

Canadian Condominium Institute-Annual General Meeting

NOTICE is hereby given that the Annual General Meeting of the **Canadian Condominium Institute** will be held virtually on the 24th day of November 2021 at 4:00pm Eastern.

Agenda

- 1.0 Call to Order
- 2.0 Introduction of Executive
- 3.0 Adoption of Previous Meeting Minutes, November 6, 2020
- 4.0 National Executive Board Report
- 5.0 Treasurer's Report
 - 5.1 Approval of the 2019-2020 Year End Audit
 - 5.2 Approval of the 2020-2021 Year End Audit
 - 5.3 Appointment of Auditors
- 6.0 Report of Nominations Committee
(as in the past, you will receive an email from Get Quorum with a link to your ballot for election of candidates put forward by the Nominations Committee)
- 7.0 Chapter Reports
- 8.0 New Business
 - 8.1 By-law Revisions
- 9.0 Adjournment

DATED at Toronto, Ontario this 3rd Day of November 2021.

By Order of the Executive Board



Jamie Herle
CCI National President

MINUTES of the **Annual General Meeting** of the **Canadian Condominium Institute** held electronically on November 6, 2020.

1.0 Call to Order - Welcome Delegates

The Chairman, Doug Forbes, called the meeting to order at 1:18 pm and welcomed everyone to our first virtual AGM and thanked them for attending.

Rachel Stevenson, from GetQuorum, the company hosting the virtual AGM, confirmed that that there are 100 members in attendance. This satisfies the requirement of 8 members for quorum.

2.0 Introduction of Executive

Doug introduced and thanked the Executive for their hard work and dedication over the past year, they are:

Chairman	Doug Forbes
President	Stephen Cassidy
Vice-President	Jamie Herle
Treasurer	Luu Ho
Members at Large	Andree Ball
	Jon Juffs
	Brian Shedden
	Phil Williams

3.0 Adoption of Minutes – Annual General Meeting 2019

Doug asked for a motion to waive the reading of the Minutes from the November 8, 2019, Annual General Meeting held in Toronto, ON.

**01-11/06/2020 MOVED BY JON JUFFS, AND SECONDED BY SONJA HODIS, TO WAIVE
THE READING OF THE 2019 ANNUAL GENERAL MEETING MINUTES.
CARRIED**

Doug asked if there were any errors or omissions to the 2019 Annual General Meeting Minutes. There were none raised.

**02-11/06/2020 MOVED BY BOB GIRARD, AND SECONDED BY DONNA SINGBEIL, TO
APPROVE THE 2019 ANNUAL GENERAL MEETING MINUTES AS
PRESENTED.
CARRIED**

President's Report

Stephen Cassady noted that one year ago today, we hosted a 2-hour presentation on funding a marketing and business plan that would look at all aspects of our organization, presented by Relevance Collective and the National Executive. This was the introduction of the largest CCI project to date, both by cost and by the number of volunteer hours. The next 5 months, we secured the necessary funding from the chapters to take this initiative. As well, working through the National Marketing Committee and in collaboration with National Council and the Chapters directly, we worked and tailored the expected focus and deliverables of the project.

During the summer and fall, CCI provided more than 1,000 volunteer hours, in working with Relevance Collective, in generating the work and feedback required to produce a plan of this magnitude. Yesterday, we introduced the final report of Relevance Collective.

Moving forward, we have a commitment to review, evaluate, and test the suggestions within the report, and see which are appropriate, and which are valuable, in moving this organization successfully for the next 35 years! We expect this next phase to take up to two years and have already moved to create a committee to focus on completing this review, and one that looks to make their first report to the organization in 6 months.

It has been a huge endeavor, requiring support throughout our organization, and I thank everyone for their time, massive amount of time now and moving forward to complete this. COVID-19 has had, as it has everywhere, a major impact on our organization. The first mention and discussion of the virus was at our National Executive was March 18th, and to highlight how rapid of an impact the virus had on CCI, we also on that date cancelled our Spring National Leader's Forum. Our chapters immediately responded to the needs of Condominium and Strata, producing what seems almost instantaneously and in such breadth, a vast sum of information, material, resources, and networking for and from owners, boards, industry participants and government. From updates safety suggestions to video and webinars, to liaison and lobbying with government all to help protect and make safe those that live, and make a living, from condominium.

From Coast to Coast, our volunteers and membership worked at break-neck speeds to keep up with the ever-changing information and situation here in Canada. It was not easy, and burn-out existed, but the resilience of our volunteers to step up and help our national community, even with their own local, work and family needs has been, and continues to be, phenomenal.

It has now been long enough that COVID-19, then and still does, impact our revenue and our membership numbers. It is expected, and it is ok. It will come back, and it will be new in programs and delivery in how we generate this return. Within this new environment, as we canceled across Canada in-person meetings, training, and networking, we also found new legs. We found our footing, and quite rapidly, in delivering and engaging and educating through virtual meetings and sessions.

Our National Webinars have been wildly successful, with registrations for two events surpassing 400 and 900 attendees. This week, we are having our very first 100% virtual National Leader's Forum, and now our first 100% virtual AGM. We have implemented ways to cope with distance, and collaboration, and sharing when being in-person is not feasible. We

will climb back as everything settles, and we will climb back in new, innovative ways, that will continue to engage our members, the industry, and government.

