



**TO THE OWNERS/MORTGAGEES OF  
METRO TORONTO CONDOMINIUM CORPORATION NO. 854**

The following documents are submitted for your consideration at the Annual General Meeting to be held on WEDNESDAY, JUNE 17<sup>TH</sup>, 2009 at the Trinity Community Recreation Centre, located at 155 Crawford Street, Toronto, Ontario commencing with registration at 6:30 p.m.

1. Official Notice of the Annual General Meeting
2. An Agenda of Matters to be considered at the Meeting
3. Minutes of Owners Meeting held April 30<sup>th</sup>, 2008
4. Information Circular
5. Audited Financial Statements dated December 31<sup>st</sup>, 2008
6. Proxy

In addition to the regular business, the Corporation is actively seeking (3) Directors, as described in the Information Circular.

We urge you to attend this very important meeting or ensure that your proxy has been completed and returned to the person whom you appoint to represent you.

If you are unable to attend, please complete the proxy form attached and give to a Board Member or anyone whom you wish to represent you at the Annual General Meeting or drop it into the Office at located in the underground garage, fax it to the attention of Janine Wallace-Rivard at 416-281-5035 or e-mail it to [Wallace.rivard@sympatico.ca](mailto:Wallace.rivard@sympatico.ca).

Please refer to the Information Circular attached, regarding the appointment and revocation of proxies.

We look forward to seeing you at the Annual General Meeting.

Yours truly,

Acting as Agents for and on behalf of  
METRO TORONTO CONDOMINIUM CORPORATION NO. 854

Janine Wallace-Rivard, R.C.M.  
Property Manager.  
May 26, 2009

**METRO TORONTO CONDOMINIUM CORPORATION NO. 854**

**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the ANNUAL GENERAL MEETING of Owners/Mortgagees of METRO TORONTO CONDOMINIUM CORPORATION NO. 854 will be held on WEDNESDAY, JUNE 17<sup>TH</sup>, 2009, located at the Trinity Community Recreation Centre, 155 Crawford Street, Toronto, Ontario.

**REGISTRATION TO COMMENCE AT 6:30 P.M.  
TO PERMIT OPENING OF THE MEETING AT 7:00 P.M.**

In accordance with Section 28(2) of the Condominium Act 1998, the Corporation has received notification from the following persons of their intention to be a candidate in the election:

1. MaryAnne Howse
2. Juliet Atha
3. Jenny Courlas

By Order of the Board of Directors for  
METRO TORONTO CONDOMINIUM CORPORATION NO. 854

**METRO TORONTO CONDOMINIUM CORPORATION NO. 854**

**ANNUAL GENERAL MEETING**

**WEDNESDAY, JUNE 17<sup>TH</sup>, 2009**

**A G E N D A**

1. CALL TO ORDER
2. PROOF OF NOTICE
3. CALL FOR SCRUTINEERS
4. APPROVAL OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING DATED APRIL 30<sup>TH</sup>, 2008.
5. DISCUSSION OF AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup>, 2008.
6. APPOINTMENT OF WALSH & COMPANY AS AUDITORS.
7. ELECTION OF DIRECTORS
  - 2 Positions for 3 Years
  - 1 Completion of a 3 year term ending in 2010
8. PRESENTATION OF PROSED DECLARATION AMENDMENT TO ENSURE THAT PARKING SPACES ARE ONLY OWNED BY OWNERS OF THE CONDOMINIUM CORPORATION.
9. RATIFICATION OF NEW BY-LAWS:
  - BY-LAW #7 – REPLACING 1,3,4 AND 5
  - BY-LAW #8 – INSURANCE DEDUCTIBLES
  - BY-LAW #9 – MEDIATION & ARBITRATION
  - BY-LAW #10 – STANDARD UNIT
10. REPORT FROM THE BOARD OF DIRECTORS
11. RESULTS OF ELECTION
12. ANY OTHER BUSINESS
13. TERMINATION

## INFORMATION CIRCULAR FOR UNIT OWNERS AND MORTGAGEES EXERCISING UNIT OWNERS' VOTE

1. The quorum for transaction of business at a meeting of owners is 25% of the owners present by person or by proxy.
2. Each member has the right to appoint a person to represent him/her at the meeting if he/she is unable or unwilling to attend. Such right may be exercised by inserting in the blank space provided on the proxy form, the name of such person to be appointed who need not be a member or mortgagee of the Corporation.
3. The proxy confers authority for the named person to vote in respect of matters listed on the agenda, to any amendments or variation of matters, or any other matters, which may properly come before the meeting. Should you wish to use your proxy for the election you must state your choice of candidates.
4. Please sign exactly as your name appears in the notice and date the proxy. Proxies with the most current date will be accepted upon registration at the meeting.
5. The instrument of proxy must be handed in at the registration table, prior to the meeting, before any vote is cast under its authority. It is important that the name, signature and unit number of the owner, as well as the proper name of the proxy holder, be completed on the form. Proxies that are incomplete and/or improperly completed may be deemed void at time of registration.
6. Any member wishing to vote at the meeting, who may have provided a proxy to another individual, must make this known at the time of registration.
7. Voting at meetings will be by ballot unless deemed otherwise and appropriate at said meeting. Each unit shall have only one (1) vote.
8. Joint owners must cast only one (1) vote; otherwise the vote of the unit will not be counted. If a member is a Corporation, the proxy must be executed under its Corporation seal or by an officer or attorney thereof, duly authorized.
9. Members, who are in arrears of payments of common expenses or special levies for more than thirty (30) days, will not be permitted to vote and shall not be counted towards the quorum. **If an owner chooses to pay at the Meeting, only money orders or certified cheques will be accepted.**
10. Mortgagees who are entitled to exercise the vote of the unit owner may also vote by proxy; unit owners who mortgages are exercising the unit owner's vote, may not vote themselves. In order for the mortgagee to exercise the vote, it must have this right given to it in the mortgage documentation and it must notify the Corporation and the owner of its intention to exercise the vote, at least four (4) days before the date of the meeting.
11. Tenants of units, whether under an Agreement of Purchase and Sale or otherwise, may vote only if they hold a valid proxy.
12. At said Annual General Meeting (3) Board positions are available, in accordance with the Condominium Act requirements as follows:
  - 2 Positions for a 3 year term
  - 1 Completion of a 3 year term ending in 2010.In accordance with Section 28(3) of the Condominium Act 1998, we wish to inform you that the position of "owner occupied" unit owner is presently held by Juliet Atha. "Owner-Occupied" means that the owner has not leased the unit within 60 days before notice is given for this meeting. 51(5). Terms will be based on the number of votes cast. The candidate who obtains the most number of votes will take the longest term, followed by the next candidate etc. In the event of a tie, candidates will choose the length of term, amongst themselves.
13. Proxy holders, owners and/or mortgages only, are permitted to attend the meeting. Visitors and/or spectators are not permitted to attend this meeting.
14. Members wishing to inspect the records of the Corporation may make an appointment for inspection, in writing, during reasonable business hours, at the offices of the Corporation and/or their Agent.
15. Any member wishing to be nominated for the Board of Directors is asked to forward a brief resume to the Management Company that will be distributed to all members attending the meeting.

**PROXY FOR GENERAL MATTERS AND BALLOT FOR THE ELECTION  
OF DIRECTORS**

(under subsection 52(6) of the Condominium Act, 1998)

ANNUAL GENERAL MEETING – JUNE 17<sup>TH</sup>, 2009

**TO: Metro Toronto Condominium Corporation No. 854**

1. I am (We are) the registered owner(s) or authorized to act on behalf of the registered owner(s) or the mortgagee(s), or authorized to act on behalf of the mortgagee(s) of: T.H. #. \_\_\_\_\_, located at \_\_\_\_\_, Ontario.
2. I (We) appoint the President, or failing him or her \_\_\_\_\_ if present, to be proxy (known as the "Proxy") and to attend and vote on my (our) behalf at the meeting of owners to be held on the \_\_\_\_ day of \_\_\_\_\_ and at any adjournment of the meeting (known as the "meeting").
3. The Proxy may vote on my (our) behalf in respect of all matters that may come before the Meeting, subject to the instructions set out below, as I (we) could do if personally present at the meeting.
4. I (We) instruct the Proxy to nominate, if necessary and to vote for the candidates named below and in the order set out below. The candidates are or may be candidates for those positions on the Board of Directors for which all owners may vote at the meeting.

**CANDIDATES FOR POSITIONS ON THE BOARD FOR WHICH ALL OWNERS MAY VOTE**  
**(Please ensure that you fill in the names of your candidates below or this proxy will be invalid)**

- |                             |                             |
|-----------------------------|-----------------------------|
| 1. _____<br>Candidates Name | 2. _____<br>Candidates Name |
| 3. _____<br>Candidates Name | 4. _____<br>Candidates Name |

*Note: **Print the name of any individual whom you wish to elect to the Board of Directors.** Your ballot will be counted 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 ballot will be counted in the order set out above up to the number of positions that are available and only those that are candidates. .*

4. I (We) revoke all proxies previously given.

Dated this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ am/pm (circle whichever is applicable: am/pm)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

PROVINCE OF ONTARIO )

IN THE MATTER OF THE  
ANNUAL GENERAL MEETING OF  
THE MEMBERS OF METRO TORONTO  
CONDOMINIUM CORPORATION 854

JUDICIAL DISTRICT OF )

YORK REGION )

\_\_\_\_\_  
("The corporation") to be held on  
the 17<sup>TH</sup> DAY OF JUNE, 2009

TO WIT )

I, \_\_\_\_\_, of the city of \_\_\_\_\_ in the Province of Ontario,

**DO SOLEMNLY DECLARE THAT:**

1. A copy of the Proof of Notice of Annual General Meeting of Members of the Corporation together with all relevant documentation, were hand delivered or sent by pre-paid post on the \_\_\_ day of May, 2009, to each member of the Corporation entitled to such notice, addressed to each member at his, her or their suite, or the address as shown on the record of owners of the Corporation, and such of the mortgagees that have given notice to the Corporation as required by Section 47 of the Condominium Act, 1998 as amended.

\_\_\_\_\_  
Condominium Manager

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date