

**CARLETON CONDOMINIUM
CORPORATION 22**

Beaverhill Place

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

**Wednesday, 2018 May 30, 6:45 PM
Lester B. Pearson High School Library
2072 Jasmine Crescent
Ottawa, Ontario**

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2018 January 31
Minutes from the Previous Annual General Meeting
Disclosure Obligations and Qualifications for Candidates and Directors
Proxy Form

NOTICE OF MEETING OF OWNERS

General Meeting Information

Carleton Condominium Corporation 22

Section 1. Date and Time of the Meeting

2018 May 30, 6:45 p.m. Registration; 7:00 p.m. Meeting

Section 2. Place of the meeting

Lester B. Pearson High School Library, 2072 Jasmine Crescent

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 22 out of 88 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:

3 positions for a 3 year term

1 position for the remaining 2 years of a 2017-2020 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: 7 Directors

The current Directors and terms are:

Sandra Tompkins, President, 2015 May 28 - 2018

Dominic Manzo, Vice President, 2017 June 15 - 2020

Wayne Forbes, Secretary/Treasurer, 2016 June 16 - 2019

Helen Shields, Director, 2017 June 15 - 2019

Brian Dalke, Director, 2016 June 16 - 2018

Dale Pelletier, Director, 2015 May 28 - 2018

Elizabeth Manzo, Director, 2017 June 15 - 2020 (Resigning effective 2018 May 30)

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: None

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

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

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice. 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 88 = 22)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 January 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 Tuesday, 2018 May 29. 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 lngo@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,



Lise Ngo
lngo@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of CCC 22

CARLETON CONDOMINIUM CORPORATION NO. 22

**FINANCIAL STATEMENTS
AND AUDITORS' REPORT
JANUARY 31, 2018**

Lionel Guindon, C.P.A., C.A.
Pierre Charron, C.P.A., C.A. (Retired)

COMPTABLES PROFESSIONNELS AGRÉÉS
CHARTERED PROFESSIONAL ACCOUNTANTS

Principal:
Gaston Boulianne, C.P.A., C.G.A.
Louise Boyer-Guindon, C.P.A., C.M.A.

1365 Norview Cres.
Ottawa ON K4A 1Y6

Tel: (613) 841-5896
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L. M. Guindon Professional Corporation *

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of, Carleton Condominium Corporation No. 22

We have audited the accompanying financial statements of **Carleton Condominium Corporation No. 22**, which comprise the balance sheet as at **January 31, 2018**, and the statements of operating fund and fund balance, reserve fund and fund balance, and 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 the **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 entity's preparation 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 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 aspects, the financial position of **Carleton Condominium Corporation No. 22** as at **January 31, 2018**, and the results of its operations and its cash flows for the year then ended in accordance with **Canadian accounting standards for not-for-profit organizations**.



Guindon Charron
Chartered Professional Accountants
Licensed Public Accountants

Ottawa, Ontario
March 27, 2018

* Authorized to practise public accounting by the Chartered Professional Accountants of Ontario

CARLETON CONDOMINIUM CORPORATION NO. 22

FINANCIAL STATEMENTS

JANUARY 31, 2018

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BALANCE SHEET
JANUARY 31, 2018

	2018	2017
ASSETS		
Current		
Cash	\$ 21,937	\$ 78,535
Accounts receivable (note 3)	7,835	9,101
Prepaid expenses	1,752	1,684
	31,524	89,320
Reserve cash and investments (note 4)	806,518	636,406
	\$ 838,042	\$ 725,726

LIABILITIES AND FUND BALANCES

Current		
Accounts payable (note 5)	\$ 20,754	\$ 54,366
Fund balances		
Operating fund deficit	(17,303)	(29,366)
Reserve fund	834,591	700,726
	817,288	671,360
	\$ 838,042	\$ 725,726

Approved on behalf of the Board:


 Director


 Director

STATEMENT OF OPERATING FUND AND FUND BALANCE
YEAR ENDED JANUARY 31, 2018

	Budget (Unaudited)	2018	2017
REVENUE			
Owners' assessments	\$ 387,496	\$ 387,499	\$ 368,148
Parking	15,300	13,960	13,774
Recovered costs	-	-	5,000
Other revenue	-	305	121
	402,796	401,764	387,043
Less: allocation to reserve fund	(175,185)	(176,185)	(172,731)
	227,611	225,579	214,312
EXPENSES			
Building repairs and maintenance	15,000	13,031	20,845
Ground maintenance	21,122	27,756	22,043
Hydro	3,329	2,815	2,388
Insurance	20,820	20,955	18,529
Office expenses	2,520	1,362	1,313
Professional fees	32,553	20,925	58,344
Snow & ice removal	29,532	51,595	27,873
Water	74,131	75,077	68,157
	199,007	213,516	219,492
REVENUE EXCEEDING EXPENSES			
(EXPENSES EXCEEDING REVENUE)	28,604	12,063	(5,180)
FUND DEFICIT BALANCE, BEGINNING OF YEAR	-	(29,366)	(24,186)
FUND DEFICIT BALANCE, END OF YEAR	\$ 28,604	\$ (17,303)	\$ (29,366)

STATEMENT OF RESERVE FUND AND FUND BALANCE
YEAR ENDED JANUARY 31, 2018

	2018	2017
REVENUE		
Allocation from operating fund	\$ 176,185	\$ 172,731
Interest revenue	3,142	4,213
	179,327	176,944
EXPENSES		
Landscaping	902	-
Bank charges	69	67
Foundations	20,291	-
Engineering services	8,889	5,085
Fencing and hedges	-	211,661
Plumbing	-	14,933
Professional fees	-	3,955
Reserve fund study	-	5,424
Siding, trim and flashing	11,984	13,515
Steps	1,095	-
Stucco	-	5,933
Windows	2,232	2,840
	45,462	263,413
(EXPENSES EXCEEDING REVENUE)		
REVENUE EXCEEDING EXPENSES	133,865	(86,469)
FUND BALANCE, BEGINNING OF YEAR	700,726	787,195
FUND BALANCE, END OF YEAR	\$ 834,591	\$ 700,726

STATEMENT OF CASH FLOWS
YEAR ENDED JANUARY 31, 2018

	2018	2017
OPERATING ACTIVITIES		
Operating fund		
Owners' assessments	\$ 387,499	\$ 368,148
Parking	13,960	13,774
Recovered cost	-	5,000
Other revenue	305	121
Reserve fund		
Interest revenue	3,142	4,213
Operating fund expenses	(213,516)	(219,492)
Reserve fund expenses	(45,462)	(263,413)
	145,928	(91,649)
Change in non cash working capital items:		
Accounts receivable	1,266	(7,365)
Prepaid expenses	(68)	18,347
Accounts payable and accrued liabilities	(33,612)	5,979
	(32,414)	16,961
CASH FROM (USED IN) OPERATING ACTIVITIES	113,514	(74,688)
INVESTING ACTIVITIES		
Reserve cash and investments	(170,112)	156,732
CASH (USED IN) FROM INVESTING ACTIVITIES	(170,112)	156,732
(DECREASE) INCREASE IN CASH DURING THE YEAR	(56,598)	82,044
CASH (OVERDRAFT), BEGINNING OF YEAR	78,535	(3,509)
CASH, END OF YEAR	\$ 21,937	\$ 78,535
CASH IS COMPRISED OF:		
Cash	\$ 21,937	\$ 78,535

NOTES TO FINANCIAL STATEMENTS
JANUARY 31, 2018

1. NATURE OF OPERATIONS

Carleton Condominium Corporation No. 22 (the Corporation) was registered without share capital on **February 2, 1973** under the provisions of the Condominium Act of Ontario. The Corporation was formed to manage and maintain, on behalf of the owners, the common elements of **88 residential units** in the City of Ottawa. The Corporation qualifies as a non-profit organization which is exempt from income taxes under the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Fund Accounting

The statement of operating fund reports all owners assessments, budgeted allocations of those assessments to the reserve fund and expenses related to the operation and maintenance of the common elements of the Corporation.

The statement of reserve fund reports the portion of owners' assessments and special assessments allocated to it and expenses for the major repairs and replacement of the common elements and assets of the Corporation. The basis for determining reserve fund requirements is explained in Note 6. All major repairs and replacements must be charged to the reserve fund; minor repairs and replacements must be charged to expenses in the statement of operations. The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in bank and investment accounts that must be solely to finance such charges. Interest earned on these amounts is included in the reserve fund.

b) Investments

Investments are purchased to be held to maturity and accordingly are recorded at cost plus accrued interest, calculated using the effective interest rate method.

c) 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.

d) Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires directors and management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results may differ from their best estimates as additional information becomes available in the future and adjustments, if any, are recorded as that information becomes known.

e) Receivables

The directors consider accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required.

f) Common elements

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

NOTES TO FINANCIAL STATEMENTS
JANUARY 31, 2018

3. ACCOUNTS RECEIVABLE

	2018	2017
Owners' assessments	\$ 7,835	\$ 9,101
	\$ 7,835	\$ 9,101

4. RESERVE CASH AND INVESTMENTS

	2018	2017
Investment - cash equivalent	\$ 419,656	\$ 417,032
Bank account	386,862	219,374
Total investments as at year end	\$ 806,518	\$ 636,406
Market value of investments as at year end	\$ 806,518	\$ 636,406

Interest and dividends on the investments is paid monthly and represent a rate of return of approximately .05%.

5. ACCOUNTS PAYABLE

	2018	2017
Trade and accrued liabilities	\$ 20,754	\$ 53,849
Prepaid owners' assessments	-	517
	\$ 20,754	\$ 54,366

6. RESERVE FUND

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

The directors have used the reserve fund study of **Keller Engineering Associates Inc.** dated **January 5, 2016** and such other information as was available to them in evaluating the adequacy of the reserve fund. The board has accepted the recommendations of the study which suggests an annual contribution of **\$176,185**; expenditures of **\$222,125** and an ending balance of **\$540,005**. Actual amounts were **\$176,185**, **\$45,462** and **\$834,591** respectively.

Any evaluation of the adequacy of the reserve fund is based upon assumptions as to the future interest and inflation rates and estimates of the life expectancy of the building components and their replacement costs. These factors are subject to change over time and the changes may be material; accordingly, the Condominium Act requires that reserve fund studies be updated every three years.

NOTES TO FINANCIAL STATEMENTS
JANUARY 31, 2018

7. INTERFUND TRANSFERS

During the year, the directors approved the transfer of **\$176,185** from the operating fund to the reserve fund. **(2017 - \$172,731).**

8. COMMITMENTS

Under the terms of a management contract expiring on **October 2018**, the Corporation is committed to make minimum payments totalling **\$25,163**.

Under the terms of summer maintenance contract expiring on **October 2018**, the Corporation is committed to make minimum payments totalling **\$ 19,080**.

Under the terms of snow removal contract expiring on **April 2018**, the Corporation is committed to make minimum payments totalling **\$15,933**.

9. REMUNERATION OF DIRECTORS AND OFFICERS

No remuneration was paid to directors and officers during the year and they had no interest in any transactions of the corporation. Directors were reimbursed for certain administrative costs. These transactions were in the normal course of operations and were measured at the exchange amount.

10. FINANCIAL INSTRUMENTS

The Corporation's financial instruments consist of cash, investments, accounts receivable, accounts payable, and accruals. Unless otherwise noted, it is the directors opinion that the Corporation is not exposed to significant interest rate or credit risks arising from its financial instruments and that the fair values of its financial instruments approximate their carrying value.

11. BUDGET INFORMATION

The budget amounts presented for comparison purposes are unaudited and are those approved by the directors.

12. CAPITAL MANAGEMENT

The Corporation defines its capital as its fund balances, of which the reserve fund is subject to external requirements. The Board's objective, when managing capital, is to safeguard the Corporation's ability to continue as a going concern, so that it can continue to provide services in accordance with its mission.

CARLETON CONDOMINIUM CORPORATION NO. 22
ANNUAL GENERAL MEETING OF OWNERS
North Gloucester Library, 2036 Ogilvie Road, Ottawa
7:00 p.m., Thursday, June 15, 2017

PRESENT:	Wayne Forbes	Acting President, Secretary – Treasurer
	Helen Shields	Director
	Denise Knight	Director
	Brian Dalke	Director
	Kristen Bailey	Counsel, Davidson Houle Allen
	Lionel Guindon	Auditor, Guindon Charron
	Barb Ravanelli	Property Manager, CI Property Management
	Elaine Richard	Recording Secretary
ABSENT:	Sandra Tompkins	Vice-President

1. CALL TO ORDER

Wayne Forbes, acting for the President, called the meeting to order at 7:10 p.m. He advised that the President, Jean Marie Pitre, resigned due to health reasons, and Sandra Tompkins, Vice-President, was absent due to sudden death in the family.

The new Property Manager, Barb Ravanelli, was introduced, as well as Legal Counsel, Auditor (who arrived later in the meeting), and Recording Secretary.

Motion made by Jean-Marc Dumoulin (Unit 13), and seconded by Ed O'Neill (Unit 19), to approve Kristen Bailey acting as Chair of the meeting. Motion carried.

2. CERTIFICATION OF QUORUM

Kristen Bailey confirmed quorum with 28 owners represented in person, and 1 owner represented by proxy.

3. NOTICE OF MEETING

Kristen Bailey confirmed that the Notice of Meeting was sent to owners as per the requirements of the *Condominium Act, 1998*.

Kristen advised that Items would be moved forward, until such time as when the Auditor arrived.

4. APPROVAL OF MINUTES OF THE 2016 ANNUAL GENERAL MEETING

Motion made by Andre Beaudet (Unit 2), and seconded by Elizabeth Manzo (Unit 81), to dispense with the reading of the Minutes, and put the discussion on the floor of the Minutes of the 2016 Annual General Meeting. Motion carried.

Motion made by Catherine Beaudet (Unit 9), and seconded by Jean-Marc Dumoulin (Unit 13), to approve, as presented, the Minutes of the 2016 Annual General Meeting. Motion carried.

5. PRESIDENT'S REPORT

Wayne Forbes reported on the major events of the last fiscal year, including:

- Completion of fence project - \$2-3,000 over budget but not unexpected; Contractor will be back to fix installation faults. Fencing is still under warranty, so owners should contact the property manager if there are problems with their fence.
- Replacement of Ash Trees – Project is not finished; some stumps to be removed and more trees to plant. Manotick Trees will do more on an annual maintenance schedule, ie. pruning, etc. This is not part of the current landscaping contract.

Some residents do not follow City or Condominium Rules regarding garbage. If not picked up, the Corporation has to pay to get rid of it at a cost of \$50-60 a load. Owners are asked to remind violators of the rules, or call 311 for any information needed. Owners are encouraged to use the green bin, which is picked up every week.

The management company, Integral Management, has amalgamated with Capital Concierge, and is now called Capital Integral Property Management. The change was driven by the new Condominium laws. The new Condominium Act will be revised later this year. Barb Ravanelli is the new property manager.

Barb Ravanelli addressed the meeting, explaining the amalgamation and benefits. She advised that a package with a letter of introduction will be sent to all owners, including her email address and phone number. Owners were encouraged to contact Barb with any concerns.

Wayne Forbes provided the following comments to the meeting about an anonymous unsigned and undated letter that was delivered to homeowners at CCC 22. Wayne felt that it needed a response, as it contained inaccurate information.

The first page of the letter detailed arguments about an individual unit's problems. Wayne stated that those issues should have been resolved with the Board or manager. However, there are several references made regarding the actions by the Board or manager.

Issue of contracts - Contrary to the letter, snow removal and summer maintenance contracts run the same route as they are multi-year contract. If the Corporation has a contractor that does a good job, they like to keep him. These contracts contain the scheduled increases, so the Board

know the increases from one year to the next. They also have built-in clauses regarding increases in fuel, due to fuel-driven equipment. The snow removal increased this year, so the Corporation was charged extra for the increase. Regarding the reference to secret contracts, Wayne stated that this is absolute gibberish.

Fence Project and Roofing – These projects were run from the tendering stage to the selection state, to the inspection of work, to the staging of payments, by Keller Engineering. The engineers can be contacted regarding the quality of their services.

Increase in condominium fees – It was noted that everything has increased. Charges went up, and there were legal costs involved. To compare costs of a three-bedroom house and a condominium, there is no comparison.

Wayne asked that anyone who knows who delivered the letter contact the Board. The Corporation's legal counsel has been provided with a copy of the letter, and there may be legal ramifications.

The letter mentions a unit that had two separate events with the Board. Wayne stated that he does not know how that information was provided, as the Board did not release that information. The people involved would have had to release the information, or the author of the letter went to court to obtain public records.

Wayne mentioned the reference in the letter to his part in this. He can ignore it for a time until it becomes slander or libel and a lawyer becomes involved to address the issue. Wayne reminded owners that he is the Secretary-Treasurer, and is responsible to sign documents on behalf of the Board.

Legal case - Regarding the letter's reference to the loss of \$17,000, Wayne noted that the books are public property and are audited. Wayne explained not only did they not lose \$17,000, but \$5,000 is owed to the Corporation from the legal case. This is all included in the audit. The Corporation did not lose the case, as the owner was ordered to obey the Declaration, By-laws and Rules. However, this decision did cost the Corporation money.

Stephane McQuarrie (Unit 33) asked if he was able to rebut the comments. Kristen Bailey explained the meeting procedure, and advised that the matter could be addressed during the general discussion period. Kristen stated that Mr. McQuarrie's objections would be noted in the Minutes.

Jean-Claude Celestin (Unit 36 & 63) commented that there is some frustration because not much information is provided to owners.

Wayne confirmed that the Corporation is currently involved in a Small Claims Court action with another owner. However, the Board will not talk about it, and the owner is not permitted to talk about it.

Wayne referred to the window and door issue in the letter. Wayne commented that it appears from the letter that he changed the by-laws so everyone could pay for the windows and doors. Wayne explained that in late 1998, there was a special meeting of owners, and then a ballot by registered mail on this issue. He was not on the Board at that time as he was elected in 1999. About that time, Nancy Houle was the lawyer for the Corporation, and all condominiums had to review their rules to see if they complied with the 1998 new Condominium Act. The lawyers made amendments, and the Board reviewed and accepted them. Wayne advised that he signed all documents on behalf of the Board. He did not change them.

Wayne concluded by stating that he felt that the Corporation is being slandered, and he, personally, is being slandered.

6. REVIEW OF AUDITED STATEMENTS

Lionel Guindon, Auditor, presented the Audited Financial Statements, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes.

It was pointed out that Lionel quoted an amount of \$725,726 as the balance under current Assets, and that figure is \$5,000 out.

Wayne Forbes confirmed that the window expense represents window wells.

Jean-Claude Celestin (Unit 36 & 63) asked what is meant by the minimum payment under the commitments in the Notes. The Auditor responded that this means the sum of all payments to be paid.

7. APPOINTMENT OF AUDITOR

Kristen Bailey advised that the Board has recommended that the Corporation re-appoint the current auditing firm.

Motion made by Andre Beaudet (Unit 2), and seconded by Fern Francoeur (Unit 77), to re-appoint the auditing firm of Guindon Charron, as Auditors for the Corporation's next fiscal year. Motion carried.

8. APPOINTMENT OF SCRUTINEERS

Marie-Andree Faubert (Unit 84) and Sylvanie Dugue (Unit 45) were appointed to act as Scrutineers.

9. ELECTION OF THREE (3) PERSONS TO THE BOARD OF DIRECTORS

Kristen Bailey advised that there were three positions up for election. Two positions are for three-years, and one position is for a two-year term.

Helen Shields (Unit 23) would be running for election.

Kristen asked for nominations from the floor three times.

Dominic Manzo (Unit 79), Jean-Claude Celestin (Units 36 & 63), and Elizabeth Manzo (Unit 81) volunteered. Each candidate briefly addressed the meeting.

Following the election, Kristen Bailey announced that the three new Directors were Dominic Manzo, Elizabeth Manzo, and Helen Shields. Dominic and Elizabeth received the top number of votes, therefore, they would have the three-year term positions. Helen would have the two-year term position.

20. GENERAL DISCUSSION

Marie-Andree Faubert (Unit 84) asked if the parking problem from last year has now been resolved. Wayne Forbes responded that the problem still exists. He advised that the Board is looking at bringing in a parking control company. There would be no charge-back to the Corporation as the company collects revenue from the issued tickets.

Marie-Andree Faulbert (Unit 84) commented that there are a few trees that blew down with the wind. Wayne Forbes advised that if the tree is behind her unit, it would be the responsibility of the Rideau Valley Conservation Authority. Barb Ravanelli will contact them.

Sylvanie Dugue (Unit 45) advised that she has the same issues now as were referred to in last year's Minutes. Barb Ravanelli responded that they can speak about this following the meeting.

Owners were advised that Family Pride, the grounds contractor, will be fixing the potholes.

It was suggested that a schedule be provided showing when projects would be done, as this information would be helpful to owners. Barb Ravanelli advised that she will be posting notices when projects are scheduled. The Board will discuss the suggestion of using a bulletin board for notices. Barb advised that Capital Integral will have a website where owners can request services.

Ginette Carriere (Unit 24) asked if owners can be given more than two week's notice, so it will be easier to make plans. Barb Ravinelli responded that there may be changes coming in the new Condominium Act that will enforce this.

Ed O'Neill (Unit 19) commented that cars should have stickers to help monitor people who park in visitors parking, and then leave for the day. The parking company can also monitor overnight visitors.

Elizabeth Manzo (Unit 81) reported that at Units 79-88, a lot of trees are dead along the ravine, and could obstruct ambulances. Barb Ravanelli acknowledged her comment.

Catherine Lecours Bouchard (Unit 62) stated that parking has been a nightmare, and she has asked for an additional parking spot. She has not been able to get a clear answer for anything. She asked for the contact information of the property manager. Regarding the meter installation in Catherine's unit, the Board will discuss this unit issue with Catherine.

Cynthia Helm (Unit 32) stated that she has sent emails to the previous property manager regarding the asphalt and sidewalks, adding that they should be looked at, as well as the visitor parking issue. Cynthia also suggested that a newsletter be sent around twice a year reminding residents of basic items such as garbage rules, dog etiquette, etc.

Stephane McQuarrie (Unit 33) commented regarding Wayne Forbes' statements regarding the letter. He stated that this is a little too personal to be addressed at this meeting. He will choose another venue to have his words circumvented. He stated that hopefully, in the next meeting, owners will have an understanding of what the Board has done over the years, the outcome, the money lost, and things that they are not being told about. Stephane advised that he was very upset to see that letter going around. He actually sent a signed letter asking for an explanation of where the money went and why. Stephane noted that the public court documents clearly state what the Board did wrong.

Jean-Claude Celestin (Unit 36 & 63) mentioned that there should be more communication between owners and the Board. He stated that the anonymous letter may have been a result of lack of communication or information. He added that newsletters that contain more information will make everyone happier. Jean-Claude commented that water meters have been discussed, but are no longer being considered due to too much expense.

Jean-Claude Celestin (Unit 36 & 63) reported that the front stairs become deficient after rain or a cold season. He has received a warning from the postman because of the condition of the stairs at unit 63. The problem may be due to eavestroughs that were removed during the construction. He pointed out that if something happens to someone on the stairs, all owners will lose. He would like the Board to be proactive to prevent an accident.

Ginette Carriere (Unit 24) volunteered to translate the newsletters into French.

Unit 45 and Unit 22 asked that someone look at their stairs as they are in bad shape. Barb Ravanelli advised that all stairs will be looked at. Wayne Forbes responded that the Board is meeting with Keller Engineering regarding proposal for new precast stairs.

31. ADJOURNMENT

Motion made by Andre Beaudet (Unit 2), and seconded by Ginette Carriere (Unit 24), to adjourn the meeting at 9:00 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.

Instruction

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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

To (condominium corporation's name):

Carleton Condominium Corporation No. 22
Beaverhill Place

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

Signature

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2018/05/30 and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy

Signature or initials

A.

B.

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

☐ The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.
Instruction for person filling out this form: Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

☒ **Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote
(enter 1, 2, 3, etc.)

Candidates for the Position(s) on the Board

Signature or initials

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

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: