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*Rates based on a per issue basis.

Message from the Board

By Doug Shanks, Past President and Director, CCI NWO

As one of the Board members of the local chapter of CCI and the Past President, this Message from the Board is to help you understand what the CAO is all about.

The Condominium Authority of Ontario (CAO) has been created to help with protecting the public and purchasers/owners of condo's in Ontario. It is also assisting in developing condo communities across Ontario. The CAO is a source for information, director training, dispute resolution in simple matters, and other services to simplify condominium living.

The following is a short list of what some things the CAO does and a few examples of what it does not do. This list is quoted verbatim from the CAO web site, and is helpful for those that are not in to computers.

WHAT WE DO:

- Provide information and training about:
 - rights and responsibilities of condo owners
 - the roles and responsibilities of the board of directors and condo management
 - changes to the *Condominium Act, 1998*, that affect condominium communities
- Provide information on common issues to assist condo communities in proactively resolving issues
- Provide a publicly available, searchable, online registry of all condominium corporations in the province, as may be required by regulation (anticipated start date of early 2018).
- Offer a new, online dispute-resolution process, called the Condo Authority Tribunal (CAT) and adjudicate disputes.



WHAT WE DON'T DO:

- Help with individual condo repairs or maintenance such as plumbing issues
- Help with building issues such as falling glass
- Get involved with the operation of your condo building (such as security, common elements, recreation facilities, common grounds, garbage disposal etc.)
- Get involved with board-related situations such as elections, attend board meetings or enforce board decisions
- Enforce condominium corporation's by-laws, rules or policies or other building rules
- Investigate non-compliance with the *Condominium Act, 1998*, its regulations, or a particular condominium corporation's declaration, by-laws, rules, or policies
- Investigate possible misconduct by individuals such as board member, manager or resident (for example, investigating possible fraud; this would be a criminal investigation)
- Act on behalf of any particular owner, resident, condominium corporation, condominium manager, or condominium management service provider (for example, send a letter to an owner, represent a party before the CAT)
- Provide legal advice, opinions or recommendations on any topic"

NWO CCI chapter is going to help owners, condo directors and other with understanding the Amended Condo Act, and the CAO. We have a seminar on this scheduled for Saturday April 21st with a lawyer from Southern Ontario presenting a good overview of where we are in the changes to the Act that are in effect, where we are going with additional changes that have yet to be implemented, and some checklists to help understand and navigate all of these changes.

Board of Directors of CCI NWO

Doug Shanks,
Past President and Director

CCI-NWO Annual General Meeting

Saturday, April 21, 2018

Prior to start of the Condo Course at Victoria Inn

Important Legislative Changes Impacting How Condominium Boards and Condominium Corporations Operate Condominiums in Ontario

By Doug Shanks and Kaitlin Roka

On November 1, 2017, the Condominium Act, 1998 (the “Act”) saw the enactment of numerous new amendments. These new amendments allow for better protection of condominium owners, and affect both Condominium Boards and Condominium Corporations. In addition to the amendments to the Act, the Condominium Management Services Act, 2015 provided amendments related to the registration of Condominium Property Managers. Below is a list of 10 important changes that Condominium Boards and Condominium Corporations need to consider:

1. NEW DIRECTOR TRAINING

The Act provides that Directors elected or appointed after November 1, 2017 must take part in director training within 6 months of election. If a Director does not complete the training within 6 months they will be disqualified from the Board. See section 11.7 of O. Reg. 48/01: General under the Act.

2. DIRECTOR QUALIFICATIONS

The Act sets out a list of clearly defined qualifications that an individual must meet if they to be a Director, as well as disqualifications. It also provides that the Condominium Corporation has the ability to pass additional by-laws requiring further qualifications if required. See section 29(1) and 29(1)(2) of the Act.

3. DISCLOSURE BY DIRECTORS

The Act provides a list of statements that a Director must disclose if applicable. The individual has to either provide the disclosure in writing before they intend to run as a Director or in person during the meeting where they are running as a Director. See section 11.6 of O. Reg. 48/01: General under the Act

4. BOARD MEETING QUORUM

The Act provides that the quorum of a board meeting is now the majority of board members irrespective of any vacancies on the Board. See section 32(2) of the Act.

5. INFORMATION CERTIFICATES

Condominium Corporations will now be required to provide three different information certificates each with specific rules regarding the timeframe when the certificate is provided. The certificates to be provided now include: periodic information certificate, information certificate and the new owner information certificate. See sections 11.1 to 11.5 of O. Reg. 48/01: General under the Act.

6. REQUESTS FOR CONDOMINIUM RECORDS

The Act provides that the Condominium Board must reply to a request by an owner to examine a condominium record within 30 days. Failure to provide the record a requested means the Condominium Board could face a fine up to \$5,000. See 13.3 of O. Reg. 48/01: General under the Act.



7. CONDOMINIUM AUTHORITY OF ONTARIO

This is a new legislative authority that all Condominium Corporations are required to register and pay the required fees by December 31, 2017. One feature of this new authority is that it will provide dispute resolution services. See O. Reg. 181/17: Designation of Condominium Authority under the Act.

8. CONDOMINIUM MANAGER REQUIREMENTS

All condominium managers are now required to have a management license to provide condominium management services. It is important to ensure that Condominium Corporations and Boards ensure that the individuals who are managing their condominiums are properly licensed. See the Condominium Management Services Act.

9. FORMS

The Act has brought both changes to the standardized forms and enacted new standardized forms. Condominium Corporations and Condominium Boards should become familiar with the new forms so they are using the proper ones. See the Act and Regulations.

10. MANNER OF BOARD MEETING

The Act provides that Condominium Board's may now hold Board meetings via teleconference. See section 35(5) of the Act and section 11.12 of O. Reg. 48/01: General under the Act.

While the purpose of this article was to provide an overview of some important changes, all Condominium Board and Condominium Corporations need to review the Act in detail to ensure they are meeting the requirements.

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

This article is provided for legal information only, and is not legal advice. Legal advice should be obtained with respect to specific fact situations.



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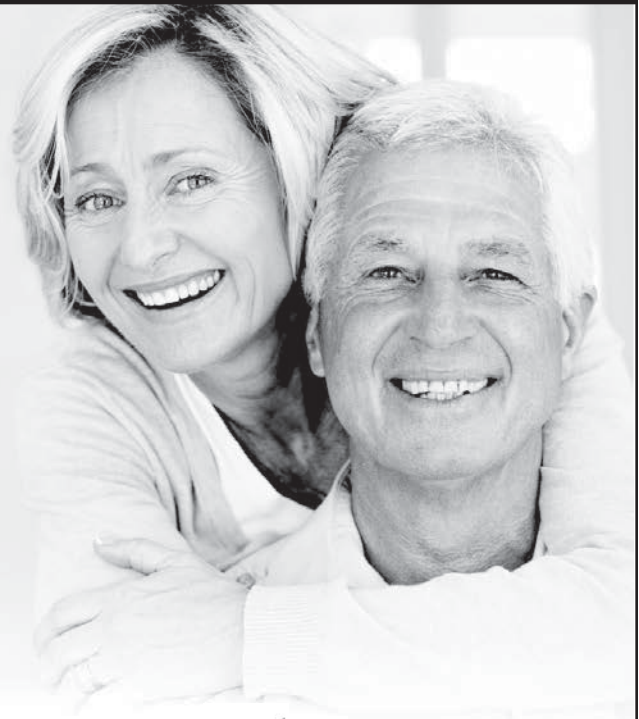
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Powers of Attorney Essential for Condo Unit Owners

By Chris Jaglowitz on April 22, 2014 Posted in Financial Issues, Living Together, News and Events

To encourage people to carefully consider and protect their families, assets and affairs, the Ontario Bar Association has made April its “Make a Power of Attorney Month.”

A power of attorney (“POA”) is a legal document that gives someone else the right to act on a person’s behalf. These documents can be used to oversee personal care or to handle assets and property, and can be customized to suit the precise requirements of each person.

The value and usefulness of a POA is most obvious for people who fall into any of these categories:

- are frequent travelers or are seldom home;
- have complex affairs or assets;
- are financially responsible for their family unit and home; or
- are elderly or have frail health or a greater risk of suffering from dementia.

While many condo unit owners might consider their affairs to be too simple to bother preparing a power of attorney, there are many reasons why having one can prove invaluable, such as where the owner wishes to allow someone to be able to do any of the following things on their behalf:

- have access to the unit or common elements;
- arrange to pay common expenses or property taxes for the unit;
- refinance the unit with a lender or bank or sell it;
- attend unit owner meetings and vote on important matters;
- give a proxy to another person to attend owner meetings;
- deal with tenants occupying the unit;
- file notices with the condo corporation; and
- request work, records or assistance from the condo corporation.

Though it is important for people to prepare a POA, it is equally important not to lock it in a safe or lose it. Individuals who hold power of attorney (“the attorney”) for someone else must have access to the POA document and present it (either an original or, better yet, a notarial copy) when acting in that capacity. I often see unit owners’ family members try to register at condo AGMs who declare themselves as the unit owner’s attorney but do not present the POA document and have not already submitted a copy for the condo’s file. Without proof of their authority or a valid proxy from the unit owner, persons named as a power of attorney cannot be considered as the owners’ attorney or treated as the unit owner or issued ballots or counted towards quorum at meetings.

Remember that the attorney’s authority comes from the POA document, so it must be presented for inspection on request and should be filed with the condo corporation if the attorney is expected to have significant, frequent or ongoing interaction with the corporation on behalf of the unit owner.

Condo managers and directors who are approached by a person claiming to hold a power of attorney for a unit owner should ask to see the document and make a copy for their file. The scope of the attorney’s authority and any conditions or restrictions should be readily apparent from the POA document, but consult the condo’s lawyers if you are unsure.

Though cynics might consider the OBA's "Make a POA" campaign a self-serving move to drum up business for lawyers, it's a fact that the legal work needed where no power of attorney was made is invariably more complex and expensive. Making a power of attorney is your best bet to avoid significant confusion, delay, costs and inconvenience in case you are absent or otherwise unable to take care of yourself or manage your affairs.

Ontario Condo Law Blog - www.ontariocondolaw.com

Chris Jaglowitz is a Partner with Gardiner Arnold LLP in Toronto where he practices condominium law and dispute resolution. Is the Editor of the Ontario Condo Law Blog where this article first appeared.

This is Canada's first and foremost law blog devoted to condominium issues. Condo Managers, Directors, and Unit Owners should stay tuned for timely and topical news, information and analysis on Condo Law in the province of Ontario.

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FIRE

Richmond Hill's Fire Prevention Division published the following information on their website.

When a fire breaks out in your building you need to decide if you should stay or leave. You must act quickly and protect yourself from smoke. The best thing to do in a fire is to leave the building but sometimes you might have to stay in your unit.

WHAT SHOULD I DO WHEN THERE'S A FIRE?

When there's a fire in your building, follow these steps to make sure you, your family and your neighbours stay safe:

- Tell everyone in your unit to leave
- Close all doors behind you
- Pull the fire alarm and yell "fire"
- Leave the building using the closest stairway and always go down, never up
- Call 9-1-1 when you are safe
- Meet the firefighters at the front entrance and tell them where the fire is

SHOULD I LEAVE THE BUILDING?

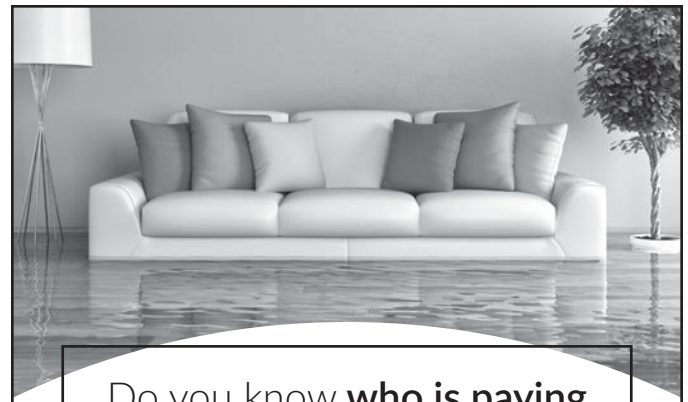
When smoke is entering your unit from around the door, do not open it. When there is no smoke, brace yourself, open the door a little bit and follow these steps:

- Close the door quickly and protect yourself if you see smoke or feel heat
- Take your keys, lock your door and go to the nearest stairway if the hallway is clear of smoke or heat
- Do not use the elevator
- Open the nearest stairway door carefully
- Use the stairway to leave the building if there is no smoke, always go down and never up
- Do not enter the stairway if you see smoke, close the door and go to another stairway
- Leave the stairway as soon as possible if you come across any smoke on your way down the stairs
- Remember that at least every five floors the doors will be unlocked so don't panic if other doors are locked or blocked
- Go back to your unit and protect yourself from smoke if there are no other stairways or go into the hallway and bang on other unit doors until you find a place to take shelter
- Never go to the roof
- Crawl low if you come across any smoke

WHAT DO I DO IF I STAY IN MY UNIT?

Protect yourself from smoke if you can't exit your unit safely. Remember that the longer you wait, the more likely there will be heavy smoke in hallways and stairways so don't try to leave after the alarm has been sounding for a long time. Follow these steps when you stay in your unit during a fire:

- Stay in your unit until you are rescued or told to leave
- Keep smoke from entering your unit by using duct tape to seal cracks around your door
- Place wet towels at the bottom of your door
- Seal vents and air ducts
- Call 9-1-1 and tell them where you are
- Move to the balcony and close the doors behind you if smoke starts coming into your unit
- Go to the most smoke-free room if you don't have a balcony, close the door, seal it with tape and towels and open the windows
- Hang a sheet or towel from the window or balcony to show your rescuers where you are
- Keep low to the floor
- Listen for instructions from authorities



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Carbon Monoxide (CO) Monitoring

The following information was taken from the web site of the **ONTARIO Ministry of Community Safety and Correctional Services**

WHAT IS CARBON MONOXIDE?

Carbon monoxide (CO) is known as the silent killer because it is an invisible, tasteless and odourless gas that can be deadly.

CO is produced when fuels such as propane, gasoline, natural gas, heating oil or wood do not burn completely in fuel-burning appliances and devices such as furnaces, fireplaces, hot water heaters, stoves, barbeques, portable heaters and generators or vehicles.

Over 65% of CO-related injuries and deaths in Ontario occur in the home (source: TSSA).

SYMPTOMS OF CARBON MONOXIDE POISONING:

Exposure to CO can cause flu-like symptoms such as headaches, nausea, dizziness, burning eyes, confusion, drowsiness and even loss of consciousness, without the elevated temperature associated with the flu. In severe cases, CO poisoning can cause brain damage and death. The elderly, children and people with heart or respiratory conditions may be particularly sensitive to CO.

It can poison the body quickly in high concentrations, or slowly over long periods of time.

WHAT TO DO IF CO ALARM SOUNDS

If your CO alarm sounds, and you or other occupants suffer from symptoms of CO poisoning, get everyone out of the home immediately. Then call 9-1-1 or your local emergency services number from outside the building.

If your CO alarm sounds, and no one is suffering from symptoms of CO poisoning, check to see if the battery needs replacing, or the alarm has reached its "end-of-life" before calling 9-1-1.

CARBON MONOXIDE ALARM INSTALLATION REQUIREMENTS

If you live in an apartment or condo building install a carbon monoxide alarm adjacent to each sleeping area, ie... in the hallway serving or area outside the sleeping area..

If your building has a service room, carbon monoxide alarms must be installed in the service room and adjacent to each sleeping area of all condos/ apartments above, below and beside the service room.

If your building has a garage, carbon monoxide alarms must be installed adjacent to each sleeping area of all condos/apartments above, below and beside the garage.

For added protection, install a carbon monoxide alarm on every storey of the home according to manufacturer's instructions.



CARBON MONOXIDE ALARM TIPS

Testing and Replacing:

- Landlords are responsible for installing and maintaining carbon monoxide (CO) alarms in their rental units
- Landlords are required to test CO alarms in rental units annually and when the battery is replaced, changes are made to the electric circuit or a change of tenancy occurs.
- It is against the law for tenants to remove the batteries or tamper with CO alarms in any way.
- Test CO alarms every month by pressing the test button.
- Replace batteries every year.
- Replace CO alarms according to manufacturer's instructions.

Know the Sound of the CO Alarm:

Your CO alarm sounds different than your smoke alarm. Test both alarms monthly and make sure everyone in your home knows the difference between the two alarm sounds.

Know the difference between the CO alarms' low-battery warning, end of life warning and an emergency alarm – consult the CO alarm manufacturer's instructions.

What to do if the CO Alarm Sounds:

If your CO alarm sounds, and you or other occupants suffer from symptoms of CO poisoning, get everyone out of the home immediately. Then call 9-1-1 or your local emergency services number from outside the building.

If your CO alarm sounds, and no one is suffering from symptoms of CO poisoning, check to see if the battery needs replacing, or the alarm has reached its "end-of-life" before calling 9-1-1.



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TBCC #	Condo Name	Number 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	53
8	Glengowan Place	54
9	Parkwest Meadows I & II	54
10	Maplecrest Tower	98
12	Parkwest Meadows III	50
13	Victoria Park	36
14	Parkview Condo	17
15	Boulevard Park Place	72
16	Leland Court	13
17	Signature Court	36
18	Parkwest Manor I	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	21
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
56	Aurora Building	48
58	Hillcrest Neighbour Village	19
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10	Islandview Kenora	40

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**Reviewed and confirmed by Communications Committee
 March, 2016**

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CONDO COURSE: Understanding the Amended Ontario Condo Act and Regulations

Saturday April 21st, 2018 | 9am to 1pm
Victoria Inn – Regency A & B | 555 West Arthur St., Thunder Bay

TOPICS:

1. **Condo Corporations – Are you compliant?**
2. **Mandatory Directors Education – What is required and when.**
3. **Annual Meetings – What you need to know**
4. **Record Requests – The new process**
5. **Information Certificates**

FEES:

CCI Members: \$75
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REGISTRATION:

Opens at 8:20am
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materials are available.

GUEST SPEAKER:

Sonja Hodis, B.A. (HONS.), LLB
Sonja is a condominium lawyer
based in Barrie that practices
condominium law across Ontario.
Sonja advises condominium
boards and owners on their rights
and responsibilities under the
Condominium Act, 1998 and
other legislation that affects
condominiums such as the
Human Rights Code. Sonja has
also been a regular contributor to
this newsletter.

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Teri MacNeil,
Owner/President



Sue Duncan,
Manager

Synergy is pleased to announce and welcome Sue Duncan to our managerial team!

Sue is a well-known figure in the Property Management scene in Northwestern Ontario. She brings with her 28 + years of management and financial experience, specializing in condominium, non-profit and project management.

Synergy is now tendering bids for management of condominium corporations, non-profit organizations and facilities management.

We look forward to your call!

***Synergy Property Management Solutions:
Management at Its Best!***