

OTTAWA CARLETON CONDOMINIUM CORPORATION 634



Warehouse Lofts

NOTICE OF OWNERS' MEETING: ANNUAL GENERAL MEETING

Monday, 2018 August 20, 6:45 PM

Unit 203, 95 Beech Street

Ottawa, Ontario

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2018 February 28
Minutes from the Previous Annual General Meeting
Disclosure Obligations and Qualifications for Candidates and Directors
Candidate Disclosure Statements and Information
Proxy Form

NOTICE OF MEETING OF OWNERS

General Meeting Information

Ottawa Carleton Condominium Corporation 634

Section 1. Date and Time of the Meeting

2018 August 20, 6:45 p.m. Registration; 7:00 p.m. Meeting

Section 2. Place of the meeting

Unit 203, 95 Beech Street

Section 3. The nature of the business to be presented at the meeting is for the purpose of attending to the required business as outlined in the enclosed agenda.

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

The quorum needed to hold this meeting is the owners of 8 out of 30 units in the corporation.

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the act to determine who counts towards the quorum.

Section 5. A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

☐ Yes ☒ No

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

☐ Yes ☒ No

Section 7. If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form (attached).

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

☒ Section 8.A This is an annual general meeting.

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

☒ Section 8.B This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors)

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

2 positions for a 2 year term each

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: 3 directors

The current directors and terms are:

Riek van den Berg, Director, President, 2016 August 30 - 2018

Tracy Turnbull, Director, Treasurer, 2017 August 28 - 2019

Julia Gutsik, Director, Secretary, 2016 August 30 - 2018

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)
Glenda Lutes	95 Beech Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Riek van den Berg	95 Beech Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

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

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

☒ Section 8.C This is a meeting to remove or appoint an auditor

The name of the auditor proposed to be removed and the reasons for removal: N/A

The candidates for auditor whose information was provided before the specified deadline are: None

☐ Section 8.D This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*: N/A

☐ Section 8.E This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*: N/A

☐ Section 8.F This is a meeting to discuss proposed changes to the declaration and description, by-laws, rules or any agreements: N/A

☐ Section 8.G This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*: N/A

Section 9. ☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice. None

Section 10. ☐ A by-law of the corporation requires that additional material be included with this notice. N/A

Section 11. ☐ Optional: Additional material that is not required by a by-law of the corporation is included with this notice. N/A

MEETING AGENDA


1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 30 = 8)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 February 28
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. President's Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
 - 9.1 Election for position reserved for voting by owners of owner-occupied units
 - 9.2 Election for position for which all owners may vote
10. Corporation Business Discussion
11. Adjournment

Your careful reading of the enclosed material prior to the meeting will help make discussions productive. Discussions are limited to the pertinent items on the agenda. Problems pertaining to individual units will not be discussed at the meeting. Unit specific issues should be brought to the Property Manager's attention, prior or after the meeting.

To ensure that we have a quorum please plan to attend and if you are not able to be present at this meeting, complete the attached Proxy and return it to Capital Integral Property Management no later than Sunday, 2018 August 19. 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. As per the Act, 1 position must be elected by resident owners. You may use the proxy enclosed to vote and email it to bravanelli@cimanagement.ca, mail/fax it to our address/number on the left or vote at the meeting.

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

Yours truly,



Barbara Ravanelli
bravanelli@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of OCCC 634

Thomas Foran, FCA (Dec)
W. Gordon Wells, CA (Ret)
Alan Gutman, CPA, CA, LPA
Martin Payne, CPA, CA, LPA



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OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

95 BEECH STREET

FINANCIAL STATEMENTS

FEBRUARY 28, 2018

Thomas Foran, FCA (Dec)
W. Gordon Wells, CA (Ret)
Alan Gutman, CPA, CA, LPA
Martin Payne, CPA, CA, LPA



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INDEPENDENT AUDITORS' REPORT

To the Owners of Ottawa-Carleton Condominium Corporation #634:

Audit Report

We have audited the financial statements of Ottawa-Carleton Condominium Corporation #634, which comprise the statements of financial position as at February 28, 2018 and February 28, 2017 and the statements of fund operations and changes in net assets (operating and reserve fund) and cash flows for the years then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence that we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Ottawa-Carleton Condominium Corporation #634 as at February 28, 2018 and February 28, 2017, and the results of its operations and cash flows for the years then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

WGP PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANTS
Authorized to practise public accounting by the
Chartered Professional Accountants of Ontario

Ottawa, Ontario
July 31, 2018

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634**STATEMENT OF FINANCIAL POSITION****AS AT FEBRUARY 28, 2018**

	2018			2017
	Operating Fund \$	Reserve Fund \$	Total \$	Total \$
Assets				
Cash	26,859	181,802	208,661	153,699
Accounts receivable	2,992	270	3,262	4,307
Prepaid expenses	22,124	-	22,124	20,446
Interfund loan	(6,141)	6,141	-	-
	<u>45,834</u>	<u>188,213</u>	<u>234,047</u>	<u>178,452</u>
Liabilities				
Accounts payable and accrued liabilities	42,978	2,734	45,712	39,513
Commitments (note 4)				
	<u>42,978</u>	<u>2,734</u>	<u>45,712</u>	<u>39,513</u>
Net assets	<u>2,856</u>	<u>185,479</u>	<u>188,335</u>	<u>138,939</u>
Represented by:				
Operating fund	2,856	-	2,856	(4,049)
Reserve fund	<u>-</u>	<u>185,479</u>	<u>185,479</u>	<u>142,988</u>
	<u>2,856</u>	<u>185,479</u>	<u>188,335</u>	<u>138,939</u>

Approved by the Board:

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

STATEMENT OF FUND OPERATIONS AND CHANGES IN NET ASSETS - OPERATING FUND

FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018		2017
	Operating Fund		Total
	budget	actual	actual
	\$	\$	\$
	(note 7)		
Revenue			
Condominium fees	119,925	121,076	119,082
Miscellaneous	-	79	-
	119,925	121,155	119,082
Expenses			
CAO fees (note 10)	-	209	-
Cleaning	12,068	7,245	12,543
Elevator	8,930	10,542	10,023
Heat	5,677	5,786	5,072
Hydro	10,880	9,339	11,240
Insurance	17,000	18,993	17,800
Management fee	11,650	12,613	11,300
Miscellaneous	1,162	1,136	1,136
Office	4,000	4,593	3,971
Professional fees	3,500	2,719	3,826
Repairs and maintenance	25,265	20,337	26,901
Sanitation	2,200	2,211	1,871
Snow removal	7,500	6,532	6,021
Summer maintenance	1,500	54	-
Water	9,682	11,941	10,936
	121,014	114,250	122,640
Excess (deficiency) of revenue over expenses for the year	(1,089)	6,905	(3,558)
Net assets (deficit), beginning of the year	1,089	(4,049)	(491)
Net assets (deficit), end of the year	-	2,856	(4,049)

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

STATEMENT OF FUND OPERATIONS AND CHANGES IN NET ASSETS - RESERVE FUND

FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018		2017
	Reserve Fund study \$ (note 8)	actual \$	Total actual \$
Revenue			
Condominium fees	70,184	73,693	70,184
Interest income and other income	4,638	771	51
	<u>74,822</u>	<u>74,464</u>	<u>70,235</u>
Major repairs and replacements:			
Balcony repairs	-	3,955	-
Concrete and interlock	-	-	11,724
Electrical	-	-	15,040
Emergency lighting	8,000	-	-
Fire hose cabinets	4,000	-	-
Foundation	10,000	-	-
Lobbies	-	-	7,904
Reserve fund study	7,000	7,831	-
Roof	-	20,187	55,914
	<u>29,000</u>	<u>31,973</u>	<u>90,582</u>
Excess (deficiency) of revenue over expenses for the year	45,822	42,491	(20,347)
Net assets, beginning of the year	<u>134,000</u>	<u>142,988</u>	<u>163,335</u>
Net assets, end of the year	<u>179,822</u>	<u>185,479</u>	<u>142,988</u>

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED FEBRUARY 28, 2018

	2018			2017
	Operating Fund \$	Reserve Fund \$	Total \$	Total \$
Cash provided by (used in):				
Operating activities:				
Excess (deficiency) of revenue over expenses for the year	6,905	42,491	49,396	(23,905)
Changes in non-cash working capital balances:				
Accounts receivable	1,045	-	1,045	1,494
Prepaid expenses	(1,678)	-	(1,678)	(1,208)
Inter fund loans	5,941	(5,941)	-	-
Accounts payable and accrued liabilities	6,199	-	6,199	(6,318)
Increase (decrease) in cash during the year	18,412	36,550	54,962	(29,937)
Cash, beginning of the year	8,447	145,252	153,699	183,636
Cash, end of the year	26,859	181,802	208,661	153,699
Supplemental information:				
Interest received	-	814	814	90

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

NOTES TO THE FINANCIAL STATEMENTS

FEBRUARY 28, 2018

1. Operations

The Corporation, commonly known as 95 Beech Street, was registered without share capital on February 27, 2001 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 30 residential units.

2. Significant accounting principles

(a) Canadian accounting standards for not-for-profit organizations

The Corporation applies Canadian accounting standards for not-for-profit organizations.

(b) Fund accounting

The Corporation follows the restricted method of accounting for contributions.

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

The reserve fund reports the contributions from owners and expenses for major repair and replacement costs of the common elements and assets. Only major repairs and replacements of the common elements and assets can be charged directly to this reserve fund with the exception of the cost of a reserve fund study which may be charged to the reserve fund. Minor repairs and replacements are charged to repairs and maintenance in the operating fund. The Corporation segregates monies 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) Capital assets

Capital assets are expensed as acquired.

(d) Financial instruments

Financial instruments and financial liabilities are initially recognized at fair value and their subsequent measurement depends on the purpose for which the financial instruments were acquired or issued, their characteristics and the Corporation's designation of such instruments.

The Corporation's financial instruments are measured as follows:

Financial Asset/Liability	Measurement
Cash	Fair value
Accounts receivable	Amortized cost
Accounts payable	Amortized cost

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

NOTES TO THE FINANCIAL STATEMENTS

FEBRUARY 28, 2018

2. Significant accounting principles (continued)

(e) Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(f) Revenue recognition

Revenue from condominium fees is recognized at the beginning of each month. Interest income from banks and miscellaneous income from administrative charges is recognized as received.

3. Financial instruments and risk management

The Corporation's financial instruments consist of cash, accounts receivable, and accounts payable. Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest, currency or credit risks arising from these financial instruments.

4. Commitments

(a) Management

The Corporation had previously entered into a contract for management services commencing February 1, 2015. The contract renews automatically unless notice is given. Due to increased costs to administer the amendments to the Condominium Act (1998) the cost for services has increased. The amount budgeted for fiscal 2019 is \$15,218

(b) Winter maintenance

The Corporation previously entered into a contract for winter maintenance ending March 31, 2018. The commitment for the remaining period under the contract is \$836.

5. Income taxes

The Corporation is a not-for-profit organization and hence is exempt from income taxes.

6. Remuneration to officers and directors

The remuneration to officers and directors during the year was nil (2017 – NIL).

OTTAWA-CARLETON CONDOMINIUM CORPORATION #634

NOTES TO THE FINANCIAL STATEMENTS

FEBRUARY 28, 2018

7. Budget information

The budget amounts presented for comparative purposes are unaudited and are those approved by the Board of Directors. They have been reclassified to conform to the presentation adopted for the financial statements.

8. Reserve Fund

The Corporation, as required by the Condominium Act, 1998, has established a reserve fund for financing future major repairs and replacements of the common elements and assets.

The Directors have used the comprehensive reserve fund study with site inspection of Morrison Hershfield Limited, dated October 30, 2017 and other such information that was available to them in evaluating the adequacy of the annual contributions to the reserve fund for major repairs and replacements.

The reserve fund is evaluated on the basis of expected repair and replacement costs and life expectancy of the common elements and assets of the Corporation. Such evaluation is based on numerous assumptions as to future events.

9. Capital management

As a not-for-profit entity, the Corporation's operations are reliant on revenues generated annually. At times, the Corporation may accumulate net assets in its operating and reserve funds. A portion of these accumulated net assets is retained as working capital which may be required from time to time due to timing delays in receiving external funding. Any remaining balance in the operating fund is available for the use of the Corporation at management's discretion. The net asset balance in the reserve fund is available for financing future charges to the reserve fund as proposed by the Corporation's reserve fund study and subject to management's discretion.

10. Condominium Authority of Ontario

The Condominium Authority of Ontario has been established based on amendments to the Condominium Act and with the mandate to protect condominium owners and improve overall condominium living. Fees to fund the Authority are assessed to the Corporation on the basis of \$1 per month per voting unit. The first such fees cover the period from September 1, 2017 to March 31, 2018. The cost to the Corporation for these fees totals approximately \$209 and is reported on the statement of fund operations and changes in net assets – operating fund.

**Condo 634 Annual General Meeting
Minutes
August 28, 2017
18h30 – 20h27
Unit 203, 95 Beech St**

Present: Riek van den Berg, President, (203)
Sara O'Connor, Secretary / Treasurer, (109)
Barbara Ravanelli, Property Manager
Annette Jensen, Auditor, WGP Professional Corporation
Kira Kaminsky (104)
Linda Lord (107)
Betty Organ (201)
Glenda Lutes (202)
Alpa Patel (204)
Julia Gutsik (207)
Anne Kehoe (210)
Tracy Turnbull (306)
Francois Marcoux (305)
Susan Mary Leclerc, David Russell Dunlop (310)
Julia Gutsik (207)
Andria Caletti (108)

Proxies from:

Roch Boulanger (206)
Brigitte Blais (102)
Christina Lus (106)
Li Peckan (208)
Lou Pagotto (209)
Kathryn o'Hara (302)
Mike Pelley (304)
Siluijo Setka (308)

#	Item	Discussion	Decision
1	Call to Order		President Riek van den Berg called the meeting to order at 18h30.
2	Certification of Quorum and Proxies	13 owners present and 8 valid proxies = 20 units represented.	Quorum is 8/30 units represented so the meeting could continue.
3	Confirmation of Notice of Meeting	A notice including the AGM package was mailed to owners August 11, 2017, more than 15 days prior to the meeting and a notice was posted in	Required notice was provided.

		the building. A reminder of the AGM was also included in the most recent newsletter.	
4	Review of Audited Financials for Year Ending 28 February 2017	<p>Annette from WPG (Auditor) presented the audited Financial Statement to owners.</p> <p>-Francois asked if the heating increase is due to ventilation system not being on a timer. It was pointed out that the fire code required the hallways to have positive pressure at all times for safety.</p> <p>-Glenda inquired where the money from the operating fund was going to regarding repairs. Annette explained what the costs were for contracts and the larger items.</p> <p>-Annette gave the PM the invoice for the outstanding bill from D.R.Devine for the hold back on the shared wall siding project which was due in 2014.</p> <p>-Glenda suggested switching to LED lighting to offset the costs of utilities.</p> <p>-Glenda also asked about how long the Baxtec contract was for.</p> <p>-Annette spoke to the changes in the Condo act, which will take place around Nov. 1st, 2017. Licensing, training and education for the property managements, as well as a dispute resolution mechanism for condo owners.</p> <p>-Glenda asked if the AGM could be held in the spring instead of the fall.</p> <p>-Approval of the Financials for Year Ending 28 February 2017 was moved by David (310) and seconded by Anne (210).</p>	Motion was carried.
5	Appointment of Auditor	The board recommended the selection of WGP as auditor again for FY 2017-18. This was based on performance for previous audits and the fact that an RFP was done prior to the 2015-16 audit to in the spirit of fairness and transparency. This was moved by Linda (017) and seconded by Glenda (202).	Motion was carried.
6	Approval of Previous Annual General Meeting Minutes	Approved as moved by Francois (305) and seconded by Kira (014).	Motion was carried.

7	Presidents Report	<p>President's Report AGM 2017</p> <p>This report and meeting deals with the events of March 1, 2016 to February 28, 2017.</p> <p><i>*Please refer to Annex 1 below</i></p>	
8	Appointment of Scrutineers	<p>Motion to appoint Alpa (204) and Francois (305) as scrutineers was moved by David (310) and seconded by Betty (201).</p>	Motion was carried.
9	Elections of Board of Directors	<p>Riek (203) and Julia (207) are going into their second year of their term for being on the board, so they will remain on the board.</p> <p>Tracy was nominated for the third position on the board which Betty (201) and Susan (310) motioned.</p> <p>Riek welcomed Tracy to the board.</p>	Motion was carried to elect Tracy as the third member of the board

10	Corporation Business Discussion	<p>-Alpa (204) thanked everyone about composting and offered extra compost bins, Alpa also said would leave the big compost bin outside for 3 weeks in September and October for plants that need to be thrown out before winter.</p> <p>-and a reminder to donate bottles to Alpa...who donates the \$ to cat shelter \$120 have been donated☺</p> <p>-Anne (210) asked what are the expectations of the snow removal contractor for our upcoming season. PM broke down the process costs related to the snow contractor (starts Nov. 1-april 1st). PM will speak to 80 Aberdeen about who their contractor is and maybe use the same people.</p> <p>-Francois suggested that a better ticketing system for the new website. A shared vision (so if someone requests something that is "common" element. PM asked Francois to send her an email of his suggestions on how to make the website more efficient and resident as well as community forum where people can chat about issues etc.</p> <p>-Tracy suggested maybe there should a list of expectations for each contractor we bring into our building.</p> <p>-Riek mentioned the number for the emergency number is incorrect? PM will look into it.</p> <p>-Francois asked about the 2017 reserve fund study. This has not yet been received by the board.</p> <p>-Francois asked about the NEW condo act and what is to be expected. Riek listed some of the things that may or may not take place, but nothing is confirmed.</p> <p>-Glenda asked about what the job description of the cleaners was? Such as the bugs in the lights, the cob webs, door knobs etc.</p> <p>-Glenda also asked about the pest control contract and the cost related to having someone come in once a month to keep them from getting worse.</p>	
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		<p>-Glenda also spoke about the garage cleaning (underground) and all the dust. The PM said she was looking at getting a water access installed so that contractors could do a wet cleaning in the future.</p> <p>-Glenda also informed the group that the hose needs to be turned off by both the control handle and the valve.</p> <p>-Glenda thanked everyone for their efforts in helping with the bike room and indicated her willingness to help people learn how to hang their bicycles.</p> <p>-Susan proposed a roundtable discussion that could take place once a month or so where everyone could share their concerns as well as develop ideas and proposals to present to the board. She also talked about an education forum that speaks to things that owners have questions about and would like to learn more about, as well as a new garden community. Susan also suggested the group might use Google drive as a way to communicate. ORT is the name for the roundtable.</p> <p>-Francois said the intercom system has some incorrect information and asked the property manager to follow up. Owners were encouraged to return their information packages to the property manager even if there were no changes so that the property manager would have complete and up to date owner/resident information.</p>	
11	Adjournment	<p>Riek asked everyone in the meeting to introduce themselves and which unit they live in.</p> <p>Alpa moved to adjourn the meeting and it was seconded by Tracy.</p>	<p>Motion was carried.</p> <p>The meeting was adjourned at 20h32.</p>

Annex 1

President's Report for AGM 2017

Delivered by Riek van den Berg, President OCCC 634

President's Report AGM 2017

This report and meeting deals with the events of March 1, 2016 to February 28, 2017.

Your board has met monthly in person to conduct the business of our condominium corporation. The meetings include reviewing the financial statements, getting a report from the property manager, discussing issues raised by owners and planning. I would like to thank Julia Gutsik who joined the board after the last AGM and Sara O'Connor for their hard work and commitment to our condominium.

I would also like to thank the owners who have helped improve conditions here for all of us. Everyone who picked up some trash, reported an issue with the common elements and generally looked after our home as if it was our own, which it is!

Last summer's gardening committee of Betty Organ and Glenda Lutes worked hard to restore some order to the garden. Alpa Patel organized the compost program for us with the city of Ottawa and it has been very successful, diverting a significant amount of waste from landfill. Francois Marcoux has continued to be very helpful to the board and to the property manager. He has set up the Keywatcher and continues to manage that. He also has agreed to take over managing the Enterphone.

The board's focus for this year was to continue to correct deficiencies in the building and to establish a regular plan for maintenance and preventative maintenance. As well, the board established a number of good board governance practices.

At the beginning of the fiscal year, Edi McCord had just started as our property manager. As can be expected, it took some time to develop a working relationship and for her to get to know the building and the owners.

The following major work was done during the year:

- < Legal counsel was obtained about the status of Bylaw 2, the standard unit definition. As the records did not provide enough information to satisfy the requirements for passing and registering a bylaw, the board decided to go through the process properly. As you may remember, the bylaw was presented to owners and the required majority of owners approved the bylaw as presented at the last AGM. This has now been registered and should be one of the title documents for each unit. If you need a copy, please contact the property manager.
- < The shingles on the sloped roofs and the associated skylights were replaced.
- < Baxtec was awarded the contract to provide regular maintenance to the building's common elements heating and ventilation systems.
- < The hydro vault was torqued (cleaned and the various components inspected) for the first time since the building was converted to condominium. This should normally happen every three years, according to Hydro Ottawa. It should be planned for the summer of 2019.
- < The lobby and vestibule were painted.
- < The tile in the vestibule was replaced. It was discovered that there was no real structure

under the tiles so a concrete pad had to be installed first before the new tiles were put down.

