

**OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769**

May 16, 2024

11:00 a.m.

**Minutes of Board Meeting**

PRESENT: Rose-Marie Batley, President & Secretary  
Scott McDermott, Treasurer  
Carmène Levesque, Vice-President & Director of Communications  
Larry Boisvert, Director at Large  
Branislav Vračarić, Director of Operations

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

# Observers: 17

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1. President Rose-Marie Batley called the meeting to order at 11:01 a.m. with a quorum confirmed.
2. On a motion by Branislav Vračarić, seconded by Carmène Levesque, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Scott McDermott, seconded by Branislav Vračarić, the Minutes of March 7, 2024 Board Meeting were approved. **CARRIED**
  - 3.2 Decisions Taken Between Meetings:
    - a) Purchased a water heater for the 13<sup>th</sup> floor.
    - b) Sent a letter to the Minister of Health re exemption to Class B designation of our pool.Moved by Scott McDermott, seconded by Larry Boisvert, these decisions were formally approved. **CARRIED**
4. Treasurer's Report:

Scott began by recognising Kay Stanley and Rose-Marie Batley for their work on the boulevard gardens. He also reported that Condo Works, a software program for electronically approving payments is now in place for most of our expenses. The system can be accessed from anywhere thus making payments more efficient. The system will have no impact on the audit of the 2024 finances.

  - 4.1 Financial Highlights to April 30, 2024:

(YTD) **Total Revenue** is \$3.3K under budget, at \$704.9K, while YTD **Total Expense** is \$86.3K under budget, at \$652.8K, leaving a YTD **operating surplus** of \$52.1K versus a **budgeted deficit** of \$30.9K. Overall, we are currently \$83.0K favourable to our 2024 budget.

As of April 30, the major favourable contributors to the expense variances were our Shared Facility (\$33.3K), Utilities (\$14.9K), Security (\$9.5K), Fire Alarm/Hydrant (\$7.8K), Repairs and Maintenance (\$6.5K), Window Cleaning (\$5.9K), Discretionary expenses (\$1.7K), Employee Wages (\$1.5K), Elevator (\$1.4K), Generator expenses (\$1.3K), and Professional Fees (\$1.3K).

As of April 30, there are no unfavourable variances worth reporting.

While I remain comfortable with our financial position, these results are better than expectations and a result of some timing differences (such as window cleaning) and invoices

that have not yet been received from our suppliers for services rendered (such as Security and Fire Alarm/Hydrant).

At April 30, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.7M (\$2.1M being held in GICs) with \$15.1K spent so far this year related to new heat pumps. The **Shared Facilities Reserve Fund** is at \$295.7K with \$22.0K spent so far this year related to the replacement of a defective reheating coil and the Dectron repair, both in regard to the pool.

4.2 Audit Report: The audit of the 2023 financials is complete. Questions and concerns on the draft audit have been addressed. Scott is preparing a brief highlights document to be reviewed by the Directors prior to approval of the 2023 financial statements.

5. Director of Operations Report:

5.1 Action List:

Item 1343: **Elevator Buffing** – The door skin replacement on Cab 1 is scheduled to go out for repairs on May 24.

Item 1462: **Window Etching** – RG1 has had similar etching on windows and is trying a product that may neutralise the acid. If this works, it would be a more cost-effective solution than sealing the brick. Kim will email Frank to determine if the process has been done.

Item 1541: **Building Tours** – These will be scheduled in June/July. There will be 3 tours, one in the morning, a second in the afternoon, and the third in the evening.

Item 1547: **Inspection of Suites** – Kim summarised the list of repairs/replacements needed in three categories: shut-off valves (corporation and owner responsibility (~60 items); balcony railing defects (~78 items); and window deficiencies (~19 items). Kim will follow up with Yves regarding those items that are not clear. Candor is providing information on how best to access the shut-off valves that are currently difficult to access. Kim will draft a letter to owners of suites where there are non-main shut-off valves that are seized (cannot be closed) as these are the owner's responsibility; the letter will include the recommended action needed. The repair of main valves and creation of access to any valves currently without access are a corporation responsibility and will be addressed.

Item 1572: **EV Chargers** – An owner meeting is scheduled for June 19 at 7 pm in regards to a presentation titled EV Charging: Information and Update, which will include an opportunity for owners to ask questions. The interest in charging stations will then need to be determined. The Board will be provided this presentation in advance of the Owner meeting.

Item 1578: **Fire Panel** – The Board is waiting for the engineering report from WSP regarding options for the fire panel.

Item 1584: **Basement Booster Pumps** – Baxtec expects to install the custom booster pump in July/August at a cost of \$106,010 plus HST.

Item 1598: **Exterior Seating at Front Entrance** – Two chairs and one bench are expected to be in place at the front entrance in two weeks.

Item 1600: **Gatehouse Security** – Iron Horse performance continues to be monitored closely. If you notice a problem, please inform the Property Manager by email.

Item 1606: **Balcony Door Rollers** – Rollers are needed to repair faulty balcony doors. Paramount cannot locate rollers to fit our balcony sliding doors. Yves is going to try to make them. The cost of the rollers per door is ~\$350.

Item 1639: **Gazebo Staining** – This will be undertaken in spring 2024; Larry Boisvert will assume the lead.

Item 1640: **Carpet Replacement** – The ad hoc committee investigating possible flooring options recommended a carpet installed as tiles. The specifications will be developed by Kim and Cattis Esbenson and three quotes will be requested. The Board thanks the ad hoc committee for the research on the flooring options and their recommendation.