In Comparison to Those Items, the Rest Seems Less Important, but indeed, even with those two major events for the organization, there are other successes. We as an organization have:

- Continued to work on transparency and communication, collaboration, and inclusion in all parts of our National and Chapter organization.
- continued to review of the Funding Model and have completed the work of a Risk Management and Finance sub-committee to see if we need to tweak the formula
- we worked to make the name of the organization more reflective of this Country and have investigated and made inroads in bringing and registering alternative organization names that include Strata within them
- we have shared, focused, and made available between chapters the training on how to generate, produce, circulate webinars, online conventions, and remote training
- we have worked with commercial third parties, in this case, Canadian Tire, to look at expanding our footprint in the market, and to collaborate with them in
- we have completed the first year of operation of Resource Centre which was formally rolled out at the last Fall NLF, and it has been highly successful in moving us forward in digital collection, and amazingly timely in collecting and sharing materials related to COVID-19
- we continue with the Government Relations Committee, and the super successful Government Roundtable Calls, which continue to grow in participants, generating great value and reach for government bodies involved
- we were invited, and we participate, with the Insurance Bureau of Canada, on their National Commercial Task Force, giving input and helping direct the National conversation around insurance
- we updated travel and Harassment Policies
- we continue to update and modernize our Bylaws, to come into compliance with National legislative changes, and changes to the nature of our organization
- the Certification Committee has completed the review of introducing a new designation and is proud to introduce to the organization the LCCI
- we continue to meet the regular reporting and needs of a non-profit organization

Stephen noted he was humbled by the amount of challenge that has existed in just these last 12 months, and the phenomenal, unmatched, and universal response of our organization and you, our volunteers, in providing your time and energy and focus in moving this organization forward, and most importantly, responding to the health and welfare of our nation, and the people we interact with on a daily basis.

5.0 Financial Report

The Treasurer, Luu Ho, reviewed the June 30, 2020, year-end Review noting it has been a pleasure working with the Executive over the past year. Luu also noted that due to issues with the Auditor, the final Audited report has yet to be received. The draft report included in the package was approved by the Executive at their last meeting in October. Once received, the final report will be submitted to the membership for final approval next year.

The organization ended the year within budget and with a surplus of \$59,986. Total revenue for the 2019-2020 fiscal year-end was \$439,504 with total expenses of \$379,518. Luu noted that as per the organizations policy, the reserve fund will increase to \$79,000 upon the final audit. Luu also noted that once the final audit was received, that Chapter rebates would be processed.

5.1 Motion to accept the 2019-2020 Year-End Draft Audit

03-11/06/2020 **MOVED BY JON JUFFS, AND SECONDED BY BILL THOMPSON, TO APPROVE THE JUNE 30, 2020, DRAFT YEAR END AUDIT AS PREPARED BY BDCA.**

CARRIED

5.2 Motion to appoint BDCA Chartered Accountants as Auditors for 2021.

04-11/06/2020 **MOVED BY BOB GIRARD, AND SECONDED BY ARMAND CONANT, TO APPOINT BDCA CHARTERED ACCOUNTANTS AS AUDITORS FOR 2021.**

CARRIED

5.3 Motion to approve the actions of the Executive for 2019-2020.

Doug asked for a motion that the resolutions, minutes, contracts, appointments, payments, acts and proceedings of the Executive and Officials of the Canadian Condominium Institute up to the present time, be hereby ratified and approved, and said Directors and Officials be released from all liability herein.

05-11/06/2020 **MOVED BY JEFF STRUEWING, AND SECONDED BY DONNA SINGBEIL, TO APPROVE THE ACTIONS OF THE EXECUTIVE FOR THE 2019-2020 FISCAL YEAR.**

CARRIED

6.0 Report of Nominating Committee

Doug noted that nominations for Board closed August 15, 2020. A list of nominations received were sent to members on October 15, 2020. Members were asked to review the candidates that have put their names forward seeking election.

The following positions were available for election, the Vice-President, Treasurer and two (2) Director-at-large positions. After the tabulation of votes by the members, your 2020-2021 Executive Board is:

Chairman:	Stephen Cassady – <i>Line of Succession</i>
President:	Jamie Herle – <i>Line of Succession</i>
Vice-President:	Andree Ball – <i>Elected</i>
Secretary/Treasurer:	Luu Ho – <i>Elected</i>
Directors-at-Large:	Jon Juffs – <i>Incumbent</i>
	Maria Finoro – <i>Elected</i>
	Patricia Elia – <i>Elected</i>
	Devon Cassidy - <i>Appointed</i>

06-11/06/2020

MOVED BY BOB GIRARD, AND SECONDED BY MICHAEL CLIFTON, TO APPROVE THE 2020-2021 EXECUTIVE SLATE AS PRESENTED.

CARRIED

7.0 **Chapter Reports**

Doug noted that all CCI Chapters provided written reports on their activities over the past year, which were included in the AGM package for members' review.

8.0 **By-Law Revisions**

Doug noted the Governance Committee has put forward recommendations to the Executive for revisions to the CCI-N By-Laws 2015 version. The Executive approved these revisions on October 5, 2020. The revisions were presented to the membership during the National Leaders' Forum yesterday at 1:30 during the By-Law Update session hosted by Doug Shanks and Nancy Houle. Doug asked with there were any further comments, questions, or concerns with the proposed changes, with none, Doug called for a motion to approve the changes to the 2015 CCI-N By-Laws as presented.

07-11/06/2020

MOVED BY DOUG SHANKS, AND SECONDED BY PETER HARRIS, TO APPROVE THE CANADIAN CONDOMINIUM INSTITUTE BY-LAW CHANGES AS PRESENTED.

CARRIED

9.0 **New Business**

There was no new business brought before the membership.

10.0 **Adjournment**

With no further business to come before the members, Bob Girard made a motion to adjourn the meeting.

**CANADIAN CONDOMINIUM INSTITUTE – NATIONAL
2020 BY-LAW AND 2021 RECOMMENDATIONS**

The sections that are proposed to change between the 2020 and 2021 by-laws are shown side-by-side; proposed changes for 2021 are **bolded**, and a rationale for all changes is shown in the right-hand column. Changes due solely to renumbering are ignored.

Orig. No.	2020 By-law	Rev. No.	2021 By-law Recommendation	Rationale/Comments
Classes of Membership		Classes of Membership		
National Council		National Council		
40	The National Council shall meet at least twice in each year to receive the report of the Executive Board and conduct such other business as may properly come before it. The National Council shall elect a chair annually from one of its number to hold office until the earlier of his resignation, removal, death or the date that he should cease to be a Chapter voting representative.	40	The National Council shall meet at least twice each fiscal period to review the minutes and reports of the Executive Board and Committees. The National Council shall also conduct such other business as may properly come before it. The National Council will elect a chair two co-chairs annually from one of its number to hold office until the earlier of his their resignation, removal, death, or the date that he should they cease to be a Chapter voting representative. The co-chairs will be elected at the first meeting of National Council following each National AGM.	Increases the oversight responsibility of National Council and provides for co-chairs to share the workload.
Membership of the Executive Board		Membership of the Executive Board		
49	The Chairperson shall, when present, preside at all meetings of the Executive Board and (when requested by the National Council) the National Council, and at all general meetings of the Corporation.	49	The Chairperson shall, when present, preside at all meetings of the Executive Board and (when requested by the National Council) the National Council, and at all general meetings of the Corporation. The Chairperson shall also sit on the National Council in a non-voting, non-chair, capacity.	Clarifies the role of the Chairperson on National Council.
51	There shall be a Nominating Committee created each year consisting of two (2) representatives from National Council, two (2) representatives from the Executive Board and two (2) representatives of the Supercommittee. The representatives from National Council, the Executive Board and the Supercommittee shall be members of, and appointed directly by, the National Council, the Executive Board and the Supercommittee, respectively. The persons from National Council, Executive Board and Supercommittee shall all be different persons, so that there are six (6) persons on the Nominating committee. The Nominating Committee shall nominate candidates from which the members shall vote for members to serve on the Executive Board, for those terms which are set to expire in the year in which the election is to be held. In preparing its nominations, the Nominating Committee shall use its best efforts to ensure that each member of the Executive Board represents a different Region designated by the National Council under Section 50 above and shall have regard to any member of the Corporation who has, between June 1 and August 1, submitted a request to be	51	(a) There shall be a Nominating Committee of 5 persons created each year consisting of the National Chairperson, two (2) representatives from National Council, two (2) representatives from the Executive Board and two (2) representatives of the Supercommittee. The representatives from National Council, the Executive Board and the Supercommittee shall be members of, and appointed directly by, the National Council, the Executive Board and the Supercommittee, respectively. The persons from National Council, Executive Board and Supercommittee shall all be different persons, so that there are six (6) persons on the Nominating committee. Members of the Nominating Committee will be appointed directly by the bodies they represent, respectively. (b) The Nominating Committee shall nominate candidates from which the members shall vote for members to serve on the Executive Board, for those terms which are set to expire in the year in which the election is to be held. (c) In preparing its nominations, the Nominating Committee shall use its best efforts to ensure that each member of	Streamlines the wording of the section by eliminating excess verbiage and, by breaking it into sections, makes it easier to read and understand.

Orig. No.	2020 By-law	Rev. No.	2021 By-law Recommendation	Rationale/Comments
	nominated by the Nominating Committee for election in that calendar year.		<p>the Executive Board represents a different Region designated by the National Council under Section 50 above and shall have regard to any member of the Corporation who has, between June 1 and August 1, submitted a request to be nominated to the Nominating Committee for election in that calendar year.</p> <p>(d) In preparing its nominations, the Nominating Committee shall use its best efforts to ensure that the Executive Board, both returning and those nominated by the committee, includes representation from all Regions designated by the National Council under Section 50 above. In doing so, the Nominating Committee may present a slate, or a list of preferred candidates, to the electorate that reflect these best efforts.</p>	

Executive Board approved – 08/18/2021