- < The city of Ottawa was offering up free trees. Thanks to Glenda Lutes for working with the City Forrester and getting us two crab apple trees for the front garden!
- < The garage floor was swept and washed for the first time in several years.
- < The exterior windows were washed.
- < Information about duct cleaning was provided to owners, along with the name of a recommended contractor who has experience with the building.
- < The ramp to the parking garage was repaired.
- < The garbage room was pressure washed and painted and the bins were cleaned.
- < Lines and numbers were painted in the outside parking lot.
- < The keywatcher was made fully operational and holds a copy of all the unit keys as well as the keys for the common elements. If you rekey your locks, please remember that you must provide a copy of the new key to the property manager.
- < The board established policies to guide the work of the board and the property manager. Additional policies may be developed by future boards. The current policies include:
 - < developing and maintaining board policies
 - < personal information
 - < key management
 - < financial instruments
- < The board approved the compost project as suggested by owners at the last AGM.
- < As directed by the owners at the previous (2015-2016) AGM, an Request For Proposals was done, a number of submissions were received from auditing companies and WGP was engaged as the auditor for this fiscal year.
- < The condo manual was updated for posting on Integral's Shift Suite web site for our condo. Thanks to Glenda Lutes for her help with this.
- < Last summer there were a number of leaks within the building caused by Air Conditioning units. These are an owner responsibility to maintain. Interestingly, there have been fewer issues with these types of leaks this summer, but this could be because the summer has not been that hot.
- < The directors adopted the Code of Ethics for Condo Directors.
- < A Request for Proposals was issued for the reserve fund study and Morrison Hershfield was awarded the contract. This was due to be a full study, complete with site visit.
- < The drain lines in the garage and the catch basins were flushed.
- < A security audit was completed by the Ottawa Police Department and a report received. The officers felt that the condo was actually in very good shape from a security perspective. They did make some suggestions for improved security cameras and lighting and the board will consider these once we have the reserve fund study completed so we know what is included in there.
- < Pyron conducted the annual inspection of alarms and associated fire protection equipment. This occurs annually and will be scheduled again for this fall.
- < The new director attended the Director Education course. This is expected of all new directors, to help them learn what is involved in being a condo board director.
- < A monthly newsletter was produced and distributed to owners.

Since we are half way through this fiscal year, here is just a brief update of this year so far:

- < the parapet flashing was replaced. This completes the roof replacement project started in 2014 and was done upon the advice of engineers after a significant number of leaks into the

second story units occurred.

- < the parking lot was swept—first time in a few years
- < the exterior of the windows were washed—an annual item.
- < The property manager was removed, upon the request of the board.
- < Our property management company, Integral, merged with our previous property management company, Capital Concierge, to create Capital Integral on June 1, 2017.
- < Barb Ravanelli became our new property manager as of June 1, 2017 and an orientation to our corporation was provided.
- < The trees on the west side of the building were trimmed by the City of Ottawa. Many thanks to Glenda Lutes for negotiating this with the City Forrester. The trees belong to the city as they are on city / NCC land.
- < The site inspection by Morrison Hershfield was conducted on . Many thanks to Francois for assisting with this. We are eagerly awaiting the draft report.
- < The sump pump by the garbage room was replaced as the previous one was no longer working.
- < Standards for snow clearing were developed and approved by the board that will guide the PM and future contractors.
- < A web site, controlled by the board, was created to share past issues of the newsletter and the governing documents of our condo, as they are in the public domain.
- < Capital Integral is rolling out a new web site for their properties and all owners should be receiving an invitation to sign in and request a password. This replaces the Shift Suite site that Integral used.

As your president, I attended a number of education sessions over the year in order to stay on top of condo issues and the upcoming changes in legislation related to condominium corporations. I've shared this information with the other directors and with owners through the newsletters. There will be more changes announced in the fall and winter and I encourage all owners to provide feedback to the government as proposed changes are announced.

Thanks to all of you for your support!

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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.

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 634

CANDIDATE:

My name: Riek van den Berg

My mailing address (optional):

_____, ON _____

My Email Address (optional): _____

My Telephone Number (optional): _____

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

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


Signature of candidate

2018-08-02

Date (yyyy-mm-dd)

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

Instruction

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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

To (condominium corporation's name):
Ottawa Carleton Condominium Corporation No. 634
Warehouse Lofts

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 August, 2018, at _____
day of month month year time of day ☐ am ☐ pm

Signature

Proxy Identification Number (optional):	Proxy Identification Number (optional):
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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 2018/08/20 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.

☐ 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.

☐ 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

Signature or initials

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
	Glenda Lutes	
	Riek van den Berg	

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:

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 *Condominium Act, 1998*.

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
	Glenda Lutes	
	Riek van den Berg	

Instruction to person filling out the form: 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:

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