



**Condominium Management Group**

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December 3, 2024.

Carleton Condominium Corporation No. 145

RE: **ANNUAL GENERAL MEETING**

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Dear Owners:

Please find attached herewith the following documents for your attention:

- a) Notice of the Annual General Meeting;
- b) Copy of the Agenda;
- c) Copy of the Minutes from the previous Annual General Meeting;
- d) Copy of the 2023-2024 Audited Financial Statement;
- e) Copy of the Treasurer's Report;
- f) Copy of the Board of Director's Report;
- g) Copy of the Presentation – Insurance repairs after damage; and
- h) Copy of the Proxy form.

If you are unable to attend this Annual General Meeting, we ask that you please appoint a person to act as your Proxy and return the completed form to the manager at [eboles@condogroup.ca](mailto:eboles@condogroup.ca) prior to the meeting date.

Please take the time to familiarize yourself with these documents as they will be discussed at the upcoming Annual General Meeting.

We look forward to your attendance or participation by Proxy.

Yours truly,  
**Condominium Management Group**

Eileen Boles, OLCM

# CARLETON CONDOMINIUM CORPORATION NO. 145

## NOTICE OF ANNUAL GENERAL MEETING

TAKE NOTE THAT the Annual General Meeting of the Owners of Carleton Condominium Corporation No. 145 will be held as follows:

Date: Wednesday, December 18<sup>th</sup>, 2024

Time: 6:15pm Registration Start  
6:30 pm Meeting Start

Location: Christ Church Cathedral - 414 Sparks St., Ottawa, ON K1R 0B2

For the purpose of attending to the required business of Carleton Condominium Corporation No. 145 as outlined in the attached agenda.

To ensure that we have a quorum of not less than twenty-five percent (25%) please plan to attend and if you are not able to be present at this meeting, please complete the attached Proxy and return it to Condominium Management Group.

*Note: Pursuant to Section 49(1) of the Corporations Act, An owner is not entitled to vote at a meeting if any contributions payable in respect to the owner's unit have been in arrears for thirty (30) days or more at the time of the meeting.*

*We look forward to your attendance or participation by Proxy.*

**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[Wednesday, December 18, 2024 at 6:30PM](#)**Section 2.** Place of the meeting[Christ Church Cathedral - 414 Sparks St., Ottawa, ON K1R 0B2](#)**Section 3.** The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)[Annual General Meeting 2024](#)**Section 4.** Please describe below the quorum needed for any part of this meeting:[In order to conduct a meeting, owners of at least twenty-five percent \(25%\) of the units \(35 units\) must be represented in person or by proxy.](#)

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 ▼

[In person as per by-law #6.](#)**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 ▼

[Ballot, proxy or by show of hands.](#)**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) positions are up for an election, both for 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)
		<input 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
N/A	

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)
McCay Duff LLP, Chartered Accountants	6-141 Laurier Ave W, Ottawa ON K1P 5J3 (613) 236-2367

Section 8.D

This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*.

Section 8.E

This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*.

Section 8.F

This is a meeting to discuss proposed changes to the declaration, description, by-laws, rules or any agreements.

Section 8.G

This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.

**Section 9.**

Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice.

**Section 10.**

A by-law of the corporation requires that additional material be included with this notice.

**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to “unit(s)” should be read as references to “common interest(s) in the corporation,” and all references to “unit owner(s)” should be read as references to “the owner(s) of a common interest in the corporation”.

**Section 11.**

**Optional:** Additional material that is not required by a by-law of the corporation is included with this notice.

Dated this 3 day of December, 2024.

day of month                      month                      year

AGENDA  
Annual General Meeting  
Carleton Condominium Corporation No. I45  
December 18<sup>th</sup>, 2024

1. Call to Order;
2. Reading of Land Acknowledgement;
3. Reading of Park Square Code of Conduct
4. Certification of Quorum and Proxies;
5. Proof of Notice of Meeting;
6. Approval of Minutes for the 2023 Annual General Meeting;
7. Review of Financial Statement for Year Ending June 30<sup>th</sup>, 2024;
8. Appointment of Financial Auditors;
9. Treasurer's Report;
10. Board of Director's Report;
11. Elections of Board of Directors;
12. Presentation – Insurance Repairs After Damage;
13. General Discussion;
14. Termination of Meeting.

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**ANNUAL GENERAL MEETING**  
**November 23, 2023**  
**BY ZOOM**

**PRESENT:**

**Board Members**

Larry Lithwick, President  
Hayden Trenholm, Vice-President  
Peter Fisher, Treasurer  
Evelyn Weynerowski, Secretary  
Carmen Yau – Director-at-Large

**Others**

Rod Escayola	Gowling WLG, Legal Counsel/Chair
Roger Ouseley	Ouseley Hanvey Clipsham Deep LLP, Auditor
Eileen Boles	Condominium Management Group, Property Manager
Dina Salvador	Recording Secretary

**1. CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

Prior to the meeting, the Chair provided a brief technical explanation for conducting the AGM by zoom.

The meeting was called to order at 7:07 p.m. by the Chair, Rod Escayola.

The Chair announced that quorum was established in accordance with the *Condominium Act* as there were seventy-six (76) units represented by votes and proxies, surpassing the 25% required to achieve quorum. There were forty-seven (47) units in attendance.

**2. INTRODUCTION OF HEAD TABLE**

The head table (panel) was introduced by the Chair.

**3. PROOF OF NOTICE OF MEETING**

The Meeting Notices were sent to owners on October 18, 2023, and November 7, 2023, in accordance with the *Condominium Act*.

