

# **CARLETON CONDOMINIUM CORPORATION 264**



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

**Tuesday, 2018 May 15, 6:30 PM**

**Cairine Wilson SS**

**975 Orleans Boulevard**

**Ottawa, Ontario**

**Contents:**

Notice and Agenda of the Annual General Meeting

Audited Financial Statement for the year ending 2017 December 31

Minutes from the Previous Annual General Meeting

Disclosure Obligations and Qualifications for Candidates and Directors

Candidate Disclosure Statements and Information

Proxy Form

Issued: 2018 April 30

## NOTICE OF MEETING OF OWNERS

1. Date: 2018 May 15  
Time: 6:30 p.m. Registration; 7:00 p.m. Meeting
2. Location: Cairine Wilson SS, 975 Orleans Boulevard
3. for the purpose of attending to the required business of Carleton Condominium Corporation 264 as outlined in the enclosed agenda.
4. The quorum needed for this meeting is the owners of 46 out of 184 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.

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

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), if any

☐ Yes ☒ No

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.

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

☒ 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.

☒ 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 maximum number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are: 1 for a 3 year term

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is: 1

Total number of positions on the board is: 5

The current Directors and terms are:

Natasha Brunet, President - 31 May 2016-2019

Bernie Fradette, VP - 05 June 2017-2019

Brian Buys, Treasurer - 05 June 2017-2018

Heather Ross, Secretary - 05 June 2017-2020

Claude Durocher, Director - 05 June 2017-2020

### **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	Reserved position
Jennifer Goldstone	782 St. André Drive, Unit 29B Orleans ON K1C 4R6	<input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Claude Gariepy	758 St. Andre Drive, Unit 87B Orleans ON K1C 4R6	<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.

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

This meeting will involve the removal or appointment of an auditor for the corporation. An auditor is proposed to be removed as auditor for the corporation

☐ Yes ☒ No

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

☐ 8.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: N/A

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

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

9. ☐ Additional material that was submitted by owners by the deadline specified in the preliminary notice is being included with this notice. None

10. ☐ A by-law of the corporation requires that additional material be included with this notice. The following additional material 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 184 = 46)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2017 December 31
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
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, Monday, 2018 May 14. 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 [baiken@cimanagement.ca](mailto:baiken@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,



Denise Stimson  
[dstimson@cimanagement.ca](mailto:dstimson@cimanagement.ca)  
 Capital Integral Property Management  
*Agents for and on behalf of CCC 264*

**Carleton Condominium Corporation No. 264**  
**Financial Statements**  
For the year ended December 31, 2017

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## Independent Auditor's Report

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**To the Condominium Owners of  
Carleton Condominium Corporation No. 264**

We have audited the accompanying financial statements of Carleton Condominium Corporation No. 264, which comprise the statement of financial position as at December 31, 2017, and the statements of operating fund and reserve fund operations and changes in fund balance and the statement of cash flows for the year 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.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from 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 auditor's 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 Corporation'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 Corporation's internal control. An audit also includes evaluating the appropriateness of 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 we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





#### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Carleton Condominium Corporation No. 264 as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Other Matters

We were engaged to conduct an audit, in accordance with Canadian generally accepted auditing standards, on the financial statements prepared by the Corporation's management in accordance with Canadian accounting standards for not-for-profit organizations. We were not engaged to, nor do we, provide any assurance as to whether the Corporation is in compliance with all aspects of the Condominium Act of Ontario (as proclaimed on May 5, 2001) and we were not engaged to, nor do we, provide any assurance as to the adequacy of the reserve fund to cover future major repairs and replacements.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario  
April 27, 2018

# Carleton Condominium Corporation No. 264

## Statement of Financial Position

December 31	Operating Fund	Reserve Fund	2017	2016
<b>Assets</b>				
<b>Current</b>				
Cash	\$ 16,746	\$ 1,028,276	\$ 1,045,022	\$ 996,544
Investments (Note 3)	-	573,769	573,769	739,389
Accounts receivable	8,113	-	8,113	7,002
	<u>\$ 24,859</u>	<u>\$ 1,602,045</u>	<u>\$ 1,626,904</u>	<u>\$ 1,742,935</u>
<b>Liabilities</b>				
<b>Current</b>				
Accounts payable and accrued liabilities	\$ 42,245	\$ 141,772	\$ 184,017	\$ 17,092
Due to operating fund (Due from reserve fund)	(9,143)	9,143	-	-
	<u>33,102</u>	<u>150,915</u>	<u>184,017</u>	<u>17,092</u>
<b>Contractual obligations (Note 4)</b>				
<b>Fund balances</b>				
Operating fund deficiency	(8,243)	-	(8,243)	(8,368)
Reserve fund (Note 2)	-	1,451,130	1,451,130	1,734,211
	<u>(8,243)</u>	<u>1,451,130</u>	<u>1,442,887</u>	<u>1,725,843</u>
	<u>\$ 24,859</u>	<u>\$ 1,602,045</u>	<u>\$ 1,626,904</u>	<u>\$ 1,742,935</u>

On behalf of the board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director



# Carleton Condominium Corporation No. 264

## Statement of Operating Fund Operations and Changes in Fund Balance

For the year ended December 31	Budget	2017	2016
	(Unaudited)		
<b>Revenues</b>			
Condominium fees	\$ 625,754	\$ 625,759	\$ 601,437
Parking and miscellaneous	10,425	10,557	10,627
Special assessment	-	19,000	-
	<u>636,179</u>	<u>655,316</u>	<u>612,064</u>
<b>Expenses</b>			
Bad debts	-	1,236	-
Hydro	6,435	6,384	7,071
Insurance	38,985	38,985	37,043
Management fees	40,952	43,914	40,647
Office and administration	2,799	4,901	3,243
Parking control	3,618	3,512	3,512
Professional fees	5,013	6,794	4,979
Repairs and maintenance	41,500	37,578	36,369
Snow removal	59,121	66,077	54,123
Summer grounds	20,895	20,272	22,562
Swimming pool	19,936	21,620	20,493
Waste removal	10,077	11,632	9,782
Water	89,175	89,286	93,497
	<u>338,506</u>	<u>352,191</u>	<u>333,321</u>
<b>Excess of revenues over expenses before transfer</b>	297,673	303,125	278,743
<b>Transfer to reserve fund (Note 2)</b>	<u>303,000</u>	<u>303,000</u>	<u>288,572</u>
<b>Excess (deficiency) of revenues over expenses</b>	\$ (5,327)	125	(9,829)
<b>Operating fund balance (deficiency), beginning of the year</b>		<u>(8,368)</u>	1,461
<b>Operating fund deficiency, end of the year</b>		<u>\$ (8,243)</u>	<u>\$ (8,368)</u>

# Carleton Condominium Corporation No. 264

## Statement of Reserve Fund Operations and Changes in Fund Balance

For the year ended December 31	2017	2016
<b>Revenues</b>		
Investment income	\$ 44,810	\$ 12,048
<b>Expenses</b>		
Bank charges	92	67
Concrete and interlock	-	8,373
Eavestroughs and downspouts	-	1,245
Exterior painting	-	4,243
Garbage room	-	5,639
Landscaping	-	15,594
Parking garage	-	5,037
Privacy walls	7,746	-
Professional fees	53,901	-
Roofs	42,940	4,139
Siding, trim and flashing	516,358	-
Steps	9,854	-
Windows and doors	-	1,206
	<u>630,891</u>	<u>45,543</u>
Deficiency of revenues over expenses before transfer	(586,081)	(33,495)
Transfer from operating fund (Note 2)	<u>303,000</u>	<u>288,572</u>
Excess (deficiency) of revenues over expenses	(283,081)	255,077
Reserve fund balance, beginning of the year	<u>1,734,211</u>	<u>1,479,134</u>
Reserve fund balance, end of the year	<u>\$ 1,451,130</u>	<u>\$ 1,734,211</u>

## Carleton Condominium Corporation No. 264

### Statement of Cash Flows

For the year ended December 31	2017	2016
<b>Cash flows from operating activities</b>		
Excess (deficiency) of revenues over expenses	\$ 125	\$ (9,829)
Changes in non-cash working capital:		
Accounts receivable	(1,112)	(1,661)
Accounts payable and accrued liabilities	25,154	2,136
Prepaid fees	-	(2,179)
Due to/from reserve fund	(8,180)	(5,684)
	<u>15,987</u>	<u>(17,217)</u>
<b>Net increase (decrease) in cash</b>	<b>15,987</b>	<b>(17,217)</b>
Cash, beginning of the year	<u>759</u>	<u>17,976</u>
<b>Cash, end of the year</b>	<b>\$ 16,746</b>	<b>\$ 759</b>

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# Carleton Condominium Corporation No. 264

## Notes to Financial Statements

December 31, 2017

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### 1. Accounting Policies

#### Status and Purpose of Organization

Carleton Condominium Corporation No. 264 is a not-for-profit organization incorporated without share capital under the Condominium Act of Ontario.

The purpose of the Corporation is to manage and maintain the common elements of the condominium (as detailed in the Corporation's Declaration and By-Laws) and to provide common services for the benefit of the owners of the 184 units of the condominium in the city of Ottawa.

The Corporation is a non-profit organization under the Income Tax Act and, as such, is exempt from income taxes.

#### Basis of Accounting

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

#### Fund Accounting

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

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

The reserve fund reports the contributions from owners and expenses for major repairs and replacement costs of the common elements. The basis for determining the reserve fund's requirements is explained in note 2. Only major repairs and replacements of the common elements are charged to the reserve, with the exception of the cost of the reserve fund study which may be charged to the reserve fund. Minor repairs and replacements are charged to repairs and maintenance of the operating fund.

The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in special accounts. Interest earned on these amounts is credited directly to the reserve.

#### Revenue Recognition

Owners assessments are recognized as revenue in the statement of operations monthly based on the budget distributed to owners each year. Special assessments are recognized as revenue when they become payable by the owners to the Corporation. Interest and other revenue are recognized as revenue of the related fund when earned.

#### Common Elements

The common elements of the property are owned proportionately by the unit owners and consequently are not reflected as assets in these financial statements.

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## Carleton Condominium Corporation No. 264

### Notes to Financial Statements

December 31, 2017

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#### 1. Accounting Policies (continued)

##### Financial Instruments

###### Initial and subsequent measurement

The Corporation initially measures its financial assets and liabilities at fair value. The Corporation subsequently measures all its financial assets and liabilities at amortized cost, except for investments which it chooses to measure at fair value. Changes in fair value are recognized in the statement of operations of the appropriate fund.

###### Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment.

###### Transaction costs

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations of the appropriate fund in the year incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in the statement of operations of the appropriate fund over the life of the instrument using the straight-line method.

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#### 2. Reserve for Major Repairs and Replacements

The evaluation of the adequacy of the reserve fund is based on numerous assumptions as to future events. The directors' evaluation is that the reserve should provide sufficient funds to finance such major repairs and replacements as may be necessary based on a reserve fund study by Newbridge Engineering Inc. dated March 30, 2015. The Corporation's plan for contribution to the reserve fund for 2017 was \$303,000 and plan for expenses from the reserve fund for 2017 was \$666,126. The study projected a reserve fund balance on December 31, 2017 of \$1,431,893. The actual reserve fund balance on December 31, 2017 is \$1,451,130.

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## Carleton Condominium Corporation No. 264

### Notes to Financial Statements

December 31, 2017

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#### 3. Investments

	2017	2016
Bank of Nova Scotia GIC, 2.302%, redeemed during the year	\$ -	\$ 50,779
Bank of Nova Scotia GIC, 0.71%, matured February 27, 2017	-	55,422
TD Mortgage Corp GIC, 1.00%, matured March 2, 2017	-	107,480
Bank of Nova Scotia GIC, 1.42%, matured May 26, 2017	-	150,809
TD Mortgage Corp GIC, 1.00%, matured August 24, 2017	-	156,647
TD Canada Trust GIC, 0.90%, matured August 24, 2017	-	145,047
TD Canada Trust GIC, 0.95%, maturing February 11, 2018	123,564	-
Toronto-Dominion Bank GIC, 0.95%, maturing March 14, 2018	180,473	-
TD Canada Trust GIC, 0.95%, maturing March 14, 2018	146,269	-
Bank of Nova Scotia GIC, 1.35%, maturing May 24, 2018	50,411	-
TD Mortgage Corp GIC, 1.1732%, maturing May 6, 2019	73,052	72,205
	<u>\$ 573,769</u>	<u>\$ 738,389</u>

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#### 4. Contractual Obligations

##### Operating Fund

The Corporation has entered into a contract for snow removal services ending April 30, 2019. Minimum payments under the contract for the years ending December 31, 2018 and December 31, 2019 total \$56,839 and \$37,893 respectively, including HST.

##### Reserve Fund

The Corporation has entered into a contract for a siding replacement project at a total cost of \$752,146. During the year, \$516,358 was charged to the reserve fund reflective of the value of work performed up to December 31, 2017 as approved by the supervising engineer. The remaining balance of \$235,788 will be charged to the reserve fund as the work is completed. All figures above are inclusive of HST.

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#### 5. Budget Information

The budget figures presented for comparison purposes are unaudited and are those approved by the Board of Directors.

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#### 6. Remuneration of Directors and Officers

No remuneration was paid to Directors or Officers during the year.

**CARLETON CONDOMINIUM CORPORATION NO. 264**  
**ANNUAL GENERAL MEETING OF OWNERS**  
**Cairine Wilson Secondary School, 975 Orleans Blvd.**  
**Monday June 5, 2017, 7:00 p.m.**

<b>PRESENT:</b>	Natasha Brunet	President
	Bernadette Fradette	Director
	Brian Buys	Director/Secretary
	Neil Scilley	Auditor, BDO Canada LLP
	Steven Deveau	Property Manager, CI Property Management
	Elaine Richard	Recording Secretary

**1.     INTRODUCTIONS**

President, Natasha Brunet, opened the meeting at 7:00 p.m., and welcomed all owners.

The new Property Manager, Steven Deveau, and Recording Secretary, were introduced.  
The president turned the chair of the meeting over to Brian to continue.

**2.     CERTIFICATION OF QUORUM AND PROXIES**

Brian Buys confirmed quorum with 48 owners present, and 22 owners represented by proxy.

Brian also advised that the Auditor would be attending later in the evening, so Items 4 and 5 would be moved to accommodate his arrival.

**3.     CONFIRMATION OF NOTICE OF MEETING**

Brian confirmed that the Notice of Meeting was sent to owners in accordance with the requirements of the *Condominium Act, 1998*.

**4.     PRESENTATION OF THE MINUTES OF 2016 ANNUAL GENERAL MEETING**

Motion made by Livio Merlo (Unit 38A), and seconded by Claude Durocher (Unit 37A) to approve the Minutes of the 2016 Annual General Meeting. Motion carried.



## 5. **PRESIDENT'S REPORT**

Natasha Brunet reported that it was a quiet year. Some of the projects completed throughout the year included repairing stairs, trimming and care of hedges, on-going patch and sealing of cracks in sidewalks, repair of 6x6 steps with interlock brick in front of some houses, and typical repair work around the property.

The parking lot has been swept and cleaned, and the top soil was dropped off and is all gone.

The Board is not always around, and likes to hear from owners if anything requires repair. There has been a big turnaround in keeping the garbage area clean, thanks to Hector. However, large items are being put out, and owners are asked to advise their tenants not to put big items out a week before garbage day. Large items can also be donated to various local charities.

The condominium is using H2O pool maintenance this year, as Superior Pools is no longer in the Ottawa area. The pool will be open from June 23 through to/including Monday, September 4<sup>th</sup>. The pool hours will stay the same:

10-11 Pool maintenance  
 11-12 Adult swim  
 12-5:00 Supervised swim  
 5:00-5:30 Lifeguarded break  
 5:30-7:30 Supervised swim  
 7:30-8:30 Adult swim

### Next year:

The siding project has finally started, although progress has been slow due to weather. A meeting took place to vote on the insulation, however, there were not enough votes. Owners should be conscious of the restricted working areas.

Lucie Levesque (Unit 75B) commented that she only received the notice of the siding meeting the day of the meeting, otherwise, she would have attended.

Some fireplaces are unsafe, but these issues are being put on hold for now, as there are larger projects that need to move forward. If owners wish to install a fireplace with Board approval, that option is there.

The President reminded residents of lower units to move toys, chairs, etc. back into their own yard, as they should not be left in common areas. Upper units have their balcony as their personal space to use. Owners should be considerate of other people who live in the community.

The Board has had struggles with the property management and their accounting department for the past two years. They have spent countless hours rectifying problems. Since Steven Deveau has become property manager, there has been a difference for the better.

Melodee Aubrecht (54A) asked why owners were not informed of the financial difficulties. Brian Buys replied that money is not missing, but was just put into the wrong category. There was also an issue with second parking spot fees not being collected, but the Board is now on top of this. There was no need to advise everyone, as there was no money missing. Melodee disagreed, and stated that owners must be advised as, collectively, it is their money. Brian responded that the auditor also is a second check for everything, and all funds were accounted for.

Natasha stated that there were other challenges, including repair requests by owners not being addressed in a timely manner. She noted that since Steven came, there has been an improvement. However, if the difficulties continue, there would be an opportunity to look for a new property manager.

Anik Corbeil (Unit 23A) advised that her unit is for sale. She raised a concern that no one is coming to see this condominium's units. She asked if it is possible that realtors would be aware of the misplaced funds. Natasha responded that the money was not missing, and no, this would not affect the sale of a unit.

Simon Rolfe (Unit 44A) asked when the property management contract was last tendered. It was noted that the condominium inherited Bridgeport from Megacorp. Brian Buys answered that when Bridgeport took over from Megacorp, the contract was tendered. Simon suggested that the contract be tendered after this meeting. Brian stated that it is no small task to find another property management company. It is preferable to get improved service from the current property management company, rather than find a new one. The Board is aware of the situation, and recognizes that the present company is doing a good job. However, if they must tender the contract, they will.

Simon Rolfe (Unit 44A) attempted to put a motion to the floor that the property management contract be tendered at the conclusion of this meeting, however, it was pointed out by Jim Brown (Unit 64A) that a motion cannot be put on the floor if it was not included in the Notice of Meeting.

Catherine Hall (Unit 31A) commented that she has seen improvements as to the timing of things to be done. She added that it may be too early to re-tender the contract.

Lucie Levesque (Unit 75B) suggested that there may be an opportunity to get feedback on other property management companies when the new Board member attends the Director's course.

Edith Gilbert (Unit 84B) stated that she is very disappointed that the insulation is not included in the whole price of the siding. She asked how much more it would cost to have it included. Brian Buys

advised that the Board has to go by the majority of owners. However, at the meeting, it did not work out, although the Board recommended it. It was \$2,000 per unit.

Brian Buys confirmed that the contract includes replacement of bad wood behind the siding.

Eric Coulombe (Unit 83B) inquired if a group of owners could add the increased insulation, if they all agree. Brian Buys responded that if all units on the facing side agreed, it might be possible. It would be a completely separate contract, and not part of the present contract. The Board can speak to the consultant engineer to see if this would be an option, but it may complicate the whole process. It would likely be more than \$2,000 per unit, as it is not part of the whole project.

Melodee Aubrecht (54A) commented that she would like the adult swim hours to be from 7:00 to 8:30 p.m. She added that this was not addressed last year when she asked. She asked the Board to look into this. A discussion ensued regarding the issue of how many adults use the pool vs. children. Natasha advised that this year, the contract has already been set. However, the Board will discuss the possibility for next year.

Wayne Marlatt (Unit 90B) questioned when the next fireplace inspection is scheduled, and what is the process if a fireplace is condemned. Brian Buys advised that the inspections happen in conjunction with chimney cleaning. If a fireplace is condemned, the Board is notified, and the owner will receive a letter advising of such. The next inspection will be at the end of the summer.

Livio Merlo (Unit 38A) asked how insurance would be affected if a condemned fireplace is then used by an owner and causes damage. Brian Buys replied that the Board will have to ask the insurance company this question.

Brian Buys confirmed that fireplaces are still safe, unless the owner has been notified otherwise.

Catherine Hall (31A) inquired if the investigation of her fireplace is being done separately, as her fireplace was borderline as to whether it should be used. Brian advised that they are trying to get Romantic Fireplace to do the separate investigation.

Christine Clermont (Unit 78A) advised that her unit was missed for the inspection. She has not been able to use her fireplace as a result. Brian Buys answered that he will check the list. He added that as her fireplace was checked the year before and was fine, unless she got a notice otherwise, she should not be worried about using it.

Eric Coulombe (Unit 83B) asked if something could be done to render fireplaces unusable if a unit received a notice. The Board will discuss this before this winter.

Gail Mulhall (65A) questioned the water supply outside the units which are currently turned off. She asked if there is a way to have a unit's water turned off to save money over the summer. Brian Buys responded that it is not an option to turn unit water off, as there are no individual unit water

meters. Gail commented that it is hard to beautify the area with no water.

Livio Merlo (Unit 38A) asked what the unit owners are responsible for regarding fireplaces. Brian Buys advised that the Corporation is responsible for the chimney, and the firebox is the unit owner's responsibility. He explained that if the Corporation replaced the chimney, the firebox would have to match. The price for both would be between \$6-10,000 for a wood-burning fireplace. This would come out of condominium fees, as there is nothing in the reserve fund study to replace fireplaces. If this were to happen, there would be a special assessment. Brian confirmed that fireplace options are still available, but not the gas option.

Claude Durocher (Unit 37A) reported that a few people are using block heater outlets to plug in their electric vehicles. As these are common elements, owners are paying for their fuel. Claude suggested adding an extra cost to the parking spot fee for these owners to use the electricity, or unit owners can get their owner breakers. Lucie Levesque (75B) mentioned that some units also use the outlets to plug in their renovation equipment, so that is a whole other issue. Brian Buys responded that the electricity used for an electric vehicle is more constant.

## **6. APPROVAL OF THE AUDITED STATEMENTS**

Neil Scilley, Auditor, BDO, presented the Audited Financial Statements, which were included in the owners' AGM package. He gave a summary of the financial statements.

Livio Merlo (Unit 38A) referred to the misallocated funds discussed earlier in the meeting. The auditor explained that if the expenses were within the operating fund, items are grouped together as a catch-all. If it is a repair in nature, the auditors would not be concerned.

A question was raised by Wayne Marlot (Unit 90B) regarding the budget's projected water cost going down. The Board was asked why was the budget set low. Brian Buys commented that this was part of their frustration. He stated that it could have been that the projection they received from the property manager was low. Brian confirmed that the special assessment is not for the water, but for the extra costs due to snow removal. He added that there most likely will not be this extra snow removal charge next year.

Agatha Bonadio (Unit 48B) inquired if all units had changed their toilets, and could they be fined if not done. Brian Buys replied that this is possible, however, he thought that all units had the toilets changed. All units were required to provide proof of the change.

Brian stated that there has been an 8% increase in water, which is not out of the ordinary, given the City's projections for water charges. However, this is a lot of money, and owners should do what they can to save water. The Board will be looking at block water usage, as well as other assessments.

Lucie Levesque (75B) suggested looking at individual water pricing, as units may have one person or a family of five people. Lucie also suggested that the snow removal company be asked to waive the extra dumping charges in order to keep our business. The Auditor responded that there are costs of about \$40,000 to have individual meters installed.

Simon Wolfe (Unit 44A) suggested that the Board refer to the City of Ottawa website to see the water rate increases when setting the budget. Brian Buys responded that the Board will keep this in mind for next year.

Claire Charron (Unit 50B) commented that the snow contractors do not remove enough snow on the walkways. She reported falling as there was ice under the snow.

It was noted that if people have removed the water saver shower heads that were installed in the past, they are using a lot more water.

Anik Corbeil (Unit 23A) commented that the parking control is not being enforced.

Motion made by Jennifer Gadstone (29B), and seconded by Claude Durocher (Unit 37A) to accept the audited financial statements as presented. Motion carried.

## **7. APPOINTMENT OF AUDITOR**

Motion made by Simon Rolfe (Unit 44A), and seconded by Denis Gagnon (Unit 29A) to authorize Board to re-appoint BDO Canada LLP as Auditor for the fiscal year ending December 31, 2017. Motion carried.

## **8. ELECTION OF (4) FOUR PERSONS TO THE BOARD OF DIRECTORS**

Simon Rolfe (Unit 44A) inquired if a Board member can live off-site. Brian Buys confirmed that one of the Board positions can be occupied by a non-resident owner. In order to change this, 65% of owners must agree.

Brian Buys advised that two positions are for a two-year term; one position is for a two-year term, and one position for a one-year term. Bernadette Fradette and Brian Buys terms are finished, and two Board members have resigned.

Nominations received by the Board:

Heather Ross

Brian Buys

Bernie Fradette

Brian Buys asked for nominations from the floor.  
 Claude Durocher (Unit 37A) was nominated by Anik Corbeil (Unit 23A).  
 Heather Ross and Claude Durocher spoke briefly to the meeting.

Motion made by Jennifer Gadstone (29B), and seconded by Lucie Levesque (Unit 75B), to acclaim Bernadette Fradette, Brian Buys, Heather Ross, and Claude Durocher to the Board of Directors.  
 Motion carried.

Jennifer Gadstone (Unit 29B) thanked the Board for all their work, and stated that she would run for the Board next year.

## **9. GENERAL DISCUSSION**

Steven Deveau was asked about the status of the website. He responded that he has been with Integral since February of 2017, and his understanding is that this Board sent all the required information, and it will be deployed in the next few months.

Anik Corbeil (Unit 23A) raised the issue of parking control. Steven Deveau advised that parking control comes 14 times a month, either during the day or evening. They are mostly concerned with illegal parking in the visitor or fire lane. Owners should contact him about vehicles violating the rules so they can be ticketed. Money from tickets goes to the City, and will impact their drivers license.

Lucie Levesque (Unit 75B) asked for clarification of the special assessment. Brian Buys confirmed that it is a one-time payment of \$100, on top of the condominium fee. The payment will come out on July 1, 2017.

Anik Corbeil (Unit 23A) suggested that a volunteer do the parking ticketing, and the Corporation will get the money. She will contact her friend whose condominium uses this system, to get details. Lucie Levesque (Unit 75B) suggested that Hector do the ticketing, and he would get a percentage. Bernadette Fradette questioned how the Corporation could make the owner pay the ticket.

Steven Deveau confirmed that he receives a complete report of all parking infractions from the parking control, and forwards it to the Board.

Edith Gilbert (84B) reported seeing people feeding pigeons on balconies. Brian Buys agreed that owners should be reminded not to do this.

Kathryn Ritchie (Unit 66B) raised a concern about hanging laundry on balconies. She stated that if laundry is hung out during the day, it will look like a slum.

Cecil Wigney (Unit 66B) mentioned dogs not on a leash, and owners not picking up after their dogs.

Brian Buys advised that By-law can be called about these issues.

Diane Diane Harper (45A) asked that the newsletter include a reminder to not let dogs urinate in the outside garden areas, or let children jump all over the gardens.

Brian Buys reminded owners to fill out tenant information form, and provide it to Steven Deveau. As the siding is being done, this is very important. Brian also advised that the doors are being replaced, and they will need access to the units. The doors will be done as the siding is being done on each building.

