

**OTTAWA CARLETON STANDARD
CONDOMINIUM CORPORATION 987**

GOTHAM
OTTAWA

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

Thursday, 2018 June 07, 6:45 PM

Party Room, 2nd Floor

224 Lyon Street

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

Budget for Year Ending 2019 January 31

By-Law No.4 with Explanation Note

Disclosure Obligations and Qualifications for Candidates and Directors

Candidate Disclosure Statements and Information

Proxy Form

Issued: 2018 May 23

NOTICE OF MEETING OF OWNERS

General Meeting Information

Ottawa Carleton Standard Condominium Corporation 987

Section 1. Date and Time of the Meeting

2018 June 07, 6:45 p.m. Registration; 7:00 p.m. Meeting

Section 2. Place of the meeting

Party Room, 2nd Floor, 224 Lyon Street

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

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

The quorum needed to hold this meeting is the owners of 60 out of 240 units in the corporation.

The quorum needed to pass a by-law is the owners of 121 out of 240 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: 1 position for a 3 year term

Instruction for person filling out this form: If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

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: N/A

Total number of positions on the board is: 3 directors

The current directors and terms are:
 Brett Lamb, President, 2016 April 25 - 2018
 Dave Macartney, Treasurer, 2017 June 19 - 2019
 Jordan Holman, Director, 2017 June 19 - 2020

Candidates

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

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
Brett Lamb	778 King St. W.	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input 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

☐ 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

A copy of all proposed changes to the declaration, by-laws, rules or agreements that are to be discussed at the meeting are included with this notice.

☐ 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 240 = 60)
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. Review of the Budget for Year Ending 2019 January 31
8. Appointment of Scrutineers
9. Vote for By-Law No. 4
10. Elections of Board of Directors
11. Corporation Business Discussion
12. 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 Wednesday, 2018 June 06. 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. You may use the proxy enclosed to vote and email it to kmckale@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,



Kayla McKale, RCM
kmckale@cimanagement.ca
 Capital Integral Property Management
Agents for and on behalf of OCSCC 987

**Ottawa-Carleton Standard Condominium Corporation No.
987**

Financial Statements

For the year ended January 31, 2018

Contents

Independent Auditor's Report	2 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Operating Fund Operations and Changes in Fund Balance	5
Statement of Reserve Fund Operations and Changes in Fund Balance	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 10



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Independent Auditor's Report

**To the Condominium Owners of
Ottawa-Carleton Standard Condominium Corporation No. 987**

We have audited the accompanying financial statements of Ottawa-Carleton Standard Condominium Corporation No. 987, which comprise the statement of financial position as at January 31, 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 Ottawa-Carleton Standard Condominium Corporation No. 987 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.

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
May 23, 2018

Ottawa-Carleton Standard Condominium Corporation No. 987

Statement of Financial Position

January 31	Operating Fund	Reserve Fund	2018	2017
Assets				
Current				
Cash	\$ 94,023	\$ 333,977	\$ 428,000	\$ 266,232
Investments (Note 3)	-	110,000	110,000	110,000
Accounts receivable	89,956	1,239	91,195	89,283
Prepaid expenses	1,675	-	1,675	-
	<u>\$ 185,654</u>	<u>\$ 445,216</u>	<u>\$ 630,870</u>	<u>\$ 465,515</u>
Liabilities				
Current				
Accounts payable and accrued liabilities	\$ 125,981	\$ -	\$ 125,981	\$ 101,437
Due to operating fund (Due from reserve fund)	(12,215)	12,215	-	-
	<u>113,766</u>	<u>12,215</u>	<u>125,981</u>	<u>101,437</u>
Contractual obligations (Note 4)				
Fund balances				
Operating fund	71,888	-	71,888	119,559
Reserve fund (Note 2)	-	433,001	433,001	244,519
	<u>71,888</u>	<u>433,001</u>	<u>504,889</u>	<u>364,078</u>
	<u>\$ 185,654</u>	<u>\$ 445,216</u>	<u>\$ 630,870</u>	<u>\$ 465,515</u>

On behalf of the board:

_____ Director

_____ Director

Ottawa-Carleton Standard Condominium Corporation No. 987
Statement of Operating Fund Operations and
Changes in Fund Balance

For the year ended January 31	Budget	2018	2017
	(Unaudited)		
Revenues			
Condominium fees	\$ 976,569	\$ 978,254	\$ 983,607
Developer contribution	-	-	9,833
Miscellaneous	-	4,097	7,927
Rental	-	1,595	790
	<u>976,569</u>	<u>983,946</u>	<u>1,002,157</u>
Expenses			
Elevator	12,796	10,750	7,119
Fire and safety systems	11,257	7,176	7,296
Gas	72,000	71,149	46,590
Hydro	126,627	134,519	127,009
Insurance	48,592	48,508	44,175
Janitorial	63,732	64,839	58,509
Management fees	110,622	116,398	107,400
Office	8,200	12,478	2,906
Professional fees	6,085	5,989	12,359
Repairs and maintenance	135,273	171,840	98,954
Security	88,000	83,306	87,838
Snow removal	2,000	-	-
Summer grounds	-	-	3,554
Superintendent	62,763	64,254	63,185
Telecommunications	7,398	7,619	7,908
Waste removal	5,500	4,519	5,164
Water	53,000	53,273	41,946
	<u>813,845</u>	<u>856,617</u>	<u>721,912</u>
Excess of revenues over expenses before transfer	162,724	127,329	280,245
Transfer to reserve fund (Note 2)	175,000	175,000	160,686
Excess (deficiency) of revenues over expenses	\$ (12,276)	(47,671)	119,559
Operating fund balance, beginning of the year		<u>119,559</u>	-
Operating fund balance, end of the year		<u>\$ 71,888</u>	<u>\$ 119,559</u>

Ottawa-Carleton Standard Condominium Corporation No. 987
Statement of Reserve Fund Operations and
Changes in Fund Balance

For the year ended January 31	2018	2017
Revenues		
Initial contribution	\$ 11,375	\$ 90,523
Investment income	2,107	203
	13,482	90,726
Expenses		
Reserve fund study	-	6,893
Excess of revenues over expenses before transfer	13,482	83,833
Transfer from operating fund (Note 2)	175,000	160,686
Excess of revenues over expenses	188,482	244,519
Reserve fund balance, beginning of the year	244,519	-
Reserve fund balance, end of the year	\$ 433,001	\$ 244,519

Ottawa-Carleton Standard Condominium Corporation No. 987

Statement of Cash Flows

For the year ended January 31	2018	2017
Cash flows from operating activities		
Excess (deficiency) of revenues over expenses	\$ (47,671)	\$ 119,559
Changes in non-cash working capital:		
Accounts receivable	(673)	(89,283)
Prepaid expenses	(1,675)	-
Accounts payable and accrued liabilities	31,437	94,544
Due to / from reserve fund	(12,215)	-
Net (decrease) increase in cash	(30,797)	124,820
Cash, beginning of the year	124,820	-
Cash, end of the year	\$ 94,023	\$ 124,820

Ottawa-Carleton Standard Condominium Corporation No. 987

Notes to Financial Statements

January 31, 2018

1. Accounting Policies

Status and Purpose of Organization	<p>Ottawa-Carleton Standard Condominium Corporation No. 987 is a not-for-profit organization incorporated without share capital under the Condominium Act of Ontario on January 22, 2016.</p> <p>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 240 residential units, 98 parking units and 126 bicycle/storage units of the condominium in the city of Ottawa.</p> <p>The Corporation is a non-profit organization under the Income Tax Act and, as such, is exempt from income taxes.</p>
Basis of Accounting	<p>The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.</p>
Fund Accounting	<p>The Corporation follows the restricted fund method of accounting for contributions.</p> <p>The operating fund reports the contributions from owners and expenses related to the operation and administration of the common elements.</p> <p>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.</p> <p>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.</p>
Revenue Recognition	<p>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.</p>
Common Elements	<p>The common elements of the property are owned proportionately by the unit owners and consequently are not reflected as assets in these financial statements.</p>

Ottawa-Carleton Standard Condominium Corporation No. 987

Notes to Financial Statements

January 31, 2018

1. Accounting Policies (cont'd)

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.

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 fund is based on numerous assumptions as to future events. The directors' evaluation is that the reserve should provide sufficient funds to finance such major repairs and replacements as may be necessary based on a comprehensive reserve fund study by Keller Engineering Associates Inc. dated January 16, 2017. The Corporation's plan for contribution to the reserve fund for 2018 was \$175,000 and plan for expenses from the reserve fund for 2018 was \$10,000. The study projected a reserve fund balance on January 31, 2018 of \$422,989. The actual reserve fund balance on January 31, 2018 is \$433,001.

3. Investments

	2018	2017
Royal Bank of Canada GIC, 0.90%, matured November 16, 2017	\$ -	\$ 110,000
Royal Bank of Canada GIC, 1.00%, maturing November 16, 2018	110,000	-
	<u>\$ 110,000</u>	<u>\$ 110,000</u>

Ottawa-Carleton Standard Condominium Corporation No. 987

Notes to Financial Statements

January 31, 2018

4. Contractual Obligations

The Corporation has entered into contracts for a number of operational services, as noted.

Service	Ending Date
Management	January 21, 2019
Superintendent	January 21, 2019
HVAC maintenance	January 31, 2019
Elevator maintenance	March 31, 2021

The following amounts represent the total minimum annual commitments under the above contracts, including HST.

	Total
2019	\$ 217,070
2020	10,052
2021	10,052
2022	1,675
	<hr/>
	\$ 238,849

5. Budget Information

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

6. Remuneration of Directors and Officers

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

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 987
ANNUAL GENERAL MEETING OF OWNERS
Party Room, 224 Lyon Street, Ottawa
Monday, June 19, 2017, 7:00 p.m.

PRESENT:	Brett Lamb	President
	Dave Macartney	Acting Treasurer
	Jordan Holman	Director
	Neil Scilley	Auditor, BDO Canada
	Kayla McKale	Property Manager, CI Property Management
	Elaine Richard	Recording Secretary

1. CALL TO ORDER

Kayla McKale called the meeting to order at 7:08 p.m.

Sylvain Lapointe (1607) and Ashwin Panchapakesan (1401) volunteered to act as Scrutineers.

2. PROOF OF NOTICE

Kayla McKale confirmed that the Notice of Meeting was sent out to owners via mail or email, according to the requirements of the Condominium Act, 1998.

3. QUORUM

Kayla McKale confirmed quorum with a total of 125 units represented in person and by proxy.

4. APPROVAL OF THE MINUTES OF TURNOVER MEETING

Motion made by Sylvain Lapointe (1607), and seconded by Richard Rajendra Ramsahoye (101), to approve the Minutes of the Turnover Meeting held on April 25, 2016. Motion carried.

5. REVIEW OF THE AUDITED STATEMENTS

Neil Scilley, Auditor, BDO Canada, presented the Audited Financial Statements, which were included in the owners' AGM package.

The Auditor explained that the accounts receivable of \$89,283 included approximately \$50,000 which was charged back to the builder for agreed-upon work done by the builder. The balance

consists of arrears of condominium fees. Kayla added that the arrears were due to the timing of the audit, and have since been collected.

Sylvain Lapointe (1607) asked what items had to be covered the first year. Jordan made note of the question, and Kayla will provide a list of these items. Regarding the overbudget amount of \$20,000, Kayla explained that this included garbage chute blockages, garbage room safety code additions, and repairs to the elevator. Kayla confirmed that there were many issues involving the elevator, and advised that security cameras will be installed in the elevators shortly.

Gordon Taudien (1701) referred to the revenues in the operating fund, and asked what it includes. Kayla responded that the revenues include condominium fees from the lockers and parking unsold units. She noted that the new budget will be broken down into smaller items.

Sylvain Lapointe (1607) asked what assumptions the Board agreed to, regarding the inflation factor and interest. Kayla replied that whatever percentage the engineers typically add is always more than the actual percentage. Owners have already been provided with the Form 15. There is a formula that is used, and she can provide a digital copy of the full reserve fund study to owners, if requested.

Brett Lamb confirmed that the reserve fund study is done every three years to make sure that the percentages are on track. The current percentage is 2% for both the inflation rate and interest rate, but this will change. GIC's are 2.5%, and \$100,000 will be moved to GIC's.

Regarding the initial contributions, all purchasers are asked to pay two months of condominium fees. This is reviewed annually to ensure they are collected. Kayla confirmed that, as of last week, all sold units have made their payments. She advised she was unsure if the developer has a legal obligation to contribute for unsold units, however, they have a vested interest to ensure that the building is well run. The Auditor added that the fees on unsold units are not stipulated as condominium fees. A discussion followed regarding the number and status of the unsold units. Kayla confirmed that the actual number of filled units will be taken into consideration when doing the budget.

Jordan Holman advised that all the units that were purchased to rent out do pay fees. They do not use unsold units, nor can they, for any financial gain, including rent. If a unit is rented, it is because someone, or a company, owns it.

The Board will decide if extra funds in the operating fund can be put into the reserve fund, or used to absorb extra costs.

The Auditor confirmed that there were no reservations or qualifications in the financial report. He advised that the Corporation does need to register for a CRA business number, as it is required to file an annual tax return. Following Sylvain Lapointe's (1607) inquiry, the Auditor stated that he does not express any opinion on how good a job the Board has done.

6. BOARD'S ADDRESS

Jordan Holman reported the following:

- Reserve fund analysis and a technical audit has started
- Items have been reviewed, and purchase orders issued
- Repairs such as paint touch ups, scratches, exposed screws, etc. will start next week
- HVAC and plumbing repairs will be done by Optimum Mechanical
- Exterior work will begin mid-July, following interior work
- Cameron Contracting is doing the aesthetic and non-trade specific work

On June 28, 2017, the Board, property management, and engineering company producing the technical audit will meet with the regional head of Taron to review and provide more feedback on what is warrantable and what is not.

Amir Mirzaei (1414) inquired if the unit's water penetration would be fixed. He was advised by Jordan that the water penetration on the east elevation at the top of the window wall well was corrected last fall, except on the 17th floor. Last week, when the window cleaning was set up, they allegedly fixed the 17th floor, and also corrected the installation of the patio door.

Sylvain Lapointe (1607) questioned if the noise of people closing their doors has been technically assessed. Jordan responded that there was acoustical testing done. The Board can provide reports, if requested.

Sylvain Lapointe (1607) commented that the plastic interior window trim is either breaking or discolouring. Jordan responded that all units who reported this problem are being taken care of. Owners should email him to report this issue.

Ashwin Panchapakesan (1401) asked if the emails he receives regarding closing doors, and closing doors to the garbage room is related to the HVAC system. Kayla responded that this is related to the slamming of the garbage chute. There is a one-year warranty on the door closer, and Taron guidelines state that it is up to owners to maintain it. Ashwin responded that his floor's garbage chute cannot slam. He commented that perhaps there is a mechanism on that floor that is not on other floors, thus causing slamming. Dave McCartney added that if the inner flap is let go, it will slam. The Board will look into this on their rounds.

7. APPOINTMENT OF AUDITOR

Motion made by Sylvain Lapointe (1607), and seconded by Gord Taudien (1701), to authorize the Board to appoint BDO Canada as Auditors for the next fiscal year. Motion carried.

Regarding Sylvain Lapointe's (1607) question if a lawyer has been appointed, Kayla replied that the Board will decide which firm will be used.

8. ELECTION OF DIRECTORS

Kayla explained that three people were voted in at the turnover meeting, and the Board appointed Dave McCartney when one member resigned. Jordan's position is up for election.

Nominations received by the Board:

Jordan Holman (present)

Dave Macartney (present)

Ashwin Panchapakesan (present)

Michael Marcogliese (not present)

Pawan Gupta (not present)

There were 9 owners present at the meeting, and 17 proxies. Kayla advised that there was no reason to have a vote as there were 89 proxy votes to re-appoint Dave and Jordan to the Board.

9. NEW BUSINESS

Sylvain Lapointe (1607) thanked management and the Board for doing a good job the first year. He also gave kudos for the bike rack installation, and thanked management for controlling Airbnb's.

Jordan confirmed that all membrane spots noted in the technical audit are warrantable. All noted membrane items and sloping parking spots are being repaired, as well as the leaking garbage drain. He advised that the biggest item on the technical audit list is the window well and waterproofing the air pressure intakes, to be completed at the end of August. Once this repair is done, the concrete and masonry will be repaired. Jordan stated that the power fan switch, which is located inside someone's locker, will be re-located.

Sylvain Lapointe (1607) reported that he has asked for copies of Board meeting Minutes from Kayla, without success. A discussion followed regarding the problems with posting Minutes, due to privacy issues. Kayla objected to emailing the Minutes to owners, due to the large number of inquiries that will result. Owners should email Kayla with their request for Minutes. Sylvain suggested that he speak to the President of Bazinga to see if a restricted group can be created. Nancy Kalinda (1601) advised that she had problems on the day of her closing, and she could not reach anyone, resulting in not getting her keys for three days. The delay also affected her ability to complete and submit the Tarion form as she had no access to her unit. Kayla and Jordan will meet with this unit owner following the meeting.

Kayla advised owners that an electronic version of the AGM package was sent out, or mailed to all owners. However, if someone did not receive it, they should confirm that the property manager has their correct email address.

The Board will discuss a suggestion by Gord Taudien (1701) that there should be weekend cleaning in the building. It was noted that the problem with river rock is that garbage sits on it. However, plants will not survive with the salt and pet urine.

Kayla advised Richard Rajendra Ramsahoye (101) that there are no further plans for landscaping. She added that they are trying to resolve issues with a corner property so the area can be finished.

Kayla reported that additional cameras are scheduled to be installed after the elevator company relocates some wiring. She advised that footage is kept for 30 days in the camera. Kayla explained that it would be an expensive process for cameras in the stairwells due to drilling through concrete.

Sylvain Lapointe (1607) asked that an entrance fob be installed at the stairwell door by the garage. Jordan can get an estimate for this work.

A discussion ensued regarding the use of the door, which is sometimes held open by a pebble. It was suggested that if the door is not an entrance, the handle should be removed and the door painted. Kayla responded that painting the door is on the list.

Brett Lamb asked that residents stop throwing butts on the patio.

Ashwin Panchapakesan (1401) noted that bikes are not allowed in the lobby or elevator. However, he cannot get his bike back in to the bike room without using the elevator. Kayla responded that this rule has not yet been enforced.

10. ADJOURNMENT

Motion made by Sylvain Lapointe (1607), and seconded by Ashwin Panchapakesan (1401) to adjourn the meeting at 8:45 p.m. Motion carried.

OCSCC No. 987 Budget 2018-2019	2016	2017	2017 Actual	2017/18	2018
	Budget	Budget	End of November	Projected YE	BUDGET
Summary - Total					
Revenue	\$957,421	\$976,569	\$818,872	\$981,717	\$1,005,477
Expenses	\$957,421	\$988,845	\$808,241	\$948,467	\$1,017,977
Surplus/Deficit	\$0	-\$12,276	\$10,631	\$33,251	-\$12,500
Category					
Utilities	\$342,400	\$259,025	\$160,207	\$201,903	\$217,000
Contracts	\$251,769	\$252,820	\$209,594	\$242,379	\$253,633
Maintenance	\$67,000	\$128,500	\$139,591	\$145,384	\$133,000
Admin	\$164,815	\$173,499	\$153,019	\$183,801	\$212,344
Reserve	\$131,436	\$175,000	\$145,830	\$175,000	\$202,000
Revenue					
Common Element Fees	890950	\$976,569	\$786,065	\$943,278	\$1,005,477
Parking Revenue	50814		\$25,401	\$30,481	
Locker Revenue	15657		\$2,761	\$3,313	
Other Revenues			\$4,645	\$4,645	\$0
TOTAL Revenue	\$957,421	\$976,569	\$818,872	\$981,717	\$1,005,477
Expenses					
Utilities					
Gas	77000	\$72,000	\$31,057	\$47,000	\$50,000
Hydro	180000	\$126,627	\$84,342	\$101,210	\$115,000
Water	\$80,000	\$53,000	\$39,272	\$47,126	\$50,000
Telecom	\$4,000	\$6,162	\$5,149	\$6,179	\$2,000
Internet	\$1,400	\$1,236	\$387	\$387	\$0
Subtotal Utilities	\$342,400	\$259,025	\$160,207	\$201,903	\$217,000
Contracts Expense					
Fire/Elevator Monitoring	\$1,077	\$1,257	\$1,220	\$1,220	\$1,257
Private Security	\$90,000	\$88,000	\$63,843	\$76,415	\$80,000
General Cleaning	\$53,000	\$63,732	\$54,217	\$64,839	\$71,875
Day Superintendent	\$54,000	\$62,763	\$57,630	\$63,054	\$63,000
Elevator	\$13,000	\$9,796	\$10,615	\$10,789	\$11,113
Generator	\$0	\$2,000	\$4,033	\$4,033	\$2,100
Landscaping	\$0	\$1,000	\$0	\$0	\$1,000
HVAC	\$20,000	\$5,038	\$4,891	\$4,891	\$4,891
Pest Control	\$3,500	\$625	\$509	\$610	\$650
Waste Management	\$7,500	\$5,500	\$3,355	\$5,000	\$5,500
Garage Door Maintenance	\$3,231	\$2,000	\$1,153	\$1,764	\$2,000
Water Treatment System	\$0	\$2,110	\$2,365	\$3,153	\$3,248
Snow Removal	\$6,461	\$2,000	\$0	\$0	\$0
Fire Equipment	\$0	\$7,000	\$5,763	\$6,611	\$7,000
Subtotal Contracts	\$251,769	\$252,820	\$209,594	\$242,379	\$253,633
Maintenance Expense					
Snow/Salt	\$0		\$0	\$0	\$500
HVAC	\$0	\$12,000	\$2,737	\$3,649	\$10,000
Elevator	\$0	\$3,000	\$3,071	\$3,500	\$3,500

OCSCC No. 987 Budget 2018-2019	2016	2017	2017 Actual	2017/18	2018
	Budget	Budget	End of November	Projected YE	BUDGET
Electrical	\$0	\$2,000	\$11,773	\$14,000	\$3,000
Plumbing	\$0	\$8,000	\$14,762	\$10,000	\$10,000
Generator	\$0	\$500	\$1,402	\$1,000	\$1,000
General R&M	\$19,000	\$40,000	\$25,378	\$32,000	\$40,000
Fire and Safety Systems	\$15,000	\$3,000	\$3,093	\$3,093	\$3,000
Doors and Locks	\$0	\$1,000	\$2,000	\$2,000	\$2,000
Standard Unit Repairs	\$0	\$20,000	\$38,875	\$38,875	\$20,000
Window Cleaning	\$12,000	\$20,000	\$27,685	\$27,685	\$30,000
Garage Cleaning	\$12,000	\$10,000	\$1,356	\$1,356	\$2,000
Garage Door R&M			\$3,625	\$3,625	\$3,000
Building Supplies	\$9,000	\$9,000	\$3,834	\$4,601	\$5,000
Subtotal Maintenance Expense	\$67,000	\$128,500	\$139,591	\$145,384	\$133,000
Administrative Expenses					
Insurance	40000	\$48,592	\$40,423	\$48,508	\$50,933
Legal and Professional	\$2,500	\$1,000	\$889	\$889	\$3,000
Audit	\$7,500	\$5,085	\$5,085	\$5,085	\$5,368
Bank Charges	\$1,615	\$1,600	\$966	\$1,159	\$1,500
Office Expenses	\$5,800	\$6,000	\$6,488	\$6,488	\$6,000
Condo Functions	\$0	\$600	\$221	\$221	\$250
CAO Fees			\$1,673	\$1,891	\$3,254
Management	107400	\$110,622	\$92,185	\$110,622	\$113,941
Management Fees- Condo Act Changes			\$1,925	\$5,774	\$23,098
Misc			\$3,164	\$3,164	\$5,000
Subtotal Admin Expenses	\$164,815	\$173,499	\$153,019	\$183,801	\$212,344
Reserve Appropriation	\$123,898	\$175,000	\$145,830	\$175,000	\$202,000
Reserve Fund Study	\$7,538	\$0			
Total Reserve Fund	\$131,436	\$175,000	\$145,830	\$175,000	\$202,000
TOTAL EXPENSES	\$957,420	\$988,845	\$808,241	\$948,467	\$1,017,977

Explanation Note

Standard Unit By-Law

The *Condominium Act, 1998*, states that all condominium corporations must have a standard unit description.

We explain further as follows.

We are sure that all owners are aware that condominium corporations arrange insurance covering the common elements.

In Ontario, condominium corporations are also obligated to arrange insurance covering the units. The corporation arranges this unit insurance on behalf of every owner.

This unit insurance arranged by the corporation does not provide 100% coverage for the unit. For example,

1. This insurance is normally subject to a relatively high deductible;
2. This insurance may provide coverage for only certain perils (which are listed in the *Condominium Act*);
3. This insurance does not cover betterments or improvements to the unit.

In this note, we deal only with item 3 - betterments and improvements.

Again, the insurance arranged by the corporation does not cover betterments and improvements to the unit. Normally owners obtain their own insurance covering these betterments and improvements.

The question is: **How does one determine what is a betterment or an improvement?**

The *Condominium Act* says that this must be determined by reference to a “Standard Unit Description”. For corporations declared after May 5, 2001, the declarant must provide a standard unit description, otherwise it is everything in the unit as of purchase date. [The corporation can then pass a by-law to improve or replace the description, if desired.] Here is how it works:

1. The by-law must define the standard units by describing the features of each model which are to be considered “standard”. To achieve this, the by-law will have to contain drawings (or refer to drawings registered at the registry office) and specifications which list the features of each type of standard unit in the condominium.
2. Anything that is not part of a “standard unit” would then be an improvement, for which the corporation would not be obligated to arrange insurance. Any insurance covering those features would have to be arranged by the owner. This by law will mean your flooring will be considered a betterment and needs to be covered under each individual owners insurance.

3. From a financial perspective, it is more cost efficient for all owners, when a standard unit by-law is in place, and floors are excluded from the defined standard unit. Many condo corporations leave out countertops, vanities and flooring in order to reduce the “gap in insurance” that exists in many insurance claims. For example, if floors are damaged, and the corporation has to claim the damage under its policy, the Corporation will likely incur its entire deductible amount, which in our case is \$25,000. Where a standard unit by-law transfers the flooring damage to a unit owner, the unit owner’s policy covers the damage and a unit owner’s policy usually has a deductible of \$500. Hence, the “insurance gap” is reduced. It is really a win-win scenario.

For the above reasons, your Board of Directors is recommending that you vote in favor of adding the “standard unit by-law” that we have created with the assistance of the corporation’s lawyer. By-laws changes may be recommended by the Board, however, before becoming effective, by-laws must be approved by a majority of the units of the Corporation. Therefore, 50% +1 of all units, or 121 units in our case, must approve a proposed by-law. Once this happens, it must be registered on title. Only then does the by-law become enforceable.

Schedule "A"

**OTTAWA-CARLETON STANDARD CONDOMINIUM
CORPORATION NO. 987
BY-LAW NO. 4**

BE IT ENACTED as By-law No. 4 (being a By-law to define standard units) of Ottawa-Carleton Standard Condominium Corporation No. 987 (hereinafter referred to as the "Corporation") as follows:

**ARTICLE I
DEFINITIONS**

All words used herein which are defined in the *Condominium Act, 1998*, or any successor, ('the Act') shall have ascribed to them the meanings set out in the Act as amended from time to time.

**ARTICLE II
GENERAL**

- (1) The purpose of this By-law is to define the standard units in this condominium.
- (2) Where the materials or specifications set out in this By-law are uncertain or incomplete, the standard unit specifications and materials shall be consistent with "Builder's Standard" construction. In the case of any dispute as to what constitutes "Builder's Standard", a comparison shall be had to the quality of the particular feature being offered by builders of comparable construction at the time of the damage.
- (3) The standard unit does not include features which are part of the common elements. The Corporation's declaration determines which features are part of the common elements and which features are parts of the units. To the extent that the attached schedules include features which are part of the common elements, they are included for reference and information purposes. They are not intended to be part of the standard unit.
- (4) Except as otherwise indicated in this By-law, the standard unit(s) shall include all features of the units mentioned in the declaration or shown in the description (including all registered architectural and structural drawings) of the condominium. In the case of any inconsistency between the description and the schedules to this By-law, the schedules to this By-law shall prevail.
- (5) Unless otherwise indicated herein, the following items **as shown in the condominium description** shall form part of the standard unit and shall simply be of standard quality and installation and in accordance with all relevant or applicable codes and regulations:
 - plumbing
 - drains
 - insulation
 - ducting, venting and associated fans
 - vapour barrier
 - drywall, taped and sanded, with one coat of primer and one coat of white latex paint
 - trim, with one coat of primer and one coat of white latex paint
 - interior door hardware
 - cabinet hardware (bathroom(s) and kitchen)
- (6) All replacement materials and re-construction shall conform to the current Ontario Building Code, Ontario Fire Code, Ontario Electrical Safety Code, current Municipal regulations and by-laws, and all applicable bulletins in force. If any component of the standard unit must be upgraded or changed in order to comply with any applicable governmental regulation or code or other law applicable to the repair of insured damage

or destruction, the said upgrade or change shall be considered part of the standard unit despite not being clearly defined herein as being part of the standard unit.

- (7) Where the schedules to this By-law refer to specific brands of equipment or materials, this shall be deemed to include equivalent brands.
- (8) In this condominium, there are thirty (30) different classes of standard units. Each class is based upon a different model of unit in this condominium. The standard unit for each class or model is defined and described further in plans and specifications contained in the schedule(s) indicated for the particular class. The classes and schedule(s) are as follows:

Class Number	Class Description	Municipal Units	Legal Description	Schedule
1	Loft 101 One Bedroom + Den) 725 sq. ft.	101	Unit 1, Level 1	1 & 2
2	Loft House 02 & 03 (One Bedroom + One Den) 819 sq. ft.	102 & 103	Units 2 & 3, Level 1	1 & 3
3	Loft House 04, 05, 06 & 07 (One Bedroom) 747 sq. ft.	104, 105, 106 & 107	Units 4, 5, 6 & 7 Level 1	1 & 4
4	Loft 108 (Jr. One Bedroom) 525 sq. ft.	108	Unit 8, Level 1	1 & 5
5	Loft 202 (One Bedroom + Den) 752 sq. ft.	202	Unit 2, Level 2	1 & 6
6	Loft 203 & 204 (One Bedroom + Den) 688 sq. ft.	203 & 204	Units 3 & 4, Level 2	1 & 7
7	Loft 205 (One Bedroom + Den) 1,007 sq. ft.	205	Unit 5, Level 2	1 & 8
8	Loft 206 (One Bedroom + Den) 673 sq. ft.	206	Unit 6, Level 2	1 & 9
9	Loft 207 (One Bedroom + Den) 736 sq. ft.	207	Unit 7, Level 2	1 & 10
10	Loft 208, 316 & 416 (Two Bedroom + Den) 1,317 sq. ft.	208, 316 & 416	Unit 8, Level 2 Unit 16, Level 3 Unit 16, Level 4	1 & 11
11	Loft 1 (One Bedroom) 587 sq. ft.	201, 301, 401, 501, 601, 701, 801, 901, 1001, 1101, 1201, 1301, 1401, 1501 & 1601	Unit 1, Levels 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 12

12	Loft 2 (One Bedroom) 502 sq. ft.	302, 402, 502, 602, 702, 802, 902, 1002, 1102, 1202, 1302, 1402, 1502 & 1602	Unit 2, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 13
13	Loft 3 & 4 (One Bedroom + Den) 597 sq. ft.	303, 403, 503, 603, 703, 803, 903, 1003, 1103, 1203, 1303, 1403, 1503 & 1603 304, 404, 504, 604, 704, 804, 904, 1004, 1104, 1204, 1304, 1404, 1504 & 1604	Unit 3, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16 Unit 4, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 14
14	Loft 5 (Jr. One Bedroom) 436 sq. ft.	305, 405, 505, 605, 705, 805, 905, 1005, 1105, 1205, 1305, 1405, 1504 & 1605	Unit 5, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 15
15	Loft 6 (One Bedroom + Den) 676 sq. ft.	306, 406, 506, 606, 706, 806, 906, 1006, 1106, 1206, 1306, 1406, 1506 & 1606	Unit 6, Level 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 16
16	Loft 7 (One Bedroom + Den) 911 sq. ft.	307, 407, 507, 607, 707, 807, 907, 1007, 1107, 1207, 1307, 1407, 1507 & 1607	Unit 7, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 17
17	Loft 8 & 9 (Jr. One Bedroom) 497 sq. ft.	308, 408, 508, 608, 708, 808, 908, 1008, 1108, 1208, 1308, 1408, 1508, 1608, 309, 409, 509, 609, 709, 809, 909, 1009, 1109, 1209, 1309, 1409, 1509 & 1609	Units 8, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16 Units 9, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 18
18	Loft 10 (One Bedroom + Den) 648 sq. ft.	310, 410, 510, 610, 710, 810, 910, 1010, 1110, 1210, 1310, 1410, 1510 & 1610	Unit 10, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 19
19	Loft 11 & 12 (One Bedroom + Den) 751 sq. ft.	311, 411, 511, 611, 711, 811, 911, 1010, 1011, 1111, 1211, 1311, 1411, 1511, 1611, 312, 412, 512, 612, 712, 812, 912, 1012, 1112, 1212, 1312, 1412, 1512 & 1612	Unit 11, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16 Unit 12, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16	1 & 20
20	Loft 13 & 14 (Jr. One Bedroom) 429 sq. ft.	313, 413, 513, 613, 713, 813, 913, 1013, 1113, 1213, 1313, 1413, 1513, 1613, 314, 414, 514, 614, 714, 814, 914, 1014, 1114, 1214, 1314, 1514 & 1614	Unit 13, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 & 16 Unit 14, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15 & 16	1 & 21
21	Loft 1414 One Bedroom + Den 951 sq. ft.	1414	Unit 14, Level 14	1 & 22

22	Loft 15 (One Bedroom) 525 sq. ft.	315, 415, 515, 615, 715, 815, 915, 1015, 1115, 1215, 1315, 1515 & 1615	Unit 15, Levels 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15 & 16	1 & 23
23	Glass House 16 (Two Bedroom) 772 sq. ft.	516, 616, 716, 816, 916, 1016, 1116, 1216, 1316	Unit 16, Levels 5, 6, 7, 8, 9, 10, 11, 12 & 13	1 & 24
24	Penthouse 01 (Three Bedroom) 1,431 sq. ft.	PH1	Unit 1, Level 17	1 & 25
25	Penthouse 02 (Two Bedroom) 1019 sq. ft.	PH2	Unit 2, Level 17	1 & 26
26	Penthouse 03 (Two Bedroom + Den) 1091 sq. ft.	PH3	Unit 3, Level 17	1 & 27
27	Penthouse 04 (Two Bedroom + Den) 1,121 sq. ft.	PH4	Unit 4, Level 17	1 & 28
28	Parking Units	n/a	Units 1 to 21, Level B Units 1 to 27, Levels C & D Units 1 to 23, Level E	29
29	Bicycle/Storage Units	n/a	Units 9 to 30, Level 1 Units 1 to 41, Level A Units 22 to 36, Level B Units 28 to 42, Level C Units 28 to 39, Level D Units 24 to 44, Level E	30

ARTICLE III MISCELLANEOUS

- (1) The standard unit description(s) in this by-law replace(s) any previous standard unit description(s) (for the same classes of unit), including any such description(s) provided by the declarant pursuant to Section 43 (5) (h) of the Act. Any such previous description(s) no longer apply.
- (2) Invalidity: The invalidity of any part of this By-law shall not impair or affect in any manner the validity and enforceability or effect of the balance thereof.
- (3) Waiver: No restriction, condition, obligation or provision contained in this By-law shall be deemed to have been abrogated or waived by reason of any failure to enforce the same irrespective of the number of violations or breaches thereof which may occur.
- (4) Headings: The headings in the body of this By-law form no part thereof but shall be deemed to be inserted for convenience of reference only.
- (5) Alterations: This By-law or any parts thereof may be varied, altered or repealed by a By-law passed in accordance with the provisions of the Act, and the Declaration.
- (6) Preparation: This document was prepared in the year 2018 by Davidson Houle Allen LLP Condominium Law in conjunction with the corporation.

The foregoing By-law is hereby passed by the Directors and confirmed by the owners pursuant to the *Condominium Act, 1998* of Ontario.

DATED this _____ day of _____, 2018.

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION NO. 987**

Print Name:

Print Title:

I have authority to bind the Corporation.

Schedule "1"
Ottawa-Carleton Standard Condominium Corporation No. 987
Specifications

Specifications are applicable to all classes. All items are of standard builder's quality, unless otherwise stated.

SUITE FEATURES

- Ceiling height principal rooms is 9ft
- Floor to Ceiling windows
- Exposed concrete ceilings in all areas except the bathroom, powder room, washer/dryer room and foyer
- Bathroom, powder room and foyer ceilings are smooth drywall painted white
- Exposed concrete feature wall and columns
- White painted interior walls
- 4" baseboard and 2 ½" door casing
- Slab style bathroom, closet and washer/dyer room doors with brushed chrome hardware
- Frosted glass sliding bedroom doors
- Vinyl coated wire shelving in all closets and storage areas

ELECTRICAL

- Individually controlled heating and air conditioning system utilizing a heat pump system
- Smoke and carbon monoxide detectors provided in all suites
- Individual electrical panel with circuit breakers
- White "decor style" receptacles and switches throughout

KITCHEN

- Custom designed european style kitchen cabinetry with island in a selection of door finishes
- Stone surface countertop
- Single or double bowl under-mount stainless steel sink
- Single lever deck mounted faucet set

BATHROOMS

- Customs designated earepan style bathroom cabinetry in a selection of door finishes
- Rain style shower head
- Full vanity width mirror
- Porcelain wall tile on all wet wall surrounds (bathtub and shower)
- White bathroom fixtures
- Deep soaker bathtub with tiled skirt
- Pressure balanced mixing valve in the bathtub and shower

LIGHTING

- Ceiling mounted track lighting in kitchen
- Ceiling mounted light fixtures in foyer and hallways
- Pot lights in bathroom
- Vapour proof ceiling mounted pot light over bathtub and shower stall
- Capped ceiling light fixture outlet in dining room and den
- Switch-controlled split outlets in living room and bedroom

MULTI MEDIA TECHNOLOGY

- Structured high-speed wiring infrastructure with network centre to support the latest entertainment and high-speed communications services
- Pre-wired telephone, cable television and communication outlets
- Category 6 telephone wiring to all telephone wiring to all television and telephone outlet connects directly to the suite network centre

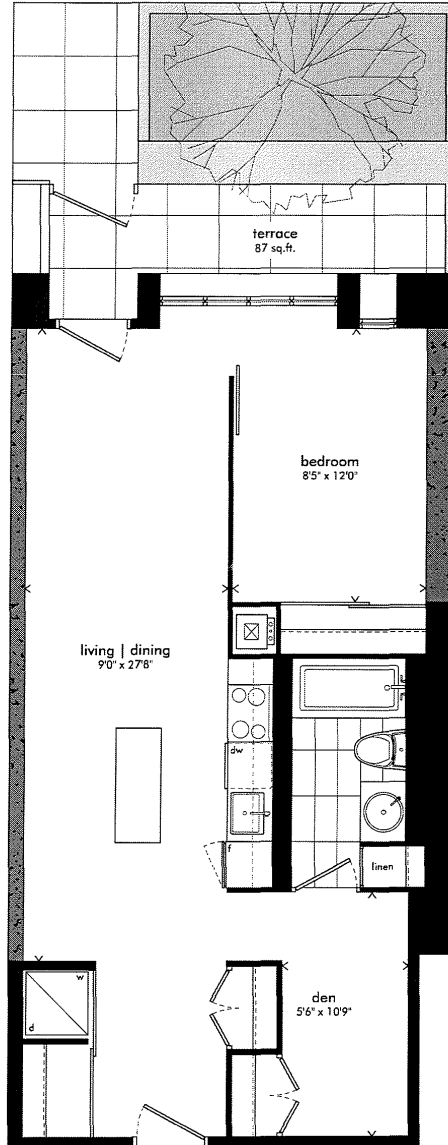
NOTE: **For clarity, the standard units for all residential units (Classes 1 through 27)
DO NOT include any flooring.**

Schedule "2"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 1

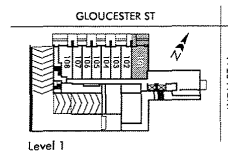
LOFT 101

725 SQ.FT.

One Bedroom + Den
plus 87 sq.ft. Terrace



GOTHAM
OTTAWA



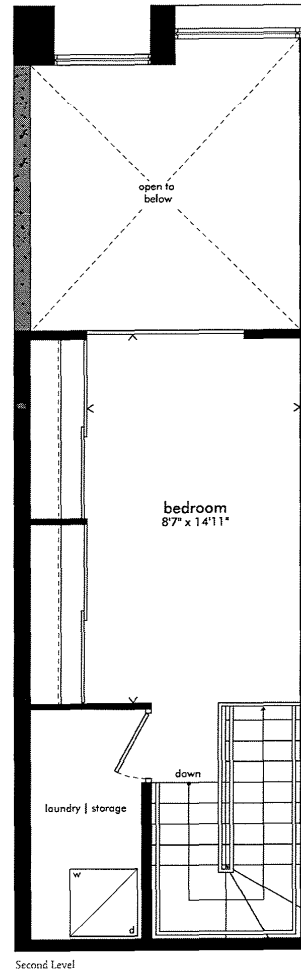
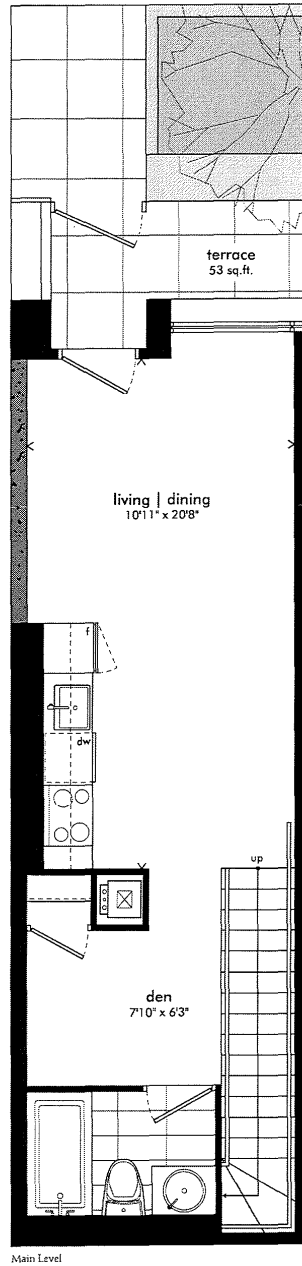
Furniture not included. Windows, balcony and balcony door may shift. Actual floor area may differ from stated floor area. All prices, sizes and some features are subject to change without notice. 1.80.1

Schedule "3"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 2

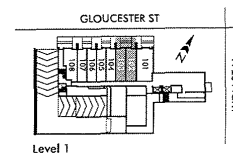
LOFTHOUSE 02 | 03

819 SQ.FT.

One Bedroom + Den
plus 53 sq.ft. Terrace



GOTHAM
OTTAWA



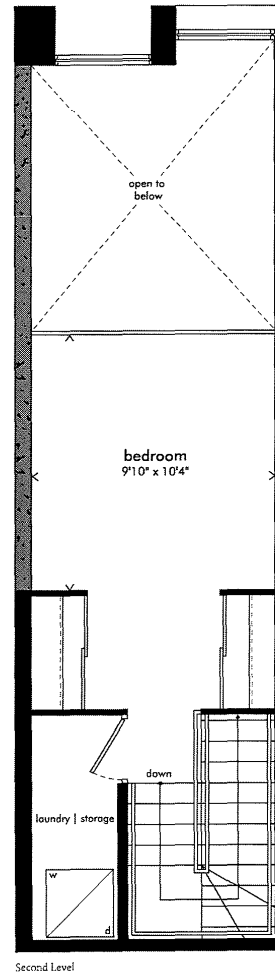
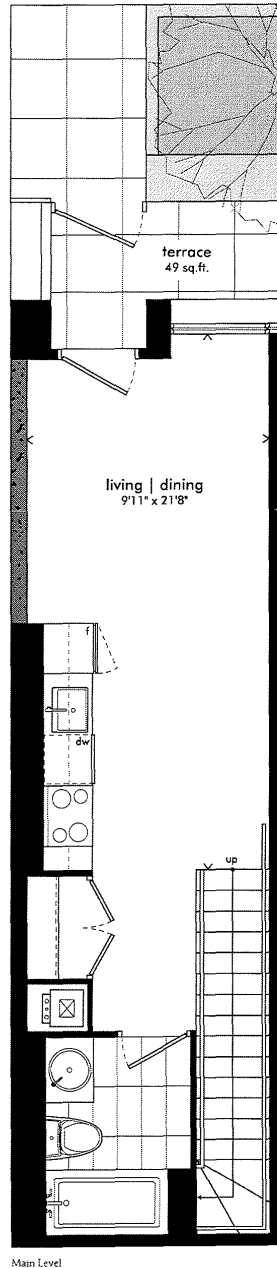
Furniture not included. Windows, balcony and balcony door may shift. Actual floor area may differ from stated floor area. All prices, sizes and specifications are subject to change without notice. S&G I

Schedule "4"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 3

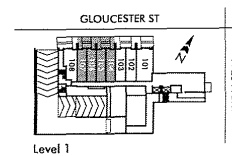
LOFTHOUSE 04 | 05 | 06 | 07

747 SQ.FT.

One Bedroom
 plus 49 sq.ft. Terrace



GOTHAM
 OTTAWA



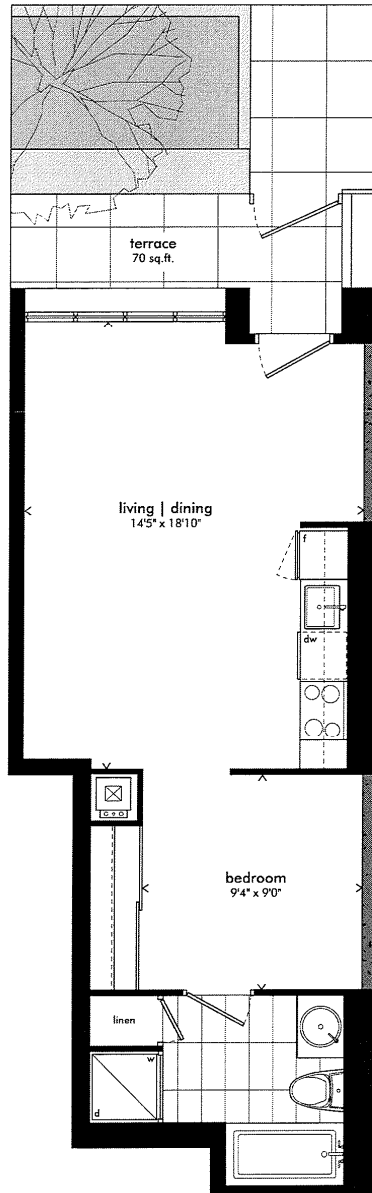
Furniture not included. Windows, balconies and balcony doors may shift. Actual floor areas may differ from allotted floor areas. All prices, sizes and specifications are subject to change without notice. © 2014

Schedule "5"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 4

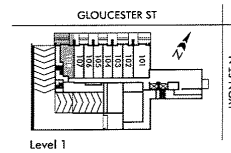
LOFT 108

525 SQ.FT.

Jr. One Bedroom
 plus 70 sq.ft. Terrace



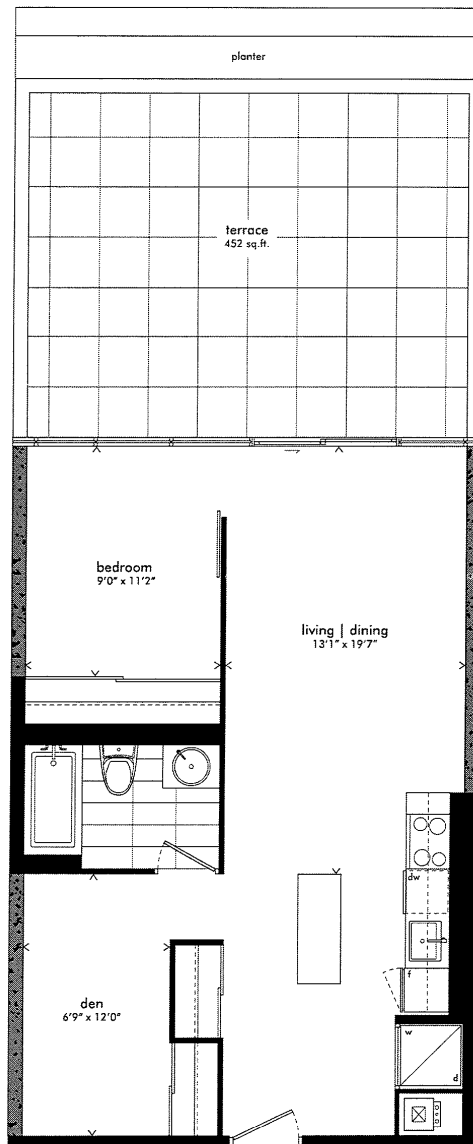
GOTHAM
 OTTAWA



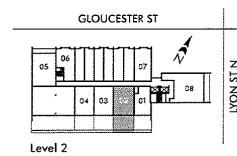
Furniture not included. Window(s), balcony and balcony door may shift. Actual floor area may differ from
 stated floor area. All prices, sizes and colors are subject to change without notice. J.B.O.T.

Schedule "6"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 5

LOFT 202

752 SQ.FT.One Bedroom + Den
plus 452 sq.ft. Terrace

GOTHAM
 OTTAWA

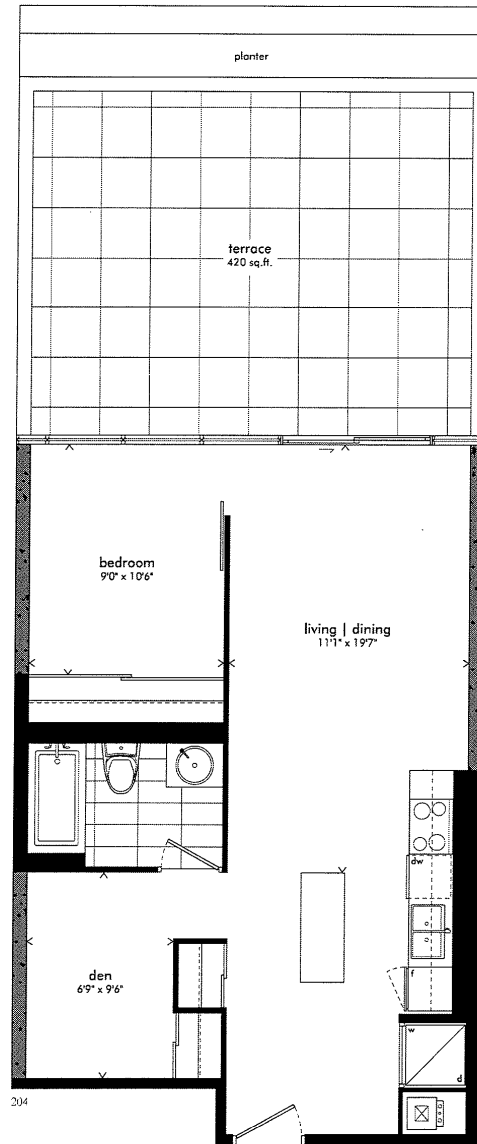


Furniture not included. Windows, balconies and bedrooms shown may vary. Actual floor areas may differ from stated floor areas. All prices, times and specifications are subject to change without notice. © 2016

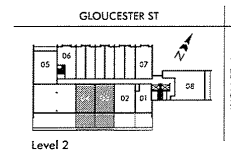
Schedule "7"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 6

LOFT 203 | 204

688 SQ.FT.

One Bedroom + Den
plus 420 sq.ft. Terrace

GOTHAM
OTTAWA



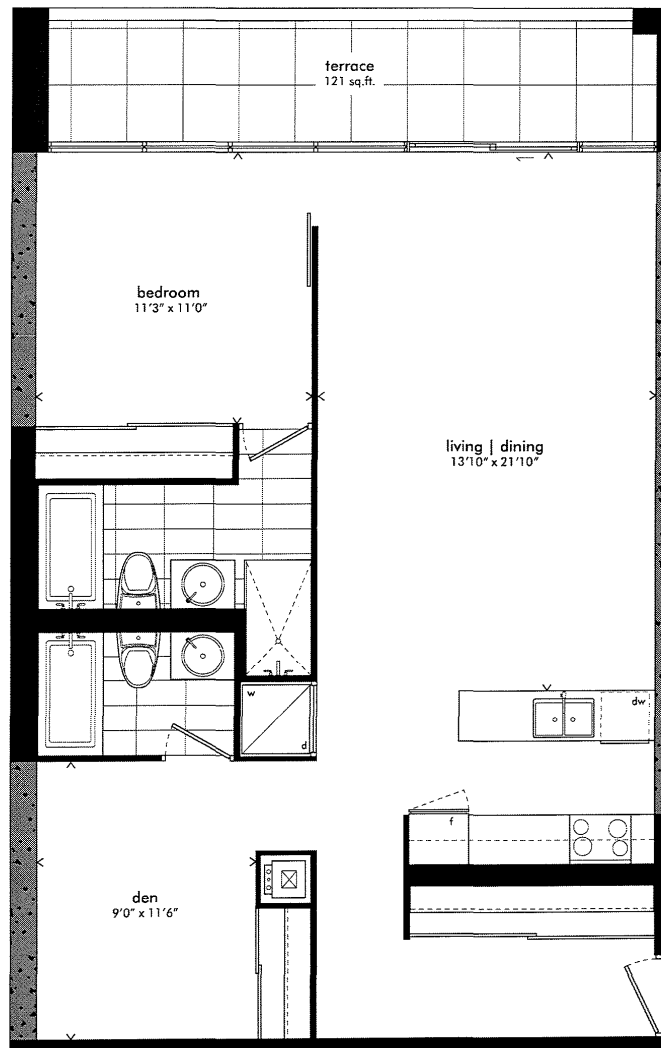
Features not included: Windows, balcony and balcony door may shift. Actual floor areas may differ from stated floor area. All prices, when not specified, are subject to change without notice. © 2022

Schedule "8"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 7

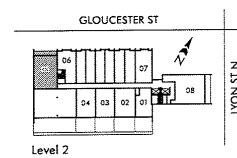
LOFT 205

1,007 SQ.FT.

One Bedroom + Den
 plus 121 sq.ft. Terrace



GOTHAM
 OTTAWA



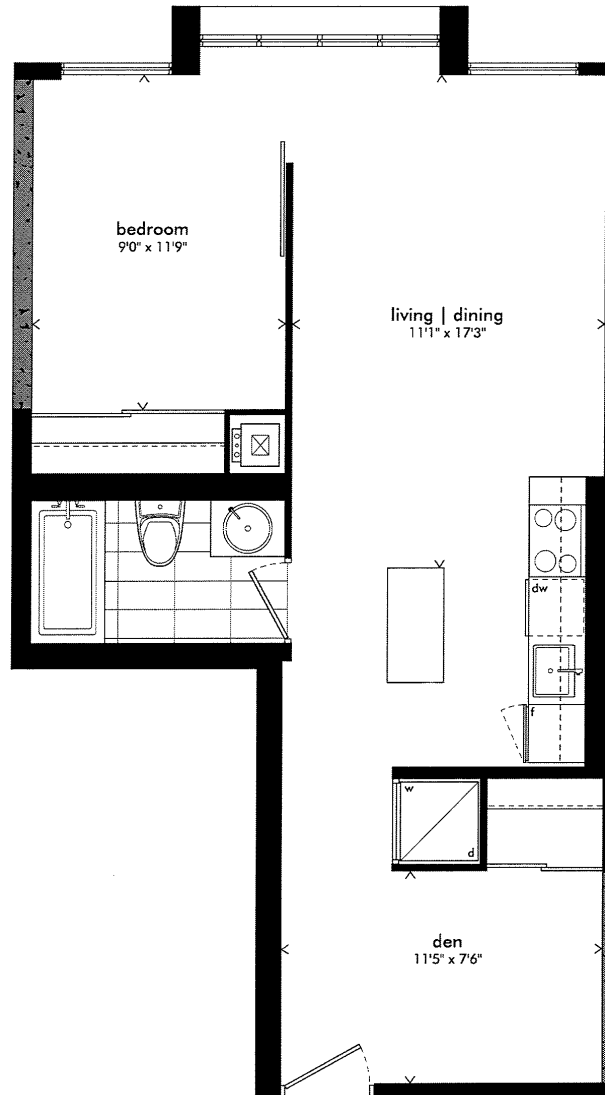
Furniture not included. Windows, balconies and balcony doors may vary. Actual floor area may differ from stated floor area. All prices, rents and other details are subject to change without notice. EACI

Schedule "9"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 8

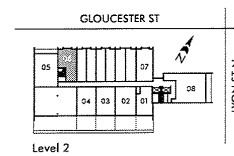
LOFT 206

673 SQ.FT.

One Bedroom + Den



GOTHAM
OTTAWA



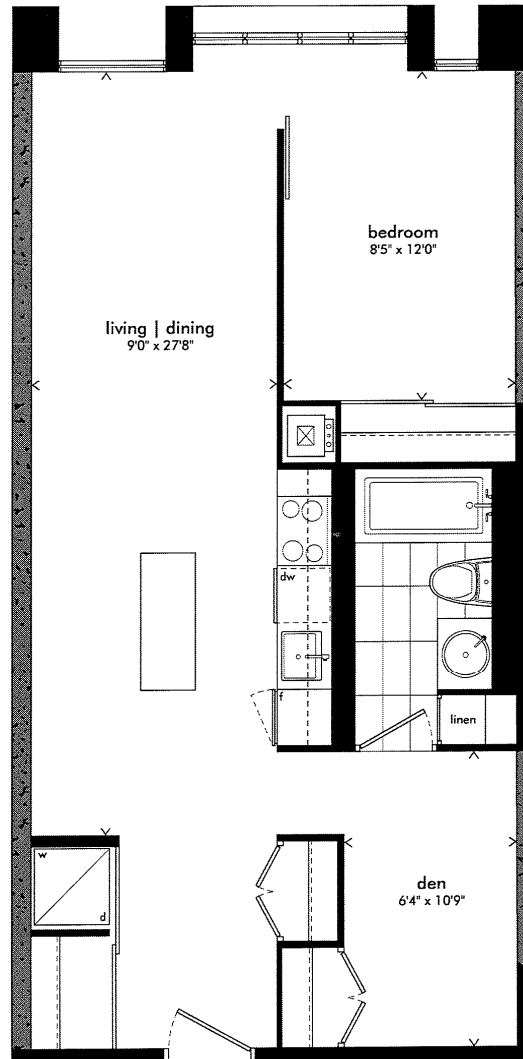
Furniture not included. Windows, balcony and bathroom door may shift. Actual floor area may differ from listed floor area. All prices, sizes and units are subject to change without notice. E.A.O.F.

Schedule "10"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 9

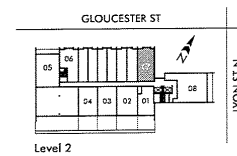
LOFT 207

736 SQ.FT.

One Bedroom + Den



GOTHAM
 OTTAWA



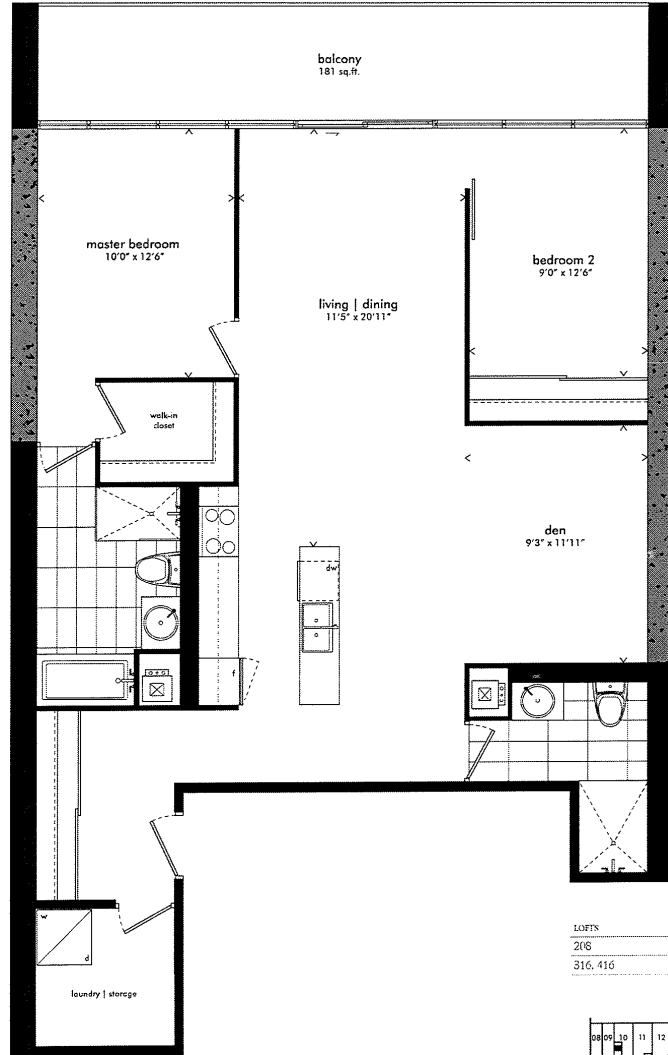
Furniture not included. Windows, balconies and bellows door may vary. Actual floor area may differ from listed floor area. All prices, prices and specifications are subject to change without notice. L&O E

Schedule "11"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan – Class 10

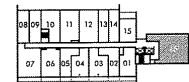
LOFT 208 | 316 | 416

1,317 SQ.FT.

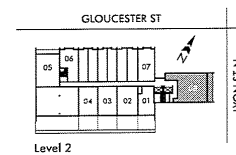
Two Bedroom + Den
 plus 181 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
208	1,317 sq.ft.	181 sq.ft.
316, 416	1,303 sq.ft.	181 sq.ft.



Levels 3-4



Level 2

GOTHAM
 OTTAWA

Furniture not included. Windows, balcony and balcony door may vary. Actual floor area may differ from listed floor area. All prices, sizes and specifications are subject to change without notice. © 2017

Schedule "12"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 11

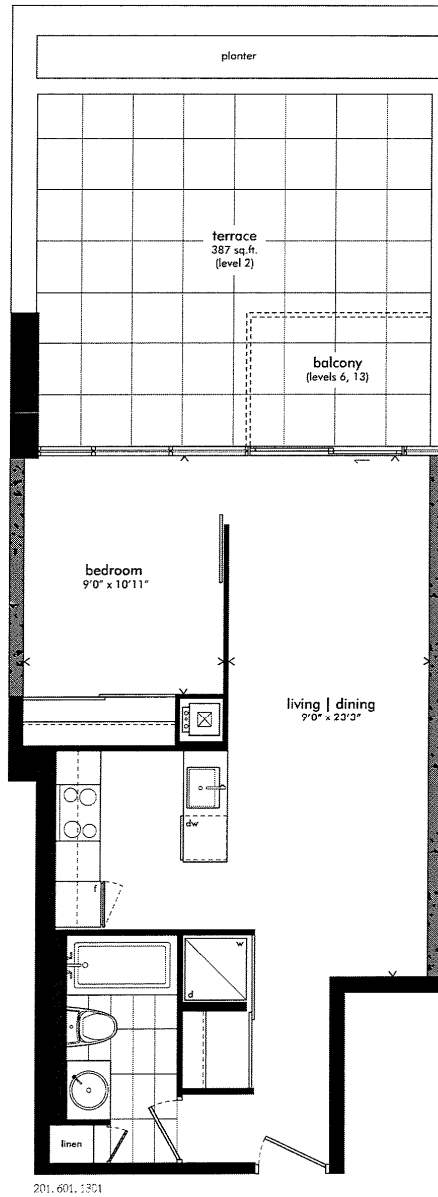
LOFT 01

587 SQ.FT.

One Bedroom

plus 387 sq.ft. Terrace

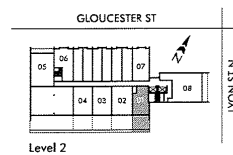
plus 54-104 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
201	587 sq.ft.	387 sq.ft.
301	587 sq.ft.	104 sq.ft.
401, 901, 901	587 sq.ft.	75 sq.ft.
501	587 sq.ft.	65 sq.ft.
601, 1301	587 sq.ft.	64 sq.ft.
701, 1401, 1501	587 sq.ft.	74 sq.ft.
1001, 1101, 1201, 1301	587 sq.ft.	54 sq.ft.



Levels 3-16



Level 2

GOTHAM
 OTTAWA

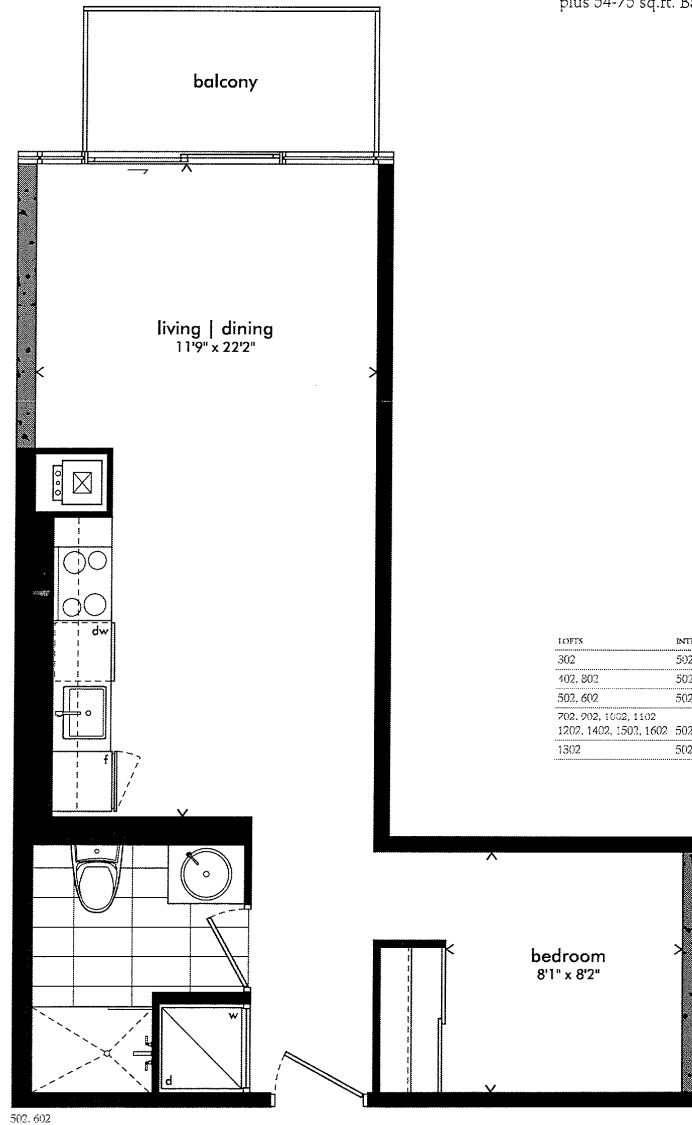
Furniture not included. Windows, balcony and balcony door may vary. Actual floor areas may differ from stated floor areas. All prices, sizes and specifications are subject to change without notice. © 2012

Schedule "13"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 12

LOFT 02

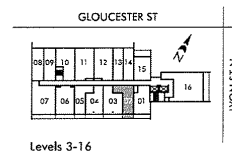
502 SQ.FT.

Jr. One Bedroom
 plus 54-75 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
302	502 sq.ft.	75 sq.ft.
402, 802	502 sq.ft.	54 sq.ft.
502, 602	502 sq.ft.	64 sq.ft.
702, 902, 1002, 1102		
1202, 1402, 1502, 1602	502 sq.ft.	74 sq.ft.
1302	502 sq.ft.	75 sq.ft.

GOTHAM
 OTTAWA



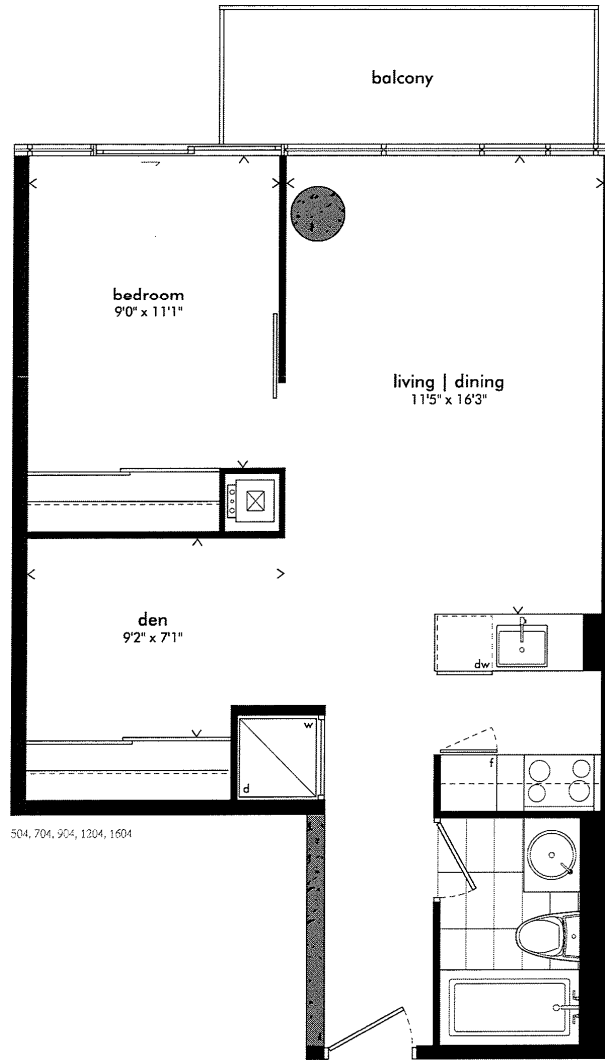
Furniture not included. Windows, balcony and balcony door may differ. Actual floor area may differ from stated floor area. All prices, sizes and specifications are subject to change without notice. E. 602

Schedule "14"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 13

LOFT 03 | 04

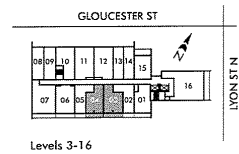
597 SQ.FT.

One Bedroom + Den
 plus 55-117 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
303, 304	597 sq.ft.	127 sq.ft.
403, 603, 803		
1003, 1103	597 sq.ft.	85 sq.ft.
404, 604, 804		
1004, 1104	597 sq.ft.	85 sq.ft.
503, 703, 903		
1203, 1603	597 sq.ft.	107 sq.ft.
504, 704, 904		
1204, 1604	597 sq.ft.	96 sq.ft.
1303, 1404, 1503,	597 sq.ft.	117 sq.ft.
1304, 1504	597 sq.ft.	64 sq.ft.
1403	597 sq.ft.	86 sq.ft.

GOTHAM
 OTTAWA



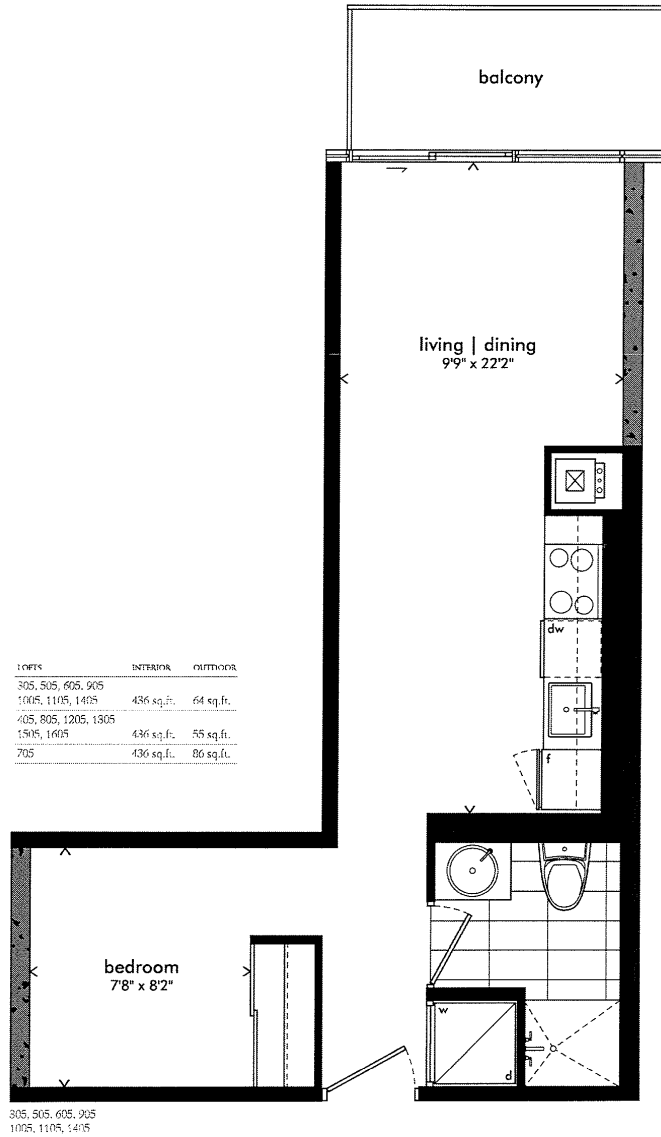
Furniture not included. Windows, balconies and balcony doors may shift. Actual floor area may differ from listed floor area. All prices, sizes and specifications are subject to change without notice. © 2016

Schedule "15"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 14

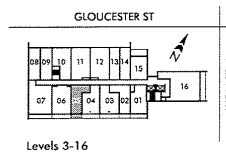
LOFT 05

436 SQ.FT.

Jr. One Bedroom
 plus 55-86 sq.ft. Balcony



GOTHAM
 OTTAWA



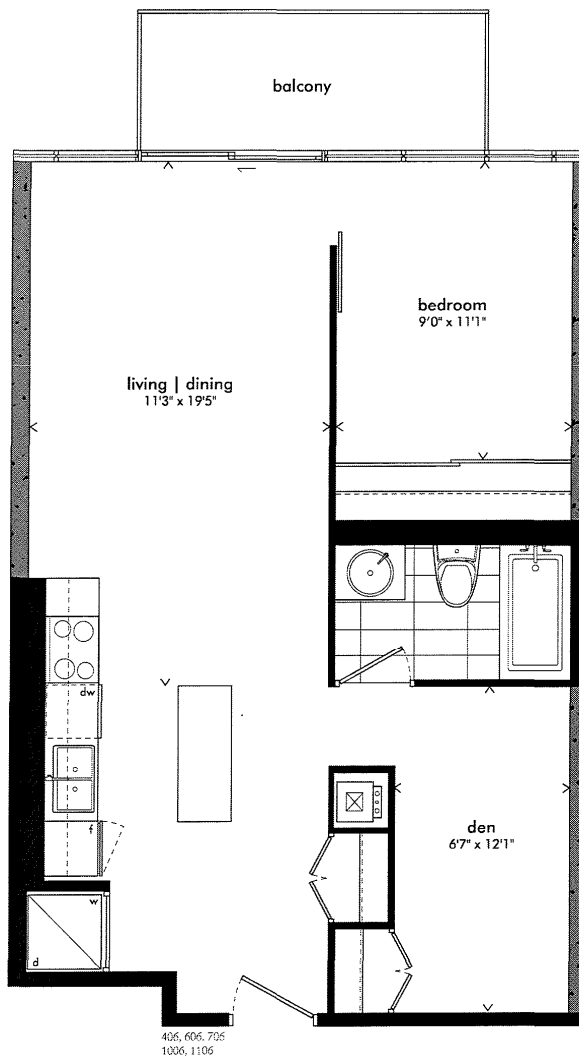
Furniture not included. Windows, balconies and balcony doors may shift. Actual floor areas may differ from stated floor areas. All prices, sizes and terms of purchase are subject to change without notice. E&OE

Schedule "16"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 15

LOFT 06

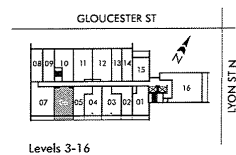
676 SQ.FT.

One Bedroom + Den
 plus 65-117 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
305	676 sq.ft.	117 sq.ft.
406, 606, 706 1006, 1106	676 sq.ft.	86 sq.ft.
506, 806, 1206 1306, 1506, 1606	676 sq.ft.	96 sq.ft.
906, 1406	676 sq.ft.	65 sq.ft.

GOTHAM
 OTTAWA



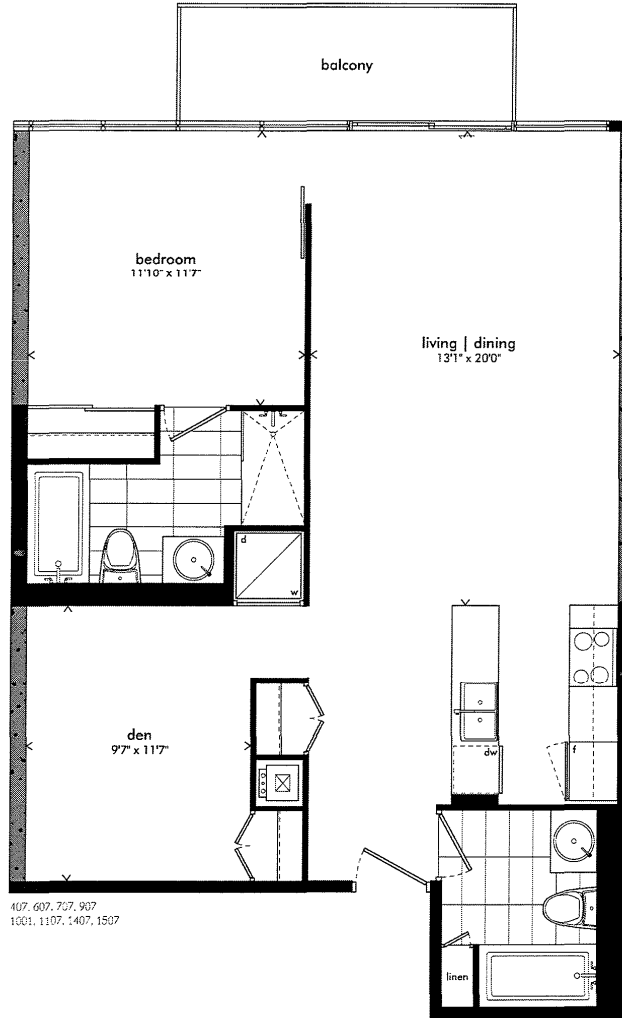
Furniture not included. Windows, balconies and balcony doors may shift. Actual floor areas may differ from plotted floor areas. All prices, sizes and specifications are subject to change without notice. E.A.O. 6

Schedule "17"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 16

LOFT 07

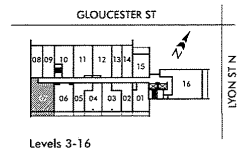
911 SQ.FT.

One Bedroom + Den
 plus 86-147 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
307	911 sq.ft.	147 sq.ft.
407, 607, 707, 907 1007, 1107, 1407, 1507	911 sq.ft.	86 sq.ft.
507, 807, 1207		
1507, 1607	911 sq.ft.	117 sq.ft.

GOTHAM
 OTTAWA



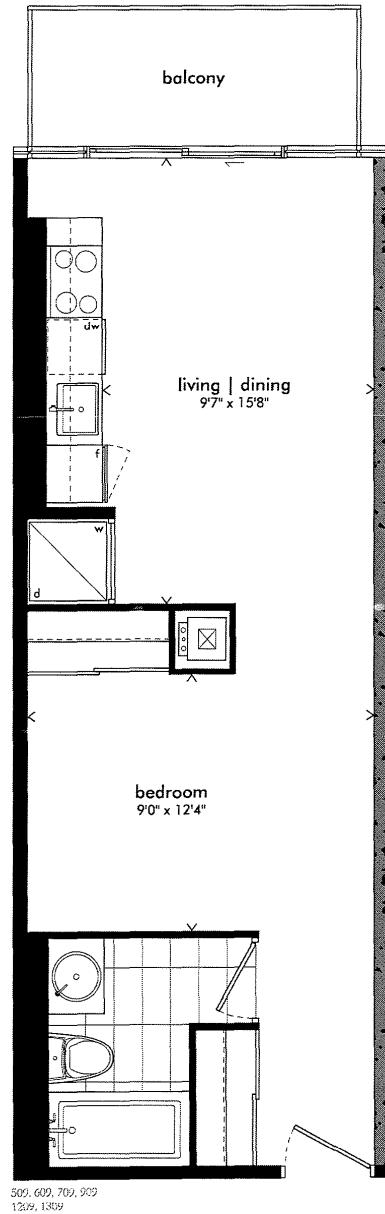
Furniture not included. Windows, balcony and balcony door may vary. Actual floor area may differ from stated floor area. All prices, dimensions and features are subject to change without notice. © 2017

Schedule "18"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 17

LOFT 08 | 09

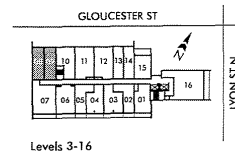
497 SQ.FT.

Jr. One Bedroom
 plus 54-75 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
308	497 sq.ft.	Juliet
309	477 sq.ft.	Juliet
408	497 sq.ft.	66 sq.ft.
409	477 sq.ft.	62 sq.ft.
508, 608, 708, 808		
908, 1008, 1108, 1208		
1308, 1408, 1508, 1608	497 sq.ft.	66 sq.ft.
509, 609, 709, 909		
1209, 1309	477 sq.ft.	64 sq.ft.
809, 1609	497 sq.ft.	75 sq.ft.
1009, 1109, 1409, 1509	477 sq.ft.	54 sq.ft.

GOTHAM
 OTTAWA



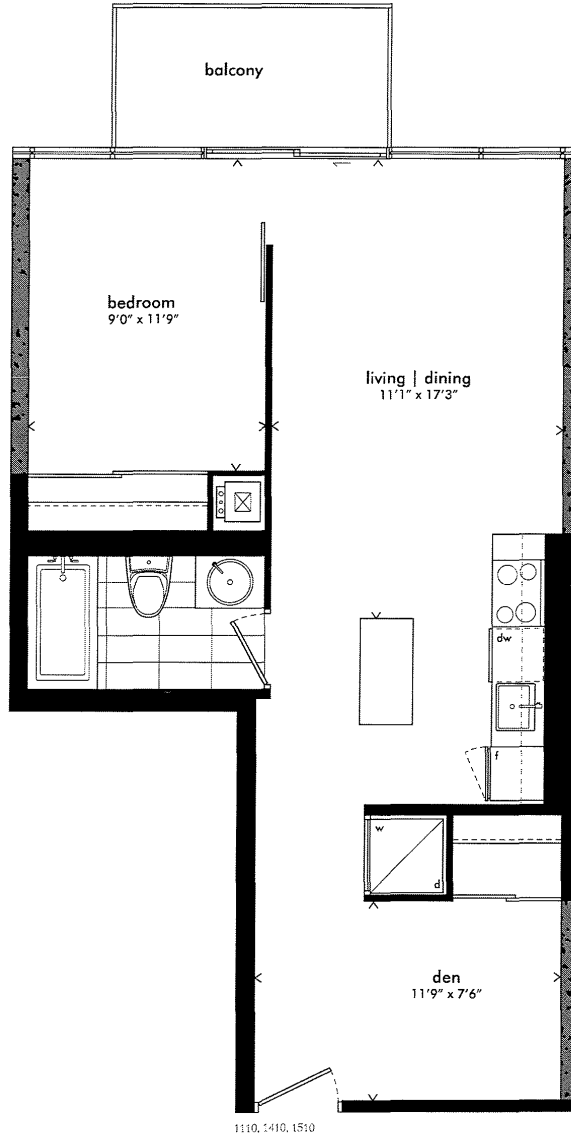
Furniture not included. Windows, balcony and balcony door may differ. Actual floor area may differ from listed floor area. All prices, area and specifications are subject to change without notice. 1.8.01

Schedule "19"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 18

LOFT 10

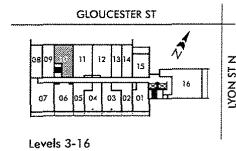
648 SQ.FT.

One Bedroom + Den
 plus 54-118 sq.ft. Terrace



LOFTS	INTERIOR	OUTDOOR
310	648 sq.ft.	Juliet
410	648 sq.ft.	98 sq.ft.
510, 710, 910	648 sq.ft.	54 sq.ft.
1010, 1210	648 sq.ft.	75 sq.ft.
810, 1610	648 sq.ft.	107 sq.ft.
1110, 1410, 1510	648 sq.ft.	65 sq.ft.
1210	648 sq.ft.	118 sq.ft.

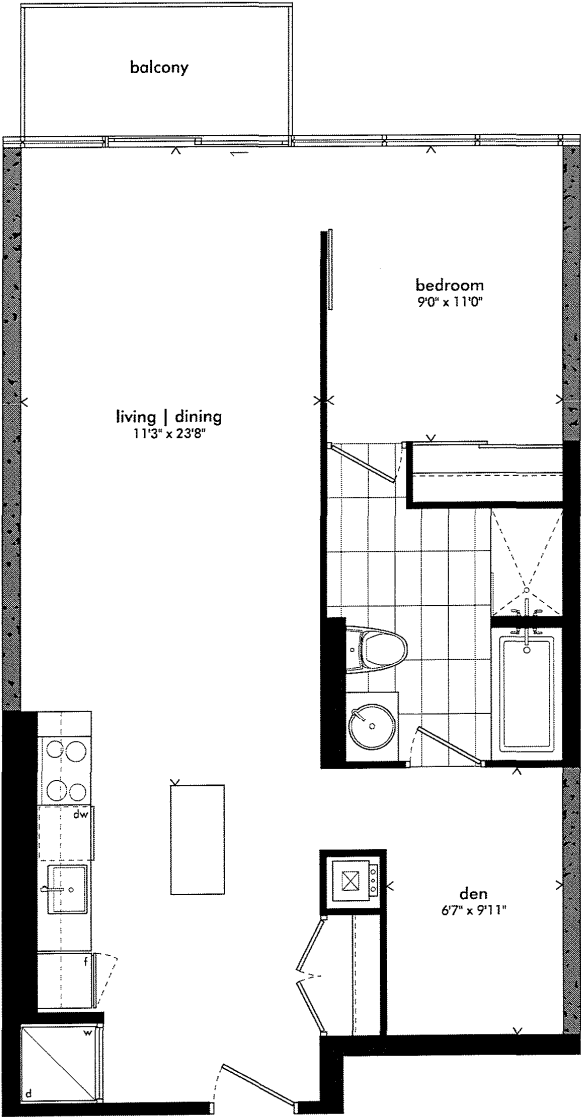
GOTHAM
 OTTAWA



Furniture not included. Windows, balcony and balcony door may shift. Actual floor areas may differ from allotted floor area. All prices, sizes and specifications are subject to change without notice. L.B.C.F.

Schedule "20"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 19

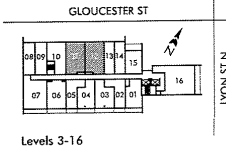
LOFT 11| 12
751 SQ.FT.
One Bedroom + Den
plus 54-106 sq.ft. Balcony



511, 512, 711, 911
912, 1311, 1312

LOFTS	INTERIOR	OUTDOOR
311, 312	751 sq.ft.	Juliet
411	751 sq.ft.	106 sq.ft.
412	751 sq.ft.	97 sq.ft.
511, 512, 711, 911 912, 1311, 1312	751 sq.ft.	75 sq.ft.
611, 812, 1110 1111, 1112, 1411, 1412	751 sq.ft.	96 sq.ft.
612, 712	751 sq.ft.	86 sq.ft.
811	751 sq.ft.	54 sq.ft.
1012, 1211, 1212, 1511 1512, 1611, 1612	751 sq.ft.	66 sq.ft.

GOTHAM
OTTAWA



Levels 3-16

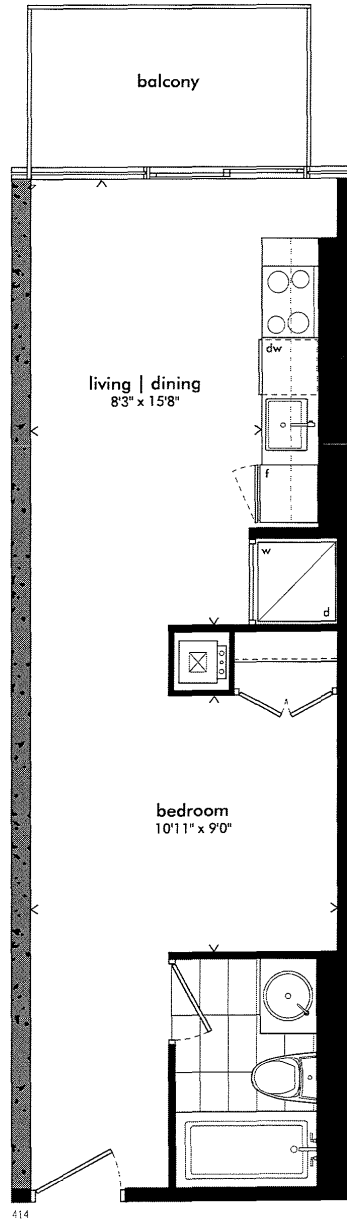
Furniture not included. Windows, balcony and balcony door may shift. Actual floor area may differ from stated floor area. All prices, sizes and specifications are subject to change without notice. E&OE

Schedule "21"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 20

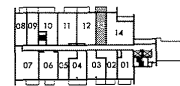
LOFT 13 | 14

429 SQ.FT.

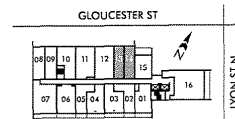
Jr. One Bedroom
 plus 43-97 sq.ft. Balcony



LOFTS	INTERIOR	OUTDOOR
313	429 sq.ft.	Juliet
314	433 sq.ft.	Juliet
413	429 sq.ft.	97 sq.ft.
414	433 sq.ft.	51 sq.ft.
513	429 sq.ft.	75 sq.ft.
514, 614, 714, 814, 914, 1014, 1114, 1214, 1314, 1414, 1514, 1614	433 sq.ft.	43 sq.ft.
613, 1013, 1113	429 sq.ft.	43 sq.ft.
713, 813, 913, 1313		
1313, 1413, 1513, 1613	433 sq.ft.	54 sq.ft.



Level 14



Levels 3-13 + 15-16

GOTHAM
 OTTAWA

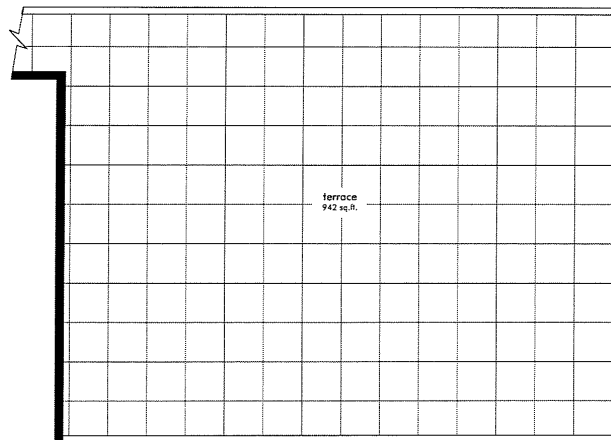
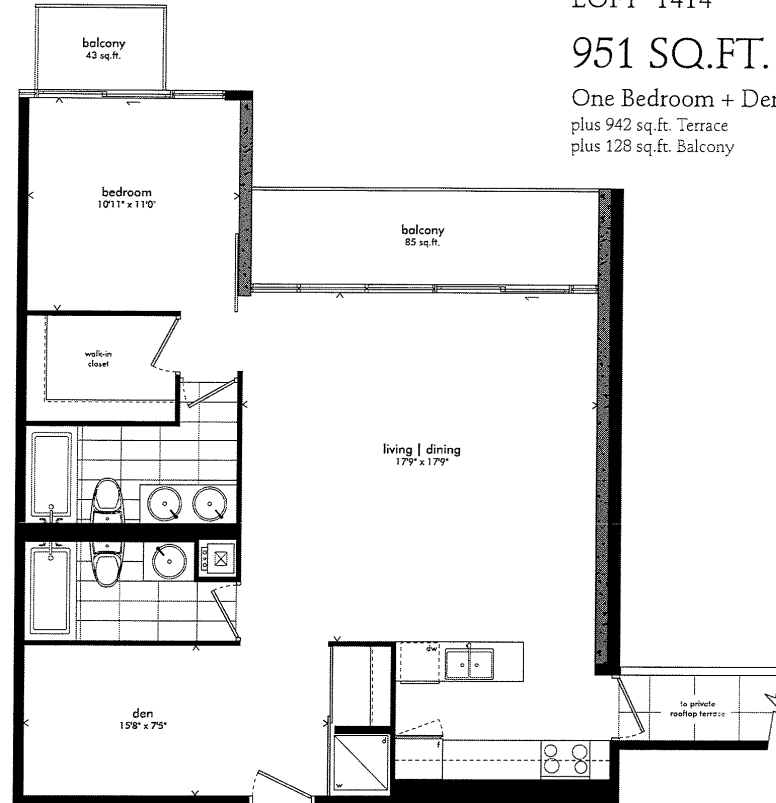
Furniture not included. Windows, balcony and balcony door are not shown. Actual floor area may differ from stated floor area. All prices, terms and conditions are subject to change without notice. © 2021

Schedule "22"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 21

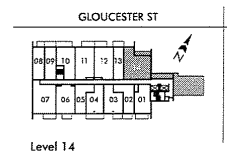
LOFT 1414

951 SQ.FT.

One Bedroom + Den
 plus 942 sq.ft. Terrace
 plus 128 sq.ft. Balcony



GOTHAM
 OTTAWA



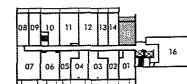
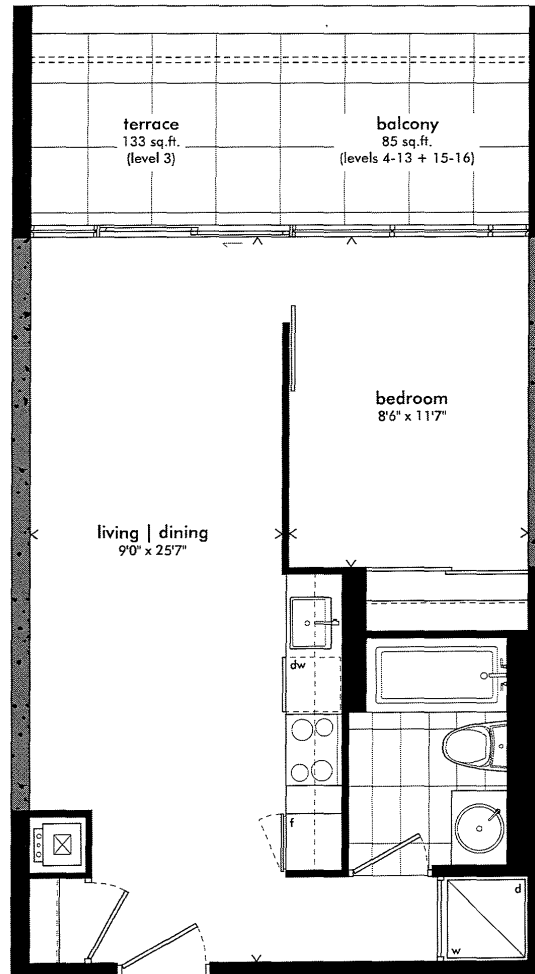
Furniture not included. Windows, balconies and balcony doors may differ. Actual floor areas may differ from stated floor areas. All prices, sizes and amenities are subject to their go without notice. © 2021

Schedule "23"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 22

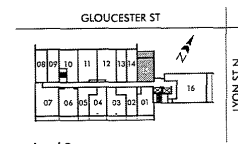
LOFT 15

525 SQ.FT.

One Bedroom
 plus 133 sq.ft. Terrace
 plus 85 sq.ft. Balcony



Levels 4-13 + 15-16



Level 3

GOTHAM
 OTTAWA

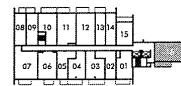
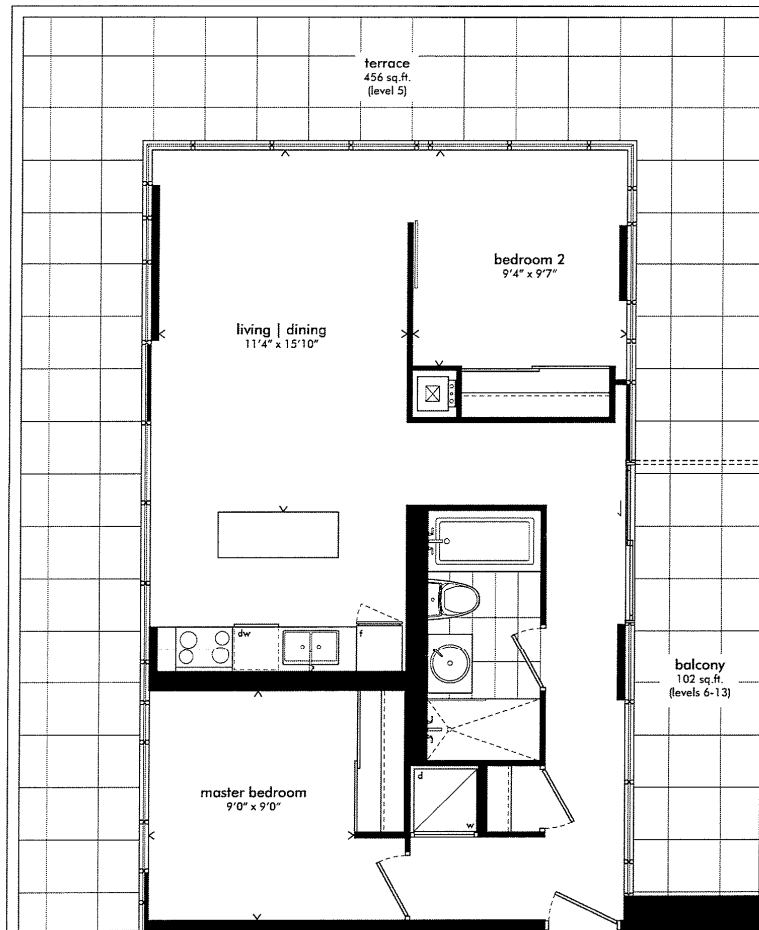
Furniture not included. Windows, balcony and balcony door may differ from actual floor area. All prices, sizes and specifications are subject to change without notice. \$ 801

Schedule "24"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 23

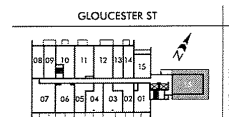
GLASSHOUSE 16

772 SQ.FT.

Two Bedroom
 plus 456 sq.ft. Terrace
 plus 102 sq.ft. Balcony



Levels 6-13



Level 5

GOTHAM
 OTTAWA

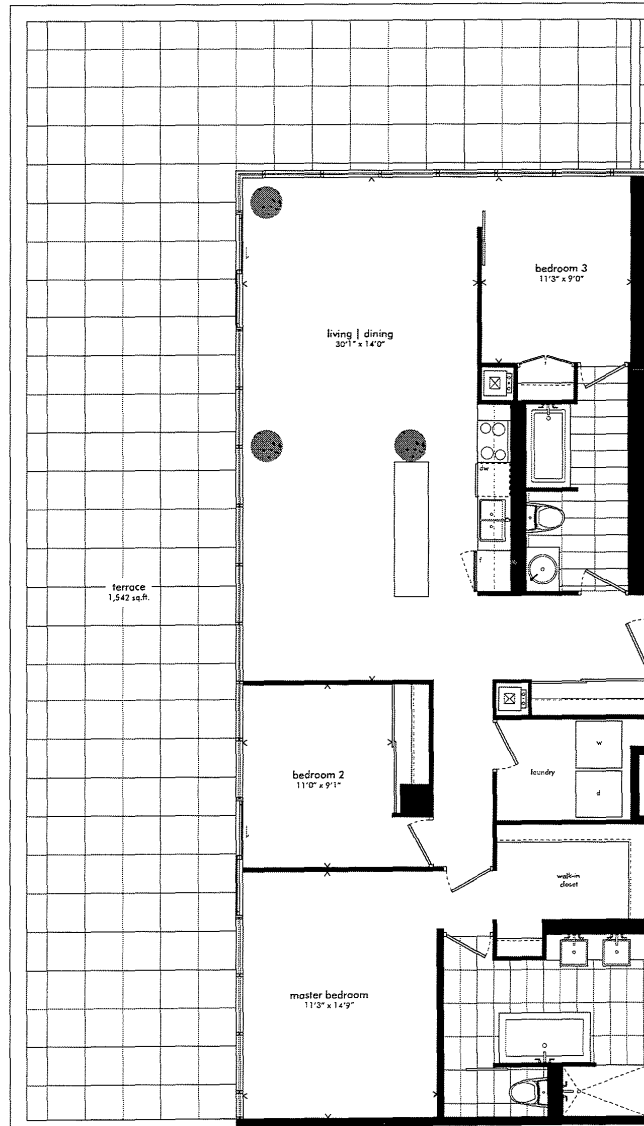
Furniture not included. Windows, balcony and balcony door may shift. Actual floor area may differ from stated floor area. All prices, sizes and specifications are subject to change without notice. E. 602 E

Schedule "25"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 24

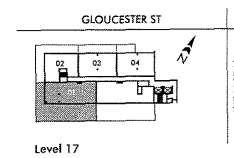
PENTHOUSE 01

1,431 SQ.FT.

Three Bedroom
 plus 1,542 sq.ft. Terrace



GOTHAM
 OTTAWA



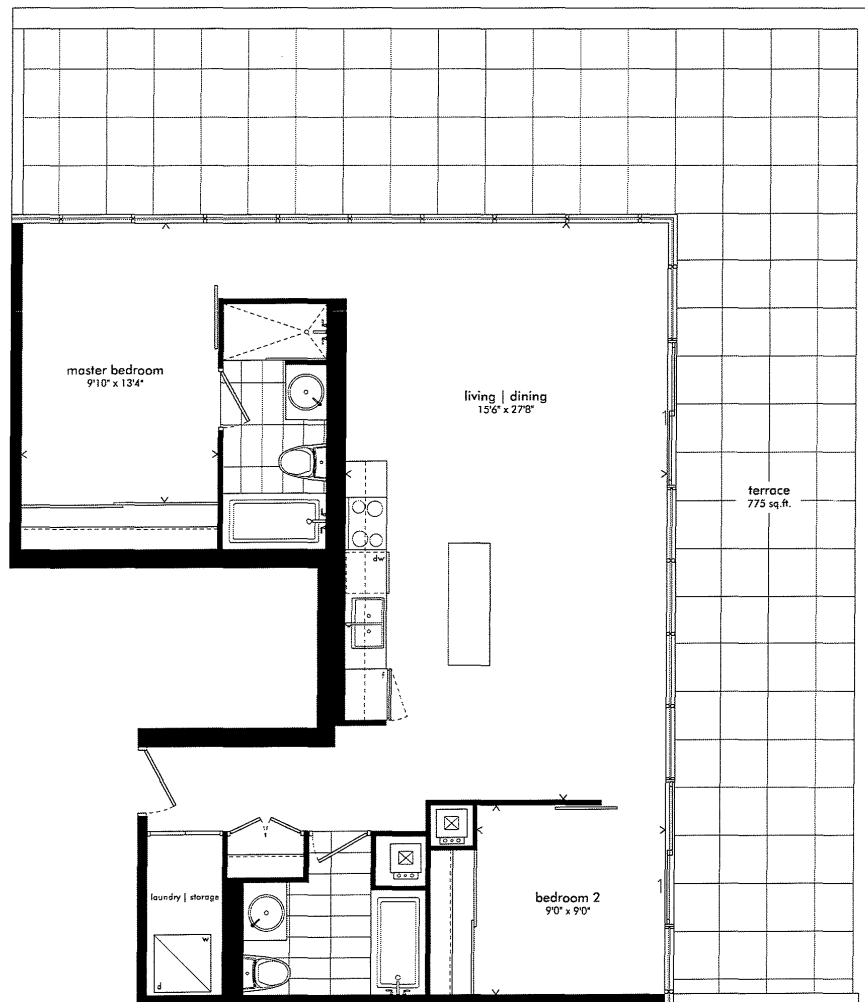
Furniture not included. Windows, balcony and balcony door may differ. Actual floor area may differ from stated floor area. All prices, taxes and fees are subject to change without notice. 1,431 sq.ft.

Schedule "26"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 25

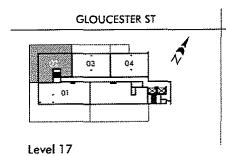
PENTHOUSE 02

1,019 SQ.FT.

Two Bedroom
plus 775 sq.ft. Terrace



GOTHAM
OTTAWA



Furniture not included. Windows, balcony and balcony door may shift. Actual floor area may differ from printed floor area. All prices, sizes and specifications are subject to change without notice. S.B.D.

Schedule "27"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 26

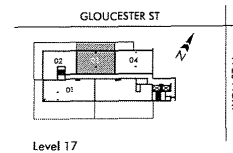
PENTHOUSE 03

1,091 SQ.FT.

Two Bedroom + Den
 plus 403 sq.ft. Terrace



GOTHAM
 OTTAWA



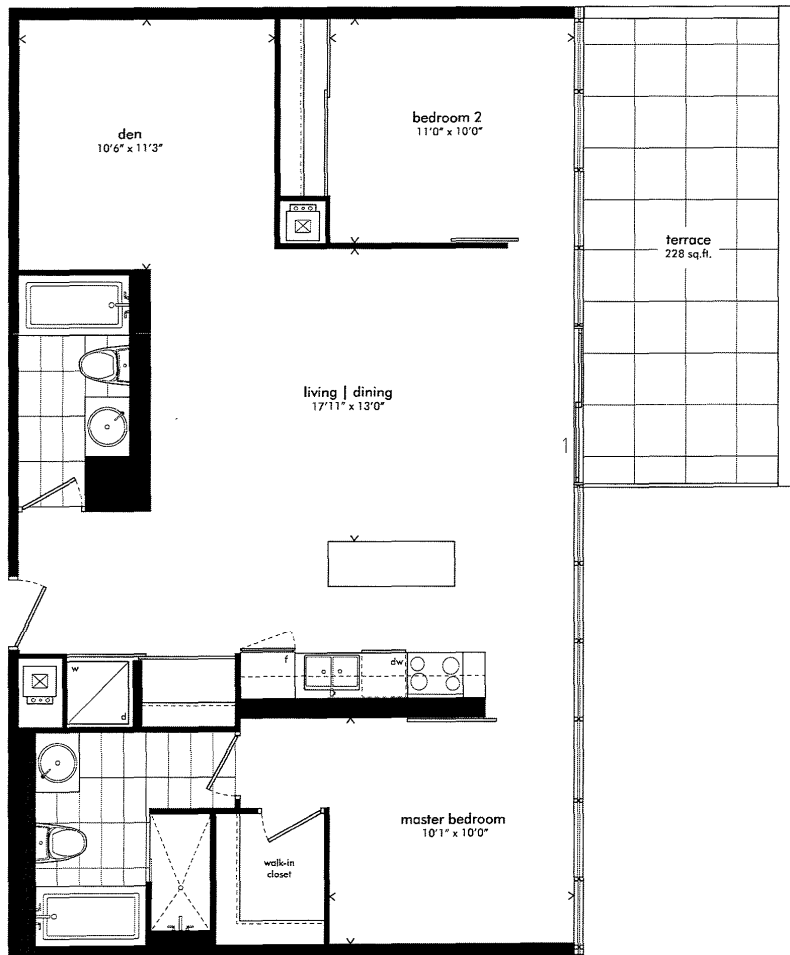
Furniture not included. Windows, doors and balcony doors may shift. Actual floor areas may differ from stated floor area. All prices, area and other features are subject to change without notice. 3.60.1

Schedule "28"
Ottawa-Carleton Standard Condominium Corporation No. 987
Floor Plan - Class 27

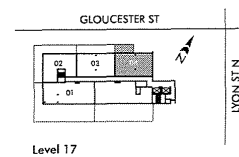
PENTHOUSE 04

1,121 SQ.FT.

Two Bedroom + Den
 plus 228 sq.ft. Terrace



GOTHAM
 OTTAWA



Furniture not included. Windows, balconies and balcony doors may differ. Actual floor areas may differ from plotted floor areas. All prices, sizes and specifications are subject to change without notice. S.A.G.E.

Schedule "29"
Ottawa-Carleton Standard Condominium Corporation No. 987
Parking Unit Specifications

There are no standard features other than a waterproofing membrane and/or traffic topping.

Schedule "30"
Ottawa-Carleton Standard Condominium Corporation No. 987
Bicycle/Storage Unit Specifications

There are no standard features. However, the concrete flooring, wire mesh panels and drywall (where applicable) are part of the common elements and are not covered by this by-law.

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 987

CANDIDATE:

My name: Brett Lamb

My mailing address (optional):

778 King St. W.

Toronto, ON M5V1N6

My Email Address (optional): brett@lambdevcorp.com

My Telephone Number (optional): _____

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

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

Signature of candidate

2018-05-18

Date (yyyy-mm-dd)

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

Instruction

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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

To (condominium corporation's name):

Ottawa Carleton Standard Condominium Corporation 987
Gotham

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 _____, 2018, 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 2018/06/07 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.

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
	Brett Lamb	

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.

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

☐ **Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

☒ **Section 3.** Voting for specific matters:

I (we) instruct the proxy to vote as indicated below with respect to the specified 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.

Specific Matter	In favour	Signature or initials
By-Law No. 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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