

# *Las Brisas*

Carleton Condominium Corporation No. 34  
665 Bathgate Drive  
Ottawa, ON K1K 3Y4

May 31<sup>st</sup>, 2019

**Re: CARLETON CONDOMINIUM CORPORATION No. 34  
2019 ANNUAL GENERAL MEETING**

On behalf of the Board of Directors of Carleton Condominium Corporation No. 34 ("CCC No. 34"), please find enclosed the Notice of the Annual General Meeting ("AGM") to be held **Wednesday June 19<sup>th</sup>, 2019**. Please also find enclosed copies of the Minutes of the 2018 Annual General Meeting.

This year an election will be held to fill one (1) three-year term position on the Board of Directors. The following owners/residents (listed alphabetically) have consented to stand for election as a Director:

<b>Carmen Roy</b>	<b>Unit 806</b>
<b>Diane Lefebvre</b>	<b>Unit 714</b>
<b>Robert (Bob) Kerr</b>	<b>Unit 2102</b>

Should you not be able to attend this meeting, a Proxy Form is attached. Completing and returning this form will ensure your vote is counted. Your signed Proxy will also help to ensure that a quorum is reached for the meeting.

Proxies may be sent by mail to CCC No. 34 Office – 665 Bathgate Drive, Ottawa, ON K1K 3Y4 **OR** alternately, they may be left in a sealed envelope at the site administration office on the ground floor of the building. Proxies may also be given directly to the person you are appointing, for them to bring to the Meeting.

Sincerely,

Réjean D'Aoust  
Property Manager  
Agents for and on behalf of  
Carleton Condominium Corporation No. 34  
Encls.

# *Las Brisas*

Carleton Condominium Corporation No. 34  
665 Bathgate Drive  
Ottawa, ON K1K 3Y4

le 31 mai, 2019

**Objet: CARLETON CONDOMINIUM CORPORATION No. 34  
ASSEMBLÉE GÉNÉRALE ANNUELLE 2019**

Par ordre du conseil d'administration de Carleton Condominium Corporation No. 34 ("CCC No. 34"), vous trouverez sous pli l'avis de convocation à l'assemblée générale annuelle (A.G.A.) qui aura lieu le **mercredi le 19 juin, 2019.** Vous trouverez également une copie du procès-verbal de l'assemblée générale annuelle de 2018.

Pendant la réunion, nous procéderons à l'élection pour combler un (1) poste de trois (3) ans sur le conseil d'administration. Les candidat(e)s suivant(e)s ont accepté de bien vouloir présenter leur candidature :

<b>Carmen Roy</b>	<b>Unité 806</b>
<b>Diane Lefebvre</b>	<b>Unité 714</b>
<b>Robert (Bob) Kerr</b>	<b>Unité 2102</b>

Si vous ne pouvez pas assister à la réunion, vous êtes invité à soumettre un formulaire de procuration afin de vous assurer que votre vote électoral soit compté. Votre procuration nous aidera aussi à s'assurer d'un quorum pour la réunion.

Les formulaires de procuration peuvent être soumis à CCC No. 34; Bureau – 665 promenade Bathgate, Ottawa, ON K1K 3Y4 **OU** ils peuvent être laissés dans une enveloppe scellée au bureau d'administration situé au premier étage du 665 promenade Bathgate. Les formulaires peuvent aussi être laissés avec la personne qui vous représente à la réunion.

Votre tout dévoué,

Réjean D'Aoust  
Gestionnaire de l'immeuble  
Agents pour et au nom de  
Carleton Condominium Corporation No. 34  
Pièces jointes

# **CARLETON CONDOMINIUM CORPORATION 34**

*Las Brisas*

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

**Wednesday, June 19, 2019 7:00 PM  
Richard Lee Room (party room),  
665 Bathgate Drive  
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  
Board of Directors' Report  
Proposal to Amend Rule Re Occupancy  
Additional Material Submitted by Owners  
Reserve Fund Cash Flow Chart  
Disclosure Obligations and Qualifications for Candidates and Directors Candidate Disclosure  
Statements and Information  
Proxy Form

Issued: 2019 June 19

## MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (**25% of 275 = 69**)
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. Board of Directors' Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
10. Discussion of proposed rule amendment
11. Review of the use of the special assessment funds, and on the current reserve fund study and its associated costed funding plans
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 the site office no later than **Tuesday, June 18<sup>th</sup>, 2019**. 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 return it one of the following ways:

Email: [service34@cimanagement.ca](mailto:service34@cimanagement.ca)

By mail: Office - 665 Bathgate Drive, Ottawa, ON, K1K 3Y4;

By fax: 613-746-3126;

Place: it in the drop box located at the management office door;

Office: during the hours of 8:00 am and 3:00 pm OR bring it to 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,



Réjean D'Aoust

[rdaoust@cimanagement.ca](mailto:rdaoust@cimanagement.ca)

Capital Integral Property Management

*Agents for and on behalf of CCC 34*



# **CARLETON CONDOMINIUM CORPORATION 34**

*Las Brisas*

## **AVIS DE RÉUNION DES PROPRIÉTAIRES: ASSEMBLÉE GÉNÉRALE ANNUELLE**

**Mercredi, le 19 juin 2019 19h00  
Salle de Richard Lee (salle communautaire)  
665 promenade Bathgate  
Ottawa, Ontario**

### **Contenu:**

Avis et ordre du jour de l'assemblée générale annuelle  
États financiers vérifiés pour l'exercice se terminant le 31 décembre 2018  
Procès-verbal de la dernière assemblée générale annuelle  
Rapport du Conseil D'Administration  
Proposition de modification du règlement sur l'occupation  
Matériel supplémentaire soumis par les propriétaires  
Tableau des flux de trésorerie du fonds de réserve  
Obligations et qualifications des candidats et des administrateurs en matière de  
divulgence Déclarations et informations concernant les candidats  
Formulaire de procuration

Publié le: 2019 juin 19

## PROGRAMME DE LA RÉUNION

1. Rappel à l'ordre et remarques préliminaires; Introductions
2. Certification du quorum et des procurations (25% de 275 = 69)
3. Confirmation de l'avis de convocation
4. Examen des états financiers vérifiés pour l'exercice se terminant le 31 décembre 2018
5. Nomination du vérificateur
6. Approbation du procès-verbal de l'assemblée générale annuelle précédente
7. Rapport du conseil d'administration
8. Nomination des scrutateurs
9. Élections du conseil d'administration
10. Discussion de l'amendement proposé à la règle
11. Examen de l'utilisation des fonds de cotisation spéciaux, de l'étude en cours sur les fonds de réserve et de ses plans de financement chiffrés associés
12. Discussion d'affaires avec la société
13. Ajournement

Votre lecture attentive du matériel ci-joint avant la réunion aidera à rendre les discussions productives. Les discussions se limitent aux points pertinents de l'ordre du jour. Les problèmes concernant les unités individuelles ne seront pas discutés lors de la réunion. Les problèmes spécifiques à l'unité doivent être portés à l'attention du gestionnaire des biens, avant ou après la réunion.

Pour vous assurer que nous avons le quorum, veuillez planifier votre présence et, si vous ne pouvez pas être présent à cette assemblée, remplissez le formulaire de procuration ci-joint et renvoyez-le au bureau sur place au plus tard le mardi 18 juin 2019. Si vous préférez, vous pouvez céder la procuration ci-joint à un autre propriétaire à l'un des administrateurs avant l'assemblée. Pour n'importe quel poste d'administrateur en élection, vous pouvez proposer votre candidature ou celle d'autres propriétaires.

Vous pouvez utiliser la procuration ci-jointe pour voter et l'envoyer de l'une des manières suivantes:

Courriel : [service34@cimanagement.ca](mailto:service34@cimanagement.ca)

Par la poste : Bureau - 665 promenade Bathgate, Ottawa, ON, K1K 3Y4;

Par télécopieur: 613-746-3126

Lieu: dans la boîte de dépôt située à la porte du bureau de la direction

Bureau : durant les heures de 8 h00 et 15h00 ou l'amener à l'assemblée

Nous attendons avec impatience votre présence à l'AGA ou votre participation par procuration. Si vous avez des questions, n'hésitez pas à me contacter directement.

Sincèrement,



Réjean D'Aoust

[rdaoust@cimanagement.ca](mailto:rdaoust@cimanagement.ca)

Capital Integral Property Management

*Agent pour et au nom de CCC 34*

**Notice of Meeting of Owners**Information about an upcoming  
meeting of owners**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  
Carleton Condominium Corporation 34 - Las Brisas

**Section 1.** Date and Time of the Meeting  
June 19th 2019 at 7:00 P.M.

**Section 2.** Place of the meeting  
Richard Lee Room (aka Party Room)

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

**Section 4.** Please describe below the quorum needed for any part of this meeting:  
25%

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. The form is available on the Government of Ontario website. It may also be available from your corporation.

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

**Section 8.A**

☒ This is an annual general meeting.

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

**Section 8.B**

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



The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼  
1 position with a 3 year term.

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

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

1

Total number of positions on the board is ▼

5

### Candidates

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

Name of Candidate	Address of Candidate	Position (select one or both if applicable)	
Robert (Bob) Kerr	unit 2102 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Carmen Roy	unit 806 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Diane Lefebvre	unit 714 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
		<input type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

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

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

### Section 8.C

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

### 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*.

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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.

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Section 10.

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

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**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".

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Section 11.

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

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Dated this 31 day of May, 2019 .  
day of month month year



**Directive**

Le présent formulaire en format PDF peut être rempli par voie électronique, puis sauvegardé ou imprimé. Lorsqu'il est rempli par voie électronique, ce formulaire comporte des champs dynamiques, c'est-à-dire que la dimension des cases s'adapte à la longueur du texte inséré. En cochant certaines cases, il se peut que certains éléments apparaissent ou disparaissent au besoin. Il est également possible d'imprimer un exemplaire papier du formulaire. Si vous avez besoin de plus d'espace, veuillez vous servir de feuilles de papier supplémentaires et les joindre au présent formulaire.

**Renseignements sur l'assemblée générale**

Nom de l'association condominiale

L'Association des Condominiums de Carleton No. 34 - Las Brisas

**Section 1.** Date et heure de la réunion

19 juin 2019 à 19h00

**Section 2.** Lieu de la réunion

La salle de Richard Lee (salle communautaire)

**Section 3.** Nature des points qui seront abordés lors de la réunion (un ordre du jour peut être joint au présent document avis)**Section 4.** Veuillez préciser ci-dessous le quorum requis pour quelque partie que ce soit pour cette réunion :

25%

La référence aux « unités » ici ne comprend pas les unités qui sont destinées au stationnement, à l'entreposage ou aux fins de fournir de l'espace pour des services, des installations ou des installations mécaniques, sauf si toutes les unités de l'association sont de ce type. Seuls les propriétaires qui ont droit de vote à l'assemblée et qui sont présents à l'assemblée ou représentés par procuration peuvent compter pour le quorum. S'il s'agit d'une rencontre préalable à la transition prévue au paragraphe 42 (6) de la *Loi de 1998 sur les condominiums*, veuillez consulter le paragraphe 42 (10) de cette loi pour déterminer qui compte pour le quorum.

**Section 5.** Un règlement de l'association autorise d'autres méthodes d'assistance à l'assemblée que d'y assister en personne ou par procuration (p. ex., par téléphone ou en ligne) :☐ Oui ☐ Non**Section 6.** Un règlement de l'association autorise d'autres méthodes de vote que le vote à main levée, par scrutin, par procuration (p. ex., par téléphone ou par Internet) :☐ Oui ☐ Non**Section 7.** Si vous souhaitez assister à l'assemblée par procuration (aux fins du quorum) ou voter sur toute question par procuration, vous devez utiliser le formulaire de procuration. Le formulaire est disponible sur le site Web du gouvernement. Il peut également être disponible auprès de votre association.**Section 8.** Veuillez cocher tout élément qui s'applique à la réunion faisant l'objet du présent avis :

## Section 8.A

☒ C'est une assemblée générale annuelle

Une copie des états financiers de l'association et le rapport des vérificateurs (le cas échéant) sont joints au présent avis.

## Section 8.B

☒ Il s'agit d'une réunion pour élire un ou plusieurs administrateurs (y compris une réunion convoquée conformément à l'article 46 de la *Loi de 1998 sur les condominiums* qui peut inclure l'élection d'un ou de plusieurs administrateurs)



Le nombre de postes au conseil qui font l'objet d'une élection à la réunion et le mandat ou la durée résiduelle de chaque poste sont les suivants ▼  
1 position avec un terme de 3 ans.

**Instruction à la personne qui remplit ce formulaire :** S'il s'agit d'une réunion visant à élire un ou plusieurs administrateurs conformément à l'article 46 de la *Loi de 1998 sur les condominiums* (soit pour combler un poste vacant au sein du conseil d'administration, soit après la destitution d'un administrateur), veuillez indiquer le nombre maximal de postes pouvant faire l'objet d'une élection à la réunion.

Le nombre de postes qui font ou pourraient faire l'objet d'une élection à la réunion et qui sont réservés au vote par les propriétaires d'unités occupées par leur propriétaire est ▼

1

Le nombre total de postes au conseil d'administration est ▼

5

### Candidats

Vous trouverez ci-dessous les noms et les adresses de chaque personne qui a avisé par écrit le conseil d'administration son intention d'être candidat dans le délai imparti

Nom du candidat	Adresse du candidat	Poste convoité (choisir un ou les deux, au besoin)	
Robert (Bob) Kerr	unit 2102 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidat pour un poste pour lequel tous les propriétaires ont droit de vote	<input type="checkbox"/> Candidat à la fonction réservée au vote des propriétaires de logements occupés par leur propriétaire
Carmen Roy	unit 806 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidat pour un poste pour lequel tous les propriétaires ont droit de vote	<input type="checkbox"/> Candidat à la fonction réservée au vote des propriétaires de logements occupés par leur propriétaire
Diane Lefebvre	unit 714 - 665 Bathgate Drive, Ottawa, ON K1K 3Y4	<input checked="" type="checkbox"/> Candidat pour un poste pour lequel tous les propriétaires ont droit de vote	<input type="checkbox"/> Candidat à la fonction réservée au vote des propriétaires de logements occupés par leur propriétaire
		<input type="checkbox"/> Candidat pour un poste pour lequel tous les propriétaires ont droit de vote	<input type="checkbox"/> Candidat à la fonction réservée au vote des propriétaires de logements occupés par leur propriétaire

Une copie des déclarations de divulgation et des renseignements fournis par les candidats est jointe à cet avis.

**Remarque :** Pour plus de renseignements sur les obligations de divulgation et les qualités requises, voir le paragraphe 29 (1) de la *Loi de 1998 sur les condominiums* et l'article 11.6 du Règlement 48/01 de l'Ontario de la *Loi de 1998 sur les condominiums*, dont des copies sont jointes à cet avis.

### Section 8.C

☐ Cette réunion vise à destituer ou à désigner un auditeur

### Section 8.D

☐ Cette réunion est convoquée par les propriétaires conformément à l'article 46 de la *Loi de 1998 sur les condominiums*

### Section 8.E

☐ Cette assemblée a pour objet un ajout, une transformation ou une amélioration à apporter aux parties communes ou un changement apporté aux biens de l'association ou aux services qu'elle fournit aux propriétaires, ou vise à évaluer la possibilité d'installer une borne de chargement pour véhicules électriques, qui pourra être réalisée en vertu du paragraphe 24.3 (5) du Règlement de l'Ontario 48/01 en vertu de la *Loi de 1998 sur les condominiums*

Section 8.F

- ☐ Il s'agit d'une réunion visant à discuter des modifications proposées à la déclaration et à la description, aux règlements administratifs, aux règles ou à une entente

Section 8.G

- ☐ Il s'agit d'une réunion relative à la fusion en vertu de l'article 120 de la *Loi de 1998 sur les condominiums*

Section 9.

- ☐ Les documents supplémentaires (y compris tout dossier de l'association) sous forme de soumission effectuée par les propriétaires avant la date limite indiquée dans l'avis préliminaire sont joints à cet avis.

Section 10.

- ☐ Un règlement de l'association exige que des documents soient joints au présent avis.

**Note sur les parties communes des associations condominales :** Si votre association condominale comporte des parties communes, toutes les mentions d'« unités » dans ce formulaire doivent se lire comme référant aux « intérêts communs dans l'association » et toute référence à « propriétaire(s) d'unité(s) » doit se lire comme référant au(x) « propriétaire(s) ayant un intérêt commun dans l'association ».

Section 11.

**Facultatif :** Des documents supplémentaires non exigés en vertu d'un règlement de l'association sont joints à ce préavis.

Ce 31 jour d'/de mai 2019 .  
jour du mois mois année



**CARLETON CONDOMINIUM CORPORATION NO. 34**  
"Las Brisas"

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Owners,  
**Carleton Condominium Corporation No. 34:**

### **Opinion**

We have audited the financial statements of Carleton Condominium Corporation No. 34 ("the Corporation"), 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 Corporation 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 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.



**OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants

Ottawa, Ontario

June 3, 2019

# CARLETON CONDOMINIUM CORPORATION NO. 34

## STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
<b>Assets</b>		
General fund		
Cash	\$ 228,604	\$ 57,926
Accounts receivable	8,485	10,421
Other receivables	4,039	3,988
Due from reserve fund	349,823	540,912
Prepaid expenses	37,696	-
	<u>628,647</u>	<u>613,247</u>
Reserve fund		
Cash	2,638,004	5,085,727
Special assessments receivable	70,564	139,208
	<u>2,708,568</u>	<u>5,224,935</u>
	<u>\$ 3,337,215</u>	<u>\$ 5,838,182</u>
<b>Liabilities</b>		
General fund		
Accounts payable	\$ 138,893	\$ 150,261
Government remittances payable	9,638	2,656
	<u>148,531</u>	<u>152,917</u>
Reserve fund		
Accounts payable	240,646	503,819
Due to general fund	349,823	540,912
	<u>590,469</u>	<u>1,044,731</u>
	<u>739,000</u>	<u>1,197,648</u>
<b>Fund balances</b>		
General fund	480,116	460,330
Reserve fund	<u>2,118,099</u>	<u>4,180,204</u>
	<u>2,598,215</u>	<u>4,640,534</u>
	<u>\$ 3,337,215</u>	<u>\$ 5,838,182</u>

Approved on behalf of the Board:

Director

Director



## CARLETON CONDOMINIUM CORPORATION NO. 34

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

	<u>Budget</u> (note 7)	<u>2018</u>	<u>2017</u>
<b>Revenue</b>			
Owners' contribution	\$ 1,714,016	\$ 1,713,413	\$ 1,675,088
Less allocation to reserve fund	<u>458,232</u>	<u>458,232</u>	<u>449,344</u>
	1,255,784	1,255,181	1,225,744
Laundry	26,500	26,564	27,945
Miscellaneous and interest	2,566	34,839	9,089
Parking and locker	17,200	14,901	15,565
Rooftop rental	<u>20,100</u>	<u>20,766</u>	<u>20,161</u>
	<u>1,322,150</u>	<u>1,352,251</u>	<u>1,298,504</u>
<b>Expenses</b>			
Utilities			
Electricity	276,000	206,933	226,697
Gas	138,000	130,161	112,945
Water	165,000	167,924	142,526
Maintenance and wages			
Electrical	8,750	11,306	13,890
Elevator	23,000	18,217	19,736
Fire safety	11,000	9,037	16,266
Garbage removal	13,600	10,573	10,412
Interior	78,000	80,551	71,067
Landscaping	21,500	17,798	17,877
Mechanical	47,000	29,210	40,605
Plumbing	32,000	53,627	26,466
Pool and recreation	8,000	11,085	12,634
Snow removal	30,500	26,200	32,370
Wages and benefits	215,700	185,340	195,212
Administration			
Condominium Authority fee	3,300	3,300	1,100
Insurance	110,000	110,621	96,887
Management fees	93,100	149,246	64,012
Office, social and meetings	11,200	22,896	20,974
Professional fees	22,000	78,632	18,946
Telecommunications	<u>14,500</u>	<u>9,808</u>	<u>15,104</u>
	<u>1,322,150</u>	<u>1,332,465</u>	<u>1,155,726</u>
Net revenue for the year	\$ <u>-</u>	19,786	142,778
Fund balance - beginning of year		<u>460,330</u>	<u>317,552</u>
Fund balance - end of year		<u>\$ 480,116</u>	<u>\$ 460,330</u>

**CARLETON CONDOMINIUM CORPORATION NO. 34****STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>Plan</u> <u>(note 4 and 7)</u>	<u>2018</u>	<u>2017</u>
<b>Revenue</b>			
Owners' contribution	\$ 458,224	\$ 458,232	\$ 449,344
Special assessments	-	-	3,600,144
Interest	108,405	53,231	58,879
	<u>566,629</u>	<u>511,463</u>	<u>4,108,367</u>
<b>Expenses</b>			
Boiler	-	3,409	13,089
Electrical	37,454	11,058	-
Exterior walls and heating system	2,879,515	2,282,207	3,321,174
Fencing and guard rails	18,103	-	-
Garage	-	-	(2,367)
Heating, air conditioning and ventilation system	46,818	-	3,034
Interior	106,225	15,406	10,491
Paving	18,103	-	-
Plumbing	-	79,999	33,648
Pool	15,919	-	25,962
Professional fees	-	179,748	308,581
Roof	505,634	-	-
Windows and patio doors	-	1,741	2,521
	<u>3,627,771</u>	<u>2,573,568</u>	<u>3,716,133</u>
Increase (decrease) for the year	(3,061,142)	(2,062,105)	392,234
Fund balance - beginning of year	<u>5,866,762</u>	<u>4,180,204</u>	<u>3,787,970</u>
Fund balance - end of year	<u>\$ 2,805,620</u>	<u>\$ 2,118,099</u>	<u>\$ 4,180,204</u>

## CARLETON CONDOMINIUM CORPORATION NO. 34

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

	<u>2018</u>	<u>2017</u>
<b>Cash flows from operating activities</b>		
Owners' contribution revenue	\$ 1,715,349	\$ 1,671,476
Special assessments revenue	68,644	3,215,233
Laundry revenue	26,564	27,945
Miscellaneous revenue	34,839	9,089
Parking and locker revenue	14,901	15,565
Rooftop rental revenue	20,766	20,161
Interest revenue	53,231	58,879
General fund expenses	(1,374,598)	(1,149,588)
Reserve fund expenses	<u>(2,836,741)</u>	<u>(3,960,055)</u>
Increase (decrease) in cash for the year	(2,277,045)	(91,295)
Cash - beginning of year	<u>5,143,653</u>	<u>5,234,948</u>
Cash - end of year	<u>\$ 2,866,608</u>	<u>\$ 5,143,653</u>
 Cash		
General fund	\$ 228,604	\$ 57,926
Reserve fund	<u>2,638,004</u>	<u>5,085,727</u>
	<u>\$ 2,866,608</u>	<u>\$ 5,143,653</u>

## CARLETON CONDOMINIUM CORPORATION NO. 34

### NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2018

#### 1. Purpose of the organization

The Corporation was registered without share capital in 1974 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 275 residential 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, other receivables 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.



## CARLETON CONDOMINIUM CORPORATION NO. 34

### NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2018

#### 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 2016 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 commitments

The Corporation has engaged the services of a company to provide elevator maintenance services for a term ending December 31, 2020 at an annual cost of approximately \$16,000.

The Corporation entered into an agreement with a contractor for exterior walls and heating system replacement. At the year-end the completed portion of the work has been billed and charged to the reserve fund. The remaining cost of approximately \$170,000 will be similarly charged, as incurred.

Prior to the year-end the Corporation entered into an agreement with a contractor for podium membrane replacement at a cost of approximately \$776,000. This work will be billed and charged to the reserve fund next year.

#### 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 \$26,695 for repairs and maintenance and \$60,899 for additional time spent on the reserve fund rehabilitation work, is reimbursed for certain 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.

#### 7. Budget and plan

The budget and plan figures have not been audited.

#### 8. Contingent liabilities

The Corporation has received a third party claim from another contractor. This claim is being defended by the Corporation's insurance provider and the outcome of this action cannot be estimated at this time. No provision has been made in these financial statements for this claim.

The Corporation has received a slip and fall claim. This claim is being defended by the Corporation's insurance provider and the outcome of this action cannot be estimated at this time. No provision has been made in these financial statements for this claim.

**CARLETON CONDOMINIUM CORPORATION NO. 34**  
**ANNUAL GENERAL MEETING OF OWNERS**  
**665 Bathgate Road, Party Room, Ottawa**  
**Tuesday, June 19, 2018, 7:00 p.m.**

<b>PRESENT:</b>	Leanna Storto	Vice-President, Secretary
	Robert Kerr	Treasurer
	Donald Seguin	Director
	Gary Lambert	Director
	Justin Tudor	Engineer, Keller Engineering
	Adam Boosey	Engineer, Keller Engineering
	Tuan Le	Auditor, Ouseley Hanvey Clipsham Deep
	Yawar Khan	Director, CI Management
	Rejean D'Aoust	Property Manager, CI Management
	Nancy Houle	Legal Counsel, Davidson Houle Allen
	Elaine Richard	Recording Secretary

**1. CALL TO ORDER/INTRODUCTIONS**

Nancy Houle welcomed everyone and opened the meeting at 7:07 p.m.

Motion made by Murray MacCallum (210), and seconded by Diane Lefebvre (714), to allow Nancy Houle to chair the meeting. Motion carried.

**2. QUORUM**

Nancy Houle confirmed quorum with 107 units represented in person, and 5 proxies, totaling 112 units.

**3. NOTICE OF MEETING**

Nancy Houle confirmed that the Notice of Meeting was sent to owners according to the requirements of the *Condominium Act, 1998*.

**4. REVIEW OF AUDITED STATEMENTS**

Tuan Le, Auditor, of Ouseley Hanvey Clipsham Deep, presented the Audited Financial Statements for the year ending December 31, 2017, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes.

It was noted that a copy of the cash flow statement was not included with the AGM package. The Property Manager will ensure that it will be emailed to owners.

Allan Job (1411) questioned the charge of \$308,000 for professional fees on the Statement of Reserve Fund Operations and Fund Balance which were not budgeted. The Auditor responded that the 2016 Reserve Fund Study did not call for anything. However, common elements do not follow a plan. Justin Tudor added that the Reserve Fund Study does not have a Professional Fees line item. The fees are incorporated within the value of the product for that item.

Roger Collin (2104) asked when they will have estimated numbers referred to Item 8 regarding the Statement of Claim and another Third-Party Claim. Nancy Houle answered that the Scooter Rooter claim has been reduced from \$248,000 as a result of significant discussions involving all parties. Money is being held in operations for payable items. Regarding the Third-Party Claim with Bassi Construction, money is being held in the operating fund in the event that payment is required. Nancy could not provide the ballpark figure at this time. Rob Kerr explained that the second claim involved a major pipe failure in Phases 1 and 2, and an action has begun between the general contractor and a subcontractor. Justin Tudor added that there is a chance that the Corporation may have to pay monies back to Bassi Construction. Money has been set aside for this possible outcome if the Corporation is liable.

It was noted that the approval of the audited statements rests with the Board of Directors.

## **5. APPOINTMENT OF AUDITOR**

The Board advised that the current Auditors provided excellent services. Yawar Khan confirmed that their costs are in line with the industry standard.

Motion made by Yvon Dubé (1912), and seconded by Liliane Renaud (1505),- to re-appoint Ouseley Hanvey Clipsham Deep as Auditors for the following fiscal year. Motion carried.

## **6. APPROVAL OF MINUTES OF THE 2017 ANNUAL GENERAL MEETING**

It was noted that Page 6, Paragraph 5, should include the name Suzanne Sarault for Unit 1901, and not the name of Louise Lavergne.

Motion made by Murray MacCallum (210), and seconded by Carmen Roy (806), to approve the Minutes of the 2017 Annual General Meeting, with the amendment. Motion carried.

Nancy Houle advised that sometimes unit owners names are not caught by the Recording Secretary. It is more important to have the names recorded for the motions than the comments.

## **7. BOARD OF DIRECTOR'S REPORT**

The Board of Director's Report was included in the AGM package.

## **8. APPOINTMENT OF SCRUTINEERS**

Scrutineers appointed: Raymond Lecavalier (505) and Diane Lefebvre (714)

## **9. ELECTION OF TWO (2) PERSONS TO THE BOARD OF DIRECTORS**

Nancy Houle advised that there were two three-year positions open on the Board to be filled.

Candidate Céline Legault (1008) accepted her nomination.

Nancy asked for nominations from the floor. Shirley Lambert (512) nominated Margaret Graham (906), which nomination was accepted by Margaret.

Motion made by Yvon Dubé (1912), and seconded by Murray MacCallum (210), to close the nominations. Motion carried.

Motion made by Yvon Dubé (1912), and seconded by Colette Lauzon (201) to acclaim Margaret Graham and Céline Legault (1008) to the Board of Directors. Motion carried.

## **10. DISCUSSION OF PROPOSED RULE AMENDMENT**

Nancy Houle reviewed the short-term tenancy rule which was included in the AGM package. She advised that this rule is augmenting the single-family rule by prohibiting short-term rentals, such as Airbnb's. Any lease needs to be for a term of not less than six (6) months. Some exceptions apply, as outlined in Section 2.2.

Nancy qualified the following points:

- The new Condominium Act does not deal with short-term tenancies.
- This change is to address a combination of existing problems, and to avoid potential problems.
- Generally, units will not be inspected. However, there may be an inspection if a unit rental, or unknown person, is reported by an owner to the Board.

- Owners should be submitting leases to the Board, however, in many cases, this is not done. The rule will be enforced by flagging on the system, or from reports by owners. The Board will go after the owners and hit them in the pocketbook, and bring them to Court, if necessary. The Property Manager is working towards getting the Section 83 notices on file.
- As soon as the new rule is passed, all owners will be informed.
- People who are breaching the rule are infringing on owners' rights, and the only people who can enforce the rule are owners, who should report violations to the management company.
- Owners should not confront the people themselves, but report to the Property Manager.
- Related parties allowed include cousins living in the same unit; Non-related parties are not permitted. The Board can request sworn Declaration from tenants, if necessary.
- Owners are obligated to provide the Declaration, By-laws, and Rules to their tenants. The Corporation's relationship is with the owners, and not the tenants. However, the Corporation can evict tenants.
- There is no law requiring owner-landlords to report every person in the unit.

The Property Manager took note that owners wanted a form to use when reporting situations.

An owner stated that some may need a roommate if they are on a fixed income. Nancy responded that the Board can consider having a rule, going forward, that allows for one exception, for one roommate.

Motion made by Diane Lefebvre (714), and seconded by Armand Beaulne (208), to put forth the proposed rule amendment. A show of hands indicated a majority in favour. No owners against, and no abstentions. Motion carried and Rule passed.

A recorded vote was not required by owners.

# **11. REVIEW OF USE OF SPECIAL ASSESSMENT FUNDS AND ON THE CURRENT RESERVE FUND STUDY AND ITS ASSOCIATED COSTED FUNDING PLANS**

Justin Tudor advised that there is a meeting scheduled for Wednesday, June 20, 2018, at 7:30, to answer specific project questions.

Justin explained that the 2012 special assessment of \$15 million was meant to bring the reserve fund up from a deficit and fund it for 30 years ahead. The main project was the roof replacement at \$10 million. The difference was put in place to fund other obligations and be applied to the deficit. Reserve fund planning is renewed every three years, with small adjustments and expenses. The Corporation never plans to have less than \$2 million dollars in the bank, so if adjustments are made, they will be modest.

In 2016, a reserve fund study was done. The next phases to 2018 were almost equivalent in cost throughout, however, the units done over those years were of varying sizes. The funding plan does not represent the expenditures as we went along. Also, there is additional knowledge since the last reserve fund study. Other new issues around the building, have been addressed, valued, and implemented as required. This changes the value of the construction. The project at the reserve fund stage was budgeted at \$10.3 million in 2016 and is currently running at a value of \$10.1 million dollars. However, there are still some additional costs, such as concrete repairs on the outside. The 2016 budget for these repairs has been largely exhausted, and there are still unknowns that they are addressing. The anticipated expenses for Phase 4 are lower than the other years and are still in line with the forecasted plan. Coupled with the reserve plan buffer, adjustments may not be significant.

Future plans for this year and next year include funding for the main roof replacement and east parking garage membrane replacement. In the interests of not replacing something while it still has value, the Board has commissioned reports on the specific condition of these membranes. Next year when the reserve fund study is done, they will have better information for forecasting. There are other items that have come up since the last reserve fund study. The building also needs to respond to deterioration as it comes up.

Justin also addressed the following items:

- Funds are provided for fixing the front entrance as reported in the reserve fund study.
- Inspections have been done on the roofs; Everything reasonable is being done to replace the roofs before they fail.
- Justin is monitoring the reserve fund and will advise the Board if they are drastically off track in terms of spending. There are no forecasts for a special assessment or significant condominium fee increases.
- In the next 3-5 years, there is \$4-500,000 funding for general corridor refinishing, which provides for like-for-like replacement. How it is implemented is reviewed and discussed with the new Board. Several factors will be taken into consideration when deciding if the renovations can be moved up.

Regarding Yvon Dubé's (1912) question of the possibility that the Corporation's engineer represented the City at an inspection before the walls were closed, Justin confirmed that he is not being paid by the City, and nor is he actually working for the City. The engineers are responsible for general conformance inspections, and Keller Engineering is listed with the City as the design professional who is committed to review the work to ensure general conformance. The City inspector, on a project of this size, has decided that he will accept the engineer's field reports in lieu of his regularly scheduled inspections. This would have been discussed during the project.

Réjean D'Aoust reported that there are a few units that have liens against them as they have not paid the special assessment. There are two power of sale actions in process.

Allan Job (1411) stated that he received the 2016 reserve fund update and commented that it does not tell owners what happened from 2013 to 2016. He asked what transpired, what is being done, and what is left to do. He added that there is a big gap in information to understand how money was used. Justin responded that he cannot say how every penny was spent. He stated that a well-designed and executed plan results in no contribution increases beyond inflationary. When the reserve fund study was updated in 2016, the planned contributions that were forecast three years before remained the same, which is an ideal transition. Justin advised that the work has been clearly monitored, and in 2016, he was confident in continuing on with the plan, which has been reviewed, but largely unadjusted since 2012. Justin encouraged owners to ask him questions when he is at the building.

Carole Brisson (2111) referred to the 2017 Minutes outlining central air conditioning concerns. Justin responded that this should be discussed with the Property Manager.

The Board acknowledged the owners' concern and anxiousness to start the corridor and lobby work done as soon as possible. The Board shares those concerns, and they are thankful to have the experts to keep them on track.

Anne-Marie Colas (1709) reported that for the past ten years, she has had calcium falling on her car in the garage. Justin responded that there are funds to address repairs and maintenance of the outside and inside levels of the parking garage in the near future.

A suggestion was made that the interior renovation could be planned while the outdoor work is being done. Donald Seguin mentioned that a few years back they were getting design information organized, and it was given to the property manager. Donald asked owners to be patient. Justin commented that they should work on one project at a time.

Justin confirmed that the project is on schedule. Owners were reminded that there is a meeting tomorrow night for more specific questions.

## **12. CORPORATION BUSINESS DISCUSSION**

Nancy Houle addressed the question of how the condominium can be liable for two contractors fighting. She explained that one of the parties states that the claim is against the condominium, so that brings the Corporation into the action. Until it is resolved, the Corporation is stuck in the action. As a Defendant, you cannot stop a person from suing you. Nancy added that to best of their ability, they will keep legal fees as low as possible and only become involved if necessary.

Regarding the air conditioning issues, Réjean D'Aoust (property manager) reported that he went through the Keller Engineering reports on the air conditioning units. From what he understands, the units would be better off with wall air conditioning units than window units, as most abuse the BTU rule.

Réjean asked owners to wait until the construction on some balconies in the fall is completed. Owners will still have to send a written request to the Board to do the work, just like any other upgrade in their unit. Nancy confirmed that if an application to install central air conditioning is

accepted, owners will have to pay for it themselves. Every request must be accompanied by plans and specifications.

When an owner suggested that the Corporation obtain a company that all owners can use, Nancy responded that the problem is that if anyone is unhappy with the work, they can sue the Corporation. Nancy suggested that owners get together and get a group price. If an owner wants to spearhead an owners' group, they can contact the Property Manager to have a meeting.

Regarding the noise level of central air conditioning, Nancy advised that there would not be too much of a difference.

Regarding Liliane Renaud's (1505) request for a fence at the end of the parking lot, Réjean D'Aoust advised that the fence was taken down for the construction, and it will be put back up when they are done.

Regarding Minutes of Board meetings, the Board was asked to commit to improve on the timing and information included in the Minutes that they receive. Nancy responded that the Minutes should not have information on financial spending, and are not intended to be a verbatim report, but will include actions items and outcomes. The Board has to have the opportunity to have free discussions in their meetings. Owners who would like to see documents, such as financial statements, can make a request to the Property Manager. The Board is not obligated to send monthly Minutes to owners. Going forward, Corporations can consider having a website where documents can be posted. The management company is working on this. They are typically posted two or three months after a meeting, as they must be reviewed and approved.

Réjean D'Aoust raised concerns about building security and reminded owners to look behind them to see who comes into the building. Owners should not open the door if they do not know who is coming in. There have been a few car break-ins, so owners should be sure to lock their cars. Security will run a fob audit soon. If owners do not provide their fob numbers, they will be deactivated. A parking audit is also planned to relocate people with moving disabilities from the lower garage to the upper garage.

### **13. ADJOURNMENT**

At 9:06 p.m., Nancy Houle declared the meeting closed as quorum was lost. Any further comments would not be on the record.





## BOARD OF DIRECTORS' REPORT

### 2019 ANNUAL GENERAL MEETING (AGM)

This years Board Report, looking back over the past year and ahead to the next 12 months, is a call for continued patience and understanding regarding our lobby and hallways. Yes, we all say, this so long-awaited renovation is still not underway. Hopefully, some of the following information may help to explain and give us encouragement.

- **PODIUM (EAST) MEMBRANE REPLACEMENT**: On recommendation of Keller Engineering, this large (4 to 5 months) project was advanced to 2019 and the pressure it places on our front entry and lobby means any renovation must be deferred.
- **LOBBY AND HALLWAYS RENOVATIONS**: Are visualized as coordinated designs and finishes with a common theme from bottom to top. Therefore, any top to bottom plan I.E. do hallways during podium work, would conflict with the concept. Be assured that active pre-planning is underway leading to an as-soon-as-possible project start-up. We are confident that the finished product will meet your expectations.
- **PHASE 4 (2018/2019) MASONRY WALLS AND HEATING PROJECT**: Is at the very final completion stage, although looking back, its activity and location and actually also the preceding 3 phases have caused the lobby/hallway renovations to be delayed. On a positive note, we are pleased to report that this massive undertaking has been completed well within its reserve fund study financial projection. Keller Engineering and Bassi Construction are to be commended for this achievement.

Several items in the “infrastructure” category required attention in the past 12 months. The more significant of these behind-the-walls and non-glamorous, but very essential projects were:

- **DRAIN STACKS CLEANOUT**: This important work was somewhat neglected in recent years and involved the complete flushing of all the pipes that carry away our bathroom and kitchen wastes. The work came at a sizeable cost and we should remind ourselves (and our tenants) that what we send down our drains directly affects the life of these drains and the frequency of required cleanouts.



- **GARBAGE CHUTE REPAIRS AND CLEANOUT:** This work also overdue, was much needed in terms of health and fire safety and quite costly. Here again, anything **EXCEPT** properly bagged trash should never be put down the chute because it may cause very costly damage, so **PLEASE BE AWARE**.
- **POOL OPERATIONS:** While our swimming pool is a prime feature of our condominium, it is not immune to ravages of time and wear and tear on its systems and mechanics. These costs were above normal this past year. Pool users are urged to register in the logbook so that the best analysis of use VS cost is available.
- **PEST CONTROL / UNIT INSPECTIONS:** Unpleasant but certainly not unique to our condominium. Pest control at Las Brisas has thankfully, but at an over-budget cost, been largely resolved. Unit inspections were completed and will continue as an important aspect of our Property Management and preventative maintenance.
- **PATIO (BALCONY) DOORS/WINDOWS:** Are collectively a condominium common element and cost, but also individually an item of unit-specific use and enjoyment. Your Directors have approved a program and allowance for repair and replacement of patio doors / windows. Thanks to our Property Manager – Réjean D'Aoust for his determined efforts on this initiative.
- **GARAGE DOORS:** Maintenance and repair is a major yearly expense mainly due to their heavy and continuous use. Unfortunately, improper use of these doors has caused additional damages and repair costs, pushing this yearly expense item even higher.  
PLEASE REMEMBER: **ONE CAR = ONE ENTRY/EXIT.** This will save us all money.

Administration of our Condominium Corporation also had some accomplishments of note:

- **CAPITAL INTEGRAL PROPERTY MANAGEMENT:** and our dedicated full time Property Manager Réjean D'Aoust, settled into their role here at Las Brisas, in keeping with their commitment to better communication and openness. Réjean held (2) multi-session information meetings and will continue with more of the same.
- **BUDGET FOR 2019:** Covering projected operating expenses and requirements of the reserve fund was struck with a reasonable 2.5% fee increase. Your Board continues to carefully monitor the financial status of our Corporation and to date this year, we are operating within budget.
- **SCOOTER ROOTER:** Claims against CCC 34 was settled and our Status Certificate is now cleared of this claim.



- **REVIEW, INVENTORY AND UPDATING OF RECORDS:** For Intercom, FOBs access, Owner/Tenant information update and parking space assignments have been undertaken and are continuing by our office staff.
- **SECURITY REVIEW:** Has been undertaken by an external security consultant company.

Finally, our year end review and look ahead would not be complete without a large thank you to our valued staff for their hard work and service delivered here at Las Brisas.

Thank you / Merci Beaucoup: Sylvie

Pierre

André

Alain

Please be assured that your Board remains very optimistic about the future of CCC 34 and our Las Brisas community. We invite you to share this optimism remembering this is our home and neighbourhood.

Sincerely,

Your Board of Directors.

CCC 34: Spreadsheet For Major Repair & Replacement Costs, Fiscal Years 2016 to 2045

AGE OF COMPLEX		44 Years	45 Years	46 Years	47 Years	48 Years	49 Years	50 Years	51 Years	52 Years	53 Years	54 Years	55 Years	56 Years	57 Years	58 Years	59 Years	60 Years	61 Years	62 Years
REPAIR/REPLACEMENT ITEMS <sup>2</sup>		2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
6.1	CIVIL, ARCHITECTURAL																			
6.1.1	Site Services	\$30,000			\$5,100					\$2,600					\$5,100					\$2,600
6.1.2	Parking Garage	\$13,000			\$390,100	\$706,600				\$408,400									\$663,700	\$188,900
6.1.3	Asphalt Pavement			\$27,600					\$88,800										\$17,400	
6.1.4	Pavers																			
6.1.5	Exterior Concrete					\$5,100			\$6,100		\$5,100					\$5,100				
6.1.6	Landscaping										\$10,200									
6.1.7	Fencing & Guard Rails			\$17,400						\$13,300									\$40,800	
6.1.8	Foundation Walls																			
6.1.9	Balconies																			\$255,300
6.1.10	Brick Masonry	\$2,691,100	\$2,691,100	\$2,767,700							\$20,400									
6.1.11	Exposed Concrete											\$408,400								
6.1.12	Siding	\$168,600																		
6.1.13	Exterior Painting																			
6.1.14	Caulking										\$150,000									
6.1.15	Windows & Patio Doors				\$208,300															
6.1.16	Doors					\$10,200		\$10,200		\$10,200								\$10,200	\$5,100	\$10,200
6.1.17	Roofing Systems			\$486,000														\$61,300		
6.1.18	Interior Finishes			\$102,100	\$265,500		\$372,700										\$372,700			\$265,500
6.1.19	Furnishings & Appliances								\$5,100										\$5,100	
6.1.20	Swimming Pool			\$15,300										\$15,300						
6.1.21	Miscellaneous Items																			
6.2	ELECTRICAL SYSTEMS																			
6.2.1	Electrical Distribution	\$315,000	\$65,000	\$36,000	\$36,000	\$36,000			\$36,000	\$20,000	\$20,000	\$20,000	\$20,000	\$56,000					\$36,000	
6.2.2	Lighting								\$12,300											
6.2.3	Fire Alarm System									\$20,400										\$20,400
6.2.4	Emergency Power System		\$50,000																	
6.2.5	Electrical Heating System									\$5,100										\$5,100
6.2.6	Door Entry System																			
6.2.7	Heating Cable System	\$61,400																		
6.3	MECHANICAL SYSTEMS																			
6.3.1	Ventilation System			\$12,300		\$8,200										\$8,200			\$12,300	\$51,100
6.3.2	Heating & A/C System			\$32,700																
6.3.3	Plumbing System					\$12,300		\$234,800												
6.3.4	Pool Mechanical Systems				\$73,500									\$42,900						
6.3.5	Sump Pumps	\$10,000																		
6.3.6	Elevators					\$3,100					\$3,100			\$56,200		\$3,100		\$561,600		
6.3.7	Fire Protection System		\$100,000						\$51,100											
7.0	Reserve Fund Study Update	\$3,600			\$6,600			\$3,600		\$6,600				\$3,600			\$6,600			\$3,600
YEARLY EXPENDITURE TOTALS		\$3,292,700	\$2,906,100	\$3,497,100	\$985,100	\$781,500	\$372,700	\$248,600	\$199,400	\$480,000	\$215,400	\$428,400	\$20,000	\$174,000	\$5,100	\$16,400	\$379,300	\$633,100	\$780,400	\$802,700
EXPENDITURES INCL. INFLATION <sup>3</sup>		\$3,292,700	\$2,964,222	\$3,638,383	\$1,045,396	\$845,921	\$411,491	\$279,964	\$229,048	\$562,397	\$257,423	\$522,217	\$24,867	\$220,674	\$6,597	\$21,639	\$510,488	\$869,111	\$1,092,748	\$1,146,453
CONTRIBUTIONS FROM FEES		\$449,239	\$449,239	\$458,224	\$467,388	\$476,736	\$486,271	\$495,996	\$505,916	\$516,034	\$526,355	\$536,882	\$547,620	\$558,572	\$569,744	\$581,139	\$592,761	\$604,617	\$616,709	\$629,043
ADDITIONAL CONTRIBUTIONS		\$3,600,000	\$3,600,000																	
INTEREST CONTRIBUTIONS <sup>1</sup>		\$105,614	131,598	\$108,409	\$63,582	\$53,202	\$50,822	\$55,790	\$63,441	\$67,965	\$72,503	\$77,929	\$86,704	\$99,794	\$113,726	\$130,816	\$142,251	\$143,546	\$137,806	\$128,719
REMAINING RESERVE FUND		\$4,655,622	\$5,872,237	\$2,800,487	\$2,286,061	\$1,970,078	\$2,095,680	\$2,367,502	\$2,707,811	\$2,729,415	\$3,070,850	\$3,163,444	\$3,772,900	\$4,210,592	\$4,687,464	\$5,577,779	\$5,802,303	\$5,681,355	\$5,343,121	\$4,954,430

ESTIMATED RESERVE FUND = \$3,793,469 December 31, 2015

CURRENT ANNUAL CONTRIBUTIONS = \$449,239 January 1, 2016

FUTURE ANNUAL CONTRIBUTIONS = \$449,239 January 1, 2017

NOTES:

1) Interest contributions for each year are based on the average remaining reserve fund for that year at an interest rate of 2.5%.

2) Estimates for expenditures include HST and, where appropriate, engineering fees.

3) Inflation assumed to be at an average rate or time frame examined above.

63 Years	64 Years	65 Years	66 Years	67 Years	68 Years	69 Years	70 Years	71 Years	72 Years	73 Years		AGE OF COMPLEX
2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	TOTALS	REPAIR/REPLACEMENT ITEMS
												6.1 CIVIL, ARCHITECTURAL
				\$25,500					\$2,600		\$73,500	6.1.1 Site Services
		\$357,400	\$390,100								\$3,118,200	6.1.2 Parking Garage
								\$112,300			\$246,100	6.1.3 Asphalt Pavement
											\$0	6.1.4 Pavers
\$5,100					\$5,100			\$25,500		\$5,100	\$62,200	6.1.5 Exterior Concrete
\$10,200										\$10,200	\$30,600	6.1.6 Landscaping
			\$17,400						\$13,300		\$102,200	6.1.7 Fencing & Guard Rails
											\$0	6.1.8 Foundation Walls
\$255,300											\$510,600	6.1.9 Balconies
		\$20,400									\$8,190,700	6.1.10 Brick Masonry
											\$408,400	6.1.11 Exposed Concrete
											\$168,600	6.1.12 Siding
											\$0	6.1.13 Exterior Painting
		\$150,000									\$300,000	6.1.14 Caulking
											\$208,300	6.1.15 Windows & Patio Doors
							\$10,200				\$66,300	6.1.16 Doors
											\$547,300	6.1.17 Roofing Systems
						\$372,700				\$102,100	\$1,853,300	6.1.18 Interior Finishes
			\$15,300					\$5,100			\$15,300	6.1.19 Furnishings & Appliances
											\$45,900	6.1.20 Swimming Pool
											\$0	6.1.21 Miscellaneous Items
												6.2 ELECTRICAL SYSTEMS
			\$36,000					\$36,000			\$768,000	6.2.1 Electrical Distribution
											\$12,300	6.2.2 Lighting
	\$112,300								\$20,400		\$173,500	6.2.3 Fire Alarm System
							\$153,200				\$203,200	6.2.4 Emergency Power System
											\$10,200	6.2.5 Electrical Heating System
								\$36,800			\$36,800	6.2.6 Door Entry System
			\$66,400					\$30,600			\$158,400	6.2.7 Heating Cable System
												6.3 MECHANICAL SYSTEMS
					\$8,200						\$100,300	6.3.1 Ventilation System
			\$507,500								\$540,200	6.3.2 Heating & A/C System
	\$255,300			\$50,000				\$43,900			\$596,300	6.3.3 Plumbing System
				\$73,500							\$189,900	6.3.4 Pool Mechanical Systems
				\$30,600							\$40,600	6.3.5 Sump Pumps
\$3,100					\$3,100					\$3,100	\$636,400	6.3.6 Elevators
											\$151,100	6.3.7 Fire Protection System
		\$6,600			\$3,600			\$6,600			\$51,000	7.0 Reserve Fund Study Update
\$273,700	\$367,600	\$534,400	\$1,032,700	\$179,600	\$20,000	\$372,700	\$163,400	\$296,800	\$36,300	\$120,500	\$19,615,700	YEARLY EXPENDITURE TOTALS
\$398,729	\$546,234	\$809,972	\$1,596,533	\$283,211	\$32,169	\$611,454	\$273,437	\$506,604	\$63,199	\$213,989	\$23,277,271	EXPENDITURES INCL. INFLATION
\$641,624	\$654,456	\$667,546	\$680,896	\$694,514	\$708,405	\$722,573	\$737,024	\$751,765	\$766,800	\$782,136	\$17,876,224	CONTRIBUTIONS FROM FEES
											\$7,200,000	ADDITIONAL CONTRIBUTIONS
\$128,503	\$136,201	\$139,216	\$129,347	\$126,238	\$143,200	\$156,792	\$168,036	\$181,262	\$197,860	\$218,968	\$3,559,841	INTEREST CONTRIBUTIONS
\$5,325,828	\$5,570,251	\$5,567,041	\$4,780,752	\$5,318,293	\$6,137,729	\$6,405,640	\$7,037,264	\$7,463,687	\$8,365,148	\$9,152,262	\$9,152,262	REMAINING RESERVE FUND
REMAINING RESERVE FUND IN 2016 DOLLARS											\$5,153,752	

f 2.0% over the

4) The inflation increase of 0.0% for the past 3 years is derived from the data posted by Statistics Canada.

5) The market increase are based on Keller Engineering's experience over the past 3 years on similar projects.

## 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.



### **Qualités requises**

29 (1) Ne peut être administrateur la personne qui, selon le cas :

- a) n'est pas un particulier;
- b) est âgée de moins de 18 ans;
- c) a le statut de failli;
- d) a été déclarée incapable de gérer ses biens, en application de la *Loi de 1992 sur la prise de décisions au nom d'autrui* ou de la *Loi sur la santé mentale* ;
- e) sous réserve des règlements, a été déclaré incapable par un tribunal, au Canada ou à l'étranger;
- f) ne s'est pas conformée, dans le délai prescrit, aux obligations prescrites en matière de divulgation. 2015, chap. 28, annexe 1, art. 27.

### **Empêchement**

(2) Un administrateur cesse sur-le-champ d'occuper sa charge dans l'un ou l'autre des cas suivants :

- a) il a le statut de failli;
- b) il a été déclaré incapable de gérer ses biens, en application de la *Loi de 1992 sur la prise de décisions au nom d'autrui* ou de la *Loi sur la santé mentale* ;
- c) sous réserve des règlements, il a été déclaré incapable par un tribunal, au Canada ou à l'étranger;
- d) un certificat de privilège a été enregistré aux termes du paragraphe 85 (2) à l'égard d'une partie privative lui appartenant et il n'obtient pas mainlevée du privilège aux termes du paragraphe 85 (7) dans les 90 jours qui suivent l'enregistrement du certificat;
- e) il n'a pas suivi, dans le délai prescrit, la formation prescrite;
- f) il ne s'est pas conformé, dans le délai prescrit, aux obligations prescrites en matière de divulgation. 2015, chap. 28, annexe 1, art. 27.

### **Consentement**

30 (1) Nul ne peut être élu ou nommé administrateur à moins d'y consentir. 1998, chap. 19, par. 30 (1).

### **Consentement réputé**

(2) Une personne est réputée consentir si elle est présente à l'assemblée au cours de laquelle elle est élue ou nommée et qu'elle ne refuse pas d'exercer les fonctions d'administrateur. 1998, chap. 19, par. 30 (2).

### **Consentement par écrit**

(3) Une personne qui n'est pas présente à l'assemblée peut être élue ou nommée si elle consent par écrit à exercer les fonctions d'administrateur avant l'assemblée ou dans les 10 jours qui suivent celle-ci. 1998, chap. 19, par. 30 (3).

### **Non-conformité**

(4) L'élection ou la nomination d'une personne à titre d'administrateur contrairement au présent article est sans effet. 1998, chap. 19, par. 30 (4).

### **Mandat**

31 (1) Sauf dans le cas des administrateurs nommés au premier conseil d'administration en vertu du paragraphe 42 (1), tout administrateur est élu pour une période de trois ans ou la période plus courte que peuvent prévoir les règlements administratifs. 1998, chap. 19, par. 31 (1).



## Idem

(2) Malgré le paragraphe (1), l'administrateur peut continuer à exercer ses fonctions jusqu'à l'élection de son successeur. 1998, chap. 19, par. 31 (2).



## ADMINISTRATEURS ET DIRIGEANTS

### O. Reg. 48/01: DISPOSITIONS GÉNÉRALES

#### Obligations en matière de divulgation

11.6 (1) Pour l'application de l'alinéa 29 (1) f) de la Loi, la personne fournit les énoncés, indications et renseignements suivants conformément au présent article:

1. Si la personne visée à cet alinéa est partie à une action en justice à laquelle l'association est partie, un énoncé en ce sens et une brève description générale de l'action.
2. Si le conjoint, l'enfant ou un parent de la personne, ou l'enfant ou un parent du conjoint de la personne, est partie à une action en justice à laquelle l'association est partie, un énoncé en ce sens, le nom du conjoint, de l'enfant ou du parent et une brève description générale de l'action.
3. Si l'occupant d'une partie privative appartenant à la personne ou au conjoint de cette dernière, ou que la personne occupe avec l'occupant, est partie à une action en justice à laquelle l'association est partie, un énoncé en ce sens, le nom de l'occupant et une brève description générale de l'action.
4. Si la personne a été reconnue coupable d'une infraction à la Loi ou aux règlements au cours des 10 années précédentes, un énoncé en ce sens et une brève description générale de l'infraction.
5. Sous réserve du paragraphe (3), si la personne a un intérêt direct ou indirect sur un contrat ou une opération auxquels l'association est partie, mais non en qualité d'acquéreur, de créancier hypothécaire, de propriétaire ou d'occupant d'une partie privative, un énoncé en ce sens et une indication de la nature et de l'étendue de l'intérêt en question.
6. Sous réserve du paragraphe (3), si la personne a un intérêt direct ou indirect sur un contrat ou une opération auxquels le déclarant ou le membre du même groupe est partie, mais non en qualité d'acquéreur, de créancier hypothécaire, de propriétaire ou d'occupant d'une partie privative, un énoncé en ce sens et une indication de la nature et de l'étendue de l'intérêt en question.
7. Si la personne est un propriétaire de l'association et que les contributions aux dépenses communes exigibles à l'égard de sa partie privative sont impayées depuis 60 jours ou plus, un énoncé en ce sens.
8. Si la personne n'est pas un propriétaire d'une partie privative comprise dans l'association, un énoncé en ce sens.
9. Si la personne n'est pas un occupant d'une partie privative comprise dans l'association, un énoncé en ce sens.
10. Tous les autres renseignements qu'un règlement administratif de l'association oblige la personne à divulguer. Règl. de l'Ont. 180/17, art. 6.

(2) La définition qui suit s'applique aux dispositions 2 et 3 du paragraphe (1).

«conjoint» S'entend :

- a) d'un conjoint au sens de l'article 1 de la *Loi sur le droit de la famille* ;
- b) de l'une ou l'autre de deux personnes qui vivent ensemble dans une union conjugale hors du mariage. Règl. de l'Ont. 180/17, art. 6.

(3) Les dispositions 5 et 6 du paragraphe (1) ne s'appliquent pas au contrat ou à l'opération à moins que ceux-ci et l'intérêt de la personne sur ceux-ci ne soient importants. Règl. de l'Ont. 180/17, art. 6.

(4) Les énoncés, indications et renseignements que le paragraphe (1) oblige la personne à fournir doivent être à jour au moment où elle les fournit. Règl. de l'Ont. 180/17, art. 6.

(5) Si la personne avise le conseil comme le prévoit le paragraphe 28 (2) de la Loi ou le sous-alinéa 11.2 (2) c) (ii) du présent règlement à l'égard d'une assemblée des propriétaires visée au paragraphe (6), elle fournit au conseil les énoncés, indications et renseignements exigés par le paragraphe (1) par écrit au moment où elle remet l'avis. Règl. de l'Ont. 180/17, art. 6.

(6) L'assemblée des propriétaires mentionnée au paragraphe (5) ou (7) est une assemblée tenue 40 jours ou plus après le jour de l'entrée en vigueur de l'article 27 de l'annexe 1 de la *Loi de 2015 sur la protection des propriétaires de condominiums* et pour laquelle l'avis de la tenue de l'assemblée n'a pas déjà été envoyé avant ce jour. Règl. de l'Ont. 180/17, art. 6.

(7) Si la personne n'avise pas le conseil comme le prévoit le paragraphe 28 (2) de la Loi ou le sous-alinéa 11.2 (2) c) (ii) du présent règlement, mais est candidate à l'élection d'un ou plusieurs administrateurs lors d'une assemblée des propriétaires visée au paragraphe (6), elle fournit à l'association les énoncés, indications et renseignements exigés par le paragraphe (1) par écrit lors de l'assemblée. Règl. de l'Ont. 180/17, art. 6.

(8) Pour l'application du paragraphe (7), la personne fournit les énoncés, indications et renseignements :

a) oralement ou par écrit, si elle est présente à l'assemblée;

b) par écrit, si elle n'est pas présente à l'assemblée. Règl. de l'Ont. 180/17, art. 6.

(9) Si la personne est une personne nommée au conseil en vertu du paragraphe 34 (2) de la Loi, elle fournit au conseil les énoncés, indications et renseignements exigés par le paragraphe (1) du présent article :

a) à quelque moment que ce soit avant sa nomination, à moins que l'association n'ait adopté un règlement administratif visé à l'alinéa b);

b) dans l'autre délai antérieur à sa nomination prévu dans un règlement administratif de l'association. Règl. de l'Ont. 180/17, art. 6.

(10) La personne fournit les énoncés, indications et renseignements :

a) oralement ou par écrit, si elle les fournit, pendant l'assemblée au cours de laquelle elle est nommée au conseil, à un moment qui précède sa nomination;

b) par écrit, si, selon le cas : (i) elle les fournit avant l'assemblée au cours de laquelle elle est nommée au conseil,

(ii) un règlement administratif de l'association exige qu'elle les fournisse par écrit.

Règl. de l'Ont. 180/17, art. 6.

(11) Si le présent article exige que la personne fournisse les énoncés, indications et renseignements exigés par le paragraphe (1) par écrit, sa signature doit figurer dans les énoncés et indications et accompagner les renseignements. Règl. de l'Ont. 180/17, art. 6.

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 34

**CANDIDATE:**

My name: ROBERT (BOB) KERR

My mailing address (optional):

665 BATHGATE DR APT 2102  
OTTAWA, ON \_\_\_\_\_

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

My Telephone Number (optional): 613 695-7160

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

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

Signature of candidate

Date (yyyy-mm-dd)

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



## **ROBERT (BOB) KERR**

Unit 2102

Dear fellow Las Brisas owners, neighbours and friend;

After receiving your support in June of 2015 and 2016 and serving as your director for the past 4 ½ years, I am again respectfully seeking your support and vote for re-election to your Board of Directors.

These past 4 ½ years have provided me very valuable experience in dealing with the many challenges and complexities of our condominium. I commit to again put this experience as Director/Treasurer to work for you if re-elected.

My simple reason for seeking this involvement has not changed from previous elections; that is:

- My wife and I own unit 2102. It is our home and our investment. Home ownership represents a great place to live and ideally a sound investment. I believe Las Brisas (CCC 34) is a great place to call home and, in spite of our many challenges, is a sound investment.

Your support would be greatly appreciated.

Thank you.

Robert (Bob) Kerr

# **ROBERT (BOB) KERR**

## **Unité 2102**

Chers propriétaires, voisins et amis de Las Brisas,

Après avoir reçu votre support en juin 2015 et 2016 et siégé à titre d'administrateur pendant quatre ans et demi, je sollicite respectueusement votre soutien et je cherche la réélection à votre conseil d'administration.

Ces quatre dernières années et demie m'ont apporté une expérience très précieuse dans la gestion des défis et des complexités de notre condominium. Je m'engage à mettre à nouveau cette expérience de directrice / trésorière à votre service si je suis réélue.

La simple raison pour laquelle je cherche à obtenir cette participation n'a pas changé par rapport aux élections précédentes; C'est:

- Ma femme et moi possédons l'unité 2102. C'est notre maison et notre investissement. L'accession à la propriété représente un endroit où il est bon de vivre et, idéalement, un bon investissement. Je pense que Las Brisas (CCC 34) est un endroit formidable et constitue, malgré nos nombreux défis, un bon investissement.

Votre soutien serait grandement apprécié.

Je vous remercie.

Robert (Bob) Kerr

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 34

### CANDIDATE:

My name: Carmen Roy

My mailing address (optional):

karamoushka@rogers.com

Ottawa, ON K1K 3Y4

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

My Telephone Number (optional): 613-842-9798

### 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

Carmen Roy  
 Signature of candidate

2019-05-27  
 Date (yyyy-mm-dd)

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



## Candidacy for a CCC 34 Board of Directors'

Hello, my name is Carmen Roy and would like to submit my candidacy for a position on the CCC 34 Board of Directors at 665 Bathgate Drive, Ottawa, Ontario K1K 3Y4. I am the owner of unit 806 since 2015.

### **Experience:**

During my 37 years with the Federal Government, I either occupied a position or managed staff in the following fields: finance (in one of the positions the budget was \$30M), procurement, human resources, clerk, informatics, business planning, library, photography and collections management. As Chief of Operations for 20 years and Manager of Operations for one year, I gained firsthand experience on resolving building issues.

Since I moved to Las Brisas,

- I made a few suggestions to make the building more user friendly for all residents ie handicap button entering the laundry room; mirrors where there are blind spots in the underground parking and a step for the exercise room
- Organized the bean supper for 2 years
- Organized the bake sale for 2 years
- Called two Bingos

### **Why I want to be a Board Member:**

I have exceptional planning/organizational skills, am a good listener and communicator. Being retired, I have time to attend to meetings and look into subjects that need to be actioned. My goal is for owners/tenants to be proud and happy of saying that Las Brisas is a well-managed condo.

Thank you. Can I count on your support?

Carmen Roy (owner of unit 806)

May 26, 2019

Candidature pour un poste du Conseil d'administration du CCC 34

Bonjour, mon nom est Carmen Roy et je voudrais soumettre ma candidature pour un poste sur le Conseil d'administration de la CCC 34 au 665 Bathgate Dr., Ottawa, Ontario K1K 3Y4. Je suis propriétaire de l'unité 806 depuis 2015.

**Expérience :**

Au cours de mes 37 années au gouvernement fédéral, j'étais gestionnaire dans les domaines suivants : finances (à un de ces postes, le budget était 30 M \$), achats, ressources humaines, commis, informatique, planification d'affaires, bibliothèque, photographie et gestion des collections. En tant que Chef des opérations pendant 20 ans et Directrice des opérations pendant un an, j'ai acquis une solide expérience dans la résolution de problèmes concernant les édifices.

Depuis que j'ai déménagé à Las Brisas,

- j'ai fait quelques suggestions pour rendre le bâtiment plus sécuritaire et convivial pour tous les résidents, par exemple un bouton pour les personnes de mobilité réduite pour accéder à la buanderie ; l'installation de miroirs où il y avait des angles morts dans le parking souterrain et l'ajout d'une marche pour la salle d'exercice
- j'ai organisé le souper de fèves au lard pendant 2 ans
- j'ai organisé la vente de pâtisseries pendant 2 ans
- j'ai collaborer à deux bingos

**Pourquoi je veux être membre du Conseil d'administration :**

J'ai des compétences exceptionnelles en matière de planification et d'organisation, je suis une bonne auditrice et communicatrice. Étant à la retraite, j'ai le temps d'assister à des réunions et de faire le suivi des sujets traités. Mon objectif est que les propriétaires / locataires soient fiers et heureux de dire que Las Brisas est un condo bien géré.

Je vous remercie. Puis-je compter sur votre soutien ?

Carmen Roy (propriétaire de l'unité 806)  
Le 26 mai 2019

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 34

**CANDIDATE:**

My name: Diane Lefebvre

My mailing address (optional):

714-665 Bathgate Drive

Ottawa, ON K1K 3Y4

My Email Address (optional): diane.lefebvre@rogers.com

My Telephone Number (optional): 613-746-0986

**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

Diane Lefebvre  
Signature of candidate

2019-05-27  
Date (yyyy-mm-dd)

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



May 26, 2019

Board of Director  
Las Brisas  
665 Bathgate Drive  
Ottawa, Ontario

Dear Board of Director:

I am writing this letter to share with you my interest in submitting my name as candidate for election to the board.

I have worked for Transport Canada for 25 years as an administrative officer in different positions. I am presently working half day a week at the Montfort Hospital boutique as a volunteer. My work consist of working the public, as well as, hospital personnel. Work consists of selling gifts, newspapers, lottery tickets, candies ect. which involved dealing with money and credit cards all the time. I also take care of doing a weekly deposit of our weekly sales which is picked up by Garda every week.

If additional information is required please feel free to call me.

Yours truly,

A handwritten signature in blue ink that reads "Diane Lefebvre". The signature is written in a cursive style with a large, stylized 'D' and 'L'.

Diane Lefebvre  
Unit 714  
665 Bathgate Drive  
Ottawa, ON  
613-746-0986

Yours truly,

Diane Lefebvre

34

~~12~~  
34

**CARLETON CONDOMINIUM CORPORATION**  
**CORPORATION CONDOMINIUM CARLETON**

**NOMINATION FORM**

I/we being an owner(s) in Carleton  
Condominium Corporation ~~12~~ hereby nominate

34  
ROBERT (BOB) KERR

to stand for election to the Corporation's Board  
of Directors at the Annual General Meeting on  
~~6 May~~ 2019.

19 JUNE

D. Brown 2112

Signature of Owner & Unit Number

Darcy Burgess

34  
Completed forms may be returned by mail to  
CCC ~~12~~ c/o Capital Integral Property  
Management, 158A McArthur Avenue, Vanier,  
Ontario, K1L 7E7, by fax at (613) 745-4455, or  
by email [c.c.c15@rogers.com](mailto:c.c.c15@rogers.com) on or before  
15 April 2019.

Nominations can also be given from the floor at  
the AGM.

**FORMULAIRE DE NOMINATION**

Je/nous étant propriétaire(s) à la Corporation  
Condominium Carleton ~~12~~ nomme par la  
présente

pour se faire élire au Conseil d'administration  
de la Corporation à l'Assemblée générale  
annuelle le 6 mai 2019.

Signature du propriétaire & numéro de l'unité

Les formulaires remplis peuvent être retournés  
par la poste à CCC12 a/s Gestion Immobilière  
Capital Intégral 158A, avenue McArthur,  
Vanier, Ontario K1L 7E7, par télécopieur au  
(613) 745-4455 ou par courriel à  
[c.c.c15@rogers.com](mailto:c.c.c15@rogers.com) au plus tard  
le 15 avril 2019.

Les mises en candidature peuvent également  
être présentées à l'AGA.

**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):  
Carleton condominium Corporation No. 34  
Las Brisas

I am (we are)

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ ☐ am ☐ pm  
day of month month year time of day

Signature



Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2019/06/19 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

Carmen Roy

Diane Lefebvre

Robert (Bob) Kerr

Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

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

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

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

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

**Directive**

Le présent formulaire en format PDF peut être rempli par voie électronique, puis sauvegardé ou imprimé. Lorsqu'il est rempli par voie électronique, ce formulaire comporte des champs dynamiques, c'est-à-dire que la dimension des cases s'adaptera à la longueur du texte inséré. En cochant certaines cases, il se peut que certains éléments apparaissent ou disparaissent au besoin. Il est également possible d'imprimer un exemplaire papier du formulaire. Si vous avez besoin de plus d'espace, veuillez vous servir de feuilles de papier supplémentaires et les joindre au présent formulaire.

Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la  
procuration (facultatif) :

À (nom de l'association condominiale) :  
**L'Association des Condominiums de Carleton No. 34**  
**Las Brisas**

Je suis (nous sommes)

- ☐ le ou les propriétaires enregistrés
- ☐ autorisé à agir au nom du ou des propriétaires inscrits
- ☐ le ou les créanciers hypothécaires
- ☐ autorisé à agir au nom du ou des créanciers hypothécaires

Nom du mandant (la personne  
ayant le droit de voter à  
l'assemblée, par exemple le  
propriétaire inscrit ou le  
créancier hypothécaire) :

**Instruction à la personne qui remplit le formulaire :** Dans le cas d'une association, apposer le sceau de l'association ou joindre une déclaration indiquant que les signataires ont le pouvoir de lier la société. Si vous êtes autorisé à agir au nom du ou des propriétaires inscrits ou des créanciers hypothécaires, joignez une copie du document qui vous donne cette autorisation.

Numéro d'unité et adresse  
municipale du mandant ou  
autre description de l'unité :

Remarque : si votre association  
condominiale comporte des  
parties communes, veuillez  
identifier la parcelle de bien-  
fonds à laquelle elle se rattache  
dans l'espace ci-dessus.

Ce \_\_\_\_\_ jour de/d' \_\_\_\_\_, à \_\_\_\_\_  
jour du mois \_\_\_\_\_ mois \_\_\_\_\_ année \_\_\_\_\_ heure \_\_\_\_\_

Signature



Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la  
procuration (facultatif) :

Je désigne (nous désignons) le mandataire dont le nom apparaît sur la ligne A ci-dessous  
ou, à défaut, le mandataire dont le nom apparaît sur la ligne B ci-dessous, pour assister à  
la réunion des propriétaires qui aura lieu le 2019/06/19

Date (aaaa/mm/jj)

et voter en mon (notre) nom à cette réunion et à tout ajournement de celle-ci :

Nom du mandataire

Signature ou initiales

A.

B.

Je révoque (nous révoquons) toutes les procurations données précédemment.

Veuillez cocher une seule des trois cases ci-dessous :

☐ Je n'autorise pas le mandataire à voter en mon (notre) nom en ce qui concerne toute  
question lors de la réunion, y compris toute question de procédure de routine.  
**Instruction à la personne qui remplit ce formulaire :** Cochez cette case si vous nommez  
le mandataire uniquement en vue de constituer le quorum. Si cette case est cochée, le reste  
du formulaire ne doit pas être rempli.

Signature ou initiales

☐ Le mandataire ne peut voter en mon (notre) nom qu'en ce qui concerne les questions de  
procédure courante à la réunion et aucune autre question, comme je le ferais (nous le  
ferions) si j'assistais (nous assistions) personnellement à la réunion.  
**Instruction à la personne qui remplit ce formulaire :** Si cette case est cochée, le reste  
du formulaire ne doit pas être rempli.

Signature ou initiales

☐ Le mandataire peut nommer des candidats ou voter en mon (notre) nom en ce qui concerne  
toutes les questions qui peuvent être soumises à la réunion, sous réserve de toute  
instruction énoncée ci-dessous, comme je le ferais (nous le ferions) si j'assistais (nous  
assistions) personnellement à la réunion.  
**Instruction à la personne qui remplit ce formulaire :** Si vous cochez cette case, mais ne  
fournissez aucune instruction en ce qui concerne toute partie du reste du présent  
formulaire, vous autorisez votre mandataire à nommer tout candidat ou à voter de quelque  
façon que ce soit, sous réserve des instructions dans cette partie du formulaire, comme  
vous le feriez si vous assistiez personnellement à la réunion.

Signature ou initiales

☒ **Section 1.** Élection de candidats aux postes vacants au conseil pour lesquels tous les  
propriétaires peuvent voter :

Je donne (nous donnons) instruction au mandataire de nommer, au besoin, et de voter pour  
les candidats nommés ci-dessous et dans l'ordre indiqué ci-dessous.

Ordre de vote  
(indiquez 1, 2, 3, etc.)

Candidats au ou aux postes au conseil d'administration

Signature ou initiales

Carmen Roy

Diane Lefebvre

Robert (Bob) Kerr

Numéro d'identification de la procuration (facultatif) :

Numéro d'identification de la  
procuration (facultatif) :

**Instruction à la personne qui remplit le formulaire :** Si vous inscrivez des noms ci-dessus, votre mandataire ne peut voter que pour les personnes dont le nom figure ci-dessus et qui, au moment du vote, sont candidats. Si vous inscrivez plus de noms qu'il n'y a de postes disponibles au conseil d'administration, votre mandataire votera dans l'ordre indiqué ci-dessus jusqu'à concurrence du nombre de postes disponibles. Les chiffres dans la colonne de gauche indiquent l'ordre dans lequel vous souhaitez que le mandataire vote. Ces chiffres indiquent votre priorité.

☐ **Section 2.** Vote pour élire des candidats à tout poste vacant au sein du conseil d'administration pour lequel seuls les propriétaires d'unités occupées par leur propriétaire peuvent voter :

☐ **Section 3.** Vote sur des questions précises :

☐ **Section 4.** Vote pour la destitution d'administrateurs et l'élection des suppléants :

## **Step-by-Step Guide to Using the New Proxy Form (Version 2)**

On May 10<sup>th</sup>, 2018, the Ontario Government released an updated version of the [Proxy Form](#). The updated version of the Proxy Form must be used for all owners' meetings after May 10, 2018.

Boards and managers are encouraged to include this step-by-step guide in their notices to owners to ensure that the new proxy form is completed correctly.

### **A note on the new forms:**

If the new prescribed forms are filled in on a computer, then keep in mind that they are now in a "dynamic" PDF format. A *dynamic* PDF document will expand or retract in length, depending on the user's selections. For example, simply clicking a checkbox in a form might automatically expand the form, prompting the user to enter more information about their selection. Here are a few things to be mindful of:

- (1) If you prefer to fill out the form by hand, rather than on the computer, then click "Print Blank Form in Full" at the top of the form. When you click "Print Blank Form in Full", your PDF software will notify you that "This action will convert the form into a printable format. You will no longer be able to complete this form on your computer...". Click "Yes". Next, click the "Print Form" button located at the top of the form. This provides a fully expanded, printable version of the form;
- (2) when viewing this form on a computer, you might not be viewing it in its entirety (due to the expandability of the forms, as described above); and,
- (3) ensure that your Adobe Reader or other PDF software is updated to the latest version.

### **The new proxy form:**

FAQ: "What is a proxy? Why would I have to fill out a proxy form?": A proxy is a person who represents the owner at a meeting of owners. A proxy form allows owners, who are unable to attend a meeting, to be represented by a "proxy" for quorum and/or voting purposes. The following is an overview of the Proxy Form:

#### **Page 1**

- Identification of Condominium Corporation's name
- Identification and signature of owner
- Proxy Identification Number ("PIN") [optional]
- Date

#### **Section 1**

- Voting to elect candidates to vacant positions on the board that all owners may vote for

#### **Section 3**

- Voting for specific matters

#### **Page 2**

- Appointment of proxy
- Date of meeting
- Instructions to proxy holder

#### **Section 2**

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

#### **Section 4**

- Voting for removal of directors and election of substitutes

#### **\*NOTE:**

- ❖ All selections made on and after page 2 of the proxy form must be initialed by the owner/proxy giver.
- ❖ The corporation's board or manager may prepare a proxy form for owners by completing certain parts of the form. The parts of the form that the board or manager may prepare are indicated in [blue font](#). Although it is not required, it is recommended, and is industry practice, for the corporation's board or manager to prepare certain parts of the form.



# How to Use the New Proxy Form

## Page 1: Corporation and Owner Identification

**STEP 1:** Fill in the Condominium Corporation's name:

**STEP 2:** Select one of the following checkboxes, indicating whether you are:

- the registered owner(s);
- a person authorized to act on behalf of the registered owner(s);
- the mortgagee(s); or
- a person authorized to act on behalf of the mortgagee(s).

**STEP 3:** Write your name (the proxy giver's name):

(ie. the name of the registered owner(s), person authorized to act on behalf of the registered owner(s), the mortgagee(s) or the person authorized to vote on behalf of the mortgagee(s)).

**STEP 4:** Fill in the address of your Condominium and your unit number:

**STEP 5:** Fill in the date and time that the proxy form is signed:

**STEP 6:** Place your signature (owner, mortgagee, or authorized representative):

Ontario Ministry of Government and Consumer Services		Proxy Form	
<b>Instruction</b> 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): <b>Fine &amp; Deo Condominium Corporation No. 100 ("FDCC 100")</b>			
I am (we are) <input type="checkbox"/> the registered owner(s) <input type="checkbox"/> authorized to act on behalf of the registered owner(s) <input type="checkbox"/> the mortgagee(s) <input type="checkbox"/> 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): <b>Jonathan H. Fine</b>	
<b>Instruction for person filling out the form:</b> 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: <b>Unit # 300 3100 Steeles Ave. West, Vaughan, ON L4K 3R1</b>	
Dated this <b>15</b> day of <b>May</b> , <b>2018</b> , at <b>1:00</b> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm		Signature <b>X</b>	
<small>Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space.</small>			

### \*NOTE:

- ❖ If you are completing the proxy form on behalf of a corporation, then you must affix the corporate seal or attach a statement verifying that you have authority to bind the corporation (i.e. "I have authority to bind the corporation.")
- ❖ If you are authorized to vote on behalf of a registered owner or mortgagee(s), then you must attach the document that gives you such authorization (ie. power of attorney)

## Page 2: Appointing a Proxy, Instructions to Proxy Holder

**STEP 1:** Fill in the date of the meeting of owners:

**STEP 2:** Fill in the name of the proxy:  
(the person attending the meeting on your behalf).  
Place your signature or initial to the right of the named proxyholder.

**NOTE:** You can appoint more than one proxy. If the proxy named in row A fails to attend, then the proxy named in row B is automatically appointed.

**STEP 3:** Choose either the first, or the second, or the third box and place your signature or initial to the right of your selection:

1. **QUORUM:** Check the first box if you are submitting your proxy to count for quorum purposes only. This proxy is not allowed to vote on any matters at the meeting. If you select this box, do not fill out the remainder of the proxy form.
2. **ROUTINE PROCEDURE:** Check the second box if you want your proxy to vote only on matters of routine procedure at the meeting (ie. adjourning a meeting). If you select this box, do not fill out the remainder of the proxy form.
3. **ALL MATTERS:** Check the third box if you want to give your proxy full authority, subject to your instructions, to vote on your behalf with respect to all matters at the meeting.

Please note: if you select the third box, and you do not provide any voting instructions on the remainder of the form, then the proxy-holder has full authority to vote on all matters at the meeting (ie. by way of ballot).

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 <u>2018/03/30</u> and at any adjournment of the meeting: Date (yyyy/mm/dd)		
Name of Proxy	Signature or initials	
A. <u>Mario Deo</u>	<u>X</u>	
B. <u>Boards or managers may enter an automatic appointment here: "Director X, failing which, Director Y, is appointed as your proxy"</u>		
I (we) revoke all proxies previously given.		
Please check only one of the three boxes below:		Signature or initials
<input type="checkbox"/> The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure. <i>Instruction for person filling out this form:</i> 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 <u>not</u> be filled out.		
<input type="checkbox"/> 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. <i>Instruction for person filling out this form:</i> If this box is checked, then the rest of the form should not be filled out.		
<input type="checkbox"/> 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. <i>Instruction for person filling out this form:</i> 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.		
<input type="checkbox"/> <b>Section 1.</b> Voting to elect candidates to vacant positions on the board that all owners may vote for: <input type="checkbox"/> <b>Section 2.</b> Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for: <input type="checkbox"/> <b>Section 3.</b> Voting for specific matters: <input type="checkbox"/> <b>Section 4.</b> Voting for removal of directors and election of substitutes:		

### \*NOTE:

- ❖ The person completing the proxy must now sign or initial their name to the right-hand side of every selection made.
- ❖ If a signature or initial is not provided, the owner's instruction may be unclear, and potentially declared invalid by the chairperson of the meeting.

## Section 1: Voting to elect candidates to vacant positions on the board that all owners may vote for (if applicable)

**STEP 1:** If the meeting is to elect candidates to vacant positions on the board, then check the box beside "Section 1".

**STEP 2:** Write the name of the candidate(s) and rank them in order of preference.

**STEP 3:** Place your signature or initial to the right of each of the candidates you instruct your proxy to vote for.

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input checked="" type="checkbox"/> <b>Section 1.</b> 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
1	Joseph Ryan	X
2	Michael Pascu	X
<b>Instruction to person filling out the form:</b> 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 an owner-occupied position (if applicable)

**STEP 1:** If an owner-occupied position is up for election and if you are an owner of an "owner-occupied unit", then check the box beside "Section 2".

**STEP 2:** Write the name of the candidate(s) and rank them in order of preference.

**STEP 3:** Place your signature or initial to the right of each of the candidates you instruct your proxy to vote for.

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input checked="" type="checkbox"/> <b>Section 2.</b> Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for: I (we) instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below for the position on the board for which only owners of owner-occupied units may vote under s. 51(6) of the <i>Condominium Act, 1998</i> .		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
1	Joseph Ryan	X
2	Michael Pascu	X
<b>Instruction to person filling out the form:</b> Your proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available.		

## Section 3: Voting for specific matters (if applicable)

**STEP 1:** Check the box beside “Section 3”.

**STEP 2:** Write down the matter to be voted on and indicate whether you are in favour or against it.

**STEP 3:** Place your signature or initial to the right of your selection.

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input checked="" type="checkbox"/> <b>Section 3. Voting for specific matters:</b> I (we) instruct the proxy to vote as indicated below with respect to the specified matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.		
Specific Matter	In favour	Signature or initials
Approval of By-Law No. 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Section 4: Voting for removal of directors and election of substitutes (if applicable)

**STEP 1:** Removing a director:

A) Check the box beside “Section 4”.

B) Write the name of the director(s) under requisition, and check the appropriate box indicating whether you are in favour of the director’s removal or whether you are against their removal.

C) Place your signature or initial to the right of your selection.

Proxy Identification Number (optional):		Proxy Identification Number (optional):	
<input checked="" type="checkbox"/> <b>Section 4. Voting for removal of directors and election of substitutes:</b> I (we) instruct the proxy to vote as indicated below with respect to the removal of director(s) from the board of the Corporation:			
Name of Director	In Favour of Removal	Against Removal	Signature or initials
Joseph Ryan	<input type="checkbox"/>	<input type="checkbox"/>	X
Michael Pascu	<input type="checkbox"/>	<input type="checkbox"/>	X
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Instruction to person filling out the form:</b> This section should only be filled out if the business of the meeting, as set out in the Notice of Meeting, includes a requisition under section 46 of the <i>Condominium Act, 1998</i> for the removal of a director. The individuals named above may include directors in any position on the board of directors, including any position for which only owners of owner-occupied units may vote under s. 51 (6) of the <i>Condominium Act, 1998</i> . Note that if a director’s position on the board is a position for which only owner-occupied units can vote under s. 51 (6) of the <i>Condominium Act, 1998</i> , then only those owners may vote with respect to the removal of that director.			

**STEP 2:** Electing replacement directors: continued on the next page.

### \*NOTE:

- ❖ Fill out this Section 4 only if there has been a requisition by the owners to remove one or more directors from the board under section 33 or 46 of the *Condominium Act, 1998*

**STEP 2A:** If the vote to remove a director is successful, then vote for the replacement director(s), for which **all** owners may vote at the meeting.

**A)** Check the applicable box.

**B)** Write the name of the candidate(s) running to fill the vacancy and rank them in order of preference.

**C)** Place your signature or initial to the right of your selection.

Please note: If the position of the removed director was an “owner-occupied position”, then follow the steps in 2AB, below:

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input checked="" type="checkbox"/> If a vote for the removal of one or more directors is successful, I (we) instruct the proxy to nominate, if necessary, and to vote for the candidate(s) named below and in the order set out below. Any candidates named below are or may be candidates for those positions on the board of directors for which all owners may vote at the meeting:		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
1	Marco Graziani	X
2	Maria Dimakas	X
<b>Instruction to person filling out the form:</b> 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 available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director's position on the board is a position for which only owner-occupied units may vote under s. 51 (6) of the Condominium Act, 1998, then only those owners may vote with respect to the election of a substitute.		

**STEP 2B:** If the vote to remove a director is successful, then vote for the replacement director(s), for which **only** owners of owner-occupied units may vote at the meeting. Check the applicable box.

**A)** Check the applicable box

**B)** Write the name of the candidate(s) running to fill the vacancy and rank them in order of preference.

**C)** Place your signature or initial to the right of your selection.

Proxy Identification Number (optional):		Proxy Identification Number (optional):
<input checked="" type="checkbox"/> If a vote for the removal of a director in any position on the board of directors for which only owners of owner-occupied units may vote under subsection 51 (6) of the Condominium Act, 1998 is successful, I (we) instruct the proxy to nominate, if necessary, and to vote for the candidate(s) named below and in the order set out below for that position on the board of directors.		
Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
1	Marco Graziani	X
2	Maria Dimakas	X
<b>Instruction to person filling out the form:</b> 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 available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director's position on the board is a position for which only owner-occupied units may vote under s. 51 (6) of the Condominium Act, 1998, then only those owners may vote with respect to the election of a substitute.		

*This guide was prepared by Francesco Deo and Jake Fine of Fine & Deo.*

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