**4. APPROVAL OF MINUTES OF THE NOVEMBER 23, 2022, ANNUAL GENERAL MEETING**

Moved by Cara Schock (810), and seconded by Judith Lyon (1109), to approve the Minutes of the November 23, 2022, Annual General Meeting. All in favour. No opposed. **Motion carried.**

## **5. 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 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, 2023.

## **6. APPOINTMENT OF AUDITOR**

The Board recommended changing auditors to appoint McCay Duff LLP for the following fiscal year.

Shafryne Sayani asked why the Board recommended changing auditors.

Peter Fisher replied that it is good practice to change auditors from time to time and Roger Ouseley has been the corporation's auditor for over ten years.

Moved by Jack Davis (1409), and seconded by Danielle Takacs (107), to authorize the Board to appoint McCay Duff LLP as the auditor for the next fiscal year. All in favour. No objections.

**Motion Carried.**

## **7. TREASURER'S REPORT**

Peter Fisher noted that the Treasurer's Report which was included in the AGM Package.

Owners were invited to ask questions.

Robert Webb (408) asked if the error in the summary regarding accounting in the August Board Minutes could be corrected.

Peter Fisher replied that a note will be made in next month's Board Meeting Minutes stating that there was an error in the August Minutes and is now being corrected.

## **8. BOARD REPORT**

Evelyn Weynerowski noted that the Board Report was included in the AGM Packages.

Owners were invited to ask questions. There were no questions.

Hayden Trenholm noted that he is leaving Park Square as of December 5<sup>th</sup> and that he has enjoyed living in the building and being a Board Member.

## **9. ELECTION OF TWO (2) DIRECTORS**

There were two Board positions up for election.



Stefania Parnanzone (1003), Robert Webb (408) and Carmen Yau (1210) have expressed their interest to run for the Board of Directors.

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

Moved by Brenda Knight (406), and second by Elizabeth Sander (509), to close the floor to nominations. All in favour. No objections. **Motion Carried.**

Each candidate had an opportunity to provide a brief bio of themselves.

Stefania Parnanzone (1003) and Carmen Yau (1210) were elected to the Board of Directors.

## 10. OTHER BUSINESS

Shafrayne Sayani (209) enquired about the safety issues in the public parking garage as it is very difficult to drive down the ramps with no mirrors and asked what agreement the Board has in place with respect to maintaining safety in the garage.

Evelyn Weynerowski replied that they have noticed a few changes in the public garage due to the construction such as some mirrors having been taken down and some not facing the right direction. TKS has not communicated their work schedule or what they are doing to the Board but the Board is trying to stay on top of it.

Shafrayne asked if it was possible to get another update for the next meeting.

Evelyn replied that the Board has sent a note to TKS about it and is trying to stay on top of it but they are not responsive. There is no such formal agreement regarding security. The Board is just trying to work with TKS as they work with us when they are working on our portion.

Shafrayne asked how willing is the Board to escalate this further.

The Chair stated that the Board or property manager will attempt to reach out to TKS again but noted that TKS is far from responsive.

Brenda Knight (406) commented that Claridge is on record as not working well with community members. The committee has spent lots of time and has sent letters to Claridge and they have stepped away from the work they should have done.

Brenda Knight (406) commented that she finds it unacceptable that TKS does not abide by safety rules and asked if there was not something that could be done to report it directly to the City.

Sylvie Lafleur (1007) asked if the corporation can get the police involved.

Michèle Borchers (1006) asked if the corporation should not contact the City.

Cara Schock (810) asked what legal responsibilities does the public garage have for right of access to the garage as it is a safety concern.

Robert Webb asked if this was a fire safety issue.

The Chair explained that he doubts very much that there is a breach to an existing Bylaw and he doesn't think that the City would be interested but it may be something worth looking at. The safety

and security issues that the City looks at are usually more related to if there is criminal offence taking place or if there is a building code issue. He recommended putting a lot of healthy pressure on them and if they don't listen to the Board or management, sometimes a letter on legal letterhead gets more attention.

The Chair noted that Eileen Boles, the property manager, will look into putting pressure on TKS.

Mark Green (908) asked what the reason was for the decision to take the approach that the Board has with respect to the pipe replacement as opposed to the clear recommendations in the Keller report from last June.

Evelyn Weynerowski replied that the primary principle was to approach it in such a way that was the least amount of cost to the corporation, and also fair and equitable to all owners as everyone will be paying based on the size of their unit. The second principle was what is the least invasive to owners. The third principle is that if there is a shear wall or a structural wall that is blocking the drainpipes, then they don't have any choice but to access it from inside the unit either inside the kitchen or inside the washrooms. They considered the possibility of going through another unit and there are five risers where it is possible to access the kitchens of the adjoining unit from the other unit. After a previous meeting with Keller, the Board decided not to take that approach because when you approach from the adjoining unit, you are not only taking down the drywall you are also taking down a black wall or firewall. For the period that those units are open, there will be no fire protection in the unit. It will also be more expensive because not only are you doing the drywall you are also doing the black wall. The decision was just to open the wall which services directly the unit owner.

Rod Escayola stated that at the meeting last week with the Board, himself and the engineers, they went over the various guiding principles as follows:

1. It has to be done in a way to minimize cost to the corporation which also minimizes the cost to all owners.
2. Whatever is the least possible disruption. Whenever it is feasible to access it from a hallway or drywall, that will be prioritized over access through a kitchen or bathroom.
3. When there are competing interests when one owner would be more bothered than the other, they need to find a guided principle consistent approach.
4. Which unit is being serviced by the pipe.

Rod Escayola explained that the Board is not moving forward with the first plan put forth by Keller because Keller is now advising that the second plan is now the preferred plan.

Rod stated that the Board developed the guiding principles with the engineer at the lengthy meeting last week. They also discussed the brick wall and the ability to consider the possibility to make a substantial change and how it works. It may be something to be explored to see if 2/3 of the owners would agree to let go of the architectural element. The engineers indicated that even if the owners were prepared to not have brick there anymore, they would need to look into it as this wall is a continuous wall that goes all the way outside to the exterior wall which is more challenging.

Mark Green commented that it is not necessarily true that by minimizing the cost to the corporation it is minimizing the costs for everyone. For a number of unit owners because of the configuration and what is being planned there will be huge financial costs for individual owners. Mark commented that the only way you can identify a fair plan is by what was originally proposed by Keller. Keller was clear on their report back in June as to what they recommend as the best approach and best access points.

Rod Escayola stated that the new report was drafted by the engineers and after further discussion and looking into it as more information came in, there were different considerations that went into the mix.

Shafryne Sayani (209) commented that when you decouple the logistics part of the initial deconstruction and the subsequent reconstruction, it makes the whole process more overwhelming because not only do owners have a huge disruption to their lives but they have to contend with managing multiple contractors, multiple dates, timing schedules etc.

Shafryne asked what the justification was for the decoupling of costs and asked if an analysis was done to see if decoupling would be cheaper. Shafryne asked how owners in a stack are going to coordinate multiple contractors between their units.

Rod Escayola explained that the owners are responsible for their units and for the cost associated for the repair and for granting access so the Board cannot go and impose a contractor or schedule for the work. Some owners may want to redo it themselves and because of the division of responsibility and cost element and cost responsibilities between owners and common elements, the corporation has to let each owner deal with it with their own kitchen, at their own pace and within their own budget. The corporation will put forth some names of contractors and if some owners want to work together with the same contractor, they can do that. However, it is not something that the corporation should take on for all owners as there are liability issues they would be absorbing and the corporation would become the collection agency for the contractor.

Shafryne Sayani (209) asked if there was a commitment with respect to integration points. What are the guardrails that the Board will introduce into the larger project through the RFP to ensure that whoever is assigned as the lead contractor, sub-contractors, and project managers that they understand what the guardrails are when dealing with the individual suites.

Rod Escayola stated that the two projects being the inside of the walls and pipes on the corporation's side versus reinstating the unit are totally separate and apart and they don't overlap. The unit owner cannot reinstate the kitchen until the corporation's work is done and that is the corporation's job to push the contractors with the help of the consultant to make sure that they on time as much as possible.

Jeff Hiltz asked if accessing pipes through the hallway breaches the firewall.

The Chair replied that he does not have an answer to the question and it is a good question to ask the engineers but from the example shown on the screen, they would not be accessing it through firewall.

Robert Webb (408) commented that the \$2.4 million dollars that the corporation saved by this new approach is now being paid by the owners so nothing has been saved and the cost is unfairly spread amongst the owners.

The Chair replied that he does not agree with this statement as everyone is saving significantly. Some owners will be more disproportionately affected, but even the first plan also affected owners in a different disproportionate way. At the end of the day, it is going to be disruptive and costly and the Board is trying to find the least disruptive, least costly, fairest and most balanced way.

Rob Webb (40) asked why Keller suggested the first plan if it went through firewalls.

The Chair replied that the corporation is not locked into their first plan and that they learned things along the way and are now presenting another acceptable version of the plan.

Rob Webb (408) asked what future access panel will be installed to make downpipes and other pipes easier to access in the future to avoid ripping out bathrooms.

The Chair replied that he does not think they will be able to put in a panel that will prevent this from taking place but noted that this was a good question to ask the engineers.

Rob Webb (408) commented that the new plan benefits the current Board Members who will pay very little in the costs.

The Chair stated that he disagrees with this statement as it is totally inaccurate.

Stefania Parnanzone (1003) asked how does the standard unit description factor into the recommended plan.

The Chair explained that the standard unit description does not apply because the repairs taking place are not as a result of an insurable event.

Pastor Resouille asked if they know what the height of the opening for the required access is.

Evelyn Weynerowski replied that the opening will have to be from the ceiling to the floor but before this happens the engineers will come in to indicate exactly where the opening will be.

Evelyn also explained that for the first phase of the project, owners will be given one month's notice and for the second and succeeding phases, there will be at least three months' notice given. This will give owners the opportunity to book their contractors and clear furniture and fixtures to allow access to the wall that they are going to go through. The project will not start unless all units have cleared their walls and access is ready for the contractors to start.

The Chair noted that the work on a stack is not going to start until they know that all of the units on the stack are accessible.

Shafryne Sayani (209) enquired about the status of the Bell Fibe project.

Evelyn Weynerowski replied that it has been a long year of negotiations with Bell trying to identify many of the issues involved in the project; one being that they have to guarantee them that everyone in the building will give them access.

There are also concerns about how long Bell will service the copper wiring system in the telephones as one of the main concerns is that if the Bell fibe wiring will not service copper wire telephones, owners will not be able to access 911 when there is no power to the building. There are other issues such as will they be responsible if there are damages to the common elements while they are doing it. Some of these issues are going to be resolved as they have a proposal which the Board will discuss at the next Board meeting and hopefully the Board can agree on a final arrangement with Bell. Bell has agreed to provide their own security to supervise the contractors when they access the units.

The Board will let owners know once the approval is finalized.

Rika Silverberg (307) asked what prevents a unit owner from switching from Bell to Rogers and vice versa at their own discretion and what is the purpose of Bell wanting to do this.

The Chair explained that owners will not be forced to switch and that Bell is just future proofing the building and are implementing the fibreoptics throughout and whoever wants to use it will have access to it. Eventually Bell will stop servicing the older technology and at one point everyone will be forced to install it.

Brenda Knight (406) commented that Bell, Rogers and all of the other telecommunications companies will be ending service to copper wiring sooner than later. Currently Bell is going into communities telling residents they must accept the installation of fiber when the crews are in the neighbourhood at no cost. All telecommunications companies are making this change because copper is too expensive to continue to work with. The biggest concern is the fact that if there is a power outage, the phones will run out of power which will be a problem if customers need to dial 911. Owners will have to purchase special batteries to ensure their phones always have power. The Chair explained that if owners don't jump on board during this round, when Bell needs to come back for one specific unit that has not been converted there will be a cost to it.

Cara Shock (810) congratulated Carmen Yau and Stefania and thanked Robert Webb for putting his name forward and wanted to know how she could help the Board with efficiencies in the future.

Mark and Pat Deroche (102) asked what happened with the cracks in the unit walls and ceiling from the lot tunnel and the towers on Lyon. Was a claim made and where does the claim rest? Evelyn Weynerowski replied that the claim was made by the corporation but it was denied by their insurance company and the Board decided that it would not go into a legal battle over cracks that may be substantial for some units and not others.

Jack Davis (1409) asked if they will be insulating or isolating cold and hot water pipes while they are opening them. The Chair replied that they will not be insulated or isolated because they are not the same pipes that they will be working with. They will be just opening the wall where it requires to open the drains.

Jack Davis (1409) noted that at the end of the previous meeting, the answer that they received from Keller was that the insulation of the water intake pipes is being looked into and asked if it will now not be looked at.

Peter Fisher explained that Keller has retained Glencore to take a look at existing units where the wall is opened to look at the wall thickness of the feedwater. Depending on what the results are, they may have to look at some of that extra piping to replace it at the same time.

Peter Russell asked who will be responsible for prioritizing elevators and parking when multiple contractors will be working in the building at the same time. The Chair replied that the consultant and management will be responsible for prioritizing and co-ordinating this.

In response to Judith Cremer's (507) question, the Chair explained that if someone leaves their unit in disrepair, it will not affect the other units or its property value. All of the owners who will be doing work in their units must have a competent, insured contractor and will have to obtain the necessary permits required. The rules with respect to the work and renovations which will be applied.

Peter Fisher noted that the first access to an individual suite is not until 2026 and the Board is still in the early phases of figuring out the best approach and what will work for everyone. Mark Green (908) noted that 2025 is the year that work begins in the units, not 2026.

## 11. CLOSING REMARKS

The President, Larry Lithwick, thanked all owners for attending the meeting, all of the volunteers who have served on various committees, all of the board members, and Rod Escayola for keeping everything on track and letting voices be heard.

Andy Reaume was thanked for his hard work and effort in keeping the building working so well and Teddy Colado was thanked for keeping the building clean and shiny.

Josee Deslongchamps was thanked for working tirelessly on the corporation's behalf for all these years. Eileen Boles was welcomed as the corporation's new property manager.

## 12. ADJOURNMENT

Moved by Shafryne Sayani (209), and seconded by Marie Josée Forget (301) to adjourn the meeting at 9:12 p.m. All in favour. No opposed. **Motion carried.**

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**



Independent Auditor's Report to the Owners of Carleton Condominium Corporation No. 145 (*continued*)

*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.

*McCay Duff LLP*

McCay Duff LLP,  
Licensed Public Accountants.

Ottawa, Ontario,  
November 20, 2024





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**INDEPENDENT AUDITOR'S REPORT**

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To the Owners of 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, 2024, and the statement of operations and net assets, statement of reserve fund and statement of 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, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

*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 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.

*Other Matter*

The financial statements for the Corporation for the year ended June 30, 2023 were audited by another auditor who expressed an unqualified opinion on those statements on August 16, 2023.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

(continues)

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2024**

	Operating Fund 2024	Reserve Fund 2024	Total 2024	Total 2023
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 286,713	\$ 1,505,357	\$ 1,792,070	\$ 842,908
Accounts receivable	31,070	-	31,070	32,528
Due from TKS Holdings Inc.	10,582	-	10,582	7,840
Prepaid expenses	1,278	-	1,278	2,571
Interfund receivable (payable)	303	(303)	-	-
	329,946	1,505,054	1,835,000	885,847
PROPERTY (Notes 2, b)	93,000	-	93,000	93,000
	\$ 422,946	\$ 1,505,054	\$ 1,928,000	\$ 978,847
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable and accrued liabilities	\$ 64,378	\$ 2,825	\$ 67,203	\$ 298,040
Prepaid condominium fees	20,299	-	20,299	-
	84,677	2,825	87,502	298,040
<b>NET ASSETS</b>				
Fund balance	245,269	1,502,229	1,747,498	587,807
Investment in property (Notes 2, b)	93,000	-	93,000	93,000
	338,269	1,502,229	1,840,498	680,807
	\$ 422,946	\$ 1,505,054	\$ 1,928,000	\$ 978,847

COMMITMENTS (Note 7)

Approved on behalf of the Board:

Laurene L. Shwartz Director  
pdisher Director

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**STATEMENT OF OPERATIONS AND NET ASSETS**  
**YEAR ENDED JUNE 30, 2024**

	Budget 2024	2024	2023
<b>REVENUE</b>			
Condominium fees	\$ 1,846,558	\$ 1,846,557	\$ 1,774,341
Special assessment	1,100,000	1,100,000	500,000
Laundry and miscellaneous	29,400	25,826	27,392
Interest	-	475	263
	<u>2,975,958</u>	<u>2,972,858</u>	<u>2,301,996</u>
<b>EXPENSES</b>			
Utilities			
Hydro	160,000	167,006	154,397
Gas	190,000	127,405	177,720
Water	95,000	103,280	96,808
Maintenance and repairs			
Salaries and wages	137,498	141,934	132,688
Mechanical	114,379	110,090	127,772
Building and garage	116,806	91,075	109,746
Plumbing and electrical	33,710	60,550	43,987
Landscaping and snow removal	36,488	21,963	46,327
Elevator	20,850	19,646	19,310
Security	16,065	6,135	8,095
Administration			
Insurance	83,500	77,969	73,965
Management fees	74,872	74,872	76,084
Professional fees	30,290	21,444	24,154
Communications	11,025	9,737	17,431
Office	3,885	2,989	2,243
Meetings, newsletters and events	8,505	-	1,219
	<u>1,132,873</u>	<u>1,036,095</u>	<u>1,111,946</u>
<b>REVENUE BEFORE APPROPRIATION</b>	<u>1,843,085</u>	<u>1,936,763</u>	<u>1,190,050</u>
Appropriation to the Reserve Fund			
Reserve fund appropriation	743,125	743,125	725,000
Special assessment	1,100,000	1,100,000	500,000
	<u>1,843,125</u>	<u>1,843,125</u>	<u>1,225,000</u>
<b>NET REVENUE (EXPENSES) FOR THE YEAR</b>	(40)	93,638	(34,950)
<b>NET ASSETS - BEGINNING OF YEAR</b>	-	151,631	186,581
<b>NET ASSETS - END OF YEAR</b>	<u>\$ (40)</u>	<u>\$ 245,269</u>	<u>\$ 151,631</u>

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**STATEMENT OF RESERVE FUND**  
**YEAR ENDED JUNE 30, 2024**

	2024	2023
<b>REVENUE</b>		
Reserve Fund Appropriation	\$ 743,125	\$ 725,000
Special assessment	1,100,000	500,000
Interest Income	13,088	7,043
	<u>1,856,213</u>	<u>1,232,043</u>
<b>EXPENSES</b>		
Masonry and balcony repairs	450,920	529,630
Paving	176,573	14,988
Engineering	46,970	-
Podium deck	43,784	305,648
Mechanical	24,523	38,008
Doors	14,163	-
Reserve Fund Study	13,532	-
Plumbing	8,850	239,618
Windows	3,300	-
Lighting	3,231	-
Fire alarm system	2,844	-
Pool	1,470	-
Roof	-	1,639
Electrical	-	69,987
	<u>790,160</u>	<u>1,199,518</u>
<b>NET REVENUE FOR THE YEAR</b>	<u>1,066,053</u>	<u>32,525</u>
NET ASSETS - BEGINNING OF YEAR	<u>436,176</u>	<u>403,651</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 1,502,229</u>	<u>\$ 436,176</u>

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED JUNE 30, 2024**

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Net Operating Fund revenue (expenses)	\$ 93,638	\$ (34,950)
Net Reserve Fund revenue	<u>1,066,053</u>	<u>32,525</u>
	<u>1,159,691</u>	<u>(2,425)</u>
Changes in non-cash working capital:		
Accounts receivable	1,458	(11,965)
Due from TKS Holdings Inc.	(2,742)	9,185
Prepaid expenses	1,293	(2,571)
Accounts payable and accrued liabilities	(230,837)	40
Prepaid condominium fees	<u>20,299</u>	<u>-</u>
	<u>(210,529)</u>	<u>(5,311)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	949,162	(7,736)
Cash - beginning of year	<u>842,908</u>	<u>850,644</u>
<b>CASH - END OF YEAR</b>	<u>\$ 1,792,070</u>	<u>\$ 842,908</u>

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

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**1. PURPOSE OF THE CORPORATION**

The Corporation was incorporated without share capital in 1978 under the laws of the Condominium Act of Ontario. The purpose of the Corporation is to manage and maintain the common elements of the condominium (as detailed in the Corporation's Declaration and By Laws) and to provide common services for the benefit of the owners of the 142 units of the condominium. For Canadian income tax purposes, the Corporation is qualified as a not-for-profit organization, which is exempt from income tax under the Income Tax Act.

**2. SIGNIFICANT ACCOUNTING POLICIES**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The Corporation's significant accounting policies are as follows:

(a) Fund accounting

Reserve Fund

The Corporation, as required by the Condominium Act of Ontario, has established a reserve for financing future major repairs and replacements of the common elements. The statement of Reserve Fund reports the portion of condominium fees appropriated to the reserve fund and expenditures for major repairs and replacement of the common elements.

Only major repairs and replacements of the common elements are charged directly to this reserve. Minor repairs and replacements are charged to general operations. Purchases of capital assets other than replacements are also charged to general operations.

The Corporation segregates monies 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 accounts is credited directly to the reserve.

Operating Fund

The statement of operations for the operating fund reports all condominium fees, budgeted appropriations to the reserve fund, and expenses related to the operation and maintenance of the common elements of the Corporation.

(b) 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.

(c) Revenue recognition

Condominium fees are recognized as revenue in the statement of operations on a monthly basis, in accordance with the budget distributed to the owners each year. Special assessments are recognized as revenue when they are levied to the owners of the Corporation. Interest and other revenue are recognized as revenue of the related fund when earned.

(d) Common elements

The common elements of the Corporation are owned proportionately by the unit owners and consequently are not reflected as assets in these financial statements.

*(continues)*

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

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**2. SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

(e) Financial instruments

The Corporation's financial instruments consist of cash, accounts receivable, due from TKS Holdings Inc. and accounts payable and accrued liabilities.

The Corporation initially measures its financial assets and liabilities at fair value.

The Corporation subsequently measures all its financial assets and liabilities at amortized cost. Financial assets are tested for impairment when there are indicators of impairment. The amount of any write-down or subsequent recovery is recognized in net revenue (expenses).

(f) Contributed services

The Corporation receives the services of volunteers, the cost of which cannot be reasonably estimated. Therefore, no representation of this expense has been included in these financial statements.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

**3. FINANCIAL RISKS AND CONCENTRATION OF RISKS**

It is management's opinion that the Corporation is not exposed to significant interest rate, liquidity, market, currency or credit risks arising from its financial instruments. There has been no change to the risk exposure from the prior year.

**4. BUDGET INFORMATION**

The budget figures presented for comparison purposes are unaudited and are those approved by the Board of Directors. They have been reclassified to conform with the financial statement presentation.

**5. RELATED PARTY TRANSACTIONS**

No remuneration was paid to Directors and Officers during the year in their capacity as Directors and Officers. Management, in addition to fees, is reimbursed for certain administrative costs. These transactions were in the normal course of operations and were measured at the exchange amount.

**CARLETON CONDOMINIUM CORPORATION NO. 145**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 2024**

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**6. RESERVE FUND**

The Board of Directors have used the reserve fund study update prepared by Keller Engineering dated June 2, 2022 and such other information as was available to them in evaluating the adequacy of annual contributions to the reserve fund for major repairs and replacements. The Corporation's plan for contributions to the reserve fund for 2024 was \$743,125 plus a special assessment of \$500,000 and the plan for expenditures from the reserve fund for 2024 was \$1,437,316. The study projected a reserve fund balance on June 30, 2024 of \$286,769. The reserve fund study update also calls for a special assessment of \$500,000 for the 2025 fiscal year. Based on escalating costs of upcoming reserve fund projects, the Corporation increased the 2024 special assessment to \$1,100,000.

Subsequent to the fiscal year the Board of Directors approved a draft reserve study dated October 21, 2024 prepared by Keller Engineering. The reserve fund study recommends appropriations of \$821,153 for the fiscal year ending June 30, 2025, \$907,374 for the fiscal year ending June 30, 2026, and \$1,002,648 for the fiscal year ending June 30, 2027. The study further recommends additional annual contributions of \$1,250,000 for each of the next three fiscal years.

The reserve fund is evaluated on the basis of expected repair and replacement costs and life expectancy of the common elements and assets of the Corporation. Such evaluation is based on numerous assumptions as to future events.

**7. COMMITMENTS**

The Corporation has engaged the services of a company to provide management and accounting services for a term ending June 30, 2025 at an annual cost of \$68,909, including HST.

The Corporation has engaged the services of a company to provide mechanical maintenance for a term ending June 30, 2025 at an annual cost of \$61,336, including HST.

The Corporation has engaged the service of a company to provide drain stacks and water riser replacement services at a cost of \$607,922, including HST. This project is expected to be completed during the 2025 fiscal year and will be charged to the Reserve Fund.



## Annual General Meeting – Treasurer’s Report

Fiscal year 2023/24 proved to be another challenging year in the reserve fund account, but a welcome surprise in the operating account with a large unexpected surplus.

### Operating Account

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

The 2023/24 Operating Budget increased the condominium fee by 4.0%, but unlike last year, operating costs declined by more than 8.5% over budgeted, resulting in a budget surplus of \$93,680 instead of a planned balanced budget. Our largest operating cost is utilities, representing almost 40% of total expenses. Utility costs decreased by 7.3% overall, largely due to much lower than expected natural gas prices. Utility costs this past year were as follows:

	Budgeted Cost	Actual Cost This Year	Actual Cost Last Year	Year Over Year
Hydro	\$160,000	\$167,006	\$154,397	up 8.2%
Natural Gas	\$190,000	\$127,405	\$177,720	down 28.3%
Water	\$95,000	\$103,280	\$96,808	up 6.7%
<b>TOTALS</b>	<b>\$445,000</b>	<b>\$397,691</b>	<b>\$428,925</b>	<b>down 7.3%</b>

### 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, emergency generator, drain pipes, etc.

The two main capital projects this year were to complete the fourth and final phase of the Brick Veneer and Balcony Project, and to award a contract to replace all the sanitary drain pipes and hot and cold water piping to each bathroom and kitchen, at a budgeted present day cost of \$4.2 million. All four phases of the Brick Veneer project came in under budget, despite extra unexpected costs to repair the pool wall cap flashing and a ‘bowed’ pool south wall along the back alley. As for the Sanitary Drain Project, the Board accepted a bid from Modern Niagara received in June 2024, at a total cost of \$3,120,000 (including HST). The first phase – replacing piping accessible from the hallways – started in November for the ‘07’ riser. The total cost for this first phase is expected to be \$607,922 (including HST and a \$50,000 contingency).

### Reserve Fund Study Update

The Board asked Keller Engineering late in September 2023 to start work on the next ‘on-site’ Reserve Fund Study (RFS) which is required every six years. This study, which now incorporates the Sanitary Drain Project cost, was finally finished and accepted by the Board in November 2024. This study requires a series of three (3) special assessments of \$1.25 million in March of 2025, 2026 and 2027, plus an increase in the allocation to the reserve of 10% annually for the next three years. The magnitude of these special assessments is due not only to the Sanitary Drain Pipe Project, but also due to \$3 million in other major capital purchases to be incurred over the next four years, in some cases to replace equipment original the building, such as: new sprinkler heads in the garage (1975); a new emergency generator (1975); suite distribution panels (one for each riser) and other electrical vault upgrades (1975); replacement of the traffic bearing membrane in the parking garage (last replaced in 2011); and new natural gas fired boilers (last replaced in 2007). The Board has elected to reduce the 2025 special assessment of \$1.25 million to \$1.1 million and to defer its collection until June 2025, largely due to \$50,000 of this year’s operating surplus that we were able to move to the Reserve, and the unlikelihood that all of the planned 2024/25 reserve fund expenses will be completed in this fiscal year.

# **INSURANCE ISSUES/REPAIRS AFTER DAMAGE**

## **WHO PAYS FOR WHAT AND WHY?**

### 1. INSURANCE BY THE CONDOMINIUM CORPORATION

#### **CCC 145's Insurance Policy**

The Condominium Corporation purchases, on a yearly basis, an insurance policy which generally covers: 1) the common element areas of the building; and 2) each standard unit (as defined by the Declaration or by a Standard Unit Bylaw). This policy is subject to a deductible amount, which may, depending upon the circumstances, be charged back to a unit owner.

#### **Impact of Claims on Condominium Corporation's Policy**

Like any other insurance scheme, a claim filed through the corporation's policy, has an impact on preferred rating for a period up to seven years. Frequent claims will result in an automatic increase of deductible amounts coupled with rising premiums. An extensive claims history may result in cancellation of or refusal to renew the policy by the insurer. Cancellation of the policy and claims history would make it very difficult to find another insurance provider.

### 2. INSURANCE BY THE UNIT OWNER

Because the Corporation's insurance policy only covers damages in a private suite up to the Standard Unit, Owners are strongly encouraged to purchase their own insurance policy to supplement the Corporation's policy.

The unit owner's insurance policy should cover: (a) the contents of the unit (b) any improvements or "betterments" that have been made to the standard unit (upgraded cabinets, upgraded flooring) – including improvements that any previous owners may have made in your suite; (c) livings expenses for you and your family in the event that you are displaced from your unit in the event of an insurance loss; or (d) liability insurance; and, (e) an amount equivalent to the amount of the Condominium Corporation's insurance deductible. The Corporation's insurance deductible amount may change from time to time – it is important to review the Insurance Certificate which is issued by the Condominium Corporation each year to all registered Owners.

### 3. TENANT'S INSURANCE POLICY

If the Unit is rented – the tenant should also purchase insurance – known as “occupiers’ insurance”. This policy should cover (a) The contents of the unit (b) living expenses for you and your family in the event that you are displaced from your unit in the event of an insurance loss or significant damages in the suite; and (c) liability insurance.

#### 4. REPAIRS TO UNIT AFTER DAMAGES

Section 22 of CCC145’s Declaration states that

- a) Subject to Para.19 hereof each Owner at his own expense shall maintain his Unit, and in accordance with any directions and specifications set by the Board shall maintain the Exclusive Use Areas appurtenant to his Unit and his fireplace chimney flue, if any, at his own expense.
- b) Except where the Corporation is under an obligation to repair the Unit pursuant to Para19 hereof, each Owner shall repair his Unit;
- c) Each Owner shall be responsible for the damage to any and all other Units and the Common Elements caused by his failure to so maintain and repair, save as to any damage to the Units and Common Elements to the extent that the costs of repairing the same may be recoverable under any policy or policies of insurance held by the Corporation;
- d) The Corporation shall repair the Common Elements;
- e) In the event that the Corporation shall be put to any expense as a result of an Owner without authorization repairing, maintaining, or altering any part of the Property, which he is not obliged to repair or maintain, then such Owner shall reimburse the Corporation for such expense

#### 5. INSURANCE DEDUCTIBLE BY-LAW

The Condominium Act provides all condominium corporations an opportunity to pass an “Insurance Deductible Bylaw” which clearly sets out who is responsible for the payment of the Condominium Corporation’s deductible amount after damage to a standard unit or to common element areas.

Under the Condominium Act, the Corporation normally pays the deductible. However, as we all know, this really means that all of the owners are paying the deductible each time there is an insurance claim for damage.

The Insurance Deductible By-law shifts the responsibility to pay the deductible from all owners to the owner/s who is/are at fault, or where no one is at fault, to the owner of the unit where the damage came from.

Some examples:

When there is a fault: If the occupant of a unit were to forget that they left the bath running, resulting in a flood damaging multiple units, the deductible cost would be charged to that unit alone, not to all owners.

When there is no fault, but the damage came from a unit: If the dishwasher in a unit were to spontaneously malfunction, resulting in water damage to the unit and those below, the deductible cost would be charged back to that unit alone (rather than all owners collectively).

When there is no fault and the damage did not come from a unit: If units are damaged through no one's fault and where the damage does not originate from another unit, the bylaw would allow the owners of the damaged units to submit the cost of the deductible to their insurer (rather than impose this cost on all other owners who are unaffected by the incident)

To date, CCC 145 has not successfully passed an insurance deductible bylaw.

**Carleton Condominium Corporation 145**  
**Report of the Board of Directors to the 2024 AGM**

**Governance**

The **Board of Directors** of CCC145 is comprised of five volunteer members, elected by unit owners. The Board held 10 regular meetings and two special meetings. The current Board session is composed of the following:

Larry Lithwick -President

Peter Fisher- Vice President

Evelyn Weynerowski -Secretary

Carmen Yau – Director-at-Large

Stefania Parnanzone – Director-at-Large

Eileen Boles, of CMG Property Management is our **Property Manager**.

In addition, we have **volunteers** who work in committees/informal groups who make recommendations and help in related Board activities:

Community Working Group -Judith Lee, Brenda Knight

Environment Committee – Atanas Dimitrov, Ken Porter

Gardening Committee- Brenda Knight, Vasile Teodorovici, Ulla Zeigler

Social Committee- Judith Lyons

Library/Book Exchange - Sarah Langstaff

Workshop – Daryl Banke

Aquafit – Denise Bison

Swimming pool- Jeff Hiltz, Elizabeth Sander, Vasile Teodorovici, Dave McCabe, Jack Davis, Sarah Langstaff, Denise Bison

Summer Barbeque – Christian Garceau

**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 Board has initiated a major capital project in 2023 that initially focused on the replacement of sanitary and kitchen drainpipes in residential units. However, an ultrasonic testing survey showed significant thinning on many of the elbows and straight sections of pipes in the hot-and cold-water systems. The Board has therefore decided to include the replacement of the domestic hot-and cold-water riser piping in order to minimize replacement cost and the impact on owners' units since the pipes would be accessible during the course of the drainpipe replacement.

Smaller projects include (1)the design and installation of isolation valves for fire protection; (b)elevator maintenance audit; (c)hydro vault maintenance and electrical infrared scanning; (d)updating the fire safety plan; (e)installation of addition lighting in the courtyard, vestibule, awning and at the back of the garbage room entrance door; and (f)garbage room, bins and chute cleaning; and (g) repair and replacement of several in-unit HVAC motors, thermostat and valves

The installation of fibre optics network by Bell Canada has also been completed.

The construction work in the public garage by TKS was stopped in May 2023, but is expected to resume 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**

The following is a brief summary of committee activities since the last AGM:

#### Communication Committee

- (a) Notice sent to owners regarding water alarms in HVAC units
- (b) Organized Information Session for new residents on July 1
- (c) Updated the Telephone Directory

#### Community Working Group

- (a) Attended meetings of the Centretown Community Association Planning Committee on topics such as the city's budget, transport issues (e.g. proposed Wellington Street tram, bike lanes, e-scooters), affordable housing, community policing, proposed zoning changes, heritage designation and the launching of ANCHOR (Alternative Neighbourhood Crisis Response) in August
- (b) Monitored LRT testing schedules, road closures and vehicles idling on Bay Street and Queen Street

#### Gardening Committee

- (a) Replacement of 19 indoor plants in various floor lobbies
- (b) Issued notice on Spring "reminders"
- (c) Organized a gardening social/lecture on May 29 with Mary Stewart
- (d) Consulted with Living Green on proposed improvements in planters with perennials
- (e) Monitored the watering of the gardens, both through the installed irrigation system and by manual watering
- (f) Prepared for the installation of holiday tree and lights in the traffic circle

#### Social Committee:

- (a) Planned social gatherings held on First Fridays in February, April and August
- (b) Breakfast Club meets every second Saturday of the month
- (c) Book Club meets every first Monday of the month.
- (d) Community barbeque held on June 24
- (e) Decorated the Lobby for the year-end holidays

#### **Support Staff**

This year, our support staff, Andy Reaume and Teddy Collado had the opportunity to attend all the training sessions required by the Ontario government in order to assist them in the performance of their responsibilities. We take this opportunity to express our thanks and appreciation for their continued hard work and dedication.

### **Concluding Remarks**

The Board is acutely aware of the additional financial obligations and the anticipated disruptions to our daily lives arising from the Sanitary Drain Stacks and Domestic Water Riser project. Working closely with Keller Engineering, the contractor and the Property Manager, the Board will endeavor to provide residents with a clear understanding of how the project is progressing and prepare updates and advanced notices as soon as information is available. We expect to learn a few lessons as the first phase of this rather complicated project gets underway.

Our most sincere **Thank you** to all who continue to help us carry out our duties and responsibilities.

CC145 Board of Directors  
xxxx, 2024



## Carleton Condominium Corporation No. 145

There are two (2) board position available for election during the Annual General Meeting on December 18<sup>th</sup>, 2024.

The Corporation has received the nominations for the election of directors from the following owners:

Owners are welcomed to announce their nomination for a board position during the meeting on December 18<sup>th</sup>, 2024, from the floor.

### **Qualifications**

*29(1) of the Condominium Act, 1998*

No person shall be a director if,

- (a) the person is not an individual;
- (b) the person is under 18 years of age;
- (c) the person has the status of bankrupt;
- (d) the person has been found, under the Substitute Decisions Act, 1992 or the Mental Health Act, to be incapable of managing property;
- (e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched.

**Instruction**

This form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. Please note that to print the form, the form must be saved, opened, and printed from your local device. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):  
(Indicate Unit Number here)

To (condominium corporation's name):  
Carleton Condominium Corporation 145

I am (we are)

- the registered owner(s)
- authorized to act on behalf of the registered owner(s)
- the mortgagee(s)
- authorized to act on behalf of the mortgagee(s)

**Instruction for person filling out the form:** In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  am  pm  
day of month month year time of day

Proxy Identification Number  
(optional):

Name of proxy giver (the person  
entitled to vote at the meeting,  
for example, the registered  
owner or mortgagee):

Proxy giver's unit number and  
municipal address or other  
description of the unit:

151 Bay Street, Ottawa, ON

Note: if your corporation is a  
common elements condominium  
corporation, please identify the  
relevant parcel of tied land in the  
above space.

Signature

Proxy Identification Number (optional):  
(Indicate Unit Number here)

Proxy Identification Number  
(optional):

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2024/12/18 and at any adjournment of the meeting:  
Date (yyyy/mm/dd)

Name of Proxy

Signature or initials

A.

B.

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.  
**Instruction for person filling out this form:** Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked, then the rest of the form should not be filled out.

Signature or initials

The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

**Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote  
(enter 1, 2, 3, etc.)

Candidates for the Position(s) on the Board

Signature or initials

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.

Proxy Identification Number (optional):  
(Indicate Unit Number here)

Proxy Identification Number  
(optional):

**Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

**Section 3.** Voting for specific matters:

**Section 4.** Voting for removal of directors and election of substitutes: