

CARLETON CONDOMINIUM CORPORATION 476

c/o Capital Integral Property Management
205-1600 Laperriere Avenue
Ottawa, Ontario K1Z 8P5

Tel: (613) 722-1232
Fax: (613) 651-0306
email: service476@cimanagement.ca

30 September 2021

All Owners
35-45 Holland Avenue
Ottawa, ON

RE: Preliminary Notice of the Annual General Meeting of Owners

Dear Owner(s),

Please find attached a copy of the official preliminary notice for the upcoming Annual General Meeting of Owners. The details of the meeting are below and attached.

DATE: Thursday, November 4 2021
TIME: Registration from 6:15 pm, call to order at 7:00 pm
LOCATION: Virtual Meeting via Zoom

There will be two (2) positions available for election at the Annual General Meeting for a three (3) year term each.

We have included the excerpt from the Act as well as the Disclosure Requirement form that must be completed by any candidates that would like to put their names forward.

If you are interested in putting your name forward for the election and would like to have your name included in the package, we encourage that you provide a short biography and photo of yourself to be included in the formal notice of meeting. Note that in order to be included in the formal notice package, we would require your submission no later than **Friday, October 15, 2021 at 5:00pm.**

Note that the formal notice of meeting will be sent to all owners on October 20, 2021.

Feel free to contact the undersigned should you have any questions or comments.

Best regards,

Yawar Khan, RCM
Licensed Condominium Manager

On Behalf of the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO. 476
"as agents only"

Section 4(d) of the Preliminary Meeting Notice

Purpose of this meeting – to elect one of more director

******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.******

Directors and Officers

29(1) of the 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.

Ontario Regulations 48/01 under the Condominium Act, 1998

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.

DISCLOSURE BY CANDIDATE FOR ELECTION OR APPOINTMENT TO THE BOARD

(Pursuant to Section 29 of *Condominium Act, 1998* and Section 11.6 of Regulation 48/01)

To: **Carleton Condominium Corporation No. 476**

DATE: _____

From: _____ (Please print candidate's name)

Please check any box that applies to you, and include details (where indicated):

INVOLVEMENT IN CERTAIN LEGAL ACTIONS:

☐ **YES (SEE DETAILS BELOW)**

☐ **NO**

☐

The candidate, or certain members of the candidate's family, is/are involved in a legal action also involving the condominium corporation.

PLEASE INSERT DETAIL: (Nature of Proceeding, Proceeding Number)

☐

An occupant of the unit is involved in a legal action also involving the condominium corporation (if the unit is owned by the candidate or by the candidate's spouse, or if the unit is also occupied by the candidate).

PLEASE INSERT DETAIL: (Nature of Proceeding, Proceeding Number)

CONVICTED OF AN OFFENCE:

☐ **YES (SEE DETAILS BELOW)**

☐ **NO**

The candidate has been convicted of an offence under the Condominium Act or Regulations in the previous 10 years.

PLEASE INSERT DETAIL: (Date of conviction, Nature of offence)

INTEREST IN CERTAIN CONTRACTS OR TRANSACTIONS:

☐ **YES (SEE DETAILS BELOW)**

☐ **NO**

☐

The candidate has a material interest in a contract or transaction to which the condominium corporation is a party.

PLEASE INSERT DETAIL: (Contract or Transaction, Nature of Interest)

☐

The candidate has a material interest in a contract or transaction to which the declarant or declarant affiliate is a party.

PLEASE INSERT DETAIL: (Contract or Transaction, Nature of Interest)

~~NOT AN OWNER:~~

☐

~~YES~~

☐

~~NO~~

(NOTE: A BY-LAW OF THE CORPORATION CONFIRMS THAT

CANDIDATES

MUST BE OWNERS)

IS AN OCCUPIER:

☐

YES

☐

NO

The candidate is an occupier of a unit in the condominium.

CANDIDATE IS 60 DAYS IN ARREARS:

☐

YES

☐

NO

I certify that I have provided the above information in fulfillment of my disclosure obligations in Section 29 of the *Condominium Act, 1998* and/or Section 11.6 of Regulation 48/01.

Signature of Candidate: X _____

Preliminary Notice of Meeting of Owners

Advance information for owners about a
proposed 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.

