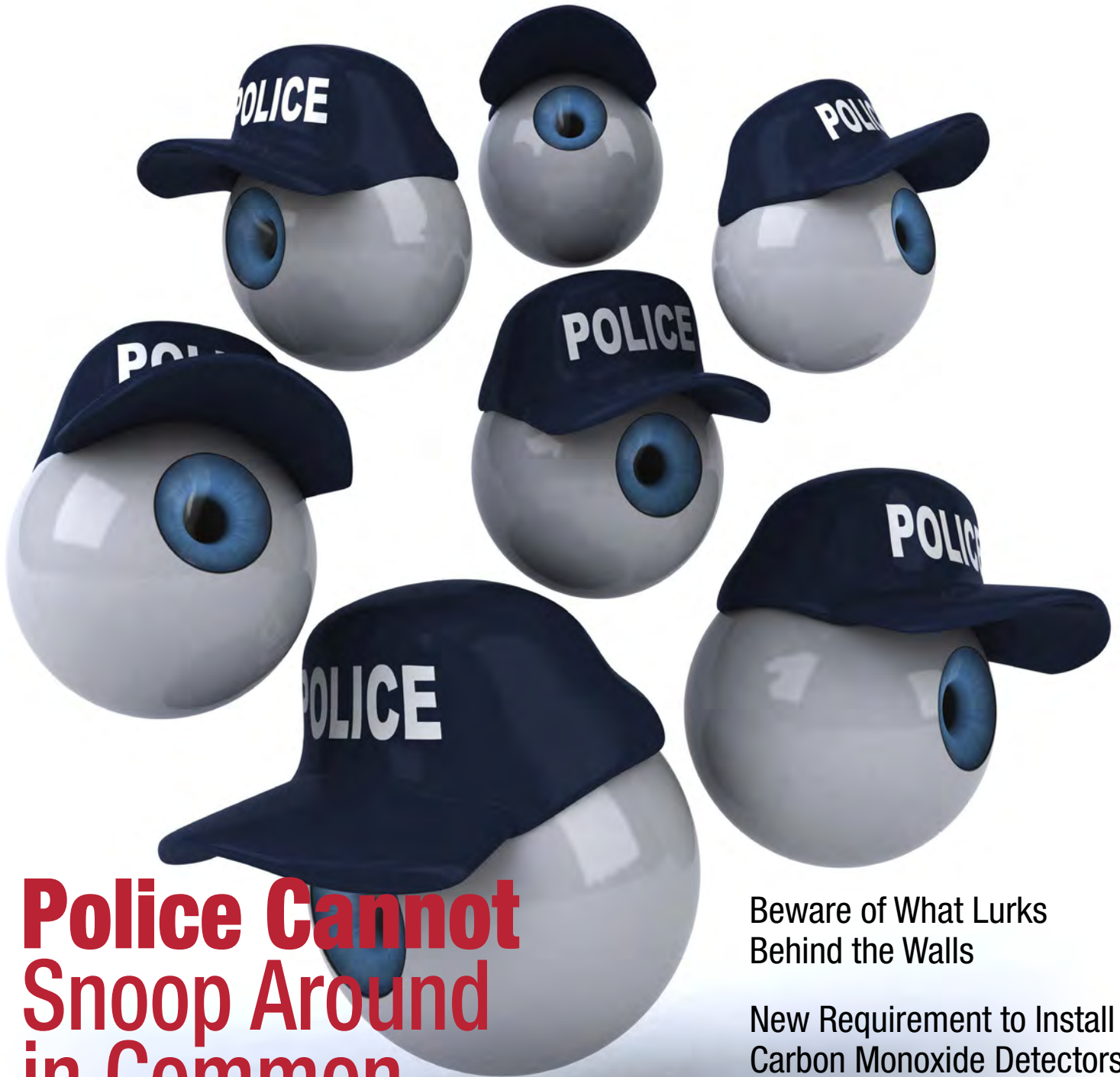


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**Telephone:** 613-755-5145



**Fax:** 613-755-4086



**E-mail:** [cciottawa@cci.ca](mailto:cciottawa@cci.ca)



**Website:** [cci-ottawa.ca](http://cci-ottawa.ca)



**Linked in:** CCI Eastern Ontario



**Twitter:** @cciEastOntario

**Operations Manager:** Julie Klotz

[jklotz@cci-ottawa.ca](mailto:jklotz@cci-ottawa.ca)

Tel: 613-755-5145

Fax: 613-755-4086

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## Where did the summer go? How is it possible that it is fall?"

