

CONDOMINIUM AUTHORITY TRIBUNAL

DATE: February 5, 2024

CASE: 2023-00578R

Citation: Andersen v. Ottawa-Carleton Condominium Corporation No. 613, 2024 ONCAT 14

Order under section 1.47 of the *Condominium Act, 1998*.

Member: Anne Gottlieb, Member

The Applicant,

George Andersen

Self Represented

The Respondent,

Ottawa-Carleton Condominium Corporation No. 613

Eric Kirsipuu, Agent

CONSENT ORDER

- [1] This application was brought before the Condominium Authority Tribunal (“the CAT”) regarding a Request for Records made by the Applicant, Mr. Andersen, on September 17, 2023. Some of the records requested were provided to Mr. Andersen by the Respondent, Ottawa-Carleton Condominium Corporation No. 613 (“OCCC No. 613”).
- [2] During Stage 2 - Mediation (“Stage 2”) the Parties agreed to resolve this case on the terms and conditions set out in this consent order. Mr. Andersen waived any order for fees or penalty.
- [3] Under Rule 34.3 of the CAT’s Rules of Practice, the CAT can close a case in Stage 2 - Mediation if the Parties agree to the CAT making a consent order that resolves the dispute.

ORDER

- [4] The Tribunal makes the following order:
1. Within 30 days of the date of this order, the board of directors of OCCC No. 613 will convene a board of directors meeting to review the draft minutes of

prior board meetings which were provided to Mr. Andersen, during Stage 2 of this case including:

- i. November 5, 2022; November 27, 2022; November 30, 2022; December 4, 2022; December 12, 2022; December 18, 2022; March 11, 2023; May 9, 2023; August 11, 2023.
2. Where appropriate, the draft minutes of these meetings will be amended to reflect the names of those in attendance at each board meeting, and the name of the minute taker and any decision taken by the board.
3. When the board of directors approve the board meeting minutes of these meetings, those minutes are to note the date when the minutes received approval, and the names of the board members in attendance.
4. Copies of these approved minutes are to be provided to Mr. Andersen, no later than 10 additional days after the date of the board meeting convened for the purpose of reviewing and approving the minutes. A copy of the draft minutes of the meeting convened to review and approve the minutes of the meetings listed above, shall also be provided to Mr. Andersen, within 10 days of the date of the convened board meeting.
5. On a going forward basis OCCC No. 613 undertakes to keep proper minutes of board meetings and approve such minutes in a timely fashion, and preferably at the next board of directors meeting convened. The purpose of minutes is to document the business transactions of the corporation and to show how the corporation is controlled and administered.

[5] There is no order respecting any fees or penalty with respect to this application.

[6] This case is closed in Stage 2- Mediation under Rule 34.3 of the CAT's Rules of Practice.

Anne Gottlieb
Member, Condominium Authority Tribunal

Released on: February 5, 2024