Item 1643: **Water Alarms** – Kim will get an estimate to install water alarms on the ground floor. There is an electronic option that is expensive and may require more conduit for the electrical connections. The alarm would ring in the Gatehouse.

Item 1669: **Garage Cleaning** – This will be done June 10 - 11; a notice will be sent to owners with the specific dates. The City indicated last year that they no longer provide passes for cars on the street. Level P needs cleaning earlier; however, it has not been possible to book any earlier.

Item 1682: **Window Cleaning** – This will start May 29, 2024, weather permitting.

Item 1683: A damaged unit **affixed door** will be replaced at a cost of ~\$8000 - \$10,000.

Item 1686: **DVD Player** – the AV system in the Party Room needs to replace the DVD player. The donated DVD player does not function with the current system.

Item 1689: **SF Joint Agreement** – Legal counsel is investigating which agreements are on title. A brief SF Agreement is in the Declaration and some informal agreements were made by the SFC from time to time.

Item 1690: **13<sup>th</sup> Floor Heater** – The heaters on the 13<sup>th</sup> and 7<sup>th</sup> floors are now functioning and the Board has ordered a spare heater to be available for any future breakdowns. The spare heater has a 3-year warranty for parts and a 2-year warranty for labour when installed.

Item 1691: **Garage Drain** – Kim is investigating a larger drain in front of the garage door.

Item 1700: **Draft Audit** – See 4.2.

Item 1703: **2024 AGM** – June 26, 7 pm. The notice will go to owners next week in accordance with Condominium Act requirements. Directors should send comments/corrections for the notice to Kim by asap.

Item 1705: **Sump Pump** – The basement sump pump has failed; Baxtec has ordered a replacement at a cost of ~\$3000.

Item 1709: **Freedom Mobile/Shaw Roof Contract** – The company has given notice the contract will not be renewed when it expires September 1, 2024. This contract provided revenue of ~\$26,000, the loss could result in a 1.2% additional increase in condo fees. Scott suggested approaching Rogers, Bell, and Telus to determine if there is interest. RG1 has Bell equipment on their roof. Kim will ask Frank if he has contacts for other communication companies.

Item 1710: **Pool Update** – Rose-Marie provided a synopsis of the work done to request an exemption from the Minister of Health for the Class B designation of our shared pool. An owner drafted a letter requesting the Board sign and send to the City. The City is not responsible for O. Reg. 565 that classifies public pools and the requirements. The Ontario Health Ministry is responsible for crafting the regulation; city inspectors are mandated to enforce the requirements. Kim had investigated many options when the restrictions were placed on the pool hours and numbers of occupants; these included many calls/emails and a robotic inspection of the water every 4 hours. Each option suggested was turned down. A registered letter was sent to the Hon. Sylvia Jones, Minister of Health on May 9, signed by presidents of RG1 and RG2, and copied to the MPP John Fraser (whose office was helpful), Councillor Riley Brockington, Ontario Health, Public Health Ontario, and Ottawa Public Health. The letter made two requests: that the Minister clarify the confusion between the definition of ‘bather’ and the determination of the maximum number of occupants in the pool area; and that our pool be granted an exemption from the Class B designation given the security in place here at Riverside Gate. It further requested the Ministry provide the rationale for the Class B designation should the pool not be exempted.

5.2 Party Room Carpet: See Item 1640 of Action List.

5.3 Number of Window Washings Scheduled per annum: An owner suggested a saving was available if the windows were washed only once per annum. Most condominiums in the city have two scheduled washings. The Board decided to remain with two washings.

## 6. Shared Facilities Report:

6.1 Dectron Update: The Dectron repairs are complete. The work of the contractor, Cool Wave, was exemplary.

6.2 SFC Draft Minutes/Action Lists: These will be provided to the Board members and posted after the SFC has reviewed them. The last meeting was January 31, 2024. The Gardening Committee has met and is actively working in the common element gardens.

6.3 SFC Joint Agreement Updates: See Item 1689. The SFC is working on these. Kim has asked for a legal search of what is on title regarding a formal agreement.

7. Communications Report:
  - 7.1 Library Committee: There are no issues or items to report.
  - 7.2 Social Committee: Carmène met with Sheila Levy and Linda Bowering and obtained an update of committee members, to be reflected on our website and in future newsletters. The Co-chairs confirmed that Activity List on our website does not fall under their purview. Carmène will create a new list from the information she has and have it posted on the website in due course.
  - 7.3 Website Updates: Carmène is working with the webmaster regarding updating the website. The Newsflash section contains news as well as old news. Carmène suggested a 6-month expiry for items in this area. All items in the Newsflash will be moved under its appropriate menu tab on the RG2 website.
  - 7.4 Owners' Handbook Update Process: Carmène started the section entitled Balconies in light of Window Washing season. Next will be the Smoking section. Carmène aims to update the Handbook as sections are approved by the Board. Owners and tenants will be advised of updates and invited to visit our website.
8. New Business:
  - 8.1 BBQ: There are two BBQs available for use. One is a better quality than the other. The better BBQ is stored over the winter, as the climate is hard on the BBQ left out for owner use.
  - 8.2 Camera in the Gym: The Board discussed whether a camera should be placed in the gym. (There is a camera in the pool area.) There is no space left on our system to add another camera. Privacy issues were considered. The decision was not to place a camera in the gym.

Date for Next Meeting: tbd

Date for the 2024 AGM: June 26, 2024

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 12:51 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary