

# Carleton Condominium Corporation 264

Board Meeting March 1, 2018  
Condo site office - 6:30 pm

PROPERTY MANAGER

DENISE STIMSON CAPITAL INTEGRAL PROPERTY MANAGEMENT

PH: (613) 722-1232

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## **AGENDA**

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1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MEETING MINUTES January 25, 2018
4. MANAGEMENT REPORT
5. FINANCIAL REPORT
6. NEW BUSINESS:
7. NEXT MEETING
8. ADJOURNMENT



**Carleton Condominium Corporation No. 264**

**Minutes of Condo Board Meeting on Thursday, January 25, 2018**

**Present:** Bernie Fradette, Brian Buys, Claude Durocher, Heather Ross, Steven Deveau (PM)

**Absent with notice:** Natasha Brunet

**Location of meeting:** CCC 264 Office

<b>Unit Owner (48B) Address to the Board</b>		<b><u>ACTION</u></b>  <b>SD</b>	Agatha Bonadio addressed the Board before the start of the Board meeting to discuss her security parking concerns. Since her car was vandalized in the summer, she has being parking 5 blocks away from her condo. She asked about the possibility of installing surveillance cameras in the parking areas. A discussion was held regarding installation, such as cost and who would monitor the cameras. Steven will look into the cost of installing cameras. In the meantime, Steven will assign a parking spot for her use where she will feel safer.
		<b><u>ACTION</u></b>	
<b>1.</b>	<b>CALL TO ORDER:</b>		Meeting began at 6:50 pm.
<b>2.</b>	<b>APPROVAL OF AGENDA</b>		Agenda approved with the addition of the address by Unit Owner 48B.
<b>3.</b>	<b>APPROVAL OF DECEMBER 14<sup>TH</sup> MINUTES</b>		Minutes approved as presented with following comments:
<b>MANAGEMENT REPORT</b>			
<b>3.1</b>	<b>Parking Lot Numbers</b>	<b>SD</b>	Block 802 parking spaces are still to be sorted out. Steven will contact the Owners to determine what parking numbers they are using and compare to the original plan. Steven has received a few comments back from unit owners who have “swapped” parking spots and they understand that the numbers on the original plan is the number that will appear on their status certificate.

3.2	Pool Contract	SD	H2O emailed Steven this week advising that a contract should be sent to him in the following week
3.3	Roof Repair	SD	Audet to provide a quote on protection troughs at downspouts. This will now happen in the Spring.
3.4	Fire Hydrants	SD	Steven received a report from Tremblay that our fire hydrants are working. Steven will go back to the original company who provided a report to the contrary and ask for an explanation.
3.5	Waste Management	NB CD BF HR	The private pick up of garbage with Progressive has been cancelled. Brian suggested that Board members who live here do occasional walkabouts before garbage pickup on alternative Fridays (i.e. pickup was Friday, Jan. 26, next schedule pick up Feb. 9) to determine how full the sheds are.
3.6	Lighting	CD  SD	Claude will follow up with Luminex regarding visiting the condo corporation to assess our lighting needs and provide a quote (2) to convert all to LED. The quote should show the savings that the conversion to LED will make.  Steven will confirm to Boss (electrician) to replace the light with LED and sensor under covered parking area at 754 St. Andre Drive.
3.7	Steps	SD	Steven will correct the list to reflect steps needing repairs in the Spring as 762-2 and 766-12. It was noted that 754-79 should also be on the list. A walk-about in the Spring will probably come up with more repairs needed.
3.8	Doors	SD	Steven advised that the door at 750 St. Andre will be repaired and that CLV will be invoiced as they are responsible for the cost.
3.9	Painting	SD	While the quote Solutions MM provided was for ALL blocks, Steven to get new quote from them for just doing the 4 blocks in phase 1 of the siding project, all wooden trim including balconies. At this point we've only got their quote, but Steven to get 2 more quotes. This work will be done in the Spring.
3.10	Water Damage 63A	SD	Solutions MM is trying to connect with the tenant to find out when they are available to make repairs. Steven to follow up with Solutions MM.
3.11	Chimney Cleaning	SD  HR	Drouin reported a list of all units inspected to Steven. This report included any fireplaces that are <b>not</b> to be use. Steven to ensure that registered letters stating the fireplace has been decommissioned and that the flue has been locked be sent to <b>ALL</b> units/tenants/owners where fireplace is <b>NOT</b> to be used (both new ones identified by Drouin as well as last winter's list).

			<p>Drouin asked that Steven get in touch with any unit owners/tenants whose fireplaces have not been inspected for a time that they could come and inspect. Brian mentioned that one of his tenants does use or intend to use the fireplace, therefore, it is not necessary to have it inspected. We are not charged for any units not inspected.</p> <p>We should arrange for the inspection to take place in May, 2018. Heather will BF the inspection request in her calendar for the April board meeting.</p>
<b>3.12</b>	<b>Parking Control</b>	<b>SD</b>	Steven has requested a copy of the parking control company contract be sent to the Board.
<b>FINANCIAL REPORT</b>			
<b>4.1</b>	<b>AR Aging Summary</b>	<b>SD Board</b>	<p>Steven to follow up with owners regarding the outstanding amounts.</p> <p>Units 44A and 85B on lien, Steven to advise on steps taken when units are liened.</p> <p>Unit 64A – Pascaline Congera waiting to hear from Steven re contact information needed.</p> <p>Unit 67B – Decision needed by Board how to proceed. Need to revisit situation.</p> <p>Unit 72A – Steven needs to respond to Annuranda re parking lease.</p>
<b>4.2</b>	<b>Assets #1025 - Other Receivables</b>	<b>SD</b>	Steven to advise what are the “other receivables”.
<b>4.3</b>	<b>Assets #1190 - Due from Operating</b>	<b>SD</b>	Our understanding was that all monies were paid as of year end from operating to reserve. Steven to confirm if this is correct and advise re the amount showing of (\$9,603.54).

<b>5</b>	<b>OTHER BUSINESS</b>		
<b>5.1</b>	<b>Changes to the Condominium Act, 1998</b>	<b>NB, BB, CD, BF, HR</b>	The Board needs to meet to review the many changes to the Condo Act and Regulations and the Code of Ethics. Dates in February were suggested to have a special meeting to discuss the changes. Waiting to hear from Natasha on her availability. Heather will send a notice to Board members pinpointing the most pertinent changes to be discussed at the special meeting.
<b>5.2</b>	<b>Electric Car</b>	<b>HR</b>	Heather is continuing to gather information on the issue of electric vehicles in order for the Board to make a rule to be included in a new bylaw.
<b>5.3</b>	<b>Telephone</b>	<b>SD</b>	Steven will notify Bell that the office telephone is not working.
<b>5.4</b>	<b>Signage</b>	<b>BF</b>	The issue of signage to remind people using the sidewalk in front of block 762 is private property needs to be discussed at the next Board meeting. Bernie actioned to come up with suggestions for best wording for this sign.
<b>6.5</b>	<b>Reserve Funds</b>		Brian advised that the TD Bank advised that a GIC was up for renewal and he approved renewing for another 100 days.
<b>6.6</b>	<b>Siding</b>	<b>Board</b>	A discussion was held with respect to the contract with Dominion. We need to have a special meeting with Keller to decide on an approach to either continuing with Dominion on Phase 2 of the siding project <b>OR</b> ask Valley for another quote. Steven reached out to Justin to see if he could meet at our next Board meeting in February. Justin responded that he could meet on February 22 <sup>nd</sup> at 5:30 m. Via email discussion, the Board agreed to meet at 5:30.
<b>6.7</b>	<b>AGM Package</b>	<b>SD</b>	Brian discussed the fact that the PAP letter was missing from the Board package sent out in December. The only letter sent was an information letter from the Board and the Condominium Fee Schedule. We need to see what CI Management would send regarding payment of the fees.
<b>6.8</b>	<b>CI Management</b>	<b>SD</b>	At the special meeting with Yawar, he said he would send the Board a contract with terms and condition for services. Steven to follow up with Yawar.

Meeting adjourned at 8:50 pm.

Next meeting is scheduled for **Thursday, February 22, 2018 at 5:30 pm.**





# **MANAGEMENT REPORT**

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The Following Represents Issues as of January 25, 2018

## **ITEMS FOR BOARD INFORMATION**

<b>1. Parking lot numbers</b>	Management will discuss with the board the assignment plan for block 802 at the meeting to discuss the new parking spaces.
<b>2. Pool Contract</b>	Management has received a quotation for the new contract for 2018. This will be discussed at the Board meeting on March 1, 2018.
<b>3. Roof repairs</b>	Audet will provide a quote for downspout protectors in the spring, as materials will most likely change.
<b>4. Fire Hydrant</b>	<p>Management spoke with Tremblay Fire Solutions about a verbal threat from Infra Resto regarding the condition of the fire hydrants. Tremblay has visited the property and has provided a certificate ensuring that all fire hydrants on the property are up to code and do not require immediate replacement. There will be some minor repairs in the Spring (ie: replacement of some nuts/bolts)</p> <p>Tremblay noticed one hydrant was leaking ever so slightly - only when the hydrant was on. The leak was so small that he felt that there was not a need to perform a repair at this time, but will be monitored regularly to ensure that it does not get worse.</p> <p>Tremblay's report is based on a test as per the FDA code. Infra Resto's report is based on the manufacturer's recommendations.</p>
<b>6. Lighting</b>	Management contacted Boss electric who have changed the LED light at 754 St. Andre.
<b>7. Steps</b>	<b>**reminder**</b> Management was requested to have steps at 542-2A and 151-12A repaired in the spring. Management will assess all steps on the property during the upcoming onsite Spring inspection.
<b>8. Doors</b>	Management is following up with OMS on the door replacement at 750 St. Andre, and will advise the Board when further information is obtained.
<b>9. Painting</b>	Management will be seeking 2 additional quotations for the painting of all wooden trim and balconies that were included in phase 1 of the siding project.
<b>10. Water damage 63A</b>	Management will follow up with Solution MM for a repair update and/or to arrange scheduling.
<b>11. Chimney Cleaning</b>	Drouin chimney sweep will be contacted for an update.

<b>12. Parking Control</b>	Management has received a proposed contract from Capital Services for review. - included in this board package
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## **ITEMS FOR DISCUSSION/QUOTES FOR APPROVAL**

N/A

## **STATUS CERTIFICATES ISSUED**

- A status certificate was provided for unit 38A on February 22, 2018.

## **2018 ANNUAL SCHEDULE**

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### **JANUARY/FEBRUARY**

### **MARCH**

Secure Landscaping Contract

### **APRIL**

Prepare AGM

Inspect Winter Damage

### **MAY**

AGM

Spring Inspection

Commence Spring Repairs

Sweep Parking/Line Painting

Install Speed bumps

### **JUNE**

Open Pool/Lifeguards (Superior pool)

Annual Hydrant Inspection

### **JULY/ AUGUST**

Newsletter

### **SEPTEMBER**

Secure Snow Removal Contract

Pool Closing (Toilet, Shower and Hose Bib Shut-Off)

Chimney Cleaning

## **OCTOBER**

Create Draft Budget  
Remove Speed bumps  
Eavestrough Cleaning

## **NOVEMBER**

Winterize Property  
Secure Insurance Renewal

## **DECEMBER**

Insurance (Due 31 Dec)  
Budget Package Out (Due 31 Dec)

## **CORPORATION INFORMATION: CCC. 264**

750-802 St. André

Lock Box Code – 2468  
Keyless entry code - 102640 - enter  
Corporation pays for water for owners

## **MAIN CONTRACTORS**

Garbage clean-up	Hector Hernandez	(613)808-3544
Garbage Pick-up	BFI (Tania)	(613)831-3593
Electrical	T & M Electric, Sandy	(613)736-6666 o/913-7247c
Plumbing/Sewers	Multi-Drain, Ken Seward	(613)737-6500 o/223-2059c
Snow Removal	Always Growing (John Hopkins)	(613)862-2014
Landscaping	Highland Green	(613)913-7924
Pool	Superior pool (Perry Hart)	(613)228-1212
Painting	Shauna Davison (How She Rolls)	(613)218-8053
Wing Walls	BuiltRite (Jamie)	(613)880-9994
Parking Control	Capital Systems (John Kirk)	(613)686-5991 o/220-8084c
Eavestroughs	True North	(613)889-5570
General Contractor	Centaur (Marc Lacasse)	(613)913-3718

## **CORPORATION INFORMATION**

Last Reserve Update	Newbridge Engineering, 2015
Next Reserve Study	2018
Year End	31 December
Insurance	Pentagon (Due 31 Dec)
Auditor	BDO
Law Firm	Nelligan O'Brien Payne
Last AGM	June 5 2017

**BOARD OF DIRECTORS AS OF LAST AGM**

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Phone</b>	<b>Term</b>
Brian Buys	Treasurer	79B	613-889-5570	2018
Claude Durocher	Director	37A	613-601-6900	2020
Bernie Fradette	Vice President	1A	613-266-7467	2019
Heather Ross	Secretary	15B	613-852-4536	2020
Natasha Brunet	President	13A	613-219-2901	2019



# **MONTHLY FINANCIAL REPORT**

## **CCC 264**

### *January 2018*

# CCC 264 Monthly Financials

## Table of Contents

### Operating Reports

1. Financial Summary Report
2. Budget vs Actuals Comparison- Monthly
3. Budget vs Actuals Comparison- Year to Date
4. Profit and Loss Statement- Monthly
5. Balance Sheet- Monthly
6. Accounts Receivable Summary
7. Accounts Payable Summary
8. Monthly Transaction List- By Supplier
9. General Ledger- Monthly
10. Operating Account Bank Reconciliation
11. Operating Account Bank Statement

### Reserve Reports

1. Financial Summary Report
2. Profit and Loss Statement- Monthly
3. Profit and Loss Statement- Year to Date
4. Reserve Fund Bank Reconciliation
5. Reserve Fund Bank Statement



## ***MONTHLY FINANCIAL REPORT SUMMARY***

***CCC 264***

***January 2018***

### **Revenue:**

Currently CCC No. 264 has invoiced 100% of the budgeted revenue.

There's a decrease of \$649.17 due to only two parking spaces charged for (38B and 17A). The remaining parking spaces were rented but not set up in quickbooks and will reflect on February's statement.

### **Expenses:**

Utilities expense are under budget for the month of January as well as for the fiscal year.

### **Contracts:**

Contracts are over budget for the month of January, however inline for the fiscal year

- Waste Management wasn't budgeted for.

### **General Repairs and Maintenance:**

**Repairs and Maintenance is over budget for the month of January but inline for the fiscal year.**

- Chimney Cleaning is over budget for the month of January - as there is a bit of confusion with 2 invoices received, I will confirm with the Board and it will reflect in the February financials.

# OCSCC #264

## BUDGET VS. ACTUALS: 2018 - FY18 P&L

January 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	56,398	56,398	-0	100.00 %
4005 Parking Income	100	749	649	13.00 %
4010 Interest Revenue	24		-24	
4032 NSF fees charged to customers	150		-150	
<b>Total 4000 Income</b>	<b>56,672</b>	<b>57,147</b>	<b>475</b>	<b>99.00 %</b>
<b>Total Income</b>	<b>\$56,672</b>	<b>\$57,147</b>	<b>\$475</b>	<b>99.00 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve Fund	26,513	26,513	-0	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$26,513</b>	<b>\$26,513</b>	<b>\$ -0</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$30,160</b>	<b>\$30,635</b>	<b>\$475</b>	<b>98.00 %</b>
Expenses				
5000 Utilities				
5020 Hydro	408	559	151	73.00 %
5030 Water & Sewer	2,867	7,583	4,716	38.00 %
5040 Telecom Expenses	84	52	-31	160.00 %
<b>Total 5000 Utilities</b>	<b>3,358</b>	<b>8,195</b>	<b>4,836</b>	<b>41.00 %</b>
5400 Contracts				
5415 Waste management	989		-989	
5435 Parking Control	293	333	41	88.00 %
5465 Landscaping		1,634	1,634	
5470 Snow Removal	9,473	4,737	-4,737	200.00 %
5475 Pest Control		167	167	
5480 Pool		2,093	2,093	
<b>Total 5400 Contracts</b>	<b>10,755</b>	<b>8,963</b>	<b>-1,792</b>	<b>120.00 %</b>
5500 General Repairs & Maintenance				
5503 General Repairs & Maint	337	2,250	1,913	15.00 %
5504 Emergency Calls		42	42	
5510 Building Cleaning		792	792	
5537 Entry/ Patio Door Repairs		42	42	
5550 Additional Landscaping		83	83	
5560 Chimney Cleaning & Repairs	8,261	667	-7,594	1,239.00 %
5570 Additional Snow/Salt		208	208	
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>8,598</b>	<b>4,083</b>	<b>-4,515</b>	<b>211.00 %</b>
5800 Administrative & Professional Expenses				
5801 Property Management Fees	3,418	4,889	1,471	70.00 %
5810 Office Expenses		208	208	
5811 Board of Directors Education		42	42	
5812 Bank Charges	76	120	44	63.00 %
5815 CAO fees		184	184	
5830 Insurance Expense	3,399	3,392	-7	100.00 %
5833 Audit		350	350	
5840 Other Professional Fees		208	208	
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>6,893</b>	<b>9,394</b>	<b>2,501</b>	<b>73.00 %</b>

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total Expenses	\$29,605	\$30,635	\$1,030	97.00 %
NET OPERATING INCOME	\$555	\$0	\$ -555	0%
NET INCOME	\$555	\$0	\$ -555	0%

# OCSCC #264

## PROFIT AND LOSS

January 2018

	TOTAL
Income	
4000 Income	
4001 Condo Fees	56,398.16
4005 Parking Income	100.00
4010 Interest Revenue	24.20
4032 NSF fees charged to customers	150.00
<b>Total 4000 Income</b>	<b>56,672.36</b>
<b>Total Income</b>	<b>\$56,672.36</b>
Cost of Goods Sold	
4500 Contribution to Reserve Fund	26,512.67
<b>Total Cost of Goods Sold</b>	<b>\$26,512.67</b>
<b>GROSS PROFIT</b>	<b>\$30,159.69</b>
Expenses	
5000 Utilities	
5020 Hydro	407.76
5030 Water & Sewer	2,866.89
5040 Telecom Expenses	83.65
<b>Total 5000 Utilities</b>	<b>3,358.30</b>
5400 Contracts	
5415 Waste management	989.17
5435 Parking Control	292.67
5470 Snow Removal	9,473.16
<b>Total 5400 Contracts</b>	<b>10,755.00</b>
5500 General Repairs & Maintenance	
5503 General Repairs & Maint	337.31
5560 Chimney Cleaning & Repairs	8,260.95
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>8,598.26</b>
5800 Administrative & Professional Expenses	
5801 Property Management Fees	3,418.23
5812 Bank Charges	76.06
5830 Insurance Expense	3,398.94
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>6,893.23</b>
6001 Contribution from operating	-26,512.67
6002 Interest income for reserve	-244.84
<b>Total Expenses</b>	<b>\$2,847.28</b>
<b>PROFIT</b>	<b>\$27,312.41</b>

# OCSCC #264

## BALANCE SHEET

As of January 31, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
1200 Due to/from	-7,138.54
1300 Prepaid Expenses	6,797.88
Undeposited Funds	324.00
Cash and cash equivalents	
1010 Operating Account	21,166.43
1015 Petty Cash	901.83
1020 Reserve Account	608,535.58
<b>Total Cash and cash equivalents</b>	<b>\$630,603.84</b>
Accounts receivable (A/R)	
1100 Accounts Receivable	10,227.70
1101 Other Receivables	3,285.35
<b>Total Accounts receivable (A/R)</b>	<b>\$13,513.05</b>
<b>Total Current Assets</b>	<b>\$644,100.23</b>
Non-current Assets	
1000 Investments	
1001 Investments Cash Balance SCOTIA	443,982.83
1002 Inv. GIC due Apr 29, 2021 SCOTIA	50,070.27
1003 Inv. Security GIC Plus due Aug 24, 2017 TD	156,647.00
1004 Inv. GIC Aug 24, 2017 TD	145,047.00
1005 Inv. GIC due Mar 02, 2017 TD	107,480.00
1006 Inv. GIC due May 6, 2019 TD	72,205.00
1016 Accrued Interest	-1,205.82
<b>Total 1000 Investments</b>	<b>974,226.28</b>
<b>Total Non-current Assets</b>	<b>\$974,226.28</b>
<b>Total Assets</b>	<b>\$1,618,326.51</b>
<b>Liabilities and Equity</b>	
Current Liabilities	
2005 Accrued Liabilities	6,825.18
2500 Due to/from Operating	-7,138.54
Accounts Payable	
2000 Accounts Payable	36,767.50
<b>Total Accounts Payable</b>	<b>\$36,767.50</b>
<b>Total Current Liabilities</b>	<b>\$36,454.14</b>
Equity	
Opening Balance Equity	-9,828.97
Retained Earnings	1,564,388.93
Profit for the year	27,312.41
<b>Total Equity</b>	<b>\$1,581,872.37</b>
<b>Total Liabilities and Equity</b>	<b>\$1,618,326.51</b>

# OCSCC #264

## A/R AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
06A	22.64					\$22.64
12A	322.22					\$322.22
14B		-35.00				\$ -35.00
19B	299.64					\$299.64
28B	299.64		44.00			\$343.64
29A		-10.78				\$ -10.78
30A	50.00	299.64				\$349.64
38B	50.00	372.22	348.00			\$770.22
43A	22.64					\$22.64
44A	299.64		1,762.00			\$2,061.64
52A	22.64					\$22.64
52B	22.64					\$22.64
53A	22.64					\$22.64
56A	22.64					\$22.64
57A	22.64					\$22.64
57B	22.64					\$22.64
58A	22.64					\$22.64
59A	22.64					\$22.64
59B	22.64					\$22.64
60A	22.64					\$22.64
61A	22.64					\$22.64
64A			200.00			\$200.00
66B		-35.00				\$ -35.00
67B	299.64		1,125.00			\$1,424.64
69A	22.64					\$22.64
69B	22.64					\$22.64
70A	22.64					\$22.64
70B	50.00	299.64				\$349.64
72A	22.64		300.00			\$322.64
73A	22.64					\$22.64
73B	22.64					\$22.64
74A	22.64					\$22.64
74B	22.64					\$22.64
85B	299.64		3,044.20			\$3,343.84
89A	22.64					\$22.64
90A	22.64					\$22.64
91A	22.64					\$22.64
Other Receivables			3,285.35			\$3,285.35
<b>TOTAL</b>	<b>\$2,513.78</b>	<b>\$890.72</b>	<b>\$10,108.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,513.05</b>

# OCSCC #264

## A/P AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
ATRENS-COUNSEL INSURANCE BROKERS		10,196.82				\$10,196.82
Bell (906)		58.93				\$58.93
Boss Electric		141.25				\$141.25
Capital Systems		292.67	292.67			\$585.34
CI Property Management			4,227.06			\$4,227.06
CITY OF OTTAWA - WATER & SEWER		-681.71				\$ -681.71
DASILVA CONSTRUCTION(6312071 CANADA INC)			9,853.60			\$9,853.60
Hydro Ottawa- OTT953837			27.30			\$27.30
Jean Drouin Ramoneur Enr.		8,260.95				\$8,260.95
ORKIN CANADA CORPORATION			141.25			\$141.25
Other Payables			773.57			\$773.57
ROOFSHIELD LTD.			1,900.66			\$1,900.66
THE CONDOMINIUM AUTHORITY OF ONTARIO - CAO			1,282.48			\$1,282.48
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$18,268.91</b>	<b>\$18,498.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,767.50</b>

# OCSCC #264

## TRANSACTION LIST BY SUPPLIER

January 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
ATRENS-COUNSEL INSURANCE BROKERS						
22/01/2018	Bill	165596	Yes		2000 Accounts Payable	10,196.82
Bell (906)						
01/01/2018	Bill		Yes		2000 Accounts Payable	49.44
09/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-49.44
13/01/2018	Bill	6138413217(906)	Yes		2000 Accounts Payable	58.93
Boss Electric						
25/01/2018	Bill	19486	Yes		2000 Accounts Payable	141.25
Capital Systems						
22/01/2018	Bill	AP18-29	Yes		2000 Accounts Payable	292.67
CI Property Management						
01/01/2018	Bill	JAN 2018	Yes		2000 Accounts Payable	3,418.23
02/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-3,412.67
02/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-5.56
CITY OF OTTAWA - WATER & SEWER						
17/01/2018	Bill	1352 DECEMBER 2017	Yes		2000 Accounts Payable	297.06
17/01/2018	Bill	1374, DECEMBER 2017	Yes		2000 Accounts Payable	379.13
17/01/2018	Bill	1360, DECEMBER 2017	Yes		2000 Accounts Payable	767.88
17/01/2018	Bill	1364, DECEMBER 2017	Yes		2000 Accounts Payable	658.17
17/01/2018	Bill	1366, DECEMBER 2017	Yes		2000 Accounts Payable	625.34
17/01/2018	Bill	1368, DECEMBER 2017	Yes		2000 Accounts Payable	591.43
17/01/2018	Bill	1372, DECEMBER 2017	Yes		2000 Accounts Payable	379.13
17/01/2018	Bill	1370, DECEMBER 2017	Yes		2000 Accounts Payable	761.51
17/01/2018	Bill	1358, DECEMBER 2017	Yes		2000 Accounts Payable	375.81
17/01/2018	Bill	1376, DECEMBER 2017	Yes		2000 Accounts Payable	408.20
17/01/2018	Bill	1354, DECEMBER 2017	Yes		2000 Accounts Payable	584.31
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-297.06
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-584.31
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-375.81
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-767.88
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-658.17
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-625.34
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-591.43
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-761.51
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-379.13
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-408.20
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-379.13
17/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-681.71
Hydro Ottawa- OTT953837						
10/01/2018	Bill	OTT953837	Yes		2000 Accounts Payable	84.91
29/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-84.91
Jean Drouin Ramoneur Enr.						
08/01/2018	Bill	105400	Yes		2000 Accounts Payable	7,864.30
09/01/2018	Bill	105301	Yes		2000 Accounts Payable	396.65

Waste Connections of Canada Inc.



DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
09/01/2018	Bill	71400000742095	Yes		2000 Accounts Payable	989.17
22/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-989.17
Williams Landscaping						
01/01/2018	Bill	1208	Yes		2000 Accounts Payable	9,473.16
31/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-18,946.32
31/01/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-9,473.16

# OCSCC #264

## GENERAL LEDGER

January 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5020 Hydro							
01/01/2018	Journal Entry	5		REVERSE YE ACCRUALS DEC 2017, HYDRO	-Split-	\$ -783.38	-783.38
10/01/2018	Bill	OTT953837	Hydro Ottawa- OTT953837	Nov 14- Dec 15	2000 Accounts Payable	\$84.91	-698.47
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$20.22	-678.25
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$47.51	-630.74
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$21.90	-608.84
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$27.43	-581.41
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$39.08	-542.33
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$38.55	-503.78
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$31.58	-472.20
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$32.59	-439.61
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$116.64	-322.97
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$22.95	-300.02
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$56.78	-243.24
22/01/2018	Journal Entry	2		Nov 14- Dec 15	-Split-	\$55.62	-187.62
31/01/2018	Journal Entry	10		SET UP HYDRO ACCRUALS, JAN 2018	-Split-	\$595.38	407.76
<b>Total for 5020 Hydro</b>						<b>\$407.76</b>	
5030 Water & Sewer							
01/01/2018	Journal Entry	5		REVERSE YE ACCRUALS DEC 2017, WATER	-Split-	\$ -9,190.88	-9,190.88
17/01/2018	Bill	1354, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1354, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 53-798 ST-ANDRÉ	2000 Accounts Payable	\$584.31	-8,606.57
17/01/2018	Bill	1360, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1360, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 33-782 ST-ANDRÉ	2000 Accounts Payable	\$767.88	-7,838.69
17/01/2018	Bill	1364, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1364, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 15-770 ST-ANDRÉ	2000 Accounts Payable	\$658.17	-7,180.52
17/01/2018	Bill	1366, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1366, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 13-766ST-ANDRÉ	2000 Accounts Payable	\$625.34	-6,555.18
17/01/2018	Bill	1368, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1368, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 5A-762 ST-ANDRÉ	2000 Accounts Payable	\$591.43	-5,963.75
17/01/2018	Bill	1358, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1358, FROM NOVEMBER 27 TO DECEMBER 27, 2017, 40-786 ST-ANDRÉ	2000 Accounts Payable	\$375.81	-5,587.94
17/01/2018	Bill	1376, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1376, FROM NOVEMBER 27 TO DECEMBER 27, 2017, 68-790 ST-ANDRÉ	2000 Accounts Payable	\$408.20	-5,179.74
17/01/2018	Bill	1374, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1374, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 74A-750 ST-ANDRÉ	2000 Accounts Payable	\$379.13	-4,800.61
17/01/2018	Bill	1370, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1370, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 84-758 ST-ANDRÉ	2000 Accounts Payable	\$761.51	-4,039.10
17/01/2018	Bill	1352 DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1352, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 48-802 ST-ANDRÉ	2000 Accounts Payable	\$297.06	-3,742.04
17/01/2018	Bill	1372, DECEMBER 2017	CITY OF OTTAWA - WATER & SEWER	1372, FROM NOVEMBER 28 TO DECEMBER 27, 2017, 5A-762 ST-ANDRÉ	2000 Accounts Payable	\$379.13	-3,362.91
31/01/2018	Journal Entry	10		SET UP WATER ACCRUALS, JAN 2018	-Split-	\$6,229.80	2,866.89
<b>Total for 5030 Water &amp; Sewer</b>						<b>\$2,866.89</b>	
5040 Telecom Expenses							
01/01/2018	Journal Entry	5		REVERSE YE ACCRUALS DEC 2017, BELL	-Split-	\$ -24.72	-24.72
01/01/2018	Bill		Bell (906)	FROM DECEMBER 13, 2017 TO JANUARY 12, 2017	2000 Accounts Payable	\$49.44	24.72
13/01/2018	Bill	6138413217(906)	Bell (906)	Dec 12-Jan 13	2000 Accounts Payable	\$58.93	83.65
<b>Total for 5040 Telecom Expenses</b>						<b>\$83.65</b>	
<b>Total for 5000 Utilities</b>						<b>\$3,358.30</b>	
5400 Contracts							
5415 Waste management							
09/01/2018	Bill	71400000742095	Waste Connections of Canada Inc.	January 2018- waste pick up	2000 Accounts Payable	\$989.17	989.17
<b>Total for 5415 Waste management</b>						<b>\$989.17</b>	
5435 Parking Control							
22/01/2018	Bill	AP18-29	Capital Systems	AP18-29, PRIVATE PROPERTY BY-LAW ENFORCEMENT	2000 Accounts Payable	\$292.67	292.67

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
SERVICES FOR JANUARY 2018							
<b>Total for 5435 Parking Control</b>						<b>\$292.67</b>	
5470 Snow Removal							
01/01/2018	Bill	1208	Williams Landscaping	1208, JANUARY MONTHLY SNOW SERVICES	2000 Accounts Payable	\$9,473.16	9,473.16
<b>Total for 5470 Snow Removal</b>						<b>\$9,473.16</b>	
<b>Total for 5400 Contracts</b>						<b>\$10,755.00</b>	
5500 General Repairs & Maintenance							
5503 General Repairs & Maint							
02/01/2018	Journal Entry	3		WAIVE THE FEE AS REQUESTED BY BOD	-Split-	\$196.06	196.06
25/01/2018	Bill	19486	Boss Electric	service call- troubleshoot baseboard heater and repair	2000 Accounts Payable	\$141.25	337.31
<b>Total for 5503 General Repairs &amp; Maint</b>						<b>\$337.31</b>	
5560 Chimney Cleaning & Repairs							
08/01/2018	Bill	105400	Jean Drouin Ramoneur Enr.	chimney sweeping- 152 unit at \$45/ unit	2000 Accounts Payable	\$7,864.30	7,864.30
09/01/2018	Bill	105301	Jean Drouin Ramoneur Enr.	3 cap de cheminen	2000 Accounts Payable	\$396.65	8,260.95
<b>Total for 5560 Chimney Cleaning &amp; Repairs</b>						<b>\$8,260.95</b>	
<b>Total for 5500 General Repairs &amp; Maintenance</b>						<b>\$8,598.26</b>	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
01/01/2018	Bill	JAN 2018	CI Property Management	January PM Fees	2000 Accounts Payable	\$3,418.23	3,418.23
<b>Total for 5801 Property Management Fees</b>						<b>\$3,418.23</b>	
5812 Bank Charges							
02/01/2018	Expense			Customer Transfer Dr.	1020 Reserve Account	\$5.56	5.56
04/01/2018	Expense		01A	SCOTIA DIRECT PAYMENT Service Charge	1010 Operating Account	\$70.50	76.06
<b>Total for 5812 Bank Charges</b>						<b>\$76.06</b>	
5830 Insurance Expense							
31/01/2018	Journal Entry	11		RECORD MONTHLY INSURANCE EXPENSE	-Split-	\$3,398.94	3,398.94
<b>Total for 5830 Insurance Expense</b>						<b>\$3,398.94</b>	
<b>Total for 5800 Administrative &amp; Professional Expenses</b>						<b>\$6,893.23</b>	
6001 Contribution from operating							
15/01/2018	Deposit			Customer Transfer Cr.	1020 Reserve Account	\$ -24,047.67	-24,047.67
31/01/2018	Journal Entry	9		RECORD DUE TO RESERVE NEW BUDGET JAN 18	-Split-	\$ -2,465.00	-26,512.67
<b>Total for 6001 Contribution from operating</b>						<b>\$ -26,512.67</b>	
6002 Interest income for reserve							
31/01/2018	Deposit			Interest Credit	1020 Reserve Account	\$ -244.84	-244.84
<b>Total for 6002 Interest income for reserve</b>						<b>\$ -244.84</b>	

## 1010 Operating Account, Period Ending 31/01/2018

## RECONCILIATION REPORT

Reconciled on: 16/02/2018

Reconciled by: Olesea Axentii

Any changes made to transactions after this date aren't included in this report.

## Summary

CAD

Statement beginning balance.....	0.00
Cheques and payments cleared (40).....	-66,130.43
Deposits and other credits cleared (190).....	87,296.86
Statement ending balance.....	21,166.43
Register balance as of 31/01/2018.....	21,166.43

## Details

## Cheques and payments cleared (40)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/12/2017	Journal	7		-5.00
31/12/2017	Journal	7		-261.00
31/12/2017	Journal	7		-793.00
02/01/2018	Cheque	1	70B	-299.64
02/01/2018	Bill Payment		CI Property Management	-3,412.67
02/01/2018	Cheque	3	30A	-299.64
02/01/2018	Cheque	2	38B	-50.00
02/01/2018	Cheque	4	38B	-322.22
02/01/2018	Bill Payment		CI Property Management	-5.56
04/01/2018	Expense		01A	-70.50
09/01/2018	Bill Payment		Bell (906)	-49.44
15/01/2018	Expense			-24,047.67
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-591.43
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-625.34
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-658.17
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-767.88
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-375.81
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-584.31
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-297.06
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-761.51
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-681.71
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-379.13
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-408.20
17/01/2018	Bill Payment		CITY OF OTTAWA - WATER & ...	-379.13
22/01/2018	Journal	2		-56.78
22/01/2018	Journal	2		-22.95
22/01/2018	Journal	2		-31.58
22/01/2018	Bill Payment		Waste Connections of Canada Inc.	-989.17
22/01/2018	Journal	2		-21.90
22/01/2018	Journal	2		-27.43
22/01/2018	Journal	2		-38.55
22/01/2018	Journal	2		-55.62
22/01/2018	Journal	2		-20.22
22/01/2018	Journal	2		-39.08
22/01/2018	Journal	2		-47.51
22/01/2018	Journal	2		-32.59
22/01/2018	Journal	2		-116.64
29/01/2018	Bill Payment		Hydro Ottawa- OTT953837	-84.91
31/01/2018	Bill Payment		Williams Landscaping	-18,946.32
31/01/2018	Bill Payment		Williams Landscaping	-9,473.16

**Total** -66,130.43

## Deposits and other credits cleared (190)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/12/2017	Journal	1		15,461.24

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/12/2017	Journal	6		1,900.66
31/12/2017	Journal	6		86.91
31/12/2017	Journal	6		27.30
31/12/2017	Journal	6		9,853.60
31/12/2017	Journal	8		1,282.48
31/12/2017	Journal	8		141.25
31/12/2017	Journal	8		3,977.06
02/01/2018	Receive Payment		68A	322.22
02/01/2018	Receive Payment		05A	322.22
02/01/2018	Receive Payment		17A	322.22
02/01/2018	Receive Payment		25B	322.22
02/01/2018	Receive Payment		33B	322.22
02/01/2018	Receive Payment		55A	322.22
02/01/2018	Receive Payment		29A	333.00
02/01/2018	Receive Payment		34A	322.22
02/01/2018	Receive Payment		39A	322.22
02/01/2018	Receive Payment		40A	322.22
02/01/2018	Receive Payment		46B	322.22
02/01/2018	Receive Payment		05B	322.22
02/01/2018	Receive Payment		11B	322.22
02/01/2018	Receive Payment		17B	322.22
02/01/2018	Receive Payment		18A	322.22
02/01/2018	Receive Payment		54A	322.22
02/01/2018	Receive Payment		11A	322.22
02/01/2018	Receive Payment		15A	322.22
02/01/2018	Receive Payment		26B	322.22
02/01/2018	Receive Payment		33A	322.22
02/01/2018	Receive Payment		34B	322.22
02/01/2018	Receive Payment		40B	322.22
02/01/2018	Receive Payment		22B	299.64
02/01/2018	Receive Payment		37B	299.64
02/01/2018	Receive Payment		41B	299.64
02/01/2018	Receive Payment		42A	299.64
02/01/2018	Receive Payment		71A	299.64
02/01/2018	Receive Payment		76B	299.64
02/01/2018	Receive Payment		53B	299.64
02/01/2018	Receive Payment		78A	299.64
02/01/2018	Receive Payment		03A	299.64
02/01/2018	Receive Payment		03B	299.64
02/01/2018	Receive Payment		13A	299.64
02/01/2018	Receive Payment		16A	299.64
02/01/2018	Receive Payment		44B	299.64
02/01/2018	Receive Payment		31B	299.64
02/01/2018	Receive Payment		32B	299.64
02/01/2018	Receive Payment		47A	299.64
02/01/2018	Receive Payment		81A	299.64
02/01/2018	Receive Payment		06A	277.00
02/01/2018	Receive Payment		07B	299.64
02/01/2018	Receive Payment		08A	299.64
02/01/2018	Receive Payment		10B	299.64
02/01/2018	Receive Payment		13B	299.64
02/01/2018	Receive Payment		78B	299.64
02/01/2018	Receive Payment		81B	299.64
02/01/2018	Receive Payment		10A	299.64
02/01/2018	Receive Payment		24A	299.64
02/01/2018	Receive Payment		08B	299.64
02/01/2018	Receive Payment		27B	299.64
02/01/2018	Receive Payment		30A	299.64
02/01/2018	Receive Payment		32A	299.64
02/01/2018	Receive Payment		35B	299.64
02/01/2018	Receive Payment		86A	299.64
02/01/2018	Receive Payment		86B	299.64
02/01/2018	Receive Payment		87A	299.64
02/01/2018	Receive Payment		22A	299.64
02/01/2018	Receive Payment		68B	322.20
02/01/2018	Receive Payment		65B	322.20
02/01/2018	Receive Payment		63B	322.20
02/01/2018	Receive Payment		18B	322.22

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02/01/2018	Receive Payment		20A	322.22
02/01/2018	Receive Payment		49B	322.22
02/01/2018	Receive Payment		45A	322.22
02/01/2018	Receive Payment		15B	322.22
02/01/2018	Receive Payment		29B	322.22
02/01/2018	Receive Payment		38B	322.22
02/01/2018	Receive Payment		54B	322.22
02/01/2018	Receive Payment		62A	322.22
02/01/2018	Receive Payment		62B	322.22
02/01/2018	Receive Payment		63A	322.22
02/01/2018	Receive Payment		26A	322.22
02/01/2018	Receive Payment		38A	322.22
02/01/2018	Receive Payment		49A	322.22
02/01/2018	Receive Payment		09B	322.22
02/01/2018	Receive Payment		12B	322.22
02/01/2018	Receive Payment		20B	322.22
02/01/2018	Receive Payment		46A	322.22
02/01/2018	Receive Payment		65A	322.22
02/01/2018	Receive Payment		04B	322.22
02/01/2018	Receive Payment		45B	322.22
02/01/2018	Receive Payment		55B	322.22
02/01/2018	Receive Payment		09A	322.22
02/01/2018	Receive Payment		39B	322.22
02/01/2018	Receive Payment		66A	322.22
02/01/2018	Receive Payment		04A	322.22
02/01/2018	Deposit		79A	299.64
02/01/2018	Receive Payment		17A	50.00
02/01/2018	Receive Payment		38B	50.00
02/01/2018	Receive Payment		19A	299.64
02/01/2018	Receive Payment		21A	299.64
02/01/2018	Receive Payment		21B	299.64
02/01/2018	Receive Payment		23B	299.64
02/01/2018	Receive Payment		50A	299.64
02/01/2018	Receive Payment		24B	299.64
02/01/2018	Receive Payment		50B	299.64
02/01/2018	Receive Payment		64A	299.64
02/01/2018	Receive Payment		80B	299.64
02/01/2018	Receive Payment		82A	299.64
02/01/2018	Receive Payment		16B	299.64
02/01/2018	Receive Payment		90B	299.64
02/01/2018	Receive Payment		61B	299.64
02/01/2018	Receive Payment		83B	299.64
02/01/2018	Receive Payment		88B	299.64
02/01/2018	Receive Payment		87B	299.64
02/01/2018	Receive Payment		92A	299.64
02/01/2018	Receive Payment		83A	299.64
02/01/2018	Receive Payment		84A	299.64
02/01/2018	Receive Payment		89B	299.64
02/01/2018	Receive Payment		91B	299.64
02/01/2018	Receive Payment		23A	299.64
02/01/2018	Receive Payment		27A	299.64
02/01/2018	Receive Payment		47B	299.64
02/01/2018	Receive Payment		51A	299.64
02/01/2018	Receive Payment		01A	299.64
02/01/2018	Receive Payment		06B	299.64
02/01/2018	Receive Payment		07A	299.64
02/01/2018	Receive Payment		30B	299.64
02/01/2018	Receive Payment		35A	299.64
02/01/2018	Receive Payment		51B	299.64
02/01/2018	Receive Payment		60B	299.64
02/01/2018	Receive Payment		64B	299.64
02/01/2018	Receive Payment		71B	299.64
02/01/2018	Receive Payment		70B	299.64
02/01/2018	Receive Payment		75A	299.64
02/01/2018	Receive Payment		75B	299.64
02/01/2018	Receive Payment		76A	299.64
02/01/2018	Receive Payment		80A	299.64
02/01/2018	Receive Payment		77A	299.64

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02/01/2018	Receive Payment		77B	299.64
02/01/2018	Receive Payment		79B	299.64
02/01/2018	Receive Payment		82B	299.64
02/01/2018	Receive Payment		85A	299.64
02/01/2018	Receive Payment		88A	299.64
02/01/2018	Receive Payment		90A	277.00
02/01/2018	Receive Payment		92B	299.64
02/01/2018	Receive Payment		72B	299.64
02/01/2018	Receive Payment		02A	299.64
02/01/2018	Receive Payment		28A	299.64
02/01/2018	Receive Payment		31A	299.64
02/01/2018	Receive Payment		36A	299.64
02/01/2018	Receive Payment		36B	299.64
02/01/2018	Receive Payment		37A	299.64
02/01/2018	Receive Payment		41A	299.64
02/01/2018	Receive Payment		43B	299.64
02/01/2018	Receive Payment		48B	299.64
02/01/2018	Receive Payment		56B	299.64
02/01/2018	Receive Payment		84B	299.64
02/01/2018	Receive Payment		67A	299.64
02/01/2018	Receive Payment		02B	299.64
19/01/2018	Receive Payment		67B	327.00
19/01/2018	Receive Payment		42B	299.64
19/01/2018	Receive Payment		14A	322.22
19/01/2018	Receive Payment		25A	322.22
19/01/2018	Receive Payment		01B	299.64
19/01/2018	Receive Payment		69B	277.00
19/01/2018	Receive Payment		74A	277.00
19/01/2018	Receive Payment		72A	277.00
19/01/2018	Receive Payment		73B	277.00
19/01/2018	Receive Payment		91A	277.00
19/01/2018	Receive Payment		52A	277.00
19/01/2018	Receive Payment		53A	277.00
19/01/2018	Receive Payment		58A	277.00
19/01/2018	Receive Payment		61A	277.00
19/01/2018	Receive Payment		69A	277.00
19/01/2018	Receive Payment		74B	277.00
19/01/2018	Receive Payment		43A	277.00
19/01/2018	Receive Payment		52B	277.00
19/01/2018	Receive Payment		57B	277.00
19/01/2018	Receive Payment		57A	277.00
19/01/2018	Receive Payment		73A	277.00
19/01/2018	Receive Payment		60A	277.00
19/01/2018	Receive Payment		70A	277.00
19/01/2018	Receive Payment		89A	277.00
19/01/2018	Receive Payment		59B	277.00
19/01/2018	Receive Payment		56A	277.00
19/01/2018	Receive Payment		58B	299.64
19/01/2018	Receive Payment		59A	277.00
19/01/2018	Receive Payment		66B	357.20
25/01/2018	Receive Payment		14B	357.22
29/01/2018	Receive Payment		48A	299.64
31/01/2018	Deposit			24.20

Total				87,296.86
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110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

CARLETON CONDO 264  
INTEGRAL PROPERTY MANAGEMENT  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Business Account	60756 01344 14	Dec 29 2017	Jan 31 2018

### Account Summary for this Period:

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
41	\$72,947.72	5	\$54,566.36

### Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
12/29/2017	BALANCE FORWARD			39,547.79
01/02/2018	SD SETTLEMENT SD# 39867 FCN 0076 FCD 171229		45,563.74	85,111.53
01/02/2018	BILL PAYMENT CAPITAL INTEGRA	3,412.67		81,698.86
01/02/2018	TRANSFER TO 61176 00149 15	5.56		81,693.30
01/03/2018	CHQ* 3000061119	678.00		81,015.30
01/04/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	299.64		80,715.66
01/04/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	299.64		80,416.02
01/04/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	50.00		80,366.02
01/04/2018	RETURNED ITEM/CHARGEBACK 1 ITEM(S) / SD # 39867 EFT RETURN	322.22		80,043.80
01/04/2018	SERVICE CHARGE SCOTIA DIRECT PAYMENT	70.50		79,973.30

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
8	\$5,138.23	1	\$45,563.74



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

**Statement Of:**  
Business Account

**Account Number:**  
60756 01344 14

**From:**  
Dec 29 2017

**To:**  
Jan 31 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/09/2018	TELEPHONE BILL 0000000000000000 BELL CANADA TORVM5 EFT 5511	49.44		79,923.86
01/10/2018	CHQ* 222 3000382838	1,529.15		78,394.71
01/15/2018	TRANSFER TO 60756 01343 17	24,047.67		54,347.04
01/17/2018	UTILITY BILL OTTAWA WATER	297.06		54,049.98
01/17/2018	UTILITY BILL OTTAWA WATER	584.31		53,465.67
01/17/2018	UTILITY BILL OTTAWA WATER	681.71		52,783.96
01/17/2018	UTILITY BILL OTTAWA WATER	375.81		52,408.15
01/17/2018	UTILITY BILL OTTAWA WATER	767.88		51,640.27
01/17/2018	UTILITY BILL OTTAWA WATER	658.17		50,982.10
01/17/2018	UTILITY BILL OTTAWA WATER	625.34		50,356.76
01/17/2018	UTILITY BILL OTTAWA WATER	591.43		49,765.33
01/17/2018	UTILITY BILL OTTAWA WATER	761.51		49,003.82
01/17/2018	UTILITY BILL OTTAWA WATER	379.13		48,624.69
01/17/2018	UTILITY BILL OTTAWA WATER	379.13		48,245.56
01/17/2018	UTILITY BILL OTTAWA WATER	408.20		47,837.36
01/17/2018	CHQ* 216 3000104777	5,103.01		42,734.35
01/18/2018	CHQ* 2 7121824596	481.38		42,252.97
01/19/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		8,321.56	50,574.53
01/22/2018	HYDRO BILL HYDRO OTTAWA	56.78		50,517.75
01/22/2018	HYDRO BILL HYDRO OTTAWA	22.95		50,494.80

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
19	\$37,800.06	1	\$8,321.56



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

**Statement Of:**  
Business Account

**Account Number:**  
60756 01344 14

**From:**  
Dec 29 2017

**To:**  
Jan 31 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/22/2018	HYDRO BILL HYDRO OTTAWA	21.90		50,472.90
01/22/2018	HYDRO BILL HYDRO OTTAWA	27.43		50,445.47
01/22/2018	HYDRO BILL HYDRO OTTAWA	38.55		50,406.92
01/22/2018	HYDRO BILL HYDRO OTTAWA	55.62		50,351.30
01/22/2018	HYDRO BILL HYDRO OTTAWA	20.22		50,331.08
01/22/2018	HYDRO BILL HYDRO OTTAWA	39.08		50,292.00
01/22/2018	HYDRO BILL HYDRO OTTAWA	47.51		50,244.49
01/22/2018	HYDRO BILL HYDRO OTTAWA	32.59		50,211.90
01/22/2018	HYDRO BILL HYDRO OTTAWA	116.64		50,095.26
01/22/2018	HYDRO BILL HYDRO OTTAWA	31.58		50,063.68
01/22/2018	MISC PAYMENT BFI CANADA INC (LONDON)	989.17		49,074.51
01/23/2018	CHQ* 220 5120014795	84.75		48,989.76
01/25/2018	SD SETTLEMENT SD# 39867 FCN 0077 FCD 180125		357.22	49,346.98
01/29/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		299.64	49,646.62
01/29/2018	HYDRO BILL HYDRO OTTAWA	84.91		49,561.71
01/31/2018	CHQ 227 7228778608	28,419.48		21,142.23
01/31/2018	INTEREST CREDIT		24.20	21,166.43

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
14	\$30,009.43	3	\$681.06

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

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**Statement Of:**

Business Account

**Account Number:**

60756 01344 14

**From:**

Dec 29 2017

**To:**

Jan 31 2018

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

GST Registration No. R105195598

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# **MONTHLY RESERVE FINANCIAL REPORT**

*CCC 264*

*January 2018*

# OCSCC #264

## PROFIT AND LOSS

January 2018

TOTAL	
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Expenses	
6001 Contribution from operating	-26,512.67
6002 Interest income for reserve	-244.84
<b>Total Expenses</b>	<b>\$ -26,757.51</b>
PROFIT	<b>\$26,757.51</b>

1020 Reserve Account, Period Ending 31/01/2018

RECONCILIATION REPORT

Reconciled on: 16/02/2018

Reconciled by: Jen Walker

Any changes made to transactions after this date aren't included in this report.

Summary

CAD

Statement beginning balance.....	0.00
Cheques and payments cleared (1).....	-5.56
Deposits and other credits cleared (3).....	608,541.14
Statement ending balance.....	608,535.58
Register balance as of 31/01/2018.....	608,535.58

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02/01/2018	Expense			-5.56
Total				-5.56

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/12/2017	Journal	1		584,248.63
15/01/2018	Deposit			24,047.67
31/01/2018	Deposit			244.84
Total				608,541.14



110 PLACE D'ORLEANS DRIVE 60756  
ORLEANS ON K1C 2L9  
824-6691

CARLETON CONDO 264  
INTEGRAL PROPERTY MANAGEMENT  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Business Account	60756 01343 17	Dec 29 2017	Jan 31 2018

### Account Summary for this Period:

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
4	\$10,086.62	2	\$24,292.51

### Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
12/29/2017	BALANCE FORWARD			594,329.69
01/02/2018	TRANSFER TO 61176 00149 15	5.56		594,324.13
01/12/2018	CHQ 20 2228469614	250.06		594,074.07
01/15/2018	TRANSFER FROM 60756 01344 14		24,047.67	618,121.74
01/16/2018	CHQ 22 2228636972	5,650.00		612,471.74
01/16/2018	CHQ 21 2228636975	4,181.00		608,290.74
01/31/2018	INTEREST CREDIT		244.84	608,535.58

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
4	\$10,086.62	2	\$24,292.51

Uncollected fees and/or ODI owing: \$0.00

Please examine this statement promptly.

This is your official account statement generated by us. Report any errors or omissions within 30 days of receipt electronically of this statement. Please see the terms and conditions of the applicable Scotiabank Financial Services Agreement or Business Banking Services Agreement for your account obligations.

All service fees and charges may be subject to any applicable sales taxes (GST/PST/QST/HST) or any tax levied by the government thereafter. These taxes will be payable by the customer.

GST Registration No. R105195598

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Becky Aiken <baiken@cimanagement.ca>

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## Fwd: Keller Engineering - CCC No. 264 Siding Replacement, 2018 Contract Management

1 message

---

Denise Stimson <dstimson@cimanagement.ca>  
To: Becky Aiken <baiken@cimanagement.ca>

Fri, Feb 23, 2018 at 5:01 PM

Regards,

**Denise Stimson, Property Manager**

**Capital Integral Property Management**

**ACMO 2000 Certified**

Web: [www.cimanagement.ca](http://www.cimanagement.ca) Tel: 613-722-1232 ext. 114 Fax: 1-613-651-0306

To reach your management team for any service please use the service email for your location. This will ensure the quickest response to your request.

If your building name is OCSO No. 345, then use the [service345@cimanagement.ca](mailto:service345@cimanagement.ca) email.



----- Forwarded message -----

From: **Melissa Gummesson** <[mgummesson@kellerengineering.com](mailto:mgummesson@kellerengineering.com)>

Date: Fri, Feb 23, 2018 at 11:19 AM

Subject: Keller Engineering - CCC No. 264 Siding Replacement, 2018 Contract Management

To: "dstimson@cimanagement.ca" <dstimson@cimanagement.ca>

Cc: "heatherrossottawa@gmail.com" <[heatherrossottawa@gmail.com](mailto:heatherrossottawa@gmail.com)>

Good morning Ms. Stimson,

Following Justin Tudor's meeting with the board and confirmation to proceed with the below mentioned work, we have opened a project with the following details:

- Job number: 16498-2
- Description: Siding Replacement - 2018 Contract Management
- Client: CCC No. 264
- Main contact: Denise Stimson

- Cost: \$21,200 + HST

To ensure accuracy, please forward any corrections required to the contact information to [mgummeson@kellerengineering.com](mailto:mgummeson@kellerengineering.com).

Thank you for choosing Keller Engineering,

Regards,

**Melissa Gummeson**

Office Administrator

Keller Engineering



Ottawa [613-224-1594](tel:613-224-1594)

Kingston [613-507-7536](tel:613-507-7536)

Calgary [403-471-3492](tel:403-471-3492)

Email: [mgummeson@kellerengineering.com](mailto:mgummeson@kellerengineering.com)

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## Agreement for Parking Management Services

THIS AGREEMENT made this 1st Day of May 1, 2017

BETWEEN

C.C.C. 264

Hereinafter called the ACORPORATION@

AND

Capital Systems

Hereinafter called the ACONTRACTOR@

WHEREAS the Contractor is in the business of providing parking control services to the owners of the property. And whereas, the Corporation is desirous of retaining the Contractor to provide such services.

NOW THEREFORE THIS ARRANGEMENT WITNESSETH that in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto do hereby covenant and agree each with the other as follows:

### 1. TERM OF ARRANGEMENT

Each party has the right to terminate this Agreement with 90 days written notice.

### 2. FEE TO THE CONTRACTOR

The sum of \$18.50 per patrol will be paid for 14 random monthly patrols to be done at the discretion of the Contractor; i.e. patrols may be done between the hours of 2:00 AM and 7:00 AM or 10:00 AM and 10:00 PM any day during the week, including weekends. Price does not include HST. The number of patrols can be modified in writing from the Corporation any time to meet the Corporation's requirements. The cost per patrol can be modified with 30 days written notice from the Contractor.

### 3. DUTIES OF THE CONTRACTOR

- i) Registrations for visitor parking for periods of no more than three days in any seven day period will be taken by the Contractor twenty-four hours a day, seven days a week. Registrations for extended visitor parking must be authorized by the Corporation, who will in turn register them with the Contractor.

- ii) The Contractor agrees to provide the following services during the said monthly patrols only. Vehicles will be warned, ticketed and/or towed for the following offences when improperly or illegally parked on the Corporation's property:
- a) failure to register a vehicle in visitor parking between 2:00 a.m. and 6:00 a.m.
  - b) portion of vehicle parked on a lawn area
  - c) vehicle occupying more than one parking space within visitor parking area
  - d) vehicles parked in designated fire routes
  - e) portion of vehicle obstructing roadway
  - f) vehicles parked side by side within one unit's driveway
  - g) parking a vehicle with no license plate in visitor parking
  - h) parking in a space reserved for the physically disabled without a permit;
  - i) parking a vehicle in any other unauthorized or reserved area as designed by the Corporation
  - j) performing mechanical work on a vehicle; and
  - k) obstructing work crews (e.g. snow removal, paving, lawn maintenance, painting, sweeping, etc.)
- iii) In a situation where a vehicle has parked more than three nights in a seven day period between the hours of 2:00 a.m. and 6:00 a.m., the said vehicle is subject to a WARNING and/or TICKET (over registration) i.e.: their parking privileges have been revoked and may only be reinstated by the Corporation

## 5. TOWING OF VEHICLES

No vehicle is to be towed from the property without the written approval of the Corporation. The Corporation agrees to be responsible for any costs, if any, for the removal of any vehicle from the property.

## 6. TICKETS TO BE ISSUED

The Contractor will issue City of Ottawa tickets only.

## 7. CANCELLATION OF TICKETS

The Corporation may require the Contractor to cancel any ticket issued at any time for whatever reason. The contractor will submit the request to the City and it's the City's decision as to whether the ticket will be cancelled.

8. INDEMNITY

The Corporation agrees to indemnify the Contractor from any and all claims, actions and suits by any person for any losses, costs, damages, tickets and expenses arising out of personal injury, death or damage to or loss of property due to negligence, caused, arising out of, or in any way connected with the performance by the Contractor of services required by this agreement. The Contractor shall, at its own expense, during the term of this Agreement, maintain an insurance policy for public liability and property damage with a maximum coverage of two million dollars (\$2,000,000) such policy to be non-deductible and to include blanket contractual liability and property damage on an occurrence basis.

9. TERMINATION

Either party can terminate this agreement with 90 days written notice to the other

10. FINAL AUTHORITY

In all matters pertaining to parking on the property, the Corporation shall have full and final authority and at times may request that, in specific instances, the usual terms for issuing warnings, tickets and/or towing be waived by the Manager.

IN WITNESS WHEREOF of said parties hereto hereunder set their hands and seals the day and year first written.

SIGNED SEALED AND DELIVERED

In the presence of:

Witness

PER: \_\_\_\_\_

PER:

PER:





## POOL MANAGEMENT CONTRACT

**BETWEEN:** Convent Gardens CCC#264  
St- André Drive  
Ottawa ON  
K1J 3V4

Represented by / Managed by:

**Steven P. Deveau**  
Property Manager  
Integral Property Management

277 Boulevard St-Joseph, bureau 200  
Gatineau, QC J8Y 3Y2  
819-246-3902 ext. 128  
[sdeveau@integralpm.ca](mailto:sdeveau@integralpm.ca)

(HEREAFTER REFERRED TO AS « THE OWNER »)

**AND:** **H<sub>2</sub>O Lifeguard services and recreational management**  
101 Hillside  
Ottawa, Ontario  
K1K 4X3

Represented by / Managed by:

**Frédéric Nadon**  
General Manager  
[frederic@h2o.ca](mailto:frederic@h2o.ca)  
(613)789-4020

(HEREAFTER REFERRED TO AS « THE CONTRACTOR »)





THE PARTIES HAVE AGREED TO THE FOLLOWING:

**PART 1 - PURPOSE AND DURATION**

1. The owner retains the services of the manager as his representative in matters pertaining to the users of the said pool and the Manager agrees to take care of its administration.
2. This contract shall be in effect during the period stated in appendix A.
3. The pool will be open during the hours stated in appendix B.
4. Contract pricing is detailed in appendix C.

**PART 2- SUMMERIZATION**

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Drain and acid cleaning the pool (if necessary).
- B. Check inventory supplies and provide OWNER with Opening inspection Report outlining missing equipment and/or deficiencies.
- C. Reassemble existing filler plant, set up pool equipment and signs and start system.
- D. Cooperate with any other contractors in preparing pool for operation.
- E. CONTRACTOR will advise OWNER of any needed repairs and/or improvements.

**PART 3 – HEALTH INSPECTION**

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Book health inspection with health department
- B. Balance chemicals (1 visit)
- C. Getting everything ready for health inspection (1 visit)
- D. Attending health inspection (1 visit)
- E. Follow up inspections if any needed

**PART 4 – PREVENTIVE MAINTENANCE PACKAGE**

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- A. Complete **two site visits** per summer by a **certified pool technician**.
- B. Verify state of mechanical equipment including pumps, filters, chlorinators, etc..
- C. Clean out and maintain chlorinator injector line and point of injection.
- D. Clean out and maintain pump impeller.
- E. Complete a backwash of the pool filter.
- F. Calibration of automation equipment.
- G. Salt cell inspection and cleaning.
- H. Complete a thorough water chemistry analysis and adjust if necessary.
- I. Report any deficiencies to the OWNER.

## **PART 5- MAINTENANCE**

General cleaning will be performed prior to opening the pool(s) each day. CONTRACTOR will be responsible for the following:

- A- Maintaining water purity, in conformance with the local Health Department regulations.
- B- Operating pool in accordance with rules established by governing health Departments recognized safety rules. CONTRACTOR reserves the right to prohibit admittance of children under the age of Twelve (12) unless accompanied by a responsible adult who is at least Sixteen Years (16) of age. All adults and legal guardians accompanying children must be a resident of the property represented in Part 1 of this agreement.
- C- CONTRACTOR will not be responsible for gate control and wading pool safety unless owner authorizes CONTRACTOR to provide additional personnel specifically for these duties.
- D- CONTRACTOR will perform other cleaning functions as necessary:
  - 1. Vacuum pool
  - 2. Brush pool
  - 3. Clean skimmer baskets
  - 4. Clean waterline tile
  - 5. Backwash filtration system
  - 6. Remove facility trash to owner's onsite facility
  - 7. Fill water to proper level
  - 8. Test and adjust pool water chemistry and re-fill chemical solution bins
  - 9. To notify OWNER of any parts/repairs needed.

During the maintenance period, the pool(s) must be closed to patrons.

## **PART 6- PERSONNEL**

CONTRACTOR will provide required personnel to manage the pool(s).

- A. All personnel employed by CONTRACTOR for work under this agreement shall be employed solely by and will be employees of CONTRACTOR and CONTRACTOR will be responsible for paying these employees and shall pay all taxes and costs incident to the work of the employees.
- B. All lifeguards employed by CONTRACTOR when on duty, for easy identification, are require to wear a lifeguard uniform identifying them as the lifeguard, lifeguards will have proper National Lifeguard Service(i.e. NLS) certification, shall be WHMIS trained and will have C.P.R. and First-Aid Training certification.
- C. CONTRACTOR shall have the sole discretion as to the placement, hours and days of work of its employees. Staff schedules may be adjusted to suit the particular needs of the OWNER. Additional staffing hours or days may be added at the OWNER's requested for an additional fee with prior written approval by CONTRACTOR. Additional hours or days will be calculated at \$20.00 per hour per Lifeguard.
- D. Staffing for pool parties or special events shall be calculated at the rate of \$28.95 per hour per Lifeguard; there will be a three hour minimum charge plus an additional \$20.00 travel allowance fee per Lifeguard.

- E. Lifeguards will be entitled to lunch hour and/or diner breaks as noted in appendix B of this agreement. No swimming will be allowed in single guard facilities at those times.

#### **PART 7- CLIENT CARE/ SUPERVISION**

- A. CONTRACTOR agrees to conduct site visits and will present documentation to advise OWNER of the general pool operation.
- B. CONTRACTOR agrees to meet with the OWNER representative periodically to discuss pool operation and related issues.
- C. CONTRACTOR will perform monthly mandatory inspection of main drain covers, equalizers and testing of calcium hardness levels, and shall record all results in the provided log book.
- D. CONTRACTOR will act as liaison between OWNER and Health Department Officials whenever possible.

#### **PART 8- WINTERIZATION**

Should the price be written in Appendix C, the CONTRACTOR will complete the following services:

- 1. Backwash and drain filters
- 2. Drain pool to proper level. CONTRACTOR will not be responsible for maintaining level after winterization.
- 3. Drain all pumps, hair/ lint strainers that require draining.
- 4. Fill all bathhouse fixtures with antifreeze if requested in writing by owner (additional charges will apply).
- 5. Drain all water pipes of swimming pool water heater. Please note that gas lines and/or electrical requirements for winterizing are not included in the present contract and can be completed if requested in writing by owner (additional charges will apply).
- 6. Drain all pool circulation lines that require draining and are so constructed that they can be drained.
- 7. Store all First-Aid, emergency, maintenance, and test equipment in filter room.
- 8. Secure and store automatic chemical feeder (if applicable)
- 9. Disconnect and store handrails and ladders.
- 10. Re-install and secure either the existing safety pool cover to existing anchoring system or standard pool cover and water bags. Any missing or damaged bronze anchors, grommets, springs, water bags or other will be replaced at time of closing and will be invoiced separately to the OWNER.
- 11. Notify OWNER on completion of winterization service and provide written winterization report.
- 12. Submit list of repair recommendations for the following season.
- 13. Upon completion of winterization, CONTRACTOR assumes no responsibility for freeze damage, damage to water meters or damage or loss of any equipment or supplies.

OWNER shall be responsible for winterization all other areas. Owner shall be responsible for informing contractor of all isolated or concealed drain valves.

## **PART 9- STANDARD CHEMICALS AND SUPPLIES**

CONTRACTOR will supply and operation manual and log book together with MSDS sheets

Should the price be written in Appendix C, the CONTRACTOR will complete the following supplies:

SUPPLIES INCLUDED - FOURNITURES INCLUSES		
CHEM - ALGECIDE 40% LITRE	CHEM - TASSE MAESURE CUP US/CAN	FIRST - WATERP. ADHES. TAPE 1.27cm
CHEM - CALCIUM CHLORITE 77% PLASTIC	CLEAN - DAKI SKUM LINE CLEANER	FIRST - WATERP. ADHES. TAPE 5.1cm
CHEM - CALCIUM CHLORITE 77% SAC-BAG	FIRST - COMPRESS (PRESSURE) BANDAGE	TEST - TAYLOR REAGENTS R-0001 60ML
CHEM - CHLOR OUT	FIRST - GAUZE ROLL 10.2cm x 4.6m	TEST - TAYLOR REAGENTS R-0002 60 ML
CHEM - CLARIFIER/CLARIFIANT EAU	FIRST - GAUZE ROLL 5.1cm x 4.6m	TEST - TAYLOR REAGENTS R-0003 60 ML
CHEM - GRAN CHLORINE 70%/CHLORE GRAN	FIRST - LATEX MEDICAL GLOVES - MED	TEST - TAYLOR REAGENTS R-0004 60 ML
CHEM - LIQUID CHLORINE LIQUIDE 10 L	FIRST - PLASTIC BANDAGES	TEST - TAYLOR REAGENTS R-0007 60 ML
CHEM - pH + 20 KG	FIRST - SAFETY PINS #1	TEST - TAYLOR REAGENTS R-0008 60 ML
CHEM - PH MOINS - MINUS	FIRST - SCISSORS 8.9 cm	TEST - TAYLOR REAGENTS R-0009 60 ML
CHEM - SODIUM BICARBONATE 25 KG - SAC / BAG	FIRST - STERILE GAUZE PADS - 3 BY 3	TEST - TAYLOR REAGENTS R-0010 60 ML
CHEM - SODIUM BICARBONATE 20 KG - PLASTIC	FIRST - ST-JOHN AMBULANCE GUIDE e/f	TEST - TAYLOR REAGENTS R-0011 60 ML
CHEM - STABILISER - STABILISATEUR	FIRST - TRIANGULAIRE BANDAGE	TEST - TAYLOR REAGENTS R-0012 60 ML
CHEM - POOL SALT	FIRST - SPLINT PADDING	TEST - TAYLOR REAGENTS R-0013 0.47L
	FIRST - ALUMINIUM WIRE SPLINT	

1. OWNER shall be responsible to supply and to pay for all other expendable supplies including bathroom items, such as soap, brushes, toilet paper, hand towels garbage bags and any other items needed for the operation of the pool.
2. Additional chemicals consumed over CONTRACTOR anticipated normal usage due to pool leakage will be billed to OWNER over and above the contract price.

## **PART 10- OWNER'S RESPONSIBILITIES**

- A. Provide CONTRACTOR with two (2) sets of Keys to the pool enclosure and facilities, and one (1) lock box to place keys to allow access to the CONTRACTOR and its employees.
- B. Complete all needed repairs inside pool enclosure, such as plumbing, decking, fencing, locking mechanisms, caulking, area lights, depth markings, etc. CONTRACTOR does NOT include any maintenance of the perimeter barrier of the pool (i.e. fences) and any or all locking mechanisms of the barrier.
- C. OWNER will maintain the perimeter barrier of the pool fence or any and all locking mechanisms of the swimming pool area or enclosure.
- D. If OWNER provides pool furniture (i.e. lounge chairs, tables, chairs, bases, umbrellas) it will be of good working condition. CONTRACTOR will not be responsible for any damages to pool furniture or liable for injury to patrons caused by pool furniture.
- E. The OWNER shall insure that the pool facility(s) complies with all building codes and the Local Health Regulations in effect. The Owner shall provide, in good working condition, all necessary equipment for the safe operation of the facility, including but not limited to the following: a fully operational filter system and pump which is adequate to properly circulate the pool water which meets the minimum flow requirements, one (1) approved DPD test kit, one (1) insulated reaching pole at least 3.65 meters long (12') and one (1) life hook, two (2) buoyant throwing

aids. i.e. 24' ring buoys with rope attached to each being a six millimeter diameter rope of a length not less than one-half the width of the pool plus three meters, one (1) spinal backboards with head immobilizer and minimum 3 straps, one (1) deep water divider ropes with floats, two (2) health regulation signs, one (1) shower before entry sign, one (1) emergency telephone sign, one (1) shallow area sign, one (1) deep area sign, one (1) emergency procedure sign, one(1) caution avoid deep sign or if pool is a non-diving pool, one (1) no diving sign, one (1) vacuum head, one (1) vacuum hose, one (1) vacuum extension pole, one (1) deep net leaf skimmer, one (1) pool brush, one (1) additional extension pole to attach the preceding, one (1) water meter for each body of water, one (1) fully functional flow meter per body of water, one (1) sanitizer dosing device for each body of water and one (1) sanitizer solution bin, one pH dosing device for each body of water and one (1) pH solution bin, one (1) backflow preventer one potable fresh water line, one (1) backflow preventer on drain/backwash line, CONTRACTOR reserves the right to supply these items and invoice the OWNER.

- F. OWNER will insure that the pool shall have a black disc 150 millimeters in diameter (6") on a white background permanently affixed to the deepest point of the pool bottom. (The CONTRACTOR can install and provide this at and additional cost).
- G. Have a telephone (tone, hard wired, push button) prior to the official opening date available to the guards at all times. The telephone line cannot be automatically forwarded to an emergency service or 9-1-1. Employees must be able to dial out with the telephone.
- H. Provide the telephone number to the CONTRACTOR prior to the pool season.
- I. OWNER to block long distance, 900 service, toll and internet to prevent additional charges on any non-payphone. CONTRACTOR is not responsible for any charges incurred on OWNER phones.
- J. Provide CONTRACTOR and CONTRACTOR's employees with free parking to service the facility.
- K. Provide all utilities: water, electricity and gas (if needed) for the operation of the pool.
- L. Provide CONTRACTOR with a copy of OWNERS approved pool rules for the community.
- M. Provide CONTRACTOR a safe working environment.
- N. The OWNER shall provide, free of charge, adequate and conveniently located storage space for cleaning materials and equipment of CONTRACTOR and shall be responsible to CONTRACTOR for the security of such place.
- O. Provide CONTRACTOR's Lifeguards with washroom facilities.
- P. Provide CONTRACTOR's employees with shade in the form of a table and umbrella.
- Q. Provide CONTRACTOR's employees with a chair in good working condition.

#### **PART 11- INSURANCE**

- A. CONTRACTOR will maintain at its sole cost Comprehensive General Liability Insurance, covering the legal liability for bodily injuries and property damages.
- B. CONTRACTOR will maintain good standing with Workers Compensation, covering all employees of the CONTRACTOR.
- C. CONTRACTOR will maintain at its sole cost Comprehensive Automobile Liability insurance, covering bodily injuries, providing coverage for any accident arising out of or resulting from the operation, maintenance or use by the CONTRACTOR on the Property of any owned, non-owned or hired automobiles, trailers or other vehicular equipment to be licensed.
- D. CONTRACTOR will provide at the OWNERS request "proof" of Insurance by submitting to the OWNER a "Certificate of Insurance", and Clearance certificate form Workers Compensation.
- E. OWNER will maintain general liability insurance policy evidencing property damage, bodily injury, products and completed operations, contractual liability and personal injury coverage for the subject premises, including the pool area in amounts and coverage equal or greater than the CONTRACTOR's.

- F. OWNER agrees to inform CONTRACTOR of any activities conducted at the pool during hours not listed in the General Specifications per Part 1 and organized activities during hours specified appendix B (i.e. pool parties, camps). The OWNER shall be liable for insurance coverage during such activities. OWNER agrees to and does hereby indemnify CONTRACTOR and save it harmless and shall defend It from and against any and all claims, damages, liability and judgments in connection with personal injury and/or damage to property arising from or out of maintenance, operation or use by the OWNER and/or its agents, servants, employees, invitee's, and licensees 1) outside of the hours listed in appendix B, 2) during any organized activities, and 3) brought forth by other contractors and/or trespassers.

## **PART 12- ADDITIONAL PROVISIONS**

- A. All repairs needed to render the pool operational will be made by the OWNER at their expense. CONTRACTOR, if requested by the OWNER, may perform, arrange for, or supervise the work at an agreed upon fee.
- B. REPAIRS, BILLS AND INVOICES: OWNER shall pay all repair bills and invoices submitted to OWNER by CONTRACTOR within 15 days of receipt. This covenant is an independent covenant of this contract. All material supplied by CONTRACTOR remain the property of CONTRACTOR until materials are paid in full.
- C. All applicable taxes (i.e. HST) for any equipment, labor, chemicals, or any other sales are not included in the prices represented by CONTRACTOR and shall be applied as an extra amount to all invoices.
- D. OWNER agrees not to hire or contract with CONTRACTOR's current or past employees to work at, service, or be connected in any way with the pool for a period of two years from the date that the contract terminates, or two years from the date of termination of the CONTRACTOR's employees. In the event that the OWNER breaches the agreement prior, the OWNER agrees to pay CONTRACTOR, a placement fee equal to 30% of the total contract price herein.
- E. Any increases in the minimum wage, subsequent to the submission of this contract will be passed onto the OWNER at an amount calculate at 100% of the minimum wage increase multiplied by the number of hours for season that the pool will be open per appendix B.
- F. Any increases in employers governmental contributions, such as WSIB premium or other subsequent to the submission of this contract will be passed onto the OWNER at an amount calculate at 100% of the increase multiplied by the number of hours for season that the pool will be open per appendix B.
- G. In the event that OWNER shall become bankrupt, insolvent, or shall make a voluntary assignment for the benefit of creditors, CONTRACTOR, at its option, may terminate this agreement immediately.
- H. OWNER hereby agrees to contract with CONTRACTOR to manage and operate the pool site during the term of this Agreement. If OWNER is not the actual owner of the pool site, but rather a management company or person acting as the agent of the owner of the property, OWNER hereby declares and affirms that it is acting within the scope of its authority in entering into and executing this Agreement.
- I. OWNER hereby agrees that CONTRACTOR is utilizing OWNER property and CONTRACTOR will not be held liable for damage that is caused based on OWNER equipment failure.
- J. This Agreement may not be amended or modified expect by written instrument executed by the parties.
- K. It is agreed and understood that in the event any sums of money which are due to CONTRACTOR under and by virtue of this agreement are not paid in full by OWNER within thirty (30) days subsequent to the receipt of an invoice for the same, said sum shall bear interest of the rate of 2.0% per month. This provision shall be applicable in addition to any rights and remedies, which CONTRACTOR may have under any other provisions of this agreement.

- L. This Agreement shall be governed and constructed in accordance with the laws of the Province of Ontario.
- M. Should the pool not open by 3:00 PM due to inclement weather, the pool will be closed for the remainder of the day.
- N. CONTRACTOR cannot be held liable for any hydrostatic conditions that cause damage to the pool structure and surrounding area.
- O. Additional chemicals consumed over contractors anticipated normal usage due to pool leakage will be billed to OWNER over and above the contract price.
- P. Restrictive endorsements or other statements written on payment checks by the OWNER accepted by CONTRACTOR will not apply and in no way alter the contract.
- Q. If a sauna is present on site, the OWNER must ensure that it is equipped with an automatic on/off 15-minute timer. This timer needs to be located outside the sauna enclosure. Furthermore, a hook must be installed on the sauna door to permit the door to remain opened when the site is closed to the public.
- R. The CONTRACTOR cannot be held liable for injury to users who access the site outside of staffed pool/recreation center hours as per appendix B of the present contract. The access to the site outside of staffed hours remain the responsibility of the OWNER.

#### **PART 13- CLOSURES**

CONTRACTOR and/or OWNER reserve the right to close the pool in an emergency situation, inclement weather, breakdown of equipment, inadequate security for the protection of the lifeguards at the facility, violation of local or Provincial ordinance, or any other condition or circumstances which, in the judgment of CONTRACTOR and/or, endangers the health or safety of the lifeguards or patron and this shall not constitute a breach by CONTRACTOR. If the emergency event causes the pool facility to be closed for more than seven(7) consecutive days and such event was not caused by any act or omission of the OWNER, its agents, servants, contractors or employees, then CONTRACTOR shall refund to the OWNER the variable costs of the contract that are defined as fifty percent (50%) of CONTRACTOR's actual daily operating cost beginning pro rata from the 8<sup>th</sup> day until the pool is reopened, or the end of the term of the Agreement, whichever occurs earlier.

#### **PART 14- DEFAULT**

In the event that OWNER fails to make any of the payments required hereunder or fails to comply with any of the terms of this Agreement the OWNER shall be in default and CONTRACTOR, at its sole option, shall have the right (i) to declare this Agreement "terminated" and immediately cease to provide any and all services, supplies and personnel to OWNER at the pool site or elsewhere, and (ii) avail itself of any and all remedies, both legal and equitable, it may be entitled to at the time of default, to specifically include but not be limited to the damages set forth below in liquidated damages.

In the event that OWNER considers CONTRACTOR to have breached any provision of this Agreement or failed to perform or unsatisfactorily performed any obligation under this Agreement, OWNER shall have the right to terminate the services provided hereunder, provided: (1) a certified written complaint is made promptly to CONTRACTOR stating the precise nature of the deficiencies in performance and/or quality of service; (2) CONTRACTOR has not corrected the deficiencies within ten (10) days from the date written notification is received; and (3) OWNER has complied in all material respects with its obligations under this agreement. Unless OWNER complies with Agreement, OWNER shall not be entitled to set off, reduce, offset or claim consequential damages or any other deduction whatsoever, for non-performance of this agreement.

#### **PART 15- LIQUIDATION DAMAGES**

In the event of termination of performance by CONTRACTOR under the terms of this Agreement for non-payment of any sum due hereunder by OWNER, it is expressly agreed and understood that CONTRACTOR shall be entitled to retain all sums of money previously received from the OWNER, and shall be entitled to collect all sums of money due including reasonable legal fees under the terms of the contract. The charges for any chemicals, supplies or labour that is outstanding are also due at the time of termination. In the event of a breach of this Agreement by OWNER prior to CONTRACTOR commencing summarization as defined in Part 2, CONTRACTOR shall be entitled to 20% of the total contract price as liquidated damages.

#### **PART 16- BINDING EFFECT**

The terms and provisions of this Agreement shall be binding on the OWNER, its successors and/or heirs and to the benefit of CONTRACTOR and its successor and assigns. OWNER shall not have the right to assign, pledge or encumber in any way any part of its interest in this Agreement without the prior written consent of CONTRACTOR. CONTRACTOR, however, shall have the right to assign any and all rights, services and obligations under this Agreement. If OWNER has provided CONTRACTOR documents as addendum to this agreement, should any term or provision of one document conflict with a term or provision of the other, the terms or provision contained in the H2O Contract shall control.



## **PART 17- EXTENSION OF SERVICE**

CONTRACTOR shall, if requested by the OWNER, for an agreed upon non-refundable or cancellable fee, operate the pool prior to or beyond the Dates specified in Part 1, provided the owner give CONTRACTOR a minimum of two (2) weeks' notice. The cost associated will be separately negotiated.

## **PART 18 – MISCELLANEOUS**


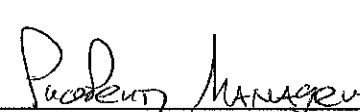

This contract embodies the entire understanding between the parties, and there are no other agreements, representation or warranties in connection therewith. IN WITNESS HEREOF, the parties hereto have signed this contract by their duly authorized representative and/or agents who represent that they have the express authority to enter this agreement in behalf of each party.

OWNER acknowledges that it owns and/or operates the pool facility and has legal capacity and authority to enter into this Agreement and bind the property owner of the pool facility. This Agreement is a valid and legally binding obligation of OWNER and is fully enforceable against OWNER and the party which owns and operates the pool facility.

IN WITNESS THEREOF THE PARTIES HAVE SIGNED IN OTTAWA THIS 25<sup>TH</sup> DAY  
OF April 2017



H<sub>2</sub>O – Frédéric Nadon

		
The Owner (Print name)	Position	Signature

## APPENDIX A

Effective date of this contract: **Date of the signature**

Final date of this contract: **September 15<sup>th</sup> 2019**

### **OPTION TO RENEW**

The OWNER may, at his choosing, renew this contract for two consecutive years (2018 and 2019) with an increase corresponding to inflation in the Ottawa region in the month of December as per Statistics Canada, for the same number for hours in the schedule. Schedules to be confirmed in March of each calendar year.

## APPENDIX B

**June 23<sup>rd</sup> to September 4<sup>th</sup> 2017:**

Weekdays and Weekends:

10:00 am - 11:00 am	Maintenance
11:00 am - 12:00 pm	Adult Swimming
12:00 pm - 5:00 pm	Supervised Swimming
5:00 pm - 5:30 pm	Pool Closed (Break)
5:30pm - 7:30 pm	Supervised Swimming
7:30 pm - 8:30 pm	Adult Swimming

# APPENDIX C

2017

CONVENT  
GARDENS

Hours without holiday pay / Heures sans paye vacances	740,00
Statutory Holiday hours / Heures congés fériés	37,00
<b>Total hours / Heures totales</b>	<b>777,00</b>
Hourly rate / taux horaire	19,48
Lifeguarding / sauvetage total	15137,32
Chemicals, test, 1st aid / Produits standards et chimiques <sup>(9)</sup>	1200,00
Opening of pool / Mise en service printemps <sup>(2)</sup>	735,00
Health inspection / Inspection sanitaire <sup>(3)</sup>	250,00
Closing of pool / Remisage pour l'hiver <sup>(8)</sup>	400,00
Preventive maintenance package / Entretien préventif <sup>(4)</sup>	199,00
<b>Total without tax / sans taxes</b>	<b>17921,32</b>
Taxes FED & PRO	2329,77
<b>Grand total</b>	<b>20251,09</b>

Date of invoice to be issued - to be paid net 30

Date de la facturation - à payer net 30

1-May	4 480,33
1-Jun	4 480,33
1-Jul	4 480,33
1-Aug	4 480,33