

200 Rideau Condominium Guide



**LIVING AT 200 RIDEAU STREET
RULES, POLICIES AND INFORMATION**

IMPORTANT TELEPHONE AND CONTACT INFORMATION

200 Rideau FRONT DESK/SECURITY 613-241-4440

REID PROPERTY MANAGEMENT	613-738-4646
Property Manager – Mike Fraser	Extension 6
24-HOUR EMERGENCY SERVICE	613-234-4449
Building Superintendent	7 AM-3 PM Mon-Fri leave a message at front desk or 613 241 4440
EMERGENCY	911
Ambulance	911
Children’s Hospital	613-737-2328
Distress Centre	613-238-3311
Fire	911
Information, City of Ottawa	311
Loose Dog Problem	311
Parking (By-Law enforcement)	311
Poison	613-737-1100
Police non-emergency	613-236-1222
Water overflow or stoppage	613-241-4440

EMAILS

Property Manager: mfraser@reidmanagement.com

Board of Directors: board200rideau@gmail.com

FOREWORD

A Successful Condominium Community

The success of a condo largely depends on the level of civility and cooperation of its residents. Residents' civility is commonly considered an asset to a condo and can raise its market value. Indeed, potential owners and renters often seek out condos where residents are reputed or observed to be "nice," polite, and "well behaved."

In general, owners and residents should:

- respect the right of other residents of their condominium building to live in a quiet and peaceful environment
- maintain their exclusive-use common elements in good order
- do their part in keeping the building and grounds clean and in good working order; in practical terms, this means that residents should not litter and take immediate personal action to clean up any accidental spills or litter they, their guests/visitors or their pets cause in corridors or elevators or amenities areas
- not use their balconies as storage or smoking areas
- be water and energy conservation conscious
- recycle and participate in compost programs offered
- treat staff with respect
- cooperate with management's reasonable requests including those conveyed by updates from the Property Manager (e.g. health and safety).
- attend the Condominium's AGMs and do so in a civil way even when disagreements arise. Regular attendance at AGMs is not only functional for the Condo itself but it is in the best interest of owners. Indeed, where else can owners learn what is going on in their condo (which is perhaps their biggest investment)?
- Provide completed proxy forms when not able to attend AGMs in person (or virtually)
- elect conscientious directors to the Board
- consider taking a turn as an informed Board member with a view of helping your community

We appreciate that maximum enjoyment of our 200 Rideau ownership and residency comes from awareness of our responsibilities, rights, and privileges, and from considerate engagement with and treatment of our fellow individual owners and residents as well as the collective owners - Condominium Corporation. To enable our awareness and in keeping with The Condominium Act (Act: 71.1) direction to prepare it, this Guide sets out:

- (a) information for purchasers of units; and

(b) information about the rights and obligations of owners, occupiers of units and the Board in the 200 Rideau Condominium Corporation.

This Guide tries to balance ease of finding and reading the relevant information, about the laws and rules that constrain our individual freedom of action in one accessible place. In addition to the principal laws (Act:xx), Ottawa City bylaws (OBL), Condominium bylaws (BL), rules (R) both from the Declaration (D:XX) and subsequent issues, it includes operating and maintenance procedures and good-neighbour hints that apply to the residential units of 200 Rideau, Ottawa, Ontario.

All laws, bylaws and rules herein copy or restate or amplify those in the original documents received upon purchase of a 200 Rideau residential unit or subsequently issued formally through the Management Company. It contains no additions or changes to the Declaration or Rules requiring approval or notification. Links to the official documents are provided where they are available online to users of this Guide.

The organization of this document is intended to permit separation into sections that pertain to specific users when they need or want to refer to it.

This update reflects the changes to our Parcel Delivery procedure, policy for Bikes on Elevator 3, Amenity hours of operation, availability of Online Forms and Booking Services through our website, and clarification on Lobby use,

All previous Guides, on paper or electronic media, are hereby repealed and replaced with those in this Guide dated 2023-05-10, as shown in watermark on each page.

An electronic copy of this Guide is available to read or download from the 200rideau.com website. The original copy of this Guide is electronically stored with our Management Company. Upon request, an electronic copy of this guide will be provided without charge. A written copy is also available upon request at a charge.

An electronic Residents' Welcome Booklet containing an abridged copy of the rules is available from the Management Company directly or by leaving your request with your email at the Front Desk. This Booklet may be of particular interest to renters.

200 Rideau Board of Directors
Board200rideau@gmail.com

Table of Contents

IMPORTANT TELEPHONE AND CONTACT INFORMATION.....	i
FOREWORD.....	ii
1 200 RIDEAU RESIDENTIAL UNITS' GENERAL INFORMATION.....	1
1.1 Board of Directors (Act: 27-41).....	1
1.2 The Management Company (Act).....	1
1.3 The Staff.....	2
1.4 The Committees.....	2
2 Authoritative Documentation.....	2
2.1 The Act.....	2
2.2 By-laws (Act: 56).....	3
2.3 The Declaration.....	3
2.4 Rules and Regulations (Act: 58).....	4
2.5 Annual General Meetings (Act: 45).....	4
3 Finance - Obligations of the Corporation and Owners.....	5
3.1 Budget.....	5
3.2 Reserve Fund (Act: 93).....	5
3.3 Insurance (Act: 99).....	5
3.4 Condominium Fees (Act: 84).....	6
4 200 Rideau Rules and Procedures (Act: 58).....	6
4.1 Residential Unit Rules and Regulations.....	6
4.1.1 Single Family Dwelling (D: 3.1).....	6
4.1.2 Unit Access (Act: 19).....	6
4.1.3 Open House Showings.....	7
4.1.4 Keys & Fobs for Units, Common Area and Mail Boxes (D: 3.2.4).....	7
4.1.5 Unit Owner's Liability for Repair and Maintenance.....	8
4.1.6 Corporation Intervention to Repair.....	8
4.1.7 Approvals for Residential-Unit Modification, Alteration or Addition (D: 3.1).....	8
4.1.8 Fire Prevention, Smoke and Fire Detection and Alarms.....	9
4.1.9 Heat, Air Conditioning and Plumbing.....	9
4.1.10 Pets – (Service Animals are not Pets) (R: August 13, 2014).....	10
4.1.11 Service Animals (ON Regulation: 07429).....	11
4.1.12 In-unit Laundry Facilities Policy.....	11

4.1.13 Balconies.....	11
4.1.14 Bicycle Policy.....	12
4.1.15 Parcel Drop-off at Front Desk and Deliveries.....	12
4.1.16 Unit Break-Ins.....	13
4.2 Occupation of Unit by Non-owners.....	13
4.2.1 Responsibility for Occupiers (Act:119).....	13
4.2.2 Notifying the Corporation of Lease (Act: 83(1)).....	13
4.2.3 Obligations of Tenants - Lessee Obligations.....	13
4.2.4 Tenant Liability for Common Expenses (Act: 87).....	13
4.3 Storage Units – Lockers (D: 3.3.2).....	13
4.4 Parking Units (D: 3.3.1, 5.1).....	14
4.4.1 Privately Owned.....	14
4.4.2 Parking Unit Boundaries.....	14
4.4.3 Ticketing of Illegally Parked.....	14
4.4.4 Rental of Parking Units (D: 3.4).....	14
4.4.5 Use of Parking Unit as Service Area.....	14
4.4.6 Trailer Parking.....	14
4.4.7 Damage to Parking Units.....	14
4.4.8 Parking Unit (Garage) Sales.....	15
4.5 Moving Goods, Furniture and Appliances (D: 19).....	15
4.5.1 Reason to Regulate Moving.....	15
4.5.2 Moving Hours.....	15
4.5.4 Elevator on Service.....	15
4.5.5 Loading Bay Parking.....	15
4.5.6 Removal of Containers.....	16
4.6 Noise and Disturbance (Act: 117).....	16
4.6.1 Definition.....	16
4.6.2 Quiet Hours (OBL).....	16
4.6.3 Complaint Procedure.....	16
4.6.4 Probation Oversight.....	16
4.7 Common Elements Rules and Regulations.....	17
4.7.1 Trespass on Common Elements.....	17
4.7.2 Common Elements Usage.....	17
4.7.3 Smoke Free Ontario (Smoke Free Ontario Law 2017).....	17

4.7.4 Obstruction of Common Elements.....	17
4.7.5 Fire Extinguishment, Control or Confinement.....	17
4.7.6 Emergency Stairwells.....	18
4.7.7 Assistance in Emergencies.....	18
4.7.7.1 Defibrillator Installed in Lobby.....	18
4.7.8 Elevator Use.....	18
4.7.9 Common Elements Maintenance.....	18
4.7.10 Snow Removal.....	18
4.7.11 Garbage Disposal.....	19
5 Common Amenities Facilities Rules and Procedures.....	19
5.1 Swimming Pool.....	19
5.2 Sauna.....	20
5.3 Lounge (Party Room) and BBQ Including Reservations.....	20
5.4 Media Room.....	21
5.5 Gyms.....	21
5.6 Visitor parking.....	21
5.7 Temporary Parking.....	21
5.8 Car Washing.....	22
5.9 Board Room.....	22
6 Not Allocated.....	23
7 Registrations and Applications at the Front Desk.....	24
7.1 Register Special Needs for Emergency/Fire Evacuation.....	24
7.2 Register Pet and Service Animal Ownership.....	24
7.3 Request Bicycle Storage Space or Renewal.....	24
7.4 Request Lounge Reservation.....	24
7.5 Media Room Usage Agreement.....	24
7.6 Request Replacement Fobs (proof of unit ownership or owner approval is essential).....	24
7.7 Service Elevator Agreement (for a Move or Furniture Delivery).....	24
7.8 Unit Occupant Information Update.....	24
7.9 Summary of Lease or Renewal (Form 5).....	24
7.10 Pre-Authorized Payment Agreement (Front Desk will pass to the Property Manager).....	24
7.11 Register a Complaint (for Noise, Smoke, Water Leaking, Bad Behaviour, other).....	24

1 200 RIDEAU RESIDENTIAL UNITS' GENERAL INFORMATION

Ontario provides general information about being an owner of an Ontario condominium at <https://www.ontario.ca/page/condo-owner-rights-and-responsibilities> 200 Rideau is a condominium - multi-storied residential building with individually owned residences and commonly owned shared elements. Access to the Condominium is controlled by locked doors that require common-element keys or fobs or remotes, and access to the residential units is controlled by lockable doors that require keys. Security is augmented with contracted security staff who provide limited concierge services to residents, such as parcel holding. Common elements' building maintenance oversight is provided by a live-in Superintendent.

1.1 Board of Directors (Act: 27-41)

Ontario law requires the owners to form a not-for-profit Condominium Corporation and elect a Board of Directors to manage and maintain the common elements.

The Board of Directors (known as the Board) of 200 Rideau is made up of five volunteer (unpaid) members who are elected at annual meetings of owners and serve their terms in office for three years. Assignment of elected members to the Board positions of President, Vice-President, Secretary, Treasurer, and General Manager is determined by the Board.

These elected directors are responsible for governing the Condominium. On behalf of owners, they are responsible for making all major decisions regarding the maintenance of buildings and grounds, and Condos finances, and must uphold and enforce the Condo Act, the declaration, by-laws, and rules. They may, from time to time, appoint or cause to be appointed voluntary assistants, committees, or other groups as needed to perform various duties. The Board may hire a Management Company to manage and maintain the common elements and coordinating services for our Community.

For an up-to-date list of our current Board and Committee members, refer to the appropriate annex of this Condominium Guide.

The Board holds regular monthly meetings with the Manager.

1.2 The Management Company (Act)

The Management Company is hired by the Board. As required by the Condominium Management Services Act 2015, the Company is a registered company certified in Ontario to provide condominium management services. The Managers use their experience and expertise in local Ottawa business operations, administration, and high-rise building operation and construction, so that the owners get full value for their money through efficient and responsive provision of services.

The Property Management firm arranges for essential services such as security, pool maintenance, elevating devices, power, heating and cooling, and water, and

arranges cleaning, repairing and landscaping of the common elements as well as snow removal. It also obtains advice on investment and commits reserve and operating funds as directed by the Board. In essence, the Management firm is a knowledgeable resource for the Condominium Board.

The current Property Management Firm for 200 Rideau Condominium Corporation is shown in the Important Telephone and Contact information at the front of this Guide.

1.3 The Staff

It is the Policy of the Board that the Property Management firm is the link between owners/residents and the Staff. 200 Rideau currently employs a full-time Superintendent and a daytime Security Supervisor. It also, from time to time, engages contractors. Security and common areas cleaning are contracted and are not members of the Staff.

1.4 The Committees

Committees are organized to provide essential assistance to the Board of Directors. The Committees consist of groups of community volunteers who have a desire to help their community grow and flourish as a pleasant and desirable living environment. Residents are encouraged to volunteer for the work of these committees and bring their ideas to the overall improvement of their communities. Typical committees in place are social, security, landscaping, and library.

2 Authoritative Documentation

2.1 The Act

Condominiums in Ontario are governed by the Condominium Act of Ontario RSO 1998 (The Act). Many minor changes were made to the content of The Act, bringing in new and extensive qualification, certification and registration measures for Directors, Boards and Managers of condominiums. It requires, among other things, that Ontario condominium directors' names be listed in a public database, that corporation records be accessible to owners, and that Condominium corporations collect and remit to the government an annual fee covering the expenses of the office of the Condominium Authority of Ontario (CAO). This legislation including all amendments, supersedes any information found in contradiction with this publication.

Some Informative Parts of the Act

- **Definition - 5(1) and (3)** A corporation created or continued under this Act is a corporation without share capital whose members are the owners. The Corporations Act does not apply to the corporation.
- **Duties of Corporation - 17(3)** The corporation has a duty to take all reasonable steps to ensure that the owners, the occupiers of units, the

lessees of the common elements and the agents and employees of the corporation comply with this Act, the declaration, the by-laws and the rules.

➤ **Right of Entry – 19(1)** Subject to subsection (2), on giving reasonable notice to an owner, the corporation or a person authorized by the corporation may, at any reasonable time, enter a unit of the owner in the corporation or a part of the common elements of which the owner has exclusive use to perform the objects and duties of the corporation or to exercise the powers of the corporation. Entry may be made without prior notice in the event of an emergency.

➤ **Certificate to Owners - 26.3** A corporation shall send to the owners, at least once every three months or at such other time periods as are prescribed, a certificate that is prepared in accordance with the regulations and that includes all other prescribed information relating to the corporation.

➤ **Standard of Care - 37** Every Director and Officer of a Condo Corporation shall exercise the powers and discharge the duties of their Office honestly and in good faith. Board members shall have no personal liability for an act done in good faith in the execution or intended execution of any of their powers or duties under the Act or the regulations.

2.2 By-laws (Act: 56)

By-laws cover:

- Corporation record keeping and provision
- Duties of the Corporation and responsibilities of unit owners
- Meetings of Owners
- Boards of Directors
- Election of directors, agents, officers, employees
- Banking arrangements and contracts
- Assessment and collection of common expenses
- Liability for Costs
- Management of the property

200 Rideau Condominium has one by-law, By-Law No 1, which should be read for information on any of the above subjects. An electronic copy of the By-Law No 1, is available upon request to Management.

2.3 The Declaration

For the operation of 200 Rideau, the Act and By Law are complemented by the condominium's Declaration and Rules. The Declaration is part of the agreement-to-purchase documentation for each unit owner and is contained in the legal papers along with the deed which are reviewed by a lawyer associated with

purchase and sale. An electronic copy of the Declaration is available upon request to Management.

Ottawa Carleton Standard Condominium Corporation (OCSCC) No. 803 was registered in November 2008 comprising of 249 units, one of which belongs to the Corporation and is identified for staff use. The Corporation does not own and operate the residential units in the building located at 200 Rideau Street, Ottawa, Ontario K1N 5Y1. The central area identified as the Amenity Area is jointly owned and administered with 234 Rideau Condominium Corporation, OCSCC No. 878.

Owner Legal Undertaking. A unit purchaser, in effect, buys into a legal undertaking to comply with the By Laws and each rule as set out in the Declaration, and indeed to enforce those rules for any occupant of their unit or invited by them to the common elements.

Service Items Belonging to the Unit. Each residential unit includes all pipes, wires, cables, conduit, ducts and mechanical and similar apparatus and appurtenant fixtures attached thereto, all of which provide a service or utility to that particular unit only.

2.4 Rules and Regulations (Act: 58)

The Board may make, amend or repeal rules under this section respecting the use of the units and the common elements or the assets, if any, of the corporation to:

- promote the safety, security or welfare of the owners and of the property and the assets, if any, of the corporation; or
- prevent unreasonable interference with the use and enjoyment of the units, the common elements or the assets, if any, of the Corporation.

2.5 Annual General Meetings (Act: 45)

The purpose of these meetings which are open to all unit owners is to approve the annual statement prepared by the auditor, appoint the auditor for the next fiscal year and to elect or re-elect the Board of Directors. All owners are urged to attend and participate in AGMs.

Owners who are unable to attend in person (or virtually) are encouraged to register their vote by proxy following the instructions provided in the AGM package, and deliver to the Property Manager. Notice of the Annual General Meeting, typically held in April, is sent out well in advance (a minimum of fifteen days).

Special meetings of the Corporation may be called at any time by the President, by any two Directors, by a petition signed by 15% of the owners or by any mortgagee holding mortgages on not less than 15% of the units. A quorum at a general meeting is achieved if 25% of the units are represented in person (or virtually) and /or by proxy.

3 Finance - Obligations of the Corporation and Owners

3.1 Budget

A Board approved budget is prepared annually. The 200 Rideau Corporation fiscal year runs from December through November. Copies of the budget and details of any resultant assessments for each unit (Condominium fees) are provided to owners before the start of the next condo-fee collection year. An audited financial statement is provided to owners prior to the Annual General Meeting.

SPECIAL BUDGETS and **ASSESSMENTS** may be made to cover deficits at the discretion of the Board. Owners are required to provide to the Corporation any such additional amounts as may be levied.

3.2 Reserve Fund (Act: 93)

A reserve fund is a fund set up by a Condominium Corporation in a special account for major repair and replacement of the corporation's common elements such as windows and structural elements of its building(s).

The Reserve Fund Study (RFS) (Act: 94), performed by Government of Ontario approved companies, analyzes the condition of building components and the current reserve fund income and expenses, and recommends an appropriate reserve fund contribution by owners to meet the upcoming major maintenance expenses for a 30-year period.

The Act requires that every Condominium Corporation have a Reserve Fund Study or Update completed every three years, and to fund the Reserve Account as recommended.

3.3 Insurance (Act: 99)

Building Coverage. 200 Rideau is insured on a standard all-risk condominium building policy on a replacement cost basis. This building policy protects unit owners for liability arising out of their interest in the common elements. This insurance does not include insurance for damage to improvements made to a unit or personal belongings including vehicles in privately owned spaces.

Unit Owner Responsibility for Deductible. Where an insurance claim against the Corporation's policy is made by a unit owner for loss or damage to non-common elements, within the unit, the claiming owner will be responsible for the deductible portion of the claim.

Unit Contents Insurance. Individual unit owners are responsible for insurance for their own units. The Condominium Corporation does not assume any liability for interior damages to a unit not covered under the Corporation's insurance policy, such as owner improvements.

3.4 Condominium Fees (Act: 84)

Condominium Fees are payable by either automatic bank withdrawal (Pre Authorized Payment - PAP) or post-dated cheques, mailed or delivered to the Property Manager.

All owners are responsible for paying their fees by the first day of every month. The Act Section 84 prohibits withholding payment for pending repairs or a dispute with the Corporation. Any withholding will lead to legal action including but not limited to the Corporation having a lien registered against a unit.

Condominium Authority of Ontario fees (beginning September 1, 2017) are collected by the Condominium Corporation and remitted to the Province twice annually each covering six months of CAO fees.

4 200 Rideau Rules and Procedures (Act: 58)

4.1 Residential Unit Rules and Regulations

The rules below are from the original declaration unless annotated. Sale and lease of units and their associated storage units and parking units is governed by the Act: 71 to 83.

4.1.1 Single Family Dwelling (D: 3.1)

All residential units shall be occupied only for the purpose of a single-family dwelling and for no other purpose. The declaration amplifies this limitation on owners as follows:

- **Residential Insurance Limitations.** No residential unit shall be occupied or used by anyone in such a manner as to result in the cancellation or threat of cancellation of any policy of insurance or the reduction in coverage thereunder.
- **Animals.** No animal, livestock or fowl other than a pet shall be kept or allowed in any residential unit. No breeding of pets for sale shall be carried out on, in or about any unit.
- **Signs and Advertising.** No sign, advertisement or notice of any type visible from the exterior of the unit, shall be inscribed, painted, fixed or displayed in any part of the unit.
- **Short-term Tenancy.** By legal definition of single-family residence, short term tenancies are prohibited. No unit shall be used as a hotel or boarding or lodging house, nor any transient use such as time sharing. A lease or tenancy shall be for an initial term of not less than six months and all tenancies for units shall be in writing. (amplification Condominium Rules: Respecting TENANCIES (Short Term Rentals) January 18, 2017)

4.1.2 Unit Access (Act: 19)

Each unit is individually owned; however, owners must ensure that no lock or obstacle is installed that prevents entrance by the Corporation or someone

acting on their behalf, either for routine maintenance upon notification, or in an emergency such as fire or a water leak.

A resident owner may by presenting photo identification and completing the requisite form have Security unlock their unit. Any other person requires a locksmith.

Whenever emergency entrance by the Corporation occurs, a form is left in the unit explaining the circumstances (D: 3.1).

4.1.3 Open House Showings

To maintain the secure environment of 200 Rideau, the Front Desk where lock boxes will be held, must be notified of showings.

Owners and realtors holding showings must arrange for a door representative to escort clients through the common elements to the unit.

No sign, advertisement or notice including those offering a unit for sale or rent, shall be inscribed, painted, or placed on any part of the inside or outside of the building or common elements. (R: 2) Signs outside the building advertising an Open House will be removed, and an administrative charge may be lodged against the unit owner.

4.1.4 Keys & Fobs for Units, Common Area and Mail Boxes (D: 3.2.4)

The Corporation shall retain access to all locks to each residential unit. No owner shall change any lock on the doors to any unit or in the unit to any part of the common elements of which such owner has the exclusive use without immediately ensuring the Corporation Master key can open the lock.

Key Copies. Unit Keys – Blanks are available at the Front Desk for a charge. Unit keys must be cut to the Master key.

Unit Locks. If replacement of a unit's main door lock is required, it is mandatory to key the replacement lock for the Master to enable access as defined above. Dead bolts and door modifications are forbidden.

Mail Box keys. For additional keys, the Security Supervisor may change the lock for a fee, or call a locksmith.

Common keys and fobs. A maximum of two fobs per bedroom plus one for the unit can be purchased from the front desk. Fobs are only available to the registered owner of a unit or upon an owner's authorization to a registered lessee.

Key Control. The Front Desk will not give out unit keys but will hold a sealed envelope and give it to the person named on the envelope upon presentation of suitable identification. Key Forms are available at the front desk to request security to hold keys for cleaners or specified individuals. Administration fees may apply to hold keys for longer than one day.

4.1.5 Unit Owner's Liability for Repair and Maintenance

Should any damage or costs result from any authorized or unauthorized additions, modifications or alterations by a unit owner to the common elements, that unit owner shall be responsible for such costs to return that element to its original condition.

Problems with the interior of a unit are the unit owner's responsibility. This includes things such as plumbing, electrical problems, wall and floor damage, broken glass, screen damage, and window and door hardware including locks. The full cost of service calls made for repairs which are determined to be the responsibility of the unit owner will be billed to the unit.

The Condo policy regarding damage across residential unit boundaries is for the Corporation to: act promptly to stop the water flow and remove the water, without seeking approval of unit owners, as obliged to do by the Condominium Act; lead the contracting and repair of any damage caused by Common Property systems; recognize the responsibility of a damage-causing unit to repair Common Property damages at the causing unit's expense; leave inter-unit engagements for correction of damage caused by one unit to another to those units; and methodically record all Corporate and Management involvement in any incidents.

4.1.6 Corporation Intervention to Repair

The Corporation shall make any repairs that are an owner's obligation to make if the repairs are not made within a reasonable time, in the Corporation's absolute discretion. The owner is further obliged to reimburse the Corporation forthwith for the complete cost of effecting such repairs, including any legal or collection costs incurred by the Corporation in order to collect the cost of such repairs, and all such sums of money shall bear interest at the current rate. The Corporation may collect all such sums of money in such instalments as the Board of Directors may decide upon.

4.1.7 Approvals for Residential-Unit Modification, Alteration or Addition (D: 3.1)

No modifications or alterations to a unit other than painting, decorating, or alteration of the surface on any wall, floor or ceiling may be made without written Board approval (per Renovation Rule January 16, 2017):

Applications to the Corporation for renovations shall be accompanied by drawings and specifications drafted by a company carrying liability insurance for the purpose of indemnifying the Corporation against future damages due to the work. Acknowledgement may generally be expected within two (2) weeks of application. Board approval of requests require that any additions, modifications, or alterations made by the unit owner:

- A completed "[Renovation Approval](#)" form (available from our website or from the front desk) is required before any work begins.
- Construction Noise restricted to 8am-6pm weekdays, 9am-6pm Saturday, and not at all on Sundays, per [Renovation Rule January 16, 2017](#).

- Must not endanger safety or health;
- Must not affect the Condominium's insurance policy;
- Must be so constructed that there are no impediments or obstructions to the normal maintenance requirements for which the Corporation is responsible;
- Must be maintained in a state of good repair at owner's cost, except where otherwise noted; and
- Tinting applied to windows or balcony doors will not be approved if reflective (mirror) or darker than that currently applied on unit 1004. (note that windows, like balconies and balcony railings) are exclusive-use common elements and belong to the Corporation).

4.1.8 Fire Prevention, Smoke and Fire Detection and Alarms

Equipment. In accordance with Ottawa By-law 250-78, each unit is equipped with a building-wide integrated network of cone-shaped smoke/fire detectors. The installation and maintenance of such equipment which is hard wired into the units is the responsibility of the Corporation. Unit residents are not under any circumstance to attempt to disconnect, modify or repair this equipment. The penalty for non-compliance of this statute is \$1,000.00, and possible civil liability. Once a year, upon notification, our Fire System Company inspects all installations for compliance. Each unit is also equipped with one or more disc-shaped unit-only smoke detectors which is/are the responsibility of the unit owner. The occupants of each unit should obtain and maintain in operating condition a reliable CO2 or other chemical fire extinguisher for home use such as an ABC fire extinguisher.

Christmas Trees. Real Christmas Trees are not permitted in the residential units.

Propane and Gas. Propane cylinders and gasoline containers are not permitted inside the building.

4.1.9 Heat, Air Conditioning and Plumbing

Each unit has a thermostat and a fan speed switch on the air exchanger for control by the occupant. The building is centrally heated and air conditioned, and paid for as common expenses in Condominium fees. This building is equipped with a two-pipe system that can only provide either heating or air conditioning. Changeover is done in the late spring and late fall. No supplementary air-conditioners visible to the exterior or the common elements are permitted.

The toilets shall not be used for purposes other than those for which they are constructed. No cat litter, sweepings, garbage, rubbish, rags, ashes, or other substances shall be thrown therein. Any cost incurred from damage resulting to them from misuse or from unusual or unreasonable use shall be borne by the owner, or whose family, guests or visitors, servants, or agents cause it. Water is a major common expense that is increased significantly for each constantly

running tap or toilet. Therefore, the Corporation will replace a faulty toilet flap or filler valve without charge to the unit, unless non-standard (universal) parts are required to repair the leak. Should a toilet be found constantly running, simply leave your unit number at the Front Desk and staff will make these repairs. (A charge may apply if the toilet is found damaged or failed for some other reason.)

Increasingly cities across the country and multi-family dwellings everywhere are finding their drains blocked by 'disposable' napkins, pads, and diapers and by congealed grease and greasy foods. To avoid the enormous cost and the inconvenience of having to vacate residents while repairing blocked sewage systems, considerate residents dispose of all these things bagged in garbage instead.

4.1.10 Pets – (Service Animals are not Pets) (R: August 13, 2014)

Pets within the condominium complex are restricted to dogs, cats, fish and caged pets. Snakes, reptiles and rodents are prohibited. The maximum number of pets permitted in any unit is two (2), except for fish. Pets may only be brought onto the common elements or kept in the units after the completion of a "Pet and Service-Animal Ownership Registration Form" available at the Front Desk.

- Pet owners will abide by all City of Ottawa Licensing and Community Standards regulations while on Condominium property.
- Pet dogs to be registered at 200 Rideau after August 2014 may not exceed 25 pounds at maturity.
- Any pet that is deemed by the Board to be a nuisance or in contravention of local or municipal by-laws shall, upon receipt of a written request from the Board, be promptly and permanently removed from the property by the owner at the owner's expense.
- Pets may not visit or occupy the Amenity area. They are only permitted in the common areas on their way directly between their unit and outside. During transit they must be under control of a human and carried or on leash not exceeding five feet in length.
- Pets may not be left on balconies or terraces unaccompanied or unattended nor may they be allowed to relieve themselves on balconies or terraces.
- Pet owners are required to clean up any of their pet's faeces/poop and urine to a secure disposal site. If a pet soils corridors or elevators, the owner is to notify the front desk promptly in addition to cleaning the spot.
- Liability to restore property to its original condition after damages to common areas, exclusive-use and otherwise, as well as damage or personal injury sustained by any owner, resident, or guest caused by pets, is assigned to the unit owner. Any payments which a unit owner is obliged to make to the Corporation are deemed to be additional contributions towards the common expenses and not recoverable by individuals.

4.1.11 Service Animals (ON Regulation: 07429)

In Ontario, individuals must be permitted to keep their service animal with them at all times while on the premises unless it is "otherwise excluded by law" (i.e. if allowing the animal causes health and safety concerns). It must be "readily apparent" that the service animal is needed for their disability or the individual must provide medical evidence to that effect.

Case law in Ontario has clarified that for less visible disabilities including mental health diagnoses, individuals may establish their case by providing medical evidence of their disability - inherently private information - to any housing provider and building operator who may wish to exclude their support animal.

Notwithstanding that pet restrictions of size and access do not apply to service animals, **all reasonable pet rules** regarding registration, injury to persons, damage, noise, control by leash, leaving unattended, and cleanup **apply to the owner** of any service animal within the Condominium.

4.1.12 In-unit Laundry Facilities Policy

The laundry room with a washer and dryer are owned by and the responsibility of the unit's owner. Any damage to the owner's unit, other units or the common elements resulting from ensuite laundry machines shall be repaired, rectified or replaced at the sole expense of the unit owner(s) causing the damage.

Note: In addition to any in-dryer lint trap, the closet's dryer exhaust pipe has a lint trap which also needs to be cleaned frequently to maintain efficiency and reduce the likelihood of fire.

4.1.13 Balconies

Balconies are exclusive-use common elements that are regulated to protect the building appearance and avoid injury and annoyance of neighbours.

- Only electric barbecues are permitted on balconies.
- Exterior holiday lights must be CSA approved, may not have fasteners that penetrate exterior walls, and be removed within 30 days of the holiday.
- No television antenna, satellite receiver, aerial, tower or similar structure may be erected on or fastened to any unit, common element or exclusive use area.
- No brooms, mops, dusters, rugs, or bedding shall be shaken or beaten from any window, door, or balcony.
- Only seasonal outdoor furniture that is appropriately tied down is allowed on balconies.
- Remove any old soil and debris from planters as this is a fire hazard.
- Hanging or drying of clothes is not permitted on balconies and balconies shall not be used for storage.

- The washing of balcony floors shall be done in such manner that water does not fall over the sides.
- Nothing shall be thrown out of the windows or doors of the building or off the balcony.
- No awnings or shades shall be erected over balconies or the outside of the windows.
- No painting or floor covering of any type is permitted on balconies.

4.1.14 Bicycle Policy

Because the building has limited bike storage spaces, each unit is permitted a maximum two (2) spaces (exceptions for valid reasons permitted upon application). There is a refundable \$50 deposit per space. Bicycle parking is arranged through the Security Supervisor, and there is an annual re-registration to update records only. Security highly recommends locking Bikes to the racks provided using two locks to deter theft.

Bikes must enter and leave through the rear pedestrian doors and never through the lobby.

Bikes are only permitted on elevator 3 during the summer months when indicated by notification form management.

4.1.15 Parcel Drop-off at Front Desk and Deliveries

OCSCC 803 (200 Rideau) accepts no responsibility for delivery notification, parcel loss, or damage, or any matter or cause arising therefrom.

Parcels addressed to registered residents may be dropped off by a shipper or mail service at the Front Desk at the request of the resident. Arriving parcels will be stored in the locked cabinets located in the lobby. A web based Search Tool is available to check if a package has arrived. Residents may be required to show a photo ID in order to claim their packages.

The Front Desk will not accept anything that:

- requires a signature;
- is a living thing;
- weighs over 30 lbs (13.6 kg); or
- is larger than eight (8) cubic feet.

Special Needs persons may apply at the front desk to have grocery delivery through the front lobby.

Deliveries to the Garage Door or garage pedestrian door are to be met at the door by the resident. Reservation with the front desk (online or in person) is needed to put the moving elevator on service. Use of the Loading Dock is uncertain and commercial deliveries to the shops on the ground floor have priority.

4.1.16 Unit Break-Ins

If a residence is damaged due to a theft, the occupant is to contact the Police, the Management Company and the Front Desk immediately. A contractor will be dispatched by the Corporation to secure the unit. All costs to repair the damage are the responsibility of the owner.

4.2 Occupation of Unit by Non-owners

4.2.1 Responsibility for Occupiers (Act:119)

An owner shall take all reasonable steps to ensure that an occupier of the owner's unit and all invitees, agents and employees of the owner or occupier comply with this Act, the declaration, the by-laws and the rules.

4.2.2 Notifying the Corporation of Lease (Act: 83(1))

The owner of a unit who leases the unit or renews a lease of the unit shall, within 10 days of entering into the lease or termination of a lease, as the case may be:

- notify the Corporation that the unit is leased/no longer leased
- provide the Corporation with the name of the lessee, the address of the owner; and
- provide the lessee a copy of the Condominium Guide, also available from the Corporation upon request.

4.2.3 Obligations of Tenants - Lessee Obligations

The lessee of a unit is subject to the Act, the Declaration, the By-laws and the Rules imposed on an owner except those duties respecting common expenses.

4.2.4 Tenant Liability for Common Expenses (Act: 87)

Where an owner who has leased a unit is in default of payment of the owner's share of the common expenses, the Corporation may, by written notice to the lessee:

- require the lessee to pay to the Corporation, out of the rent due under the lease, an amount equal to the default, and such payment shall constitute payment under the lease, and
- The lessee shall not, by reason only of such payment to the Corporation, be in default of his obligation to pay under the lease.

4.3 Storage Units – Lockers (D: 3.3.2)

All storage units are deeded property to residential unit owners. The Corporation has no authority to intercede between owners except when it affects the common areas or presents an insurance risk. Nothing is permitted outside the locker, on window ledges, or where it damages the locker structure. Any items found will be removed and thrown into the garbage. No plants, perishable food of any kind, gasoline, cleaning materials or other combustible-or inflammable

substances nor any motorized recreational equipment shall be stored in the storage units. Owners are to ensure locker doors are secured.

4.4 Parking Units (D: 3.3.1, 5.1)

4.4.1 Privately Owned

Each parking space is deeded property to a residential unit owner in either 200 Rideau or 234 Rideau. One garage-door remote is permitted per parking space. Access to the garage vehicle door requires a unit owner's garage-door remote.

4.4.2 Parking Unit Boundaries

The limit of a parking space is shown on the floor of the garage by two painted lines; the end of these white (or yellow) lines is the extent of the parking privilege for this unit; therefore, vehicles may not extend beyond these lines by more than 20 cm. However, when a unit has excess space, it may park as many operable vehicles as will fit within that space, provided said vehicles are not parked beside but rather behind each other (note: all vehicles must be operable and licensed). Vehicles on blocks are forbidden. Vehicles failing to comply with the above regulations are subject to removal at owner's expense.

4.4.3 Ticketing of Illegally Parked

Because parking spaces are the property of the owner and not the Condominium, any ticketing or towing requires the request of the owner or registered lessee. Owners should contact Ottawa By-Law Enforcement or call Ottawa Police and request them to have the offending vehicle ticketed or towed.

4.4.4 Rental of Parking Units (D: 3.4)

Renting out of parking units is limited to registered residents of 200 Rideau or 234 Rideau. When owners rent their parking unit to residents separate from their residential unit, both the owner and renter must abide by the parking regulations. The corresponding garage-door remote accompanies the rented-out parking unit.

4.4.5 Use of Parking Unit as Service Area

Minor adjustments may be made to vehicles occupying their designated parking space (like changing a flat tire). No repairs of any kind shall be made to any vehicle on any part of the common element.

4.4.6 Trailer Parking

Trailers of any form shall not be parked in the owner's exclusive parking units, except while attached to the vehicle for the purpose of packing/unpacking.

4.4.7 Damage to Parking Units

Repairing damage to parking units' surface, walls, or mechanical attachments, whether from oil leaks or a parking accident, is the sole responsibility of the

owner, failing which the Condominium will cause such repairs to be made at the owner's expense.

4.4.8 Parking Unit (Garage) Sales

Residents holding garage sales may post invitational notices on the noticeboards of OCSCC 803 and OCSCC 878. All attendees to such a garage sale must be a registered resident or accompanied by a registered resident of 200 or 234 Rideau.

4.5 Moving Goods, Furniture and Appliances (D: 19)

4.5.1 Reason to Regulate Moving

With 249 units in the building, coordination and regulation of the many moves are necessary both to minimize cost of moves and to minimize damage and disturbance to residents.

4.5.2 Moving Hours

Moving hours are 9 AM to 9 PM everyday except as advised by security when making a reservation.

4.5.3 Path of Move

Moves are through the door on P1 and never through the lobby, back hall, or stairwells. Vehicles may not park in the drive lanes in the garage.

4.5.4 Elevator on Service

A Service Elevator Agreement (available online or at the front desk) must be signed at least one week before a move. There is no charge for use of the elevator. On moving day, the Front Desk guard will hold a suitable government approved identification as security, open the garage door, pad the elevator and put it on service, and disconnect the P1 Door alarm and closure. Moving without elevator pads or the P1 door on service carries a \$125 administrative charge against the owner of the unit involved. When notified of completion, Security will inspect the affected areas for damage, close the doors, returned the identification and return the elevator back into common service. Each move is allowed four (4) hours on service. Additional time for a single move may incur a \$50 per hour charge at the discretion of management.

4.5.5 Loading Bay Parking

The single Loading Bay is owned by Claridge Commercial, which has priority, but is available to 200 and 234 Rideau residents through the Front Desks. Vehicles may not be left there unattended. Residents are required to move their vehicle (or moving van) their If Rexall needs to use the loading zone. After 9 AM, availability is first-come/first-served, so if the loading bay is occupied, vehicles may have to load/unload while parked outside the building, leaving garage door access free at all times.

4.5.6 Removal of Containers

Residents are required to arrange to have the mover remove containers and wrapping. Any residual boxes must be broken down and moved to Recycle in P1. Under no circumstances are such materials to be put in the garbage chute where they will block it up. If clean-up is required by the Corporation, the cost will be charged to the unit.

4.6 Noise and Disturbance (Act: 117)

4.6.1 Definition

No person shall carry on an activity or permit an activity to be carried on in a unit, the common elements or the assets, if any, of the corporation if the activity results in the creation of or continuation of:

- any unreasonable noise that is a nuisance, annoyance or disruption to an individual in a unit, the common elements or the assets, if any, of the corporation; or
- any other prescribed nuisance, annoyance or disruption to an individual in a unit, the common elements or the assets, if any, of the corporation.

4.6.2 Quiet Hours (OBL)

Quiet hours in the building are 11PM to 7AM every day.

4.6.3 Complaint Procedure

During quiet hours, an annoyed or disrupted resident can call the Front Desk and fill out a confidential Complaint Form online or in person at the Front Desk, and/or call City Bylaw enforcement at 311. Security will listen at the door of the offending unit and if noise is heard to penetrate beyond the door, Security will issue the occupant a preliminary warning and a letter will be sent to the unit owner. From that moment, the offending unit is on 30 days probation during which time every verified complaint will generate a \$125 administrative charge to the unit owner. Complainants may also directly contact the property manager.

Important Note: Security does not deal with domestic violence, Please contact police by calling 911 first, then call security so that they are aware that the police are on their way. A complaint form should also be filed with Management.

4.6.4 Probation Oversight

During patrols, Security will include the probation units in their patrols, and treat any noise heard as a subsequent infraction. The probationary status is removed after 30 days without complaint.

4.7 Common Elements Rules and Regulations

4.7.1 Trespass on Common Elements

Access to the Common Elements shall be restricted to owners, their families, guests, tenants, servants, agents or visitors.

4.7.2 Common Elements Usage

All Common Elements shall be accessed or used by anyone only for purposes originally reasonably intended. Playing in hallways or on roadways and parking lots, loitering and destructive activity of any kind, littering, and smoking are prohibited. Residents shall be responsible for any damage done by themselves, children, guests or their delivery persons using the common elements.

Playing of loud music or any other kind of entertainment is prohibited in the common elements areas including the lobby, amenities, and outdoor patios, unless the facility has been booked for an event. Please use a headphone for the private enjoyment of an entertainment device.

The lobby is the entrance to our home where residents can greet their guests, wait for deliveries, or have short discussions with fellow residents. Large gatherings causing a disturbance and lasting more than 30 minutes are not allowed at any time of day or night. Open alcohol and cannabis drinks are not permitted in the lobby or elevators. No bikes, roller blades, skateboards, scooters, or balls may be used in the lobby or to access the elevators at anytime.

4.7.3 Smoke Free Ontario (Smoke Free Ontario Law 2017)

Smoking or vaping of any material or substance including prescribed medication is prohibited in the common areas and amenity areas at all times. Moreover, these laws cannot be waived for private functions in the amenity or common areas of the Building. (Amplified by Rule Regulating Smoking Tobacco, Cannabis and Marijuana and Vaping at OCSCC No. 803 December 11, 2018)

4.7.4 Obstruction of Common Elements

The sidewalks, entry, passageways, walkways and driveways shall not be obstructed by anyone or used other than for ingress and egress to and from the units.

No building or structure or tent shall be erected and no trailer either with or without living, sleeping or eating accommodation shall be placed, located, kept or maintained on the common elements without prior written consent of the Board.

4.7.5 Fire Extinguishment, Control or Confinement

Each residential floor has two fire extinguishers and fire hose compartments for use by professionals and pull stations to sound an alarm. All occupants are responsible for familiarizing themselves with the evacuation plan posted beside the elevators as well as the location of the fire alarm pull stations.

4.7.6 Emergency Stairwells

Each residential floor has two (2) stairwells marked EXIT: in addition to use for those who wish the exercise, these are the emergency exits to use when the elevators are not in service. The doors to these stairwells must be closed tight at all times to prevent air currents in the stairwells (which could cause them to fill with smoke or flame in a fire emergency).

4.7.7 Assistance in Emergencies

Occupants of 200 Rideau requiring assistance in an emergency or evacuation of the building should register with the Fire Department and the Front Desk, upon occupancy, to get the required assistance in the event of an evacuation.

4.7.7.1 Defibrillator Installed in Lobby

There is a Defibrillator installed in the Lobby behind the column to the left of the Front Desk. Both the Security Supervisor and Superintendent have been trained on this life saving device. Please ask either one of them if you have any questions.

4.7.8 Elevator Use

Elevators have load limits that must be respected. Maximum capacity 1160 kg (2500 lbs) or 16 Persons.

If a power or mechanical failure causes the elevator to stop between floors. press the emergency alarm button, remain calm and be patient, and use the emergency telephone to report the situation.

Protective blankets available from the concierge will be used whenever tools or furniture are moved on the elevators.

4.7.9 Common Elements Maintenance

Loosely defined, common elements are everything exterior to and including the outside of each exterior wall. Generally, the Corporation is responsible for maintenance and repairs to all common elements including those elements inside the exclusive use areas (unit patios).

A comprehensive program of preventative maintenance and repair is planned and authorized by the Board of Directors on the advice and recommendation of the Management Company

4.7.10 Snow Removal

A contractor provides snow clearance as well as ice-melter near entrances on Condominium property. The City of Ottawa deals with snow clearance beyond the Condominium property and is to be called for issues with snow and ice on streets or sidewalks.

4.7.11 Garbage Disposal

Garbage chutes and the recycling bins are common elements serviced under contract. The cost per year is lowest for well-disciplined use of the proper containers and considerate use of the chutes to avoid blockage.

No burning or hot refuse of any kind, including such items as smokers' butts or hot grease or burning material, or construction waste is to be placed in the chutes or in the garbage containers.

An administration fee may be applied to remove a blockage caused by the improper use of the garbage chute.

Residents are never to place or leave or permit any refuse or garbage in the common elements including her/his exclusive-use common elements. Any debris, refuse or garbage shall be directly carried to and placed in the designated container for the corresponding type of material.

Properly tied garbage bags are to be used and not exceed twenty-five pounds per bag. Where such debris, refuse or garbage consists of packing cartons or crates, the owner shall arrange for such packing cartons or crates to be relocated to the recycling area.

Note. To avoid disturbing residents, please use the garbage chutes only between 7AM and 11PM.

5 Common Amenities Facilities Rules and Procedures

Prohibited in all Common Areas: smoking and vaping; open containers or consumption of drugs and alcohol

5.1 Swimming Pool

5.1.1 Proof of residency in 200 Rideau or 234 Rideau, such as a fob, is required to use the pool or the pool room. Residents with a fob are permitted to have guests in the pool provided they remain with their guests. There is a limit of three adult guests per resident.

5.1.2 Children (maximum 3) under 14 years of age must be accompanied by an adult of at least 18 years of age.

5.1.3 Hair combing and washing and body washing are not permitted in the pool.

5.1.4 Clothing designed for water sports or bathing is required for all persons including infants entering the pool.

5.1.5 The pool is open only during the hours of 8 AM until 10 PM.

5.1.6 The maximum number of bathers permitted on the deck and in the pool at any one time is ten (10).

5.2 Sauna

5.2.1 The sauna requires the same proof of residency as the swimming pool. Children (maximum 2) under 14 years of age must be accompanied by an adult of at least 18 years of age.

5.2.2 Sauna interior controls (thermostat or thermometer) are not to be adjusted. The exterior timing control is to be set only to ready the sauna for imminent use.

5.2.3 The sauna-bath doors are to be closed except to enter and exit. This is a Dry Sauna and no water or any other liquid is to be sprayed on the rocks.

5.2.4 Hair combing and washing and body washing are not permitted in the sauna.

5.2.5 Smoking, eating, drinking and glass containers are not permitted in the saunas or changing areas. (Ont. Reg. 129/74 s. 30, 1, i)

5.2.6 Boisterous play in or about the saunas and/or changing rooms is prohibited. (Ont. Reg. 129/74, s. 30, 1, v.)

5.2.7 Resident users are responsible for ensuring that they and their guests obey the Rules and Regulations relating to the sauna and changing areas.

5.2.8 Clothing designed for bathing or swimming or sauna is required to be worn by all persons entering the sauna.

5.2.9 The sauna is open only during the hours of 8 AM until 10 PM.

5.3 Lounge (Party Room) and BBQ Including Reservations

5.3.1 The Lounge and front Terrace with BBQ are located on the Third Floor and open to all residents from 7 AM to 11 PM except when reserved for a private function. Normally, the lounge will become dedicated to any reserved private function on the day of the reservation, and will reopen after the room has been cleaned the next morning.

5.3.2 The Lounge may be booked for any group size but must be booked for any gathering of more than eight (8) people and whenever alcoholic drinks are being consumed. A cleaning fee and a security deposit apply. The lounge may not be used or reserved for any commercial activity.

5.3.3 The Form "Lounge Reservation Request" can be filled out online or obtained through the Security Supervisor, Monday to Friday 7 AM – 3 PM, and thoroughly covers reserving the Lounge. Reservations are not permitted by any unit with unpaid accounts.

5.3.4 Only registered residents of the Condominium units may reserve the Lounge for a private function. The schedule for reservations is posted outside the door.

5.3.5 The BBQ is not available to residents during a reserved event in the lounge.

5.4 Media Room

5.4.1 The Media Room containing equipment for showing movies is located beside the Lounge and open from 10 AM to 11 PM by reservation.

5.4.2 The application form and the rules for reserving the Media Room are available online or from the Security Supervisor, Monday to Friday 7 AM – 3 PM.

5.4.3 Only registered residents of the Condominium units may reserve the Media Room. The schedule for reservations is posted outside the door.

5.5 Gyms

5.5.1 The gyms are for residents and their guests only and require a fob for entry.

5.5.2 The gyms are open from 7 AM to 10 PM daily.

5.6 Visitor parking

5.6.1 Visitor parking is jointly used by 200 Rideau and 234 Rideau. Visitor parking located west of the garage door entrance is restricted to only legitimate visitors to residents of the two residential condominiums.

5.6.2 Residents must register their visitors' vehicles with the Front Desk on a 'first come, first served' basis, receive a parking pass, and display the pass on the visiting-vehicle dash. Where the resident applicant is not known to Security, that person will have to provide proof of residency. When Security is absent from the desk, the Resident will have to wait for their return.

5.6.3 When a visitor parking space is available, a residential unit's visitor's vehicle may receive a pass for a maximum of three calendar days however, that vehicle plate number may not receive another pass until seven (7) days have elapsed from the end of a previous pass. Abuse of the system will get the unit involved suspended from the visitor parking.

5.6.4 Residents may not park any vehicle whatsoever in visitor parking.

5.6.5 Vehicles in visitor parking not displaying a pass or with an expired pass, or fraudulently obtained pass, are subject to ticketing and/or towing.

5.7 Temporary Parking

5.7.1 No motor vehicle, camper, van, trailer, boat, snowmobile, machinery, or equipment of any kind shall be parked on or driven on any grassed area and/or sidewalk and/or interior common space on the Condominium property. Any such vehicles if left unattended, will be ticketed and/or towed.

5.7.2 For the purposes of loading/unloading, vehicles may stop in front of the doors of P1 in such a manner as to not block passing traffic but must be attended by a driver. Unattended vehicles will be ticketed and/or towed.

5.7.3 The exterior roads and parking areas around our condominium are under the jurisdiction of the City of Ottawa. Visitors and residents are obligated to follow traffic and parking regulations.

5.8 Car Washing

A car wash bay owned by the Condominium is available, in the southwest corner of P3, for residents' use on a first-come first-served basis. Users are expected to roll up the hose and turn off the water after use. Problems with the carwash are to be reported to the Front Desk.

5.9 Board Room

The Board Room on 3rd floor is reserved for Board and Committee use of the 200 and 234 Rideau Corporations.

6 Not Allocated

2023-05-10

7 Registrations and Applications at the Front Desk

Registration and application forms for resident services are available on the Condominium website (200rideau.com) or from the 200 Rideau Front Desk. Confirmation of reservations and provision of services will be done by the Security Supervisor Monday to Friday between 7 AM and 3 PM for any of the following:

- 7.1 Register Special Needs for Emergency/Fire Evacuation**
- 7.2 Register Pet and Service Animal Ownership**
- 7.3 Request Bicycle Storage Space or Renewal**
- 7.4 Request Lounge Reservation**
- 7.5 Media Room Usage Agreement**
- 7.6 Request Replacement Fobs (proof of unit ownership or owner approval is essential)**
- 7.7 Service Elevator Agreement (for a Move or Furniture Delivery)**
- 7.8 Unit Occupant Information Update**
- 7.9 Summary of Lease or Renewal (Form 5)**
- 7.10 Pre-Authorized Payment Agreement (Front Desk will pass to the Property Manager)**
- 7.11 Register a Complaint (for Noise, Smoke, Water Leaking, Bad Behaviour, other)**