Lucie Levesque (Unit 75B) thanked the Board, and welcomed Steven Deveau as property manager.

#### **10. ADJOURNMENT**

Motion made by James Brown (Unit 66A), and seconded by Sean Kearney (Unit 58B), to adjourn the meeting at 9:02 p.m. Motion carried.



## **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.

## **Jennifer Goldstone**

Jennifer has been a St. André condo owner since 2006. She is a public servant, who also owned and managed a four-unit apartment building in Hull for eight years, including dealing with contractors in English and French. Jennifer feels that all condo owners should, at some time, share the responsibility of managing our shared property and that now is the best time for her to volunteer.

She also feels that as the buildings are now getting old, that particular attention must be paid to their upkeep. Jennifer feels she has the time and the energy to work with the board and property management team to ensure that such upkeep is done in a collaborative way.

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 264

**CANDIDATE:**

My name: Jennifer Goldstone

My mailing address (optional):

782 St. André Drive, Unit 29B

Orleans, ON K1C 4R6

My Email Address (optional): JennGo2013@gmail.com

My Telephone Number (optional): 613-790-6793

**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 more than 60 days 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 is a party:
  - ☒ No
  - ☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction

Jennifer Goldstone  
Signature of candidate

2018-04-30  
Date (yyyy-mm-dd)

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

# Claude Gariepy

I have a business certificate and my construction experience as an Electrician for over 30 yrs would be an asset to the complex.

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 264

**CANDIDATE:**

My name: Claude Gariepy

My mailing address (optional):

87b-758 St-Andre dr

Orleans, ON K1C 4S6

My Email Address (optional): claud.gariepy@yahoo.ca

My Telephone Number (optional): 613-265-7900

**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 more than 60 days 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 is a party:
  - ☒ No
  - ☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction

2018-04-06

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date (yyyy-mm-dd)

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



# PROXY FORM

*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.*

<b>Proxy Identification Number (office use only):</b> _____	<b>PIN:</b> _____
To: CCC 264	
I am (we are): <input type="checkbox"/> the registered owner(s) <input type="checkbox"/> authorized to act on behalf of the registered owner(s) <input type="checkbox"/> the mortgagee(s) <input type="checkbox"/> authorized to act on behalf of the mortgagee(s)	<b>Name of proxy giver(s) [the person entitled to vote at the meeting, for example, the registered owner or mortgagee]:</b>  _____  _____
<b>Instruction for person filling out the form:</b> In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.	<b>Condominium address and unit number:</b>  _____  _____
	<b>Note:</b> 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 _____, 2018,  at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Signature(s):</b>  _____  _____

I (we) appoint the proxy named in row 1 below, or, failing him or her, the proxy named in row 2 below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2018 May 15 and at any adjournment of the meeting:

Name of Proxy	Signature(s) or initials
1. _____	
2. _____	
I (we) revoke all proxies previously given.	
<b>Please check one of the two boxes below:</b> <input type="checkbox"/> The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting. <b>Instruction for person filling out this form:</b> Check this box if you are appointing the proxy to vote only on matters of routine procedure, and no other matters. If this box is checked, then the rest of the form should not be filled out.	
<input type="checkbox"/> The proxy may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to my instructions set out below, as I (we) could do if personally present at the meeting. <b>Instruction for person filling out this form:</b> Check this box if you are appointing the proxy to vote on all matters that may come up at the meeting (for example, voting for candidates and other substantive matters), subject to your instructions below.	
	Signature(s) or initials
	_____
	_____
	Signature(s) or initials
	_____
	_____

1. Voting to elect candidates to vacant positions on the board: N/A
2. Voting for removal of directors and election of substitutes: N/A
3. Voting for the position on the board that owner-occupied units may vote for:

**There is 1 vacant position for a 3 year term.**

☐ 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*.

**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. **You may add any candidate of your choice.**

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature(s) or initials
_____	Jennifer Goldstone	_____
_____	Claude Gariepy	_____
_____	_____	
_____	_____	

4. Voting for specific matters: N/A