

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

July 30, 2024

12:00 noon

**Minutes of Board Meeting**

**PRESENT:** Rose-Marie Batley, President & Secretary  
Scott McDermott, Treasurer (for part of the meeting)  
Carmène Levesque, Vice-President & Director of Communications  
Larry Boisvert, Director at Large  
Branislav Vračarić, Director of Operations (for part of the meeting)

**ABSENT:** None

**OTHER:** Kim Renwick, Property Manager, CMG  
David Stewart-Patterson, Webmaster (for a timed presentation)

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1. President Rose-Marie Batley called the meeting to order at 11:58 a.m. with a quorum confirmed.
2. On a motion by Branislav Vračarić, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of March 7, 2024 and May 16, 2024 and the In Camera Minutes of May 16, 2024 and July 2, 2024 Board Meetings were approved. **CARRIED**
  - 3.2 Decisions Taken Between Meetings:
    - a) The Final AGM package was approved.
    - b) The Newsletter was approved and distributed.
    - c) The Comprehensive Reserve Fund Study will be done by RJC Engineering.Moved by Carmène Levesque, seconded by Larry Boisvert, these decisions were formally approved. **CARRIED**
4. Treasurer's Report: (Scott McDermott)
  - 4.1 Financial Highlights to June 30, 2024:

(YTD) **Total Revenue** is \$0.8K under budget, at \$1.06M, while YTD **Total Expense** is \$69.7K under budget, at \$1.00M, leaving a YTD **operating surplus** of \$61.1K versus a **budgeted deficit** of \$7.9K. Overall, we are currently \$69.0K favourable to our 2024 budget.

As of June 30, the major favourable contributors to the expense variances were Utilities (\$35.1K), our Shared Facility (\$29.1K), Fire Alarm/Hydrant (\$13.3K), Security (\$4.4K), Discretionary expenses (\$2.5K), Employee Wages (\$2.2K), Professional Fees (\$1.8K), and Pest Control/Plants (\$1.2K).

Unfavourable variances arose from Repairs and Maintenance (\$15.1K – please note a posting of \$13.5K in these accounts is under investigation and potentially overstated), and Elevator expenses (\$4.7K).

In my opinion, these results continue to be impacted by the implementation of CondoWorks and the slower than normal receipt and processing of invoices from our suppliers. Our CMG Accounting team continues to work through these challenges. I remain comfortable with our financial position and am monitoring the situation closely.

At June 30, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.79M (\$2.1M being held in GICs) with \$34.9K spent so far this year related to new heat pumps and windows. The **Shared Facilities Reserve Fund** is at \$306.4K with \$22.0K spent so far this year related to the replacement of a defective reheating coil and the Dectron repair, both regarding the pool.

5. Conversation with Webmaster David Stewart-Patterson

David Stewart-Patterson joined the meeting to discuss updates and improvements to the RG2 website including additions that would include social activities open to owners/occupants and how to categorise these for quick access. The Newsflash section will contain only recent information fitting to that category.

6. Director of Operations Report: (Larry Boisvert & Kim Renwick)

6.1 Action List:

Item 1343: **Elevator Buffing** – Completed on Cab 1.

Item 1462: **Window Etching** – RG1 has had similar etching on windows and tried a product to neutralise the acid. The product was not effective. Larry will contact the SFC representatives to compare possible solutions, most of which could be expensive.

Item 1541: **Building Tours** – Three tours will be scheduled for August 21 (10 am, 2 pm, 6 pm) with 15 spaces/session open to owners. If there is more interest, additional tours will be scheduled later.

Item 1547: **Inspection of Suites** – Candor has been asked to provide quotes for accessing main shut-off valves in some suites. This is proving difficult as different suites have different complexities. Candor will be asked to complete the process in one suite to get an idea of time, material, and labour required.

Item 1572: **EV Chargers** – Survey results indicated 36 owners interested in rough-ins and 13 owners interested in full installation. Transformer boards come in sizes of 20 or 30. Prior to scheduling a meeting with metroEV, Scott and Kim held a virtual meeting with legal counsel on the installation of EV charging stations at condominium corporations, specifically seeking information on required legal documents, which will outline important information such as who owns what following installation and who is therefore accountable for future maintenance and repairs. Legal counsel indicated two options to moving forward:

Option 1: A By-Law (similar to those passed for balcony glazing) would be drafted stipulating who owns what and where, and who is responsible for maintenance. Most by-laws currently in place at other condominiums indicate the owner pays for the installation, the corporation then owns the electrical components from the transformer to the electrical infrastructure, and the owner owns the equipment from the transformer to the parking spot/charger. The timing of development and approval of a by-law is an issue as there are required steps in the process and the final by-law needs to be approved by 50%+1 of total owners to pass. Owners who do not vote count as a no. An opportunity exists to apply for a grant (only available to full installation) requiring minimum 20 full installations per application and due by September 19, 2024. The grant will not be approved until January 2025 and not available until May 2025. There is no guarantee a grant application would be approved. There is a cost associated with developing and approving a by-law. If a by-law is successfully passed, owners who purchase either a rough-in outlet or a full charger installation would not need to incur legal registration costs.

Option 2: Agreements would be developed for each individual owner that stipulate who owns what and where, and who is responsible for maintenance. Under option 2, owners who move forward with either a rough-in outlet or a full charger installation would be required to legally register the equipment at an approximate cost of \$700 - \$1,000 to the owner.

The Board discussed both options. On a motion by Scott McDermott, seconded by Larry Boisvert, the Board agreed to pursue Option 1. Kim will inform Nancy Houle at DHA asking her to draft a by-law for review by the Board and then presented to owners at a special meeting for a vote.

Item 1578: **Fire Panel** – The Board is waiting for the engineering report from WSP regarding options for the fire panel. Drawings have been sent to WSP as requested.

