

# Carleton Condominium Corporation No. 157

## AGM 2022

**MONDAY, MARCH 28, 2022, 6:30pm registration, 7pm start**

## CANDIDATE NOTICE

February 15, 2022

Dear Owners:

Please find attached the Preliminary Notice for this year's AGM scheduled for March 28, 2022. You will receive a complete package in the coming weeks, but this is to provide an early notice. The meeting will once again be digital, with owners being able to participate using Microsoft Teams or by calling into the meeting.

Individuals intending to be a candidate in this election (subject to nomination at AGM 2022) **must** notify the Property Manager no later than March 11, 2022 using the slip below. The AGM 2022 official documents, to be sent later, will include a list of individuals intending to be candidates in the upcoming election of 3 Directors to the Board.

For those owners who are, or may be unable to attend, you may appoint another person to act as your representative. Proxy forms for this purpose will be distributed shortly, once owners have had a chance to put their names forward for election. You will also soon be asked to sign a lease to continue the backyard extensions as that agreement is up for renewal.

If you have any specific questions or requests, be they related to your unit or the Corporation in general, please email them to **[reception@premierepropertymgt.com](mailto:reception@premierepropertymgt.com)**.

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**Form MUST be received no later than Friday, March 11, 2022 in person, by email at [reception@premierepropertymgt.com](mailto:reception@premierepropertymgt.com), mail or by fax at 613-230-2371.**

I hereby notify CCC 157 that I intend to be a candidate, subject to nomination, at **AGM 2022** in the election of Director(s) to the Board. If so nominated, I accept the nomination. Should I be elected, I hereby consent to act as Director, pursuant to the Condominium Act 1998 Section 30 (3), fulfilling all disclosure and training requirements as laid out by the Act and the Condo Authority of Ontario.

Name (print) \_\_\_\_\_

Unit Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CCC No. 157  
% PPMA  
2049 Meadowbrook Road  
Ottawa ON K1B 4W7**

## Preliminary Notice of Meeting of Owners

Advance information for owners about a  
proposed meeting of owners

### Instruction

This 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. Please note that to print the form, the form must be saved, opened, and printed from your local device. 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.

The purpose of this preliminary notice of meeting is to provide additional advance notice of a planned owners' meeting, before the notice of meeting is prepared and sent to owners. Among other things, this preliminary notice provides ways for owners to suggest material to be included in the notice of meeting. The corporation is still required to send out a notice of meeting to confirm the meeting date and provide additional information to owners about the meeting.

Condominium corporation's name:  
Carleton Condominium Corporation No. 157

### General Meeting Information

#### Section 1. Projected date of the meeting (yyyy/mm/dd)

2022/03/28

#### Section 2. You may provide information to the board in response to this notice in the following ways:

##### a. By delivering the information to the following address of

☒ the corporation: Premiere Property Management Assoc. 2049 Meadowbrook Road, Ottawa, ON K1B 4W7

☐ condominium management provider or the condominium manager: \_\_\_\_\_

☐ any other person responsible for the management of the property: \_\_\_\_\_

##### b. By delivering the information using an electronic method of communication:

☒ Yes

The electronic method of communication is: reception@premierepropertymgt.com

☐ No

**Instruction for person filling out the form:** If the board has approved an electronic method for receiving requests for records, you must provide an electronic method of communication above.

##### c. By delivering information in an additional way

☐ Yes

☒ No

#### Section 3. Summary of the Purpose of the Meeting:

Annual General Meeting (Review 2020 and 2021 Audited Financial Statements)

#### Section 4. Please check any of the following that apply to the upcoming meeting:

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

☒ b. This meeting will include discussion of proposed changes to the declaration, description, by-laws, rules, or agreements.

The purposes of the proposed changes are:  
A By-Law for telephonic or electronic meeting and voting

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- ☒ c. 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:

3 positions - 2 Three-Year terms positions (2022-2025), 1 Two-Year term that is reserved for voting by owners of owner-occupied units (2022-2024)

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**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. If the validity of the requisition is the subject of current legal proceedings, then please enter the maximum number of positions that could be the subject of an election at the meeting in the event that the outcome of the legal proceedings is that the requisition is valid.

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

1

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The total number of positions on the board

5

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If you want your intention to be a candidate for election to the board included in the upcoming notice of meeting, you must notify the board in writing of your name, address, and your intention no later than: (yyyy/mm/dd)

2022/03/11

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You may deliver your notice to the addresses or in the manner specified above (see item 2 of this form). You must include with your notice of candidacy any required disclosure information.

**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.

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- ☒ d. This is a meeting to remove or appoint an auditor... to Re-appoint Kelly Huibers McNeely
- ☐ e. This is a meeting for the purpose of considering an addition, alteration or improvement to the common elements, a change in the assets of the corporation, or a change in a 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*.
- ☐ f. This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.
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**Section 5.** Request by owners to include material (including any record of the corporation) in the upcoming Notice of Meeting.

If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form) by this date (yyyy/mm/dd)

2022/03/11

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Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included. For more detail, please refer to the form called "Submission to Include Material in the Notice of Meeting of Owners" which is available on the Condominium Authority of Ontario website, and s. 12.8(1)(a) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

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**Section 6.**

- ☐ 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".

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**Section 7.**

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

Dated this 15 day of February, 2022 .  
day of month month year