

VOL. 28, ISSUE 3 - SPRING 2015

INSITE TO CONDOS

CANADIAN CONDOMINIUM INSTITUTE MAGAZINE
NORTH ALBERTA CHAPTER

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Walkthroughs

Asphalt 101

Who Works for your
Condominium?

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PRODUCTION
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MESSAGE FROM THE PRESIDENT

BY ANAND SHARMA

Welcome to the Spring edition of the Insite Magazine.

Much has occurred since I last reported to you in December. CCI North Alberta engaged in a campaign to delay legislation on Bill 9, The Condominium Property Amendments Act. Bill 9 was rammed through the Alberta Legislature in just over one week, however, due to the strong efforts of our executive members and CCI allies, we were able to clearly articulate why Bill 9 needed to be tabled and delayed in our "Fix Bill 9" campaign.

We held an impromptu 'town-hall', where representatives of the Wildrose, NDP, and PC parties attended and listened to our concerns related to Bill 9. Nearly 300 individuals attended on short notice, and the message was clear; the legislation has significant issues and needed much more scrutiny.

We held press conferences, sent out press releases, and presented 14 amendments to the government and opposition, which were debated in the legislature. We were able to effect change, as one amendment as it pertains to the setting of rules and regulations by the Boards of Directors was adopted.

While we were not successful in stopping Bill 9 from proceeding, we were very effective in a short period of time in mobilizing our members and resources in challenging the government on Bill 9.

I wish to thank each and every one of you for your participation in our campaign to delay Bill 9. Hundreds of you wrote to the Alberta Government, while more than 1000 of you signed postcards provided by CCI North Alberta.

In particular, I want to give much thanks to Lawyers Victoria Archer and Hugh Willis who committed countless hours and days in the preparation and presentation of the amendments to the Alberta Government and Opposition Parties. Both Hugh and Victoria were often up until 3:00am completing research and refining the amendments that were put forth by CCI North Alberta and we cannot express enough our gratitude for their work. Thanks also go out to Greg Clark and Rafal Dyrda for their work on establishing communication materials and the website to coordinate our campaign with the public.

Looking forward, The Board of Directors has approved a new seminar that will be free of cost to all members that will review the Condominium Property Act Revisions. A lawyer panel headed by Victoria Archer and Hugh Willis will be providing this seminar in nine different venues, both in Edmonton and surrounding areas, as well as Red Deer, Grande Prairie, and Fort McMurray. These seminars will be provided in May and June 2015, with more details to be circulated in the coming weeks.

Finally, I would like to encourage all members and non-members to attend our 6th Annual CCI Trade Show and Conference being held at the Chateau Louis on May 29th and 30th, 2015. Details are included in this magazine, but this conference is expected to be our biggest and most well-attended yet - so book early!

Anand Sharma
President
Canadian Condominium Institute, North Alberta Chapter

WELCOME NEW MEMBERS

The Canadian Condominium Institute is an independent, non-profit organization formed in 1982 with Chapters throughout Canada, including the North Alberta Chapter.

This organization is the only national association dealing exclusively with condominium issues affecting all of the participants in the condominium community. The Chapters throughout the country provide practical comparisons to the different provincial Acts.

The CCI assists its members in establishing and operating successful Condominium Corporations through information dissemination, education, workshops, courses, and seminars.

Ambassador Program

Current members receive a \$50 credit for every referral that becomes a paid member of CCI. Credits can be used to pay for membership dues, educational events, or advertising.

There are no limits on the amount of credits you can receive, but they must be used in the year in which they were acquired.

For more details contact our office.

Help our Chapter Grow!!!

Whether it's a friend or family member's condominium or a business that's looking for more service, we all know at least a few people who would thank you for introducing them to CCI.

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COMMITTEE REPORTS

Membership Committee

CCI is pleased to welcome all new members to our organization. We continue to see membership numbers increase in all areas, particularly our professional and business memberships. Their support provides continuing exposure for CCI throughout the 'Condominium Community'.

Condominium Corporation and Resident Individual memberships are also increasing in numbers. These memberships provide the participants with up-to-date industry information, discounted rates for our many educational events, valuable networking opportunities, and an open forum where questions and concerns can be discussed directly with other members.

Over the course of the next several months, CCI

anticipates a period of adjustment within the Condominium community as changes to the Condominium Property Act are finalized. This will have a significant impact on our community, and CCI intends to be there as the continuing primary resource for knowledge and education in all aspects of condominium living.

We all know someone who owns a condominium. We encourage you to spread the word about CCI to anyone who can utilize our resources. Remember – current members will receive a \$50.00 credit for new member they refer.

Susan Milner
Chair, Membership Committee

Communications Committee Report

The communications committee is excited about its newest member Jason Matthews. Jason has a strong technical and sales background and comes to us from Shaw. Our team now consists of Jason Matthews, David Vincent our Magazine Editor, Rafal Dyrda our technical wizard and myself Gregory Clark. We are also welcoming the support of Shantel Murray with the advertising.

Our focus for the coming year will be centered on website improvement, assisting membership with its new series of informational seminars and raising the aware-

ness of CCI within Alberta North.

I encourage anyone that has an idea for a story or would like to be featured, submit a photo, article, etc. for publishing to contact our editor David Vincent at djvincent@shaw.ca.

Warm regards,
Gregory Clark
Vice-president, Chairperson Communications Committee

Education Committee Report

Just over half way through the educational schedule for the year, and things are gearing up for the Conference at the end of May.

Attendance to the luncheons, seminars and Condominium Managements courses has been strong. Thank you to all our presenters, volunteers and participants for the welcomed suggestions and comments.

The educational committee strives to provide relevant and quality information to our members. Should you have suggestions for educational events or wish to assist the committee, please contact Joyce Schwan at info@cci-north.ab.ca or 780-453-9004.

Respectfully Submitted;
Carmen Zuorro – Education Co-Chair

The Canadian Condominium Institute, North Alberta Chapter is proud to present:

CCI NORTH ALBERTA ANNUAL CONFERENCE & TRADE SHOW 2015

Chateau Louis
11727 Kingsway Avenue, Edmonton

Friday May 29 Evening Wine & Cheese Meet and Greet
Saturday May 30 Sessions & Legal Supersession over lunch
(7:30 am to 5:30 pm)

We invite you to check out the full line-up of educational events and topics for discussion on the following pages.

Presentations from leaders in the condominium industry will educate, enlighten, amuse and potentially shock you.

Hundreds of dollars worth of individual events will be rolled into one informative day.

Take some time to browse the Trade Show to learn about the goods and professional services available to condominium corporations.

PRICES

CONFERENCE

Individual \$100.00

TRADE SHOW PARTICIPANT

Member \$300.00

Non-member \$500.00

**Tradeshow includes one table (approx 8' long) and two admissions*

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CCI NORTH ALBERTA ANNUAL CONFERENCE & TRADE SHOW 2015

SCHEDULE

FRIDAY, MAY 29

7:00 PM to 8:00 PM	Early Registration
7:00 PM to 9:00 PM	Tradeshow set up
7:00 PM to 11:00 PM	Wine & Cheese Meet & Greet (everyone registered is invited)

SATURDAY, MAY 30

7:30 AM to 8:15 AM	Breakfast
8:15 AM to 8:30 AM	Welcome Address
8:30 AM to 10:00 AM	Sessions #1
10:00 AM to 10:30 AM	Break with Exhibitors
10:30 AM to 12:00 PM	Sessions #2
12:00 PM to 12:30 PM	Lunch
12:30 PM to 1:30 PM	Legal Panel
1:45 PM to 3:15 PM	Sessions #3
3:15 PM to 3:30 PM	Break with Exhibitors
3:30 PM to 5:00 PM	Session #4
5:00 PM to 5:30 PM	Closing Remarks and Door Prize Draw

SESSIONS

Understanding Condominium Insurance
Do you have the proper insurance for your Condominium? Do you have all the coverage you require? What about individual unit owner insurance?

The Effects of Borrowing for Common Property Replacement
What are the effects of borrowing money instead of levying individual special assessments? What ramifications does this have on the corporation?

Maintenance and Repair: Preparing an Annual Maintenance Schedule
Condominium buildings (apartment, townhouse & commercial) and sites need constant maintenance and repair. This session will cover the types of maintenance and repair that will be needed whether it occurs annually, monthly, weekly or daily. Understanding how to budget for the money and plan for the work will also be covered.

Financial Bootcamp – Part 1 (Financial Statements)
This seminar will focus on how to understand the information contained in financial statements.