Item 1584: **Basement Booster Pump** – Baxtec will install the booster pump as soon as it is received, anticipated the second week of August. (Cost \$106,010 plus HST.) Owners will be given one week's notice that water will be turned off for a short period of time on the day of installation.

Item 1598: **Exterior Seating at Front Entrance** – Completed

Item 1600: **Gatehouse Security** – Ongoing monitoring.

Item 1606: **Balcony Door Rollers** – Yves has created a solution; this issue has been resolved.

Item 1639: **Gazebo Staining** – Completed

Item 1640: **Carpet Replacement** – Only one company (Alexanian) has submitted a quote for the carpet replacement. All other companies contacted serve only large contracts (buildings being constructed or having large scale replacement) or offer only hard floorings. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Board requested a firm quote from Alexanian for the main carpet and border, and subject to review of the final pricing to proceed with the replacement. Painting decisions will be done following the carpet replacement. **CARRIED**

Item 1643: **Water Alarms** – The option investigated has an estimated cost of \$25,000. Kim will look for other possible solutions.

Item 1669: **Garage Cleaning** – Completed

Item 1682: **Window Cleaning** – Completed

Item 1683: A damaged unit **affixed door** will be replaced at a cost of ~\$8000 - \$10,000. Unit entrance doors are custom made and take time to deliver after order. Kim was asked to have additional suites considered.

Item 1686: **DVD Player** – Resolved

Item 1689: **SF Joint Agreement** – All legal SF documents are on file and have been reviewed by the SFC representatives. They will be kept on file as part of the corporate records along with the informal agreements between the two corporations.

Item 1690: **13<sup>th</sup> Floor Heater** – This heater is working. A spare heater is on order.

Item 1691: **Garage Drain** – RG1 used BCG to replace the garage drain in front of the garage entrance. Kim will contact BCG and request quotes for two options: enlarge the current drain and raise it to asphalt level; or replace the drain with one similar to that at RG1.

Item 1700: **Draft Audit** – Received and approved.

Item 1703: **2024 AGM** – Completed

Item 1705: **Sump Pump** – Completed

Item 1709: **Freedom Mobile/Shaw Roof Contract** – Freedom Mobile has removed their equipment from our roof and repaired the holes in the roof. RG1 has a roof use contract with Telus in place. Kim will ask Nancy Houle at DHA if there are legal companies that could advise of other communication companies that may want to use the RG2 roof.

Item 1711: **Pool Update** – Completed

Item 1716: **Pigeons** – The Abell contract was cancelled; no pigeons have been captured this year. Twelve were captured last year. If the pigeons return, Abell will be contacted.

Item 1718: **Update CAIO from AGM** – Completed

Item 1720: **Winter Carpet** – Completed – installation date to be determined

Item 1721: **Reserve Fund Study** – RJC Engineering is in the process of completing the comprehensive reserve fund study.

Item 1723: **Electricity Water Report** – Keller Engineering sent our reporting in at a cost of \$335.

Item 1724: **Window Repairs and Replacements** – Gold Seal has been approved to complete the work; the dates have not been scheduled yet as they are waiting for a swing stage to be available.

6.2 Booster Heater: Moved by Larry Boisvert, seconded by Carmène Levesque, a spare booster heater will be ordered with a note to the manufacturer that it be tested before shipping. Cost is ~\$12000.00

**CARRIED**

**Subsequently, it was determined that we did not need to order another spare.**

7. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
  - 7.1 SF Joint Agreements: The original SF agreement was signed on October 16, 2003 and registered on file on October 20, 2003. This agreement outlines the areas and equipment relating to the shared facilities and the responsibilities to share costs equally, save when one corporation caused damage to a part of the shared facilities. An amendment to this agreement was signed on March 25, 2008 and registered on file April 16, 2008. This removed joint responsibility for the entrance canopies from the original agreement and designated responsibility for the canopy entrance (not including the pedestrian sidewalks) to the individual corporations. The canopies are not constructed from the same materials. SF representatives will review the documents. There are informal agreements between the two corporations for shared facilities.
  - 7.2 Gardening Committee Requests: Two retractable hoses and a gardening shed were approved and will be on site soon. The committee will provide input requests to the SFC prior to the date for setting the 2025 budget.
  - 7.3 DND Claim for Access to Property: In 2019 DND claimed there was no easement granted for Urbandale to cross the pathway outside the fence at the southwest corner of the property to connect to a storm sewer. This represented an encroachment on the DND land. A virtual meeting was held July 29, 2024 with the SF Property Manager and SF representatives, a Manager from Urbandale, and three staff from DND to discuss the claim. Urbandale will search their records regarding installation of this connecting pipe; the service plans were approved by the City in 2002. Should there be no record of approval of the easement found, the site would be inspected by an engineer and charges would be apportioned to the current owners of the Rivergate site, estimated to be ~\$10,000.
8. Committee Reports:
  - 8.1 Website Updates: This item was reported when the webmaster was present.
  - 8.2 Owners' Handbook Update Process: The Party Room update is deferred for the time being. Guest Suite updates are underway. Balconies, Smoking, and Library updates are complete, will be dated, and placed on the website. Owners will be informed of sections that have been updated.
9. New Business:
  - 9.1 Parking in P level: Larry noted the surface is deteriorating on this level and will need remediation in the future. Also noted were instances where the surface is defaced by spills that are not reported and cannot be cleaned properly after setting.
  - 9.2 Open Meetings will start at 1:00 pm, Closed meetings will begin at 11:00 am. In Camera Meeting will be held as needed.

Date for Next Meeting: Monday, September 23, 2024 at 1:00 pm (Open Meeting)

Date for Next SFC Meeting: August 19, 1:00 pm at RG1 Library

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:16 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary