

**CARLETON CONDOMINIUM
CORPORATION 379**

River Glen I

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

**Wednesday, 2018 November 07, 7:00 PM
St. Matthew's High School, Room 158
6550 Bilberry Drive
Orleans, Ontario**

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2018 April 30
Minutes from the Previous Annual General Meeting
Board of Directors' Report
Disclosure Obligations and Qualifications for Candidates and Directors
Candidate Disclosure Statements and Information
Guide to Filling the New Proxy
Proxy Form

NOTICE OF MEETING OF OWNERS

General Meeting Information

Carleton Condominium Corporation 379

Section 1. Date and Time of the Meeting

2018 November 07, 6:30 p.m. Registration; 7:00 p.m. Meeting

Section 2. Place of the meeting

St. Matthew's High School, Room 158; 6550 Bilberry Drive

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 26 out of 104 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:

4 positions for a 2 year term each

Note: Terms are 2 years in length as per By-Law 8.

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 directors

The current directors and terms are:

Lloyd Scott, Unit 6583, Director, President/Treasurer/Secretary, 2016-2018

Huma Fazil, Unit 6669, Director, Vice President, 2016-2018

Andrew Dalziel, Unit 6631, Director at large, 2016-2018 [Resigned 2018 October 10]
 Veronica Phelan-Munroe, Unit 6595, Director at large, 2017-2019
 Tony McCooeye, Unit 6535B, Director at large, 2018-2019 [Appointed until 2018 AGM]

Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
Lloyd Scott	Unit 6583	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Huma Fazil	Unit 6669	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
Tony McCooeye	Unit 6535B	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input checked="" type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

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

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

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

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

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street, Postal Code, Telephone Number)
McCay Duff LLP	141 Laurier Ave W, 6th Floor; 613-236-2367
BDO Canada	100-1730 St-Laurent Blvd K1G 5L1; 613-739-8221
Collins Barrow	400-301 Moodie Drive; 613-820-8010

☐ 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 104 = 26)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 April 30
5. Appointment of Auditor for Year Ending 2019 April 30
 - McCay Duff LLP = \$3,450 + HST
 - BDO Canada = \$2,750 subject to a 6% administration charge + HST
+ \$300 for AGM attendance (current auditor)
 - Collins Barrow = \$4,000 + HST includes attendance at AGM
6. Approval of Previous Annual General Meeting Minutes 2017 November 15
7. Board of Directors' Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
 - 9.1 Election for position reserved for voting by owners of owner-occupied units
1 position for a 2 year term
 - 9.2 Election for positions for which all owners may vote
3 positions for a 2 year term each
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 November 06, or it may be dropped off at the condo office at 6523 Bilberry Drive any time before 6:00 PM on Wednesday, 2018 November 07. 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 dstimson@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
Capital Integral Property Management
Agents for and on behalf of CCC 379

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.

Carleton Condominium Corporation No. 379
Financial Statements
For the year ended April 30, 2018

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BDO Canada LLP
1730 St-Laurent Boulevard
Suite 100
Ottawa ON K1G 5L1 Canada

Independent Auditor's Report

To the Condominium Owners of
Carleton Condominium Corporation No. 379

We have audited the accompanying financial statements of Carleton Condominium Corporation No. 379, which comprise the statement of financial position as at April 30, 2018, 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. 379 as at April 30, 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.

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

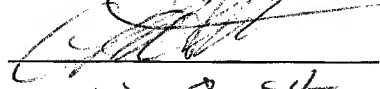
Ottawa, Ontario
October 3, 2018

Carleton Condominium Corporation No. 379

Statement of Financial Position

April 30	Operating Fund	Reserve Fund	2018	2017
Assets				
Current				
Cash	\$ 65,411	\$ 91,121	\$ 156,532	\$ 121,569
Investments (Note 3)	-	326,000	326,000	162,159
Accounts receivable	1,627	-	1,627	3,541
Prepaid expenses	1,144	-	1,144	-
	<u>\$ 68,182</u>	<u>\$ 417,121</u>	<u>\$ 485,303</u>	<u>\$ 287,269</u>
Liabilities				
Current				
Accounts payable and accrued liabilities	\$ 19,778	\$ -	\$ 19,778	\$ 14,482
Contractual obligations (Note 5)				
Fund balances				
Operating fund	48,404	-	48,404	34,510
Reserve fund (Note 2)	-	417,121	417,121	238,277
	<u>48,404</u>	<u>417,121</u>	<u>465,525</u>	<u>272,787</u>
	<u>\$ 68,182</u>	<u>\$ 417,121</u>	<u>\$ 485,303</u>	<u>\$ 287,269</u>

On behalf of the board:


K.D. Scott
TREASURER

Director


Huma Fazil
Vice President

Director

Carleton Condominium Corporation No. 379
Statement of Operating Fund Operations and
Changes in Fund Balance

For the year ended April 30	Budget	2018	2017
	(Unaudited)		
Revenues			
Condominium fees	\$ 416,126	\$ 416,125	\$ 410,232
Interest	300	782	484
Miscellaneous	660	1,726	1,545
Parking	4,680	5,602	5,700
	<u>421,766</u>	<u>424,235</u>	<u>417,961</u>
Expenses			
Contracted Services			
Grounds maintenance (Note 4)	5,225	5,040	4,580
Parking control	2,123	2,061	2,061
Pest control	2,000	773	2,305
Snow removal - contract	37,735	37,734	36,458
Snow removal - additional	-	-	3,702
Summer landscaping	18,187	18,187	17,572
Window cleaning	3,020	2,932	2,932
	<u>68,290</u>	<u>66,727</u>	<u>69,610</u>
General Expenses and Administration			
Hydro	3,913	3,056	3,817
Insurance and appraisal	27,041	26,104	26,750
Management fees	24,000	24,000	26,018
Office and administration	5,915	3,842	3,264
Professional fees	10,390	3,823	3,334
Water	321	294	292
	<u>71,580</u>	<u>61,119</u>	<u>63,475</u>
Repairs and maintenance (Note 4)	<u>49,195</u>	<u>28,795</u>	<u>30,017</u>
Total expenses	<u>189,065</u>	<u>156,641</u>	<u>163,102</u>
Excess (deficiency) of revenues over expenses before transfer	232,701	267,594	254,859
Transfer to reserve fund (Note 2)	<u>247,200</u>	<u>253,700</u>	<u>245,000</u>
Excess (deficiency) of revenues over expenses	\$ (14,499)	13,894	9,859
Operating fund balance, beginning of the year		<u>34,510</u>	<u>24,651</u>
Operating fund balance, end of the year		<u>\$ 48,404</u>	<u>\$ 34,510</u>

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 379
Statement of Reserve Fund Operations and
Changes in Fund Balance

For the year ended April 30	Budget	2018	2017
	(Unaudited)		
Revenue			
Investment income	\$ 3,499	\$ 4,649	\$ 2,884
Expenses			
Balconies and decks	-	-	17,555
Bank charges	108	132	107
Caulking	6,173	1,067	5,650
Electrical and lighting	13,112	1,356	-
Engineering fees	-	-	2,509
Exterior painting	3,000	1,876	6,544
Foundation	3,920	-	1,413
Landscaping of villa patios	10,000	9,074	1,243
Parging, brick and masonry	5,600	5,814	5,639
Patio doors	-	-	1,526
Patio stones	-	-	2,983
Reserve fund study	3,811	3,811	-
Retaining wall	-	-	2,243
Steps and landings	31,130	54,006	13,560
Windows and doors	-	2,369	128,773
	76,854	79,505	189,745
Deficiency of revenues over expenses before transfer	(73,355)	(74,856)	(186,861)
Transfer from operating fund (Note 2)	253,700	253,700	245,000
Excess of revenues over expenses	\$ 180,345	178,844	58,139
Reserve fund balance, beginning of the year		238,277	180,138
Reserve fund balance, end of the year		\$ 417,121	\$ 238,277

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 379

Statement of Cash Flows

For the year ended April 30	2018	2017
Cash flows from operating activities		
Excess of revenues over expenses	\$ 13,894	\$ 9,859
Changes in non-cash working capital:		
Accounts receivable	1,914	(2,136)
Prepaid expenses	(1,144)	-
Accounts payable and accrued liabilities	6,481	(11,853)
Due to/from reserve fund	-	(155)
Net increase (decrease) in cash	21,145	(4,285)
Cash, beginning of the year	44,266	48,551
Cash, end of the year	\$ 65,411	\$ 44,266

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 379

Notes to Financial Statements

April 30, 2018

1. Accounting Policies

Status and Purpose of Organization

Carleton Condominium Corporation No. 379 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 104 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.

Carleton Condominium Corporation No. 379

Notes to Financial Statements

April 30, 2018

1. Accounting Policies (cont.)

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.

2. Reserve for Major Repairs and Replacements

The evaluation of the adequacy of the reserve 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 review by Newbridge Engineering Inc. dated November 6, 2017. On May 31, 2018, the Board of Directors approved a revised funding plan for the reserve fund and issued notice to the owners under Section 94 (9) (a) of the Condominium Act. Under this plan, the Corporation's plan for contribution to the reserve fund for 2018 was \$247,200 from the condominium fees, consistent with the study's recommendation. An additional \$6,500 from the existing operating surplus was planned and transferred to the reserve during the year. Budgeted expenses from the reserve fund for 2018 were \$76,854. The plan projected a reserve fund balance on April 30, 2018 of \$410,682. The actual reserve fund balance on April 30, 2018 is \$417,121.

Areas where expenses from the reserve fund during the year differed from the budget are as per the Statement of Reserve Fund Operations and Fund Balance on page 6.

Carleton Condominium Corporation No. 379

Notes to Financial Statements

April 30, 2018

3. Investments

	2018	2017
Bank of Nova Scotia GIC, 1.50%, matured during the year	\$ -	\$ 40,708
Bank of Nova Scotia GIC, 1.40%, maturing May 16, 2018	81,613	80,506
Bank of Nova Scotia GIC, 2.00%, maturing August 24, 2018	41,770	40,945
National Trust GIC, 2.00%, maturing April 10, 2019	40,244	-
Bank of Nova Scotia GIC, 2.00%, maturing May 14, 2020	70,646	-
Bank of Nova Scotia GIC, 2.90%, maturing August 10, 2020	50,212	-
Bank of Nova Scotia GIC, 2.00%, maturing May 24, 2022	41,515	-
	\$ 326,000	\$ 162,159

4. Related Party Transactions

The Corporation made payments totaling \$11,515 (2017 - \$10,304) to a unit owner for cleanup and maintenance work performed during the year. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

5. Contractual Obligations

The Corporation has entered into a contract for management services ending April 30, 2021, a contract for summer landscaping services ending November 30, 2018 and a contract for snow removal services ending April 30, 2019. Minimum payments under the contracts, including HST, are as follows:

	Management	Summer	Snow	Total
2018-19	\$ 30,264	\$ 18,187	\$ 37,734	\$ 86,185
2019-20	30,888	-	-	30,888
2020-21	31,512	-	-	31,512
	\$ 92,664	\$ 18,187	\$ 37,734	\$ 148,585

6. Budget Information

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

Carleton Condominium Corporation No. 379
Notes to Financial Statements

April 30, 2018

7. Remuneration of Directors and Officers

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

Carleton Condominium Corporation No. 379
Annual General Meeting
St. Matthew High School
November 15, 2017

MINUTES

Board Members Present: Lloyd Scott, President/Treasurer/Secretary
Bernie Potvin, Vice President
Andrew Dalziel, Director at Large
Huma Fazil, Director at Large
Veronica Phelan-Munroe, Director at Large

Others Present: Anne Makuch, Condominium Manager, Capital Integral Property Management
Heather Sterling, AGM Recording Secretary

The meeting was called to order at 19h02 by the President, who served as Chair of the proceedings.

1. Establish the Presence of a Quorum

Quorum was established with thirty-one units, seventeen of which were represented in person and fourteen of which were represented by proxy.

2. Introduction of the Head Table

Members of the Board of Directors were introduced. It was noted that outgoing director Bernie Potvin was not seeking re-election.

3. Review of the Audited Financial Statements for the Year Ended April 30, 2017

The Chair, in his capacity as Treasurer, provided a review of the audited financial statements as distributed in advance of the meeting in the AGM package.

Following a question about the operating fund's revenue line "Parking," discussion ensued regarding the corporation's designated parking spaces that were available for rental to residents who needed additional parking. It was noted that the number of parking spots that were available at any given time varied. Arrangements were made for an owner in attendance to rent the one parking spot that, at the time of the AGM, was thought to be vacant (although subsequent to the meeting it was discovered that the spot was already rented).

It was noted that the actual balance in the reserve fund on April 30, 2017 was less than projected in the reserve fund study. This was caused primarily because the reserve fund study had projected that work on the decks and replacement of the remaining original entrance doors would take place after the fiscal year ended April 30, 2017. A portion of the deck repairs had to be completed ahead of time for safety reasons and it was decided to replace all remaining entrance doors during the past fiscal year rather than in 2019 at a savings of approximately \$33,000.

It was noted that the Board of Directors had received a copy of the reserve fund study update (prepared by Newbridge Engineering Inc.) earlier in the day and within 120 days would be issuing the Board's reserve fund study update plan to owners via a notice of future funding of the reserve fund in accordance with the Condominium Act.

It was noted that many of the tasks and duties typically assigned to a condominium management company were being assumed by CCC 379's Board of Directors; consequently, owners should be mindful that were a future Board unwilling to continue in this vein and opt to reassign work to the condominium management company, management fees will increase accordingly.

Moved by Bernie Potvin (6539A) THAT the auditor's report and audited financial statements for the year ended April 30, 2017 be accepted.
Seconded by René Larabie (6615A).
Motion carried.

4. Appointment of Scrutineers

With the consent of those present, Bernie Potvin (6539A) and Colette Langevin (6607A) were appointed as scrutineers.

5. Approval of the AGM Minutes Dated November 16, 2016

The minutes of the November 16, 2016 Annual General Meeting were presented in the AGM package distributed in advance of this meeting.

Moved by Veronica Phelan-Munroe (6595) THAT the minutes of the Annual General Meeting dated November 16, 2016 be approved as presented.
Seconded by Bernie Potvin (6539A).
Motion carried.

6. Appointment of Auditors for Fiscal Year 2017/2018

The Chair reviewed four quotes received for the provision of auditing services for the current fiscal year. It was noted that the corporation's current auditor charged an additional three hundred dollars plus HST to attend an Annual General Meeting and present the audited financial statements.

It was noted that the Board of Directors was satisfied with the corporation's current auditor and was not recommending a change in auditor at this time.

Moved by Bernie Potvin (6539A) THAT BDO Canada LLP be appointed as auditor for the fiscal year ending April 30, 2018.
Seconded by Alison Strike (6623A).
Motion carried.

7. Appointment of Two Directors for a Term of Two Years

It was noted that two positions were available on the Board of Directors. Appreciation was expressed to outgoing director Bernie Potvin for his service.

It was noted that a nomination had been received in advance of the meeting for Veronica Phelan-Munroe (6595). The nomination was seconded by Bernie Potvin (6539A).

The floor was opened for additional nominations.

Discussion ensued regarding the ideal composition of the Board of Directors being such that there would be representation from the villas, A units and B units.

David Ward (6617A) put his name forward as a candidate.

Moved by Jean Grondin (6575) THAT with no further nominations the floor be closed; and, THAT Veronica Phelan-Munroe and David Ward be elected to serve as members of the Board of Directors.
Seconded by Andrew Dalziel (6631).
Motion carried.

8. Board of Directors' Report

The Chair provided a review of the document entitled, "2017 Board of Directors Report" distributed in advance of the meeting in the AGM package, that included information about the corporation's rules, the tree removal and replacement program, the landscaping project, caulking, brickwork, steps and landings, entrance door replacement, villa rear patio repairs, speeding along Bilberry Drive, the reserve fund study update, re-lamping electrical lights, major water damage to two units and minor damage to three others and implementation of some of the changes to Ontario's Condominium Act.

It was noted that if an owner had a concern about any of the corporation's existing rules, such a concern should be brought to the attention of the condominium manager who would present said concern to the Board of Directors for consideration.

In response to the question of what Rubaroc was, it was noted that it was the product (a slip-resistant, repairable rubber surface coating) that had been applied to all terrace home landings and thus far the Rubaroc was standing up well.

Discussion ensued regarding matters pertaining to condominium managers now having to be trained and licensed and the costs associated with this as well as condominium management companies' licensing expenses. Numerous owners expressed the opinion that these costs should not be borne by condominium corporations since these charges were an element of being in the profession, similar to numerous other professions that had annual licensing fees and education and training requirements that were not billed back to clients.

It was noted that the President had met with a co-owner of CCC 379's condominium management company to discuss his firm's decision to increase condominium fees by \$8.25 per unit per month. This would have amounted to an over \$10,000 increase in annual condominium management fees, an amount for which there was not yet any empirical data to indicate that this equated to the increased workload associated with the changes to the Condominium Act. (A final decision on the per unit per month increase that the company would be charging remained under discussion by the Board of Directors and condominium management company.)

Discussion resumed regarding the widespread view that the corporation should not be absorbing any of the costs associated with its condominium manager's and condominium management company's licensing or education and training.

9. Other Business

Discussion ensued regarding snow removal, including:

- vehicles being parked in areas where signage clearly indicated they should not be parked during snowfalls (because the areas were used as snow depositories),
- the challenges faced by the snow removal company in identifying locations to pile snow when vehicles were parked in spaces reserved for piling snow,
- the snow removal company being responsible for repairing damage caused as a result of snow plowing services,
- the inclusion of a stipulation in the snow removal contract that snow banks were not permitted to exceed four feet in height along Bilberry Drive (so that a driver's visibility was not hampered), and
- the lack of places on the property where snow could be piled.

It was clarified that an owner required permission from the Board of Directors to plant, and care for, a garden in front or alongside his/her terrace home unit as these areas were common element and responsibility for their maintenance fell to the condominium corporation. It was noted that the difficulty encountered with an owner modifying the common element by creating a garden bed arose when the owner moved away and the bed fell into disrepair because the subsequent owner had no interest in looking after the bed created by his/her predecessor.

In response to the question of whether the garden bed at 6625 Bilberry Drive that was no longer maintained could be seeded or sodded, it was noted that the Board of Directors would consider this.

Discussion ensued regarding the location of shut-off valves and valve replacement to ensure a valve's continued functioning. In response to the suggestion that owners be advised that B units did have shut-off valves, it was noted that a missive would be circulated that clarified that within both A and B units were shut-off valves. It was noted that the communiqué would also provide information about the locations of these valves.

Discussion ensued regarding numerous issues related to water, including the need to have hot water tanks replaced when they were ten to fifteen years old, the need for owners to replace their washing machines' hoses and the distinction between damage caused by an unforeseen plumbing issue versus one that could have been prevented, such as an overflowing bathtub.

It was noted that the next time the rules underwent revision, they would be updated to reflect that terrace home B units were able to shut off their water at the B level and did not have to have water shut off from the A unit below. It was suggested that similar to the emphasis that had, for years, been placed on the resident of an A unit being responsible for shutting off water to both his/her A unit as well as the respective B unit, each owner of a B unit now needed to be aware of his/her responsibility for locating and operating the shut-off valve in his/her unit. It was further suggested that given the damage that could be caused to an A unit by a B unit's water leak, B unit owners be encouraged to close their valves prior to leaving for work each day.

An owner cautioned fellow owners about squirrels sometimes using vehicles for storage. It was noted that his experience in this regard had been a car engine full of pinecones, not all of which had been easily accessible and removal of which had required the assistance of a mechanic.

10. Adjournment

Moved by Bernie Potvin (6539A) THAT the meeting be adjourned.
Seconded by Luc Chartier (6533A).
Motion carried.

The meeting was adjourned at 20h07.

2018 Board of Directors Report

Rules

The rules were reviewed and updated May 8th, 2017 and became effective June 15th, 2017. There have been no changes made to the Rules since.

Tree removal and replacement program – Each year the trees are reviewed by an arborist to determine the priority for removal or pruning as required. As a priority, problem trees are being removed first then replacement trees will be planted.

The tree in front of 6515 will be removed this fall and a replacement done in the spring.

Landscaping project – Plants were installed throughout the property and refreshing of mulch as necessary. The addition of 5 bushes at the entrance to 6571 and Bilberry Dr. was completed.

Caulking – The window and door caulking program for 2017 and 2018 is scheduled for completion in October. This will finish the 6501 to 6571 section. This is an annual project which is completed at a set contract price. All caulking of entry holes at the lower levels were re-caulked as necessary by our grounds keeper.

Brickwork – Once again this year all of the brickwork was inspected by a contractor to identify repairs that were required. All noted brickwork repairs and parging were completed.

Steps and landings – There were no changes to the steps and landings this year.

Garage door entrances – The board has decided to continue putting Rubaroc in front of the garage door entrance and into the garage by about a foot to ensure a level surface for the garage door closures. All garage door entrances that have not been done prior to this year (21) will be completed by the end of October.

Entrance door replacement

All front entrance doors have now been replaced.

Villa rear patio repairs

Three villa units had repairs made to their rear patios – replaced patio stones and sod as required.

Terrace home units – repairs to patio stones

Several units had their patio stones leveled or replaced plus the 6x6 holding the bottom patio stones in place were replaced as necessary.

Bilberry Dr. – speeding

The Board contacted the City Councilor Bob Monette to discuss steps that he may authorize within his budget to help control the speeding along Bilberry Dr. while we await the speed reduction study. Speed limit warnings have been painted on the roadway and they are supposed to install an actual speed monitor at the last entrance to the school parking lot.

Electrical Lights – bollards and sensors

Forty six exterior plugins at the bollards have been replaced this year as well as 8 sensors for the outside lights.

Major water damage to two units and minor damage to 3 others

The repairs have been completed for all units. One of the owners was not happy with the wording of the status certificate when she was in the process of selling. It was correct at the time it was submitted. A revised status certificate was provided a few days later when the financial information that she was expecting to be included in the original document was provided to the corporation. She indicated that she would take us to court to recover her costs. No action has been taken to date but we must show the possibility to new owners for 2 years until December 2019.

Roofs

All roofs were inspected and caulked as necessary this year.

Chimney cleaning

All chimneys will be cleaned this fall. In addition, all owners who have not had their fireplaces inspected are required to have the inspection completed this year at their cost in accordance with Rule 37.

Changes to the Ontario Condominium Act implementation

The **Condominium Authority of Ontario (CAO)** has announced that it has set the fee amounts for the monthly fee and the user fees for the Condominium Authority Tribunal (CAT) as follows:

CAO monthly fee per condominium unit at \$1 per month (\$12 per year); and

CAT user fees for dispute resolution (payable by the party that files the dispute) as follows:

Filing Fee	For access to CAT's unassisted on-line dispute resolution system	\$25
Assisted Resolution Fee	For assistance from a dedicated mediator	\$50
Tribunal Decision Fee	For a decision from a dedicated adjudicator	\$125

Condominium Management Services Act, 2015 (CMSA)

The CMSA controls the licensing and training for Property Managers and their company.

3 types of licenses:

- General License (\$607/year) (2+ yrs and completed educational requirement)
- Transitional General License (\$607/year) (2+ yrs without educational requirement)
- Limited License (\$379/year) (Less than 2 years of experience)
- Each application: \$150
- Fees for property management companies \$799 + \$350 per licensee

Each licensee will have to obtain formal training.

Insurance will be required by the property management company.

Costs that have been passed on to us are already included in the budget.

DIRECTORS AND OFFICERS

Condominium Act, 1998

Qualifications

29 (1) No person shall be a director if,

- (a) the person is not an individual;
- (b) the person is under 18 years of age;
- (c) the person has the status of bankrupt;
- (d) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Disqualification

(2) A person immediately ceases to be a director if,

- (a) the person has the status of bankrupt;
- (b) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (c) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere;
- (d) a certificate of lien has been registered under subsection 85 (2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85 (7) within 90 days of the registration of the certificate of lien;
- (e) the person has not completed the prescribed training within the prescribed time; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

Consent

30 (1) A person shall not be elected or appointed as a director unless the person consents. 1998, c. 19, s. 30 (1).

Deemed consent

(2) A person shall be deemed to consent if the person is present at the meeting when elected or appointed and does not refuse to act as a director. 1998, c. 19, s. 30 (2).

Written consent

(3) A person who is not present at the meeting may be elected or appointed if the person consents in writing to act as director before the meeting or within 10 days after the meeting. 1998, c. 19, s. 30 (3).

Non-compliance

(4) The election or appointment of a person as director contrary to this section is ineffective. 1998, c. 19, s. 30 (4).

Term

31 (1) Except in the case of directors appointed to the first board of directors under subsection 42 (1), a director is elected for a term of three years or such lesser period as the by-laws may provide. 1998, c. 19, s. 31 (1).

DIRECTORS AND OFFICERS

O. Reg. 48/01: GENERAL

Disclosure Obligations

11.6 (1) For the purpose of clause 29 (1) (f) of the Act, a person shall provide the following statements and information in accordance with this section:

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.
 2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.
 3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.
 4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.
 5. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
 6. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
 7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.
 8. If the person is not an owner of a unit in the corporation, a statement of that fact.
 9. If the person is not an occupier of a unit in the corporation, a statement of that fact.
 10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.
- (2) In paragraphs 2 and 3 of subsection (1), "spouse" means,
- (a) a spouse as defined in section 1 of the *Family Law Act*, or
 - (b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.
- (3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person's interest in it are material. O. Reg. 180/17, s. 6.
- (4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

(5) If the person provides notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation with respect to a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the board in writing at the time of providing the notice. O. Reg. 180/17, s. 6.

(6) The meeting of owners mentioned in subsection (5) or (7) is a meeting that is held 40 days or more after the day section 27 of Schedule 1 to the *Protecting Condominium Owners Act, 2015* comes into force and for which a notice of meeting has not already been sent before that day. O. Reg. 180/17, s. 6.

(7) If the person does not provide notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation but is a candidate in the election of one or more directors at a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the corporation at the meeting. O. Reg. 180/17, s. 6.

(8) For the purpose of subsection (7), the person shall provide the statements and information,

(a) orally or in writing if the person is present at the meeting; or

(b) in writing if the person is not present at the meeting. O. Reg. 180/17, s. 6.

(9) If the person is a person appointed to the board as described in subsection 34 (2) of the Act, the person shall provide the statements and information required by subsection (1) of this section to the board,

(a) at any time before being so appointed, unless the corporation has passed a by-law described in clause (b); or

(b) within such other period of time that is set out in a by-law of the corporation and that is before the appointment. O. Reg. 180/17, s. 6.

(10) The person shall provide the statements and information,

(a) orally or in writing if the person provides them at a time at the meeting when the person is appointed to the board that is before the appointment; or

(b) in writing if,

(i) the person provides the statements and information before the meeting at which the person is appointed to the board, or

(ii) a by-law of the corporation requires the person to provide the statements and information in writing. O. Reg. 180/17, s. 6.

(11) If this section requires a person to provide the statements and information required by subsection (1) in writing, the signature of the person shall be included in the statements and shall accompany the information. O. Reg. 180/17, s. 6.

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 379

CANDIDATE:

My name: Lloyd Scott

My mailing address (optional):

6583 Bilberry Dr

Orleans, ON _____

My Email Address (optional): _____

My Telephone Number (optional): _____

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

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

Signature of candidate

Date (yyyy-mm-dd)

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

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 379

CANDIDATE:

My name: Huma Fazil

My mailing address (optional):

6669 Bilberry Drive

Orleans, ON K1C4N5

My Email Address (optional): _____

My Telephone Number (optional): _____

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

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

Fazil, Huma

Digitally signed by Fazil, Huma
DN: dc=com, dc=TDBFG, ou=CDP, ou=Users,
cn=Fazil, Huma, email=Huma.Fazil@td.com
Date: 2018.10.17 14:05:26 -04'00'

2018/10/17

Signature of candidate

Date (yyyy-mm-dd)

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

DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 379

CANDIDATE:

My name: Anthony McConeye

My mailing address (optional):

_____, ON _____

My Email Address (optional): _____

My Telephone Number (optional): _____

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

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

Anthony McConeye
Signature of candidate

2018/10/18
Date (yyyy-mm-dd)

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

GUIDE TO COMPLETING THE NEW AMENDED CONDO PROXY FORM*

The purpose of the proxy

In simple terms, the condo proxy is a document allowing you to appoint someone to represent you at a meeting of owners. If, for instance, you cannot attend the Annual General Meeting (AGM), you can appoint someone else to attend for you.

The condo proxy has two purposes:

- **Reaching quorum:** Condos can only conduct business at an owners' meeting if they have *quorum* (25% of all owners must be present at the first attempt). By giving your proxy to someone, you will be counted towards *quorum* as if you were present;
- **Voting:** Many issues are submitted to a vote of owners. Think of the election of directors, for instance. With a proxy, you can cast your vote or delegate to someone the decision to vote for you.

Who to pick as a proxy?

You can give your proxy to anyone who will be present at the meeting of owners. The proxy holder does not have to be an owner. It can be your tenant, a trusted neighbour, a friend or even someone on the board of directors. For instance, you could name the president of the board (or any other board member) to be your proxy. Pick someone you trust to represent you properly.

How to complete the proxy?

If you are going to give someone a proxy, you must use the Proxy Form issued by the Province. This is a prescribed form, which cannot be modified. You can find the most current form on the [government site](#) or by visiting the "Form" tab on [Condo Adviser](#).

It is crucially important you properly complete your proxy to avoid it being rejected at the meeting. Below are instructions on how to complete your proxy. Please note that we have coloured sections of the proxy form to facilitate your review of this guide. These colours will not appear on the actual proxy form.

If you complete the proxy electronically (on a computer as opposed to on paper), the proxy will expand depending on which sections are required. For this reason, you may not see all of the pages we are reproducing below. Indeed, this guide presents a fully-expanded proxy form as if all sections were required.

What to do with the proxy once it is completed?

Once you have completed your proxy, you should give it to the individual you have chosen as your proxy holder (the person who will attend the meeting for you). Alternatively, if you have completed all sections and have "locked in your vote" (ie, if you are not letting your proxy holder choose who to vote for), you can return the duly completed proxy to a trusted member of the board or to the corporation's manager.

Proxies and ballots must be kept by the corporation for at least 90 days following the meeting or longer if an owner has advised of actual or contemplated litigation relating to the proxy.

CondoAdviser.ca

Every page of the new proxy is divided in two sides (left and right). You must complete **both** sides. Information which is of a more personal nature (such as your name, unit number and signature) goes on the right side. This way of dividing the information allows for the inspection of the proxies at a later date while shielding out confidential information.

Don't forget to insert your **name**, your **condo address and unit number** in this section. You must also sign the proxy.

You must initial/sign on the right side **every time** you add something or check a box on the left side.

Insert your corporation number. Your corporation number may be something like **YCC 123**, **MTCC 123** or **CCC 123**. Your corporation number should appear in most of the communications from the board. If you are uncertain, ask your property manager or board of directors.

Check the applicable box depending on whether you are the unit owner, the mortgagee or someone authorized to act for either of them. In most cases, the proxy is completed by the owner.

You must insert the **date**, **month**, **year** and **time** of day at which you complete and sign the proxy. If you ended up submitting more than one proxies, the most recent one will be kept. The older ones will be discarded.

PAGE 2 – NAME/PURPOSE OF PROXY

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 _____ 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:	
<input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials
<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. Instruction for person filling out this form: If this box is checked, then the rest of the form should <u>not</u> be filled out.	Signature or initials
<input type="checkbox"/> 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

Page 2 of 8

Identify the date of the meeting of owners at which you want your proxy to be used. Usually, the date of the AGM.

Identify who you want to give your proxy to (who will represent you at the meeting). Pick someone who will be present. You could also pick a board member (the President, for instance). You can list more than one name in case the first person you named ends up not being present. You could, for instance, name Robert Smith under #1 and the President of the board under #2. If Robert Smith does not show up, the president will be able to exercise your proxy

Sign/initial every time you complete a section on the left.

Check the **first** box if you want your proxy to count only towards *quorum*. If you check this box, your proxy **cannot** vote on anything. Leave the rest of the proxy blank.

Check the **second** box if you want your proxy to be able to vote only on procedural matters (such as an adjournment). If you check this box, your proxy **cannot** be used to vote to elect/remove a director or to vote in favour/against a rule. If you check this box, you can leave the rest of the proxy blank.

Check the **third** box if you want your proxy to be able to vote on all matters at the meeting, including to elect/remove a director or in favour/against the adoption of a rule.

- If you want to decide who to vote for, you must complete the rest of the proxy (see yellow sections below);
- If you leave the rest of the proxy empty, your proxy will be able to decide for you how to vote.

Page 3 - ELECTION OF DIRECTORS

[illegible]

COMPLETE THIS PAGE ONLY IF there is going to be a
vote to elect directors

If you want to decide who to vote for, check the “section 1” box and list the directors you want to vote for. List your choices in order of priority in case you list more names than there are positions to be filled.

If you leave this section **blank** (and have checked the **third box** in the orange section on page 2), your proxy holder can decide who to vote for. In such a case, your proxy holder should be provided with a ballot at the time of registration.

Remember to sign or initial on the right every time you complete a section on the left

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. 379
River Glen I

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

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 2018/11/07 and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy	Signature or initials
A.	
B.	

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

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

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

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

Signature or initials

Signature or initials

Signature or initials

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

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

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

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: