

Canadian  
Condominium  
Institute



Institut  
canadien des  
condominiums

Toronto and Area Chapter

CCI Toronto and Area Chapter

# Educational Course Calendar



2009-2010

# About CCI

The Canadian Condominium Institute is an independent, non-profit organization formed in 1982 with chapters throughout Canada, including a very active Toronto 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 and allow us to lobby for better reforms as gained from practical experience.

Aside from lobbying, education to condominium purchasers, owners and directors is a main thrust of CCI's efforts. The educational program of CCI Toronto is divided into several levels and formats of courses – which are outlined in this course calendar. Learning opportunities are complimented throughout the year by additional seminars and the annual condominium conference. For more information on these events visit the CCI website at: [www.cci-toronto.org](http://www.cci-toronto.org) or the conference website at: [www.condoconference.ca](http://www.condoconference.ca)

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## VENUE INFORMATION:

All courses listed in this calendar 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](http://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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# Condo 101 Course

This half day seminar style course will focus on the topics that every Director should be aware of. The course will provide participants with an introduction to and basic knowledge of the Condominium Act and is an excellent means to find out what you need to know to be effective as a Condominium Owner or Director.

Topics covered are divided into four broad areas as follows:

## **Legal –**

- What is a Condominium
- The Declaration, By-Laws and Rules
- Status Certificates
- Compliance Remedies
- Code of Ethics for Board of Directors

## **Accounting –**

- Budgets
- Financial Statements
- Auditors

## **Management –**

- What is the Role of the Manager
- What to look for when Hiring a Manager
- The Management Contract
- Meetings

## **Engineering –**

- Reserve Fund Studies
- Repair and Maintenance of the Common Elements

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## **COURSE DATES:**

Fall – F101      Thursday, September 17th, 2009 • 7:00 pm - 10:00 pm  
Winter – W101    Saturday, January 16th, 2010 • 9:00 am - 12:00 noon  
Spring – S101    Thursday, June 3rd, 2010 • 7:00 pm - 10:00 pm

## **COURSE FEES:**

CCI Members	\$60 plus GST
Non Members	\$95 plus GST

# Condo 200 Course

Formerly known as the 'Basic Condo Course', the Condo 200 course is now offered in either a four night weeknight program (in the fall) or over two full Saturday sessions (in the winter).

This program is a follow up to the topics first introduced in the Condo 101 session. While taking the Condo 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

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## **COURSE DATES:**

Fall – F200      Tuesday, Sept 29th, Oct 6th, 13th, & 20th, 2009 • 7:00 pm - 10:00 pm  
Winter – W200      Saturday, February 20th & 27th, 2010 • 9:30 am - 4:00 pm

## **COURSE FEES:**

CCI Members	\$190.48 plus GST
Non Members	\$261.90 plus GST

# Condo 201 Course

This 1/2 day 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

## **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

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## **COURSE DATE:**

Fall – F201      Saturday, November 21st, 2009 • 9:00 am - 12:00 pm  
Spring – S201      Saturday, April 10th, 2010 • 9:00 am - 12:00 pm

## **COURSE FEES:**

CCI Members	\$ 95.00 plus GST
Non CCI Members	\$125.00 plus GST

# Condo 300 Course

Formerly known as the 'Advanced Level' condo course, the Condo 300 course is designed for the dedicated condominium resident or board member.

Topics Covered are divided into four broad areas as follows:

## **Reserve Funds**

- Major repairs and replacement
- Bidding and contracts
- Scope of Reserve Fund Study
- Director liability
- Communication

## **Common Problems and Practical Solutions**

- Human Rights issues, Occupancy Standards and Disputes
- Maintenance and Repairs, Standard unit by-law, and alterations to Common Elements
- Aging in Place, Boomers, Seniors, Needs and Concerns

## **Financial Management**

- Borrowing and By-laws
- Insurance Deductibles
- Status Certificates/Disclosure and what information must be provided

## **Mediation/Arbitration and Remedies Available Under the Condominium Act**

- What is mediation?
- Mediator's role, and the six stages of mediation
- Alternative Dispute Resolution
- Arbitration

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## **COURSE DATES:**

Spring – S300      Tuesday, May 4th, May 11th, May 18th, & May 25th, 2010  
7:00 pm - 10:00 pm each evening

## **COURSE FEES:**

CCI Members	\$190.48 plus GST
Non CCI Members	\$261.90 plus GST

## 2009-2010 EDUCATIONAL COURSE REGISTRATION

Member  Non-member

Name \_\_\_\_\_

Corporation \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Email \_\_\_\_\_

Course Code	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.

GST # 899667364 RT 0001

Sub-Total

+ 5% GST

**TOTAL**

### METHOD OF PAYMENT

Cheque enclosed    Charge to:      

Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name *(please print)* \_\_\_\_\_

Signature \_\_\_\_\_

**Online course registration is available at [www.ccitoronto.org](http://www.ccitoronto.org)**

TORONTO AND AREA CHAPTER

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