

SUPERIOR REGION CONDO NEWS

FALL
2019

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*Rates based on a per issue basis



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Dear Members,

We are pleased to bring you a new, updated look for the CCI Thunder Bay Chapter's Newsletter. Recent changes to the local CCI Chapter have given opportunity to create a Newsletter Committee, comprised of Derek Tycholas, Sue Duncan and Teri MacNeil. Our goal as the new committee is to bring forward relevant, interesting content with an attractive layout. We also aim to assist the local CCI Chapter to invite professional and specialized speakers to present at the Spring and Fall CCI Seminars. Above all, we want to ensure that you, our members and readers, remain informed and engaged through the reach of the Newsletter. We look forward to the coming issues and are pleased to be a part of the change for the better!

Sincerely,

Derek Tycholas (LCPS Chartered Professional Accountants)

Sue Duncan (Synergy Property Management Solutions, Inc.)

Teri MacNeil (Synergy Property Management Solutions, Inc.)

Ideas for the newsletter can be submitted to cci-nwo.nltr@cci.ca



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projected annual budget, as each owner actually owns a percentage of the condo community as a whole, including their shared spaces (common elements and amenities). The size of your ownership is the equivalent to percentage of the operating budget that you're responsible for. That calculated dollar value is then divided into a monthly amount.

Where Your Money Goes

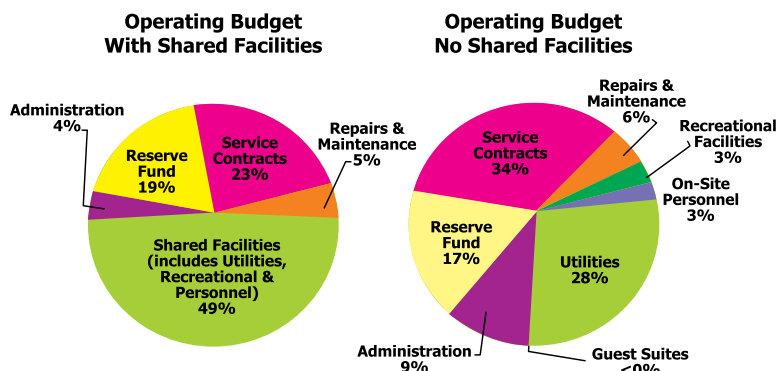


Image for Demonstration Purposes Only used at Homebuyer Seminar

There are of course some factors that affect maintenance fees. The one most often comes to mind is amenities. Their usage and the cost of their maintenance is part of the fee. The majority of today's condos in Toronto have amenities ranging from movie theaters, party rooms, fitness facilities and more (or less). One might originally think that these aren't necessary, but they're a huge appeal in the condo lifestyle.

Size can also contribute. The economies of scale principal basically kicks in here. It's a simple fact that the more suites you're sharing the cost with, the less you need to pay. A budget item of maintenance fees shared among 30 suites for example, will be a more significant burden than if it's divided among 300.

Some people believe age of a building contributes as well – but that's an industry myth. If a condo is well run and maintained, stats can show that there is no discernable pattern between the age of a building and maintenance fees per square foot. This particular interview claims buildings in GTA built between 1975 and 1980 have an average maintenance fee of \$.57/psq. (Two cents lower than the city-wide average)

02

Myth: Older Buildings Always Cost More to Maintain

BUSTED

02

Fact: While units in older buildings may often be larger, there's no discernable pattern between age of building and maintenance fees per sqft.

Source: condos.ca

There are other myths that have been challenged, in addition to age. In addition to busting the myths however, there are some general words of caution.

- Beware of extremely low fees. This could be an indication that expenses aren't properly budgeted for.
- Hire a lawyer to clarify what is and isn't covered in your fees (heat, hydro, internet)? Here's one GTA lawyers advice on condo fees.
- Consider Fee Increases. While they're recalculated each year in comparison with the building's annual operating budget, understand that there is no general restriction as to how much they can increase and that they are not capped. They're significantly impacted by the Board and resident philosophy on how to run the community as well as the Reserve Fund Study (reviewed at the AGM – Annual General Meeting & mandated every three years)
- Ask about any Special Assessments and Reserve Fund studies and don't be afraid to ask questions (timing etc.). A status certificate (which you're able to ask for) is like a financial report card for the corporation and will (should) cite any near future predictions regarding increases in the maintenance fees and major work required.
- Ask about the Directors, when the last AGM was and what the turnout was like. Ask for minutes of the most recent AGM to see what residents are requesting and about optional active community resources (running or book clubs etc.)

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So as for my friend, why were the maintenance fees so different in similar buildings of the same age and Management. This is a great case study demonstrating that maintenance fees are clearly not a one-size-fits-all approach. A careful comparison between the phases showed that the number of suites in each were in fact different and that the one with the higher fees had a lower number of suites. In addition, after the buildings had registered and the building established their independent Boards, they made different decisions for their community that created the difference in fees. The one with the higher fees also had hired an additional security guard as well as commissioned extra cleaning services, that went above and beyond what was originally established. It comes down to preferences. The board and community have the right to determine what they want to spend their money on.

Most potential condo buyers have an initial reluctance to the concept of condo fees. The reality is that they're often misinterpreted and not clearly understood. Condo fees however have a great deal to do with the major benefits of living in a condominium. And while it sounds like a financial burden at first glance, further analysis may demonstrate it to be a savings, when you break down the included items (upkeep and maintenance as well as amenity items, such as gym memberships and party venue rentals). It's also helpful to remember that the fees are not a source of profit for your condo community – and that condo's are legally not-for-profit entities.

Federal Elections: Canvassing and Electoral Signs in Condos

By Rod Escayola | September 11, 2019

And They're Off to the Races!

The prime minister has asked the Governor General to dissolve parliament, setting the stage for Canada next general election. Blue, green, orange and red electoral signs (we've listed them alphabetically) will soon be popping everywhere and candidates will start canvassing. In fact, two local candidates have already knocked on my door, soliciting my support.

Boards and property managers will soon receive requests from candidates and their representatives wanting to access the property for canvassing purposes. They may also receive requests from some wanting to put up electoral signs; and from others wanting these same signs to be taken down.

So, what are the rules applicable to canvassing and to electoral signs during a federal election?

Candidates Can Access the Corporation

In Ontario, section 118 of the Condominium Act, 1998 is clear about electoral canvassing. This section provides that a condominium corporation cannot restrict reasonable access to the property by candidates for election to the House of Commons, the Legislative Assembly or an office in



a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.

But that's not all. The Canada Elections Act goes further. It provides that no one in control of a condominium building (or other multiple-residence building) may prevent a candidate or his or her representatives from canvassing between 9:00 a.m. and 9:00 p.m. Corporations and board of directors must therefore grant access to candidates or their authorized representatives between these hours.

Owners Can Put Up Electoral Signs

What about electoral signs? Can a condominium corporation prevent owners from placing signs in their windows or on their balcony? The Condominium Act is silent on this but the Canada Elections Act isn't. Section 322 of this Act provides that:

No condo corporation (or agents acting for it) may prohibit the owner of a condo unit from displaying election advertising posters on the premises of his or her unit.

Owners can therefore show their colour by placing electoral signs, but this right is limited to posting such signs on the premises of their unit. This may prevent owners from putting up signs on what would otherwise constitute common elements (including exclusive-use ones). But read on: there are hefty fines applicable to corporations preventing proper electoral posters.

The Canada Elections Act also specifically provides that condominium corporations may set reasonable conditions relating to the size or type of election advertising posters that may be displayed on the premises and may prohibit the display of election advertising posters in common areas of the building.

We get two clues from this provision:

- any restriction must be reasonable;
- and there can be an all out prohibition against signs in "common areas". Note that it does not refer to "common elements" but to "common areas". This may counter the language of section 322, which restricted the advertising to one's unit.

In circumstances where there is a debate on whether owners can post signs on their exclusive-use front yard or balconies, it probably is preferable to adopt restrictions as to size and type of signs, rather than ban them out entirely. So regulate the sign and consider requiring that the type of acceptable sign not damage property or not pose a risk to others. As with everything else: any restriction must be reasonable.

Penalty and Fines

Anyone who willfully contravenes section 322 (the one permitting election advertising posters) can be liable to a fine of up to \$2,000 or to imprisonment for a term of not more than three months – or both. It probably is best to air on the side of caution.

Different rules for municipal or provincial elections
It is interesting to note that the rules applicable to a federal election are different from those applicable to provincial or municipal elections. In the case of provincial or municipal elections, corporations must consult provincial legislation, municipal by-laws and the corporation's governing documents. We will leave this for another post.

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GLOSSARY OF TERMS

AMALGAMATION means the merging of existing condominiums into one condominium corporation

APPROVAL AUTHORITY means the approval authority for the purposes of sections 51, 51.1 and 51.2 of the Planning Act

BOARD means the board of directors of a corporation

COMMON ELEMENTS CONDOMINIUM CORPORATION means condominium corporations that do not have any units, only common elements; the common elements are tied to other parcels of land

COMMON EXPENSES mean the expenses related to the performance of the objects and duties of a corporation and all expenses specified as common expenses in the Act or in a declaration

COMMON INTEREST means the interest in the common elements appurtenant to:

- (A) A unit, in the case of all corporations except a common elements condominium corporation
- (B) An owner's parcel of land to which the common interest is attached and which is described in the declaration, in the case of a common elements condominium corporation

CONDOMINIUM is the legal framework for the subdivision and ownership of real property; it permits the subdivision and title separation of land and buildings from the area within buildings

CONDOMINIUM ACT (referred to as the "Act" herein) means the Condominium Act, 1998, S.O. 1998, c. 19 and any amendments thereto

CORPORATION means a condominium corporation created or continued under the Act

DECLARANT means a person who owns the freehold or leasehold estate in the land described in the description and who registers a declaration and description under the Act

DESCRIPTION means a description of the lands that will form the condominium plan; the description includes a plan of survey, architectural plans of any buildings (if any) and a specification of the unit boundaries

ENCUMBRANCE means a claim that secured the payment of money or the performance of any other obligation and included a charge under the Land Titles Act, a mortgage and a lien

FREEHOLD CONDOMINIUM CORPORATION means a corporation in which all the units and their appurtenant common interests are held in fee simple by the owners

LEASEHOLD CONDOMINIUM CORPORATION means a corporation in which all the units and their appurtenant common interests are subject to leasehold interests held by the owners

LESSOR in relation to a leasehold condominium corporation, means the person who owns the freehold estate in the land described in the description

MINISTER means the minister responsible for the administration of the Act

MORTGAGE includes a charge under the Land Titles Act, in which case of a **MORTGAGOR** and **MORTGAGEE** means the charger and the chargee under the charge

ONTARIO NEW HOME WARRANTIES PLAN ACT means the Ontario New Home Warranties Plan Act, R.S.O. 1990, c. O.31 and any amendments thereto; this act is now administered by Tarion Warranty Corporation

OWNER means

- (A) In relation to a corporation other than a leasehold condominium corporation or a common elements condominium corporation, a person who owns a freehold interest in a unit and its appurtenant common interest and who is shown as the owner in the records of the land registry office in which the description of the corporation is registered
- (B) In relation to a leasehold condominium corporation, a person who owns a leasehold interest in a unit and its appurtenant common interest and who is shown as the owner in the records of the land registry office in which the description of the corporation is registered
- (C) In relation to a common elements condominium corporation, a person who owns a common interest in the common elements and a freehold interest in the parcel of land to which the common interest is attached as described in the declaration and who is shown as the owner in the records of the land registry office in which the description of the corporation is registered

PARCELS OF TIED LAND means the lands that are tied to the common elements in a common elements condominium corporation; these lands take the place of units in a common elements condominium corporation

PHASED CONDOMINIUM CORPORATION means a standard condominium corporation that is implemented in stages rather than all at once

PLANNING ACT means the Planning Act, R.S.O. 1990, c. P.13 and any amendments thereto

PROPERTY means the land, including the buildings on it, and interests appurtenant to the land, as the land and interests are described in the description and includes all land and interests appurtenant to land that are asses to the common elements

REGISTERED means registered under the Land Titles Act or the Registry Act; **REGISTER** and **REGISTRATION** have corresponding meanings

RESERVE FUND means a fund established and maintained by the condominium corporation to be used solely for purposes of major repairs and replacement of the common elements and assets of the condominium corporation

RESERVE FUND STUDY means a study conducted by the condominium corporation to determine whether the amount of the funds in the reserve fund and the amount of contributions collected by the corporation are adequate to provide for the expected costs of major repairs and replacement of the common elements and assets of the condominium corporation

RULE means a rule of a corporation


STANDARD CONDOMINIUM CORPORATION means a freehold condominium corporation that is not a common elements condominium corporation or a vacant land condominium corporation

STATUS CERTIFICATE means a form given to each person who requests it that contains information regarding a unit and the condominium corporation and must contain the information prescribed by section 76 of the Act

TENANT PROTECTION ACT means the Tenant Protection Act, 1997, S.O. 1997, c.24 and any amendments thereto





UNIT means a part of the property designated as a unit by the description and included the space enclosed by its boundaries and all of the land, structures and fixtures within this space in accordance with the declaration and description; it is the part of the condominium that is available for individual ownership and title transfer

VACANT LAND CONDOMINIUM CORPORATION means a condominium corporation that contains at least one unit with no structures on it at the time of registration of the condominium corporation



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Hoarding: Proceed with Caution

By Doug Shanks and Michel Caza

Hoarding may entertain some television audiences but when this serious issue arises in a condominium, corporations must act quickly and with caution.

What is hoarding?

Most people hoard to some degree. However, an individual can suffer from an obsessive compulsive disorder that causes them to acquire or accumulate an abundance of useless materials. Hoarded materials may include flyers, newspapers, books and empty containers. This type of compulsive behaviour can create a dangerous fire hazard or a significant health hazard given the associated increased risk of rodent and insect infestations.

Compulsive hoarding is not a crime. However, it can present some serious health, safety and liability issues for condominium corporations and managers. Additionally, since the release of the Diagnostic and Statistical Manual of Mental Disorders ('DSMS') in May 2015, severe hoarding has officially been recognized as a disorder subject to protection against discrimination under Ontario's Human Rights Code, R.S.O. 1990, c.H.19, as amended (the "Code"). Regardless, condominium corporations and managers must take action to protect life and property while also respecting the rights of the individual.

The Dangers

The dangers of hoarding are well established. Hoarding negatively affects the egress of occupants and first responders. Additionally, large amounts of combustible material increase the fuel available for a fire which can result in significantly more damage and risk of harm. Hoarded material could also obstruct fire detection and suppression capabilities.

The dangers of hoarding were brought to light by the devastating fire at 200 Wellesley Street in Toronto



in September 2010. Excessive hoarding in the building caused the fire to grow and spread at an uncontrollable rate. The intensity of the blaze hampered fire suppression efforts risking first responders and those attempting to evacuate the building. The fire caused the evacuation of 1200 people and 17 people injured.

Warning Signs

It is important for the corporation to identify potential hoarding issues before the situation becomes a crisis. Despite the difficulty in identifying a critical hoarding issue, some indicators may include:

- o Delaying or denying entry into their unit;*
- o Lack of repair requests;*
- o Occupant seldom has visitors or leaves the unit;*
- o Strong odours coming from unit;*
- o Complaints from neighbours;*
- o Visible clutter on balcony or storage areas; and*
- o Presence of vermin or other pests in the building.*

If any of the indicators are present, the occupant may suffer from a hoarding disorder. The corporation is required to take action to identify and help correct the hoarding issue. However, simply enforcing governing rules or law may not be the appropriate step to address the underlying mental issues of the occupant. Since a mental disorder may be involved, the corporation must take steps to reasonably accommodate the individual. Otherwise, the individual could relapse or it may become a human rights issue.

The Law Provincial

Section 117 of the Condominium Act, 1998 (the "Act") provides that no person shall permit a condition to exist or carry on an activity in a unit or in the common elements if the condition or the activity is likely to damage the property or cause injury to an individual. It is incumbent

ch e a d l e s

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of the corporation, if aware of the situation, to take action by notifying the occupant of the situation and possibly developing a plan to address the issue.

If the unit owner fails to rectify the matter after notification has been given, or if there is a significant and imminent risk of damage to persons or property, the corporation may seek an order for compliance under Section 134 of the Act.

If the corporation believes that there is a fire safety threat, section 19 of the Fire Protection and Prevention Act, 1997 (the “FPPA”) permits a Fire Marshal, an assistant to the Fire Marshal or a fire chief, to enter a unit without a warrant and inspect the land and premises for the purposes of assessing fire safety. Pursuant to section 21 of the FPPA, an inspector may also order the occupant to remove combustible or explosive materials or anything that may constitute a fire hazard.

Municipal

Property standard by-laws may require all occupants to keep their property clear and clean of accumulated material or hazards. In Thunder Bay for instance, By-law 066-2008 addresses property standards that are to be maintained by

the property Owner or Occupant of land.

Section 2.25 relates to pest prevention and requires every Owner or Occupant of Land to keep buildings free of vermin at all times. Vermin includes creatures, such as insects, injurious to humans or physical property.

Section 2.44 relates to passive nuisances and makes it an offence for an Occupant of Land to allow a condition to develop on the land which creates a nuisance. A nuisance is a condition which unreasonably interferes with the lawful use of another person’s land and can include objectionable odours or unsightly storage of debris or other material.

Section 3.02 is a provision related to the interior of the building and requires every Owner of a building to maintain that building in a clean, sanitary and safe condition. By-laws grant powers to Municipal Law Enforcement Officers or Managers to address violations on a local level.

How to Proceed

Corporations must act as quickly as possible when compulsive hoarding is discovered. The first step would be to put the owner on notice that the unit needs to be cleaned immediately. The letter should include a date and time that a compliance inspection is to occur. The compliance inspection should include two representatives of the corporation. If the unit has not been adequately cleaned, or if access is denied, the Fire Department should be notified of the potential fire hazard. Often the matter will then be dealt with by the Fire Department, and the Police Department if deemed necessary.

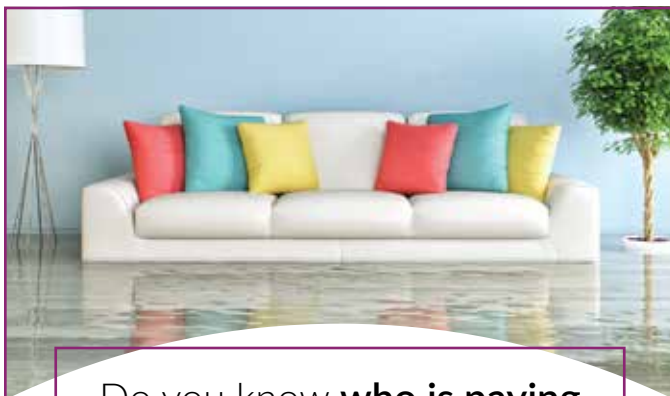
If the compulsive hoarding continues in the unit after the Fire Department is contacted, the next step is or the corporation to contact its solicitors to begin legal proceedings. Depending on the urgency of the situation, the first step taken by the lawyer may be to issue a demand letter to the unit owner requiring that they immediately take measures to permanently remove any fire hazards from their unit.

If the unit owner fails to rectify the matter after this demand letter, or if there is a significant and imminent risk of damage to persons or property, the corporation may seek an order for compliance under Section 134 of the Act.

Compulsive hoarding is a violation of Section 117 of the Act and possibly of municipal property standard by-laws.

Individual Rights

Section 2(1) of the Ontario Human Rights Code, Code, R.S.O. 1990, c.H.19, as amended (the “Code”) provides that every person has a right to equal treatment with respect to the occupancy of accommodation without discrimination



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because of a disability. Since compulsive hoarding is a recognized disability, corporations are obligated to reasonably accommodate the occupant to the point of undue hardship. Rather than pursuing the issue through legal counsel, corporations would be well advised to proceed as follows:

1. Section 19 of the Act provides a corporation or its agents a right of entry upon reasonable notice. A corporation is encouraged to use this approach to confirm that a compulsive hoarding issue exists. It should be noted that an amendment to the Act provides a right of entry without notice however; the date of proclamation to this amendment has yet to be named.
2. Upon accessing the unit, the corporation needs to assess the significance of the hoarding. The amount of material presenting a health or safety hazard will dictate the required response and the urgency. The assessment should include, but is not limited to, the following:
 - a. Whether the occupant has access to egresses
 - b. Whether carbon monoxide or fire detection or fire suppression devices are accessible and functional;
 - c. Whether the occupant is able to prepare food, use the bathroom, open windows or sleep in a bed;
 - d. Whether there exists any sanitation issues such as spoiled

food, feces, rodents, strong odours, etc; and

e. Whether excessive flammable materials are present and whether they are stored near heat sources.

3. Once assessed, the corporation should discuss the issue with the occupant rather than to force the cleanup of the unit. An agreement with the occupant should set out a realistic timeline in order to provide the occupant with a level of control of their possessions. The corporation could offer assistance as a display of good faith. The corporation could also request the assistance of local mental health agencies that specialize in such disorders as hoarding. A 2015 decision of the Landlord and Tenant Board (the "Board") dealt with a Co-op member of a residential complex, which was not a condominium, who had a hoarding disorder. The Co-op sought to terminate the member's occupancy rights. The member's lawyer formally sought accommodations under the Code claiming discrimination due to her hoarding disorder. The Board affirmed the Co-op's obligation to accommodate the member and agreed that the member's rights were violated. However, the Board also found that the Co-op had done all they could to accommodate the member without experiencing undue hardship. The Board recognized that the Co-op had obligations to other members and there existed a possibility that the Co-op could be liable for the hazard created by the hoarding. As a result, the Board ordered the member to make the unit safe within 30-days or have her occupancy rights terminated.

Addressing compulsive hoarding in a condominium can be a difficult undertaking. By quickly addressing the issue and working with the occupant, a corporation can protect the individual's right while meeting its legal obligations. How the issue is addressed will depend on the specific circumstances but the best advice is to proceed quickly and with caution. If in doubt, consult your legal counsel for further advice.

Doug Shanks is a business lawyer and senior partner in Thunder Bay at Cheadles LLP who practices condominium law in Ontario. He advises condominium boards and owners of their rights and obligations under laws affecting condominiums and their owners.

Michel Caza is a law student at Cheadles LLP from Lakehead University Bora Laskin Faculty of Law and was instrumental in preparing this article.

Any information contained herein is not legal advice and is strictly general information. In the event of specific legal concerns or questions, specific legal advice should be obtained.



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Steps to Take When the Board Loses Quorum

by Graeme Macpherson | September 4, 2019

It is easy to forget that condominium corporations don't simply run themselves. They are run by people. Volunteers with other family, social and professional obligations that keep them busy. So what happens when the board loses some of its members? What if it loses quorum?

There are many reasons this can occur. Family emergencies, illnesses, or other unforeseen circumstances may require Board members to resign from their positions. Likewise, they could be voted off the Board, or lose their positions by failing to complete the mandatory director training. This can lead to uncertain and turbulent times for a condominium. Hopefully, what follows will be of some assistance should your condo ever encounter these issues.

When a Vacancy Develops but the Board Maintains Quorum

It is important to note that, pursuant to subsection 34(1) of the Condominium Act, 1998, a board is not strictly required to fill a vacancy on the board. In fact, as long as the board has quorum, the remaining directors can do one of two things:

1. They can continue to exercise all the powers of the board despite the vacancy;

2. They can appoint any person qualified to be a member of the board to fill the vacancy until the next AGM. The decision of whether to appoint someone and who to appoint is up to the remaining directors.

While the board has the authority to appoint the person it sees fit for the job without consulting the owners, the appointment is only valid until the next AGM. At said AGM, owners will elect a person to fill the vacancy that arose and the newly elected director will hold office for the remainder of the term of the director whose position became vacant. Accordingly, if you are appointed to the Board to fill a vacancy, be ready to run for re-election if you want to stay there long term.

Keep in mind that the corporation must send an Information Certificate Update to the owners any time there is a change in the directors or officers of the Corporation. We've already blogged about this. You must also file a notice of change with the CAO within 30 days of the vacancy (or of the appointment).

When the Board Loses Quorum, but Some Directors Remain

So what happens when the Board loses quorum? In other words, when it loses the majority of its members? This complicates things because the remaining directors are unable to exercise the powers of the Board until quorum is reestablished.

Indeed, the Condo Act provides that the board cannot transact any businesses of the corporation without quorum. A quorum for the transaction of business is equal to the majority of the [full] board, that is the majority of the board if it had no vacancy.

The first step to be taken as soon as quorum is lost is to send an Information Certificate Update (ICU) to the owners within 5 days of having lost quorum (pursuant to section 11.2(3)3 of the General Regulations to the Act).

The next step is to hold a meeting of owners to fill the vacancies within 30 days of having lost quorum. This is mandated by section 34(4) of the Act.

A meeting called for this purpose, unlike normal meetings, does not require a preliminary notice of meeting, it only requires the general notice (see section 12.2(5) of the General Regulations). Accordingly, the Board must send out a notice of meeting within 15 days of having lost quorum, and hold the meeting within 15 days of sending out the notice.

As a note to owners, if you receive an ICU stating that the Board has lost quorum, and you would like to run for election, be sure to let the board know in writing within 5 days of when the ICU is given if you want your candidacy to be announced in the notice of meeting. That said, unless your Corporation's by-laws state otherwise, you can always run from the floor on the meeting date.

If the remaining Board members fail to call and hold a meeting within the prescribed time period, the Act allows for owners to take matters into their own hands, but more on that below.

When the Board Loses Every Director

This circumstance is obviously the most disruptive to a condominium's functioning and leaves the ship without a captain, so to speak.

Don't fear though, as the Act has a mechanism built in to deal with this. As stated above, if the remaining Board members fail to call and hold a meeting within the 30 day period, owners can do so in their stead. Similarly, owners are enabled to call and hold this meeting if there are no Board members remaining. The best part: they must be reimbursed for the reasonable costs they incur doing so! This presumably includes legal advice or assistance.

Step by Step Summary

Here is a step-by-step summary of what to do when a vacancy occurs:

If you still have quorum

1. The board can either continue to function without filing the vacancy or it can appoint a new director until the next AGM
2. Within 30 days of the vacancy (and of the appointment), the corporation must send an ICU to all owners and a Notice of change to the CAO.

If you lose quorum

1. Within 5 days of losing quorum, you must send an ICU to the owners;
2. Within 15 days of losing quorum, you must send a General notice, calling a meeting of owners to elect directors;
3. Within 30 days of losing quorum, you must hold the meeting of owners to elect directors;
4. Within 30 days of any change to the directors of officers of the corporation, you must send an ICU to the owners and a Notice of change to the CAO.

Losing directors, especially when it results in lost quorum, is a disruptive event for a condominium, which can have the effect of grinding its functioning to a halt. This is why it is so important to act quickly to resolve the issue, and have a capable property manager who can help guide the Corporation through this transition. And of course, your friendly neighbourhood Condo Adviser is always happy to help!

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Tips on Preparing your Condominium Home For a Winter Trip

It's that time of year again, when many of us flee the frigid temperatures and head to warmer climates.

While the condominium lifestyle has a lot of benefits, (warm amenities to enjoy so close to home, underground parking, security), there are still certain maintenance responsibilities you have to attend to before you can confidently lock your front door and take off. And these homeowner maintenance tips are important for every resident, whether they have left for a season or own a home they are not currently living in. Whether you are present or not, your home still requires attention and it is the homeowner's responsibility to ensure it is properly cared for.

If you are only going away for a week or two, remember to:

1. Turn your water off at the Main Water Shut Off Valves. This will help prevent any problems that might arise from a water leak in your absence and may help mitigate costly repairs upon your return.
2. Reset your thermostat. Turning your thermostat down a few degrees (about 20 degrees Celsius) will still keep your suite warm enough and conserve energy usage in your absence.
3. Monitor your humidity. While some humidity is necessary for comfort, too much or too little can eventually have a negative effect. Too much humidity leads to condensation and is usually visible on your windows first. Excessive condensation can result in damage to your windows, drywall and flooring. Too little leads to gaps in all of the wood products in your home and can effect your fine art and furnishings. Ensure that you leave some opening in your drapes or blinds to allow circulation around the windows. This will help to prevent a build-up of moisture on the window panes.
4. Inform the Property Management Office. Your Property Management office may have a form for you to complete to record the dates of your vacation, how they can reach you in case of an emergency and the contact information and the name(s) of trusted people with permission to handle any issues or enter your suite while you are away.
5. If you have a fan coil unit, do not turn it off. It should remain active during the winter months at the previously noted set point (20 degrees Celsius). Also, remember to check the fan coil filter; a clogged filter prevents proper air flow and will reduce the amount of heat in your home and reduce the life span of your motor.

6. Make sure your windows and doors are closed. A common winter emergency is a burst pipe due to insufficient climate control (like a forgotten open door or window or shut off fancoil unit) that causes a plumbing pipe to freeze and burst, resulting in costly water damage to you, and possibly your neighbors' homes that you may be responsible for and we do not want that to happen to you.
7. Unplug all electrical appliances such as your TV, DVD, clock radio, microwave, toaster, coffee maker, etc. In addition to being a fire safety procedure, unplugging appliances will save energy and reduce possible damage in the event of power surges.

For longer absences, in addition to the above, it's a good idea to take these additional steps:

1. Stop or forward your mail at the Post Office and cancel any newspaper or magazine deliveries. You can arrange to have your mail forwarded to a temporary residence or designate someone you trust to pick up your mail in your absence or hold it until your return.
2. Make arrangements to have someone you trust visit and check on your suite. At least once a week, someone should visit your home to turn on your water and run the shower and faucets, flush the toilets, and check the general condition of your suite, and then to turn the water off again before they leave. This can help prevent or mitigate problems in your home. Remember, whether you're home or away, each homeowner still has a responsibility to mitigate damages. Also, you should check with your insurance provider, as many insurance policies have guidelines regarding holiday or vacation coverage for your home.

And the simplest way to ensure a worry free vacation is to speak with your Property Management office before embarking on your trip. They can offer valuable advice and information to help you prepare for your time away.



CCI-NWO - 2019 - 2020 Membership List

CCI-NWO has 39 condominium memberships representing a total of 1645 units.

Condo # Name # of Units

1	The Carriage House	22
2	Varsity Square	48
3	Guildwood Park	70
4	Guildwood Park	40
5	Waverley Park Towers	151
6	Guildwood Park	40
7	McVicar Estates	54
8	Glengowan Place	54
9	Parkwest Meadows I & II	54
10	Maplecrest Tower	98
12	Parkwest Meadows III	50
13	Victoria Park	35
14	Parkview Condo	17
15	Boulevard Park Place	72
16	Leland Court	13
17	Signature Court	36
18	Parkwest Manor 1	31
19	Harbourview Terrace I	67
20	King Arthur Suites	36
22	Parkwest Manor II	31
25	Harbourview Terrace II	35
26	Brookside Place	24
28	Banting Place	48
29	Brookside Manor	48
31	Fanshaw Place	36
33	Marina Park Place	29
38	Hilldale Gardens	38
39	Silver Harbour Estates	29
40	Foxborough Greens	26
41	Pinecrest Manor	32
42	Fanshaw Place II	30
48	Mariday Suites	32
50	Lakeview Suites	24
52	Allure Building	51
54	Terravista Townhomes	18
55	Terravista Condos	30
56	Aurora Building	48
58	Hillcrest Neighbour Village	19
60	Hillcrest Neighbour Village II	15

KCC

10	Islandview	40
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MEMBERS - CATEGORIES

LEGAL

Cheadles	622-6821
Rene Larson	622-2777
Christopher Jaglowitz	416-363-2614

ACCOUNTING

LCPS Professional Corporation	623-0600
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CONSTRUCTION / CLEANING / SECURITY

Carpet Crusader	251-9313
Clow Darling Mech. Contractors	623-7485
North-West Electric	345-7475
Paul Davis (Thunder Bay)	344-7566
Winmar	623-8855
Apex Security	344-8491
Architecture 49 Inc.	625-6700
DRD Construction Services	623-4540
First General – Thunder Bay	623-1276
National Service Professionals	623-4000
Superior Property Maintenance	629-6400
Toodaloo Pest & Wildlife	844-866-3256

PROPERTY MANAGEMENT / REAL ESTATE

Steen Property Mgmt., Inc.	346-5690
Synergy Property Mgmt, Inc.	620-8999
Northwestern Property Mgmt.	346-4282
The Property Managers NWO	630-3098
ReMax First Choice Realty	344-5700

INSURANCE

Gillons* Insurance	345-3611
J.D. Barnes	622-6277
Jones & Associates Insurance	343-9444
Aon Reed Stenhouse Inc.	346-7450

COMMUNICATIONS / PRINTING

Print Pros Plus Inc.	622-4007
TbayTel	684-2439

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What You Need To Know Seminar!

Hoarding: How It Affects A Condominium

Date: Saturday, October 26, 2019

Time: 9:00 a.m. to 1:00 p.m.

Location: Victoria Inn (Embassy Ballroom)

555 West Arthur Street, Thunder Bay ON

Fee: \$ 75.00 - members (no HST)

\$ 110.00 - non-members (no HST)

Fee includes continental breakfast and coffee breaks

Registration: doors open at 8:20 a.m.

Register in advance to ensure seating and materials are available.

Topics & Speakers

- History of Hoarding
- What is Hoarding?
- Occupant & Building Safety
- Mental Health
- Legal Issues

Hoarding 101 *Jim Hind, C.F.E.I*

James is a Certified Firefighter, Fire Inspector, Public Fire & Life Safety Educator and Fire and Explosive Investigator. James formed the Hoarding Task Force in the City of London. He instructs on the topic of Compulsive Hoarding and the legislative aspects as it applies to the Residential Tenancies Act and Fire Protection & Prevention Act. James has brought the issue of Hoarding to the attention of the decision makers and politicians all the way to the Federal Level and works closely with stakeholders on the next evolution in Compulsive Hoarding.



Hoarding: A Trauma-Based Perspective *Linda Kelly, MSW, RSW*



Linda is the CEO and Founder of Kelly Mental Health, an organization dedicated to improving the quality of life of individuals, families, and communities with access to quality mental health services. Linda is a Certified Clinical Traumatologist and has focused most of her clinical practice on providing treatment to individuals struggling with longstanding traumas, including the legacy of the Indian Residential School System, historical violence, and complex family dynamics. She teaches positive coping mechanisms, resiliency, and empowerment through development of personal insight and understanding.

Hoarding: Legal Rights and Obligations *Kaitlin Roka*

Kaitlin became an Associate Lawyer with Cheadles LLP in September 2018. She practices in the areas of Corporate & Commercial, Wills & Estates, and Real Estate. Kaitlin graduated with her Juris Doctor degree from Lakehead University's Bora Laskin Faculty of Law in 2018. She holds a B.A. in Sociology from Queen's University and a B.A. (Hons) degree in Law and Society from York University. Prior to law school, Kaitlin obtained her Paralegal P1 License from the Law Society of Upper Canada and worked as a licensed paralegal.



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