

October 2016

Dear Member,

C.C.I. – Eastern Ontario Chapter - Annual General Meeting

The CCI – Eastern Ontario Chapter Annual General Meeting will take place on Wednesday October 19, 2016 at 6:30 p.m. at the Hellenic Meeting and Reception Centre, 1315 Prince of Whales Drive, Ottawa, Ontario.

A Proxy is enclosed with the C.C.I. – Eastern Ontario Chapter Annual General Meeting package.

If you are unable to attend this meeting and wish to exercise your vote as a member, please appoint your proxy to the person of your choice. Please complete and sign the enclosed Proxy and fax it to the Chapter office at 613-755-4086 or email it to the address shown above on or before October 18<sup>th</sup>, 2016.

The Board of Directors' names for 2015/16 currently are as follows:

President –	Nancy Houle
Vice-President –	Constance Hudak
Secretary –	Andrée Ball
Treasurer –	Stephanie Courneyea
Director –	Justin Tudor
Director –	Ian Davidson
Director –	Christopher Lyons
Director –	Rodrigue Escayola
Director –	Michael Lewicki

The Board of Directors of the CCI – Eastern Ontario Chapter thank you in advance for your continued support.

The Board of Directors,  
C.C.I. – Eastern Ontario Chapter

## NOTICE OF THE ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of the Ottawa Chapter of the Canadian Condominium Institute will be held at the Hellenic Community Centre, Ottawa, Ontario, on Wednesday, October 19, 2016 at the hour of 6:30 p.m. The business to be transacted at the meeting is set out in the following agenda.

1. Call to Order
2. Appointment of Scrutineers
3. Adoption of Minutes of the meeting held on October 15th, 2015\*
4. President's Report
5. Treasurer's Report\*
6. By-law Amendment\*
7. Appointment of Review Engagement for the fiscal year 2015/2016
8. Report on CCI-National
9. Membership Report
10. Education Report
11. Election of three Directors
12. Election Results
13. New Business
14. Adjournment

Dated at Ottawa this 4th day of October 2016 by Order of the Board of Directors.

Sincerely,



Julie Klotz  
CCI Eastern Ontario Chapter

## VACANCIES ON THE BOARD OF DIRECTORS

This year the Board of Directors will be seeking individuals to fill three (3) three-year term vacancies on the Board.

The Board of Directors consists of nine to eleven members and is currently comprise of the following:

- Two members are lawyers
- Two members are engineers
- One member is a property manager
- One member is a condominium owner
- One member is an accountant
- One member is a real estate agent
- One member works with an Engineering firm

All professions are encouraged to seek a position on the Board. If you are interested in a position on the Board please contact the Eastern Ontario Chapter's office at [info@cci-easternontario.ca](mailto:info@cci-easternontario.ca) or 613-755-5145.

## INSTRUMENT OF PROXY

The undersigned member of the Canadian Condominium Institute – Eastern Ontario Chapter, hereby appoints

Check One

- the President of the CCI – Eastern Ontario Chapter, Nancy Houle (or in her Absence, the Vice President – Constance Hudak)
- \_\_\_\_\_

(Complete the name of the person who will attend and vote on your behalf)

as proxy of the undersigned, with power of substitution to attend, vote and act for and on behalf of the undersigned at the Annual General Meeting of members of the Canadian Condominium Institute – Eastern Ontario Chapter, to be held on the 19<sup>th</sup> day of October 2016, including all adjournments thereof, in respect of all matters which may become before the meeting in the same manner as the undersigned could do if personally present there at, the undersigned hereby agreeing to ratify all which such proxy holder may lawfully do by virtue thereof.

The undersigned hereby revokes all proxies given.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Signature of Member \*

\_\_\_\_\_  
Company Name or Corporation  
(Please print name)

\* If this Proxy is not signed by a Corporate Director, a resolution of the Corporation's Board of Directors authorizing the Proxy signatory to sign must accompany this Proxy.

Note: Each member has the right to appoint a person to represent him or her at the meeting other than the President of the Local Chapter. Such right may be exercised by inserting the name of the specific person into the blank space next to the second check box above.

Please fax to: 613-755-4086 or return by mail to the address shown above, no later than Thursday, October 18, 2016.

**LIST OF CANDIDATES  
CCI-EASTERN ONTARIO CHAPTER  
2016-17**

Constance Hudak  
Rodrigue Escayola  
Christopher Lyons  
Stephanie Robinson  
Yves La Rose  
Kimberly Renwick  
Nadia Freeman  
Yawar Khan  
Richard Elia

**NOMINATIONS TO THE CCI- EASTERN ONTARIO CHAPTER'S  
BOARD OF DIRECTORS**

The 2015-16 Board of Directors term of office expires October 19, 2016. There are three (3) positions available for a three (3) year term. Written nominations for Candidates to sit on the CCI-Eastern Ontario Chapter's board of Directors will be accepted by the CCI-Eastern Ontario Chapter prior to October 18<sup>th</sup>, 2016 and may also be submitted at the Annual General Meeting on October 19<sup>th</sup>, 2016.

Please send all nomination forms to:

**CCI Eastern Ontario Chapter**  
PO Box 32001, 1386 Richmond Rd., Ottawa, ON, K2B 1A1  
Fax: 613-755-4086 or  
Email: [info@cci-easternontario.ca](mailto:info@cci-easternontario.ca)

**NOMINATION FORM**

Name of Nominee:		
Position:		
Address:		
City:	Prov:	Postal Code:
Telephone (Bus):	(Res):	
Nomination by:		Date:
Please provide a short biography of the nominee's involvement and experience in the condominium industry.		