



May 15, 2024

**PERIODIC INFORMATION CERTIFICATE (PIC)**

**WATERLOO CONDOMINIUM CORPORATION NO. 248**

Dear Owners at WCC 248,

We hope this letter finds you well. As part of the regulations outlined in the Condominium Act, it is our responsibility to inform you about the availability of Periodic Information Certificates (PICs) for all owners.

The Periodic Information Certificate (PIC) is a document that contains essential information about the condominium corporation, including details about the board, finances, insurance, reserve fund, legal proceedings, and other matters related to the corporation.

According to the regulations, PICs must be made available to all owners twice during the fiscal year. The first PIC should be accessible within 60 days after the last day of the first quarter, and the second PIC should be available within 60 days after the last day of the third quarter of the corporation's current fiscal year.

For further information regarding the changes to the Condominium Act, we encourage you to visit the Condo Authority of Ontario (CAO) website at [www.condoauthorityontario.ca](http://www.condoauthorityontario.ca).

Should you have any questions or concerns, please do not hesitate to reach out to our team. We are here to assist you

Thank you for your attention, and we look forward to serving you.

Sincerely,

Bill Lang, R.C.M.  
Senior Property Manager, OLCM  
Krall Property Management Inc. OLCMP  
WB: [www.krallpm.ca](http://www.krallpm.ca)  
PH: 226-318-0872 ext. 704  
EM: [bill@krallpm.ca](mailto:bill@krallpm.ca)

**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.

**1. General information about the corporation**

Name of the condominium corporation  
**WATERLOO CONDOMINIUM CORPORATION NO 248**

The address for service of the corporation

Unit Number <b>6</b>	Street Number <b>425</b>	Street Name <b>Hespeler Rd.</b>	PO Box <b>325</b>
City/Town <b>Cambridge</b>		Province <b>Ontario</b>	Postal Code <b>N1R 8J6</b>

The condominium manager, management provider, or any other person responsible for management of the property  Not applicable

Name	Address for Service	Email Address (optional)
i. <b>Bill Lang, RCM, OLCM, Krall Property Management Inc. OLCMP</b>	<b>6-425 Hespeler Rd. PO Box 325, Cambridge, ON, N1R 8J6</b>	<b>info@krallpm.ca</b>

Additional ways to deliver requests for records to the corporation

The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above  Not applicable

The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above:  Not applicable

**Instruction for the person filling out this form:** If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

**Number of leased units**

The corporation has received notice under s. 83 of the *Condominium Act, 1998* that   7   unit(s) was/were leased during the current fiscal year.

## 2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i. <a href="#">Matt Laurin</a>	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act  Title <a href="#">President</a>	<a href="#">6-425 Hespeler Rd.            PO Box 325,            Cambridge, ON, N1R 8J6</a>	
ii. <a href="#">Maureen McGuire</a>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	<a href="#">6-425 Hespeler Rd.            PO Box 325,            Cambridge, ON, N1R 8J6</a>	
iii. <a href="#">Ross Ewart</a>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	<a href="#">6-425 Hespeler Rd.            PO Box 325,            Cambridge, ON, N1R 8J6</a>	

iv. <b>Masihullah Masihullah</b>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act	6-425 Hespeler Rd. PO Box 325, Cambridge, ON, N1R 8J6
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### 3. Insurance information about the corporation

The corporation has obtained and maintained all of the insurance required by the *Condominium Act, 1998* or that is otherwise legally required, at all times during the current fiscal year.

Yes     No

If an owner, a lessee of an owner or a person residing in the owner's unit causes damage to the condo property, the condo corporation may be required to add the cost of repairing the damage or the deductible limit of the corporation's required insurance policy, whichever is less, to the owner's common expenses, or the corporation may seek to recover the amount from the owner in another manner. This could be affected by a by-law the corporation may have passed under s. 56 (1)(i) of the *Condominium Act, 1998*.

Complete the following information for each insurance policy of the corporation:

Insurance Policy ( <b>Instruction:</b> Provide a brief description)	Deductible ( <b>Instruction:</b> Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
i. <b>Intact Insurance Company</b> <b>Policy Number: 501294967</b>	<b>Standard \$5,000</b> <b>Sewer Back-up \$5,000</b> <b>Water Damage \$10,000</b> <b>Flood \$25,000</b>	<b>\$10,000.00</b>

The Corporation has obtained and maintained the insurance policy described in section 39 of the *Condominium Act, 1998*

Yes     No

The Corporation has obtained and maintained the insurance policy described in section 99 of the *Condominium Act, 1998*

Yes     No

The Corporation has obtained and maintained the insurance policy described in section 102 of the *Condominium Act, 1998*

Yes     No

The corporation has or had a legal obligation to maintain insurance, aside from the insurance described in section 39, 99, and 102, at any time during the fiscal year

Yes     No

If no, an explanation may be provided here

N/A

Information about the "standard unit"

The standard unit is described in a by-law made under s. 56 (1) (h) of the *Condominium Act, 1998*

▶ The bylaw number is 4

The standard unit is not described in a bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have a schedule, referred to in s. 43(5)(h) of the *Condominium Act, 1998* setting out what constitutes a standard unit

A certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed with this information certificate.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

#### 4. Financial information about the corporation

##### Budget

The budget of the corporation for the current fiscal is accurate and may result in:

a surplus of: \_\_\_\_\_

a deficit of: \_\_\_\_\_

neither a surplus nor a deficit

##### Reserve Fund

The balance in the reserve fund <b>\$174,816.70</b>	Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates) <b>2024/03/31</b>
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The balance of the reserve fund at the beginning of the current fiscal year was:  
**\$137,632.56**

In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is:  
**\$42,732.00**

The anticipated expenditures to be made from the reserve fund in the current fiscal year, in accordance with the corporation's budget, amount to:

Description of expenditure	Amount
i.	

The current plans, if any, to increase the reserve fund under a plan proposed by the board under subsection 94(8) of the *Condominium Act, 1998* for future funding of the reserve fund are

The corporation has an outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*.

Yes  No

#### 5. Legal actions relating to the corporation

The corporation is currently a party to a legal action:

Yes  No

#### 6. Outstanding judgements relating to the corporation

The corporation currently has outstanding judgments against it:

Yes  No

#### 7. Disclosure information from directors of the corporation

Copies of statements and information provided to the board during the current fiscal year under section 11.10 of O. Reg. 48/01 under the *Condominium Act, 1998* are enclosed with this information certificate

#### 8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.1 of the *Condominium Act, 1998* during the current fiscal year:

Yes  No





June 12, 2023

Owners  
WCC248  
487 Elgin Street North & 66 Glamis Road  
Cambridge, ON N1R 6S7

**Approved budget for Waterloo Condominium Corporation 248  
July 1, 2023 to June 30, 2024**

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Dear Owner(s),

Please find attached a copy of the Operating Budget for Waterloo Condominium Corporation 248 for the period of July 1, 2023 to June 30, 2024, as approved by the board of directors.

The Board of Directors has established the budget for the forthcoming year, beginning July 1, 2023, and has passed a 1% increase to the common element fees. Attached is the breakdown for all the unit's common element fees that is effective July 1, 2023.

**If you have already submitted your Pre-Authorized Payment Plan, it will not be necessary to do anything further since payments of your common element fees will continue to be automatically debited from your bank account for the new fiscal year.** If you wish to utilize this payment option, please mail to our office a void cheque along with written authorization which confirms that you wish us to automatically debit your account. Please make sure that your unit number and address are clearly marked.

Alternatively, please prepare 12 post-dated cheques payable to "WCC248" for the reoccurring amount as stated in the attached breakdown and mail them to Lionheart Property Management, 1305 Riverbend Rd, Unit 308 London, ON N6K 0G2. Please make sure your unit number and address are clearly marked.

In conjunction with our continuing efforts to protect the environment, Lionheart Property Management delivers all arrears noticed by email only – arrears notices will not be sent by postal mail.

Should there be any changes in ownership, tenant, or mortgagee information to your unit, please contact the management office as soon as possible to provide this updated information.





The Board continues to be appreciative of the support of owners for the continuing work at the complex, for dedication to recycling, in showing consideration for neighbors, for the rules & standards of the property and in dealing with our valued service people.

If you have any questions or concerns, please feel free to contact the undersigned directly.

For the Board of Directors, WCC248

As agents for the Corporation,  
Sincerely,

A handwritten signature in black ink that reads "Joe Hill". The signature is fluid and cursive.

**Joe Hill, O.L.C.M. - LL**  
Condominium Manager  
Lionheart Property Management





**NOTES TO THE BUDGET FOR WCC248**  
**THE FISCAL PERIOD JULY 1, 2023 TO JUNE 30, 2024**

Your Board of Directors has finalized the Corporation's Operating Budget. The attached Budget is detailed and self-explanatory respecting most account categories; consequently, only major account categories, re-structured accounts or accounts reflecting significant expense variations will be addressed in detail in the following notes:

**REVENUE - \$ 227,377.91**

Following review and discussion, your Board of Directors determined that an increase of approximately **1%** in fees would be required in the revenue assessments for the individual Units for the next operating year. The Board of Directors was very thorough with its spending cuts.

**ADMINISTRATION - \$ 35,673.95**

This combined expense category includes:  
Year-end financial audit, bank charges, meeting expenses, CAO fees, Insurance, Management fees, and administrative expenses.

**CONTRACTS - \$ 71,058.00**

This account includes services such as landscaping contract, snow removal contract and garbage removal contract.

**GROUNDS MAINTENANCE - \$ 5,200.00**

This category reflects landscaping extras and garbage removal extras.

**GENERAL MAINTENANCE - \$ 4,779.72**

This category reflects general repairs and maintenance and pest control.

**UTILITIES - \$ 67,934.24**

The individual utility account expense allocations were determined by considering the Corporation's consumption history and the impact of actual usage and has allowed for a moderate increase.

**TRANSFER TO RESERVE - \$ 42,377.91**

The **Reserve Fund** is maintained and utilized to address major repair or replacement expenses for the common elements of the Corporation and your Board of Directors has always been very focused on positively and pro-actively addressing your Corporation's Reserve Fund requirements.

We trust the information included with this Budget package provides you with an understanding of the Corporation's operating expenses and of your Board of Directors' philosophy and financial objectives for your corporation.





Prepared on Behalf of the Board of Directors WCC248

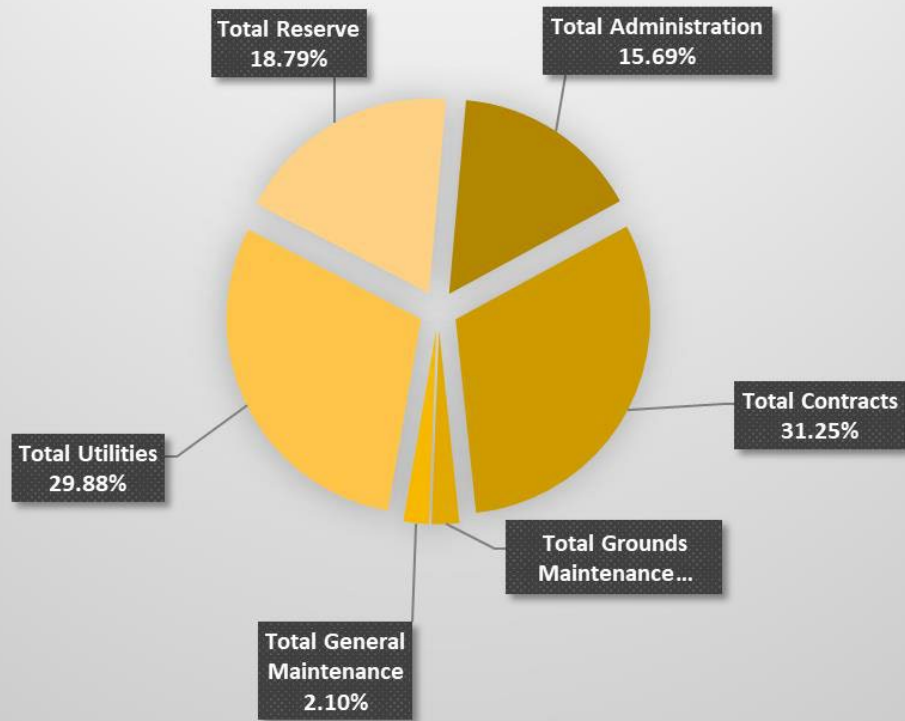


Annual Budget Prepared for WSCC 248  
For the Fiscal Year 2023-2024

	Current Yr	Aug-23
Account Name	Annual Budget	Annual Budget
<b>OPERATING REVENUES</b>		
Condominium Fees	\$214,624.00	\$217,722.91
Parking or Dock Revenue	\$0.00	\$8,955.00
Operating Interest Earned	\$0.00	\$700.00
<b>TOTAL OPERATING REVENUES</b>	<b>\$214,624.00</b>	<b>\$227,377.91</b>
<b>OPERATING EXPENSES</b>		
<b>Administration</b>		
Bank Charges	\$563.00	\$540.00
Administrative Expense	\$1,000.00	\$2,415.81
Meeting Expense	\$0.00	\$900.00
Condominium Authority of Ontario (CAO)	\$678.00	\$600.00
Insurance	\$10,501.00	\$11,425.00
Financial Audit	\$5,000.00	\$3,600.00
Management Fees	\$15,422.00	\$16,193.14
<b>Total Administration</b>	<b>\$33,164.00</b>	<b>\$35,673.95</b>
<b>CONTRACTS</b>		
Landscaping Contract	\$42,714.00	\$42,714.00
Snow Removal Contract	\$0.00	\$0.00
Garbage Removal Contract	\$0.00	\$28,344.00
<b>Total Contracts</b>	<b>\$42,714.00</b>	<b>\$71,058.00</b>
<b>GROUNDS MAINTENANCE</b>		
Landscaping Extras	\$0.00	\$4,000.00
Garbage Removal	\$19,200.00	\$1,200.00
<b>Total Ground Maintenance</b>	<b>\$19,200.00</b>	<b>\$5,200.00</b>
<b>GENERAL MAINTENANCE</b>		
Repairs & Maintenance	\$3,000.00	\$3,000.00
Pest Control	\$0.00	\$1,779.72
<b>Total General Maintenance</b>	<b>\$3,000.00</b>	<b>\$4,779.72</b>
<b>UTILITIES</b>		
Hydro	\$962.00	\$1,134.24
Water/Sewer	\$33,487.00	\$65,000.00
Internet/Intercom/Phone	\$0.00	\$1,800.00
<b>Total Utilities</b>	<b>\$34,449.00</b>	<b>\$67,934.24</b>
Reserve Allocation	\$41,690.00	\$42,732.00
<b>Total Reserve</b>	<b>\$41,690.00</b>	<b>\$42,732.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$174,217.00</b>	<b>\$227,377.91</b>
<b>NET INCOME</b>	<b>\$ 40,407.00</b>	<b>\$ -</b>



## Operating Expenses





**PROPORTIONATE SHARE**

Unit	Rate (%)	Amount
1	1.9970000000%	\$ 362.33
2	1.9970000000%	\$ 362.33
3	1.9970000000%	\$ 362.33
4	1.9970000000%	\$ 362.33
5	1.9970000000%	\$ 362.33
6	1.9970000000%	\$ 362.33
7	1.9970000000%	\$ 362.33
8	2.0220000000%	\$ 366.86
9	1.9970000000%	\$ 362.33
10	1.9970000000%	\$ 362.33
11	1.9970000000%	\$ 362.33
12	1.9970000000%	\$ 362.33
13	1.9970000000%	\$ 362.33
14	2.0220000000%	\$ 366.86
15	1.9970000000%	\$ 362.33
16	1.9970000000%	\$ 362.33
17	1.9970000000%	\$ 362.33
18	1.9970000000%	\$ 362.33
19	1.9970000000%	\$ 362.33
20	1.9970000000%	\$ 362.33
21	1.9970000000%	\$ 362.33
22	1.9970000000%	\$ 362.33
23	1.9970000000%	\$ 362.33
24	1.9970000000%	\$ 362.33
25	1.9970000000%	\$ 362.33
26	1.9970000000%	\$ 362.33
27	2.0220000000%	\$ 366.86
28	2.0220000000%	\$ 366.86
29	1.9970000000%	\$ 362.33
30	1.9970000000%	\$ 362.33
31	1.9970000000%	\$ 362.33
32	1.9970000000%	\$ 362.33
33	1.9970000000%	\$ 362.33
34	1.9970000000%	\$ 362.33
35	2.0220000000%	\$ 366.86
36	1.9970000000%	\$ 362.33
37	1.9970000000%	\$ 362.33
38	1.9970000000%	\$ 362.33
39	1.9970000000%	\$ 362.33
40	1.9970000000%	\$ 362.33
41	1.9970000000%	\$ 362.33
42	1.9970000000%	\$ 362.33
43	1.9970000000%	\$ 362.33
44	2.0220000000%	\$ 366.86
45	1.9970000000%	\$ 362.33
46	1.9970000000%	\$ 362.33
47	1.9970000000%	\$ 362.33
48	1.9970000000%	\$ 362.33
49	1.9970000000%	\$ 362.33
50	1.9970000000%	\$ 362.33





# Certificate of Insurance



This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

<b>Insured:</b>	Waterloo Condominium Corporation #248 and all Registered Unit Owners and All Registered Mortgagees, as known from time to time		
<b>Insured Address:</b>	487 Elgin Street North Cambridge ON N1R 6V4 & 66 Glamis Road Cambridge ON		
<b>Insurer:</b>	Intact Insurance Company	<b>Policy Number:</b>	501294967
<b>Term:</b>	October 1, 2023 - October 1, 2024 12:01 A.M. local time at the address of the insured		

### Summary of Coverage

This is to certify that the policies of insurance have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain.

The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

Coverage Description	Deductibles		Limit of Insurance
Property of Every Description, Broad Form	Standard	\$5,000	\$7,807,517
	Sewer Back-up	\$5,000	
	Water Damage	\$10,000	
	Flood	\$25,000	
	Earthquake	3% or \$100,000 (whichever is greater)	
Extra Expense			\$200,000
Equipment Breakdown	Standard	\$5,000	\$7,807,517
Privacy Breach Expense (cyber expense endorsement)	Standard	\$1,000	\$25,000
Employee Fidelity			\$50,000
Commercial General Liability	Property Damage	\$1,000	\$5,000,000
	Bodily Injury		
Human Rights Commission Complaints Coverage		Each claim	\$100,000
		Aggregate	\$200,000
Directors & Officers Liability			\$5,000,000

### Additional Interests

<b>Name of Authorized Representative</b>	<b>Signature of Authorized Representative</b>
Debbie Eatwell	

<b>Dated:</b>	August 23, 2023
<b>Broker:</b>	Cowan Insurance Group Ltd. 705 Fountain Street N, PO Box 1510, Cambridge, ON N1R 5T2 Toll Free: 866-912-6929   Tel: 519-650-6360   Fax: 519-650-6366

# Condominium Unit Insurance

Your Condominium Corporation provides insurance coverage as required by The Condominium Act of Ontario and as per the certificate or memorandum of insurance provided to you.

For a **Standard** condominium corporation, the corporation's property insurance usually covers only the **Standard Unit** and **Common Elements** as defined in your **Declarations** and **By Laws**.

In order to be properly protected, the Unit Owners should obtain their own insurance coverage under a **Condominium Unit Owners Policy** which would cover such items as:

- PERSONAL CONTENTS
- IMPROVEMENTS & BETTERMENTS (as defined in your Declarations and By Laws)
- ADDITIONAL LIVING EXPENSES
- PERSONAL LIABILITY

If your Corporation is registered as a Common Element or Vacant Land Corporation, the unit owner will need to obtain a Home Owner's Insurance Policy with Condominium Extensions to cover potential insurable liability and property damage assessments the condominium corporation is legally allowed to charge back to owners.

## IMPORTANT NOTICE

According to the Condominium Act of Ontario, you may be held responsible for the Condominium Corporation's insurance deductible if damage to the Standard Unit and/or Common Elements is caused by your acts or omissions or by those of a tenant or any person residing there with your permission. Furthermore, your Condominium Corporation may pass a by-law extending the circumstances under which a unit owner may be responsible for the deductible. The deductibles currently in place for your Condominium Corporation's insurance will be noted in the Certificate or Memorandum of Insurance.

The good news is that most Condominium Unit Owner policies provide some coverage for Corporation deductibles, liability and property damage assessments against policyholders. Please review your current Unit Owner Policy carefully to ensure this coverage is in place and that the limits are adequate. It may be helpful to share your standard unit definition and certificate of corporation insurance with your broker or agent to ensure they understand what coverage you need.

## IF YOU RENT OUT YOUR UNIT

1. It is important that you have a formal lease with your tenant requiring them to obtain insurance that provides for their legal liability and personal contents.
2. It is also important that you protect yourself by maintaining insurance to cover your legal liability as a landlord and the unit for insurable damage.

**At Cowan we understand where the condo corporation's coverage ends and yours begins. We take the time to assess your individual needs and customize a condo policy to fit your lifestyle.**

**For a free, no-obligation quote contact:** [sales@cowangroup.ca](mailto:sales@cowangroup.ca)



## CANDIDATE DISCLOSURE FORM

I, Masihullah of Unit 37 of 66 Glamis Rd. No. \_\_\_\_\_

### QUALIFICATIONS

I declare that I meet the director qualifications pursuant to section 29(1)(f) of the Act, specifically:

1. I am 18 years of age or older;
2. I do not have the status of bankrupt;
3. I have not been found to be incapable of managing property under the Substitute Decisions Act, 1992 or the Mental Health Act;
4. I have not been found incapable by any court in Canada or elsewhere;

Yes  No

### DISCLOSURE

1. (a) I am a registered owner of a unit in the Corporation.

Yes  No

If you answered Yes to (a), you must answer (b). If you answered No to (a), proceed to #2

(b) The contributions to the common expenses payable for my unit(s) are in arrears for 60 days or more.

Yes  No

2. I am an occupant of a unit in the Corporation.

Yes  No

3. I, my spouse, child, parent, my spouse's child or parent, or an occupier of a unit in the Corporation that I own, is/are party to a legal action to which the Corporation is a party.

Yes  No

If you answered Yes to #3, indicate the person(s) involved in the action and a brief general description of the action.

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## CANDIDATE DISCLOSURE FORM

I, \_\_\_\_\_ of Unit \_\_\_\_\_ of \_\_\_\_\_ No. \_\_\_\_\_

### QUALIFICATIONS

I declare that I meet the director qualifications pursuant to section 29(1)(f) of the Act, specifically:

1. I am 18 years of age or older;
2. I do not have the status of bankrupt;
3. I have not been found to be incapable of managing property under the Substitute Decisions Act, 1992 or the Mental Health Act;
4. I have not been found incapable by any court in Canada or elsewhere;

Yes  No

### DISCLOSURE

1. (a) I am a registered owner of a unit in the Corporation.

Yes  No

If you answered Yes to (a), you must answer (b). If you answered No to (a), proceed to #2

- (b) The contributions to the common expenses payable for my unit(s) are in arrears for 60 days or more.

Yes  No

2. I am an occupant of a unit in the Corporation.

Yes  No

3. I, my spouse, child, parent, my spouse's child or parent, or an occupier of a unit in the Corporation that I own, is/are party to a legal action to which the Corporation is a party.

Yes  No

If you answered Yes to #3, indicate the person(s) involved in the action and a brief general description of the action.

\_\_\_\_\_





4. I have been convicted of an offence under the Condominium Act, 1998 or under the regulations within the last 10 years.

Yes  No

If you answered Yes to #4, provide a brief general description of the conviction.

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5. I have a direct or indirect material interest in a contract or transaction to which the Corporation is a party (other than in my capacity as a purchaser, mortgagee, owner, or occupier of a unit)

Yes  No

If you answered Yes to #5, provide a brief general description of the nature and extent of the interest.

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6. I have a direct or indirect material interest in a contract or transaction to which the Declarant (ie. the developer) or an affiliate of the Declarant is a party (other than in my capacity as a purchaser, mortgagee, owner or occupier of a unit)

Yes  No

If you answered Yes to #6, provide a brief general description of the nature and extent of the interest.

---

I affirm that the statements made as to my qualifications and disclosure above (and, if applicable any attached pages) are true as of the date I have submitted this form. If any of the information provided on this form changes prior to the election, I agree to provide the Corporation with written notification of such change(s).

Date: \_\_\_\_\_

Signature: Ross Ewart



## Qualifications

29 (1) 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. 1, s. 27.

## Disqualification

(2) A person immediately ceases to be a director if,

- (a) the person has the status of bankrupt;
- (b) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (c) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere;
- (d) a certificate of lien has been registered under subsection 85 (2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85 (7) within 90 days of the registration of the certificate of lien;
- (e) the person has not completed the prescribed training within the prescribed time; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

## Disclosure obligations

11.6 (1) For the purpose of clause 29 (1) (f) of the Act, a person shall provide the following statements and information in accordance with this section:

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.
2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.
3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.
4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.
5. Subject to subsection (3), if the person has, directly or indirectly, an 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, a statement of that fact and a statement of the nature and extent of the interest.
6. Subject to subsection (3), if the person has, directly or indirectly, an 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, a statement of that fact and a statement of the nature and extent of the interest.
7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.

8. If the person is not an owner of a unit in the corporation, a statement of that fact.
9. If the person is not an occupier of a unit in the corporation, a statement of that fact.
10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.

(2) In paragraphs 2 and 3 of subsection (1),

“spouse” means,

- (a) a spouse as defined in section 1 of the *Family Law Act*, or
- (b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.

(3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person’s interest in it are material. O. Reg. 180/17, s. 6.

(4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

(5) If the person provides notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation with respect to a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the board in writing at the time of providing the notice. O. Reg. 180/17, s. 6.

(6) The meeting of owners mentioned in subsection (5) or (7) is a meeting that is held 40 days or more after the day section 27 of Schedule 1 to the *Protecting Condominium Owners Act, 2015* comes into force and for which a notice of meeting has not already been sent before that day. O. Reg. 180/17, s. 6.

(7) If the person does not provide notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation but is a candidate in the election of one or more directors at a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the corporation at the meeting. O. Reg. 180/17, s. 6.

(8) For the purpose of subsection (7), the person shall provide the statements and information,

- (a) orally or in writing if the person is present at the meeting; or
- (b) in writing if the person is not present at the meeting. O. Reg. 180/17, s. 6.

(9) If the person is a person appointed to the board as described in subsection 34 (2) of the Act, the person shall provide the statements and information required by subsection (1) of this section to the board,

- (a) at any time before being so appointed, unless the corporation has passed a by-law described in clause (b); or
- (b) within such other period of time that is set out in a by-law of the corporation and that is before the appointment. O. Reg. 180/17, s. 6.

(10) The person shall provide the statements and information,

- (a) orally or in writing if the person provides them at a time at the meeting when the person is appointed to the board that is before the appointment; or
- (b) in writing if,
  - (i) the person provides the statements and information before the meeting at which the person is appointed to the board, or
  - (ii) a by-law of the corporation requires the person to provide the statements and information in writing. O. Reg. 180/17, s. 6.

(11) If this section requires a person to provide the statements and information required by subsection (1) in writing, the signature of the person shall be included in the statements and shall accompany the information. O. Reg. 180/17, s. 6.