



Andrew Fulcher

Message from the President

Last winter I marveled at the lack of snow — this year, it seems we had enough snow for both last year and this year! I remember wondering distinctly whilst writing that column, whether it might provoke the gods of snow to wreak vengeance upon us this year... I think we had the answer!

According to some of our service providers, we had three to four times as much snow than normal this past year. It was also been bitterly cold with no chinooks. How did this affect the average condominium corporation? Well, our snow budgets were shot to heck and then some! Many of you will have had to haul large piles of snow from your parking lots at great expense.

An interesting phenomenon was also prevalent in many condos. I'm talking about "attic rain". For those of you unfamiliar with this term, attic rain is caused when there is excessive water vapour build up in the attic space, (usually due to lack of ventilation/warm attic temperature, excessive air leakage through the ceiling, exhaust ducts not properly connected and discharged, or a combination of these problems). The cold weather causes moisture to freeze on any cold surface within the attic such as the roof sheathing which in the winter should be as cold as the outside air. When the frozen attic surface heats up, which even in the winter can happen due to solar radiation gain on black shingles, this frozen water melts and drips (rains) through the attic space and into the condo unit below, usually damaging ceiling finishes. Strangely enough, this often seems to occur in a bathroom, either

under the bathroom lighting or, more commonly, around the ceiling fan as this is a typical upper floor penetration through the ceiling which is often poorly sealed and so a concentrated source of air loss causing condensation around it. This was a cold winter and so this problem seemed to be particularly bad. Also, with air leakage, 'ice damming' can occur which is when warm interior air leaks up through outside wall framing near roof eaves, and heats up the roof sheathing. This causes exterior snow to melt and refreeze repetitively, forming ice which creeps up under the shingles of sloped roofs, destroying the shingles. This can also cause "attic rain" as the snow and ice melts and the roof leaks at the damaged areas. This is why "ice and water shield" membranes are used at roof eaves, but this does not stop the air leakage, or the shingle degradation associated with ice damming. It is important, therefore, that attics are kept well ventilated and cold, well insulated, and well-sealed against air leakage from inside to avoid water damage from 'attic rain', either from water leaks or from melting condensation.

Our luncheons continue to be very well attended. January's presentation on Procedural Rules in Meetings was very

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CCI's members work together toward one common goal — creating a successful, viable condominium community. CCI's mission is to educate, develop standards, offer referral resources and improve legislation.

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message from the president

(continuation)

exciting and we all learned a lot. Our speaker, Pat Knoll, had us in stitches. Pierre Sauvé and Laurie Kiedrowski presented a "Possible Practical Alternative to Special Assessment" which provided a better understanding of loan options, what is needed to make this model possible and how this option is set up from a legal perspective. March had a Three Lawyer Panel, (respectively: Roberto Noce, John McDougall and Bobby Randhawa) tackling the top three legal questions in condominiums. Janice Kelner provided insight on "Turning Conflict into Opportunity: Effective Resolution of Condominium Disputes". And we are equally excited to have Lois Flynn, Executive Director and Luis Pando Lopez, Policy and Project Advisor, both with Service Alberta provide an update on the condominium legislation work on May 24 — be sure to register early!

During our strategic planning session, the board sketched out and set goals and plans for the governance of CCI South Alberta. We have updated committee structures to streamline operations. Under the tutelage of Annie Jacobs, the board has made great progress towards becoming more efficient, effective, and focused. We even have a new mission statement: "To lead condominium owners and industry members through education

and advocacy with integrity and professionalism."

Also, we are in the middle of rewriting our current bylaws. These new bylaws were requested by our National organization to bring all chapters into line with changing not for profit legislation across the country.

We are all tremendously proud that CCISA will be hosting the CCI National conference this year in May. Many directors who are in charge of CCI chapters from around the country will descend on Banff for a three day conference starting May 30, 2018. I have been fortunate to be able to attend several of these conferences in Ontario, New Brunswick, and B.C. Without boasting too much, I can tell you that our conference will be the biggest, best attended, best supported and most fun conference to date! We have had tremendous support from our sponsors for this event, and a special thanks to Tony Reed for encouraging sponsorship so successfully. On Saturday, June 2nd we will host a luncheon which is open to all CCI members in Banff with guest speaker, Debra deWaal, delivering a knockout presentation. Come to the mountains and meet some of the delegates from the conference. Stay for the presentation and lunch. Put it in your calendar!

See you then.

Andrew Fulcher

CCI South Alberta Chapter, President

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Condo Terminology

Get in on the lingo of condos

By Maria Bartolotti

Q: I'm a newbie condo buyer, and I'm a little mystified by the industry jargon. Any chance you can help me straighten it out?

A: I'm constantly being pulled aside by owners or the general public about condominium ownership and what the different terms means. To help you out, here's a refresher on some of the lingo.

WHAT IS A CONDOMINIUM:

A condominium can be a townhome, conventional, commercial, bareland or any type of property with shared ownership, in which each owner owns the space within their walls, floors and ceiling of the unit to which they hold title, and jointly owns a portion of all the common property. Your home is still your castle, but there are different

rules, obligations and financial responsibility that come with living and owning a condominium.

CONDOMINIUM CORPORATION:

Every condominium development has a condominium corporation that comes into existence when a condominium plan is registered with the Land Titles Office. The corporation is made up of everyone who owns a unit in the development, and the condominium's board of director's runs it with the help of a good management company.

BOARD OF DIRECTORS:

In essence, the role of a board, as elected by its owners, is to act honestly and in good faith exercising the powers and in discharging their official duties. These include maintaining the common property and assets of the Condominium Corporation, as well as setting policies and enforcing its bylaws.

UNIT FACTORS:

The measure used to determine a condo owner's share of condominium contributions (fees) and voting rights. Typically, unit factor is proportional to the size of the owner's condominium unit.

The total sum of the unit factors for all the units on a condominium

plan is 10,000. It is important to know the unit factor assigned to your unit because it will affect your condominium contributions and your voting rights.

BYLAWS:

Every condominium has a set of bylaws, which set out the rules and regulations that govern the corporation. They are a legal binding obligation of the owners and occupants in a condominium corporation. In order for the bylaws to be enforceable they must be registered with Land Titles. The condominium board is responsible for enforcing the bylaws. The bylaws may cover such things as whether pets are allowed to live in the building, renovation guidelines, parking restrictions, and more.

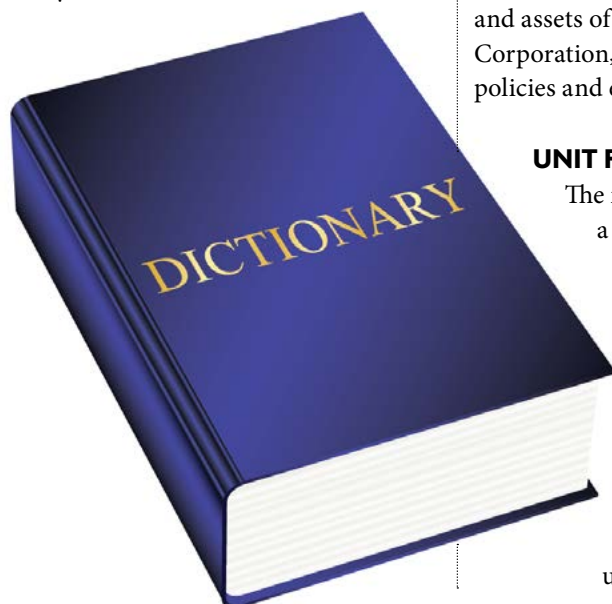
RESERVE FUND STUDY:

A Reserve Fund Study is an important tool that should be utilized by the board of directors to maintain and enhance the major common property assets of the Condominium Corporation. The Reserve Fund Study provides a multi-year funding plan for major capital expenditures.

In Alberta, the Condominium Property Act requires Condominium Corporations to complete a Reserve Fund Study every five years.

Until next time ...

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At a Glance

LUNCHEONS

March 22, 2018 – Hotel Blackfoot

Lawyer Panel: FAQ: Water, Preferred Vendor

Lists and Marijuana

John McDougall, Lawyer | Scott Venturo Rudakoff LLP

Roberto Noce, Q.C., Partner | Miller Thomson LLP

Bobby Randhawa, Lawyer | Carbert Waite LLP

April 26, 2018 – Coast Plaza Hotel

Turning Conflict into Opportunity:

Effective Resolution of Condominium Disputes

Janice Kelner | Unexus Management Services

May 24, 2018 – Coast Plaza Hotel

Condo Legislative Updates

Lois Flynn, Executive Director

Consumer Services Programs

Service Alberta

June 28, 2018 – Hotel Blackfoot

Todd Hirsch, Economist | ATB Financial

SAVE THE DATE

CCISAC Annual Golf Tournament

June 26, 2018

Blue Devil Golf Club

Annual General Meeting

September 27, 2018

Coast Plaza Hotel

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November 2-3, 2018

Calgary Trade Convention Centre

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January 2018 6:00pm – 9:30pm

March 1, 2018 6:00pm – 9:30pm

September 2018 TBD

Condominium Management 100

February 24, 2018 9:00 am – 4:00pm

Condominium Management 200 Course

March 10 & 17, 2018 9:00 am – 4:30pm

Condominium Management 300

April 14, 21 & 28, 2018 9:00 am – 4:30pm

****Please Note:** tentative - and may change with instructor availability

reminders

For all available

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For more information on

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Blowing Smoke: The New Cannabis Law and What it Means for Condominiums

By David S. Cumming

The new cannabis legislation in Canada will come into effect on July 1, 2018. As part of this law, not only will possession and consumption be legal but individuals will be allowed to grow up to four plants in their personal residence.

There have been questions raised within the condominium industry as to the implications the new legislation will have on condominiums. The new legislation raises concern as to whether challenges could arise under the Alberta Human Rights Act for condominiums that have Bylaws preventing people from smoking marijuana in their units.

The first question to ask is: Why is this an issue?

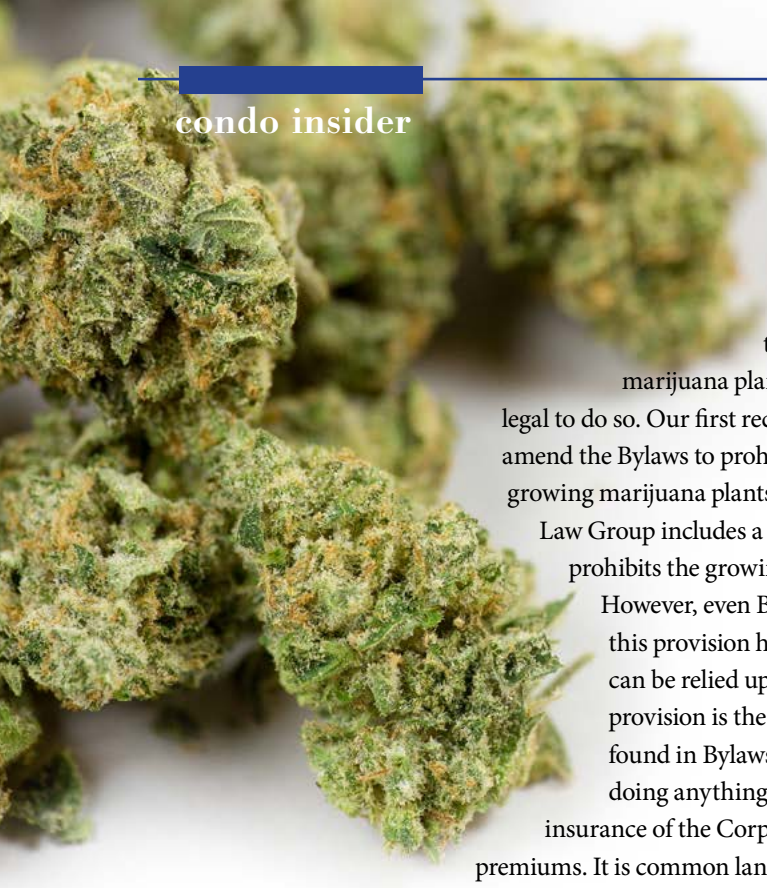
The issue with marijuana in condominiums is not the effects of the drug per se, but the smoke and smell associated with it. It causes a nuisance to other owners. Marijuana grow operations pose similar problems. As I have heard from “sources”, plants can create a significant odour when they are budding. Lastly, cultivators often create a hot and humid environment to encourage fast growth, leading to concern of mold development and increased utility bills.

Despite these concerns, we don’t anticipate Condominium Corporations will have serious issues. Here are the reasons why.

To prevent growing and smoking of marijuana in a unit, Condominium Corporations will no longer be able to rely on the prohibition found in most Bylaws against doing

something illegal in a unit but there are other Bylaw provisions that can be relied upon.

Many Condominium Bylaws prohibit individuals from smoking in their units or on common property. This applies to marijuana in the same way it does, tobacco. For condominiums with a smoking prohibition that want to prohibit tobacco but allow marijuana, or vice versa, would have to have their Bylaws amended to reflect this. For all other condominiums, it is open to them to prohibit smoking entirely. →



The other concern is the possibility of growing marijuana plants within a unit, once legal to do so. Our first recommendation is to amend the Bylaws to prohibit unit owners from growing marijuana plants. Our Condominium Law Group includes a provision in Bylaws that prohibits the growing of marijuana plants. However, even Bylaws that do not have this provision have other sections which can be relied upon. The most applicable provision is the prohibition commonly found in Bylaws against an occupant doing anything which would void the insurance of the Corporation or increase premiums. It is common language in condominium insurance policies that coverage is void if you have a grow operation, and there is no reason to believe this will change with the passing of the new law. Hence Corporations will still be able to use this provision to stop residents from growing marijuana plants.

The other issue that is often raised is that of Human Rights. The use of marijuana to treat medical conditions is on the rise and will continue to increase once recreational use is legalized. As such, an attempt by a Condominium Corporation to stop a resident from smoking marijuana could be challenged under the Human Rights Act as discrimination on the grounds of disability.

Medicinal marijuana has been used for quite some time, but as far as I am aware there have been no cases in which the right of the resident to smoke marijuana in their unit has been brought before the Courts. When and if a challenge is brought, it is doubtful that that a Human Rights Tribunal would force the condominium corporation to allow smoking in the unit.

The first reason is that there is no compelling reason why a resident who requires marijuana for medical purposes cannot smoke off premises. A case was brought by an individual in British Columbia relating to tobacco smoking. In this case, the occupant brought a Human Rights complaint against the enforcement of a Bylaw prohibiting smoking. She argued that she was being discriminated against as an addicted smoker (addiction is considered a disability). The decision, upheld by the Court, was that there was no discrimination because there was nothing stopping the owner from smoking

outside her unit in the designated areas. A similar reasoning could apply to marijuana smoking.

Secondly, and more significantly, we now have the advent of vaping devices wherein marijuana products are consumed resulting in much less combustion and hence, a negligible amount of smoke and smell. There are also a number of edible products available. Hence if a Condominium Corporation makes it clear that they are willing to allow an occupant to consume marijuana in this way, a Tribunal would likely find that not only can a unit owner consume marijuana, but they can also consume it in any manner they choose, despite a completely satisfactory alternative does not create a nuisance to other occupants.

If a challenge is brought to court for growing plants under the Alberta Human Rights Act, it is unlikely that a Tribunal or Court would find that the occupant suffered undue hardship because they were compelled to buy their product from a dispensary rather than grow it themselves.

In summary, although it is difficult to predict what sort of growing pains society and condominiums, in particular, might have as a result of the changes in the law, I do not think it presents any significant legal difficulties for condominium owners and their Boards. Boards would be prudent to examine the Bylaws and make sure that they properly reflect the choices of the community now that the prohibition against doing anything illegal in one unit will not apply to smoking or growing marijuana. If an issue does arise, Boards should feel confident in enforcing their “no smoking” Bylaws, and if challenged under Human Rights, Boards should propose edibles and vaping as alternate modes of consumption.

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How to Run an Effective Condominium Corporation Meeting

By David L Snell, President and CEO, Ivrnet Inc

A properly-run meeting is a vital component of any Condominium Corporation — whether it is a Board Meeting, an Annual General Meeting (AGM), a Special General Meeting (SGM) or a Member Meeting.

Why are these meetings so important? Well, you have a list of issues that must be tackled, board members who are prone to burnout, and owners that are more likely to attend a meeting which actually accomplishes its intended purpose.

If you simply call a meeting without going through the proper motions, not only will nothing on your agenda get accomplished, but you'll hemorrhage volunteers and lose the attention of the homeowners who you need to pass bylaws and carry out tasks.

How do you ensure that your meetings are successful?

Plan the Meeting's Agenda

Creating an agenda is one of the first things you should do before you hold any meeting. Not only will it allow invitees to come to the meeting prepared to discuss the issues at hand, but it will also give you control over the meeting.

AGMs are meetings held annually that invites the community to attend. An improperly presented agenda can end up in a free-for-all discussion and it's unlikely that you'll get the lid back on that can of worms anytime soon. Invitees for specific meetings (i.e. Board Meetings, Committee Meetings, AGM's, SPM's) should receive a detailed copy of your agenda in accordance with the notice requirement detailed in your Bylaws, allowing invitees to come to the meeting ready to talk about the action items listed on it.

In addition to setting the tone for the meeting, passing out the agenda in advance will also foster a sense of transparency. If everyone knows what you plan to discuss in advance, no one should be surprised when new rules, processes or by-laws are enacted.

Another bonus of the agenda is the time it saves. When everyone arrives →



prepared to discuss what's on the agenda, the meeting moves a lot faster. No meeting should take more than a couple of hours (two hours should be the longest for AGM's/SGM's; Board and Committee meetings should be done in 1-1.5 hours at best if Agenda and corresponding material is provided in advance). If someone has an issue that they want to discuss, but isn't an emergency, the best move is to table it until the next meeting. Make a note to add it to the next meeting's agenda, and address the issue then, when everyone's had time to prepare their response to it.

Sample Agenda

Wondering what your agenda should include? Take a peek.

- **Title your Agenda**— keep it simple, like, “Forest Green Condominium Corporation (Board of Directors Meeting; Committee Meeting, AGM, etc.) Meeting July 2017.” Put the exact date and time as well as the location in the header, too.
- **Outline the Meeting's Objective(s)**— This should be short and sweet, too. Try to restrict yourself to a sentence or two, such as, “Objective: Discuss the budget for 2017-2018, including common area and swimming pool maintenance as well as snow removal.”
- **Schedule the Meeting's Main Elements**—In addition to spelling out the issues you plan to tackle during the meeting, this section gives you the chance to allot time to each issue. Whether you label it with the time it begins and ends (“Snow removal: 7:00pm to 7:30pm”) or the amount of time you intend for the discussion to take

(“Snow removal: 30 minutes”), you need to pick one option and carry it throughout the agenda.

- **Allot Time for a Q&A Session at the End of the Meeting**— Keep this time short, or your whole meeting will be derailed at the very end. Also, be sure that the questions are pertinent to the issues discussed throughout the meeting, not new business.

Advertise the Meeting Early and Often

There are many ways to advertise your corporation's meetings to ensure good participation.

Leaflets and going door-to-door can be expensive and time consuming in large communities. Bylaws dictate AGM's/SGM's are typically mailed out 21 days in advance. Some communities place signs at entry features advising the community of the date, also, placing a notice on community/Condominium Corporation's bulletin Boards. Most often, for Board and Committee Meetings, administrators communicate through email and the entire corporation is not typically invited to those meetings. →



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If someone has an issue that they want to discuss, but isn't an emergency, the best move is to table it until the next meeting. Make a note to add it to the next meeting's agenda, and address the issue then, when everyone's had time to prepare their response to it.

You may even consider arranging for childcare (a couple of responsible neighborhood teenagers, perhaps) so no one has an excuse to miss the meeting. The logistics of childcare provider, payment and space would need to be arranged and approved by the Board.

If you're ready to leap into the 21st century, post the meeting information and the agenda on your condominium's community's social media platforms, including Facebook or Twitter. Send an email a month in advance, and reminders a week, then three days before the meeting. Add your neighborhood to a social platform created specifically for communities to communicate with each other. You can make the agenda available via download there, too. Create a website and publish a calendar detailing the dates of the Corporations meetings for the year, so everyone will have plenty of notice. The options for connection are endless, so pick a few that you feel might be most effective for your particular demographic.

Keeping the Meeting On Track

The last thing you want is for your meeting to have great attendance, but no order. You can wave your agenda at the crowd, but if they don't understand how your meetings are conducted, it can quickly devolve into chaos.

If you're planning a particularly large meeting, you'll want to keep things as formal as possible. This might seem unnecessary—after all, you're neighbours, right?—but if everyone wants the chance to speak, there must be order. Some Condominium Corporations adopt parliamentary procedure to ensure that the meeting is constructive and doesn't go way over the allotted amount of time. Robert's Rules of Order is often used for large meetings such as AGM's/SGM's.

The Chair should be able to control the meeting

within timeframes allowed as per the Agenda. The Chair should be someone strong, who stays on topic, and is able to control the meeting—especially for large meetings. Board and Committee Meetings are generally easier.

A large meeting may go something like this:


Chair calls the meeting to order and welcome everyone. Sets expectations of timeline; i.e. the formal part of the meeting will take 20 minutes, then there will be a short presentation by Vendor XYZ followed by a Q&A session. Announces expectation that the meeting should take about an hour to hour and a half.

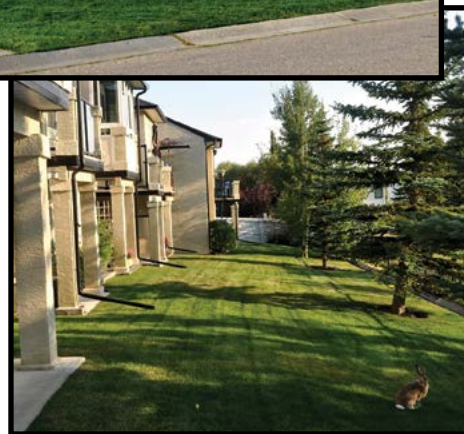
Chair announces housekeeping issues; i.e. cell phones should be off, location of the washrooms, and if there will be refreshments available during the meeting or after the meeting and when the timeline for when/where the meeting minutes will be published.

Chair announces after the meeting adjourns that people are welcome to stay for networking, meeting their neighbours, etc.

After the Corporations Meeting

The first thing that should be done once the meeting has concluded is to publish the meeting's minutes. Whether you put them on your corporation's website or notify owners via email that they're available upon request, it's important that owners have access to the minutes as soon as possible. Any owner who couldn't make it to the meeting should have the option of catching up on the discussion that occurred.

From there, you need to set up breakout meetings for the various committees that help your Condominium Corporation function properly. 



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Aviara	Coulee Estate Condo Inc	Fletcher Village
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Sierras of Country Hills

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Suntree Place (CC#: 9512009)

The Estates at Terrace View

The Homesteads

The Mesa at Crystal Shores

The Renaissance @ North Hill
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Top Considerations for deciding between Special Assessment, Loan or Deferring a Major Project

By Pierre Sauvé and Ryan Griffiths, financing specialists with CWB Maxium Financial

A condominium corporation with major repair or remediation needs and not enough Reserve Funds is faced with difficult decisions. Here are some of the important questions the Board should consider if faced with the tough choice between special assessment, loan or deferral:

1 What impact would a special assessment have on the condominium community?

Each Owner will be impacted differently by a special assessment, particularly a large one. Some owners may have the money to pay the special assessment, either through savings or borrowing. For other owners, the impact of the special assessment may create financial hardship. In the worst case scenario, owners unable to pay the special assessment may be forced to sell their property for less than market value, and this can negatively impact the value of all condominium units. If a special assessment is spread over time, the Board needs to be mindful that the increased monthly payment might cause problems for homeowners renewing their mortgage during this period.

2 Should the existing owners pay the full cost of the major project while also paying for the future replacement?

With a special assessment the owners are

paying the full cost, while also paying for the future replacement of the same component through the Reserve Fund contributions. A loan through the condominium corporation matches the cost with ownership, and whoever owns the unit is responsible for the loan repayment, while also benefiting from the work that has been done.

3 If we delay the repairs/project, how much should we expect the costs to increase on an annual basis, and how does that compare with the cost of borrowing?

Some Boards decide to delay or phase-in the work in order to accumulate enough money in the Reserve Fund. There are costs associated with deferring work that need to be considered. Construction costs in most major urban areas in Canada are expected to increase in 2018 (based on the construction price index) and, the reality is, the cost of doing the same work in the future will be even greater. In addition, some projects have very high mobilization and administrative costs that are incurred each time the project site is set-up or taken down. In today's low rate environment, the costs are likely increasing at a rate higher →





than a corporation is earning on the money in your Reserve Fund. Other costs to consider include ongoing maintenance and repairs, the cost of further damage, and the potential lost savings (i.e. energy).

Sometimes it is actually cheaper to borrow to do the work now in as few phases as possible, rather than spread out the project (complete window replacements can be a good example).

4 How much would a loan option increase the monthly fees and how does this compare with other condos in our area?

Experienced lenders can help a board determine what your condominium fees would look like under various loan scenarios. The corporation may be in a situation where their condo fees are maintained at current levels or a level comparable to similar properties in the area. This allows the condominium to leverage the loan and complete the necessary repairs without reducing the market value or attractiveness of the units due to high condo fees.

5 Will the contractor and/or manufacturer offer a discount to do all the work in one or two phases instead of staggered over a longer period of time?

In general, contractors want to get more business now, and they may be willing to discount their price to complete the job in a shorter timeframe. This can translate into material cost savings for the corporation.

6 What is the community's tolerance for construction?

Renovation or repair projects are disruptive to the community. Consolidating and combining projects can reduce the amount of time residents need to live through "the construction zone".

7 Are there other planned projects that could be grouped together at the same time to help keep condo fees as low as possible in a borrowing scenario?

A corporation should evaluate the impact to the future funding needs if necessary major projects are moved forward in time. The impact to the future condo fees may be surprising; a corporation that has completed their most expensive projects has much different reserve funding needs than a corporation with big projects on the horizon.

8 Would the owners be supportive of a loan if they have the choice to pay the special assessment while other owners could participate in the loan?

Regardless of rationale, some owners may always just want to pay a special assessment. Specialized lenders that can guide the corporation through a process where some owners can choose to pay a special assessment, and other owners can access a loan through the corporation. The critical step in this process is appropriately communicating with the owners so they are well informed, and able to choose the option that is right for their particular situation.

By asking the right questions and exploring all the available options, a board can make an informed decision, and choose a path that best fits the needs of the corporation and the owners as a whole. [cci](#)

Pierre Sauvé and Ryan Griffiths are financing specialists with CWB Maxium Financial, the leading provider of financing for major repair and remediation projects, equipment and mechanical systems, energy retrofits and guest/super suites to condominiums across Canada. www.cwbmaxium.com or 800-379-5888 ext. 399

Disrupting A 6 Billion Dollar Industry:

A Story Of Two Condo Boards In Southern Alberta Who Chose Two Completely Different Paths...

On a dark, crisp, winter's evening, approximately a year ago, two condo boards had their AGM. Both chose new boards.

Both boards were alike. Each had 8 members representing a similar number of total units and average age. There was equal representation of men and women with similar past board and business experience. All had the same outcomes in mind for their term.

Both boards were eager. Their philosophy was to run the board as a business, not a social club, thereby improving on the status quo. This would in turn have a positive impact on the lives of their owners, while being fiscally responsible and protecting and growing their investments.

Looking back over their term, there was a distinct difference between the boards. One was effective, efficient, thoroughly enjoyed their time on the board (even considered another term), and owners literally praised their progress. The other had dysfunctional communication which infuriated owners, went over budget, were left liable for an oversight on a major building upgrade, and wanted to resign.

What Was The Difference?

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Managing your condominium, when done right, is largely a predictable process. When done wrong, can leave owners exposed and the board liable.

On the outside, PM companies appear somewhat similar - **they are not.**

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They wanted integrity and trust to be an integral part of their PM partnership. They didn't want to be "just another number".

They wanted to make informed, objective decisions about next steps - they know "knowledge is power".

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effective and communication with all stakeholders timely - they know "time is money".

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It became clear when the successful board engaged Mayfield Management Group Ltd. and enrolled in their **Trusted Condo PM Program**, they had made the right decision.

The other board didn't take the time to perform due diligence on their PM company and it turned into their worst nightmare, leaving them at risk of being held liable.

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So you want to be a member of your Condo Board...now what?

By Stephanie D. Whyte, Partner at McLeod Law LLP

The Board of Directors will be elected or appointed at the Annual General Meeting (“AGM”). With all matters relating to Condominium Corporations you look first to the Act and then to the Bylaws. The Condominium Property Act (the “Act”) provides that at least two-thirds of the Board Members must be Unit Owners or Mortgagees unless the Bylaws state otherwise. The Corporation’s Bylaws will outline how many Board Members can be elected, usually providing a minimum and maximum for Board composition. You will also find eligibility requirements in your Bylaws, such as a member must be over 18 years of age, not in arrears and only one Owner per Unit may be a member of the Board.

Once the Board members are elected, the position each will hold is decided internally within the Board, usually at

the first meeting following the AGM. No single member of the Board has any greater power or authority than any other, nor are they permitted to make any decision unilaterally, regardless of the position held. All decisions of the Board are made by simple majority, with each Board Member having an equal vote, though the Chair of the Meeting is often given a casting vote in the event of a tie.

Under section 28(7) of the Act, the powers and duties of the Corporation shall be exercised and performed by the Board. The Board is elected by the Ownership to make decisions and take action on behalf of the Corporation. Effectively the Board is the Corporation’s mind and voice. The Board is tasked with overseeing the control, management and administration of the entire project, including the property and assets of the Corporation, and must exercise their powers and discharge their duties honestly and in good faith.

The Board Members owe a Fiduciary Duty to the Ownership. The Board is managing and maintaining the property and the contributions in trust for the benefit of the Owners and therefore must at all times act in the Corporation’s best interests. If a Board Member makes a decision for personal



Board Members are vital to the welfare of a project, as without a properly constituted Board the Corporation cannot operate. Being a member of the Board can be a very rewarding, though sometimes difficult experience.

interest or gain, they will not be discharging their duties honestly and in good faith. Board Members should be aware that acting in bad faith disentitles them to coverage or protection under the Directors & Officers liability portion of the Corporation's insurance policy.

In the event a Board Member has a conflict of interest they are required to disclose the conflict, should not participate in the Board's discussion and must abstain from voting. It is best that a Board Member in conflict not be present for any discussions relating to the issue in question. In this circumstance they are equal in status to any other Owner and Owners are not normally permitted to be present for the decision making process.

Decisions about the operation of the Corporation are within the authority and are the responsibility of the Board. Decisions are made by the Board based on many factors and after due consideration, and are for the benefit of the ownership as a whole rather than based on individual interests. To put decisions into the hands of the ownership is not advised. The Owners are not

privity to the information or knowledge held by a Board Member. If there is a particular issue the Board wants to put before the membership, it should be a discussion point only where Owners can ask questions and express their opinions.

The Condominium Corporation, through its Board, is responsible for not only the control, management and administration of the real and personal property and the Common Property, but also for enforcing the Corporation's Bylaws. Under section 32 of the Act the Bylaws of the Corporation are the equivalent of a contract, with all Owners being bound by that contract. The Board does not have the authority to waive compliance with the Bylaws (including for themselves). Any addition or alteration to the Bylaws can only be done by Special Resolution. Special Resolutions must be passed by not less than 75 per cent of the persons entitled to vote, representing not less than 75 per cent of the total Unit Factors.

Board Members are vital to the welfare of a project, as without a properly constituted Board the Corporation cannot operate. Being a member of the Board can be a very rewarding, though sometimes difficult experience. If you are a new Member of a Board or are considering standing for election there are resources available to assist, such as the Condominium Management courses offered through CCI.

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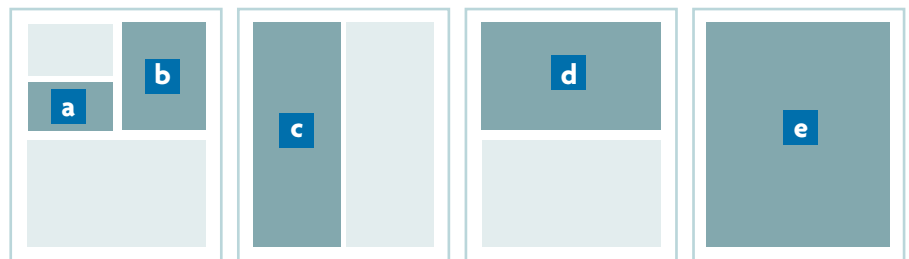
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a	Eighth page	3.39 x 2.40 inches	\$75
b	Quarter page	3.39 x 5 inches	\$125
c	Half page (VERTICAL)	3.39 x 10.22 inches	\$250
d	Half page (HORIZONTAL)	7.08 x 5 inches	\$250
e	Full page	7.08 x 10.22 inches	\$400



deadlines

Fall	September 30
Winter	December 30
Spring	April 30
Summer	June 30

production requirements

The CCI Review provides the following specifications to ensure the highest quality for ad reproduction:

- colours must be converted to RGB;
- minimum resolution of 300 dpi for all images;
- completed ad must be submitted as high resolution PDF or EPS;
- all ads, except full page ads, must have defining border on all sides;
- do not use crop marks;
- ensure all artwork is embedded and all fonts are set to outlines.

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Please email your ad, with this form, to **admin@ccisouthalberta.com**. We will invoice you upon receipt.

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☐ eighth page ☐ quarter page ☐ half page V ☐ half page H ☐ full page