I can't count the number of times that I have heard these sentences, or a variation thereof, over the past few weeks. It seems that our community is so busy with the myriad of events and opportunities presented throughout the region that summer seemed to last only days. With the onset of fall, I hope that our community will continue to take advantage of, and enjoy, the colourful and vibrant display that Mother Nature presents for us!

At the same time, I hope that our members will have the opportunity to take advantage of the terrific education sessions which are planned for the next few months, including:

- **A panel presentation on the proposed changes to the Act, following the Annual General Meeting on October 15th;**
- **The inaugural Mini Directors Course to be held in Kingston on October 17th;**
- **Our next comprehensive Directors Course to be held in Ottawa on November 28th and 29th.**

October is also a very exciting month for us, since we have two very exciting announcements to share!

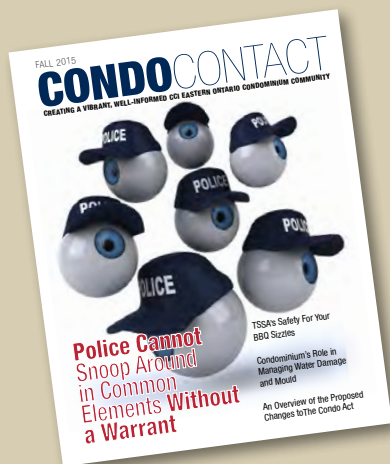
First, your Board is very pleased to announce that our Chapter name is now CCI Eastern Ontario (CCIEO), and that we are proudly serving Brockville, Kingston, Belleville, and the surrounding areas. We look forward to the opportunities to grow our courses and seminars to provide all of our members with educational seminars and fun-filled events!

Last, but certainly not least, I hope that our members will join me, and the rest of the Board, in celebrating the induction of Ottawa's own John Peart into the CCI Hall of Fame. We are honoured and proud to have worked, and continue to work on a daily basis, with John. In our next newsletter, we will have photos of the induction, and a summary of some of the tremendous influence John has had in shaping our Chapter into what it is today. John will be honoured, and inducted into the Hall of Fame, on October 22, 2015, at the National Awards Ceremony.

Congratulations, John!

Nancy Houle, LLB  
President-CCI-Ottawa  
Lawyer/Avocate  
Nelligan O'Brien Payne LLP  
nancy.houle@nelligan.ca

**“...your Board is very pleased to announce that our Chapter name is now CCI Eastern Ontario (CCIEO)...**



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Rod Escayola

**T**he dog days of summer are behind us now, and the autumn routine seems to be setting in nicely. Still, taking no break, we have put together another great selection of articles, thanks to our numerous contributors.

You will recall that our last edition focused on Bill 106, which is the legislation recently tabled by the Ontario government to amend the *Condominium Act* and to adopt other condo-related legislation. Bill 106 was tabled on May 27 by David Orazietti, the Minister of Government and Consumer Services. By the time this edition “went to print”, this bill was still being debated in second reading. We expected the Bill to pass second reading and to be sent to Committee. There may be more to report on this new legislation in our next edition.

Still, the condo beat goes on. We have packed a wonderful edition under the usual categories. In our **Engineering corner**, Luc Dacquay discusses how directors and managers can take the best decisions when approaching contracting and tendering projects. As we have in the past, we propose a “**case study**” where a local corporation shares its successes and lessons learned. In this case, Janine Hutt presents their challenges and successes when they were required to change their riser chiller pipes. A disruptive project... but with a happy ending!

Ever wonder whether police could snoop around in common elements without a warrant? In the **legal corner**, Joe Duquette reports on a recent decision where our courts “read the rights” to an overzealous police officer.

Finally, in our **safety corner**, we focus on the new requirements pertaining to the installation of CO detectors in condominiums across Ontario. Indeed, there are new important requirements pertaining to the installation of carbon monoxide detectors. The Ontario Association of Fire Chiefs shares some insight on this topic.

**Following our expansion to all of Eastern Ontario, we have updated our LinkedIn and Twitter pages!**

**We now invite you to follow us on LinkedIn (at CCI Eastern Ontario) and on Twitter (at @cciEastOntario).**

We invite, once again, any comments or suggestions you may have about this newsletter and invite you to submit questions for our Q&A or stories for future publication.

---

Rod Escayola is a partner with the law firm Gowlings in Ottawa.

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## Contributing to CCI Condo Contact Editor's Contact Information

A benefit of CCI membership is the opportunity to share perspectives with one another by contributing and reading articles in CCI-Eastern Ontario's quarterly newsletter *Condo Contact*.

If you are a condominium director, owner or manager, and have a unique tale to tell or advice to relay to other condominium boards, let us know! If you are a professional or represent a trade company offering services or products to condominiums and have a relevant article, let us know! The subject matter should be current, concise and helpful. Topics should relate to management and operation of condominiums and not be of a commercial nature.

### ARTICLES MAY BE FORWARDED TO:

The Editor  
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Canadian Condominium  
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Chapter

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1386 Richmond Road  
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## As such, your CCI Chapter is now **CCI Eastern Ontario (CCIEO)!**

**We look forward to the opportunity to grow our courses and seminars to provide all our members with educational seminars and fun- filled events!**

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1946-2016



By Jocelyn Duquette

## Police Cannot Snoop Around Common Elements Without a Warrant or Permission

In a criminal proceeding, the Ontario Court of Appeal recently rendered a decision which should be very interesting to condominium corporations. Basically, the courts had to determine whether police officers were authorized to enter the corporation's common elements without invitation or warrant to conduct a criminal investigation. In this context, the Court had to answer the following question: **to what extent does a unit owner have a reasonable expectation of privacy in the common elements – stairways, hallways, and storage rooms – of his or her building?**

**“...a detective decided to enter the condominium building on three occasions without obtaining a search warrant. Each time, the detective entered without the knowledge of any of the residents and without any prior consent...**

**The short answer:** it all depends on the circumstances of a particular case (which is a typical answer for a lawyer...). The size of the building, the number of units per floor and even whether the building is secured or accessible to the general public will have an impact on an owner or occupant's reasonable expectation of privacy in the common areas.

In this case, both the trial judge and the Court of Appeal were very critical of how the police conducted its investigation which was in breach of the owner's rights.

### Background

Merith White is the owner of a condominium unit in Ottawa (the “Owner”). The Owner came to the attention of the police in the context of an investigation of another individual (the “Suspect”), whom they believed to be involved in drug trafficking. The police came to suspect that the unit was being used as a stash house for drug trafficking as the Suspect visited the unit over 75 times in the course of 4 months.

To further their investigation, a detective decided to enter the condominium building on three occasions without obtaining a search warrant. Each time, the detective entered without



the knowledge of any of the residents and without any prior consent:

**1** During the first visit, the detective entered into the condominium building by following a postal worker into the building through a door that was always locked. Once inside, he took the stairs to the lower level where he entered an unlocked storage room. There, he observed the content of the Owner's storage locker which was cage-like and therefore its contents were visible. The detective then went upstairs where he observed the Owner's unit. He was in the building for approximately 20 minutes.

**2** During the second visit, the detective entered the building through the north stairwell door, which he said was always locked. However, the locks did not latch properly in the winter and, as such, the door was not locked. Once inside the building, the detective hid in a stairwell and from this location observed the Suspect leaving the unit carrying a box.

**3** During the third visit, the detective used the same north stairwell door to get inside the condominium building. The detective stationed himself in the stairwell and observed the Suspect entering the unit. The detective overheard a conversation inside the unit and believed that it concerned a drug deal. He also heard what he thought was the sound of packing tape being removed from a roll. The detective observed the Suspect leaving the unit with a box in his possession and depositing the box into a minivan. The minivan was pulled over by the police and the box was found to contain 2,679.4 grams of marijuana and 166.6 grams of cocaine.

It is only afterwards that the police obtained a search warrant for the Owner's unit. It is interesting to note that the detective met with the board of directors **after** the execution of the search warrant. The board indicated that, had the police requested permission to enter the building, such permission would have been granted. In fact, 70% of the



residents eventually voted to sign an authorization under the *Trespass to Property Act* allowing police to enter the building in the future. This authorization was obtained **after** the three searches without warrant.

### The Court Decisions

At trial, the Owner brought an application alleging a breach of his rights under section 8 of the *Canadian Charter of Rights and Freedoms* (the “*Charter*”) arising from the three surreptitious entries and the subsequent search of his condominium unit. Section 8 of the *Charter* provides that everyone has the right to be secured against unreasonable search or seizure.

The trial judge concluded that the police did not have a statutory right to enter and search the common areas without permission as they did and that, as such, they violated the owner’s *Charter* rights. As a consequence of this, the trial judge excluded the evidence obtained as a result of these illegal searches. The Crown appealed.

The Court of Appeal confirmed that a resident may have possession and control of the common areas of the building. It also acknowledged that the right to be secured from unreasonable search or seizure protects **reasonable** expectations of privacy. Naturally, the reasonableness of this expectation of privacy will be determined having regard to all of the relevant circumstances in a particular case.

When determining the extent of expectation of privacy, the courts will consider:

- The size and layout of the complex and the number of units and occupants;
- The building’s security system;
- Whether access to the common areas, including the locker area, is opened to the general public or not; and
- Whether there are any signs prohibiting access to strangers.

Clearly a large building with 200 units and with a lot of movement may result in a lesser expectation of privacy than a small building with 6 units. In this case, the condominium complex was rather

small, having only 10 units over 4 floors. Access to the complex was expected to be restricted, with the entrances intended to be locked. The building was small enough that the detective had to hide, otherwise his presence as a stranger in the building would have likely been noticed. While the access to the building’s storage area was not restricted to other occupants, it was not opened to the general public. It was therefore reasonable for the owner to assume that strangers would not surreptitiously come in, hide in the stairs and observe the comings and goings or overhearing conversations and actions in his unit. It was also reasonable for him to expect that the buildings’ security system would operate to exclude strangers, including the police, from entering the common areas without permission or invitation. All of this contributed to an expectation of privacy. Consequently, the evidence obtained as a result of these searches was excluded.

It is to be noted that the *Trespass to Property Act* prohibits strangers from entering a premises without the express permission of the “occupier”. In our view, the board of directors constitutes an occupier under this Act and, therefore, could give police the permission to enter the common areas. Indeed, the definition of “occupier” under this act includes *a person who has responsibility for and control over the condition of the premises or the activities there carried on, or control over persons allowed to enter the premises, even if there is more than one occupier of the same premises.*

It may be wise for condominium corporations to adopt a policy or a rule granting access to police to the common areas of the corporation. Adopting such a policy or rule would give notice to the owners and would likely reduce the expectation of privacy. Such an approach may also deter occupants from conducting criminal activities on the corporation’s property.

This article was originally published in the [CondoAdviser.ca](#) blog and is reprinted with gracious permission.

*Jocelyn Duquette is a lawyer in Gowlings’ Ottawa office, with a practice focused on construction and condominium law. In addition of owning and living in a condo, Jocelyn is a member of the Ottawa Chapter of CCI and is a contributor to Gowlings’ blog [CondoAdviser.ca](#)*

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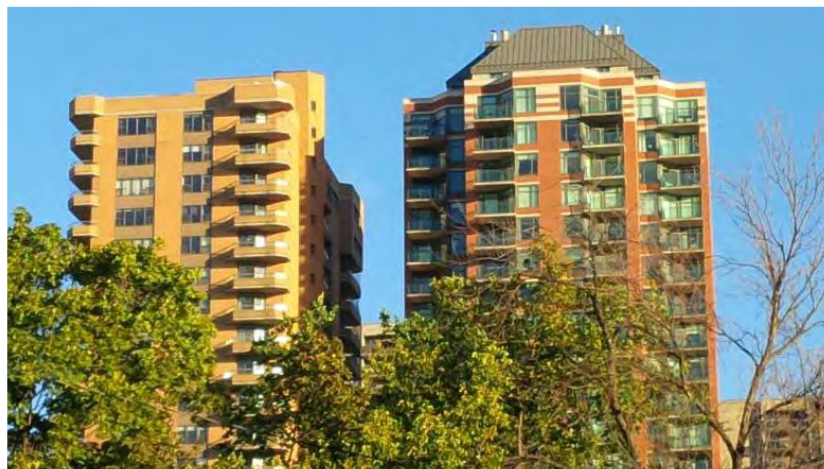
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# Beware of What Lurks Behind the Walls



By Janine Hutt



**A**t nearly 30 years of age, our condominium corporation probably qualifies as a “senior” in the condominium community in Ottawa. CCC 289 is a high rise building of 111 units, located in the downtown core. Built in 1985, it has many inviting features such as unit size, amenities and an established community where owners and residents share a sense of pride and community. We enjoy the support of numerous volunteers who help with keeping our gardens colourful and bright and who help and participate in our community activities. This support also extends to the work done by the board of directors, including when the unexpected happens as was the case in the Fall of 2014.

The problem It was early September. An owner noticed a water mark on the ceiling and down the wall in the area of the air conditioning ceiling fan coil. To remove any doubt, the Superintendent opened up the ceiling and, as suspected, water was accumulating around the fan coil. The Super advised the owner that the fan coil needed to be checked by a qualified technician.

A mechanical contractor was brought in and confirmed the fan coil had clearly outlived its life expectancy and would need replacement soon.

The story does not end there. The contractor was suspicious that more was happening than a tired and failing 29-year old fan coil. He recommended that the corporation open the wall on the hallway side, where the building’s fan coils connect to the common chiller riser pipes.

There it was, rearing its ugly head! The pipes were on their last breath. The pipe insulation, which would not pass today’s building code, was totally compromised and the cast iron pipes were corroded beyond belief. Further random inspections on other floors confirmed the entirety of the chiller riser pipe system was so badly damaged and weakened it was at imminent risk of failure. The risk of water running down the riser shaft into units led the corporation to

immediately shut down and drain the system as a precaution. Thankfully, summer was over and air conditioning was no longer required for the season. It is to be noted that this system only provides cooling to the corporation. Units are heated individually with base boards.

## The “good news”

Despite the potential disaster found lurking behind our walls, there was a silver lining even if it was paper thin:

- ✓ **The corporation avoided a major flood;**
- ✓ **It had 7 months before the next AC season;**
- ✓ **The common element pipes were accessible from the (common element) hallways. Not having to access units and the fact that all the work was limited to common element assets significantly facilitated the planning and management of the work;**
- ✓ **The corporation’s reserve fund was able to absorb the cost of this unexpected major repair. Indeed, this work constituted a “major repair and replacement of the common elements and assets” for which Reserve Funds are established.**

Still, the board had to move quickly due to the enormity of the work required.

Our Research We immediately began researching options through consultations with engineers, HVAC companies and pipe re-lining companies. In this case, the only option available was a “Remove and Replace” approach, also known in the industry as an “R & R” – not to be mistaken with “rest and relaxation” we normally attach to this acronym...

The overall estimated time to complete the project was 5 to 6 months - it took 7 months.

*Continues on page 14 ➔*

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# Communicate Communicate Communicate

## Did I mention communication is paramount?

Our priority was to let owners know as soon as possible the nature of the problem and the extent of the work required. The importance of informing owners/residents of the findings, the recommended solution, the replacement process and the obvious impacts on their lives throughout the project implementation cannot be overstated.

Following its research, the board of directors immediately sent a first advisory note to owners and residents to share what it knew to date and advise of the timing and disruptions they could expect. In this case residents were informed eight weeks prior to the start of any physical work. The board further had the good fortune of being able to inform owners that the reserve fund could absorb the entire project, barring any surprises.

The corporation created a special email account to allow owners to ask questions, express concerns and complaints throughout the duration of the work. Few comments were received.

The board also issued progress reports. These were welcomed by residents especially when it was finally announced that the jack-hammering had come to an end!

To facilitate the work and minimize any additional disruption, the board decided not to approve unit renovation requests in the building for the duration of the chiller pipe project.

Communications with and among contractors and their workers also proved to be of great value to the success of the project. Once the different contractors were selected, a few members of the board, the property manager and the superintendent met in the same room with them to discuss the various phases of the project, timing and the corporation's rules for contractors when working in the building. This approach allowed for all contractors to work more efficiently and as a team towards tight deadlines. Finally, key spokespersons were identified which facilitated the circulation of information and decision making. This also discouraged dissatisfied owners from interfering with the workers. It was important to establish a workable chain of communications.

## Conclusion

Except for a few surprises along the way, the chiller pipe replacement was on time, about 10% over budget which is an acceptable contingency amount and the corporation was able to start up the AC system at its usual time of the year! The board believes the approach described above helped garner residents' cooperation and understanding which significantly contributed to the smooth operation of the project.

## Lessons learned

- When it comes to water damage, no matter how small it seems, go to the source of the problem otherwise, pay now or pay more later;
- Faced with a major unexpected expense, do the research, plan, communicate and monitor progress. It increases legitimacy and trust and keeps owners in "the know";
- Ensure permits are in place before you begin – better to inquire up front than to put the project "on hold" mid-way. Although an "R&R" project does not usually require a permit, we were informed, mid-way through the project, that the drywall work did. This created a small delay and likely resulted in an overly bureaucratic approach for getting final approvals on the contractors' work;
- Successful projects are the result of team work, they don't just happen;
- Keep your cool and always carry your sense of humour in your back pocket....

*Janine Hutt has been a director on CCC 289's board of directors for 7 years, 5 as president. She worked in international development for the better part of her career, representing Canada's interests on the boards of numerous United Nations organizations. Janine co-founded the Condo Directors Group, a volunteer organization that focuses on sharing knowledge, experience and professional know-how on topics of interest to condo directors in Ottawa. She is presently on its leadership team.*

# New Requirement to Install Carbon Monoxide Detectors

**O**ntario is taking another step to keep families and homes in Ontario safe by making carbon monoxide alarms mandatory in all residential homes.

The new regulation, which comes into effect October 15, 2015, updates Ontario's Fire Code following the passage of Bill 77 last year. These updates are based on recommendations from a Technical Advisory Committee which was led by the Office of the Fire Marshal and Emergency Management and included experts from fire services, the hotel and rental housing industries, condo owners and alarm manufacturers.



Carbon monoxide alarm will now be required near all sleeping areas in residential homes and in the service rooms, and adjacent sleeping areas in multi-residential units. Carbon monoxide alarms can be hardwired, battery-operated or plugged into the wall.

Broadly speaking, these amendments will have the following effect:

- Testing and maintenance requirements that apply to smoke alarm will now apply to CO alarms
- Under the Fire Code amendments, CO alarms will be required in existing residential occupancies, where:
- Single dwelling homes (e.g., privately owned homes) have an attached storage garage and/or a fuel burning appliance.
- CO alarms will be required only near sleeping areas of these occupancies and not throughout the entire home.

**OCTOBER 15  
2015**

## CARBON MONOXIDE DETECTORS: Important Reminder!

As of October 15, carbon monoxide alarms are required near all sleeping areas in Ontario's residential homes with fuel-burning appliances or fireplaces or which are adjacent to service rooms with such appliances or which are adjacent to a garage.

The carbon monoxide alarm must be permanently connected to an electrical circuit, be battery-operated or be plugged into an electrical receptacle. It must meet the requirements of the Residential Carbon Monoxide Alarming Devices or that of the Multiple Station Carbon Monoxide Alarms and must be mechanically fixed, attached, plugged in or placed at the manufacturer's recommended height on or near the ceiling. It is best to consult with an expert.

- Multi-unit buildings (e.g., apartment buildings or condominium buildings, hotels, etc.) have an attached storage garage and/or a fuel burning appliance/service room. Within these buildings, CO alarms will only be required:
- Near sleeping areas of suites that contain a fuel burning appliance within the suite.
- Near sleeping areas of suites that are adjacent to a storage garage and/or service room with a fuel burning appliance.

### Where To Install A Carbon Monoxide Alarm

Since carbon monoxide moves freely in the air, the suggested location is in or as near as possible to sleeping areas of the home. The human body is most vulnerable to the effects of carbon monoxide during sleeping hours. To work properly the unit must not be blocked by furniture or draperies. Carbon Monoxide is virtually the same weight as air and therefore the alarm protects you in a high or low location.

Continues on page 16 ➔

➔ Continued from page 15

For maximum protection, a carbon monoxide alarm should be located outside primary sleeping areas, in sleeping areas and in each level of your home.

### Where NOT to Install a CO Alarm

Some locations may interfere with the proper operation of the alarm and may cause false alarms or trouble signals. CO alarms should not be installed in the following locations:

- Where the temperature may drop below 4.4°C (40°F) or exceed 37.8°C (100°F).
- Near paint thinner fumes or household cleaning products. Ensure proper ventilation when using these types of chemicals.
- Within 1.5m (5 feet) of any cooking or open flame appliances such as furnaces, stoves and fireplaces.
- In exhaust streams from gas engines, vents, flues or chimneys.
- Do not place in close proximity to an automobile exhaust pipe; this will damage the alarm.

### Maintenance

Test your carbon monoxide alarm regularly to make sure it is operating properly. The owner's manual should tell you how to test your alarm. Remember to check the manual for information on when to buy a new carbon monoxide alarm.

### Why Should I Care About Carbon Monoxide?

Many Canadians die every year from carbon monoxide poisoning in their own homes, most of them while sleeping. In addition to these casualties, hundreds of Canadians are hospitalized every year from carbon monoxide poisoning, many of whom are permanently disabled. Everyone is at Risk - 88% of all homes have something that poses a carbon monoxide threat.

Carbon Monoxide is a colourless, odourless, tasteless, toxic gas that enters the body through the lungs during the normal breathing process. It replaces oxygen in the blood and prevents the flow of oxygen to the heart, brain and other vital organs.

### Where does Carbon Monoxide Come From?

Carbon Monoxide is produced when carbon-based fuels are incompletely burned such as:

- Wood
- Propane
- Natural Gas
- Heating Oil
- Coal
- Kerosene
- Charcoal
- Gasoline

### How Can I Tell if There is a Carbon Monoxide Leak in my Home?

The following are some of the symptoms associated with Carbon Monoxide poisoning:

- Headache, nausea, burning eyes, fainting, confusion, drowsiness.
- Often mistaken for common ailments like the flu
- Symptoms improve when away from the home for a period of time
- Symptoms experienced by more than one member of the household.
- Continued exposure to higher levels may result in unconscious, brain damage and death.
- The elderly, children and people with heart or respiratory conditions may be particularly sensitive to carbon monoxide.

### How Can I protect Myself and my Family?

- Regularly maintained appliances that are properly ventilated should not produce hazardous levels of carbon monoxide
- Have a qualified service professional inspect your fuel burning appliance(s) at least once per year.
- Have your chimney inspected and cleaned every year by a W.E.T.T. certified professional.
- Be sure your carbon monoxide alarm has been certified to the Canadian Standard Association (CSA) CAN/CGA 6.19 standard or the Underwriters Laboratories (UL) 2034 standard.
- Install a carbon monoxide alarm in or near the sleeping area(s) of the home.
- Install the carbon monoxide alarms(s) in accordance with the manufacturer's instructions.

### What Should I Do if my Carbon Monoxide Alarm Starts Beeping?

**ALWAYS REACT TO A CARBON MONOXIDE ALARM THAT HAS ALARMED! GET OUT OF YOUR HOME AND CONTACT YOUR LOCAL FIRE DEPARTMENT FOR ASSISTANCE.**

You have a responsibility to know about the dangers of carbon monoxide. Your knowledge and actions may save lives. A carbon monoxide alarm is a good second line of defense. It is not a substitute for the proper care and maintenance of your fuel burning appliance(s). Take the time to learn about the use of carbon monoxide alarms in your home to ensure you are using the equipment properly and effectively.

*Reprinted with gracious permission from the website of the Ontario Association of Fire Chiefs*





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The Gowlings logo is in a white, lowercase, sans-serif font. To its right is a stylized graphic of a city skyline with various building shapes in shades of blue and white. The buildings are of different heights and widths, some with grid patterns representing windows.

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# The Condo Board as Asset Manager: Define your Vision, then Align your Decisions

By Luc Dacquay, P.Eng.  
and Sally Thompson, P.Eng.



Every day, condominium boards are called upon to make important contracting and tendering decisions about their properties. These decisions can significantly affect current and resale property values, owner satisfaction, and the long-term financial viability of the building. But for boards to make the best possible decisions, they have to think like commercial real estate Asset Managers. This means defining the Vision for the property, then ensuring that capital decisions are aligned with that Vision.

## Asset Manager versus Property Manager

Most commercial real estate properties (whether office, retail or industrial) have an Asset Manager and a Property Manager. The Asset Manager is responsible for the long-term vision for the property. The Asset Manager decides which capital projects will move forward and what strategy will be followed in defining the scope of work. By contrast, the Property Manager handles the building's day-to-day activities; he/she implements the project once decisions have been made.

## Asset Managers Define the Vision

Condo boards need to recognize that they are more like Asset Managers than Property Managers.

As Asset Manager, the board should have a clear Vision for the corporation. This Vision will be a function of the type of building, including its size, age and location.

Consider the different Visions for the following two hypothetical properties:

### 123 Highend Street:

Our property will be kept up so that it continues to be the most attractive and valuable condominium in the Luxuryhill Neighbourhood. We will upgrade our facilities and amenities as often as required to remain at par – or ahead of – new condominiums that are developed in our neighbourhood. We will provide our residents with a facility that meets the expectations of luxury condo owners. We are not solely focused on the first cost of work. We are also concerned about the impact projects will have on the value of our condo units.

### 123 Modest Street:

Our property will be kept up so that it retains the character and attributes intended by the original design. We will strive to keep maintenance fees competitive with surrounding buildings. We will provide a neat, clean and safe environment for our residents, and we will ensure that our capital investments are practical but not extravagant.

## Clear Vision Leads to Good Decisions

The Vision informs decision-making; it provides a framework to ensure that capital projects will be successful. Without a clear Vision for the property, there is a risk that the project will not meet the board's goals. No matter how well the project is tendered and implemented, the condo board may still be frustrated by the results.

Thus, a critical function for condo board is setting – and adhering to – the Vision for the property. By accepting responsibility for the role of Asset Manager, the board will be starting on the right foot to ensure successful project tendering and contracting.

This article originally appeared in the Spring 2012 issue of *CondoVoice*.

*Luc Dacquay is a professional engineer with WSP.*

*Sally Thompson is a former employee of WSP (then Halsall Associates).*

# New Members



## WELCOME TO THE FOLLOWING NEW CCI EASTERN ONTARIO CHAPTER MEMBERS

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## Contributing to CCI **CONDOCONTACT** EDITOR'S CONTACT INFORMATION

A benefit of CCI membership is the opportunity to share perspectives with one another by contributing and reading articles in CCI Eastern Ontario's quarterly newsletter Condo Contact.

If you are a condominium director, owner or manager, and have a unique tale to tell or advice to relay to other condominium boards, let us know! If you are a professional or represent a trade company offering services or product to condominiums and have relevant articles, let us know!

The subject matter should be current, concise and helpful. Topics should relate to management and operations of condominiums and not be of a commercial nature.

### Articles may be forwarded to:

Canadian Condominium Institute  
Eastern Ontario Chapter  
P.O. Box 32001, 1386 Richmond Road  
Ottawa, Ontario, K2B 1A1  
Email: ccittawa@cci.ca



**? Did your corporation undertake any important projects recently?**

**? Do you have a success story?**

**? Did you learn lessons the hard way?**

Whether you are a director or a property manager, please do share these valuable stories. Feel free to contact me and I will assist you in writing your article.

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For direct contact, call Mitchell (613) 696-1328 or  
**Email** him at [mleitman@lmrlawyers.com](mailto:mleitman@lmrlawyers.com).

# The CCI Ottawa Chapter

## Fall 2015 Condominium Director's Course



**Saturday November 28 & Sunday November 29<sup>th</sup>, 9:00am – 4:00pm**

**Hellenic Community Center, Hellenic Meeting and Reception Centre**

**1315 Prince of Wales Drive, Ottawa, Ontario**

### **Sponsorship Opportunities**

### **Highlights of New Condo Act**

#### **RESERVATIONS A MUST!**

**Avoid Disappointment – Register Today!**

- The course is very comprehensive and reflects requirements of Ontario's Condominium Act.
- A must for all condominium directors, professionals and condominium owners who are potential directors or simply want a better understanding of the way condominiums function.
- The course is delivered by professionals who specialize in the condominium sector – lawyers, engineers, property managers and accountants.
- A practical, hands-on course developed to reduce the risks of condominium ownership by equipping condominium corporation directors with the specialized management skills they need.

#### **Session Topics:**

1. What is a condo/overview of the Condominium Act
2. Status Certificates/Changes to Common Elements/Insurance
3. Reserve Fund Planning
4. Property Management
5. Audit Process
6. Effective Directors
7. Highlights of the New Condo Act **\*NEW\***
8. Expert Panel - Question Forum

#### **REGISTRATION FORM**

**FALL 2015 DIRECTORS' COURSE**

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#### **Course Registration Fee**

CCI Member- First Registrant.....	\$285.00
CCI Member- Additional Registrant.....	\$240.00
Non Member.....	\$570.00

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Please complete a registration form for each person registering. Registration includes all sessions, coffee breaks, two light lunches, and a complete binder of handout materials.

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**For more detailed information on sponsorship opportunities please contact the office directly at 613-755-5145.**

**To view upcoming seminars, please visit the Chapter website at: [www.cci-ottawa.ca/news-events/upcoming-events](http://www.cci-ottawa.ca/news-events/upcoming-events)**

## NOTICE OF ANNUAL GENERAL MEETING

*Oct 15<sup>th</sup> 2015 at 6:30pm*

*Hellenic Community Centre*

1315 Prince of Wales Drive, Ottawa

It is once again AGM season! Members are encouraged to join us at the 2015 AGM to learn more about the exciting initiatives that the CCI-Ottawa Chapter has undertaken during the past year, and projections for the upcoming year. The election for 2015/16 Board of Directors also takes place at the AGM. Along with other key documents, the Call for Nominations will be included with the notice package coming out shortly. – This is an excellent opportunity for members to become more involved with our vibrant chapter.

Following the AGM, a new complimentary session for attendees will be held. The topic this year is:

### **“Condo Act Reform”**

This inter-active session will include an expert panel from the legal community.

Your Board of Directors would like to thank you in advance for your continued support, and we look forward to seeing you on October 15<sup>th</sup>, 2015.

Sincerely,



Nancy Houle, President

On behalf of the CCI-Ottawa Board of Directors

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### **CONFIRMATION OF ATTENDANCE**

- ☐ Yes, I will be attending the seminar on “Condo Act Reform”
- ☐ No, I will not be attending the seminar

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send by fax 1-613-755-4086, by email to [ccioffawa@cci.ca](mailto:ccioffawa@cci.ca) or mail to:

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