

**Instruction**

This 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. Please note that to print the form, the form must be saved, opened, and printed from your local device. 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.

**1. General information about the corporation**

Name of the condominium corporation

[Carleton Condominium Corporation No. 289 - Five Fifty-Six Laurier](#)

The address for service of the corporation

Unit Number <a href="#">205</a>	Street Number <a href="#">1600</a>	Street Name <a href="#">Laperriere Ave</a>	PO Box
City/Town <a href="#">Ottawa</a>	Province <a href="#">ON</a>	Postal Code <a href="#">K1Z 8P5</a>	

The condominium manager, management provider, or any other person responsible for management of the property ☐ Not applicable

Name	Address for Service	Email Address (optional)
i. <a href="#">Dan Fried</a>	<a href="#">Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 289</a>	<a href="mailto:service289@cimanagement.ca">service289@cimanagement.ca</a>

Additional ways to deliver requests for records to the corporation

The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above ☒ Not applicable

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: ☐ Not applicable

[service289@cimanagement.ca](mailto:service289@cimanagement.ca)

**Instruction for the person filling out this form:** If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

**Number of leased units**

The corporation has received notice under s. 83 of the *Condominium Act, 1998* that 23 unit(s) was/were leased during the current fiscal year.

## 2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i. Michael Kelly	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act  Title Secretary-Treasurer	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 289	service289@cimanagement.ca
ii. Lucile McGregor	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 289	service289@cimanagement.ca
iii. Normand Delisle	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act  Title Vice-President	Capital Integral Property Management 205-1600 Laperriere Ave Ottawa, ON K1Z 8P5 Attn: CCC 289	service289@cimanagement.ca

iv. <a href="#">Janine Hutt</a>	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act  Title <a href="#">President</a>	<a href="#">Capital Integral Property Management</a> <a href="#">205-1600 Laperriere Ave</a> <a href="#">Ottawa, ON K1Z 8P5</a> <a href="#">Attn: CCC 289</a>	<a href="mailto:service289@cimanagement.ca">service289@cimanagement.ca</a>
v. <a href="#">Eric MacDonald</a>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	<a href="#">Capital Integral Property Management</a> <a href="#">205-1600 Laperriere Ave</a> <a href="#">Ottawa, ON K1Z 8P5</a> <a href="#">Attn: CCC 289</a>	<a href="mailto:service289@cimanagement.ca">service289@cimanagement.ca</a>
vi. <a href="#">Lynn Thomson</a>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	<a href="#">Capital Integral Property Management</a> <a href="#">205-1600 Laperriere Ave</a> <a href="#">Ottawa, ON K1Z 8P5</a> <a href="#">Attn: CCC 289</a>	<a href="mailto:service289@cimanagement.ca">service289@cimanagement.ca</a>
vii. <a href="#">Matt Topic</a>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	<a href="#">Capital Integral Property Management</a> <a href="#">205-1600 Laperriere Ave</a> <a href="#">Ottawa, ON K1Z 8P5</a> <a href="#">Attn: CCC 289</a>	<a href="mailto:service289@cimanagement.ca">service289@cimanagement.ca</a>

### 3. Insurance information about the corporation

The corporation has obtained and maintained all of the insurance required by the *Condominium Act, 1998* or that is otherwise legally required, at all times during the current fiscal year.

☐ Yes ☐ No

If an owner, a lessee of an owner or a person residing in the owner's unit causes damage to the condo property, the condo corporation may be required to add the cost of repairing the damage or the deductible limit of the corporation's required insurance policy, whichever is less, to the owner's common expenses, or the corporation may seek to recover the amount from the owner in another manner. This could be affected by a by-law the corporation may have passed under s. 56 (1)(i) of the *Condominium Act, 1998*.

Complete the following information for each insurance policy of the corporation:

Insurance Policy ( <b>Instruction:</b> Provide a brief description)	Deductible ( <b>Instruction:</b> Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
i. <a href="#">Atrens-Cousel Insurance Brokers Commercial Package Policy No.7105551 Expiring 2021 May 31</a>	<a href="#">See attached certificate.</a>	

The Corporation has obtained and maintained the insurance policy described in section 39 of the *Condominium Act, 1998*

☒ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 99 of the *Condominium Act, 1998*

☒ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 102 of the *Condominium Act, 1998*

☒ Yes ☐ No

The corporation has or had a legal obligation to maintain insurance, aside from the insurance described in section 39, 99, and 102, at any time during the fiscal year

☐ Yes ☒ No

If no, an explanation may be provided here

Information about the "standard unit"

☒ The standard unit is described in a by-law made under s. 56 (1) (h) of the *Condominium Act, 1998*

► The bylaw number is [11](#)

☐ The standard unit is not described in a bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have a schedule, referred to in s. 43(5)(h) of the *Condominium Act, 1998* setting out what constitutes a standard unit

☒ A certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed with this information certificate.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

#### 4. Financial information about the corporation

##### Budget

The budget of the corporation for the current fiscal is accurate and may result in:

☐ a surplus of: \_\_\_\_\_

☐ a deficit of: \_\_\_\_\_

☒ neither a surplus nor a deficit

## Reserve Fund

The balance in the reserve fund <b>\$61,402.01</b>	Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates) <b>2021/02/28</b>
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The balance of the reserve fund at the beginning of the current fiscal year was:  
**\$372,507.55**

In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is:  
**\$394,000.00**

The anticipated expenditures to be made from the reserve fund in the current fiscal year, in accordance with the corporation's budget, amount to:

Description of expenditure	Amount
i. <b>Expenditures Anticipated in the 2018 Reserve Fund Study:</b>	
ii. <b>Parking Garage</b>	<b>\$52,300.00</b>
iii. <b>Balconies</b>	<b>\$70,900.00</b>
iv. <b>Masonry</b>	<b>\$31,400.00</b>
v. <b>Electrical Heating System</b>	<b>\$5,200.00</b>
vi. <b>Reserve Fund Study Update</b>	<b>\$6,700.00</b>
vii.	
viii. <b>Actual Expenditures:</b>	
ix. <b>Stair Repairs</b>	<b>\$1,130.00</b>
x. <b>Wall Repairs</b>	<b>\$3,955.00</b>
xi. <b>Front Entry Canopy</b>	<b>\$15,702.00</b>
xii. <b>Garage, Ramp, and Terrace Repairs</b>	<b>\$528,457.00</b>
xiii. <b>Roof Repairs</b>	<b>\$5,424.00</b>
xiv. <b>Pool Repairs</b>	<b>\$42,187.00</b>
xv. <b>Transformer Replacement</b>	<b>\$64,033.00</b>

The current plans, if any, to increase the reserve fund under a plan proposed by the board under subsection 94(8) of the *Condominium Act, 1998* for future funding of the reserve fund are  
**2.5% increase in contributions per year, until the next reserve fund plan is completed**

The corporation has an outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*:

☐ Yes ☒ No

### 5. Legal actions relating to the corporation

The corporation is currently a party to a legal action:

☐ Yes ☒ No

### 6. Outstanding judgements relating to the corporation

The corporation currently has outstanding judgments against it:

☐ Yes ☒ No

### 7. Disclosure information from directors of the corporation

☐ Copies of statements and information provided to the board during the current fiscal year under section 11.10 of O. Reg. 48/01 under the *Condominium Act, 1998* are enclosed with this information certificate

## 8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.1 of the *Condominium Act, 1998* during the current fiscal year:

☒ Yes ☐ No

The corporation complied with its assessment fee obligations, if any, under s. 1.30 (6) of the *Condominium Act, 1998* during the current fiscal year:

☒ Yes ☐ No

A copy of any compliance order made by a Registrar directing the corporation, or a director or officer of the corporation, to comply with subsection 1.30(6), any provision of Part II.1 or subsection 132 (9) of the *Condominium Act, 1998*, is enclosed with this certificate, unless the corporation, director or officer of the corporation, has taken the required steps for a hearing by the License Appeal Tribunal in respect of the compliance order, under section 134.1 of the *Condominium Act, 1998*.

☐ Yes ☒ Not applicable

## 9. Other information about the corporation that is required by a corporation's by-laws

☒ Not applicable

☐ A by-law of the corporation requires additional information to be included with this certificate. The additional information required by the by-law is included below, or is enclosed with this certificate as a separate document.

**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".

Dated this 16 day of April, 2021.  
day of month month year



Atrens-Counsel  
Insurance Brokers

Part of Arthur J. Gallagher Canada Limited

## CERTIFICATE OF INSURANCE

This is to certify that insurance described below has been effected with the Insurer(s) shown,  
subject to the terms and conditions of the policy applicable.

**NAMED INSURED:** CARLETON CONDOMINIUM CORPORATION NO. 289

**ADDITIONAL NAMED INSUREDS:** ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

**PROPERTY INSURED:** 556 Laurier Street, West  
Ottawa, Ontario  
K1B 4N4

**TERM:** May 31, 2020 TO May 31, 2021

**COMMERCIAL PACKAGE POLICY NO. 7105551**

**PROPERTY:** Form: Comprehensive All Risk Policy  
Amount of Insurance: \$50,915,000.00  
Deductibles: \$ 10,000.00 STANDARD  
\$ 25,000.00 SEWER BACKUP  
\$ 25,000.00 WATER  
\$ 25,000.00 FLOOD  
5% OR MINIMUM \$ 150,000.00 EARTHQUAKE  
Company: Wawanesa Insurance 50%  
Aviva Insurance Company of Canada 50%

**COMPREHENSIVE GENERAL LIABILITY:**

Limit of Liability: \$5,000,000.00

**DIRECTORS AND OFFICERS LIABILITY:**

Limit of Liability: \$5,000,000.00

**EQUIPMENT BREAKDOWN INSURANCE:**

Limit per Accident: \$50,915,000.00  
Company: Aviva Insurance Company of Canada  
Policy Number: CMP81648391

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared.

It is not a contract, confers no right upon any person and imposes no liability on the Insuring Companies.

A photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

ATRENS-COUNSEL INSURANCE BROKERS  
Part of Arthur J. Gallagher Canada Limited

Authorized Representative

Date: May 28, 2020

*Your Protection is Our Business*  
[www.atrens-counsel.com](http://www.atrens-counsel.com)

CCC289 - COMMON ELEMENTS EXPENSES

	<u>2017/18</u> <u>Actual</u>	<u>2018/19</u> <u>Actual</u>	<u>2019/20</u> <u>Budget</u>	<u>2019/20</u> <u>Estimate</u>	<u>2020/21</u> <u>Budget</u>
Administration	\$ 70,803	71,753	51,000	55,600	<b>53,500</b>
Professional services	15,944	17,157	21,300	12,500	<b>19,500</b>
Security, fire, insurance	56,238	48,450	59,700	68,200	<b>68,000</b>
Utilities	180,343	193,543	186,800	190,000	<b>196,400</b>
Maintenance	175,125	179,319	174,900	194,000	<b>165,000</b>
Staff	106,949	113,506	111,000	119,400	<b>111,000</b>
Equipment	2,409	39,415	10,000	39,000	<b>11,000</b>
Sub-total	<u>607,811</u>	<u>663,143</u>	<u>614,700</u>	<u>678,700</u>	<u><b>624,400</b></u>
Reserve fund contributions	345,750	375,000	384,500	384,500	<b>394,000</b>
Total	<u>953,561</u>	<u>1,038,143</u>	<u>999,200</u>	<u>1,063,200</u>	<u><b>1,018,400</b></u>