Financial Bootcamp – Part 2 (Budget)
This seminar will discuss the things directors and managers need to know and consider when setting operation budgets, and who has the authority to approve the budget.

The Good, the Bad & the Bylaws
This session will deal with the details of the Condominium Property Act versus the Bylaws and will examine methods of enforcing bylaws.

Maximizing Meetings & Minutes
In this era of over scheduling and multiple commitments, every meeting should be planned to maximize the content, decision making and yet welcome and address all concerns. Also discussed in this session will be “what goes into minutes and what doesn’t”.

Conflict Resolution – LISTEN TO ME!
Arbitration? Mediation? Legal Assistance? How to deal with difficult people, how to handle a bully on the board. This session will deal with varying aspects of communicating with others.

Reserve Fund Studies & the Plan
Who is qualified? When is it needed? How to get one done? How to understand the study? How to do the Plan?

How to Make Your Condo More Saleable
Are you planning on selling? How to market and make your condo unit more saleable. Tips and tricks to make it sell fast.

Barely Bareland
Recent legal cases have shed a light on how bareland corporations are operating. Is your bareland corporation following the condominium property act? Are you operating as a conventional condominium? Are you doing it right?

Disaster Planning
What if there is a fire? What if there is a flood? Who does what? What do you do? What are the board’s obligations to the unit owners? How to be prepared just in case there is a disaster in your condominium community.

Environmental Concerns
Does your condominium have mould? Do you have asbestos? Such environmental concerns are the responsibility of the condominium corporation. What are your obligations? How do you ensure that these environmental concerns do not harm your occupants?

Communicating in Your Condo
There are several ways that condominiums communicate with their owners. Are you communicating with your owners effectively?

Security – Procedures, Processes & Systems
Is your condominium complex safe? Do you have procedures and processes in place to keep out unwanted visitors and keep property and person secure? Should you have a security system?

Hiring a Condominium Manager?
So many corporations want a condominium manager but are unsure of how to go about hiring the right one. Find out what questions should be asked and what the best responses are. Confirm what you want from a condominium manager.

SPONSORSHIP OPPORTUNITIES

The North Alberta Chapter of the Canadian Condominium Institute is pleased to present their third annual conference with multiple educational seminars and networking opportunities. The conference follows a similar format to the past conferences, but is condensed into 1 full day of seminars. The Legal Supersession will be held immediately following the lunch buffet. A Wine and Cheese social on Friday night will kick off the networking component of the conference.

We invite you to participate as a conference sponsor at one of the “components” of the event. The conference is very event specific in its attendees and your sponsorship dollars will guarantee exposure to others in the industry looking for the type of services you and your company provide. Details of the sponsorship program specific to the 2015 event are as follows:

TITLE SPONSOR FOR CONFERENCE

(this is an exclusive sponsorship opportunity)

1 available – \$5,000

- Sponsor's logos and recognition throughout event
- Trade show booth at prime location with signage
- 4 registrations
- Verbal thank you at each food event
- Thank you recognition in magazine & full page ad

FOOD EVENT SPONSOR

3 available – \$2,500

(breakfast, lunch, wine & cheese)

- 2 conference registrations or 1 trade show booth
- Verbal thank you recognition at event component
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- Thank you recognition in magazine

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- Signage and promo material in room
- Verbal acknowledgement by moderator at each session held in sponsored room
- 1 conference registration
- Thank you recognition in magazine

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- Verbal acknowledgement
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- Thank you recognition in magazine

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Registration Form
**Conference & Trade Show
2015**

ADVANCE PAYMENT IS REQUIRED

Complete and mail this form, along with your payment to: May 29th & 30th

Canadian Condominium Institute
#37, 11810 Kingsway Avenue NW
Edmonton, AB T5G 0X5

Conference		Tradeshow	
Includes May 29 th Wine & Cheese		Includes 2 passes & 8' table	
Member Price	\$100.00 + gst	Member Price	\$300.00 + gst
Non Member Price	\$200.00 + gst	Non Member Price	\$500.00 + gst

Cancellation Policy: If cancellation is received by the CCI office seven days or more prior to the event date, you will receive a full refund. Cancelling seven days or less will result in no refund.

Chateau Louis Hotel & Conference Centre
11727 Kingsway NW, Edmonton

- ☐ May 29, 2015 – Wine & Cheese
- ☐ Trade Show Table – Member
- ☐ May 30, 2015 – Conference Sessions
- ☐ Trade Show Table – Non Member

Attendee 1

Name: _____

Phone: _____

Email: _____

Attendee 2

Name: _____

Phone: _____

Email: _____

Attendee 3

Name: _____

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Attendee 4

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A PROPERTY MANAGER'S GUIDE TO WALKTHROUGHS

BY HALSALL ASSOCIATES

Every five years, the reserve fund provider visits a condominium and completes a visual evaluation of the property in order to identify major repair and replacement projects as required by the Condominium Act for the common elements. This process needs to be partnered with a property manager's monthly or quarterly reviews of the building to identify maintenance activities. These two processes fit together to ensure that a condominium stays in top-notch condition. A solid preventative maintenance program that addresses problems early can significantly extend the service life of major components.

The following is a recommended guide for a property manager's walk-through:

The site

On asphalt-paved areas, check for areas of ponding. These can indicate blocked drains or the need for additional drains or re-sloping. Watch for cracks. These allow water to get under the asphalt and damage the fill that supports the asphalt. To minimize the harm, cracks should be sealed annually.

Watch for areas of pavement, unit pavers and sidewalks that have settled or heaved. These can cause trip hazards and should be addressed promptly (by patching or grinding) before anyone falls and gets injured.

Look for water accumulating near building walls.

Landscapers tend to add more soil or mulch to gardens each year. Over time, this can significantly change the slope, often causing water to pool against building walls. This in turn can lead to freeze-thaw damage to the cladding or leakage into the building.

On low-rises, take note of the discharge from downspouts. Is it running free and clear? Is the water being discharged where it won't cause erosion during the summer or icing during the winter? Are the troughs full of debris and overflowing?

Finally, don't forget the services located on one's site. These include: fire hydrants (they should be clear and accessible), transformers (no corrosion or very loud buzzing), light standards (check for signs of corrosion or excessive fatigue due to wind) and traffic signage (sight lines should be clear of trees and shrubs).

Exterior walls

Given the choice, most people would prefer to take a walk outside on a sunny day. But a diligent building manager will want to own a good raincoat because the best time to inspect one's building is when it's raining or just after a good rain.

Obviously the walls will get wet when it rains. What one wants to avoid is concentrated wetting, particularly with masonry walls. Generally speaking, saturated masonry will suffer more freeze-thaw damage because the water in the masonry expands when it freezes. But don't ignore other cladding systems, such as concrete. They may be more durable when exposed to wetting, but they will still stain and can leak.

Walls that appear dark and wet in a localized area after a rain are being affected by concentrated water run-off. To shed water better, one would be wise to invest in a sheet metal cap or some other type of flashing. A 25-millimetre drip edge installed early on can often prevent thousands of dollars of cladding repair downstream. Ideally these flashings should be installed when the wall is new, but later is still better than not at all.

With an exterior insulated finish system (EIFS), watch for cracks and holes that should be patched to prevent water from getting at the concealed wall elements. On older buildings, these components are particularly prone to rot, mould and corrosion, so keeping water out is critical.

Window sills

Window sills are provided to protect the cladding below, by shedding the water that sheets off the metal and glass components.

First, check to see if there are any "moustache stains" under the windows indicating concentrated run-off from the ends of the sills. This can be rectified by installing "end-dams" in the sealant to push the water forward and off the sill edge.

Second, watch for over-caulked sills. When properly done, the caulking is recessed up under the sill so that the drip edge remains clear and effective. However, contractors often find it easier to fill the gap under the sill. This can direct water back onto the wall. Correcting isolated over-caulked sills can be handled as maintenance, but a more widespread problem would need to be rectified at the time of general re-caulking. Lastly, have a particular look at windows that do not have metal sills. Depending on the water-run-off pattern below these windows, it might be wise to add sills.

Parapets and walls

The other place to check is at the top of walls where they meet flat roofs.

>>> continued on page 14

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>>> *continued from page 13*

Here, parapets should have properly installed cap flashings which slope back onto the roof. If these are missing, the tops of the walls can become saturated, resulting in cladding deterioration.

Even if cap flashings are present, one will often see concentrated water run-off at the flashing joints. This generally indicates isolated over-caulking, as described for window sills, and this can usually be corrected via modifications to the caulking.

As one looks up at the walls, watch for anything that's out of alignment or displaced. Balcony slab-edge covers and aluminum flashings at fascia are commonly loose and at risk of falling. Also watch for any signs of loose concrete or brick that might be at risk of falling. The outside edges of balcony slabs are especially prone to carbonation-induced concrete damage, so be sure to pay attention there.

Parking garages

The tour of a building's interior should

begin in the parking garage. Here, the primary concerns are leakage, damage to the traffic topping and loose concrete.

Leakage through slabs most often occurs first around drains and at expansion joints, then at cracks in the concrete slab. It's important to repair leaks properly and in a timely manner. Long-term leakage can result in exposure of the concrete structure to salt-laden water, leading to structural deterioration. Water leaking through a concrete slab is alkaline and will damage the finish on cars. Temporary measures may be needed, such as relocation of cars or installation of troughs to redirect water.

One caveat: never attempt to seal a leaking expansion joint from the underside. It is important that these joints be kept clear so movement can occur. It is therefore critical that expansion joints only be repaired from above, where properly detailed joints that can accommodate movement can be installed.

Leakage at foundation walls is

generally ground-water and can usually be addressed by injection sealing.

Next, answer these key questions about the garage's mechanical and electrical systems: Are the drain covers level and in good condition? Are the exhaust fans running without problems? Are the lights working? Are there any leaking drain pipes? Garage drains should be scoped and flushed periodically to prevent them from becoming blocked.

Before leaving the garage, sample some exterior exit stairwells. Make sure the stairs are in good condition, the railings are intact, the stairwells are clear of debris and ponding water and that the doors open easily.

Corridors, stairwells

Here is the easiest part of the walk-through. Simply ensure that cleaning is adequate, that lights and exit signs are operating, that garbage chute doors are operating properly and that fire-rated doors are properly self-closing.

Suite interiors

Inside the suites, focus on leakage, the windows, exhaust fans and hot water supply.

For leakage, look for signs of damaged flooring, particularly near balcony doors, and for water stains on walls.

There are a number of items to check on windows.:

First, make sure no sealed window units have failed. If there is condensation between the panes of glass where it cannot be cleaned off, the sealed glass unit will need to be replaced. In a high-rise, this generally means just changing the glass. In a low-rise, it may be more cost-effective to replace the entire window, including the frame.

In high-rises, confirm that window-opening restriction devices are in place for windows that do not open over a balcony. These limit the window opening to just 100 millimetres, to prevent children from falling out. Residents often disable these devices, which can represent a liability for the corporation.

Finish up by checking that the operable windows are moving easily and can be locked and that screens are in place.

Next, make sure bathroom and kitchen exhaust fans are operable and drawing air. Depending on the declaration, these may be unit-owned, or may be the corporation's responsibility to maintain.

Before moving on, check that the



suite is receiving hot water in a reasonable time – within about 30 seconds of turning on the tap. If not, there might be a problem with the recirculating pump or water balance.

Balconies

The guards should be intact, with no loose components. There should be no serious corrosion of the anchors that connect the guards to the slabs, the guards themselves, or the dividers between balconies.

No items should be stored on the balcony that could blow off. And no item should be stored in a way that makes it easy for a child to climb up and fall over the guard. Many residents want to place attractive planters or tables up against the guards – but these form dangerous climbable objects from the perspective of a three-year-old.

Last but not least, while on the balcony, look for any loose concrete that might be developing at the edges of the slabs. It is important to notice this early so that a contractor

can remove the loose concrete before it falls.

Mechanical penthouse

Visiting the mechanical penthouse during rain can be informative. There are often leaks into mechanical rooms at vents, doors, and grilles that go unnoticed for many years, until they leak through into the suites below. So spend some time looking at the floors and walls in these seldom-visited spaces.

Depending on one's skill level, the property manager may be able to notice issues with the mechanical equipment, too. Squealing or leakage at pumps and drains are readily apparent and should be discussed with one's maintenance contractor. Make sure that air conditioning is running in elevator machine rooms and main electrical rooms; it is important that this equipment does not overheat.

Finally, clear all stored materials from mechanical and electrical rooms. It

>>> *continued on page 16*



>>> continued from page 15

may be tempting to use these spaces to store Christmas trees and the like, but it is more important that the equipment be readily accessible for repair or emergency shut-off (not to mention the risk of combustible materials that would add fuel to a fire if one were to start).

Roofs and terraces

Some ponding on roofs during a rain is normal because many drains have "weir controls," which essentially trap water on the roof so it enters the city sewers more slowly than it would through uncontrolled drains. However, if one notices ponding 24 hours after it rains, this might indicate a blocked

drain that should be cleared by a roofer. And don't forget terraces. These small roofs also have interior area drains that are often forgotten during annual maintenance.

Note any drains that pass through walls, often from balconies with solid guards or small upper roofs. These drains are usually just small pipes inserted through the wall. If they have been installed too high, one won't see any water draining during a rain. If they have been cut too short, they may be leaking onto the cladding below. Extending these drains today may save thousands of dollars in a few years.

Check that sheet metal flashings are well secured and that related caulking is intact. Watch for plants growing on the roof because they may damage the membrane or plug up drains.

When on the roof, always remember to stay away from any unprotected edges (even if there is a short parapet) and never walk backwards.

Taken together, these preventative steps inside and outside one's building can help detect and address problems when a property manager most wants to: early in the game.

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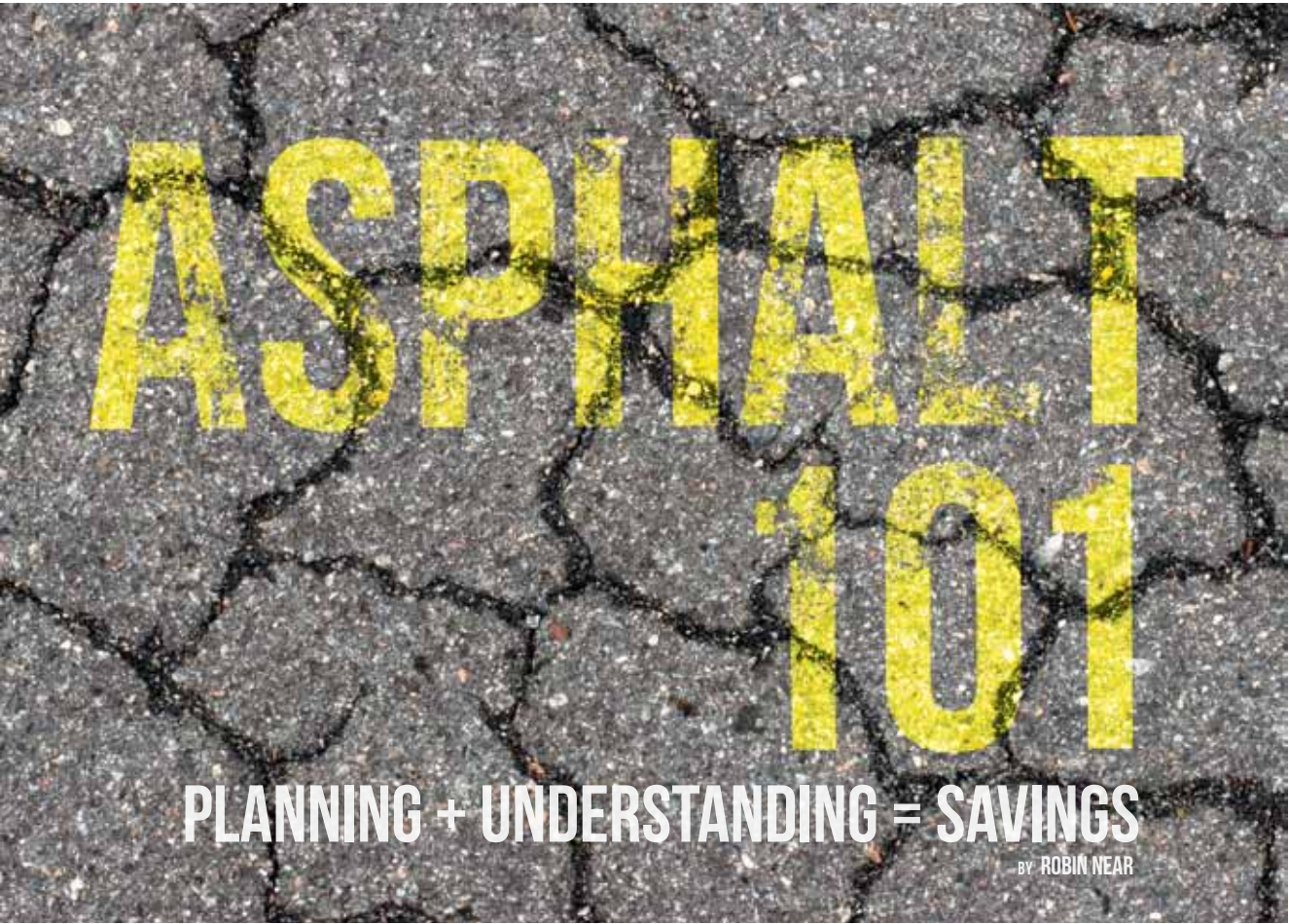
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With competing demands for property management budgets, asphalt can be an overlooked component of a property until unsightly and damaging cracks and potholes appear, requiring immediate attention and financial resources. With some planning and a few pointers on asphalt paving, you can prevent urgent projects, extend the life of your parking lots and driveways, and save money in the long run.

To optimize your resources, consider implementing the following asphalt tips and tasks into your property management plan:

Choose your Contractor Wisely

A good contractor will have an understanding of traffic loads and patterns and drainage, which can't always be gained by a quick contractor drive-by. A contractor should be interested in learning about the short-term and long-term plans for the property and budgets in order to identify various alternatives and help you develop a planned or phased approach to maintenance and repairs specific to your property. This collaborative process allows the contractor to give you suitable options and allows you to make educated choices.

Service and quality are the mainstays of any good service provider in any industry. Look for a contractor with a proven track record in the area, years of experience, and willingness to stand behind the company's work.



(right) Working...
(above) After sealing.

Although some inconvenience comes with most asphaltting work, choosing a contractor sensitive to your traffic patterns and with in-depth human resources and equipment will minimize disruptions.

Complete Annual Inspections and Repairs

Don't wait until you have an unavoidable replacement project before contacting a contractor; year-to-year maintenance costs are usually much lower and easier to budget for. Preventative maintenance will extend the lifespan of your asphalt, delaying costly large replacement projects. Through annual inspections, repair needs can be identified. Key yearly maintenance tasks include:

Crack Filling: Crack filling prevents moisture penetration and is one of the most cost-effective ways to maintain asphalt and prevent further damage.

Ignored cracks allow water seepage, which leads to alligator cracking and potholes. Repair methods can vary: cracks smaller than 1/4 inch in width can be filled by sealcoating

the parking lot; wider cracks require hot rubberized crack filler. Cracks wider than 1/2 inch need to be routed out and cleaned out before the hot rubberized crack filler is applied.

Sealcoating: Sealcoating provides protection from salt, water, gas, oil, and weather, which will double or triple the life of the surface. It can also block damaging ultraviolet rays, conceal small cracks, and give asphalt a new fresh look, which adds aesthetic value and enhances your

property's image.

Different sealcoating products range in price, effect, and longevity, so make sure the type suits your needs. Also determine the following: Will the contractor include a thorough cleaning or sweeping? Will barricading be provided? How much sand is added to the sealer? Is a second coat needed for your traffic area? Learn about the products, how long they last, and what materials are added for the best results for your asphalt.

>>> continued on page 20

CHANGE IS COMING, ARE YOU PREPARED?

Insurance rates and deductibles are increasing and coverage is decreasing. It is imperative for you to review your current coverage to ensure your insurance carrier is able to meet your needs and can adapt quickly when legislation is changed under the Alberta Condominium Property Act & Regulations. Claims Service is also an area worth consideration.



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Patching and Cut-Out Repairs: Patching involves adding asphalt to the existing surface, whereas cut-outs involve removing existing asphalt, re-grading, and base preparation before the addition of new asphalt. Patching is more economical, but cut-outs are more thorough and last longer. An experienced contractor who understands your overall goals can help you choose the right approach.

Catch Basin Repairs: Deteriorating catch basins also affect asphalt integrity, so annual inspections should include a check of grates, frames, and breakdowns of inside modulock. Camera inspections may be required to see the pipes completely. A harsh winter is very hard on all catch basins. Depressions around the catch basin are normal from the freeze-thaw cycle. The catch basin is not moving: the surrounding gravel, sub-base, and asphalt are moving above the frost line.

Know What's Happening under the Surface of New Asphalt

Although a smooth, dark surface and crisp painted lines are what most people admire and appreciate, understanding what's happening below asphalt is crucial.

Since a proper gravel sub-base is what supports new asphalt, you don't want to cut corners on the depth and composition of the base materials. Commercial parking lots and condominium roadways should have a base of 300 mm of B gravel and 150 mm of A gravel. Residential driveways and visitor parking areas in a condominium require 300 mm of A gravel.

Your contractor should stipulate whether the base and asphalt thicknesses are compacted or not. Two and one-half inches of asphalt laid by a paving machine becomes two inches after it's been compacted by a roller. Commercial parking lots and condominium roadways need a minimum of 75 mm of compacted hot asphalt (with equal parts of base coat and top coat). Residential driveways and visitor parking areas in a condominium require a minimum of 50 mm of compacted hot asphalt.

Interpret Your Quote Accurately

The end result of any contractor's asphalt may initially look the same or similar; therefore, the lowest quote can be enticing. However, not all quotes are equal – and neither is the work process nor the final result – so understanding quotes to ensure an accurate comparison is vital. You should assess the products (e.g. type and quantity of asphalt mix), services, equipment being used, and warranties for assurance the workmanship and results will meet your expectations.

Managing asphalt work can be standard routine with knowledge and a plan developed in consultation with a credible contractor.

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WHO WORKS FOR YOUR CONDOMINIUM?

EMPLOYEE, INDEPENDENT CONTRACTOR, OR VOLUNTEER?

BY BILL STEPHENSON, B.SC., MBA



I had never thought much about the employment status of the “workers” going about their business at our condominium complex since moving from a single family home to a condo six months ago.

However, that all changed when I saw our two in-house maintenance “employees” (both unit owners in the complex) pop their heads through the roof hatch on our four-storey pitched-roof building with a ladder in hand. One had on a fall arrest harness, just purchased, but I’m not sure he knew what to do with it.

Having taught university level human resources, labour relations and occupational health & safety courses I began to wonder about their employment status and the degree to which the condo board understood their responsibilities and liabilities.

Three key pieces of government legislation come into play when you’re looking at the employment status of individual workers or companies doing work for a condominium corporation - Canada Revenue Agency tax status, employment and labour acts, Employment Insurance act, Canada Pension Plan and regulations and occupational health & safety acts and

regulations.

It is important that a condominium board determine whether a worker is an **employee** or an **independent contractor** (self-employed individual) as it directly affects a person’s entitlements.

If a worker is an employee (meaning there is an employer-employee relationship), then the employer is responsible for deducting Canada Pension Plan (CPP) contributions, Employment Insurance (EI) premiums and income tax from remuneration they pay their employees.

If a worker is deemed an independent contractor and is

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self-employed (Revenue Canada makes the determination of employment status) then the contractor is responsible for directly paying the required funds for income tax and any other required payments.

Determining If the Worker Is an Employee

Clearly, a condominium board has a responsibility to determine the employment status of any workers performing work for the condominium complex. In our particular case the "onsite maintenance team" are "being paid a small hourly rate for some of this board-authorized work while at the same time volunteering many hours of their day" (direct quote from August 2014 condominium newsletter). This published statement unequivocally identifies the two maintenance workers as employees with all the required conditions of an employer-employee relationship including legislated deductions as outlined above and requirements for the board of directors to ensure the occupational health & safety of these employees. Why are these workers direct employees of the condo corporation? Some of the indicators are:

- Relationship of subordination. The corporation directs and controls the "board-authorized work"
- The board determines and controls the method and amount of pay. (I believe minimum wage would come into play although it has been identified they are "being paid a small hourly rate")
- The board determines what jobs the workers will do
- The board provides or pays for required tools and equipment
- There is no financial risk to the worker as they are paid for work done, supplies and expenses
- There is no opportunity for profit by the worker; and
- The worker works only or primarily for the condominium corporation.

Determining If the Worker Is an Independent Contractor

- A self-employed individual usually works independently within a defined framework
- The worker doesn't have anyone overseeing his/her work
- The worker usually has a number of contracts for

various parties

- The worker can accept or refuse work by the condominium corporation; and
- The working relationship is not one of continuity, loyalty or subordination
- The worker owns and provides tools and equipment to perform the work; and
- The worker has a degree of financial risk as their expenses will not be reimbursed and there is an opportunity for profit.

