our building and resigned from the board. We wish Jennifer all the best and hope she enjoys her new home.

Following a call for interest for new board members, Megan Young was appointed to fill the vacancy left by Jennifer.

The current Board of Directors consists of:

President – Ron Matthews

Treasurer – Martin Dinan

Secretary – Megan Young

I would like to extend many thanks to Jennifer, Martin, and Megan for their service and dedication to our Condo Corporation and Community for the past year. Our collaborative approach is instrumental in our success & accomplishments.

Two Board positions are up for re-election at our next AGM and will be for 2-year terms. If you are interested in running for a position, please contact Anne Makuch at Capital Integral.

Property Management

Our Property Management firm (Capital Integral) continue to be an invaluable resource to the Board. Anne Makuch manages the day-to-day operation of our building as our Property Manager. She can be reached at (613) 722-1232 or amakuch@cimanagement.ca.

For fiscal year 2019 we have undertaken the following:

Contracts

Sky High Cleaning continues to provide cleaning services to our building. They visit our property several times a week to perform clean-up and maintenance tasks. We stepped up their service to include daily visits to clean high-touch surfaces for the last several months in light of the COVID-19 situation, but have recently returned to a more standard schedule.

Elevation Elevator Services Inc. continues to provide the maintenance for our elevator. They perform the ongoing preventative maintenance as well as any service calls related to the elevator operations. As you are likely aware, we have been experiencing intermittent problems with our elevator for many months, and indeed have seen similar issues over the years. We and Elevation Elevator are monitoring the situation. We thank you for your patience in this matter.

Stonewood Landscaping continues to provide the maintenance & upkeep of our gardens as well as clearing the snow from our property during the winter months.

FibreStream continues to provide excellent Internet service to our building. Since the implementation of Fibre Internet in 2016, our building has maintained a highly reliable service.

Capital Integral continues to oversee day-to-day operational contracts such as Superintendent & General Maintenance contracts on behalf of the Corporation.

Adoption of 2020 Budget

The Board has presented a budget for FY2020 that includes a 3.5% increase to our common elements fee. This increase is mostly due to required contributions to the Reserve Fund and increases in our maintenance and utilities expenses.

While there is very little that we can do about fixed expenses (such as contributions to the Reserve Fund, Insurance & Maintenance contracts and the newly mandated CAO fees), we all need to take responsibility to minimize our discretionary expenses if we want the Corporation to maintain positive cash flow & minimal fee increases in future years.

Building Security and Projects

In FY19 we completed a full reserve fund study with site visit, as required by the Condo Act every three years. This was a significant expense for the board this year, but helps ensure that our reserve fund stays well funded to cover future major building maintenance and repair expenses.

In the interest of security, and after consulting with owners at last year's AGM, we had the external main door on Booth street protected by a key-code lock. This additional measure seems to have more or less eliminated the issues we had been experiencing with people loitering in the vestibule.

Even the most secure building is vulnerable to theft and vandalism if its occupants do not stay vigilant. It is incumbent on all residents to promptly report any suspicious activity around the property, and ensure they are not followed in by a stranger on entry to maintain building security.

Our goal is to maintain and operate as efficiently as possible. As needs arise, we will be working with our Property Manager to prioritize any other Common Elements Projects based on cost and impact to the building.

Governance

Ouseley Hanvey Clipsham and Deep LLP continue to represent the Corporation as our financial auditors. They have tabled a report that verifies the financial position of our Corporation as exactly where it should be. Their report is contained with the notice of AGM, and if you have any questions or concerns, our auditor will be available at our AGM. Please note that Anne from Capital Integral is always available to provide additional information or clarification.

Looking forward

The Board continues its efforts to maintain a balance between of operational efficiency, fiscal restraint & building upkeep. We have a robust Reserve Fund in line with the Reserve Fund Study produced by an independent third party. The Corporation is operating as efficiently as possible and the Board's goal is to keep it running smoothly for all of us.

Please consider that the Corporation and the building DO belong to all of us. Do your part to reduce and eliminate unnecessary expenses.

You can help

AGM:

We need your help! The attendance at the AGM is one of your key responsibilities in the

operation of our Corporation. While busy schedules may prohibit your attendance, please at a minimum send in your Proxy included in the AGM package if you cannot attend yourself, so that we may have quorum for the meeting. Without quorum, the AGM cannot proceed and we will be forced to reschedule. In previous years, we have had to reschedule several times before achieving quorum.

This year we will be conducting our AGM online, in order to maintain proper social distancing, in accordance with public health guidelines. Online meeting joining instructions are being sent out along with the AGM package.

Building Maintenance:

Please keep in mind that, as a small building, we do not have an on-site superintendent. If you see something on our property that requires attention, please contact our Property Manager to let them know. This can be anything from a burnt-out light to a mess in a common area to malfunctioning building equipment.

Thank you for your continued support and all the best in 2020.

Ron Matthews

Ron Matthews

President

Schedule "A"

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 886

BY-LAW NO. 4

BE IT ENACTED as By-law No. 4 (being a By-law respecting insurance deductibles) of Ottawa-Carleton Standard Condominium Corporation No. 886 (hereinafter referred to as the "Corporation") as follows:

**ARTICLE I.
DEFINITIONS**

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

In this By-law, the term "deductible" means: The amount that is the lesser of the cost of repairing the damage and the deductible limit of the insurance policy obtained by the Corporation (in the case of an insurable event under the said policy). Note that a deductible (and a deductible loss) can exist whether or not the corporation decides to make an insurance claim.

**ARTICLE II.
SECTION 105(3) OF THE ACT**

This By-law is passed pursuant to Section 105(3) of the Act, to extend the circumstances under which a deductible loss, as described in Article III, shall be added to the common expenses payable for an owner's unit.

**ARTICLE III.
INSURANCE DEDUCTIBLES**

- (1) Property insurance for the units and common elements (excluding improvements) is obtained and maintained by the Corporation (the "Master Policy"), but is subject to a loss deductible clause.
- (2) The Master Policy accordingly does not cover any loss, or portion of a loss, falling within such deductible. Responsibility for any such loss shall be determined as follows:
 - (a) Any deductible loss relating to damage to a unit (whether or not there has been an act or omission by the owner or lessee of the unit) shall be the responsibility of the owner of the unit, and shall be added to the common expenses payable for the

owner's unit [in accordance with Article III (4)], provided the source of the damage is also within that unit.

- (b) Any other deductible loss shall be the responsibility of the Corporation.
- (3) Notwithstanding the foregoing,
- (a) each unit owner shall indemnify and save harmless the Corporation and all other owners from any deductible loss (under the Master Policy) related to damage resulting from an act or omission of the owner, or his or her invitees, agents, contractors or occupants of the unit. (Accordingly, if any such damage is caused to any part of the property, any related deductible loss under the Master Policy shall be added to the common expenses payable for the owner's unit, in accordance with Article III(4)).
 - (b) the Corporation shall indemnify and save harmless each unit owner from any deductible loss resulting from an act or omission of the Corporation or its directors, officers, agents, contractors or employees.
- (2) Any amounts owing to the Corporation by a unit owner by virtue of the terms of this by-law shall be added to the common expenses payable by such unit owner and shall be collectible as such, including by way of condominium lien.
- (3) Each owner shall obtain and maintain insurance, including personal liability insurance, covering the owners' risks as set forth in this by-law.
- (4) The Corporation shall promptly provide written notice of any change in the deductible related to the Master Policy to all owners.

ARTICLE IV. MISCELLANEOUS

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

Ottawa-Carleton Standard Condominium Corporation No. 886

Explanation Note

Insurance Deductibles Bylaw

Condominium Corporations must arrange insurance on their own behalf and on behalf of all owners. The insurance covers the common elements and also the units (not including betterments or improvements). The insurance is always subject to a deductible. The deductible is simply an amount of each loss which is not covered by the insurance.

The question is: When damage results from an insured event, who should pay the deductible?

Under the *Condominium Act*, the general rule is that the deductible on the Corporation's policy is a common expense, which accordingly must be paid by the Condominium Corporation (and therefore shared by all owners) - except for damage caused by an owner or tenant to their own unit.

Many condominium Directors and Owners feel that it makes most sense for the owner to pay the deductible in the following circumstances:

1. Where the owner, or an occupant of the unit, or a guest or agent of the owner, causes damage to any part of the property.
2. Where there is damage to the owner's unit caused by an accident.

This is based upon the following reasoning:

1. Owners should be responsible for all uninsured damage which they cause or which is caused by the occupants, guests or agents of the owner.
2. Owners should be responsible for uninsured, accidental damage caused to the owner's unit. (Owners are responsible for their own units.)
3. Owners can buy their own insurance covering these risks (i.e., the risks that the owner may be responsible for the deductible on the Corporation's policy). In fact, we have reviewed many condominium unit owner insurance policies and many such policies provide standard coverage for these risks. (Most unit policies include basic liability protection for the owner, as well as "additional" or "contingent" property insurance coverage for the owner's unit.)

In summary, ***unit owners can buy insurance covering these risks and many unit policies currently provide for such.*** In any event, each unit owner should confirm this

with his or her own broker. (In some cases, the owner may have to pay a small additional premium to obtain this coverage.)

Again, however, we note the following: **If owners are generally paying for these insurance risks, it makes sense to utilize that insurance. This reduces the overall uninsured loss. This is possible only if owners are held responsible for the deductible.**

Another important consideration is as follows: If owners have increased responsibility (ie. increased responsibility for the corporation's deductible), then this may reduce claims – because owners may do more to avoid or to minimize insured events.

Under the *Condominium Act*, these concepts can be retained (at present) only if the corporation passes a by-law for this purpose. That is the purpose of the proposed By-law.

IN SUMMARY: The proposed Bylaw says that owners are responsible for the deductible on the corporation's policy in the following circumstances:

1. Where the owner, or an occupant of the owner's unit, or a guest or agent of the owner, causes damage to any part of the property.
2. Where the damage is caused to the owner's unit by an accident. **Note, however, that the by-law can also say that owners will only be held responsible for accidental damage to their units if the source of the damage is also within that unit, if desired. This is an optional revision to the by-law.**

The By-law also says that the Corporation is responsible for the deductible if the Corporation causes the damage.

FURTHER NOTE:

Under anticipated amendments to the *Condominium Act*, it will (sometime soon) no longer be possible to pass such by-laws. Instead, (when the anticipated amendments to the *Condominium Act* come into force) an amendment to the Declaration will be required to achieve these purposes. However, any existing by-laws of this sort *might* be grandfathered by the province at that time.

DIRECTORS AND OFFICERS

Condominium Act, 1998

Qualifications

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

- (a) the person is not an individual;
- (b) the person is under 18 years of age;
- (c) the person has the status of bankrupt;
- (d) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Disqualification

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

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

Consent

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

Deemed consent

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

Written consent

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

Non-compliance

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

Term

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

DIRECTORS AND OFFICERS

O. Reg. 48/01: GENERAL

Disclosure Obligations

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

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.
 2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.
 3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.
 4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.
 5. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
 6. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
 7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.
 8. If the person is not an owner of a unit in the corporation, a statement of that fact.
 9. If the person is not an occupier of a unit in the corporation, a statement of that fact.
 10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.
- (2) In paragraphs 2 and 3 of subsection (1), "spouse" means,
(a) a spouse as defined in section 1 of the *Family Law Act*, or
(b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.
- (3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person's interest in it are material. O. Reg. 180/17, s. 6.
- (4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

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

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

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

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

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

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

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

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

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

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

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

(b) in writing if,

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

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

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

Instruction

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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

To (condominium corporation's name):

[Ottawa Carleton Standard Condominium Corporation 886](#)

I am (we are)

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

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

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

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

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

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

Signature

Proxy Identification Number (optional):

Proxy Identification Number (optional):

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

Date (yyyy/mm/dd)

Name of Proxy

Signature or initials

A.

B.

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

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

Signature or initials

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

Signature or initials

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

Signature or initials

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

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: