



GARDINER MILLER ARNOLD LLP  
BARRISTERS & SOLICITORS

# *The CondoLawyers™*





*The CondoLawyers™*

390 Bay Street  
Suite 1202  
Toronto, Ontario  
M5H 2Y2

Tel: (416) 363 2614  
Fax: (416) 363 8451

[www.gmalaw.ca](http://www.gmalaw.ca)

[www.ontariocondolaw.com](http://www.ontariocondolaw.com)



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# Welcome

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## Welcome to GMA.

In this brochure you will find a brief overview about our firm, our people, the services we provide and the costs of typical legal services. GMA's six lawyers and seven staff members have expertise in all areas of condominium law. We are happy to attend, on a complimentary basis, at your building and meet with the board at a mutually convenient time to discuss how we can meet your condominium's legal needs.

Gardiner Miller Arnold LLP – The CondoLawyers™ is one of Canada's most experienced and respected Condominium law firms. We are called the CondoLawyers™ for good reason. GMA is geared up and focused on solving a comprehensive range of condo issues. We have represented over 500 condominium corporations and their owners during the past 37 years in all types of cases (although we do not represent developers because, in our view, there would be a philosophical conflict). Our depth of experience gives us the insight to effectively resolve issues affecting unit owners, declarants, directors and contractors on a practical, sensitive and expeditious basis.

We are committed to providing first class quality service and winning solutions on a cost-effective basis. GMA's lawyers are active members of the Canadian Condominium Institute (CCI) and the Association of Condominium Managers of Ontario (ACMO). We speak at all of the condominium conferences and at various specialized seminars. Our lawyers are constantly publishing condominium articles in trade magazines and law reports.

Our Senior Partner, Bob Gardiner, is a condo law expert who drafted many of the current revisions to the *Condominium Act* proposed by CCI and ACMO. His ten condo law texts include *The Condominium Act, 1998: A Practical Guide*, an invaluable resource for directors and managers. Litigation Partner Mark Arnold is a Certified Litigation Specialist and heads up the condominium litigation department. Managing Partner Gerry Miller offers support in many areas of condominium governance, administration and conveyancing. Chris Jaglowitz is widely known as editor of GMA's *Ontario Condo Law Blog* and for his involvement on several ACMO committees and work to improve the proposed Act.

GMA has an excellent team of capable associate condo lawyers and staff. Visit our website, [www.gmalaw.ca](http://www.gmalaw.ca), for detailed lawyer profiles and information on our legal services. Check out the articles, *After Turnover*, *Being a Good Director* and *Directors' Duties*.

Thank you for considering GMA for your Condominium needs.

*Gardiner Miller Arnold LLP*



# Our Team

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The CondoLawyers™ (from left to right): Bob Gardiner, Warren Ragoonanan, Gerry Miller, Andrea Lusk, Chris Jaglowitz and Mark Arnold

Proud members of



## Lawyers

### **J. ROBERT GARDINER, B.A., LL.B., ACCI, FCCI**

Bob Gardiner is Senior Partner of Gardiner Miller Arnold LLP. He has acted for over 500 condominium corporations during the past 37 years.



Bob was President of the Canadian Condominium Institute (Toronto & Area) and chaired its Education Committee. He is an honorary member of the ACMO Associates Executive Committee. Bob drafted many of the current revisions to the *Condominium Act* proposed by CCI and ACMO. Previously, Bob chaired the Legislative Committees of each of ACMO and CCI, as well as the industry's Joint Recommendations Committee which obtained 180 amendments to the *Condominium Act, 1998*.

Bob has authored or edited 10 condominium legal texts (including two didactic condo comedy plays). He has rendered over 3,000 condo legal opinions, published 290 legal articles and presented a wide range of topics at over 85 condo law seminars. Bob's texts include: *The Condominium Act, 1998: A Practical Guide* (Canada Law Book) and *Beyond the Condominium Act* (ACMO R.C.M. Course Text).

Check out Bob's profile on LinkedIn at [www.linkedin.com/in/jrgardiner](http://www.linkedin.com/in/jrgardiner)

Bob can be contacted at [bob.gardiner@gmalaw.ca](mailto:bob.gardiner@gmalaw.ca) and at extension 226.

### **MARK H. ARNOLD, LL.M., Certified Specialist (Civ. Lit.)**

Mark Arnold is head of GMA's litigation department. He has extensive experience in litigating condominium issues, real estate disputes and construction lien cases. He has appeared as counsel at all court levels, to and including the Supreme Court of Canada.



Mark is certified by the Law Society of Upper Canada as a "Specialist in Civil Litigation". His background includes instructing in the area of Civil Trial Practice for the Law Society of Upper Canada in its annual Bar Admission Course. He is a member of the Civil Litigation Section of the Ontario Bar Association and the Canadian Bar Association. Mark is also involved in advocating for law reform in Ontario and Canada.

Email: [mark.arnold@gmalaw.ca](mailto:mark.arnold@gmalaw.ca)

Ext. 231



**GERALD T. MILLER, B.A., LL.B.**



Gerry joined GMA in 1987 and is Managing Partner. Gerry's practice focuses on a comprehensive range of condominium, business and real estate issues. Gerry is recognized as the firm's most effective negotiator and trouble-shooter.

Gerry's specialty in Condominium law is widely-respected. In fact, he is especially proud of the outstanding reputation that GMA has within the Condominium community. Gerry coined the phrase "We are the CondoLawyers™" - because he believes GMA lawyers *are* the ultimate . Gerry's condominium legal experience was complemented by his tenure as the first President of Canada's largest high-rise luxury condo building.

Email: [gerry.miller@gmalaw.ca](mailto:gerry.miller@gmalaw.ca)

Ext. 228

**CHRISTOPHER J. JAGLOWITZ, B.A. (Hons), J.D., ACCI**



Chris has practised condominium law and dispute resolution at GMA since 2003. He joined the partnership in 2013.

Chris is highly active in condo industry associations and the civil litigation bar. He is a past member of the ACMO Associates Executive and was named an "Associate of Canadian Condominium Institute." In 2009, he joined the Condominium Management Standards Council, which oversees the ACMO 2000 certification program for condo management firms, and was appointed chair in 2011. He is also a past-chair of the civil litigation section of the Ontario Bar Association.

During the Ontario government's Condo Act Review process, Chris lent his expertise to advocate for meaningful legislative reform and condo manager licensing and regulation.

In addition to publishing the firm's award-winning Ontario Condo Law Blog, Chris writes and lectures on condominium law and civil litigation topics at seminars, conferences and courses for legal professionals, condominium managers, directors and unit owners.

Email: [chris.jaglowitz@gmalaw.ca](mailto:chris.jaglowitz@gmalaw.ca)

Ext. 247



**WARREN D. RAGOONANAN, B.Comm. (Hons), LL.B.**

Warren is a business lawyer who uses his skills to help condominium corporations with governance issues and contract negotiations. Property managers and condo boards seek him out for the specialized advice needed to solve legal problems while maintaining community harmony. Warren helps condos negotiate and document their deals with new property management companies, telecommunications providers, renovation contractors and other suppliers.



Warren also helps condos improve their by-laws, upgrade their rules and sort out shared facilities problems. Warren is especially suited to assist on the unique challenges facing commercial and mixed-use condominiums.

Email: [warren.ragoonan@gmalaw.ca](mailto:warren.ragoonan@gmalaw.ca) Ext. 243

**ANDREA C. LUSK, B.Sc. (Hons), LL.B.**

Andrea Lusk has been with GMA since 2001. She is an associate lawyer with a focus on condominium law, civil litigation and trusts and estates. Andrea is the editor-in-chief of GMA's newsletter, *CondoAlert!*



Andrea acts for condominium corporations and condominium owners in a variety of matters. She assists condominium corporations in contract, by-law and rule drafting and review, employment issues, business transactions, litigation and dispute resolution. Andrea has published several articles and speaks on the topic of condominium law and governance issues at conferences and seminars intended for property managers and condominium directors.

Email: [andrea.lusk@gmalaw.ca](mailto:andrea.lusk@gmalaw.ca) Ext. 249

**HOWIE SHAPIRO B.Comm, JD/JD**

Howie is GMA's articling student for 2013-2014. He is expecting his call to the Bar in June 2014. He recently graduated from the University of Windsor Faculty of Law, in the Dual Degree Program. Howie earned both a Canadian and American law degree. He spent time working with Community Legal Aid and Pro-Bono Students Canada during his time at Windsor.



Email: [howie.shapiro@gmalaw.ca](mailto:howie.shapiro@gmalaw.ca) Ext. 230



## Law Clerks

### **IRENE THRUSH**

Irene is Bob Gardiner's assistant. During her years with GMA she has become an expert in processing condominium legal opinions, by-laws, rules and document packages. Irene also manages GMA's condominium corporation filing system. Lawyers at GMA routinely come to Irene for her encyclopedic collection of condominium forms and precedents.

Email: [irene.thrush@gmalaw.ca](mailto:irene.thrush@gmalaw.ca)

Ext. 225

### **CATHY VEAL**

Cathy is a real estate law clerk responsible for managing GMA's residential real estate practice. She assists clients buying, selling, or mortgaging properties. On occasion, GMA's junior lawyers call on her real estate proficiency. Cathy brings experience in corporate, condominium and wills and estates law along with her real estate abilities. Cathy obtained her B.A. from the University of Toronto.

Email: [cathy.veal@gmalaw.ca](mailto:cathy.veal@gmalaw.ca)

Ext. 224

### **CHRIS DOMINAUX**

Chris is GMA's condominium lien clerk and is the contact person for condominium collections. Chris assists GMA's business lawyers during incorporations and transactions. Chris graduated the paralegal program of Primetech Institute, now Yorkville College. He also studied English and French literature at Memorial University in Newfoundland.

Email: [chris.dominaux@gmlaw.ca](mailto:chris.dominaux@gmlaw.ca)

Ext. 250

### **PATRICIA MALCANGI**

Patricia is a real estate and corporate clerk and an administrative assistant at GMA. Patricia obtained her Law Clerk diploma from Centennial College.

Email: [patricia.malcangi@gmalaw.ca](mailto:patricia.malcangi@gmalaw.ca)

Ext. 253

### **KAREN WILSON**

Karen is GMA's general and litigation assistant who is experienced in a wide range of condo issues. Karen obtained her legal office administration diploma from Mohawk College.

Email: [karen.wilson@gmalaw.ca](mailto:karen.wilson@gmalaw.ca)

Ext. 257



## Our Services

1. Condominium Act and Regulations	40. Pets
2. Declaration, By-Laws and Rules	41. Parking
3. Turnover Meetings & Documents	42. The Rules You Are Missing
4. Directors' Duties and Rights	43. Rule Enforcements
5. Mediation & Arbitration	44. Lease Restrictions and Lease Record
6. By-law Indemnification	45. Leases of Common Elements
7. Directors' and Officers' Insurance	46. Superintendent's Suite Lease
8. Property and Public Liability Insurance	47. Employment Contracts and Dismissal
9. Fiduciary Duties of Declarant Directors	48. Single Family Use
10. Disclosure by Declarant	49. Easements
11. Budget Liabilities of Declarant	50. Interest on Purchasers' Deposits
12. Construction Deficiency Actions	51. Purchase of a Condominium Unit
13. Tarion Claims	52. Eligible Investments / Investment Plan
14. Cancellable Contracts	53. Security
15. Manufacturers' Warranty Claims	54. Disaster Plan / Fire Safety Plan
16. Legal Actions and Applications	55. Fire Code Retrofit
17. Technical and Performance Audits	56. Emergency Response
18. Major Repairs and Replacements	57. Occupational Health & Safety Act
19. Reserve Fund Study/Funding Plan	58. Source Separation of Wastes
20. Maintenance, Repairs, Mitigation	59. Refrigerant Requirements
21. Additions, Alterations & Improvements	60. Damages to Common Elements
22. S. 98 Owners' Alterations Agreements	61. Insurance Trust Agreements
23. Cable TV/Satellite/Cellular Agreements	62. Owners' Rights
24. Construction Contracts and Disputes	63. Defamation - Libel and Slander
25. Reciprocal Cost Sharing Agreements	64. Directors' Standard of Care
26. Recreation Centre Issues	65. Human Rights
27. Governance Issues	66. Contract Law – Drafting & Enforcement
28. Financial Statements and Auditors	67. Nuisance Law – Noise, Odors & Water Escape
29. Budgets - First Year and Annual	68. Trespass
30. Arrears, Liens and Chargebacks	69. Negligence Law & Occupiers' Liability
31. Status Certificate Accuracy	70. Agency Law – Management Agreements
32. Smoking in Condos	71. Criminal Law – Mischief, Assault & Restraining Orders
33. Annual General Meetings	72. Environmental Issues
34. Requisition Meetings	73. AODA Policies
35. Directors' Meetings	74. Violence & Harassment Policy (OHSA)
36. Enforcement Remedies	75. PIPEDA Privacy Policy
37. Records	76. Human Rights Policy
38. Nuisance Situations	
39. Tenants' Obligations and Rights	

## CONDO ALERT!

*Condo Alert!* is GMA's free quarterly newsletter on developments in condo law. It is available on our website, [www.gmalaw.ca](http://www.gmalaw.ca), or by email subscription. To subscribe, email [andrea.lusk@gmalaw.ca](mailto:andrea.lusk@gmalaw.ca).

## ONTARIO CONDO LAW BLOG



Ours is Canada's first and leading condominium law blog. We feature timely and topical information, news and commentary to inform and enlighten members of the condominium community in the Province of Ontario.

Condominium managers, directors, unit owners and others should tune in for commentary

on recent and developing trends, digests of recent court decisions, condo-related news from around the province and around the world, and more!

See the blog at [www.ontariocondolaw.com](http://www.ontariocondolaw.com).

## SOCIAL MEDIA

You can connect with GMA on your favourite social networking tool. Join us on [Facebook](#), [Twitter](#) (@GMALaw) and [LinkedIn](#).



## Billing Practices

There are generally three types of matters that your condominium corporation will be involved in that will lead to GMA rendering a bill or account, namely:

1. Collection of unpaid common expenses
2. GMA's Condo Document Packages
3. Condominium Corporation Opinions and Litigation on a vast array of legal issues.

## Collection of Common Expenses

Collection of common expenses is a crucial concern of condominium corporations, particularly in the current economic climate. GMA's streamlined Condo Lien Machine™ always succeeds to collect arrears of common expenses and yet we are sensitive to the need to treat your fellow homeowners, who may be experiencing financial difficulties, with respect. We guarantee collection of common expense arrears at no charge to the Condominium Corporation, provided accurate information is promptly provided to us. The defaulting unit owner pays our fees which vary depending on the extent of the default.

## GMA's Condo Document Packages

See GMA's Condo Document Packages and GMA's By-law Chart on pages 12 – 15. In our ongoing effort to keep our fees competitive, we have drafted standardized packages of documents, including explanatory articles, applicable notices to owners, agendas and resolutions, which we can customize for corporations at a set price. GMA's Condo Documents Packages provide excellent, cost-effective value for our clients.

## Hourly Billings

For all other corporate advice we bill by the hour at the lawyer's standard hourly rate. The lawyer having carriage of a particular file may delegate to other lawyers, clerks or secretaries tasks which do not require the lawyer's attention, thereby ensuring that the lowest hourly rate be charged on an on-going basis. For example, if there is an issue to be researched it is much more cost-effective to use a clerk, student or junior lawyer at their applicable hourly rates. GMA's hourly rates range from \$100.00 per hour for clerks to \$125.00 - \$475.00 for our lawyers, subject to change from time to time.





## GMA Condo Document Packages

We instruct **Gardiner Miller Arnold LLP (“GMA”)** to proceed with the following project(s) identified by our checkmark in the applicable checkbox:

1. **Guaranteed Lien Collection** ~ Lien collections for arrears of monthly common expenses are undertaken at no cost to the Corporation when accurate and timely information is provided to us. Fees for chargeback liens (s. 92) or litigation liens (s. 134) and are charged to the Corporation at the standard hourly rates for time spent by our lien clerk and lawyer, but usually all amounts are collected from the unit owner.
2. **Comprehensive General By-law Package** ~ GMA’s CGBL incorporates typical general by-law provisions, plus over 200 practical improvements. See GMA’s By-law Chart on page 14. Ask for GMA’s complimentary CGBL Introductory Package for details.
3. **Standard Unit By-law Package** ~ GMA’s SUBL establishes a standard unit definition, highlights 16 exclusions, defines maintenance, repair and insurance obligations and an extended insurance deductible clause. See GMA’s By-law Chart. Ask for GMA’s complimentary SUBL Introductory Package for details.
4. **SPECIAL BY-LAWS** ~ See GMA’s By-law Chart on page 14. We offer 23 types of special by-law packages and forms and by-law registration criteria, included documents and related services (\$495 + disbursements + HST).
5. **By-law Registration** ~ Preparation of registration documents, execution, subsearch, registration and reporting (our fee of \$245 + applicable registration costs, disbursements + HST).
6. **Rules Upgrade** ~
  - a) Prepare GMA’s Comprehensive (High Rise  Townhouse ) Rules and provide a 37 page menu of rules for the board’s selection to suit the circumstances (\$1,280 + disbursements + HST, including up to 2 hours legal processing time). (**Recommended choice**);
  - b) Prepare GMA’s suggested menu of Comprehensive (Recreational  Shared Facilities ) Rules (\$750.00 + disbursements + HST, including 1 hour’s legal processing time). (**Recommended choice**);
  - c) Review existing rules simply for compliance on a time-spent basis; or
  - d) Compare your existing rules to our comprehensive set of rules and add additional rules on a time-spent basis.
7. **Owners’ Alterations Agreement** ~ Prepare and provide the document packages for the following situations:
  - a) Multi-Purpose incorporating numerous standard Alterations and Specifications (\*\$1,280);
  - b) Single Purpose for all Unit Owners (Usual fee range \*\$905 - \$1,280);
  - c) Owner’s Unique Alterations (Hourly rate. Usual fee range: \*\$1,200 - \$2,000); or
  - d) Community Standards Declaration Amendment approving numerous alterations (\*\$1,850 - \$2,500).

\*Disbursements [approx. \$30] + HST extra, with standard hourly rate for customized provisions, revisions, discussions and time spent in excess of 1 hour, based upon GMA’s existing standard Alterations Specifications. Unique specifications to be provided by client or drafted by GMA at its hourly rate. Each participating unit owner pays additional Registration Processing Fee (\$245 legal fee, plus applicable registration fee, disbursements + HST, subject to reductions for bulk registrations).
8. **Declaration Amendment Package** ~ Review the Declaration, identify and draft recommended amendments and provide package of 9 applicable documents (\$2,500 + disbursements + HST, including up to 3 hours legal processing time). Section 109 Court Applications to amend declaration or description charged at applicable hourly rates.
9. **Status Certificate Review** ~ At standard hourly rates.
10. **Standard Condominium Contract Conditions** ~ 27 commercially-reasonable provisions protect your condo and supersede service providers’ one-sided terms and conditions, when attached to a contractor’s quote or contract. (\$495 + HST, plus hourly rate for time spent to customize for a specific contract, if requested).
11. **CCDC & Other Types of Construction Contracts** ~ Review bid documents, CCDC or construction contract and customize Supplementary Conditions and Designer’s Consultant’s Agreement. (at standard hourly rates).
12. **Access & Bulk Telecommunications Agreements, with Checklist** ~ Television/Internet agreements require substantial amendments. Rogers/Gardiner or Bell ExpressVu/Gardiner precedents incorporate numerous cost-saving contractual improvements (At standard hourly rates.)
13. **Occupational Health and Safety Policy** ~ Protect employees from injury and directors and managers from personal liability re workplace accidents, with mandatory *Occupational Health and Safety Act* requirements. (\$395 + HST, plus lawyer’s hourly rate to customize any requested revisions).

14. **Workplace Violence and Harassment Policy** ~ Adopt the mandatory Policy, Risk Assessment template and Program Documents (including package of explanatory information) (\$595 + HST, plus lawyer's hourly rate to customize any requested revisions).
15. **AODA Policy** ~ Adopt the mandatory AODA Policy and Procedures customized for a condominium as a preliminary template (including our explanatory Article and covering letter) addressing issues related to access issues at a condominium for disabled persons (\$595 + HST, plus lawyer's hourly rate to customize any requested revisions).
16. **Privacy Policy** ~ Protect owners' privacy rights and comply with owners' PIPEDA expectations, while controlling access to records, prevent confidentiality breaches, inappropriate communications by owners, defamation and inappropriate requisitions (\$595 + HST, plus lawyer's hourly rate to customize any requested revisions).
17. **Human Rights Policy** ~ Establish procedures to address human rights claims and protect directors and managers (\$395 + HST, plus lawyer's hourly rate to customize any requested revisions).
18. **Notice of Change of Address** ~ (\$295 + HST, includes fees for preparation, execution, board resolution, letters, registration and reporting).
19. **AGM Package or Requisition Meeting Package** ~ Includes Notice, Agenda, Proxy, Chair's Script, Meeting Rules of Conduct, Motion to Adjourn, adjournment procedures and various other meeting documents (\$495 + HST, plus lawyer's hourly rate to customize any requested revisions).
20. **Meeting Rules of Good Conduct** ~ A meeting handout containing 10 Rules to preclude interruptions, irrelevant comments, improper conduct and uphold chair's control of owners' meetings (\$100 + HST).
21. **Directors' Code of Ethics** ~ Adopt a comprehensive two-page list of preferred and prohibited practices governing directors' conduct (\$100 + HST).
22. **Owners' Code of Ethics** ~ Educate owners to avoid being seduced by defamatory newsletter allegations, inappropriate requisitions and misleading proxy solicitations (\$100 + HST).
23. **Committee Criteria & Code of Conduct for Committee Members** ~ (\$395 + HST plus lawyer's hourly rate to customize any requested revisions).
24. **Shared Facilities Governance Guidelines** ~ Establish standard criteria governing meetings of the shared facilities committee (similar to a General By-law), containing model provisions to be customized to your Reciprocal Agreement, with Sisters' Snits Articles 1 & 2 attached. (\$875 + HST)
25. **Protect Corporation's Name** ~ Register the Corporation's trade name as an Ontario business name registration, subject to a 3-stage process (\$595 + HST). Alternatively, register the Corporation's name and/or logo as a trade mark (\$2,000 + disbursements + HST each, subject to adjustment).
26. **Record Access Form** ~ Criteria governing access to, payment for and restricted use of the Corporation's records, to be signed by a requesting owner (\$100 + HST).
27. **Investment Plan** ~ A form of Investment Plan in compliance with section 115 of the Act (\$185.00 + HST).
28. **Other Instructions** ~ The foregoing are standardized packaged projects, but we have 3,000 other legal opinion precedents and provide many other types of condominium and other legal advice and services. Please summarize your other instructions or legal questions, and we will be pleased to respond at our standard hourly rates.
29. **Condominium Legal Issues** ~ A checklist of legal issues on one page (No Charge).
30. **Ask for GMA's complimentary list of Condominium Articles and Books** (No Charge)

**PLEASE COMPLETE THE FOLLOWING PARTICULARS:**

\_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_ Date: \_\_\_\_\_

**X** \_\_\_\_\_  
Per: Authorized Signing Officer (*Please sign*)

Address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Name & Title: \_\_\_\_\_  
*Please Print*

**NOTES:**

1. Legal fees in excess of the times specified for the services listed above are at the lawyer's standard hourly rate in effect as of September, 2013, subject to potential change after 2013. Your instructions to GMA and all references to hourly rates are subject to the criteria and rates set out in GMA's Condo Retainer Agreement with attached Terms and Conditions at [www.gmalaw.ca](http://www.gmalaw.ca).
2. Please e-mail these instructions to GMA at [irene.thrush@gmalaw.ca](mailto:irene.thrush@gmalaw.ca) or fax them to Irene Thrush at 416-363-8451.



## GMA's By-Law Chart

[21 By-laws, 4 Sets of Rules, Policies, s. 98 Agreements & Declaration Amendment]

Choose GMA's CGBL and SUBL or any of the Special by-laws and other precedents listed in items 3 – 21 by completing the applicable checkbox and forward this Chart to GMA at [irene.thrush@gmalaw.ca](mailto:irene.thrush@gmalaw.ca) or by fax to Irene Thrush (416-363-8451). See also Notes 1 – 4 below.

**Inclusive Packages** ~ All by-law packages include our standard form By-law, a set of Procedures, an explanatory letter to directors, a Directors' Resolution, an Explanatory Notice to Owners promoting the by-law and an article pertaining to by-law issues.

**Adjournment** ~ GMA's by-law packages also include GMA's Motion to Adjourn Meeting and the Adjournment Procedures in case it is necessary to enable the by-law to be enacted at an adjourned table-top meeting. We can also provide GMA's optional Adjournment Notice Package containing the forms and notices required to implement the adjournment (see Item 23 below).

**Registration** ~ Each separate by-law when enacted, requires preparation and execution of a Document General (or Authorization & Direction for electronic registration), certificate & by-law, together with letters to you containing execution procedures, registration documents and reporting to you, for a fee of \$245.00, plus subsearch, registration and copying disbursements (approx. \$100) and HST.

See **GMA's Condo Document Packages** ~ Re: Rules (for High Rise/Townhouse/ Recreational/Shared Facilities), four types of S. 98 Owner Alteration Agreements, Telecommunications Packages and Policies (Human Rights, Occupational Health and Safety, Workplace Violence and Harassment, and PIPEDA Policies).

1. **Comprehensive General By-law (CGBL)** ~ We recommend adoption of our CGBL, incorporating typical general by-law provisions, plus applicable Condo Act provisions and over 200 practical by-law improvements (including each of the separate by-laws and forms listed as #3-#20 below). The applicable directors' resolution, By-law Procedures, Notice to Owners, explanatory article and other documents are included in the Package (\$2,500 + HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours). See *GMA's CGBL Introductory Package* for details.
2. **Standard Unit By-law (SUBL)** ~ GMA's SUBL incorporates a precedent standard unit definition, highlights 16 exclusions, defines maintenance/repair obligations, establishes the Corporation's insurance coverages and owners' recommended insurance coverages, and includes the essential insurance deductible clause "extending the circumstances". The Directors' Resolution, By-law Procedures, Notice to Owners, explanatory article and other documents are included (\$1,280 + HST, with hourly rate for optional services and for drafting and processing times spent in excess of 3 hours). See *GMA's Introductory Package* for details.
3. **Mediation/Arbitration Procedures By-law** ~ Streamline procedures and minimize costs to effectively enforce declaration, by-law and rule breaches as per s. 132 of the Act (\$395 + HST).
4. **Realty Tax Assessment Appeal By-law** ~ Empower the board to appeal owners' unit realty tax assessments using expert appraisal advice on a cost-saving, building-wide basis subject to legislative requirements (\$395 + HST).
5. **Insurance Deductible By-law** ~ Extend s. 105's circumstances to make owners liable for damage to other units and the common elements emanating from their unit (\$395 & GST/HST).
6. **Lease of Common Elements By-law** ~ A s. 21 by-law is required for a lease through the Corporation's common elements [Lease not included] (\$395 + HST).
7. **Specific Easement By-law** ~ A s. 21 by-law is required to approve a common elements easement [Easement agreements are extra] (\$395 + HST).
8. **Borrowing By-laws** ~ Numerous options are available. [Financing arrangements, loan agreement, security documents, resolutions, notices and other documents are extra] (\$495 + HST).
9. **Occupancy Standards By-law** ~ Restrict excess occupancy of units per s. 57 of the Act and recover permitted excess common expenses (\$395 + HST).
10. **Directors' Qualifications By-law** ~ Establish various qualifications criteria to choose the best candidates and remove non-complying directors (\$395 + HST).
11. **Directors' Remuneration By-law** ~ Directors can only be paid remuneration in that capacity subject to by-law approval each three years (\$395 + HST).
12. **Indemnification of Directors and Officers By-law** ~ Many old by-laws do not properly indemnify directors and officers (\$395 + HST).

13. **Teleconference and E-mail By-law** ~ Permit meetings by teleconference and establish criteria when e-mail decisions can be made and ratified (\$395 + HST).
14. **Telecommunications (TV/Phone/Internet/Roof-top Dish) By-law** ~ A s. 21 & 22 by-law can permit various telecommunications scenarios [Telecommunication agreements are extra] (\$395 + HST).
15. **Restricted Access to Recreational Facilities By-law** ~ Non-resident owners and others can be excluded from using the Corporation's recreational facilities (\$395 + HST).
16. **Trespass & Commercial Uses By-law** ~ Owners can be permitted to use a home office, while trespasses and other nuisance uses are prohibited (\$395 + HST).
17. **Partitions, Flooring, Alterations and Safety Devices By-law** ~ Control in-suite flooring, partitions and structures and allow board to control and maintain various in-unit safety devices and balconies (\$395 + HST).
18. **Terminate Insurance Trust Agreement By-law** ~ Avoid annual fees and establish Insurance Trust Agreement only when needed (\$395 + HST).
19. **Reciprocal Agreement By-law** ~ Amendments to Reciprocal Agreements often require a by-law [Agreement revisions not included]. (\$395 + HST)
20. **Additional Duties By-law** ~ Create new duties/powers/common expenses for the Condo (time spent + HST).
21. **Customized By-laws** ~ We will prepare any customized by-law not listed above in order to address any issue permitted by s. 21, 56, 57 or 59 of the Act (time spent + HST).
22. **Adjournment Notice Package** ~ When adjourning a by-law vote using our free Motion to Adjourn and Adjournment Procedures, we can provide a package of 8 documents to implement the adjournment (\$295 + HST)
23. **Rules Packages** ~ See **GMA's Condo Document Packages** re our comprehensive packaged sets of High Rise Rules (a 27-page menu), Townhouse Rules and Recreational or Shared Facilities Rules.
24. **Policies** ~ See **GMA's Condo Document Packages** re Human Rights, Occupational Health and Safety, Workplace Violence and Harassment and Privacy Policies.
25. **Section 98 Owner's Alteration Agreements** ~ See **GMA's Condo Document Packages** re our packages for a Multi-Purpose Agreement, a Single Purpose Agreement or an individual Owner's Changes Agreement.
26. **Declaration Amendment Package** ~ Older declarations may contain dated or inappropriate provisions or establish Community Standards (\$2,500 + time spent for customized drafting in excess of 3 hours + HST).
27. **Shared Facilities Guidelines** ~ GMA's Guidelines function like a general by-law, customized to resolve and eliminate many types of Shared Facilities disputes before they arise. (\$2,500 + time spent for customized drafting in excess of 3 hours + HST).

**NOTES:**

1. By-laws must be passed by the board, confirmed by the owners of a majority of all units and registered on title before taking effect.
- a. Pricing for standard by-law packages includes typical, non-customized processing time spent. Non-standard provisions and separate agreements, leases or arrangements are charged at our standard hourly rates. Fees are in effect as of January, 2013 and are subject to change. Your instructions to GMA are subject to the criteria set out in GMA's Condo Retainer Agreement and Terms and Conditions at [www.gmalaw.ca](http://www.gmalaw.ca).
2. GMA will meet with the board/by-law committee to discuss preliminary aspects or customized changes at our standard hourly rates.
- a. Upon request, GMA will attend or chair the owners' meeting to explain and promote the benefits of the selected by-law, address any proposed amendments and handle any required adjournment procedures at our standard hourly rates.

**PLEASE COMPLETE THE FOLLOWING PARTICULARS:**

\_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_

**X** \_\_\_\_\_  
Per: Authorized Signing Officer (*Please sign*)

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Name & Title: \_\_\_\_\_  
*Please Print*

Please e-mail these instructions to GMA at [irene.thrush@gmalaw.ca](mailto:irene.thrush@gmalaw.ca) or fax them to Irene Thrush at 416-363-8451.

Registration, Description Plans and Easements • Disclosure Statements • Purchase Condo Unit • Steering Committees & Electing Owner-Directors to First Board • Turnover Meeting • Turnover Documents • Turn-over Financial Statements • Declarant's Fiduciary Duties • Performance Audit • TARION - ONHWP Claim • Construction Deficiency Action • Manufacturer's Warranty Claim • Termination of First Year Agreements • First Year Budget Deficiency • Title Search • Lien Collections • Status Certificate Accuracy • Reciprocal Cost Sharing Agreement Issues • Election & Qualifications of Directors • Directors' Duties & Powers • Governance Decision-Making • Governance Hierarchy • Being a Good Director • Handling Bad Apple Directors • Director's Code of Ethics • Standard of Care, Diligence & Skill • Duty of Honesty and Good Faith • Disclosing Conflict of Interest • Confidentiality • Privacy Policy • Financial Review • Chairing Directors' Meetings • Status Certificate Review • Teleconferencing • Indemnification • Directors' and Officers' Insurance • *Condominium Act, 1998* • Your Description Plans • Declaration & Amendments • Community Standards • Comprehensive General By-law Packages with 200 Improvements • Standard Unit By-Law Pack-age • 18 Specific by-law precedents • Comprehensive Rules Package • Special Rule Scenarios • How to negotiate Contracts • Standard Condominium Contract Conditions • Privacy Policy (including PIPEDA Compliance) • Human Rights Policy • Occupational Health & Safety Policy • Workplace Violence and Harassment Policy, Risk Assessment and Procedures • Addressing Mould Responsibilities • Corporate Social Responsibility • Green Roof • Management Agreement • Shared Facilities Agreements • Construction Agreements • Cable TV/Satellite/Internet/Phone Telecommunications Agreements & Checklist • Cellular Dish Agreements • Insurance Trust Agreement • Landscaping Agreements • Party Room Agreement • Elevator Agreement • Superintendent's Suite Lease • Employment Contracts • Security Guard Compliance • Hiring • Dismissal Issues • Human Rights/Handicap Issues • Employment Issues • Maintenance v. Repairs After Damage • Unit Boundary/Repair Obligations • Additions, Alterations, Improvements & Changes to Assets or Services • Maintenance v. Alterations • Governance Issues • Funding Choices • Owner's Alteration Agreements • Fair Hearing of Owners' Complaints • Insurable/Non-Insured Damage • Extended Insurance Deductible • Standard Unit By-law • Damage Charge-backs Against Owners • Owner's Indemnification for Damage • Corporation's Insurance • Owners' Insurance • Performance Audit • Technical Audit • Mitigation • Construction Bids/CCDC Agreements • Construction Disputes • Fire Safety Plan • Disaster Planning • Emergency Response • Accessing Neighbour's Property for Repairs • Operating Fund v. Reserve Fund • Major Repairs & Replacements • Repair and Replacement Improvements v. Additions, Alterations and Improvements and accounting for the difference • Reserve Fund Studies • Form 14 – Reserve Fund Summary/Funding Plan/Statement of Differences • Eligible Investments & Investment Planning • Unit Issues • Common Element Issues • Lease/Licence/Easement of Common Elements • Alterations • Dangerous Activities • Realty Assessment • Entry Into A Unit • Entry by Canvassers • Owner's Code of Ethics • Chairing AGM • Requisition Validity, Rights & Meetings • Removal of Directors • Access to Records • Owners' Governance Powers • Tenant's Rights & Obligations • Lease Record • Lease & Section 83 Notice • Rules - People, Pets & Parking • Enforcement Remedies • Defences to Rule Enforcements • Human Rights Discrimination • Guaranteed Common Expense Collections • Power of Sale • Rule Procedures & Enforcement • Mediation/Arbitration • Compliance Orders • Oppression Remedy • Legal Actions • Section 23 Notice • Other Remedies • Provincial Offences • Status Certificate Upgrades • Charge-backs for Owners' Damage • Inspector • Administrator • Amalgamation or Termination • Libel & Slander • Construction Liens • Construction Deficiency Claims • Budget Deficiency Claims • Contract Breaches • Agency Issues • Nuisance Law Scenarios • Negligence Claims • Small Claims Court • *Criminal Code* • Harassment • Mischief • False Fire Alarms • Dangerous Activities • Grow-Ops • Drug Dealing • Motorcycle Gangs • Prostitution • Break and Enter • Peace Bond • Pet Problem • Parking Infringements • Loitering and Trespass • Boundary Fence Disputes • Excess Noise • Noise Testing Criteria and Chart • Evicting a Super • Termination of Employment • Sale of Condo Property • Expropriation • Termination of Condo • HST Impact • Source Separation of Waste • Safety Devices • Smart Metering • Gas/Hydro Contracts • Technical Standards and Safety Authority Compliance • Refrigerant Regulations • Elevator Regulations • *Environmental Protection Act* • *Fire Code* • *Building Code* • *Municipal Code* • *Health*

