



November 7, 2023

CCC 145 Owners
151 Bay Street
Ottawa, ON K1R 7T2

Re: 2023 ANNUAL GENERAL MEETING

On behalf of the Board of Directors of Carleton Condominium Corporation No. 145 ("CCC No. 145"), please find enclosed the Notice of the Annual General Meeting ("AGM") to be held Thursday, November 23, 2023.

This year an election will be held to fill two (2) board positions: both for full three-year terms (the positions currently held by Hayden Trenholm and Carmen Yau). As at the date of printing of this AGM package, the following Owners (listed alphabetically) have confirmed their intention to run for election:

PARNAZONE, Stefania (Unit 1003)
WEBB, Robert (Unit 408)
YAU, Carmen (Unit 1210)

Any other interested Owner may consent to be a candidate by announcing their candidacy on the floor prior to the election.

The electronic meeting will be hosted by Gowlings on their E-meeting platform. Instructions on how to attend this electronic meeting are attached in a letter from Gowlings. Owners who are unable to attend the meeting may vote in advance by following the links and instructions on the Gowlings letter.

CONDOMINIUM MANAGEMENT GROUP

Agents for and on behalf of:
CARLETON CONDOMINIUM CORPORATION NO. 145

Josee Deslongchamps, RCM, ACCI, LCCI, OLCM
Condominium Manager

Virtual AGM
Thursday, November 23, 2023 at 7:00 pm
CARLETON CONDOMINIUM CORPORATION NO. 145
REGISTRATION INSTRUCTIONS

Dear owners,

Please find below important information about your upcoming virtual AGM, scheduled to be held on **Thursday, November 23, 2023**. The items to be discussed and voted on at the meeting are listed in the attached Notice.

To avoid the risks associated with high density social gatherings, and to ensure that a maximum degree of participation, including with owners who do not yet feel comfortable with in-person meetings and those who are unable to attend, your Board has opted to hold this meeting virtually. Virtual meetings are a safe, secure and conducive method of holding these meetings. We have been retained to host the online meeting and to assist with electronic voting.

Please read the attached important information on

- How to register for this meeting (you must register to be able to attend the meeting);
- How to vote electronically.

Please do not hesitate to reach out to your manager if you have any questions.

IMPORTANT: If you have received this letter by regular mail or personal delivery, the corporation may not have your **email** address. Please immediately contact your manager (JDeslongchamps@condogroup.ca) without delay to provide a valid email address. This is required as your electronic voting ballot can only be sent to you by email.

How to register for the meeting

You must register before the meeting in order to participate. Registration is done online by following these easy steps:

1. To register for the meeting, just click (or type in your browser) the following link and follow the instructions:

<https://bit.ly/3Lwk4b1>

- a. You will be asked to confirm your name, unit number and email address (etc.);
- b. You will then get an email with the login credential (and the link to join the meeting on the day of the meeting);
- c. You will get email reminders leading up to the meeting.

Please register at your earliest convenience. You can do so as early as today.

How to vote

For those WITH internet access

You will get your **electronic voting ballot** by email. **This email will come from condovotes@gowlingwlg.com via Survey Monkey.** If you have not received the voting ballot the same day as the day you receive your *General Notice* (more or less 15 days before the meeting), check your spam folder and/or contact your property manager.

Please note the following:

- **If the corporation has more than one email on file for your unit, your ballot will be sent to only one of them. Please check all emails for your ballot.**
- Your voting ballot will contain instructions on how to vote;
- Your voting ballot is specific to your unit. **Do not** forward it to anyone (otherwise they will be able to vote in your place);
- You will be able to vote in the two weeks preceding the meeting and at the meeting itself (up to the closing of the voting period);
- If you change your mind, you can simply re-cast your vote by voting again. Only the last ballot will count. All you have to do to change your vote is find the email containing your electronic ballot and follow the same steps.
- **Contact your manager if you own more than one unit at this corporation.**
- **You must report any problems with the ballot (including missing ballots) at least 48 hours before the meeting, failing which you may lose your ability to vote. We will not issue new ballots the day of the meeting.**

For those WITHOUT internet access

- If you do not have access to internet or do not have an email address, you will be able to vote by paper proxy. Contact your manager if you need a proxy.
- Please note that proxies must be submitted to your manager **no later than 48 hours before the date of the meeting**. Late proxies will not be accepted.

Please see next page for instructions about the meeting itself.

How to join the meeting

The day of the meeting (Thursday, November 23, 2023)

1. Those wishing to join the meeting by video conference (with a computer, laptop, tablet or smartphone) will be able to do so by clicking on the link you will get in the confirmation email (you get this email after you have registered – see “How to register” above);
2. Those wishing to join in by phone can do so by calling 1-855-703-8985. You will be required to dial in the following:
 - a. Webinar ID: 825 5362 2013
 - b. Participant ID: Press #
 - c. Password: 885082
3. Those joining in by phone will be able to listen in but will not be able to speak or vote on procedural motions.

During the meeting

During the meeting, your camera and microphone will be off. You will not be seen or heard. At certain points, you will be able to turn your microphone on to ask questions or discuss topics. You will be invited to do so by the person chairing the meeting.

Motions and questions will be brought by “raising your hand”. You’ll see that “raise hand” functionality at the bottom of your screen.

This will be explained by the chairperson at the beginning of the meeting.

Please do not hesitate to contact your manager if you have any questions on the above or on the upcoming meeting.

58560604\1

**CARLETON CONDOMINIUM CORPORATION No. 145
("CCC No 145")**

NOTICE OF ANNUAL GENERAL MEETING

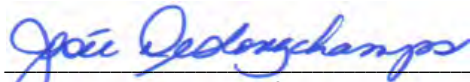
The Annual General Meeting ("AGM") of the Owners of
CCC No. 145 will be held **VIRTUALLY**:

at 7:00 p.m. on Thursday, November 23, 2023

This Notice includes the following attachments:

- a) Meeting Agenda
- b) Minutes of the November 23, 2022 Annual General Meeting
- c) Audited Financial Statements as June 30, 2023
- d) Treasurer Report
- e) Board Report
- f) Candidate Biographies and Disclosure Forms

DATED AT OTTAWA, ONTARIO THIS 7th day of November 2023.



Josee Deslongchamps for Larry Lithwick
President, Carleton Condominium Corporation No. 145

**CARLETON CONDOMINIUM CORPORATION NO. 145
("CCC No 145")**

**AGENDA
November 23, 2023**

ORDER OF BUSINESS

Virtual Meeting Orientation Briefing from the Gowlings WLG representative

A brief explanation of how cameras and microphones will be managed, how Owners may ask questions or make a motions during the meeting, how the Chair will recognize speakers and invite them to activate their microphone, explanation of chat functionality and an explanation of voting will be or was carried out.

1. Land Acknowledgement and Code of Respect
2. Introduction of Head Table
3. Call to Order and Announcement of Quorum Present
4. Proof of Notice of Meeting
5. Approval of Minutes of November 23, 2022 AGM
6. Auditor's Report
7. Treasurer's Report on Operating Budget and Recap of Reserve Expenditures since last Reserve Fund Study. Treasurer's recommendation on appointment of new auditing firm.
8. Appointment of Auditor
9. Board Report
10. Election of two (2) Directors
11. Other Business
12. Adjournment

**CARLETON CONDOMINIUM CORPORATION NO. 145
ANNUAL GENERAL MEETING
November 23, 2022
BY ZOOM**

PRESENT:

Board Members

Larry Lithwick, President
Hayden Trenholm, Vice-President
Peter Fisher, Treasurer
Evelyn Weynerowski, Secretary

Guests

David Plotkin	Gowling WLG, Legal Counsel/Chair
Roger Ouseley	Ouseley Hanvey Clipsham Deep LLP, Auditor
Josée Deslongchamps	Condominium Management Group
Ambrose Thompson	Condominium Management Group
Dina Salvador	Recording Secretary

1. LAND ACKNOWLEDGEMENT AND CODE OF RESPECT

The President, Larry Lithwick, read the Land Acknowledgement and CCC No. 145's Code of Respect.

2. INTRODUCTION OF HEAD TABLE

The Board members and guests were introduced.

3. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

The meeting was called to order at 7:02 p.m. by the Chair, David Plotkin who provided a brief technical explanation in conducting a virtual AGM.

The Chair announced that quorum was established in accordance with the *Condominium Act* as there were 69 votes and proxies, surpassing the 25% required to achieve quorum. Forty-one owners attended the meeting virtually.

4. PROOF OF NOTICE OF MEETING

The Meeting Notices were sent to owners on October 19, 2022 and November 8, 2022, either by email or, if no email address was available, by mail or drop off at units.

5. APPROVAL OF MINUTES OF THE NOVEMBER 25, 2021 ANNUAL GENERAL MEETING

Moved by Jack and Claire Davis (1409), and seconded by Brenda Knight (406), to approve the Minutes of the November 25, 2021 Annual General Meeting. 24 in favour. No opposed. **Motion carried.**

6. APPROVAL OF MINUTES OF OCTOBER 27, 2022 INFORMATION MEETING

Moved by Larry Lithwick (807), and seconded by Brenda Knight (406), to approve the Minutes of the October 27, 2022 Information Meeting. 24 in favour. 1 opposed. **Motion carried.**

7. AUDITOR'S REPORT

Roger Ouseley, Auditor, presented the financial statements that were provided to owners in the AGM package and shown on screen.

The Auditor noted that \$110,120.00 was sitting in the general fund bank account and should have been in the reserve fund account which was due to the change of management and has most likely been fixed since the year end. This is not a big issue, however, they had to disclose this information in accordance with the *Condominium Act*.

The Auditor reviewed and explained the Statement of Financial Position, Statement of General Fund Operations and Fund Balance, Statement of Reserve Fund Operations and Fund Balance, Statement of Cash Flow, and Notes to the Financial Statements. He stated that the financial statements report fairly in all material respects to the financial position of the condominium corporation as at June 30, 2022.

8. APPOINTMENT OF AUDITOR

The Chair stated that the Board has recommended to reappoint the same auditor for the next fiscal year.

Moved by Rifka Silverberg (307), and seconded by Jack and Claire Davis (1409), to authorize the Board to reappoint Ouseley Hanvey Clipsham Deep LLP as auditor for the next fiscal year. 30 in favour. No opposed. All in favour. **Motion Carried.**

9. TREASURER'S REPORT

The Treasurer's Report was included in the AGM Package and was shown on the screen. Owners were invited to ask questions under Other Business.

10. BOARD REPORT

The Board Report was included in the AGM Package and was shown on the screen. Owners were invited to ask questions under Other Business.

11. ELECTION OF TWO (2) DIRECTORS

There were two Board positions up for election; one for a three-year term and one for a one-year term.

Evelyn Weynerowski (1211) and Carmen Yau (1210) have put their names forward to seek election.

The floor was open to nominations. There were no further nominations from the floor.

Moved by Larry Lithwick (807), and seconded by Rifka Silverberg (307), to close nominations and acclaim Evelyn Weynerowski (1211) and Carmen Yau (1210) to the Board of Directors. 28 in favour. No opposed. **Motion Carried.**

Evelyn Weynerowski (1211) will hold the owner-occupied position for a three year term and Carmen Yau (1210) will hold the other position for a one-year term

12. OTHER BUSINESS

Shafryne Sayani (209) enquired as to when owners will be able to see the plan for the drain pipe replacement project.

Hayden Trenholm replied that the tenders for the first part of the project closed yesterday and they have not received confirmation of who the successful bidder is. Once the tender has been completed and approved, the contract will be negotiated and work will commence on the garage portion as soon as possible. With respect to the second part, as a result of the discussions from the Information Session, the engineers have been tasked to redesign the project in terms of what is included as common element repairs and provide a revision to the Reserve Fund Study as soon as possible so that they can ascertain how much the assessments will be going forward. At that point, they will begin to scope the work which will take some time. The Board does not have an actual timeframe as to when they will receive the revision to the Reserve Fund Study from the engineers but they have stressed that it must be done in a timely fashion. The Board is hoping to have a report back from the engineers early in the new year which will give them a clear idea of when the project in the building will start, but it certainly won't start until after they then had a chance to then go through the tendering process, approve a contract and then set up a schedule to begin. The Board is committed to keeping owners informed and as soon as they know, they will let owners know.

Furthermore, Hayden Trenholm explained that the first special assessment is to top up the reserve fund for some unexpected work done in the podium and in the electrical switchgear.. This assessment will be levied once there is a contract in place for the replacement of the drainpipes in the garage. For the replacement of drainpipes in residential units, the- Board will obtain an estimate from Keller Engineering of what they think the work will cost which will determine roughly what the assessment will be but it will be contingent on what the actual contract amount ends up being.

Once the engineers come back with the revision to the Reserve Fund Study, they will be able to advise owners of the general estimate as well as a general sense of timing, but the final assessment is contingent upon what the final contract comes in as.

Shafryne asked if it was possible to share some of documentation on the first part of the work with owners. Hayden Trenholm replied that the information was included in the Reserve Fund Study. The estimate of the first phase is roughly \$300,000.00.

Brenda Knight (406) asked if other multi-unit condominiums in the area are participating in the green bin program and if so, how does our condominium compare. She noted that for some residents, taking the organics down to the garage is a problem. Evelyn Weynerowski replied that they will hopefully be introducing the green bin project in January. The project may be impacted with all of the work going on in the garage right now. They compared notes with other condominiums in the area and their green bins were also located in the garage. The experience from other buildings is that there is a slow uptake at the beginning but since the City of Ottawa has allowed owners to use plastic bags to contain their organics into the green bins, there has been a huge improvement in the level of participation. The Board is hoping to organize a Green Bin t Day early in the new year to familiarize residents and encourage them to participate in the program.

Aleksandar Lukic (504) asked about the tendering process for the drain pipe project and if there are any stipulations in the future contracts regarding deadlines or cost overruns. Aleksandar expressed a concern that the planter project has been sitting for at least 2-3 months and he sees that very little work is being done during the day.

Hayden Trenholm replied that they have experienced certain delays with the planters partly because of what they found which is often a problem with a capital restoration. The plan for the replacement of the pipes is spread out over four years as described in the Reserve Fund Study and they have been told that it would be impossible to do it any faster. The Board will not know the answers to questions about timelines or what the contract language will look like until the scope of work has been described, tenders issued to bidders and successful bidder has been hired.

Aleksandar Lukic asked if rising inflation has been taken into consideration for the costs of the project. Peter Fisher explained that the Reserve Fund Study assumes a 2% per annual increase for inflation which is typical with Reserve Fund Studies. David Plotkin stated that typically this would be in the tender package as it tries to foresee certain inflationary expenditures and when the engineers are preparing the scope of work they will try to price this in.

In response to Aleksandar's further question regarding the names of the bidders, Peter Fisher replied that the only RFP that has been issued so far has been for the garage part and that 5 contractors attended the showing but he is not sure if all five submitted bids.

Sylvie Lafleur (1007) expressed concern about the courtyard and the large vehicles that park everywhere making it extremely difficult and sometimes dangerous for residents to drive in and out of the courtyard. Sylvie stated that she would appreciate if the Board can revisit the issue of contractors parking somewhere else like off site when they are at the building as they do in other condominiums.

Peter Fisher replied that in most cases the contract requires contractors to park off site but sometimes they have to park on site when they are delivering materials that have to be used that week or day.

Sylvie stated that she understands people dropping off things but the bigger issue is when vans are parked in the courtyard all day.

Michèle Borchers (1006) asked what type of warranty there was for the work done in the courtyard 10 years ago. Josee Deslongchamps replied that the membrane that was installed back in 2011 would have a 10 year warranty and therefore it has elapsed and the workmanship would have had a typical one or two year warranty.

Danielle Boily (903) asked if there was a due date for the new threshold at the main entrance as the pieces of wood placed around the threshold installed over a year ago do not look good. Evelyn Weynerowski explained that a new metal threshold was ordered a year and a half ago during Covid and when it arrived about eight months ago, it was the wrong dimension. The order was placed again and with the supply chain issue the contractor could not give a date as to when it would arrive.

Danielle Boily asked about Sylvie Lafleur's memo regarding Canada Post's suggestion of installing the metal mailboxes in the lobby as she agrees with Sylvie that it will not solve the problem of all of the other boxes that are littering the mailroom. Danielle asked if the corporation had a choice of not accepting the Canada Post mailboxes. Josee Deslongchamps replied that the corporation does not have a choice. Canada Post has advised that unless the corporation accepts the parcel boxes, they will stop delivering parcels to the building altogether.

In response to Danielle's further question, Josee Deslongchamps stated that the Board met with Canada Post representatives when they were on site and they have chosen a location for the two boxes which will be on the wall that is perpendicular in the lobby across from the elevators near the sofa.

Brenda Knight (406) asked if the new washers and dryers will be on risers so residents do not hurt their backs while doing their laundry. Larry Lithwick replied that they did ask about risers but Coinamatic was not interested in putting the machines on risers. Josee Deslongchamps confirmed that Coinamatic refused the request to put them on risers and advised that their equipment should not be lifted or mounted as it is not the way they are designed. Brenda replied that this makes no sense as the machines in other condominiums are raised and asked if there was not another supplier that could have been used to accommodate the request. Josee Deslongchamps replied that in most cases in other condominiums they own their machines and therefore they can do whatever they want with them. In this case, it is an agreement that they provide us with machines but we do not own them. The Board did go out to see who else provides this service and they found out that there are two or three providers but they are all subsidiaries of Coinamatic.

Brenda Knight expressed a concern that there is always mold in the front end washing machines and asked if it could be part of the weekly maintenance for them to be wiped down. Josee Deslongchamps replied that this is definitely something that could be addressed.

Larry Lithwick thanked all owners for attending the meeting, all his colleagues on the Board, Josee Deslongchamps, David Plotkin for chairing meeting, the committee volunteers, Andy Reaume and Teddy Collado.

13. ADJOURNMENT

Moved by Larry Lithwick (807), and seconded by Rifka Silverberg (307), to adjourn the meeting at 8:02 p.m. 28 in favour. No opposed. **Motion carried.**

CARLETON CONDOMINIUM CORPORATION NO. 145
"Park Square"

FINANCIAL STATEMENTS

JUNE 30, 2023



INDEPENDENT AUDITOR'S REPORT

To the Owners,
Carleton Condominium Corporation No. 145:

Opinion

We have audited the financial statements of Carleton Condominium Corporation No. 145 ("the Corporation"), which comprise the statement of financial position as at June 30, 2023, and the statements of general fund and reserve fund operations and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at June 30, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

OHCID LLP

OUSELEY HANVEY CLIPSHAM DEEP LLP

Licensed Public Accountants
Ottawa, Ontario
August 16, 2023

CARLETON CONDOMINIUM CORPORATION NO. 145

STATEMENT OF FINANCIAL POSITION AS AT JUNE 30, 2023

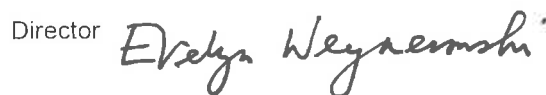
	<u>2023</u>	<u>2022</u>
Assets		
General fund		
Cash	\$ 88,887	\$ 326,288
Accounts receivable	32,528	20,563
Due from TKS Holdings Inc.	7,840	17,025
Due from reserve fund	106,490	-
Prepaid expenses	2,571	-
	<u>238,316</u>	<u>363,876</u>
Property (note 2c)	<u>93,000</u>	<u>93,000</u>
	<u>331,316</u>	<u>456,876</u>
Reserve fund		
Cash	754,021	524,356
Due from general fund	-	110,120
	<u>754,021</u>	<u>634,476</u>
	<u>\$ 1,085,337</u>	<u>\$ 1,091,352</u>
Liabilities		
General fund		
Accounts payable	\$ 86,685	\$ 67,175
Due to reserve fund	-	110,120
	<u>86,685</u>	<u>177,295</u>
Reserve fund		
Accounts payable	211,355	230,825
Due to general fund	106,490	-
	<u>317,845</u>	<u>230,825</u>
	<u>404,530</u>	<u>408,120</u>
Fund balances		
General fund	151,631	186,581
Invested in property	<u>93,000</u>	<u>93,000</u>
	244,631	279,581
Reserve fund	<u>436,176</u>	<u>403,651</u>
	<u>680,807</u>	<u>683,232</u>
	<u>\$ 1,085,337</u>	<u>\$ 1,091,352</u>

Approved on behalf of the Board:

Director



Director



CARLETON CONDOMINIUM CORPORATION NO. 145

STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED JUNE 30, 2023

	Budget 2023 (note 7)	2023	2022
Revenue			
Owners' contribution	\$ 1,774,342	\$ 1,774,341	\$ 1,722,368
Less allocation to reserve fund	<u>725,000</u>	<u>725,000</u>	<u>682,146</u>
	1,049,342	1,049,341	1,040,222
Interest	-	263	-
Laundry and miscellaneous	<u>22,400</u>	<u>27,392</u>	<u>21,281</u>
	<u>1,071,742</u>	<u>1,076,996</u>	<u>1,061,503</u>
Expenses			
Utilities			
Gas	130,000	177,720	128,991
Electricity	150,000	154,397	151,684
Water	<u>92,000</u>	<u>96,808</u>	<u>88,118</u>
	<u>372,000</u>	<u>428,925</u>	<u>368,793</u>
Maintenance and wages			
Elevators	19,857	19,310	28,972
Fire safety	15,300	8,095	15,058
General	136,600	109,746	91,092
Landscaping and snow removal	27,893	46,327	12,643
Mechanical	101,646	127,772	90,365
Plumbing and electrical	30,200	43,987	78,624
Wages, benefits and cleaning	<u>121,231</u>	<u>132,688</u>	<u>125,892</u>
	<u>452,727</u>	<u>487,925</u>	<u>442,646</u>
Administration			
Communications	17,250	17,431	10,934
Insurance	76,887	73,965	69,742
Management fees	74,332	76,084	69,168
Meetings, newsletters and events	8,100	1,219	5,191
Office	3,700	2,243	2,912
Professional fees	<u>29,800</u>	<u>24,154</u>	<u>32,855</u>
	<u>210,069</u>	<u>195,096</u>	<u>190,802</u>
	<u>1,034,796</u>	<u>1,111,946</u>	<u>1,002,241</u>
Net revenue (expenses) for the year	\$ <u>36,946</u>	(34,950)	59,262
Fund balance - beginning of year		<u>186,581</u>	<u>127,319</u>
Fund balance - end of year		\$ <u>151,631</u>	\$ <u>186,581</u>

CARLETON CONDOMINIUM CORPORATION NO. 145

STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED JUNE 30, 2023

	<u>Plan 2023</u> (notes 4 and 7)	<u>2023</u>	<u>2022</u>
Revenue			
Owners' contribution	\$ 725,000	\$ 725,000	\$ 682,146
Special assessment	500,000	500,000	-
Interest	-	7,043	2,647
	<u>1,225,000</u>	<u>1,232,043</u>	<u>684,793</u>
Expenses			
Asphalt	35,875	14,988	-
Common rooms	30,750	-	-
Compactor	-	-	9,967
Electrical	-	69,987	-
Emergency power system	153,750	-	-
Engineering fees	-	-	51,302
Fire alarm system	-	-	(14,441)
Interior	-	-	21,740
Landscaping	-	-	8,264
Masonry and balconies	468,050	529,630	525,667
Mechanical	-	38,008	16,629
Parking garage	61,500	-	-
Plumbing	307,500	239,618	-
Podium deck	-	305,648	-
Reserve fund study	-	-	7,458
Roofing systems	-	1,639	-
	<u>1,057,425</u>	<u>1,199,518</u>	<u>626,586</u>
Increase for the year	167,575	32,525	58,207
Fund balance - beginning of year	<u>313,385</u>	<u>403,651</u>	<u>345,444</u>
Fund balance - end of year	<u>\$ 480,960</u>	<u>\$ 436,176</u>	<u>\$ 403,651</u>

CARLETON CONDOMINIUM CORPORATION NO. 145

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2023

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities		
Owners' contribution revenue	\$ 1,762,376	\$ 1,705,869
Special assessment	500,000	-
Interest revenue	7,306	2,647
Laundry and miscellaneous revenue	27,392	21,281
General fund expenses	(1,085,822)	(1,005,393)
Reserve fund expenses	(1,218,988)	(701,000)
Increase (decrease) in cash for the year	(7,736)	23,404
Cash - beginning of year	<u>850,644</u>	<u>827,240</u>
Cash - end of year	\$ <u>842,908</u>	\$ <u>850,644</u>
 Cash		
General fund	\$ 88,887	\$ 326,288
Reserve fund	<u>754,021</u>	<u>524,356</u>
	\$ <u>842,908</u>	\$ <u>850,644</u>

CARLETON CONDOMINIUM CORPORATION NO. 145

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2023

1. Purpose of the organization

The Corporation was registered without share capital in 1978 under the laws of the Condominium Act of Ontario. The Corporation was formed to manage and maintain, on behalf of the owners, the common elements of the 142 residential units. For Canadian income tax purposes the Corporation qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

b) Fund accounting

The Corporation follows the restricted fund method of accounting for contributions.

The general fund reports the contributions from owners and expenses related to the operation and administration of the common elements.

The reserve fund reports the contributions from owners and expenses for major repair and replacement costs of the common elements and assets. The basis for determining the reserve fund's requirements is explained in note 4. Only major repairs and replacements of the common elements and assets and the cost of the reserve fund study may be charged to the reserve fund. Minor repairs and replacements are charged to the general fund. The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in special accounts, for use only to finance such charges. Interest earned on these amounts is credited directly to the reserve fund.

c) Property

The superintendent's unit is stated at cost. The estimated recoverable amount, if the unit were to be sold, is not expected to be less than the carrying amount, therefore no provision has been made for amortization.

d) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

e) Revenue recognition

Owners' contributions are recognized as revenue monthly based upon the budget distributed to owners each year. Special assessments are recognized as revenue when they become payable by the owners to the Corporation. Interest and other revenue are recognized when earned.

CARLETON CONDOMINIUM CORPORATION NO. 145NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

3. Financial instruments

Financial instruments of the Corporation consist of cash, accounts receivable, due from TKS Holdings Inc., and accounts payable.

Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the risks have not changed from last year.

4. Reserve fund

The Corporation, as required by the Condominium Act, has established a reserve fund for financing future major repairs and replacements of the common elements and assets.

The Board of Directors proposed a plan for the future funding of the reserve fund based on the reserve fund study prepared by Keller Engineering Associates Inc. dated June 2022 and such other information as was available to them.

The reserve fund study was based on numerous assumptions as to future events including: repair and replacement costs; life expectancy of the common elements and assets; annual inflation rates; and the interest to be earned on the reserve fund investments.

The statement of reserve fund operations and fund balance provides a comparison between the planned and actual revenue and expenses of the reserve fund for the year and the accumulated balance thereof at the end of the year.

5. Major commitments

The Corporation has engaged the services of a company to provide management and accounting services for a term ending June 30, 2024 at a cost of approximately \$75,000.

The Corporation has engaged the services of a company to provide mechanical maintenance services for a term ending June 30, 2025 at an annual cost of approximately \$108,500.

Prior to the year-end the Corporation entered into an agreement with a contractor for masonry and balcony repairs. At the year-end the completed portion of the work has been billed and charged to the reserve fund. The remaining cost of approximately \$284,000, as adjusted by any change orders, will be similarly charged as it is completed.

6. Related party transactions

No remuneration was paid to Directors and Officers during the year and they had no interest in any transactions of the Corporation. The management company, in addition to management fees is reimbursed for certain administrative costs and collects fees from owners, purchasers and others for issuing status certificates. These transactions were in the normal course of operations and were measured at the exchange amount.

7. Budget and plan

The budget and plan figures have not been audited.

CARLETON CONDOMINIUM CORPORATION NO. 145

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2023

8. Special assessments

The June 2022 reserve fund study indicated that special assessments for the reserve fund in the amount of \$500,000 would be levied for 2024 and 2025.

Since that study, it has become apparent that major additional reserve fund costs will need to be incurred, resulting in significant increases in those special assessments. The Board and its advisors are considering various repair options in this matter.

Carleton Condominium Corporation 145 Report of the Board of Directors to the 2023 AGM

Property Management

On May 1, 2022 the management agreement in place with DES Services Inc. for the period ending June 30, 2023 was assigned to CMG. On July 1, 2023, the Board renewed the management agreement directly with CMG with Josee Deslongchamps as our Condominium Manager. However, we have been informed that Josee has tendered her resignation from CMG effective November 17, 2023. An alternate manager has been assigned to CCC145.

Josee has been our day-to-day Condominium Manager since November 1, 2007. In these many years, she managed the day-to-day activities of CCC145, administered physical site management and handled our financial accounts. She has gone through the vicissitudes of life at Park Square, some more difficult than others, with competent authority while remaining her usual calm and cheerful self. We extend her our heartfelt thanks and wish her success in all her future endeavors.

Fiscal Responsibility

The Board continues to oversee the fiscal health of the corporation by monitoring expenses and planning for future outlays. The Treasurer's Report will provide more details on our Operating Budget and the future funding of the Reserve Fund.

Management of Common Elements

The fourth and final phase of the Brick Repair and Balcony project is nearing completion, hopefully before winter sets in.

The full replacement of sanitary and kitchen drainpipes on the P1 level of the public garage was completed in May 2023. The next major project is the replacement of all sanitary and kitchen drainpipes in residential units. This is going to be a very complex project that will probably take

three or four years to complete. To clarify matters, the Board obtained a legal opinion regarding unit access and reinstatement responsibilities by owners when this project gets underway. Two site inspections were also conducted by Keller Engineering to determine the most suitable access location for the replacement of each drain riser. A virtual information session on Zoom will be held on November 9, 2023 to discuss the engineer's report regarding access as well as other questions on the project.

The work on the new membranes and drains for five courtyard planters has now been completed, soil has been replenished and planting of perennials done in late September.

Smaller projects include the repaving of the courtyard, installation of a new drip line irrigation system in the five planters, and the repairs and/or replacements of several in-unit HVAC motors, thermostats and valves.

On the legal front, CCC145 signed an Easement Agreement with Claridge on the L-shaped corridor located between our two buildings. The Board has also signed a Joint Use and Maintenance Agreement over the shared laneway.

The planned repair of the public garage by TKS will continue in the spring. The Board will continue to make arrangements so that our residents are safe and will have access to the private garage throughout the repair period.

Community Life at Park Square

Committees play a vital role in the life of our community. They consist of volunteers who give generously of their time, knowledge and energy and make recommendations in order to assist the Board.

The following is a brief summary of their activities since the last AGM:
Communications Committee

- (a) Prepared an updated version of the Resident's Manual
- (b) Redesigned the 151baystreet.com website
- (c) Issued notices on the Brick Veneer and Balcony project
- (d) Issued notices on the Drainpipe Replacement project
- (e) Updated the Telephone Directory in April 2023
- (f) Issued reminders to all owners regarding water alarms
- (g) Prepared new signage regarding entry to the building
- (h) Prepared paper on problems with receiving email

Community Working Group

- (a) Conducted a session at Park Square with the Ottawa People's Commission on the convoy occupation
- (b) Attended meetings of the Centretown Community Association Planning Committee on the Main and Main development, the proposed Marriot hotel on Slater Street, the opening of Wellington Street and issues on transport, affordable housing and community policing
- (c) Monitored LRT testing schedules and road closures surrounding 151 Bay Street

Environment Committee

- (a) Participated in the City of Ottawa's Energy Benchmarking and Auditing program
- (b) Implemented the Green Bin program. We now collect about 480 liters of compostable material each week.
- (c) Issued notices and reminders on the proper disposal of garbage and recyclable materials
- (d) Collects old batteries for recycling and proper disposal

Gardening Committee

- (a) Supervised the spring clean-up and planting of the planters in the upper courtyard
- (b) Consulted with Living Green on the proposed landscape plan for five planter beds
- (c) Recommended changing the configuration of in-ground planters on Bay Street

- (d) Monitored the watering of the gardens, both through the installed irrigation system and by manual watering
- (e) Monitored the health of indoor plants
- (f) Prepared for the installation of holiday tree and lights in the traffic circle

Social Committee:

- (a) Plan social gatherings held on First Fridays, including a wine tasting and poetry-reading
- (b) Breakfast Club meets every second Saturday of the month
- (c) Book Club meets every first Monday of the month. They are also in the process of reviewing the collection at the Book Exchange/Library with a view to creating more space for newer books
- (d) Organized Twelfth Night held on January 6, 2023
- (e) Lunch and Learn session with Roger Gunthorpe of HMS Tropical (in coordination with the Gardening Committee) on May 10, 2023
- (f) Community barbeque held on June 24, 2023
- (g) Decorated the Lobby for the year-end holidays

Biking Committee

Installation of an 18 capacity bike rack in Garage Level 3A.

Final Thoughts

The continuing noise and dust surrounding our building, road closures and various disruptions to our routines and schedules due to the many repairs happening in our building and the public garage as well as the construction work in the neighbourhood being carried out by Claridge, Main and Main, the Retirement Residence on 412 Sparks Street and the work on the Albert/Queen/Slater/Bronson sewer and road reconstruction have put new and unforeseen pressures on all of us, and a source of unexpected stress and adversity for some.

The Board is acutely aware of the additional financial obligations and the anticipated disruptions to our daily lives arising from the drainpipe replacement project. But with the community's support, a pragmatic and

cooperative program of action can be formulated to help support our residents.

So, it is with utmost sincerity that we say thank you to all who continue to help us carry out our duties and responsibilities. We are very grateful for the volunteers in various committees and all who contribute helpful comments and suggestions for the betterment of our community. We say thank you to Andy Reaume and Teddy Collado for their diligent work and dedication. Finally, we thank everyone for their continued resilience during these challenging times.

CC145 Board of Directors
November 3, 2023

Annual General Meeting – Treasurer’s Report

Fiscal year 2022/23 proved to be a challenging year with higher than expected costs in both the operating and reserve fund accounts.

Operating Account

The Operating account pays all our day-to-day operating expenses, such as heat, light, water, routine maintenance, etc.

The 2022/23 Operating Budget increased the condominium fee by 3.02%, but operating costs rose by more than 7.5% over budgeted, resulting in a budget deficit of \$34,950 instead of a planned surplus of \$36,946. Our largest operating cost is utilities, representing almost 40% of total expenses. Utility costs increased by 16.3% overall, largely due to much higher than expected natural gas prices. Utility costs this past year were as follows:

	Usage	Rates	Budgeted Cost	Actual Cost This Year	Actual Cost Last Year	Year Over Year
Natural Gas	down 6.9%	up 32.1%	\$130,000	\$177,720	\$128,991	up 37.8%
Electricity	down 0.0%	up 2.5%	\$150,000	\$154,397	\$151,864	up 1.7%
Water	up 0.3%	up 2.5%	\$92,000	\$96,808	\$88,118	up 9.7%
TOTALS			\$372,000	\$428,925	\$368,793	up 16.3%

Reserve Fund

The Reserve Fund account pays all our major capital expenses to repair or replace major building components, such as elevators, HVAC system, roof and parking garage, drain pipes, etc.

The two major planned expenses for this year were to complete Phase 4 of the Brick Veneer and Balcony Project, and to replace the Garage Cast Iron Drain Pipes. Phase 4 of the Brick Veneer and Balcony Project started in the spring of 2023, and is expected to be complete in early November. Phases 1 – 3 all came in under budget, and the same is expected for Phase 4 [the east walls facing Claridge ‘Moon’, etc.], except that we did have to incur extra costs to repair the pool wall cap flashing and a ‘bowed’ pool south wall along the back alley.

The second planned project was to replace the Garage Cast Iron Drain Pipes, which was completed at a cost significantly less than budgeted. Other projects completed this year included re-paving (and re-waterproofing) of the courtyard driveway, and the unexpected need to excavate, re-line, and refill all the courtyard planters, to prevent leakage into the public garage. The scope of both projects ended up larger than expected, and at a cost greater than expected.

The major upcoming project – replacement of all in-suite sanitary drain piping at an estimated cost of \$2.4 million – is expected to go to tender in the next few months. The first phase – to replace piping that can be easily accessed from hallways with minimal disruption to individual suites – will likely start sometime early in the spring.

Reserve Fund Study Update

The Board asked Keller Engineering late in September to start work on the next ‘on-site’ Reserve Fund Study (RFS). It is hoped that bids for the sanitary drain piping project will be available by then to incorporate into the RFS, to give us a more accurate picture of future costs. One positive to factor into the RFS is that complete window replacement – currently scheduled to start in 2028/29 at a total cost in current year dollars of \$3.5 million – may likely be deferred for another 10 to 12 years. Keller conducted a visual window survey on the Albert St. side of the building, which indicated that with minor repairs and repainting within 2 to 3 years for all the ‘exposed’ windows – those that are not ‘protected’ by overhanging balconies – then complete window replacement of all windows may not be required until sometime after 2033-2034.



141 Laurier Ave. West, 6th Floor
Ottawa, ON K1P 5J3
1 (613) 236-2367
Fax: 1 (613) 236-5041

June 16, 2023.

Board of Directors
Carleton Condominium Corporation No. 145
c/o CMG Condominium Management Group
434 Queen Street
OTTAWA, Ontario
K1R 7V7

Dear Ladies and Gentlemen:

Re: Request for Services

Thank you for inviting us to provide a proposal for services for the fiscal year ending June 30, 2023. We appreciate the opportunity to provide a fee estimate and to present our qualifications for the services you need.

McCAY DUFF LLP

McCay Duff LLP has been providing audit, tax and related services within the national capital region for over seventy-five years. Throughout that time we have demonstrated our ability to meet and exceed the needs and requests of a diverse clientele.

McCay Duff takes pleasure in establishing close working relationships with our clients. This allows us to develop a strong understanding of the business operations as well as the goals of the Corporation's owners. We continually look for ways to add value to our clients and provide sound advice to help them reach their goals. Our extensive experience with condominium corporations, co-tenancies, and other not-for-profit organizations enables us to bring relevant expertise to bear on issues that may arise during the audit engagement and throughout the year.

McCAY DUFF LLP – cont'd

The condominium industry is one of our Firm's areas of focus, with more than 100 condominium corporations as part of our client base. There are presently over 50 members of the firm, including partners, professional staff and support staff. One of our partners is a full-time tax practitioner, while the others have a variety of auditing and accounting clients.

We offer a full range of services, including accounting, auditing, valuation and management consulting services. Our tax department is well respected and capable of responding to concerns in all areas of taxation and can provide long-term tax planning to meet desired goals and objectives.

UNDERSTANDING YOUR REQUIREMENTS

Your requirements, as we understand them, are primarily the preparation of June 30, 2023 audited financial statements. It is also our understanding that you will require a representative of the firm to attend the annual general meeting. You also require the preparation and filing of the T2 corporate income tax return and NPO information return.

The Board of Directors and management may also require advice from time to time on a range of subjects affecting the Corporation and its owners. This advice will be available on a timely basis.

FINANCIAL PROPOSAL FOR THE FISCAL YEAR ENDING June 30, 2023

McCay Duff's fee estimate, including out-of-pocket expenses, and all overheads, but excluding applicable taxes, for the services you have requested, is \$4,900. It is also our understanding that the corporation has changed accounting software during the year. As a result of this change we anticipate additional audit procedures for transition testing between accounting programs. Our audit fee includes an estimate for preliminary procedures. Should those procedures identify concerns we will discuss the matter with you prior to expanding procedures and fees.

Our fee quotation is based on our estimate of the productive hours charged at an hourly rate that is representative of the skill and experience of the individuals assigned.

ENGAGEMENT TEAM

Ryan Miller, CPA, CA - Partner

At McCay Duff, the partners have direct contact with our clients and Ryan Miller will act as the partner in charge of your engagement. Ryan will be responsible for coordinating the services our Firm has been engaged to perform, approving the financial statements and ensuring that Firm and professional standards are met.

Ryan has over 20 years of public accounting experience and his responsibilities include overseeing the firm's quality control policies and processes and ensuring that audit files comply with the standards as set out by CPA Canada.

Ryan has a wide range of business experience and his existing clients include condominium corporations, national membership-based organizations and charities. This experience has enabled Ryan to develop a sound knowledge of the accounting and assurance standards and procedures and their relevance to your corporation. Ryan also has experience as a member of the Board of Directors of a variety of not-for-profit organizations and makes regular presentations at Canadian Condominium Institute director courses.

Andrew Jeffkins, CPA, CA - Audit Manager

Andrew Jeffkins has been in public practice for over 15 years and he has been employed with our firm since 2008, obtaining his designation as a Chartered Accountant in 2010. During this time, he has developed his knowledge and expertise in providing assurance services for a variety of clients. His experience and knowledge will be utilized to ensure the engagement process is as efficient and unobtrusive as possible.

Andrew will be responsible for the direct supervision of the engagement, the development of the engagement approach, the identification of financial reporting and operational efficiency issues and review of all phases of the engagement.

APPROACH – SERVICE

Assurance services from professional firms are typically perceived to be interchangeable commodities. At McCay Duff, we believe that our commitment to a high level of client service is a distinguishing feature of the service we provide our clients.

We recognize that performing an assurance engagement results in a disruption to the company's normal workflow. Our goal is to minimize this disruption through proper planning and a collaborative approach with management throughout the engagement.


The engagement partner and assurance manager will be in regular contact throughout the process to ensure your needs are met in a timely and efficient manner.

CONCLUSION





We would be pleased to answer any questions that you might have regarding our approach to condominium audit engagements, additional services and our fee proposal. McCay Duff would welcome the opportunity to work with you and look forward to providing the services you need.

Yours truly,

McCAY DUFF LLP



Per: Ryan A. Miller, CPA, CA
Partner

STEFANIA PARNANZONE, RPA	1003 - 151 Bay Street, Ottawa Ontario	
	613-818-7806	
	stefania.parnanzone@gmail.com	
	https://www.linkedin.com/in/stefania-parnanzone-rpa-29749942/	

SKILLS

- BOMI Real Property Administrator (RPA) Designation
- Results oriented, able to execute and drive performance
- Influential and inspirational leader and advisor
- Effective negotiation and problem analysis skills
- Displays high integrity and honesty
- Effective communicator

PROFESSIONAL EXPERIENCE

TCU DEVELOPMENT CORPORATION, Ottawa, ON

Private boutique real estate development company specializing in strategic real estate development, investment advisory, and project and asset management.

Director, Asset Management

Current

As Director of Asset Management at TCU Development Corporation, I am responsible for guiding the strategic direction, operation, and profitability of real estate assets. My role involves conducting in-depth industry research, supporting due diligence and underwriting activities, formulating business plans, overseeing new construction assets, and ensuring effective brand articulation.

COLONNADE BRIDGEPORT, Ottawa, ON

Industry leading real estate investment and management company serving Ottawa and Toronto, with a combined portfolio of over 5 million square feet.

Portfolio Manager, Mixed Use Real Estate

During my tenure as Portfolio Manager, I managed the strategic planning and execution of system integration, recruitment, and service delivery for mixed-use and residential assets at Colonnade Bridgeport. I oversaw two new construction mixed-use developments, prepared and managed annual strategic asset management plans, and launched successful value-add property management programs.

Property Manager

As a Property Manager, I managed the day-to-day operations of a mixed-use portfolio, including accounting, tenant relations, and revenue development. I also played a key role in coordinating the start-up operations for Westboro Connection, the largest development project in the portfolio.

CLARIDGE HOMES, Ottawa, ON

Ottawa's largest condominium developer and second-largest homebuilder, delivering over 2000 units in 2015.

Operations Manager

In my role as Operations Manager, I oversaw condominium projects from development stages to final delivery. I implemented service guidelines, reduced service and management expenditures, and collaborated with various departments to improve operational support.

TAGGART REALTY MANAGEMENT, Ottawa, ON

Leading developer and manager of commercial, residential, and industrial property, with a current portfolio of over 2.7 million square feet, including commercial office space, retail shopping plazas, multi-unit residential rental and condominium buildings.

Condominium Property Manager

I managed condominium corporations, negotiated management contracts, oversaw major repair projects, and improved monthly reports. I also served as a liaison between condo purchasers and the Developer/Owner, coordinating mixed-use agreements and reducing operating costs.

COMMUNITY INVOLVEMENT

Building Owners & Managers Association (BOMA)

- Active member of BOMA Ottawa Chapter (Lunch Committee, Emerging Leaders Network)
- Recipient of the BOMA Scholarship in 2012

Royal Ottawa Mental Health Centre

- Table Capital, Leaders for Mental Health Breakfast
- The Leaders for Mental Health Breakfast is an annual event that brings together community and business leaders to raise awareness and funds for mental health care and research.

House of PainT – Urban ArtsFest

- Past board member (2018 – 2021)
- The House of PainT is a free outdoor HipHop Jam that showcases Graffiti, Breakdancing, DJ's and MC's from across Canada. It is one of Ottawa's fastest growing community events. Since 2003, House of Paint has created space to exhibit and uplift hip hop culture in the Nation's Capital.

Director Disclosure Statement

Section 29(1)(f) of the Condominium Act imposes disclosure obligations on Directors elected by the Assembly or appointed by the Board. This Disclosure must be provided in writing at the time the Candidate as notified to the Board in writing of their intention to run for election and/or if no such notification was provided, the Disclosure must be provided at the meeting of Owners.

<p>1. I, <u>Stefania Parnanzone</u> unit <u>1003</u> <small>print our full name</small></p>		
<p>2. I am a Registered Owner of a unit at this condominium corporation</p> <p>a. My common expenses are in arrears or 60 days or more <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>b. <input checked="" type="checkbox"/> My common expenses are not in arrears or 60 days or more</p>		
<p>3. I am an Resident of a unit at this condominium corporation</p>		
<p>4. I am a party to a legal action to which the corporation is a party. If 'yes' to any of the above, please provide a brief general description of the action.</p>		
<p>5. One or more of the following individual is a party to a legal action to which the corporation is a party.</p> <p>My spouse (married or conjugal relationship)..... <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>A child of mine <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>A parent of mine <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>A child of my spouse <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>A parent of my spouse <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>The occupier of a unit I or my spouse owns <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If 'yes' to any of the above, please provide a brief general description of the action:</p>		
<p>6. I have been convicted of an offence under the Condominium Act or under the regulations adopted thereto within the preceding 10 years. If 'yes', provide a general description of the offense:</p>		
<p>7. I have, directly or indirectly, a material interest in a contract or transaction to which the corporation is a party, in a capacity other than as a Purchaser, Mortgagee, Owner or Occupier of a unit. If 'yes', provide a statement of the nature and extent of the interest:</p>		
<p>8. I have, directly or indirectly, a material interest in a contract or transaction to which the Declarant or Declarant affiliate is a party, in a capacity other than as a Purchaser, Mortgagee, Owner or Occupier of a unit. If 'yes', provide a statement of the nature and extent of the interest:</p>		

Date: 03 November 2023

Stefania Parnanzone



Name

Signature

Carmen Yau
151 Bay Street. Ottawa, Canada. Cell: 613-797-8861. cyau88@gmail.com

Education

Certificate in Project Management, Algonquin College, June 2017
MA Public Ethics, Saint Paul University, 2013
BA Ethics and Society, University of Ottawa, 2010

Employment History

Canada Border Services Agency December 2019-Current
Business Analyst

- Responsible for analyzing and solving information management system-related issues.
- Currently working on a Microsoft excel database which tracks projects within the National real property directorate at CBSA.
- Analyzing and synthesizing business needs and performing gap analysis to compile them into a project requirements document.
- Identifying business solution options to tailor this database to suit their needs and in turn create an options document for senior management

Health Canada June 2018-December 2019
Senior Records Classifier

- Performing bi-weekly reporting and tracking of IMS disposition projects and advising management on what to do with shared drives and GCDOCS
- Preparing disposition packages ready for clients
- Assisted in the Y:// drive records management project for the financial management branches of HC and PHAC by determining what structure is the most efficient and organized for their records and documents

CORRECTIONAL SERVICE OF CANADA Nov 2016-June 2018
JUNIOR PLANNING OFFICER

- Performing bi-weekly reporting and tracking of IMS Management Action Plans (MAPs) project health and advising management on what to do with MAPs that are late on delivery
- Maintaining project budget spreadsheets and preparing financial forecasting reports
- Assisted in the implementation of an internal oversight database in the policy evaluations branch called MAPIT
- Researching and gathering information from internal teams and from external IT professionals on how to improve MAPIT and create a proposal to help find solutions to current technological limitations
- Creating presentation PowerPoint decks and presented demos to the evaluation team and senior executives in the investigations branch and audit branch on a daily basis
- Assisted in the X:// drive records management project for the Evaluation Team by determining what structure is the most efficient and organized for their records and documents

DEPARTMENT OF INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT May
2016- August 2016

HR ADMINISTRATIVE SUPPORT (Contract)

- Prepared talent management strategy work plan documents and presented them at weekly meetings
- Developing training sessions for paralegals, economists and managers
- Assisted in the Awards Recognition Ceremony for long serving employees
- Processing claims and invoices associated with travel arrangements and event coordination
- Implemented the Not Myself Campaign into the Competition Bureau section of the Department of Innovation, Science and Economic Development
- Negotiating vendor contracts regarding on merchandise for the Not Myself Campaign into the Competition Bureau

R.A. MALATEST AND ASSOCIATES Sept 2013 – JAN 2015

DATA COLLECTION CLERK

- Performed market research to obtain insight on industry trends as well as client risks and controls.
- Utilized investigative and communication skills to obtain information for public consumers.
- Successfully accumulated information to support the development of business strategy and objectives.

VOLUNTEER EXPERIENCE

BARRHAVEN LIONS CLUB 2005 - PRESENT

VOLUNTEER COORDINATOR

- Established a partnership with Doctors without Borders to develop the annual 'Washing Eye Glasses for Guyana'
- Coordinated and developed the annual 'Washing Eye Glasses for Guyana' campaign, a campaign where volunteers assist in washing eyeglasses for people in Guyana

Robert Webb – Short Biography

Robert started his career with industry in large retail then manufacturing technology companies. He joined the Government of Canada in 1990 holding positions as Canada's Science Policy representative to the USA at Canadian Embassy, Washington, DC; Head of Mission (Wright-Patterson AFB), acting Head of Mission (Canadian Consulate, Detroit); Director Research Oversight and Head, International / National S&T at Defence R&D Canada and concurrently National Coordinator (Canada) at the NATO Research and Technology Board, Paris; political work related to satellite policy/inspections of satellite receiving stations world-wide; Canada's representative at the National Center for Manufacturing Sciences, Ann Arbor, Michigan; member of peer review teams with National Science & Engineering Research Council; and Head of Trade & Investment for Pakistan/Afghanistan (Islamabad) where he retired in 2012. Robert formed Neural Meta Media (NMM) in Karachi with his Technical Partner Rushan Bashir (both owning 50%). His new company NMM is basically a Systems House but has developed a Metaverse Environment of 14 technologies that provides the basis for Adaptive Systems at very competitive costs. The Metaverse Environment also provides advanced systems for media. He assists the public and private sectors in various projects such as 1) MOD/CAA/PIA in airport inspections by Transport Canada in 2011, 2) PIA negotiations with West-jet and Air Canada for interline agreements in 2011, 3) Mining and mineral policy work funded by WB and ADB assisting federal and provincial governments of Pakistan 2013-16, 4) UK/Canada commercial advice of metallic mineral mines worldwide in 2016-2022.

While in Washington DC, he was a 1998/99 Fellow of American Association for the Advancement of Science and a graduate from the University of Leicester 1968 with a B.Sc. (Hons) in General Science. He chaired two symposium sessions at AAAS Annual Meetings in 2004 and 2005 on "The Hydrogen Economy" and "Cognitive Interfaces: Neural Control of Machines." He presented papers on Technology Outlook at international conferences, such as the Command and Control Research and Technology Symposium (CCRTS) in San Diego and the Surprise Technology Symposium in Reston, Virginia. After retiring, he was the Keynote speaker presenting advances in the Minerals Sector to the current Pakistan Prime Minister, Imran Khan at the KPK conference at the Ramada Hotel, Islamabad in 2015. He co-chaired a session on agriculture and minerals at the Punjab Economic Forum April 2017. Robert authored the final report issued in March 2016 of an ADB 2015 funded project on the Minerals Sector of Pakistan (legal, regulatory, policy, revenue management, foreign direct investment, plus environment and social aspects).



Robert Webb – July 2022

Director Disclosure Statement

Section 29(1)(f) of the Condominium Act imposes disclosure obligations on Directors (elected by the Assembly or appointed by the Board). This Disclosure must be provided in writing at the time the Candidate has notified the Board in writing of their intention to run for election and/or, if no such notification was provided, the Disclosure must be provided at the meeting of Owners.

<p>1. I, <u>Robert Nevill Webb</u>, Unit <u>408</u> (print your full name)</p>		
<p>2. I am a Registered Owner of a unit at this condominium corporation</p> <p>a. <input type="checkbox"/> my common expenses are in arrears for 60 days or more</p> <p>b. <input checked="" type="checkbox"/> my common expenses are not in arrears for 60 days or more</p>	<p>(<input checked="" type="checkbox"/>) YES</p>	<p>() NO</p>
<p>3. I am an Resident of a unit at this condominium corporation</p>	<p>(<input checked="" type="checkbox"/>) YES</p>	<p>() NO</p>
<p>4. I am a party to a legal action to which the corporation is a party. If 'yes' to any of the above, please provide a brief general description of the action:</p>	<p>() YES</p>	<p>(<input checked="" type="checkbox"/>) NO</p>
<p>5. One or more of the following individual is a party to a legal action to which the corporation is a party.</p> <p>My spouse (married or conjugal relationship)..... () YES (<input checked="" type="checkbox"/>) NO</p> <p>A child of mine () YES (<input checked="" type="checkbox"/>) NO</p> <p>A parent of mine () YES (<input checked="" type="checkbox"/>) NO</p> <p>A child of my spouse () YES (<input checked="" type="checkbox"/>) NO</p> <p>A parent of my spouse () YES (<input checked="" type="checkbox"/>) NO</p> <p>The occupier of a unit I or my spouse owns () YES (<input checked="" type="checkbox"/>) NO</p> <p>If 'yes' to any of the above, please provide a brief general description of the action:</p>		
<p>6. I have been convicted of an offence under the Condominium Act or under the regulations adopted thereto within the preceding 10 years. If 'yes', provide a general description of the offense:</p>	<p>() YES</p>	<p>(<input checked="" type="checkbox"/>) NO</p>
<p>7. I have, directly or indirectly, a material interest in a contract or transaction to which the corporation is a party, in a capacity other than as a Purchaser, Mortgagee, Owner or Occupier of a unit. If 'yes', provide a statement of the nature and extent of the interest:</p>	<p>() YES</p>	<p>(<input checked="" type="checkbox"/>) NO</p>
<p>8. I have, directly or indirectly, a material interest in a contract or transaction to which the Declarant or Declarant affiliate is a party, in a capacity other than as a Purchaser, Mortgagee, Owner or Occupier of a unit. If 'yes', provide a statement of the nature and extent of the interest:</p>	<p>() YES</p>	<p>(<input checked="" type="checkbox"/>) NO</p>

Date: 31 October 2023

Robert Webb
Name

Robert Webb
Signature

Notice of Meeting of OwnersInformation about an upcoming
meeting of owners**Instruction**

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

General Meeting Information

Condominium corporation's name
Carleton Condominium Corporation No. 145

Section 1. Date and Time of the Meeting
7:00 pm - Thursday November 23, 2023

Section 2. Place of the meeting
Virtual meeting - Zoom (instructions attached)

Section 3. The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)
This is an annual general meeting to receive and approve previous year general meeting minutes, information meeting minutes, previous year audited financial statements, appoint the auditor, elect two (2) Board members.

Section 4. Please describe below the quorum needed for any part of this meeting:
Twenty five (25) percent of owners = translates to thirty six (36) units.

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the Act to determine who counts towards the quorum.

Section 5. A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

Yes No

The methods of being present are ▼

A BY-LAW EXISTS AUTHORIZING ELECTRONIC MEETINGS OF OWNERS, ELECTRONIC VOTING AND MAIL-IN BALLOTS

Section 6. A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):

Yes No

The methods of voting are ▼

A BY-LAW EXISTS AUTHORIZING ELECTRONIC MEETINGS OF OWNERS, ELECTRONIC VOTING AND MAIL-IN BALLOTS

Section 7. If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the Government of Ontario website. It may also be available from your corporation.

Section 8. Please check any of the following that apply to the upcoming meeting:

Section 8.A

This is an annual general meeting.

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

Section 8.B

This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors).

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼

Two (2) directors will be elected:

Both for full three (3) year terms

Instruction for person filling out this form: If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is ▼

0

Total number of positions on the board is ▼

5

Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline:

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
PARNAZONE, Stefania	151 Bay Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
YAU, Carmen	151 Bay Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
WEBB, Robert	151 Bay Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

Note: For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

Section 8.C

This is a meeting to remove or appoint an auditor.

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	Reasons for removal
Ouseley Hanvey Clipsham and Deep	After a tendering process

