

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 769
MINUTES OF THE ANNUAL GENERAL MEETING
VIRTUAL PLATFORM; ZOOM
HELD ON WEDNESDAY, NOVEMBER 25TH, 2020

PRESENT: Andre Vinette	President
Rose-Marie Batley	Vice-President/Secretary
Scott McDermott	Treasurer
Peter Mitchell	Director of Communications
Larry Boisvert	Director of Operations
INVITED: Nancy Houle	Host/Chair, Davidson Houle Allen LLP
Emily Deng	Co-Host/Scrutineer, Davidson Houle Allen LLP
Annette Jensen	Auditor, WGP Chartered Professional Accountants
Kim Renwick	Property Manager, Condominium Management Group
Shallon Clarke	Recording Secretary, Condominium Management Group

1. CALL TO ORDER

The meeting was called to order by the Corporation's legal counsel, Nancy Houle of Davidson Houle Allen LLP, at 7:03 pm and she explained meeting procedures, including how attendees would participate in the meeting, and voting procedures, including confirmation of scrutineers and electronic troubleshooting.

2. CONFIRMATION OF QUORUM

It was confirmed that quorum had been established, with a total of fifty-three units present, forty-four of which were represented in person and nine by proxy.

3. CONFIRMATION OF NOTICE

It was confirmed that the Preliminary Notice and Notice of Meeting were sent to all owners in advance of the meeting in accordance with the requirements set forth in the Condominium Act, 1998.

4. INTRODUCTIONS

Nancy Houle advised owners that she had been appointed to chair the meeting, as disclosed in the Notice of Meeting, distributed to owners, and introduced the virtual head table, as follows:

- The Host/Electronic scrutineer, Emily Feng, Davidson Houle Allen LLP,
- The Board of Directors, Rose-Marie Batley, Andre Vinette, Larry Boisvert, Peter Mitchell and Scott McDermott,
- The Property Manager, Kim Renwick, and Recording Secretary, Shallon Clarke, and
- The Auditor, Annette Jensen, WGP Chartered Professional Accountants.

5. APPROVAL OF MINUTES OF PREVIOUS ANNUAL MEETING HELD ON JUNE 27TH, 2019

A copy of the minutes of the previous Annual General Meeting held on June 27th, 2019 was included in the Notice of Meeting distributed to owners.

Motion: To dispense with reading of the minutes of the previous Annual General Meeting, held June 27th, 2019, as they were included in the Notice of Meeting distributed to owners.

Moved: Dianne McDonald (Unit 1504)

Seconded: Raymond Bowering (Unit 806)

Motion Carried.

The Chair opened the floor for any corrections to the minutes of the previous Annual General Meeting and there were none brought forth.

Motion: To approve the minutes of the previous Annual General Meeting as presented.

A poll was launched for owners to vote on the motion and, with 95% of owners voting in favor, the motion was carried.

6. PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING DECEMBER 31ST, 2019

A copy of the audited financial statement for the year ended December 31st, 2019 was included in the Notice of Meeting distributed to owners.

The Auditor, Annette Jensen of WGP Chartered Professional Accountants, advised owners that the job of the auditor is to examine the financial statements and determine whether or not they accurately reflect what happened during the preceding fiscal year in the Corporation's Operating and Reserve funds. She confirmed that the audit was carried out in accordance with Canadian accounting standards for non-for-profit organizations and the financial statements present fairly, in all material respects, the financial position of the Corporation at its year-end. The financial statements for the year ended January 31st, 2020 included:

- Independent Auditors' Report;
- Statement of Financial Position;
- Statement of Fund Operations and Changes in Net Assets,
 - Operating fund,
 - Reserve fund;
- Statement of Cash Flows;
- Schedule of Revenues and Expenditures;
- Notes to Financial Statements.

The Auditor opened the floor for any questions regarding the audited financial statement or the audit process and, with nothing brought forth, the Auditor was excused from the meeting at 7:30 pm.

The Chair confirmed that copies of the Treasurer's Report for the year ended December 31st, 2019 were included in the Notice of Meeting package distributed to owners. Scott McDermott presented the key points of the Treasurer's Report, as follows:

- The 2019 audited financial statement was emailed to all owners on September 11th, 2020;
- The Corporation continued to be in a strong financial position at year-end;
- The overall Operating budget was \$1,500,000, which resulted in a year-end surplus of approximately \$8,000;
- Revenue in 2019 was overbudget while expenses were underbudget;
- Utilities represented over 27% of the Corporation's expenses, and continue to be monitored closely;
- Very little variance in Hydro, Gas and Water usage in 2019 over 2018;
- The Reserve fund grew \$23,000 in 2019, which resulted in a year-end balance of approximately \$1,700,000;
- The most significant Reserve fund project in 2019 was related to plumbing maintenance required in order to remove sediment from water;
- Shared expenses for 2019 were within \$2,000 of what had been budgeted and the Shared Reserve fund held a year-end balance of \$133,700.

The Chair opened the floor for any questions regarding the Treasurer's Report and there was nothing brought forth.

7. APPOINTMENT OF AUDITOR FOR NEXT FISCAL YEAR

It was confirmed that the Board and Property Manager continued to be pleased with the services and pricing provided by WGP Chartered Professional Accountants and they recommended re-appointment for the 2021 fiscal year.

Motion: To re-appoint WGP Chartered Professional Accountants as auditors for the 2021 fiscal year.

Moved: Robert Dawson (Unit 807)

Seconded: Daniel & Carole Lemieux (Unit 408)

Motion Carried.

8. VOTE ON E-MEETING AND E-VOTING BY-LAW

A copy of the proposed By-Law No. 8 was included in the Notice of Meeting distributed to owners.

The Chair explained that the purpose of the by-law would be to allow for virtual meetings and virtual voting to take place, should they be required. The by-law would also allow for hybrid meetings and for owners to attend meetings who would not have otherwise been able to do so due to mobility, audio/visual impairments or accessibility issues. It was explained that the current meeting was able to proceed virtually due to the Ontario Government having passed legislation to allow all condominium corporations to conduct virtual meetings until May 31st, 2021. The Chair then asked if there were any questions about the by-law.

- Clive Wolff (Unit 1407) asked why it couldn't be up to the owners to decide, on a case-by-case basis, if they would like to hold meeting virtually;
 - The Chair confirmed that virtual meeting would not become mandatory, passing the by-law would simply allow for the option to hold a virtual meeting.
- John & Irmela Murphy (Unit 207) asked if legal counsel would need to be appointed to host all virtual meetings;
 - The Chair confirmed that the management company is developing the technology to host meetings in house; it was also noted that virtual meetings may be a less expensive option, as there would be no room rental fee, no fees for the auditor's travel time, etc.

Motion: To pass proposed By-Law No. 8, allowing virtual meetings and virtual voting to take place when necessary or preferred.

A poll was launched for owners to vote on the motion and, with 98% of owners voting in favor, the motion was carried.

9. ELECTION OF TWO DIRECTORS

The Chair explained that there were two positions up for election on the board, each for a three-year term. Rose-Marie Batley and Andre Vinette were thanked for their service on the board, as their terms were expiring.

Rose-Marie Batley (Unit 1402) and Andre Vinette (Unit 1801) nominated themselves as candidates for re-election in advance of the meeting, which was disclosed to owners in the Notice of Meeting. The Chair asked the two candidates if they still consented to their candidacy, and if there had been any changes to their disclosure statements provided in the Notice of Meeting, and both candidates confirmed consent and no changes to their disclosure statements.

The Chair asked three times if there were any other candidates who wished to nominate themselves for election to the board and there were no additional nominations brought forth.

Motion: To close the nominations.

Moved: Scott McDermott (Unit 1704)

Seconded: Judith Weinstein (Unit 801)

Motion Carried.

Rose-Marie Batley gave a brief overview of her history with the Corporation and her desire to participate on the Board of Directors.

Motion: To acclaim Rose-Marie Batley as a Director on the Board for a three-year term.

Moved: Daniel & Carole Lemieux (Unit 408)

Seconded: Sophie Duncan (Unit 803)

Motion Carried:

Andre Vinette gave a brief overview of his history with the Corporation and his desire to participate on the Board of Directors.

Motion: To acclaim Andre Vinette as a Director on the Board for a three-year term.

Moved: Sophie Duncan (Unit 803)

Seconded: Robert Dawson (Unit 807)

Motion Carried:

10. GENERAL DISCUSSION

The Chair opened the floor for general discussion of matters pertinent to the general affairs and assets of the Corporation.

