

CCI Toronto Upcoming Course Dates

Level 200 Condo Course

The Level 200 course is offered over four week night sessions.

This program is a follow up to the topics first introduced in the Level 101 session. While taking the Level 101 first is helpful to those new to Condominiums, it is not a mandatory pre-requisite to the Level 200 course.

Topics covered are divided into four broad areas as follows:

Intro/What is a Condo/Property Management

- Nature and creation of condominiums
- Roles and responsibilities of the Board
- Roles and responsibilities of the Manager
- Advantages and disadvantages of various types of Management

Insurance

- Insurance requirements under the Condominium Act
- Claims, deductibles and appraisals
- Director and officer liability insurance
- Boiler and machinery insurance

Physical Building Management

- Mechanical and electrical systems
- Roofing, exterior wall cladding, asphalt pavement and parking garages
- Maintenance strategies
- Role of the Board

Finance

- Common element assessments
- Allocation of expenses
- Internal controls
- Budgets
- Investments
- Role of the Treasurer and the Auditor
- Liens and Form 14

COURSE DATES & TIME:

Wednesday, February 8th, 15th, 22nd & 29th, 2012
7:00 to 10:00 p.m. each evening

COURSE FEES:

CCI Members \$200 plus HST
Non Members \$275 plus HST

Course fees include course binder, a copy of the Condominium Act, and The Condominium Handbook.



Level 201 Condo Course

This three hour course will teach Directors all they need to know about proper Governance issues and how to ensure a well functioning board. This is a 'must attend' session for any new Director or any owner considering running for the Board.

Topics covered are divided into three broad areas as follows:

Governance Overview

- Role of the Board/Management
- Appointment and Role of Officers
- By-laws and Rules
- Directors' Code of Ethics
- Resources for Directors
- Communication

Board Meetings

- Minutes
- Board Confidentiality
- Rules of Conduct and Rules of Order
- Conflict of Interest

Annual General Meetings

- Notice of Meeting
- Proxies
- Nominations and Elections
- Appointment of Auditor

COURSE DATE & TIME:

Tuesday, March 27th, 2012, 7:00 to 10:00 p.m.

COURSE FEES:

CCI Members \$95 plus HST
Non Members \$125 plus HST

Course fees include course binder, a copy of the Condominium Act, and The Condominium Handbook.

Level 300 Condo Course

The newly redesigned Condo 300 course is geared toward the dedicated condominium resident or board member. It is recommended that participants take at least one other CCI Course prior to enrolling in the Condo 300 course.

Topics covered are divided into four broad areas as follows:

Reserve Funds –

- Major repairs and replacements
- Bidding and contracts
- What qualifies as a reserve fund expenditure
- Director liability
- Energy retrofits and 'green' related projects

Financial Management –

- Borrowing and by-laws
- How and when to increase fees
- Status certificates and disclosure
- Electronic signatures

People Issues and Mediation/Arbitration –

- Human Rights
- Occupancy Standards
- Harassment
- Condos as Employers
- Understanding Conflicts vs. Disputes
- Mediation/Arbitration

Emergency Planning and Health & Safety Issues –

- Emergency Planning and Preparedness
- What must vs what should be included
- Relevant legislation pertaining to health and safety training and workplace accidents

COURSE DATE & TIME:

Tuesday May 8th, 15th, 22nd and 29th, 2012
7:00 to 10:00 p.m.

COURSE FEES:

CCI Members \$200 plus HST
Non Members \$275 plus HST

Course fees include course binder, The Condominium Handbook, and a copy of the Condominium Act.



2012 EDUCATIONAL COURSE REGISTRATION

Member Non-member

Name _____

Corporation _____

Address _____ Suite _____

City _____ Prov _____ Postal Code _____

Phone () _____ Fax () _____

Email _____

Title	Date(s)	Fee

Payment in full must be received with course registration.
 No cancellations within 72 hours of first class. Substitutions will be permitted. Deadline to register is 3 business days prior to course start date.

Sub-Total
 + 13% HST

Registrants may take out a CCI membership concurrently with course registrations to take advantage of member discounts. See www.cci-toronto.org/membership for application details.

TOTAL

METHOD OF PAYMENT

Cheque enclosed Charge to:  

HST # 899667364 RT 0001

Card # _____ Expiry Date _____ / _____

Cardholder's Name *(please print)* _____

Signature _____

VENUE INFORMATION:

All courses will be held at:

Novotel North York Hotel
 3 Park Home Avenue
 Toronto, ON M2N 6L3
 (416) 733-2929



Website: www.novotel.com/novotel/fichehotel/gb/nov/0910/fiche_situation.shtml

(Yonge Street, near Mel Lastman Square with direct access to the North York Civic Centre Subway stop)
 Underground parking is available at the hotel at a nominal fee to attendees.

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Online course registration is available at www.cci-toronto.org