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

Condominium corporation's name:

[CCC 476 - Holland Cross](#)

General Meeting Information

Section 1. Projected date of the meeting (yyyy/mm/dd)

[2021/11/04](#)

Section 2. You may provide information to the board in response to this notice in the following ways:

a. By delivering the information to the following address of

- ☐ the corporation: _____
- ☒ condominium management provider or the condominium manager: [205-1600 Laperriere Ave, Ottawa ON K1Z 8P5](#)
- ☐ any other person responsible for the management of the property: _____

b. By delivering the information using an electronic method of communication:

☒ Yes

The electronic method of communication is: service476@cimanagement.ca

☐ No

Instruction for person filling out the form: If the board has approved an electronic method for receiving requests for records, you must provide an electronic method of communication above.

c. By delivering information in an additional way

☐ Yes

☐ No

Section 3. Summary of the Purpose of the Meeting:

[Annual General Meeting of the Corporation](#)

Section 4. Please check any of the following that apply to the upcoming meeting:

- ☐ a. This is a meeting requisitioned by owners under s. 46 of the *Condominium Act, 1998*.
- ☐ b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.
- ☒ c. 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:

Two positions with a three-year term each

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. If the validity of the requisition is the subject of current legal proceedings, then please enter the maximum number of positions that could be the subject of an election at the meeting in the event that the outcome of the legal proceedings is that the requisition is valid.

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

0

The total number of positions on the board

5

If you want your intention to be a candidate for election to the board included in the upcoming notice of meeting, you must notify the board in writing of your name, address, and your intention no later than: (yyyy/mm/dd)

2021/10/15

You may deliver your notice to the addresses or in the manner specified above (see item 2 of this form). You must include with your notice of candidacy any required disclosure information.

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.

☒ d. This is a meeting to remove or appoint an auditor.

This meeting will involve the removal or appointment of an auditor for the corporation. If you wish to propose a candidate for auditor and you wish for that person to appear in the Notice of Meeting of Owners, you must notify the board in writing of that person's name and business address no later than: (yyyy/mm/dd)

2021/10/15

You may deliver your notice to the addresses or in the manner specified above (see item 2 of this form).

☐ e. This is a meeting for the purpose of considering an addition, alteration or improvement to the common elements, a change in the assets of the corporation, or a change in a 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*.

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

Section 5. Request by owners to include material (including any record of the corporation) in the upcoming Notice of Meeting.

If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date (yyyy/mm/dd)

2020/10/15

Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available on the Government of Ontario website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

Section 6.

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

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

Section 7.

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

Dated this 30 day of September , 2021 .
day of month month year

OWNER INFORMATION FORM

Attention: Owner(s) of _____ **Closing Date:** _____

In order to ensure that our records are accurate, all owners are requested to complete the following form and return it to our office as soon as possible when there has been a change of ownership or tenancy.

PRIMARY OWNER INFORMATION - Residency/Mailing Address

Name: _____ Date: _____, 20__

Mailing Address: _____ City: _____ Province: ____ Postal Code: _____

Tel. No.: _____
(home) (work) (cell)

Email: _____

Locker/Storage No.(s): _____ Parking No.(s): _____ Licence Plate(s): _____

Emergency Assistance Notes (incl. Pets): _____

Emergency Contact: _____

Tel. No.: _____
(home) (work) (cell)

SECONDARY OWNER INFORMATION - Residency/Mailing Address

Name: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Tel. No.: _____
(home) (work) (cell)

Email: _____ Parking No.: _____ Licence Plate: _____

Emergency Contact: _____

Tel. No.: _____
(home) (work) (cell)

ADDITIONAL OWNERS INFORMATION

Name: _____ Email: _____

Name: _____ Email: _____

*In accordance with the *Condominium Act, 1998*, non-resident owners are required to furnish to Property Management firm with their off-site address and the appropriate tenant information. Should your mailing address not be that of the condo unit, please complete the following:

- ☐ Resident owner with non-resident mailing address (i.e. P.O. Box/holiday forwarding/Power of Attorney).
☐ Tenants are related to the owner (family).
☐ The unit is vacant until further notice (For Sale, For Rent, Under Renovations).
☐ The owner has attached the completed Tenant Information Form and Form 5.
☐ All Management and Corporation correspondence is to be sent to the Rental Manager with authority to act on the owner's behalf. Rental Manager Section on the Tenant Information Form is completed.

Once completed, please return this form to:
Capital Integral Property Management
 20 -1 00 aperriere venue, ttawa, N 1
 or Email to: information@cimanagement.ca
 or Fax to: 1-613-651-0306

TENANT INFORMATION FORM

TENANT STATEMENT OF UNDERTAKING

I covenant and agree that I, the members of my household and my guests from time to time, will, in using the unit rented by me and the common elements, comply with the condominium act, the declaration and the by-laws, and all rules and regulations of the condominium corporation, during the term of my tenancy.

Primary Tenant's Signature: _____ **Date:** _____, 20____

Primary Tenant's Name: _____

Address: _____ City: _____ Province: _____ PostalCode: _____

Tel. No.: _____
(home) (work) (cell)

Email: _____ Parking No.: _____ Licence Plate: _____

Emergency Assistance Notes (incl. Pets): _____

Secondary Tenant's Signature: _____ **Date:** _____, 20____

Secondary Tenant's Name: _____

Tel. No.: _____
(home) (work) (cell)

Email: _____ Parking No.: _____ Licence Plate: _____

Additional Tenant's Signature: _____ **Name:** _____

Cell No.: _____ Email: _____

Additional Tenant's Signature: _____ **Name:** _____

Cell No.: _____ Email: _____

RENTAL MANAGER INFORMATION

Rental Manager: _____ Company: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Tel. No.: _____
(work) (cell)

Email: _____

- ☐ All Management and Corporation correspondence is to be sent to the Rental Manager with authority to act on the owner's behalf. Documented authorization is attached. The Rental Manager is responsible to forward any documentation to the owner including AGM packages and arrears notices. Initial: _____

Once completed, please return this form to:
Capital Integral Property Management
 20 -1 00 aperriere venue, ttawa, N 1
 or Email to: information@cimanagement.ca
 or Fax to: 1-613-651-0306

FORM 5
SUMMARY OF LEASE OR RENEWAL
 (Clause 83 (1) (b) of the *Condominium Act, 1998*)

To: CCC/OCCC/OCSCC _____

1. This is to notify you that:

a written or oral lease, sublease, assignment of lease

(strike out whichever is not applicable)

OR

a renewal of a written or oral lease, sublease, assignment of lease has been entered into for:

(strike out whichever is not applicable)

Unit(s) _____, **Level(s)** _____

Parking _____

(include any parking or storage units that have been leased)

On the following terms:

Name of lessee(s) (or sublessee(s)): _____

[Attach completed Tenant Information Form]

Commencement date: _____

Termination date: _____

Option(s) to renew: _____

(set out details)

Rental payments: _____

(set out amount and when due)

Other information: _____

(at the option of the owner)

2. I (We) have provided the lessee(s), sublessee(s) with a copy of the declaration, by-laws and rules of the condominium corporation.

3. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (we) will advise you in writing if the lease, sublease, assignment of lease is terminated.

Dated this _____ **day of** _____, 20.....

(signature of owner(s))

(print name of owner(s))

(In the case of a corporation, affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)

(address)

(telephone number)

(e-mail address, if any)

Once completed, please return this form to:
Capital Integral Property Management
 20 -1 00 aperriere venue, ttawa, N 1
 or Email to: information@cimanagement.ca
 or Fax to: 1-613-651-0306

PRE-AUTHORIZED PAYMENT ENROLMENT FORM

Terms and Conditions

I/we authorize Capital Integral Property Management, and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our agreement with Capital Integral Property Management. Regular monthly payments for the full amount will be debited to my/our specified account on the 1st day of each month. Capital Integral Property Management will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until Capital Integral Property Management has received written notification from me/us of its change or termination. This notification must be received at least thirty (30) days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnipay.ca.

Capital Integral Property Management may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnipay.ca.

Please note: should payments be returned by your bank to the Payee for ANY reason, there will be a \$45 fee added to your account.

Authorization – CCC/OCCC/OCSCC _____

Condo Unit _____

Date: _____

Name(s): _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____ Tel: _____

Email: _____

**Please complete and attach the full Owner Information Form*

☐ **I / We have enclosed a VOID, UNSIGNED cheque as a sample indicating my / our financial institution's name, transit number and address. (Please note: we cannot accept cheques linked to a credit card, line of credit or loan.)**

(Signature)

(Signature)

For joint accounts, both signatures are required.

*Amount to be withdrawn:

Condominium Fees / monthly \$ _____

Other: _____ \$ _____

***These amounts are subject to change as advised in your condo corporation's budget or special assessment notices.**

AGREEMENT TO RECEIVE NOTICES ELECTRONICALLY

Agreement by owner or mortgagee to receive notices
from the corporation by electronic delivery

For CCC/OCCC/OCSCC _____

Owner's or mortgagee's name: _____

Condo Unit Address: _____

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

☐ Email

My email address is _____

☐ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

Signature of owner or mortgagee

Date (yyyy-mm-dd)

I have the authority to bind the corporation.
Signature of individual on behalf of the
condominium corporation
Print Name/Title:

Date (yyyy-mm-dd)

I have the authority to bind the corporation.
Signature of individual on behalf of the
condominium corporation
Print Name/Title:

Date (yyyy-mm-dd)