

CANADIAN CONDOMINIUM INSTITUTE
NORTH ALBERTA CHAPTER

INSITE to CONDOS

THIS ISSUE:

Pre-Licensing
Education Providers

Condominium
Inspection Checklist

Making Your Condo
EV Ready

VOL. 37, ISSUE 2 - WINTER 2021-22

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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.

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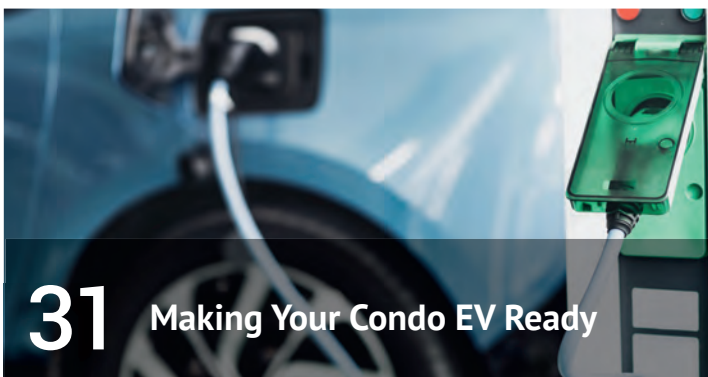
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MESSAGE FROM THE PRESIDENT

BY ANAND SHARMA

WELCOME TO THE WINTER EDITION OF THE INSITE TO CONDOS MAGAZINE

CCI North Alberta has been working hard throughout the fall to be the voice of condo in northern Alberta and to continue to bring you access to top quality experts and education resources.

We hosted a hybrid AGM in October 2021. I would like to congratulate Susan Milner, Hamish Farmer, Steven DeLuca, Barbara Surry, Dawn Mitchell, Bereket Alazar, Kim Clayton, Jeremy Dalglish, Sandi Danielson, Cody Hodson, Amber Nickel, Todd Shipley and Chris Vilcsak, and Jayson Wood for their election to the board. I would also like to thank everyone who put their name forward for a position. Thank you especially to departing board members Darcie-Lee Rea and Gerrit Roosenboom for their dedication and contributions.

On a personal note, I would like to extend my thanks to you, our members, for re-electing me to the board.

The new board dived right in making sure our chapter continues to be one of the biggest and most active in Canada. We have some great education sessions coming up over the next few months, I encourage you to check them out.

The most exciting update I have for this report is that we can now officially advertise that the Alberta Condominium Management Education Consortium has been recognized as a course provider for condominium management pre-licensing education by RECA. CCI North Alberta, CCI South Alberta, and the Alberta Real Estate Association are supporting the Consortium's educational program with our time, resources, and expertise.

We have formed this consortium to make sure we can create top quality and competitively priced pre-licensing education that is available to all individuals who wish to pursue a license in condominium management. This announcement represents several years worth of hard work and advocacy, and I'm proud of the fact that we are able to support this work.

With the membership year about halfway through, we are running a promotion to encourage sign-ups for a membership in CCI. I urge all members to renew immediately if you have not done so already. Your membership in our organization is critical for us both financially and politically. The more united we are, the more effective our efforts are in political advocacy. If you know others who may be interested in joining, please let our office know and we are happy to reach out. The membership experience is our focus, and I invite you to share ideas and thoughts to allow us to better serve you.

I was recently appointed to serve on the board of the Alberta Real Estate Foundation. The Alberta Real Estate Foundation is funded by revenue from real estate transactions, and funds a wide variety of community investment initiatives across Alberta.

This appointment demonstrates recognition of the prominent place of condominiums in the real estate industry as a whole.

Finally, I am experiencing a bit of deja-vu as I write this. We are again experiencing yet another COVID-19 wave and so I am hoping and praying for the safety and good health of each and every one of you.

Anand Sharma

President, CCI North Alberta

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*Membership
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FEBRUARY	Implementing Electric Vehicle Charging in Condos	February 9th, 12pm
MARCH	What's Going On Up There?	March 14th, 12pm
APRIL	Condominium Owner Essentials	To Be Announced
MAY	Effective Meetings: Robert's Rules of Order & Beyond	To Be Announced
JUNE	Alberta Condo Expo	June 11, 2022



MARCH

TITLE: What's Going On Up There?

SESSION DETAILS: March 14th, 12pm

PRESENTER: Doug Rossum

An overview of the Alberta Roofing Contractors Association's (ARCA) history, role, and services

- Commercial Roofing 101 – basics
- Questions that Property Managers, Condo Boards and Tenants should be asking about their roofs
- Where can I go to get answers to these questions
- Case Study: How an incorrectly diagnosed roof issue can lead to larger problems
- ARCA Standards Manual. What is it and why does it matter?
- Qualifications for contractors and inspectors. Who should you let up on your roof and why?
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- Navigating our website to find the information you need.

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MEET THE BOARD

JAYSON WOOD

Jayson Wood joined the CCI North Alberta Chapter Board in January 2021 and was re-elected at our 2021 AGM and led our 2021 Golf Tournament Planning Committee. Jayson recently joined Complete Care Restoration as their Executive Business Manager.

You're an Executive Business Manager which is a pretty great job title. Could you tell us a bit about what your day-to-day looks like?

With previous experience in Condominium Management, I have a broad understanding of the expectations placed upon Condo Managers by their Board of Directors and Owners. I use this unique position to strategically support our Condominium Managers to ensure we are meeting their needs and to directly communicate with Board Members when requested. I also liaise between our Project Managers and Condominium Managers as a secondary avenue of support, for any complex circumstances.

What advice would you give your younger self?

Listen more, listen better, pay attention and remember, because many people have walked those paths before and they can save you some headaches—but only if you listen.

You are very active in your community with youth sports - you have been a hockey coach and tournament organizer, you work with local girl's fastball, and I'm sure there's more. Why do you volunteer in this capacity?

Whether it's coaching in the Morinville Minor Hockey Program or organizing our industry golf tournament, I volunteer because they offer a unique opportunity to engage with other like-minded individuals, who value the same causes, but more importantly, it provides dedicated time to actively engage with my kids in a healthy active way, while also setting an example of volunteerism.

What was your first job?

My first job was working for Westjet as a Ramp Agent in Vancouver. These are the individuals who are responsible for guiding planes to and from their gates, loading and unloading aircraft baggage, operating baggage carts, de-icing planes and performing other aircraft servicing duties.

Do you follow sports? Which sport/team is your go-to?

Yes, I certainly do. In the NHL I follow my hometown Vancouver Canucks and Oilers, while in the NFL it's all about the Seattle Seahawks.

Favourite family movie of all time?

Top Gun

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PRE-LICENSING EDUCATION PROVIDERS

Update on Pre-Licensing Education Providers: Check out the Alberta Condominium Management Education Consortium

Exciting news!

CCI North Alberta has been hard at work behind-the-scenes since it was announced that RECA would be looking to 3rd party education providers to provide pre-licensing education for condominium managers. We have put together an exciting partnership and courses are available now.

The **Canadian Condominium Institute** (CCI), both North & South Alberta Chapters and the **Alberta Real Estate Association** (AREA) are pleased to announce the establishment of the **Alberta Condominium Management Education Consortium** (ACMEC). Created to offer high quality condominium management education for industry professionals, by industry professionals.

We decided to create a consortium to make sure we could get the right team at the table to develop this important education program. We also wanted to respect the fact that all condominium managers and brokers need to be able to access this education regardless of whether or not they are members of CCI (though being a member continues to be a great investment!).

ACMEC is a pre-licensing education provider for condominium management in Alberta, recognized by the Real Estate Council of Alberta (RECA).

We are offering the following online courses to eligible individuals:

- Fundamentals of Condominium Management
- Practice of Condominium Management
- Condominium Management Broker Program

Our education program was developed for condominium professionals by condominium professionals. ACMEC partners,

CCI and AREA, collaborated with subject matter experts who have practical experience in condominium law and condominium management in Alberta to create this content. As a result, our online education program is high-quality, competitively priced and offers a course bundle option to provide additional value to the condominium management community.

For more information about our courses visit our website:
www.acmec.ca

Please ensure you meet the eligibility requirements and have registered with the industry regulator, the Real Estate Council of Alberta (RECA). Information about the eligibility requirements is available on the RECA website (www.reca.ca).

About the Alberta Condominium Management Education Consortium

The Alberta Condominium Management Education Consortium is a Canadian non-profit organization whose members are CCI North Alberta, CCI South Alberta, and the Alberta Real Estate Association. ACMEC was created to offer high quality condominium management education for industry professionals, by industry professionals



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GOVERNMENT ADVOCACY REPORT

Dear Members,

Our Government Advocacy team is getting ready for another busy spring. Our dedicated team continues to be engaged and responsive to inquiries and government consultations on a wide variety of topics on your behalf. Highlights include:

RECA Strategic Plan & Condominium Management Licensing

With a new CEO and new board, new industry councils, and new responsibility for condominium management as a licensed profession, the Real Estate Council of Alberta (RECA) is updating their strategic plan. CCI North Alberta and CCI South Alberta provided a joint submission to RECA to share our perspective on this important work. CCI North Alberta will be meeting with the Deputy Minister of Service Alberta to share our input on how the new RECA structure is working and the opportunities and challenges coming for our industry.

As of December 1, 2021, it is mandatory for individuals who are professional condominium managers to hold a license from RECA and to work at a licensed condominium management brokerage. If you have not already done so, we strongly encourage you to start the process of applying for your condominium management license to ensure your business is operating legally. CCI North Alberta will continue to work with RECA and with the provincial government to make sure the licensing process enhances the professionalism of our industry without adding unnecessary red tape.

Improving Condominium Legislation & Regulations

CCI North Alberta continues to engage with Service Alberta on changes we would like to see to clarify and improve Alberta's condominium legislation and regulations. We are also expecting to see a Throne Speech ahead of the release of the 2022 provincial budget, and will be watching to see how the government plans to continue addressing consumer protection, construction, and other topics that impact condominiums.

We have also been in touch with Service Alberta to express our interest in hearing a public update on the proposed Condo Dispute Resolution Tribunal.

Municipal Elections

October 2021 saw provincewide municipal elections with several big cities electing new mayors, including Edmonton, Calgary, Grande Prairie, Lethbridge, and Fort McMurray.

We are looking forward to working with new leadership at Alberta's municipalities on the issues that affect condominiums.

In closing, I want to thank the incredible advocacy team for their dedication and commitment to bettering the condominium industry. They take time out of busy schedules to attend meetings and consultations, research and write briefings and letters, analyze government decisions, and share their expertise and talents. The committee is comprised of Todd Shipley (Reynolds Mirth Richards and Farmer), Victoria Archer (Gledhill Larocque), Melissa Stappler (Willis Law), Amber Nickel (Willis Law) and Dawn Mitchell (HUB International).

Anand Sharma & Hugh Willis
Co-Chairs – Government Advocacy Committee



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TALK ABOUT CONDOS IN LLOYDMINSTER

Regional Spotlight is a semi-regular feature where we focus on the condo community or issues affecting condos in a particular municipality in our chapter's boundaries. If you would like to be interviewed or contribute to this feature, please get in touch with us at info@ccinorthalberta.com. We'd love to hear from you!

The Alberta-Saskatchewan border is home to a unique community: the City of Lloydminster. A true border town, Lloydminster has neighbourhoods (and condos!) on both sides of the provincial border. While it's known for its unique jurisdictional geography, Lloydminster is also a city with deep roots in the prairies and strong ties to agriculture and oil and gas. It also experienced a huge boom along with the rest of Alberta, and has a thriving condominium community.

Lloydminster is a bustling city of 34,000. Most of its condominiums are on the Alberta side thanks to recent booms in oil and gas, but there is a mix of condo types across the city. The Saskatchewan side doesn't have many conventional walk-ups - probably no more than five. Alberta has more conventional walk-up style condominiums, and both sides have a variety of townhouse style condos.

Kelly Bertrand grabbed an early morning chat with CCI to share insights on condo life from her 10+ years of experience in condominium management in Lloydminster. Shift Management is a member of CCI North Alberta and Kelly is licensed to practice condominium management in Alberta.

The path to practicing condominium management as a profession is rarely straightforward. For Kelly, it started in real estate. "I worked for a developer who built apartments, they moved into building condos, I was the person who started working on developer side of handovers, then worked in property management with a realty firm then expanded to specializing in condominiums and ended up starting my own business."

When it comes to condominiums Lloydminster has a lot in common with other cities of similar size in Alberta. Most complexes are self-managed. We talked a bit about the challenges facing condominiums in Lloydminster. Like we're seeing across Alberta, costs like insurance and utilities are going up, which is making it difficult for corporations to manage costs and expectations. "One thing we see in Lloydminster is there are insurance companies that work in Alberta but don't offer services on the Saskatchewan side."

These cost pressures are even more significant in communities that rely on the oil and gas industry, including Lloydminster.

One challenge that stuck out for Kelly was a trend towards insufficient reserve funds. While Kelly makes sure her client corporations keep a keen eye on their reserve fund balance, it's an issue to the point that she's had local lawyers get in touch to sound the alarm.

“I’ve been invited to go speak to a board of directors - they’ve been in a condominium for 18 years and they didn’t even know what a reserve fund was...I’ve taken over condos with fees that are really low and think “we’ll just special assess when we need the money.”

Now, we couldn't resist spending a bit of time on what it's like to work in a City that sits in two different provincial jurisdictions, especially when it comes to condominium legislation.

"The two acts that deal with condominiums are very different - both have good and bad points. For example, Saskatchewan condominium legislation is much more relaxed than Alberta legislation about reserve funds." Kelly also highlighted big differences between the Alberta and Saskatchewan legislation on how they approach estoppel certificates and audit requirements.

Unique jurisdictional issues aside, condominium living is a great option for many members of the Lloydminster community.

Thanks to Kelly for sitting down with us to chat about condo living!



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CONDOMINIUM QUESTIONS?



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THINGS WE LEARNED ABOUT PERSEVERING THROUGH A PANDEMIC



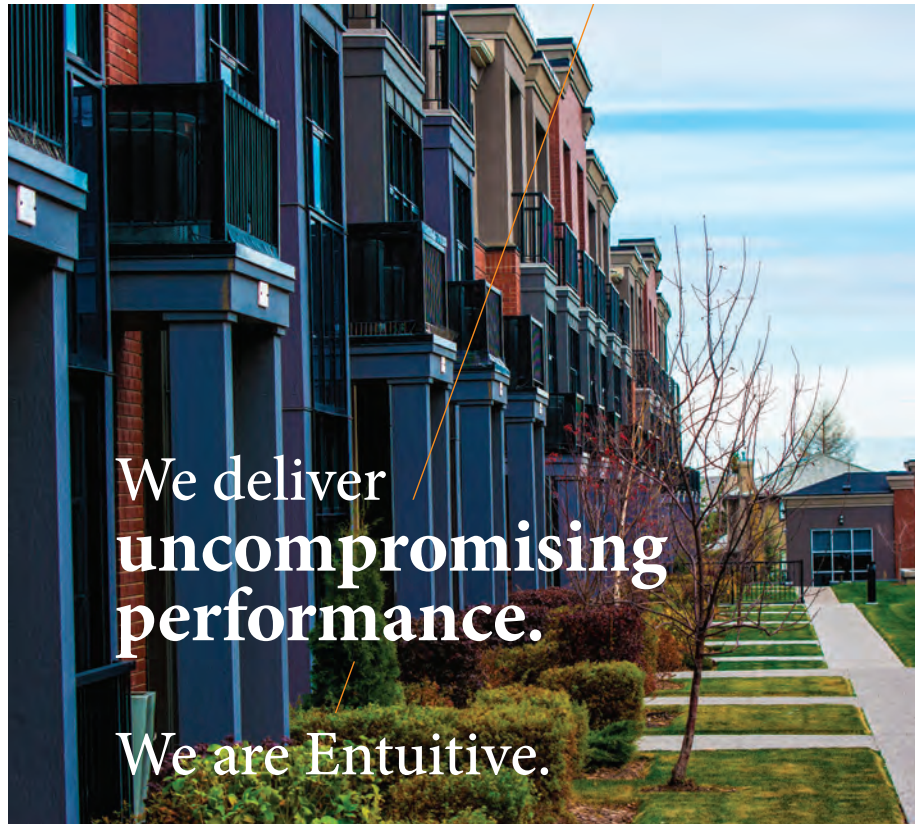
The last couple of years have been extremely challenging. Since “COVID-19” entered our common vocabulary, many of us have faced illness, loss, and difficult transitions in our personal and professional lives.

In all the doom and gloom, it can be very difficult to look on the bright side. We asked our newsletter readers to share their submissions for some positive things they’ve learned or experienced during the pandemic.

Just a note about this list - we in no way intend it to minimize the challenges, grief, and difficulties that have arisen from the past two years. Our hope is that this list brings a smile to our readers when we know we could all use one.

1. Everyone’s hands are a lot cleaner.
2. Shopping has become more flexible with delivery and curbside pickup options.
3. Shopping local - it’s good for many reasons!
4. The incredible resilience of health care workers - thank you!
5. Getting to spend more time at home.
6. Enjoying more time with myself.
7. I have learned that being quiet and reflective is more rewarding than being busy running from one activity to another.
8. I’ve learned new skills, like how to participate in virtual meetings and how to bake sourdough.
9. More free technology that helps connect with friends and family living overseas.
10. It has reinforced the importance of spending time with family and friends.

Thank you to our newsletter subscribers for their suggestions.



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5 HELPFUL TIPS WHEN SELECTING A REPLACEMENT WINDOW

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MATT MICHALUK, P.ENG., DIRECTOR OF ENGINEERING, KELLER ENGINEERING

THE INS AND OUTS OF WINDOW REPLACEMENT

Selecting replacement windows for your building may seem simple and straightforward. However, this can be one of the most confusing and complex processes which can plague even the most knowledgeable of condominium boards.

In order to ease the headaches and assist you in the selection of your replacement window system, the following helpful tips will guide you through this difficult process.

1. WOOD, VINYL, AND ALUMINUM, OH MY!

Windows are manufactured in a variety of different materials such as wood, vinyl, and aluminum. There are even windows which are manufactured from a combination of these materials. The selection of a material will depend on a variety of factors such as type of construction (combustible or noncombustible), building height, guard requirements, proximity of windows to adjacent windows and doors, wind loads, etc.

Wood and vinyl windows are considered to be made of combustible materials and may not be allowed in noncombustible construction which would include residential buildings over four storeys. The Ontario Building Code (OBC) provides guidelines as to when combustible windows are allowed in noncombustible construction.

It is important to know when windows are required to be designed as guards. An operational window located less than 1070 mm from the floor level and more than 1800 mm from the floor or ground on the other side of the window is to be designed as a guard in accordance with the OBC which means its opening has to be restricted to a maximum of 100 mm and must be able to resist lateral force. This requirement may also limit the possible selection of window materials.

2. PERFORMANCE IS EVERYTHING.

When selecting a window system, the most important factor should be the window's performance. All window systems are fabricated and tested in accordance with AAMA/WDMA/CSA101/I.S.2/A440-08, NAFS—North American Fenestration Standard / Specification for windows, doors and skylights. The compliance to this standard is required by the 2012 OBC.

The key performance criteria for windows are as follows:

Air Infiltration

Water Infiltration

Design Pressure, or Window Load Resistance

Forces Entry

Thermal Performance

Condensation Resistance



The minimal requirement for the above performance criteria will depend on a number of factors including location, building height, and terrain.

3. NOT ALL OPERATIONAL WINDOWS ARE CREATED EQUAL.

A number of operational windows are available on the market including sliders, casements, awnings, single or double hung, as well as others. It's important to understand that these operational windows can vary greatly in their performance when it comes to air and water infiltration as well as their thermal performance and resistance to condensation.

Typically, operational windows such as sliders and hung windows have increased air and water infiltration when compared to casement and awning windows. The difference is the quality of the seal you achieve when the windows are in the closed and locked position. When the locking mechanism is engaged on a casement or awning window, the frame applies pressure to the



weather stripping gasket on all sides, creating a tighter seal. The same seal cannot be achieved in a slider or hung window due to the limitations of the locking mechanism.

Casement and awning windows are manufactured with thermally broken sashes which provides increased thermal performance and condensation resistance.

It is for these reasons why we recommend our clients select either a casement or awning operational window.

4. BELLS AND WHISTLES: WHICH ONES TO CHOOSE?

Selecting a window system is in many ways similar to buying a new car. The dealer will try to sell you the model with the leather heated seats, navigation screen, and backup camera. However, do you truly need all these bells and whistles? Like a car, window and glazing manufacturers offer upgrades to their systems including extra wide window frames, triple pane glazing units, argon and krypton gas, and a variety of coatings and tints. These upgrades come with a cost and these costs may outweigh any benefit to the building.

The upgrade to triple pane glazing units might seem like a good idea as they provide increased sound transfer resistance and

thermal performance, especially during a time when energy costs continue to skyrocket. Typically, triple pane glazing units are 15 to 20 per cent more efficient. However, they can be as much as 40 per cent more costly. Energy savings and the additional cost to upgrade to triple pane glazing units must be carefully weighed to demonstrate a benefit to the building.



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Unlike triple pane glazing, the use of glazing coatings and inert gasses such as argon and krypton are commonly used and will also increase thermal performance and reduce solar heat gain. The costs to upgrade to a glazing coating and the use of an inert gas are relatively low when compared to the benefits they provide.

There are two basic types of glazing coatings, passive low-e coatings and solar control low-e coatings. Passive or “hard-coat” coatings are recommended for colder climates as they allow some of the sun’s short wave infrared to pass through the glass helping to heat the building during the winter while also reflecting the interior long-wave heat energy back inside. Passive coatings are durable and can be installed on the exterior surface of the glazing unit or on one of the interior surfaces. Solar control or soft-coat coatings have low emissivity and superior solar performance. Solar control coatings are easily damaged and are typically installed on one of the inner surfaces of the glazing units. The performance of solar control coatings can be enhanced when combined with most tinted glass.

For most window replacement programs, we typically recommend the use of double pane glazing units with 6mm thick glass, a 13mm warm-edge spacer, a hard or soft low-e coating, and argon gas filled.

Your design consultant will be able to guide you through the selection process of these upgrades and which ones will be beneficial to your building.

5. WHY DRYWALL WHEN TRIM WILL DO.

The perimeter of windows in most high-rise buildings are finished with drywall returns. In many cases, removal of the drywall around the perimeter of the windows is required to perform the replacement. This allows for proper preparation of the rough opening prior to the installation of the new window. Reinstatement of drywall finishes will increase costs and prolong the duration of the project which means increased disruption for the residents. With the substitution of drywall returns with trim, the disruption to residents can typically be limited to just a few days.



AGMS IN THE TIME OF COVID

BY RAFFAELLA LORO, CCI NORTH ALBERTA
EDUCATION COORDINATOR



The past two years have had plenty to teach us about constant adaptation, what works and doesn't work in virtual meetings, how to be responsive to quickly changing government regulations for facilities, and how when we can, how great it is to actually gather safely with our members face-to-face. All of these learnings were critical as we planned our CCI North Alberta Annual General Meeting.

Continued on next page >



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This year's AGM was our first hybrid AGM, held October 26th, both online and in-person at the Chateau Louis Conference Centre.

Managing the challenges of the hybrid format brought extra levels of complexity to the design and logistics of planning our AGM, but focusing on some key elements ensured the overall success of our meeting.



KEY TIPS

- **Use producers.** Have someone in the role of “producer” in the physical room, and another that is focused on remote participants. Our producers were able to be the behind-the-scenes support, answering questions and making sure the logistics of the meeting ran smoothly
 - **Enable chat and polls.** Make sure the chat functionality is turned on in Zoom and this chat feature is not ignored by those in the room. We made sure we had a way to signal the Chair to let them know when there were questions from remote participants so they could unmute and ask questions directly. We also used simple polls as a way for remote participants to engage with the meeting motions.
 - **Consider the video/audio feed from the remote participant perspective.** This wasn't an everyday meeting, so we took special care and attention on the video feed and audio quality. We used multiple cameras so we could switch between different views (we had professional tech support to assist with this!). We also tested the audio feed of all the remote participants as they logged in to the meeting.
 - **Don't Skip the Dress Rehearsal.** Your usual meeting agenda won't cut it. A hybrid meeting had many more steps, especially when it came time to voting (and taking into consideration any proxies). We ironed out the kinks with a “tech rehearsal” and a “dress rehearsal” to go over the roles of our Board, Returning Officer, Scrutineers and Producers. Our mock meetings didn't mean we escaped all technical snafus however. Our slides did go wild once or twice and broke lightspeed dancing across the screen.
- But that leads to the final key tip from our hybrid AGM experience.
- **Don't forget to have a sense of humour.** We have all felt the dreaded Zoom Fatigue at some point and so finding ways to inject levity back into your meetings for both in-person and remote participants is critical. Now, we're not suggesting a full standup routine to derail the business of the meeting, but at our AGM, we did our best to create an atmosphere where we all got to experience the warm personality and jokes (good and not so good) of our CCI Board and members.

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CONDOMINIUM INSPECTION CHECKLIST

BY STEVEN DELUCA, PROJECT MANAGER WITH EXP

All condominium owners, board members and property managers have an interest in making sure their property is properly maintained. A regular inspection schedule is a critical part of your maintenance schedule.

This is a helpful inspection checklist for the exterior, interior, mechanical, outdoor structures, safety and pests for your convenience. The checklist is intended to help condominium corporations keep track of what to look for so you can plan for timely repairs and prevent premature failures. We recommend completing the most of this checklist annually, with some items being inspected more frequently or after severe weather events.



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Exterior Inspection

- Examine the roofing and clear loose debris (nails etc.) off roofing
- Examine roof drains, gutters, and downspouts and ensure they drain away from the building
- Examine the foundation for water damage
- Examine exterior wall vents, to ensure they are clear of debris
- Inspect the exterior for damaged areas, misplaced gutters/downspouts, loose siding, etc. This should also be performed after a windstorm event
- Examine all windows, review for cracks, water damage and sealant condition
- Examine all incoming utilities (electrical & cable boxes, gas lines / meters)
- Examine hose bibs / water faucets for water damage
- Examine decks for damage and signs of mold, rot or infestation
- Pressure wash and repair walkways / parking lots
- Review and repair as required all sealed surfaces exposed to weather and temperature extremes (wood decks, exterior paint, and caulk) every three to five years
- Maintain landscaping including pruning and removal of hazards such as low-hanging branches

Interior inspection

- Review windows and exterior doors for indications of water damage
- Review the operation of windows and doors
- Lubricate and repair windows and doors as required

Mechanical Inspection

- Check pressure & temperature gauges
- Review all lines and emergency switches
- Clear mechanical areas of unnecessary items
- Check boiler for leaks
- Check water main for leaks
- Check all drainage and supply lines for leaks
- Inspect all mechanical units and schedule preventative maintenance
- Schedule cleaning of HVAC system ducts, pool, gyms, registers, and filters
- Check sump pump and line to ensure proper operation and that there are no visible leaks
- Flush hot water heater to minimize potential for scale that shortens service life
- If a chimney is used for solid fuel devices such as fireplaces and wood stoves, have the interior lining cleaned by a professional chimney cleaning contractor

Outdoor Structures

- Review and repair fences
- Review and repair outdoor furniture / play equipment
- Review and repair decks

Safety

- Inspect and repair all exterior lighting
- Inspect and repair all gates on property
- Inspect and review functionality of security system
- Inspect and replace (when needed) fire suppression systems
- Inspect and replace (when needed) smoke and CO2 detectors
- Inspect proper operation of garage door and safety shut-off

Pests

- Visual review of all areas of the property for signs of rodents / pests
- Treat property to prevent infestation annually



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MAKING YOUR CONDO EV READY

BY GLEN GORDON, P. ENG, MBA – CO-FOUNDER AND CEO, UNICO POWER CORP

THE AGE OF ELECTRIC VEHICLES IS HERE.

It's not just California and Vancouver that have seen them on the roads, but right here in Alberta. Chances are you already know someone that drives electric, and if your building doesn't already have an EV parked in the lot– it soon will.



What makes owning an EV different is how we plug in. For most people, 80-90% of their charging is done at home, provided they have access to a charging station.

What about condos? The truth is that charging in condos is relatively common. While not difficult, there is some extra leg

work that needs to be done to ensure that your building is ready for that upgrade. Newer technologies don't need a newer unit to function, as most solutions can be scaled to meet what you're already working with. What your condo needs is a plan to make sure that EV charging is an available and fair feature for all owners.

The term 'EV Ready' might not be in the dictionary (yet), but it's one of the most important things you can do for your condo in preparing for the installation of charging stations. What EV Ready means is that your building has a long term plan of action for the installation and the support for all owners who are looking to get their charge.

Multi-Unit EV charging isn't the same experience as single-home charging. Instead of one household, your building is the home to many. That means your plan can't just be any plan, it has to be a good one. Finding the right people for the job can be tricky. Condos have their own systems, building codes, technologies, and so on and so forth. With the advancements in the field of Energy Management, EV charging has become easier and more accessible to a greater number of buildings. Make sure the people you work with understand condos and how they work.

A good plan is cost efficient, accessible, flexible, and holds the door open for phasing things in over time. Having a plan is the biggest and most important step in your building being EV Ready.

**Creating an EV Ready Plan is as easy as six steps.
No, really.**



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General site photo

Step One: Establish an EV charging committee within the Board. With new technology comes the need for new education. Luckily, many companies already have a presentation lined up and know the ifs-and-or-buts when it comes to getting started. Your committee needs to know what the options are before committing to a solution. Reach out to experts in the industry to keep up with the latest know-hows on Condo EV Charging.

Step Two: Find the right person or company to help build your building's plan. There's a lot to consider when reaching out to an expert. Understanding federal, provincial and municipal programs and bylaws, as well as your utility rates and tariffs are important. If you can find someone local who knows the know-how when it comes to Multi-Unit EV charging, you're in business.

Step Three: All good plans start with a site visit. Have a consultant make an assessment of your building's current state and electrical system. Utility bills and electrical drawings can help build a thoughtout and accurate report. Knowing your building and what it's capable of is a crucial part in developing the next few steps.

Step Four: The EV Ready plan developer will present options to review with the committee and/or board. These discussions will focus on function.

Things like: How many EV stations per circuit would you like, whether you'd want private charging stations shared, or both, the options for billing, and how the system will work with your building overall. Step four is the meat and potatoes of an EV Ready plan, if your consultant shows up for a site visit and goes straight to Step 5 that's a problem.

Step Five: An EV Ready plan that's specific to your building and what it's capable of is developed. In addition, a cost estimate provided by the installer you plan to use

will be provided. The question of "How Much?" and "Who Pays?" doesn't have a specific answer.

We've installed more than 50 multi-unit buildings, and we've seen more than a dozen different approaches. Ranging from the Condo Corporation paying for it all, to the EV owners doing the same – and sometimes a solution between the two.

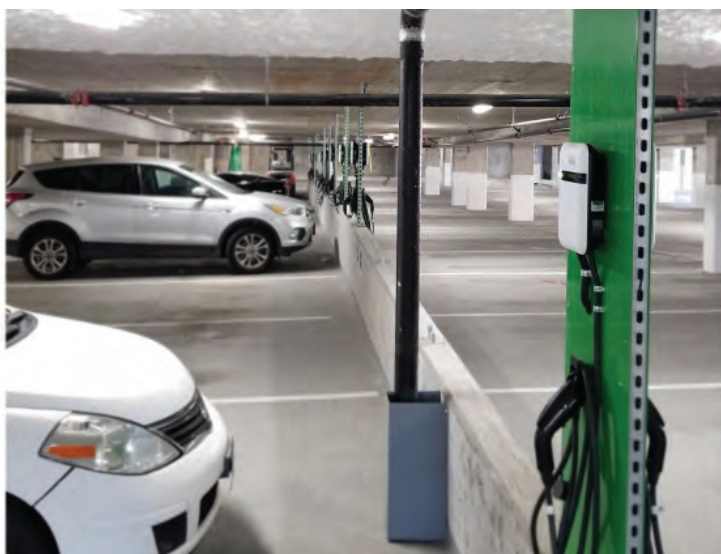
Step Six: You've reached the end! Once you have a plan, you're ready to be EV Ready. You can either go ahead and start implementing, or take a bit more time to tweak the plan as time goes on.

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LEGAL CORNER



The Failure to TAILOR CCDC Contracts May Result in Difficulties – Including an Uncomfortable LawSUIT

BY JACK G. KENT AND TODD A. SHIPLEY. JACK AND TODD ARE PARTNERS WITH REYNOLDS MIRTH RICHARDS & FARMER LLP IN EDMONTON AB.

Building remediation and repair is often a source of emotional and financial stress for condominium boards and unit owners. Unfortunately, like death and taxes, it is a certainty that all buildings will eventually require significant repair and maintenance and condominium boards have a legal duty to ensure that such occurs within a reasonable period of time. The good news is that investing in a proper construction contract can decrease financial and litigation risk, help to avoid unnecessary costs and delays and protect the interests of the condominium corporation and unit owners.


Although the construction contracts prepared by the Canadian Construction Document Committee (referred to as the “CCDC”) are a reasonable starting point for most projects, condominium boards should not assume that CCDC contracts do not need to be reviewed to determine if modifications are necessary – they do! Modifications to a CCDC contract are generally referred to as supplementary conditions. This article will provide an overview of CCDC contracts and discuss key supplementary conditions that should be considered by condominium boards before entering into any CCDC project.

For those condominiums who have used supplementary conditions on prior projects, some of the CCDC contracts have recently been modified and a review of your supplementary conditions is recommended to ensure that they are still consistent with your expectations.

What are CCDC Contracts?

To assist the public with access to balanced construction contracts, the construction industry created a national joint




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committee responsible for the development, production, and review of standard construction contracts. This committee is called the CCDC and it consists of various industry representatives including public owners, consultants, contractors, architects, and lawyers. While not everyone agrees that the contracts are entirely neutral, there is no doubt that they are more balanced than many contracts that are drafted on behalf of any particular stakeholder.

The CCDC has created a number of standard form contracts for use in different project delivery models. The two most commonly used contracts for condominium owners are the CCDC 2 (Stipulated Price Contract) and the CCDC 5B (Construction Management Contract – for Services and Construction).

CCDC 2 is a contract between the owner and contractor to perform the required work for a predetermined fixed price and schedule. The work is based on a design provided by the owner. As a result, the CCDC 2 provides cost certainty for the owner and cost risk for the contractor. However, the owner bears the design risk. This contract is one of the CCDC documents that was recently modified and condominium owners will need to have any prior supplementary conditions reviewed for compliance with the new contract documents.

CCDC 5B is a contract between the owner and the construction manager for: (1) advisory services during the pre-construction phase (design development, cost estimates, procurement), (2) construction services (performance of the work), and (3) post-construction services (occupancy review and warranty work). This type of contract is useful for owners who require assistance planning the project, managing costs and ensuring the project is completed successfully. The owner pays for the actual cost of the work plus a percentage or fixed fee. However, the contract gives the parties the option to change the financial arrangement and convert the contract to a fixed price or to guarantee a maximum price for the work. Since the construction manager enters into contracts with subcontractors for the work, the construction manager bears the risk of performance, schedule and warranty work. The owner, at least initially, will bear the risk of costs as there is no limit on the costs to perform the work.

It is important to note that the CCDC contracts are protected by copyright. Prior to using any CCDC contracts, the parties must purchase a seal from CCDC for a nominal cost. This seal is affixed to the front page of the contract as evidence that the parties have paid for the use of the document. Law firms that provide services to the construction industry can obtain access to the CCDC documents and seals.

Supplementary Conditions for Condominium Owners

Although CCDC contracts provide an excellent foundation, they are template agreements intended for use on a diverse set of projects and cannot address every potential scenario. Supplementary conditions can provide a tailored solution that achieves the specific goals of your project and the needs of your condominium. It is good practice to include any supplementary conditions in tender documents because contractors will need to factor any supplementary conditions into their price and some terms may be contentious.

Ten commonly used supplementary conditions that you may consider including are as follows:

Prime Contractor under Occupational Health and Safety Legislation:

As the CCDC contracts are intended to be used across Canada, the Prime Contractor obligations imposed by the Alberta Occupational Health and Safety Act, R.S.A. 2000, c. O-2 are not addressed. In order to ensure that there is clarity as to who is assuming these obligations, parties will often add a supplementary condition specifically addressing this issue.

Tidy Condition of Work: In many cases, construction on condominiums occurs while residents are still living in the building. Owners may want to consider including supplementary terms that address the condition of the area under construction so that the impact on occupants is minimized. This is particularly important when using the new CCDC 2 because the general conditions no longer address the condition of the work site.

Directions in writing: The CCDC contracts do not require that all direction be given in writing. This may lead to a scenario where a contractor performs work based on verbal directions and later seeks payment for this work because the contractor believed it was a change to the contract. The owner may disagree that the direction was ever provided or that it constituted a change to the contract. A supplemental condition specifying that all direction must be in writing can remove ambiguity in direction, scope and payment.

Access to the Work: The CCDC contracts do not permit general access to the area of work under construction. Although this makes logical sense for many reasons, unit owners and occupants may require access to some portions of the site at certain times or for certain purposes. Supplementary conditions addressing the specific needs of the residents can reduce the inconvenience of the construction.

Construction Bonds: The CCDC contracts do not provide for any construction bonds and owners may wish to consider requiring some form of payment security. This could take the form of a labour and material bond, which ensures that subcontractors and suppliers are paid, or a performance bond, which ensures that the work is completed. In both cases, the bonds provide some protection to the owner if the contractor cannot comply with its obligations. An additional benefit is that including bonds may ensure only qualified contractors are able to bid on the project. However, bonds come at a cost.

Time is of the Essence / Liquidated Damages: The CCDC contracts do not contain any “time is of the essence” language and, other than the default provisions, do not give the owner much remedy against the contractor for delays caused by the contractor. Similarly, CCDC contracts do not include any



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provisions for liquidated damages, which is a mechanism that requires the contractor to pay the owner for the late delivery of a project. To encourage contractors to meet their contractually obligated schedule, owners may want to add supplementary conditions dealing with these issues.

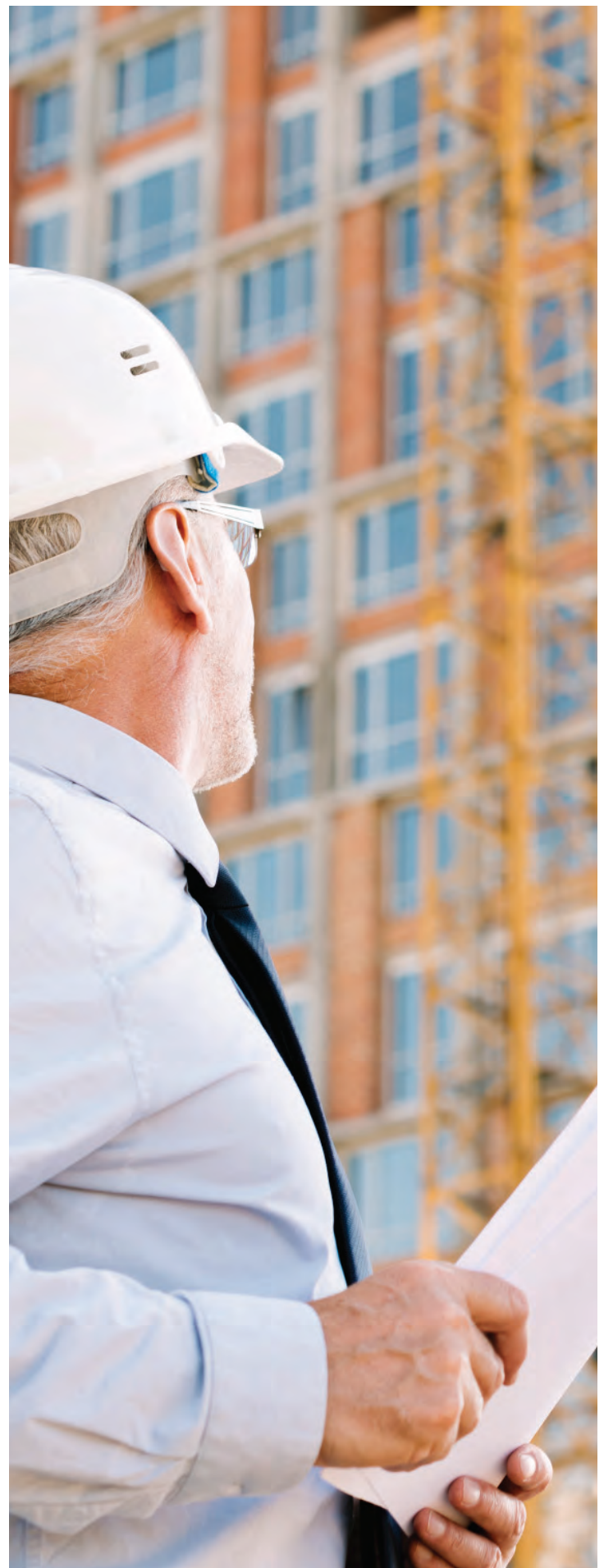
Concealed / Unknown conditions: During the renovation and repair of condominium buildings, especially older properties, contractors may encounter concealed or unknown conditions, such as asbestos or mold. The presence of these concealed conditions can dramatically increase construction costs because the CCDC contracts provide that where the work is materially different as a result of a concealed condition, the owner is responsible to compensate the contractor for any additional costs. Condominium owners may wish to use supplementary conditions to reallocate this risk to contractors in order to obtain greater cost certainty.

Termination for Convenience: The CCDC contracts only permit owners to terminate the contract in specific circumstances (such as contractors becoming bankrupt or performing the work negligently). For a variety of reasons (such as financing concerns or dissatisfaction with the work), a condominium may need the option to terminate a project at its own discretion. Although these types of clauses typically ensure the contractor receives payment in full for all work performed and recovers costs incurred in discontinuing performance of the work, they protect owners from additional claims by the contractor for loss of profits arising from the early termination.

The Cost of Reviewing the Work for Payment and Substantial Completion: The term “substantial completion” is a specific term used in construction legislation that certifies a specific amount of work has been completed and when the owner is permitted to release certain funds to the contractor. Although review processes are stipulated both in the CCDC contracts and legislation, CCDC contracts do not address the consultant’s cost to review work for which the contractor is seeking payment or for which the contractor is seeking confirmation that substantial completion is achieved. Since these reviews may be performed multiple times at the discretion of the contractor, owners may wish to include supplementary conditions to ensure that the cost of failed reviews are reimbursed by the contractor.

Set-off Rights: In the event of a dispute, owners may want to withhold contract funds to cover the cost of their own anticipated claim against the contractor, however, CCDC contracts do not address this “set-off” of claims. As a result, it is common for owners to insert set-off provisions in the supplementary conditions to ensure they are not required to pay contractors while the claims are being resolved.

In summary, the CCDC contracts are very useful tools for the Canadian construction industry but they may need to be modified with supplementary conditions to meet the specific needs of condominium corporations in Alberta. We recommend condominium owners involve legal counsel early in the process to ensure that they receive the proper advice on the construction contract, including any necessary supplementary conditions.



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NB Benny's Contracting Ltd.	Rebekah Barron	(780) 660-2888	rebekah@nbbennys.com
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Westeco Coatings	Michael Howell	(403) 598-3591	michael@westecocoatings.ca
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<i>Company</i>	<i>Full Name</i>	<i>Phone</i>	<i>E-mail</i>
FINANCIAL SERVICES			
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Company	Full Name	Phone	E-mail
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Company	Full Name	Phone	E-mail
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INSURANCE APPRAISERS			
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Reliance Asset Consulting Inc.	Harold Weidman	(780) 702-7068	info@relianceconsulting.ca

Company	Full Name	Phone	E-mail
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Company	Full Name	Phone	E-mail
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<i>Company</i>	<i>Full Name</i>	<i>Phone</i>	<i>E-mail</i>
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Edmonton Eviction Services Inc.	Donald Gray	(780) 974-8427	don@edmontonevictionservices.com
GetQuorum	Mark DiPinto	(877) 353-9450	contact@getquorum.com
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Capitall Exterior Solutions	Craig Hatt	(780) 757-3930	craighatt@capitall.ca

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