- Linda Bowering (Unit 806) asked if the board could consider exterior heating for the gazebo area.
 - The Property Manager confirmed that she would compile some information in this regard for presentation to the board for consideration.
- Linda Bowering (Unit 806) noted that the Social Committee had been making efforts to keep owners engaged, including virtual events, and encouraged suggestions from owners and the board for additional events.
 - The Property Manager relayed positive feedback from owners regarding the Social Committee and commended their continued efforts.
- Margaret-Ann Code (Unit 802) asked if the Treasurer expected increased water or gas usage due to the snowbirds staying for the winter.
 - Scott McDermott (Unit 1704) confirmed that the increased usage would be considered when preparing the 2021 budget.
- Robert Dawson (Unit 807) noted that the grass area behind the tower had deteriorated due to a faulty sprinkler system and asked if the board would be taking steps to ensure the proper operation of the sprinkler system.
 - The Property Manager explained that the deterioration of the grass area behind the tower was not only related to the faulty sprinkler, but that the lack of soil and extreme amount of sun in that area was causing soil to dry up quickly. She confirmed that the Landscaping Committee and professional landscaper were researching options to improve the state of the area.
- Andrew de Schulthess (Unit 1806) suggested that the board consider holding their meetings via zoom in order to allow owners to view the meetings.
 - The Property Manager confirmed that she would present the suggestion to the board for their consideration.
- Clive Wolff (Unit 1407) noted that board meetings had not been shared with owners over the previous three-month in the same way as they had been prior and asked why.
 - The Property Manager explained that COVID-restrictions wouldn't allow for owners to attend board meetings and confirmed that the board had still been meeting in person, in compliance with social distancing guidelines. She confirmed that she would present the suggestion to share board meetings with owners via zoom to the board for their consideration.
- Sophie Duncan (Unit 803) asked if the expansion for the roof lease would include additional services, such as additional antennas, due to health concerns.
 - The Property Manager confirmed that there had been no agreements made, or antennas installed, on the roof to date.
- Kerry Kellough (Unit 201) commended Nancy Houle for acting as an incredibly articulate, professional and engaging host and thanked the Board of Directors and Management for their efforts.
- Fred Stalder (Unit 306) noted that he was scheduling the Social Committee's use of their Zoom account and said schedule could easily accommodate board meetings if needed. He also confirmed that the maximum number of attendees on said Zoom account is 100.
- Linda Bowering (Unit 806) asked if the exterior holiday lights would be installed that winter.
 - The Property Manager confirmed that the lights would be up within the following week.
- Sophie Duncan (Unit 803) thanked the Property Manager for installing bilingual signage and offered to translate items for management if needed.
- Clive Wolff (Unit 1407) asked that a breakdown of the budget overages in relation to the major gasket replacement project be provided to all owners.
 - The Property Manager confirmed that it was the board's intention to provide a notice to owners with the breakdown of the budget overages in relation to the major gasket replacement project, however, all the necessary details had yet to be compiled.
- Clive Wolff (Unit 1407) asked if hydro required to run the Freedom Mobile antenna on the roof was being accurately recuperated by the Corporation.
 - The Property Manager explained that a meeting had been arranged with representatives of Freedom Mobile and were met by Bell technicians in error. A rescheduled meeting with the appropriate parties was pending.
- John & Irmela Murphy (Unit 207) noted that the Corporation had suffered considerable financial losses over the years due to leaks and recommended that the board consider installation of devices to automatically shut

off water when a leak is detected.

- The Property Manager confirmed that she was aware of water alarms in several units.
- John explained that the system he was recommending would be more proactive versus reactive.
- The Property Manager confirmed that she would compile information in this regard to present to the board for their consideration.
- Clive Wolff (Unit 1407) asked what the plans were for the 2021 budget, particularly with respect to allowing owners to review the preliminary budget and make suggestions or recommendations.
 - The Property Manager confirmed that she had been working with the Treasurer to have the budget sent out for early December 2020.
 - Scott McDermott confirmed that the intention was to provide the owners with the preliminary budget electronically in order to allow for suggestions or recommendations from owners before it would be finalized.
- Sophie Duncan (Unit 803) asked if the board had investigated installation of electric vehicle charging stations.
 - The Property Manager confirmed that there is some electrical capacity for charging stations to be installed and said installation would need to be assessed on a case-by-case basis.

11. ADJOURNMENT

Motion: To adjourn the meeting at approximately 8:48 pm.

Moved: Robert Dawson (Unit 807)

Seconded: Bonnie & Chuck Merovitz (Unit 603)

Motion carried.