A Volunteer

A condominium corporation is not-for-profit and any individuals providing services who are not paid are considered to be volunteers. For WCB-Alberta purposes, a worker is any person who enters into or works under a contract of service or apprenticeship, written or oral, expressed or implied, whether by way of manual labour or otherwise. A worker is anyone who works:

- Full-time
- Part-time
- Temporary or casual
- Contract/subcontract, unless they are operating through a corporation or they maintain their own WCB-Alberta account (see Contractor/subcontractor section); and
- As a volunteer.

I suspect many condominiums don't give thought to workers compensation coverage for volunteers. They are not automatically covered and can only be covered through a special request for coverage.

Volunteers who organize themselves to do work or organize events on their own without direction from the condo board are not required to have coverage. However, volunteers who are asked by the board to undertake certain task (e.g. - move in/move out coordinator) must be covered for workers compensation by the condo corporation.

One might ask why a volunteer should be covered for workers compensation. Well, if a volunteer, working under the direction of the board, is injured and required medical attention then the board is ultimately responsible - again, an example might be a tenant moving in dropping a couch on the ankle/foot of the move-in coordinator that requires medical attention.

Once your application to cover

the volunteers is submitted and approved, you must include a value for their services with the insurable earnings information you submit for your workers. This value of service should represent a fair market value for the services provided.

Alberta Occupational Health & Safety Act

Going back to the first couple of paragraphs of this article, seeing the two maintenance workers on the roof got me to thinking how much has the condo board, let alone the employees (and they are employees in an employer-employee relationship), thought about the legislative, legal and liability issues of the arrangement with these two gentlemen. I suspect they really hadn't thought much about it and it appears the property management



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firm hadn't given it much thought either.

Alberta's Occupational Health and Safety (OHS) Act applies to any worker engaged in an occupation. The OHS Act defines an "occupation" as every "occupation, employment, business, calling or pursuit over which the Legislature has jurisdiction". The broad definition is intended to ensure that all persons engaged in work activities are protected under the OHS Act. Since a worker doesn't need to be paid in order to be protected under the OHS Act, the OHS Act also applies to volunteers.

The implications for the board of directors and the worker(s) are staggering if one of the employees was seriously injured or worse.

Under Alberta's OHS Act every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

- (a) *The health and safety of*
 - (i) *Workers engaged in the work of that employer, and*
 - (ii) *Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and*
- (b) *That the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.*

Even though a condominium corporation is a non-profit organization with a volunteer board

of directors, the corporation and board can be an employer under the Act and is then responsible for the health & safety of its employee(s). This means that the board and its employees (if it has any) must be conversant with the OHS Act for Alberta, must provide some training for its employee(s) in health & safety and must provide proper tools and equipment as required under the Act.

It may sound onerous but this may include training in ladder safety, confined space entry, electrical system lock-out procedures, Workplace Hazardous Material (WHMIS) training and documentation, fall arrest training, etc.

If a serious accident or injury occurs that requires medical attention, the

board must report the incident as per the Act and can rest assured that the Ministry will investigate.

Even though the board is a volunteer body do not expect leniency from the Ministry or the Courts if alleged negligence is involved and the corporation is found guilty. The financial and corrective penalties can be substantial.

I hope every condominium corporation in Alberta takes these issues to heart and both the boards of directors and employees adhere to the provincial and federal legislative requirements.

Bill Stephenson, B.Sc., MBA writes a daily Blog on condominium living in Edmonton (ttcondowners.blogspot.ca)

Bill taught university courses in Human Resources, Labour Relations and Organizational Behaviour in Edmonton, was Director of Physical Plant for a large school board in Ontario and was District Manager of Outside Plant Construction for Bell Canada for Metro Toronto and formerly Eastern Ontario.



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Questions & Answers with Robert Noce



CCI member Robert Noce, Q.C., contributes a regular column to the Edmonton Journal, answering questions from readers about various aspects of condominium living. These are questions that tend to arise fairly frequently, so Mr. Noce and the Edmonton Journal have kindly allowed InSite to republish some of them for our continuing education on the condominium life.

Robert Noce, Q.C. is a partner with Miller Thomson LLP in both the Edmonton and Calgary offices. He welcomes your questions at condos@edmontonjournal.com. Answers are not intended as legal opinions; readers are cautioned not to act on the information provided without seeking legal advice on their unique circumstances.

Re-printed from the Edmonton Journal, with consent from the Edmonton Journal and Robert Noce, Q.C.

Dear Robert: My condominium unit's balcony is flanked on either side by my neighbours' balconies, which affords me a direct view onto both neighbouring balconies. I try to keep my own veranda neat and tidy, both for my own benefit and in consideration of my neighbours. One of my neighbours has both a small dog and a cat that each uses a litter box. Now that spring has come, my neighbour has placed both litter boxes on her balcony, so now I have to watch her pets use their litter boxes, and when I am on my balcony, all I see are these litter boxes. It is gross.

Can I do anything about it without her knowing that I was the person who complained?

A: If your condominium bylaws allow pets, then your neighbour is probably within her rights, unless there is a specific restriction with respect to balconies. However, generally speaking, each balcony is part of the unit or the owner has an exclusive use agreement, and the unit owner can control what happens on their balcony. You could try nicely asking her to keep the litter boxes farther away from your balcony, or to shelter your view.

Helpful hint: Condominium living is all about compromise, and if your condominium allows pets, then this may be an issue that you face, especially during the summer months. If you don't like seeing your neighbours' messy balconies, then

you need to talk to your neighbour and find a resolution to the problem or sell your unit and move or buy the penthouse.

Dear Robert: Our condominium in Calgary suffered a hail loss in August 2010. Our board met with the insurance company and it was deemed to be a \$130,000 claim. At least half of the owners in the condominium were not aware of the claim.

In September, the board accepted a cash payout without consulting the owners. Is the board required to advise the owners that there was a claim? Are they allowed to make a decision like this to accept a cash payout without consulting the owners?

A: The board is well within its rights to make a decision on behalf of the condominium corporation. The board is the directing mind of the condominium corporation and courts generally give the board deference in terms of the decisions it makes.

Whether or not the board should or should not have advised the owners is really a question of communication. It would have been prudent on the board's part to keep the owners updated with respect to any insurance claim, because it does have an implication for all of the owners with respect to the premiums paid by the condominium

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corporation.

Helpful hint: Although they are not required to do so, it is nonetheless helpful and considerate for a board to keep owners informed of these types of issues.

Dear Robert: My condominium corporation bylaws contain a section which states that the corporation, through its board, may pay an honorarium, stipend or salary to members of the board in a manner and in the amount as may be from time to time determined by ordinary resolution at a general meeting. This is the only provision in the bylaws that relates specifically to payments by our board to its members.

The terms honorarium, stipend and salary are not defined. It has been suggested that in the absence of a resolution at a general meeting, there is no authorization of the corporation through its board to pay an honorarium, stipend or salary to members of the board. Is this correct?

A: It is difficult to give an opinion on the wording of a bylaw without having the benefit of reading all of the bylaws. However, based on your summary, it would appear that some

form of ordinary resolution at a general meeting is required to set out the amount of the honorarium, stipend or salary. Without that resolution, the board does not appear authorized to pay an honorarium, stipend or salary. If there is any doubt in terms of whether or not the provision is applicable, the condo board should seek legal advice.

Helpful hint: To obtain a full appreciation of any condominium issue, it is important to read the bylaws in their entirety.

Dear Robert: The property manager of my condominium will not provide me with contact information for members of the board. Am I entitled to know who is currently serving and in what capacity? How am I supposed to contact board members (outside the annual general meeting)? What are the general rules regarding the withholding of such information?

A: You are entitled to know the names of all of the board members of your condominium corporation. In fact, the names of board members are registered at the Land Titles Office and that information is public. As well, you have the right to know who are

the president, vice-president, secretary and treasurer, and any other board position. I would like to think that the condominium corporation would, as a matter of course, provide all owners with a contact name for any building-specific issue that they wish to raise with the board.

Helpful hint: When you live in a condominium, take the time to meet your neighbours. As well, attend the annual general meeting so that you can put names to faces of board members.

Dear Robert: Our

condominium corporation allows people to have a dog or cat in their unit. However, we are required to submit a request to the board and receive confirmation that we can in fact do so. We recently requested to have a dog. The board denied us, but did not say why. What can we do?

A: In a recent decision of the Alberta Court of Queen's Bench dealing with the Knottwood Estates Condo Corp., a similar issue was raised regarding a shed that owners wished to construct in their yard.

The owners required the approval of the board of the condominium corporation. In that case, the board simply denied the request on the basis that the location of the shed would restrict the enjoyment of an adjacent owner. The court sent the matter back to the board for a re-hearing on the basis that the board failed to provide the owners with an opportunity to respond to the refusal.

The owners were successful in challenging the decision of the board. Therefore, I believe that you should ask the board

of your condo corporation to provide reasons for the refusal. If they do not provide you with an opportunity to respond to the board's concerns, then you may have a legitimate claim against the board for improper conduct which would require you to make an application in court to have the issue determined.

Helpful hint: Boards are required to provide owners with information as to why they have decided a particular course of action. Based on this recent court case, boards should consider the application of an owner and provide their



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decision after giving the matter proper consideration, including the opportunity for the owner to respond to other owners' or interested parties' submissions.

Dear Robert: I am a member of the board of a homeowners association. We are having difficulty collecting homeowners' dues from some members. Are we allowed to charge

interest on the outstanding dues?

If so, how do we go about establishing this policy? Are there other things we can do to effect collection of dues, like reporting to a credit bureau or, as a last resort, set up a lien against the delinquent homeowners' property?

A: Homeowners

associations are not covered under the Condominium Property Act. Whether you can or cannot charge interest or take any other step will depend on the wording of your homeowner's association agreement.

If the agreement does not allow you to charge interest or take any other step, you will be precluded from doing so. You may want to consider amending your homeowner's association agreement to allow for the collection of interest on overdue accounts and address other concerns.

Helpful hint: The situation

that you have identified requires a lawyer to provide you with an opinion on the issues that you have raised. It would be prudent on the part of the homeowners association to retain legal counsel to help you through this process.

Dear Robert: At an annual general meeting, the board announced that they would provide themselves with an honorarium for each meeting attended. They also announced that they had increased the condo fees. I would be very interested in your view of our board's unilateral behaviour.

A: To determine whether or not board members

are entitled to receive an honorarium, one would have to review your bylaws.

If your bylaws allow for the board to pass a resolution to grant board members an honorarium and, provided that they have followed the process under your bylaws, there may not be anything you can do in that regard.

With respect to the increase in condo fees, again, usually at an AGM, a budget is prepared to provide owners with an understanding as to what

they can expect for the coming year in respect of their condo fees. Again, if the board is acting within the budget that was submitted at the AGM, there may not be much you can do in that regard.

Helpful hint: If you are not satisfied with the direction of the board, then your alternative is to elect people who share your particular point of view on the issues facing your condominium corporation. If the board is acting within the law, then your only avenue to make change is at the ballot box.



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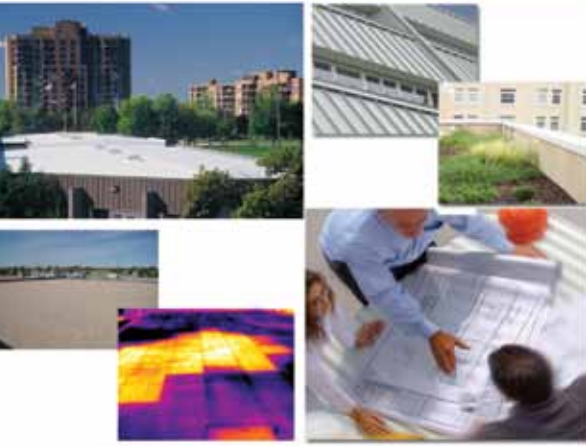
We are pleased to welcome back Trudy Anderson and welcome aboard Paul Agnihotri, Lynn Cutforth, Nigel Dyck, Laura Blaikie and Sue Fiorillo to the KDM family!

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We recognize the unique and specific loss exposures of Condominium Corporations and we will provide you with a custom-made solution that is designed by our knowledgeable and experienced staff to ensure you have the coverage you require for a premium that is competitive.



TRANSITIONING SMOOTHLY BETWEEN CONDO BOARDS

BY TANIA HALUK

In the normal life of a condominium corporation, there is an annual general meeting (AGM) of owners, and part of every AGM agenda is the election of directors. Terms expire and existing directors seek re-election, or new candidates put their names forward to participate in the day-to-day operations of the community. This process typically ensures a smooth transition between condo boards. The directors whose terms aren't up, or whom retain their seats, can bring new directors up to speed on the corporation's recent history so its business can continue on without interruption.

There are two scenarios that have the potential to cause major upheaval in a condominium's governance: owners vote in their first elected board at a turnover meeting for a new building, or a successful petition by 25 per cent or more of the owners prompts a meeting at which a majority of owners vote to remove the existing board and re-elect a new board. In either case, careful planning and transparent communication can help smooth the transition.

Scenario 1: A new board is elected at turnover

In new communities, once the developer is no longer the majority owner of units, the Condominium Act requires that a meeting of owners be held to 'turn over' the operation of the condominium from the declarant board to a new owner-elected board. Owners, who were essentially tenants of the declarant until that point, get a chance to vote for the candidates they believe are best qualified to

run the community.

Following turnover, the main struggle is for the three to seven strangers elected to the board to operate through the growing pains of establishing a successful working relationship. With time, these kinks work themselves out, but the first two years in new communities are crucial in establishing policies and procedures, completing the performance audit process and setting the budget plan.

Establishing an effective group dynamic doesn't need to wait until after the turnover meeting. Interested volunteers (who likely want to run for a seat on the owner-elected board) can strike a steering committee as a vehicle for working with the declarant board and property management. The committee's activities may include attending board meetings and assisting with the development

of policies and procedures.

Then, when it comes time to vote in their first elected board, owners can be confident that committee members already have some real community experience. And, assuming some or all of the committee's members are elected at turnover, their early team work will help to alleviate the new board's growing pains when its focus should be on maintaining a successful community and communicating positive messages to residents.

A professional management company can support new owner-elected boards by providing consistency during the changeover, ensuring the continuation of existing operations and offering integral insight into the performance audit process.

Scenario 2: A board of directors resigns or is removed

In existing condominiums, the resignation or removal of an entire board can be chaos for the community. These situations often stem from – and perpetuate – the spread of rumours, involvement of lawyers and loss of owners' confidence. The board is put on the defensive for reasons that may or may not be valid. And, if there has been a breach of faith, property values may decrease and sales may grind to a halt while the upheaval is happening. The condo becomes high risk and the impact reaches beyond the board and into neighbouring communities, potentially tarnishing the reputation of the entire neighbourhood.

If a majority of the board has resigned, a meeting of owners must be called to elect new members. In the interim, no further decisions can be made by the remaining board members (if any) or management.

>>> continued on page 36



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>>> continued from page 35

Or, if the owners are not satisfied that the sitting board of directors is representing them in a fair and reasonable manner, they can circulate a petition. The signatures of more than 25 per cent of owners are needed to prompt a meeting. If a majority of owners vote to remove the board, an election takes place and an entire new board takes over.

In this case, a new board will need to rely on its property management team, lawyer, auditor and engineer to get caught up to speed on the corporation's recent history. (Hopefully the board has not removed all of these external stakeholders.)

One common reason owners want sweeping change in governance is due to lack of trust. The key to recovering from these situations – and avoiding them in the future – is transparency. Regular communication with residents is essential to good governance; so is the maintenance of proper records, a task the management company will perform on behalf of the condominium. It's important that owners be able to obtain access to these records upon reasonable request.

However an entirely new board is elected, owners who have had the opportunity to participate in a fair election process should be satisfied that the best candidates have been chosen to represent the community. Directors in transition face difficulties in the short term, but with careful planning and open communication, they can move toward realizing the ultimate reward of their volunteer position: keeping a majority of residents in their community satisfied.

Tania Haluk, BA, RCM, is the vice president, operations, start-up team for FirstService Residential. She can be reached at tania.haluk@fsresidential.com

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In this guide the reader is provided with information about loss control issues. It is not a substitute for a thorough loss prevention assessment. In those situations where there is a concern about issues raised in this guide the reader should seek professional advice.

Many Canadians are injured or die in apartment fires every year. Fire safety is everyone's responsibility and all residents should plan for a fire emergency.

If you plan ahead and practice fire drills, your chances of survival are greatly increased. Check with your landlord or building manager to ensure Fire Safety Plans, including floor plans and evacuation procedures, are posted and visible.

What causes most apartment fires?

- Smoking or smoking materials
- Kitchen fires
- Heating equipment such as heaters, stoves or space heaters
- Electric household appliances and lamps
- Candles and incense

What can you do to help prevent a fire?

- Ensure cigarettes are stubbed out and properly disposed of. Do not use a planter as an ashtray.
- Keep matches and lighters out of sight and reach of

- children.
- Never leave cooking unattended and keep all cooking elements clean.
- Never use water to extinguish a grease fire. In case of a grease fire, cover the pan with a pot lid or use a fire extinguisher and turn off the element. If you can't immediately control the fire, pull the fire alarm, exit the building and call 911.
- Keep an ABC-rated fire extinguisher (ABC rated means it can put out the following types of material fires: ordinary combustibles such as



wood and paper, flammable and combustible liquids and energized electrical equipment) in your kitchen and located where it is readily available and accessible.

- Barbecues should only be used on a balcony that is open design, not below grade level. Provide adequate clearance to combustible materials as required by the barbecue manufacturer instructions. After use, turn off the main fuel supply valve.
- All heating appliances should have an adequate clearance to combustible materials as required by the manufacturer instructions.
- Never leave portable type space heaters operating when unattended.
- Replace worn or damaged electrical cords. Do not overload electrical outlets. Use approved power bars for additional electrical outlets.
- Do not store flammable liquids or compressed gases (i.e. gas, propane) in your apartment, car, or storage locker.
- Do not restrict access to the main electrical panel.
- Keep curtains and other combustibles and flammable materials, away from lights and candles.
- Ensure candles are fully extinguished. Never leave candles unattended. Trim wicks to prevent large, unstable flames.

Building Fire Safety

- Keep stairwell and hallway fire doors closed at all times. Maintain a clear path of escape.
- Floor plans and evacuation procedures should be posted on each floor.
- Develop and practice your Fire Safety Plan. Know at least two safe ways to exit the building.
- Train and implement at least one fire warden on each floor to ensure a safe evacuation and assistance for people with disabilities.

- Have a fire drill at least once a year.
- Your building may be equipped with smoke detectors/alarms, carbon monoxide alarms, heat sensors, a fire alarm system and an automatic sprinkler system.
- These items do require regular inspection and maintenance.
- Recognize the sound of the fire alarm and do not ignore it. Leave the building immediately.
- Have a prearranged meeting place outside of the building.
- Do not go back inside the building until the fire authorities say it is safe to do so.

the door with caution. Put your shoulder against the door and open it slowly. Close the door




- If unable to leave your apartment, place a wet towel at the base of the door to keep smoke out.
- Call 911 to notify the fire department of your location.
- If there is no smoke outside, open a window and signal for help.
- Never use the elevator in the event of a fire. Use the exit stairways and close all doors behind you.
 - If your escape route becomes smoky, crawl low under the smoke. Smoke rises, so the cleanest air is near the floor.
- Go directly to your planned meeting place and stay there.

Safe escape in the event of a fire

- Check the door knob and frame before opening the door. If the knob and frame feel cool, open

immediately if you see smoke or flames and use an alternate escape route.

Gregory Clark is the owner of Westgate Perma Insurance Ltd. (The Co-operators) and can be contacted at; Gregory_clark@cooperators.ca




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NEW CRA VIEW ON WHETHER CONDOMINIUM CORPORATIONS ARE EXEMPT FROM TAX

NICOLE K. D'Aoust, Toronto



On August 18, 2014, CRA issued a new document that deals with the tax implications of a leasing arrangement between a condo corporation (the “Corporation”) and a company proposing to install solar panels on several rooftops of the condominium complex. CRA was asked to consider whether the leasing arrangement would cause the Corporation to fail to meet the test to be a “non-profit organization” pursuant to paragraph 149(1)(l) of the Income Tax Act (Canada) (the “Act”).

Generally speaking, a condo corporation that meets the criteria in the definition of “non-profit organization” in the Act will be exempt from tax for the period of time during which it meets the criteria. To meet the criteria, a condo corporation must:

- be a club, society, or association;
- not be a charity;
- be organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit; and
- not make its income available for the personal benefit of a member or shareholder [...].

Based on these criteria, issues that could arise from

the proposed solar panel leasing arrangement include whether the activity has a profit purpose and whether the surplus funds that are generated from the activity are made available for the personal benefit of members of the Corporation. In past editions of our Charities and Not-for-Profit Newsletter [September 2013 and February 2012], our group has written about whether certain other revenue generating activities in which condo corporations often participate are evidence of a profit purpose, which will typically disqualify the particular corporation from being considered to be a non-profit organization for purposes of the Act. These are just some of the compliance issues that CRA has raised in the condo corporation context.

In this particular instance, only some of the terms of the agreement that the parties were proposing to enter into are described in the CRA document. As a result, it is impossible to say for certain whether the activity in question would cause the Corporation to fail to meet the test in the Act for a non-profit organization. However, CRA did express concern over the fact that the income from the leasing

arrangement might be considered to be made available for the personal benefit of members of the Corporation since the parties to the agreement were contemplating that such amounts might be used to freeze increases in the annual reserve fund of the Corporation (which is used for the repair and replacement of capital components of common areas) and/or to offset unit owners’ monthly maintenance fees. CRA was also concerned as to whether the leasing arrangement was sufficiently connected to the Corporation’s not-for-profit objectives.

When contemplating certain commercial activities, it may be helpful for condo corporations to consider these comments made by CRA, in addition to CRA’s other published comments. These comments should also be a reminder that condo corporations must meet the test in paragraph 149(1)(l) of the Act in order to be exempt from income tax and that CRA will not consider them to be exempt from tax simply “because” they are condo corporations, to use the words of CRA.

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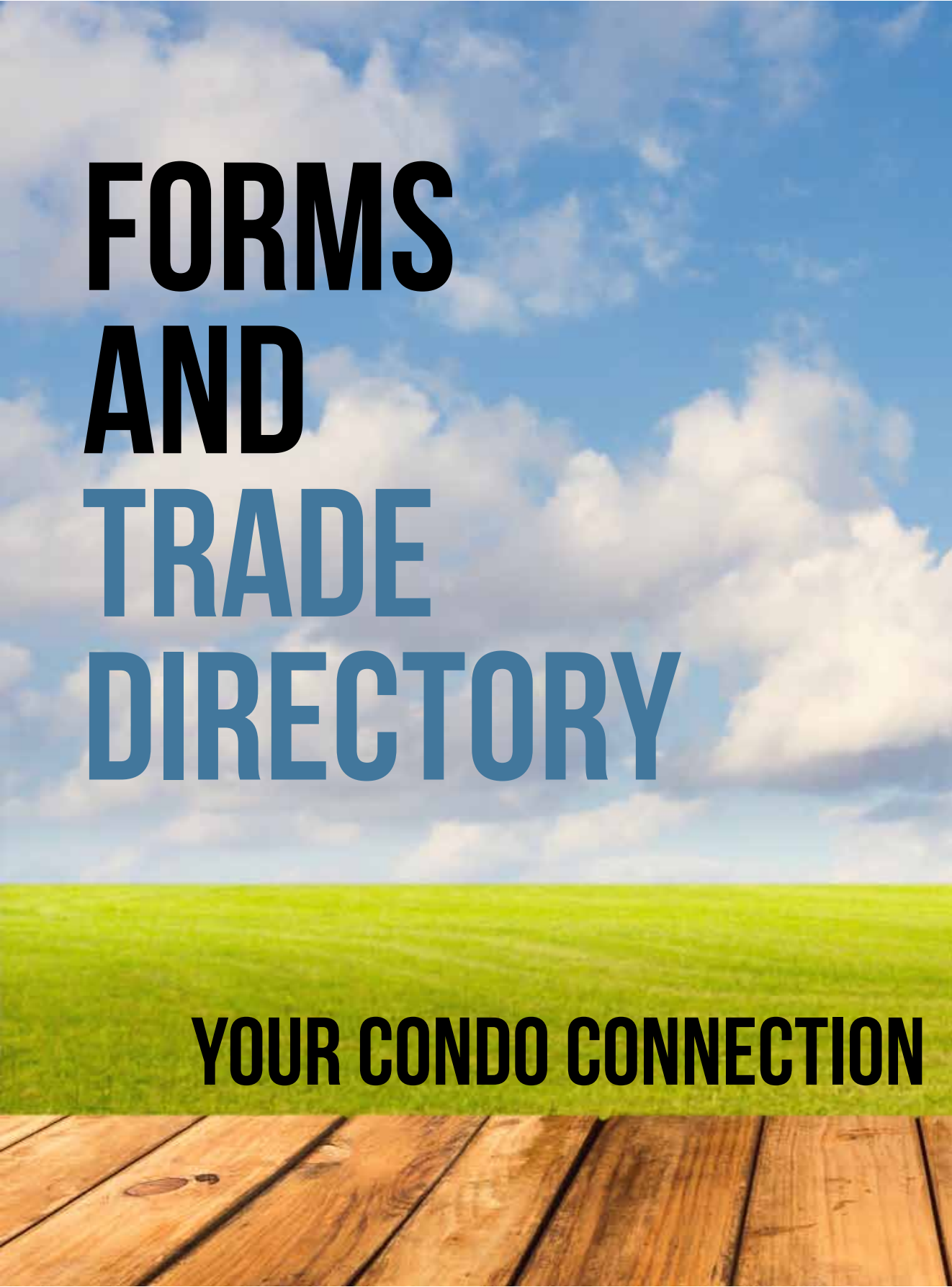


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AD TYPE	ISSUE #	ISSUE 1 Fall	ISSUE 2 Winter	ISSUE 3 Spring	ISSUE 4 Summer	TOTAL
	Submission Deadline	Sept 4, 2015	Nov 7, 2015	Feb 6, 2016	May 8, 2015	
	Business Card					
	1/4 Page					
	1/2 Page					
	Full Page					
	Inside Back Cover					
	Back Cover*					

*Back cover requests are on a first-come, first-served basis.

Total Payable with GST

Enter the cost for each issue you wish to advertise in using the Advertising Rates 2014/2015 page. You may order advertising for one issue at a time, or for the entire year. Invoices will be sent quarterly. Submit this page and artwork, if it has changed, to: **info@cci-north.ab.ca**

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Company: Submitted By:

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#37, 11810 Kingsway Ave NW
Edmonton, AB T5G 0X5

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Thank you!

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			\$8.25		\$16.50
			\$173.25		\$346.50
1/4 Page	3.5"w x 4.75"h	gst Total	\$357.00	gst Total	\$714.00
			\$17.85		\$35.70
			\$374.85		\$749.70
1/2 Page	7.0"w x 4.75"h	gst Total	\$715.00	gst Total	\$1,430.00
			\$35.75		\$71.50
			\$750.75		\$1,501.50
Inside Full Page	7.0"w x 9.5"h	gst Total	\$1,072.00	gst Total	\$2,144.00
			\$53.60		\$107.20
			\$1,125.60		\$2,251.20
Inside Back Cover	7.0"w x 9.5"h	gst Total	\$1,347.00	gst Total	\$2,694.00
			\$67.35		\$134.70
			\$1,414.35		\$2,828.70
Back Cover	7.62"w x 8.48"h	gst Total	\$1,375.00	gst Total	\$2,750.00
			\$68.75		\$137.50
			\$1,443.75		\$2,887.50

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*Please check the ad dimensions above to be sure your ad size is correct. If in doubt, consult with your editor or production team to be sure your files are acceptable.

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It is the advertiser's responsibility to provide the correct version of the ad for printing by the Advertising and Submission Deadline.

If edits are required to your artwork after submission, we reserve the right to charge a nominal fee for our magazine designer to make the requested changes (if applicable).

Advertising & Article
Submission Deadlines

ISSUE 1	September 4, 2015
ISSUE 2	November 7, 2015
ISSUE 3	February 6, 2016
ISSUE 4	May 8, 2015

CCI NORTH ALBERTA – 2015 EDUCATION SCHEDULE
Advance Payment Required via Visa, M/C or Cheque – No Cash!

2nd Thursday of the Month **CCI Luncheon Presentation**
11:30 am to 1:00 pm Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

Luncheons will include a light meal (sandwiches), networking, 30-40 minute presentation, and question time.

Cost \$30.00 includes GST

April 9, 2015 Roseberry Room Spring Walk Arounds

Topics will be determined on an ongoing basis. Please check our website or call the office for exact monthly topic. Please pre-register.

3rd Wednesday of the Month **CCI Evening Seminar**
7:00 pm to 10:00 pm – Executive Room Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

Seminars will include coffee & desserts, networking, 2.5 hour presentation & question time.

March 18, 2015 Executive Room **Reserve Fund Studies** – you need one every 5 years.
Why? Who? When? How? What should be included, who is qualified.
Presenter – Sharon Bigelow

CCI Members \$45.00 includes GST Non-Members \$65.00 includes GST

Condominium Management 100 (CM100)

March 21st & 22nd, 2015
9:00 am to 4:00 pm (each day) – Executive Room Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

CM 100 is the introductory level of study on condominium, which offers an introduction into the responsibilities and liabilities of managing condominiums. CM 100 is addressed to owners, Board Members and new professionals. This level deals in detail with several issues fundamental to condominium, including management styles and everything you need to know about meetings. This course also addresses the basic principles of governance, administration, dealing with people, finances and maintenance and repair, each of which is presented in more detail in the 200 & 300 levels.

CCI Members \$275.00 + GST Additional attendees \$200.00 + GST
Non-Members \$550.00 + GST

Condominium Management 200 (CM200)
March 28th & 29th, 2015
May 2nd & 3rd, 2015

9:00 am to 4:00 pm (Sat & Sun) – Executive Room Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

CM 200 Practical Management Principles – is a work intensive, hands on level of condominium study designed for directors and managers, responsible for the day to day activities associated with the control, management and administration of a Corporation. Topics include: enforcing & amending Bylaws; record keeping, disclosure requirements, contracts; dealing with rentals, dealing with difficult people, conflict resolution; financial records, budgets, setting condo fees, special assessments, collections, audits, Estoppel certificates and information statements; maintenance & repair, reserve fund studies; types of insurance coverage, appraisals, deductibles, bonding, brokers & trustees; complete with the resource materials, samples and examples.

CCI Members \$275.00 + GST Additional attendees \$200.00 + GST
Non-Members \$550.00 + GST

Condominium Management 300 (CM300)
May 23rd & 24th, 2015

9:00 am to 4:00 pm (Sat & Sun) – Executive Room Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

CM 300 is a specialty designed management level course for condominium managers, professionals and directors who oversee the self-management of a Corporation. Topics include dealing with the developer, bare land condominium, enforcing Bylaws using sanctions and Court action; handling insurance claims and using insurance claim proceeds; collecting condo fees after caveats, investing and borrowing money; disaster planning; evicting tenants, employee/employer relationships; and human rights matters.

CCI Members \$275.00 + GST Additional attendees \$200.00 + GST
Non-Members \$550.00 + GST

CCI Spring Conference
May 29th & 30th, 2015
Friday evening (wine & cheese) **CCI Conference – all rooms**
All day Saturday Chateau Louis Conference Centre – 11727 Kingsway, Edmonton

Keep this date open. CCI is having their annual conference and trade show. Seminar topics will be determined and schedule will be published soon. If you are interested in being a trade show presenter, please contact the CCI office.

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Space is limited, so please confirm your attendance by registering a minimum of one week prior to the course.

Price includes GST	CM 100, 200 & 300 Courses			Condo 101 GST Included	Luncheons GST Included	Evening Seminars GST Included
	Member Price GST Inc.	Non-Member Price GST Inc.				
Location	First Attendee	Additional Attendees/person*	Each Attendee			
Edmonton	\$288.75	\$210.00	\$577.50	Paid Individual & Paid Condo Members FREE	\$30.00	Member \$45.00
Out of Town	\$341.25	\$262.50	\$682.50	Professional, Complimentary or Non-member - \$50.00		Non-Member - \$65.00

*Members must be from the same condominium corporation or business. GST Reg No: 899667364-RT0002

All paid attendees will receive course material.
Cancellation Policy: If cancellation is received by the CCI office seven days or more prior to the course date, you will receive a refund. Cancelling seven days or less will result in no refund.

CM Courses (Circle one)
CM100 Condo 101
CM200 Luncheon
CM300 Seminar

Event Date
____/____/20____
Month Day Year

Date Submitted
____/____/20____
Month Day Year

Attendee 1 Name: _____ Daytime phone: _____
Email: _____

Attendee 2 Name: _____ Daytime phone: _____
Email: _____

Attendee 3 Name: _____ Daytime phone: _____
Email: _____

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Luncheon or Evening Seminar Registration

If attending a luncheon or evening seminar, please indicate the session name and date below. Please complete the attendee information above.

Name of Session: _____

Date of Session: _____
Month Day Year

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