



Premiere Property Management Associates

A Division of 128431 Canada Incorporated

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Carleton Condominium Corporation No. 157

AGM 2026 NOTICE

**Tuesday June 2nd 2026 7pm (6:45 registration)
Site office On Elaine Dr.**

The purpose of this meeting is to conduct the Annual Business of the Corporation as set out on the **AGENDA**.

If you are unable to attend, we ask that you please sign the attached proxy form naming a board member or a friend in the community that will be attending. The proxy form allows you to sign a proxy for attendance only so you need not pass on any voting rights.

ATTENDANCE

Only registered Owners or their designated Proxy are entitled to attend this meeting. If a unit is owned by two or more persons, either one of them present or represented by a Proxy may, in the absence of the other, vote; but if more than one of them is present, or represented by proxy, they shall vote in the same way; failing to do so, the vote for that unit will not be counted. Any unit Owner in arrears of their condominium fees is not entitled to vote.

QUORUM

At a meeting of Owners, quorum for the transaction of business is achieved when twenty-five percent (**25%**) of the units of the Corporation are represented in person or by a Proxy, which is 24 units. If thirty (30) minutes after the appointed time for the holding of the meeting of the Owners, a quorum is not reached, the meeting shall be dissolved and stand adjourned to the same time on the corresponding day of the next week.

PROXY

An Owner who is entitled to vote and is unable to attend, may by the attached proxy form, appoint a Proxy to attend and act at the meeting in the same manner, extent and power as the Owner. The instrument of proxy is a legal document and care must be taken that when appointing the representative, he/she will act in your best interest. Once the form is filled clearly, signed and dated, please scan or send a picture of it to reception@premierepropertymgt.com or drop it off in the mail slot at 2049 Meadowbrook or 4350 Stella Crescent as soon as possible. Proxies received without an appointee being named will be assigned to a Board Member.

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.

General Meeting Information

Condominium corporation's name
Carleton Condominium Corporation No. 157

Section 1. Date and Time of the Meeting
Tuesday June 2nd at 7 pm

Section 2. Place of the meeting (not required if the meeting is held entirely by telephonic or electronic means)
The Condo Office on Elaine Dr.

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 of Owners

Section 4. Please describe below the quorum needed for any part of this meeting:
25% or 24 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. The by-laws of the corporation limit or specify the methods of being present at the meeting held by electronic or telephonic means.

Yes No

The methods of being present are ▼
In person or by valid proxy

Section 6. The by-laws of the corporation limit or specify the voting methods at the meeting or prior to the meeting held by electronic or telephonic means.

Yes No

The methods of voting are ▼
In person or by valid proxy

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 Condominium Authority 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 positions both with 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)
Brenda Larche	4544 Dora Cres.	<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
Julie Viau	4313 Stella Cres.	<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
		<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

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)
Kelly Huibers McNeely Professional Corporation	5992 Hazeldean Rd. Stittsville, ON, K2S 1B9

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.

Carleton Condominium Corporation No. 157

AGM 2026

AGENDA

**TUESDAY, June 2nd 2026, 6:45 pm (registration), meeting at 7:00 pm
Site Office on Elaine Drive**

- | | | | |
|---|---------------|---|--|
| 1 | Call to Order | Open
Approval | Remarks / Introductions
Agenda AGM 2026 |
| 2 | Minutes | Approval | Minutes AGM 2025 |
| 4 | Finances | Report
Questions
Appointment of Auditor
Approval | Audit 2025
Audit 2025
Director Remuneration 2026 |
| 5 | Reports | Report

Report

Report

Report | President's Report

VP Grounds LP

Secretary SL

VP Buildings BL |
| | | Report | Treasurer LC - Water cost |
| 6 | New Business | | |
| 7 | Elections | Candidates
Vote
Results | Nominations Two (2) Directors |
| 8 | Adjournment | Approval | |

Carleton Condominium Corporation No. 157

AGM 2025 Meeting Minutes

Tuesday April 1, 2025, 6:45 pm (pre-registration), meeting at 7:00 pm

PAT CLARKE COMMUNITY CENTRE

4355 Halmont Dr.

Gloucester, ON, K1J 8W6

Call to Order

The Manager, Laura Graham, called the meeting to order at 7:05 p.m. and declared that quorum was present. Twenty-five (25) units were represented in-person or by proxy. The Manager reviewed the AGM package.

In-person: 4335, 4342, 4346, 4350, 4358, 4544, 4550, 4303, 4503, 4552, 4532

By Proxy: 4311, 4312, 4333, 4336, 4340, 4354, 4513, 4518, 4528, 4534, 4536, 4542, 4565, 4560,

The Manager introduced the members of the Board:

- Suzanne Langlois (4303 Stella), President
- Michelle Chartrand (4532 Dora) Secretary
- Lise Parent (4552 Dora), Vice President (Grounds)
- Luc Charest (4350 Stella), Treasurer
- Brenda Larche (4544 Dora), Vice President (Buildings)

The Manager confirmed that the Official Notice of AGM was sent out to the ownership on or about the 15th of March 2025.

A phone call brief phone call was made to the President Ron Kelly, who is retiring after years of Service on the board. The Board thanked him for his many years of work and presented him with a plaque that will be put up in the Corporation in his honour.

Approval of minutes of AGM 2024

The manager entertained a motion to approve minutes as presented:

Motion: Luc Charest (4350 Stella)

Second: Paul Cyr (4550 Dora)

All in favour. Motion carried.

Finances 2023, approval of auditor and director remuneration 2024

Report

The Manager reviewed the audited financial statement for the year ending 2024 received by the owners present. Kelly Huibers McNeely carried out the audits and determined that the financial statement presents fairly the financial position of the Corporation in accordance with Canadian accounting standards for not-for-profit organizations.

Approval

The Manager entertained a motion to receive the financial statements as presented:

Motion: Bill Potvin (4503 Dora)

Second: Brenda Larche (4544 Dora)

All in favour. Motion carried.

Approval

The Manager entertained a motion to reappoint Kelly Huibers McNeely as auditors.

Motion: Bill Potvin (4503 Dora)

Second: Brenda Larche (4544 Dora)

All in favour. Motion carried.

Approval

The Manager entertained a motion for approval of Director's remuneration.

Motion: Paul Cyr (4550 Dora)

Second: Edouard Philippe (4358 Stella)

All in favour. Motion carried.

Reports**Grounds Contracts**

Stump Grinding and tree planting are scheduled for this summer and early fall.

Garbage

There are new Garbage Signs around the condominium, these can empower you to point out to your neighbours when they are in violation. If you see anyone who is not following the garbage rules you can report it to reception@ppma.ca. This is a large expense for the condominium and affects the fees.

Website

CCC157.ca

You can access rules and regulations for the Condominium on the site, and various notices regarding things happening around the condominium.

Water Cost

Water costs were within budget this year, the board would like to commend owners on their efforts and ask them to keep up the good work.

New business

Jacinthe Pharand (4335 Stella) complained of lack of response for unit specific maintenance issues. The Board and management reiterated that owners should reach out to reception@boma.ca for maintenance issues, if they do not receive a response within a 48-hour period they should follow up. Management explained that they receive hundreds of e-mails a week, and while systems are in place to ensure all correspondence is addressed, occasionally an e-mail can fall through the cracks, in this situation a follow up e-mail will ensure this addressed.

Eric Simpson (4346 Stella) requested increased parking signage be installed

Elections, nominations (three positions, two with 3-year terms, one with a 1-year term)

Nominations for the board: Michelle Chartrand (4532 Dora), Lise Parent (4552 Dora), Suzanne Langlois (4303 Stella)

The Manager, Laura Graham, opened the floor for nominations. With no additional nominations given, the manager asked for a motion to close nominations.

Motion to close nominations:

Motion: Paul Cyr (4550 Dora)

Second: Edouard Philippe (4358 Stella)

The Manager welcomed the Luc Charest back to the board.

Adjournment

Motion to adjourn meeting.

Motion: Paul Cyr (4550 Dora)

Second: Edouard Philippe (4358 Stella)

Meeting adjourned at 8:11 p.m.

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):

Proxy Identification Number
(optional):To (condominium corporation's name):
Carleton Condominium Corporation No. 157

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)

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

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.

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

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

Dated this _____ day of _____, at _____ am pm
day of month month year time of day

Signature

Proxy Identification Number (optional):

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 2026/06/02 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

Proxy Identification Number (optional):

Proxy Identification Number (optional):

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.

Section 2. Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units 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 for the position on the board for which only owners of owner-occupied units may vote under s. 51(6) of the *Condominium Act, 1998*.

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: Your proxy may only vote for individuals whose names are set out above and who, at the time of the vote, 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.

Section 3. Voting for specific matters:

I (we) instruct the proxy to vote as indicated below with respect to the specified 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.

Specific Matter	In favour <input checked="" type="checkbox"/>	Signature or initials
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Condominium Corporation no. _____ Director Disclosure Statement

Section 29(1)(f) of the *Condominium Act* imposes disclosure obligations on directors (whether elected or appointed by the board). This disclosure must be provided in writing at the time the candidate has notified the board in writing of his or her intention to be a candidate in the election or, if no such notification was provided, the disclosure must be provided at the meeting of owners. This Disclosure Statement is made to comply with the aforementioned disclosure requirements.

1. I, _____,
(print your name above)

Please circle the applicable

2. I am an owner of a unit at this condominium corporation a. <input type="checkbox"/> my common expenses are in arrears for 60 days or more b. <input type="checkbox"/> my common expenses are <u>not</u> in arrears for 60 days or more	YES	NO
3. I am an occupier of a unit at this condominium corporation	YES	NO
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:	YES	NO
5. One or more of the following individual is a party to a legal action to which the corporation is a party. My spouse <input type="checkbox"/> YES <input type="checkbox"/> NO (which includes married or living together in a conjugal relationship) A child of mine <input type="checkbox"/> YES <input type="checkbox"/> NO A parent of mine <input type="checkbox"/> YES <input type="checkbox"/> NO A child of my spouse <input type="checkbox"/> YES <input type="checkbox"/> NO A parent of my spouse <input type="checkbox"/> YES <input type="checkbox"/> NO The occupier of a unit I or my spouse owns <input type="checkbox"/> YES <input type="checkbox"/> NO If 'yes' to any of the above, please provide a brief general description of the action:		
6. I have been convicted of an offence under the <i>Condominium Act</i> or under the regulations adopted thereto within the preceding 10 years. If 'yes', provide a general description of the offense.	YES	NO
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.	YES	NO
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.	YES	NO

The above information is current as of the date indicated below.

DATE: _____

Name and signature



**Atrens-Counsel
Insurance Brokers**
Part of Arthur J. Gallagher Canada Limited

CERTIFICATE OF INSURANCE

This is to certify that insurance described below has been effected with the Insurer(s) shown, subject to the terms and conditions of the policy applicable.

NAMED INSURED: CARLETON CONDOMINIUM CORPORATION NO. 157

ADDITIONAL NAMED INSUREDS: ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

PROPERTY INSURED: 4300-4369 Stella Crescent;
4435-4443 Elaine Drive;
4500-4565 Dora Crescent
Ottawa, Ontario
K1J 8T8

TERM: December 31, 2025 TO December 31, 2026

COMMERCIAL PACKAGE POLICY NO. 7187988

PROPERTY: Form: Comprehensive All Risk Policy
Amount of Insurance: \$20,405,000.00
Deductibles: \$ 10,000.00 STANDARD
\$ 10,000.00 SEWER BACKUP
\$ 10,000.00 WATER
\$ 25,000.00 FLOOD
5% OR MINIMUM \$ 150,000.00 EARTHQUAKE
Company: Wawanesa Insurance
Aviva Insurance Company of Canada
Intact Specialty Solutions

COMPREHENSIVE GENERAL LIABILITY:

Limit of Liability: \$10,000,000.00
Policy Number: 7187988
Company: Wawanesa Insurance
Intact Specialty Solutions

DIRECTORS AND OFFICERS LIABILITY:

Limit of Liability: \$10,000,000.00
Policy Number: 7187988
Company: Wawanesa Insurance
Intact Specialty Solutions

EQUIPMENT BREAKDOWN INSURANCE:

Limit per Accident: \$20,405,000.00
Company: Wawanesa Insurance
Policy Number: 7187988

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared.

It is not a contract, confers no right upon any person and imposes no liability on the Insuring Companies.

A photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

ATRENS-COUNSEL INSURANCE BROKERS
Part of Arthur J. Gallagher Canada Limited

Authorized Representative

Date: January 10, 2026