

# CODE OF ETHICS

## Corporation OCSCC 769

I have consented to act as a Director of the Ottawa Carleton Standard Condominium Corporation #769 and I agree to comply with the following Directors' Code of Ethics throughout my term as a Director:

**Honesty and Good Faith** – I will act honestly and in good faith. I will do nothing to violate the trust of the unit owners I serve.

**Care, Diligence and Skill** – I will exercise the degree of care, diligence, and skill of a reasonably prudent person. I will make a concerted effort to attend all Board and owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Declaration, Description Plans, By-laws, Rules, Regulations, Resolutions, Policies, Agreements and Requirements of the Ontario Condominium Act and other related legislation.

**Conflict of Interest** – I am not currently aware of any actual or potential conflict of interest, direct or indirect, with respect to any contract, transaction, lease, building deficiency claim, warranty claim, legal action, proceedings, or any matter prejudicial to the Corporation. If I become aware of any conflict, I will disclose the nature and extent of my interest in writing to the Board at the first opportunity or at the next Board meeting where such contract or transaction is first considered. I will not be present during discussion of the contract or transaction at a Board meeting, vote or be counted in the quorum, and my disclosure shall be recorded in the minutes of the meeting. I will not promote my own interests or those of any owner, resident, family member, friend, or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person except as permitted by a by-law. I will act only in the best interests of the Corporation as a whole, and I will not favor the interests of any individual or group of owners or tenants.

**Confidentiality** – I will not disclose to any person (including my spouse) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

**Good Conduct** – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or owners. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

**Support** – I will abide by decisions of the majority of the Directors even though I may disagree, and I will not deprecate Directors with whom I disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

**Detrimental Information** – I shall only publicly state detrimental information in a manner that is accurate, unbiased, and non-malicious.

**Integrity** – I will exercise integrity in the course of an election, acting honestly, honorably, fairly and in a straightforward manner.

**Abuse of Proxies** – When collecting proxies, I will not make any false, misleading, fraudulent, or defamatory statement. I will fairly inform the proxy grantor how I intend to exercise any vote with respect to the proxy.

**Good Relations** – I will promote good relations amongst persons involved in our Condominium community. I will promote a first- class image for our Corporation, its units, owners and tenants.

**Performance of Duties** – I will commit the necessary efforts, will exercise the appropriate leadership and will assume such duties as may reasonably be required to fulfill my role as a Director or Officer. I will participate in conducting the Board’s business in the form of resolutions, policies, rules, or by-laws as the circumstances require. I will comply with principles of good governance and procedural rules of order. I will become well informed on issues and agenda items in advance of meetings. I will assist the Board to supervise, monitor and direct the on-going daily management of the Corporation by the property manager. I will duly consider the information and advice provided by the property manager and others and will seek opinions, when appropriate, from experienced professionals when necessary to reach a proper decision.

**Monitor Financial Health** – I will pay particular attention to monitor the financial health, physical state of maintenance and repair, management, administration, appearance, and welfare of the Corporation. I will support required funding of the reserve fund and an appropriate funding plan to fulfill the criteria of the Corporation’s current Reserve Fund Study or Update. I will assist in preparing or reviewing the Corporation’s annual Budget in a manner that appropriately reflects the actual financial needs of the Corporation, regardless of co-owners’ complaints when it becomes necessary to increase common expenses. I will ensure common expenses are collected on time or lien action initiated within the statutory period. I will monitor the investments, bank accounts, interim and year-end financial statements. I will carefully review contract proposals, quotes, and tenders in order to assist in negotiating preferred contractual terms for services rendered to the Corporation at a beneficial cost. I will monitor any of such duties that have been delegated.

**Scope of Authority** – If I am elected or appointed as a Director, I will act properly within the scope of my authority and in response to the will of the Board. I will never exercise

