

Airbnb and Other Short-term Rentals

~ By Dan Campbell, CCI NS Board Member and Lawyer with Cox and Palmer

The problem of Short-term Rentals

Condominiums at their best are residential communities in which the owners of the units make their homes, and in which the condominium is managed for the convenience of, and to minimize nuisance and disturbance to, those owner-occupants. Many units are, of course, rented by their owners on a long-term basis of at least a year, and if the renter population is stable and become members of the community, this does not interfere with the condominium community.

In recent years a practice of medium-term rentals of residential units, including condominiums, has grown. This is done by agencies specializing in “executive” rentals of furnished accommodations. Because these agencies are oriented to rentals of furnished units for at least weeks, if not months, these situations have been of concern, but manageable. However, short-term rental has accelerated greatly with the advent of on-line agencies such as Airbnb, which focus on providing furnished units for terms of only one or a few days. While medium-term rentals cause few problems, short-term rentals do interfere with the condominium community because:

- With occupants changing every few days, there is no possibility of the occupants becoming members of the community.
- The moving in and out of new occupants causes disruption.
- Unlike in the case of a prudent landlord in a long-term rental, there is little control in selection of the occupants, with booking done entirely on-line.
- Further, the landlord exercises little if any control of the occupants’ activities. This leads to short-term rentals to people who may be very disruptive, making noise and causing nuisance to the other residents of the condominium.

These same problems can arise in a rental building or, indeed, in a residential neighbourhood. However, in a rental building the landlord has the ability to (and usually does) control it through lease terms prohibiting subletting.

In residential neighbourhoods the problems are generally less acute because of the nature of the properties. Because of the close quarters, condominiums are more vulnerable, and it is more difficult for Condominium Corporations to exercise control.

This memo discusses the mechanisms available to condominium corporations to control short-term rentals of units and the steps being taken by government to control short-term rentals generally.

Mechanisms available to Condominium Corporations

The principal mechanism available to a CC is through enforcement of restrictions in the Declaration. The Declaration is binding on all units in the condominium and can limit what an owner may do with his/her unit. Many condominiums have provisions in their declarations prohibiting rentals of less than a specified term – usually one month. This is enforceable against the owner of a unit, including one that is managed by a medium-term rental agency or which is listed on-line like Airbnb. Indeed, some condominiums in other provinces have terms prohibiting rentals for less than a year. While nothing in the Condominium Act prevents it, there is a view that the Registrar might refuse to approve a declaration term to this effect, giving rise to the need for litigation to implement it.

Unfortunately, enforcement is neither easy nor swift. Enforcement must be done by the condominium corporation, which must first obtain evidence that the declaration has been violated. With that evidence, the Board or its manager would give notice to the owner to cease renting short-term and, if the activity did not cease, give notice of an arbitration under the Act. An arbitration order with a costs award will usually result in compliance. This is slow and costly – unfortunately there is no real remedy when a short-term renter parties noisily, unless the condominium has full-time security, or the disruption is bad enough that the police will intervene.

If the condominium does not have a minimum term of rental

~ Continued on page 4

CCI NS WOULD LIKE YOUR INPUT

~ By Michael Kennedy, CCI NS, Chair Education Committee

“The popularity and proliferation of condominiums being used as Airbnb is growing rapidly and Nova Scotia is no exception. So much so that many Condominium Corporations are amending their declarations to prevent or limit the use of Airbnb. Also, there is also a lot of discussion being raised on just what the Airbnb industry is about, how should it be used etc. Many owners are considering using their condominiums as Airbnb and many new developments are already including Airbnb in their buildings. In the article, 'Airbnb and Other Short-term Rentals' the author states 'Concerned condominium owners in the Halifax area can express their concerns about the impacts on condominium communities to their councillors.'

We at CCI NS want to be a conduit for you to express your concerns to our government officials and to advocate as a unified body what actions we wish to see from legislation so that our condominium corporations can properly protect the rights and wishes of condominium owners especially those who use their condominium as their primary residence.

We also want to hear from you about your concerns and questions so that we can develop educational sessions to help our community understand what we are facing with the use of Airbnb and what tools are available to address those concerns and questions. To that end we would like to know;

- a. What do you know and what would you like to know about Airbnb?
- b. What are your concerns and what would you like our government agencies to know regarding Airbnb?

- c. What legislation would you like to see regarding Airbnb?
- d. What are your experiences with Airbnb?"

Please let us know your views <http://www.ccinovascotia.ca/about-us/welcome-to-cci>

Strawberry-Pineapple Salsa

Prep time 10 mins

Strawberry Pineapple Salsa will have everyone raving at your next party! People love the fresh, fruity zing from this tasty fruit salsa!

Author: Rachel Farnsworth

Yield: Serves 6 to 8

Ingredients

- 1 pineapple, peeled
- 1 pound, strawberries
- 2 roma tomatoes, diced
- 1/2 red onion, minced
- 1/2 jalapeno, minced
- 1/3 cup fresh cilantro, chopped
- 1 lime, juiced
- 1/2 teaspoon salt

Instructions

1. Remove the peel and core from the pineapple and dice the fruit into a small, 1/4-inch dice. Place into a large mixing bowl.
2. Hull the strawberries, and dice into a small, 1/4-inch dice. Add to bowl with pineapple.
3. Dice the tomatoes into 1/4-inch dice as well and toss with pineapple and strawberries.
4. Add minced onion and jalapeno to bowl along with cilantro, lime juice, and salt. Stir to combine.
5. Allow to sit at room temperature for 30 minutes before serving. Keeps in the refrigerator 24 hours.



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PRESIDENT'S MESSAGE

~ by Devon Cassidy, CCI NS President and Lawyer with Cox and Palmer



The CCI-NS 2018-2019 year has come to an end and our new 2019-2020 year has begun. Renewal notices have gone out and we are starting to gear up for the next year of CCI-NS Activities.

Over the last year we have welcomed three new Board members and have been able to restructure some of our internal processes to serve you better. We are working to ensure prompt replies to your queries and provide you with new and interesting seminars. Three of our Chapter members also serve at the National CCI Committee level. Devon Cassidy serves on the Executive; Niall Burke serves on the Constitution Committee and Barbara Hart serves on the Government Relations Committee.

Our Education Committee has begun to finalize our education program for the upcoming year and we anticipate having this out to you in early fall. We have scheduled our next Condominium Management Course CM 200, on October 26, 2019. This course will build on what was covered in the CM 100 course but is suited for any Condominium owner, Board member or professional.

Please join us for the Annual General Meeting on September 19, 2019. Registration begins at 6:30 pm, the meeting begins at 7:00 pm, and will be followed by a wine and cheese gathering. The location and guest speaker will be announced on our website and Facebook page in the coming weeks <http://www.ccinovascotia.ca/news-events/events>. I hope to meet many of you then.



Developing Relationships

Our condominium law team represents over 400 existing condominium corporations in Nova Scotia and continues to grow their services throughout Atlantic Canada. With extensive experience in this area since 1982, our lawyers advise on all areas relevant to condominium boards and owners. Our team also has extensive experience with the development and registration of new condominium corporations.

From strategic advice to development solutions, our team is committed to your legal needs every step of the way.

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The difference is a great relationship

Airbnb and Other Short-term Rentals ~ Continued on page 9

in its declaration, it may still have enforceable provisions.

Many declarations will limit the use of the unit to a single-family residence, such as

“Each unit shall be occupied and used only as a residence of a single family and for no other purpose.” It is arguable that using the unit as a short-term accommodation, advertised as such on a commercial website like Airbnb, is a commercial use, quite different from a single-family residence, and this has been accepted judicially in other provinces

The condominium corporation could challenge the unit owner who is using his/her unit for this commercial purpose, and presumably the arbitrator would direct that the use should cease.

Similarly, many declarations will require the owners and all residents and visitors to comply with the declaration and rules, including rules against disturbing other residents. The condominium corporation could challenge an owner whose guests (including Airbnb users) violate bylaws or regulations.

Government action

The government is revising the regulations affecting tourist accommodations. While the interests of condominium owners were not considered by the working group that recommended the legislative changes, the new rules may work to the benefit of condominiums by increasing the requirements for on-line short-term renters. The hospitality industry is very concerned about what it sees as unfair competition from unregulated operators who are taxed as residences (hotels or regular BnBs are taxed as commercial properties), are not collecting local levies for tourist marketing, and are not subject to various regulations affecting commercial hospitality businesses.

In 2019 the Tourist Accommodation Registration Act was passed, largely at the urging of the hospitality industry. It has not yet been brought into effect. It will require registration of all “platform operators” (a system that facilitates or brokers short-term rentals of accommodations – i.e., Airbnb and similar operators), “accommodation properties”, and “hosts”. “Short term rental” means less than 28 days. A property would be exempt if it is a

“primary residence” of the host. The effect of this that renting of a room within the host’s primary residence, or the short-term rental of the whole residence while the host is temporarily absent, would not require compliance with the new Act. The discussion papers that accompany the Act suggest that more than 180 days of rental availability would constitute a tourist accommodation and not a primary residence, and this might result in assessment and taxation as a commercial property.

These regulations – if and when they are brought into effect, will further limit use of condominium units as Airbnb properties. However, it will not affect occasional Airbnb listing. The Minister describes the new regime as “levelling the playing field” but at the same time speaks of encouraging growth in the tourist industry generally and the online rentals sector specifically. The hospitality industry has complained that “Instead of tightening up on the rules, they’re creating big loopholes for new businesses to walk through.”

Recently municipal and provincial governments have become concerned that the proliferation of Airbnb-type uses have taken residential units out of the rental market, leading to shortages and increased rental costs. Recently, Halifax Regional Council directed its staff to prepare a report on the impact of Airbnb-type short-term rentals. Concerned condominium owners in the Halifax area can express their concerns about the impacts on condominium communities to their councillors.

Summary

Short-term rentals, accelerated by online platforms like Airbnb, pose a threat to the communal nature of condominium living, and creates risk of disturbances by irresponsible short-term renters. The best protection is through ensuring adequate protection in the condominium’s declaration and taking necessary steps to enforce them. Even in the absence of an explicit prohibition on short-term rentals, there enforcement means available to condominium corporations. Unfortunately, the available remedies are neither simple, inexpensive, nor swift.

BITS AND BITES

PLEASE HELP CCI TO SERVE YOU BETTER

Attached to this copy of your newsletter is a Membership registration / renewal form. CCI is attempting to update all our membership information in order that we can serve our members in the best possible way.

DON'T MISS OUT

Mark your Calendar for the next Canadian Condominium Institute Annual General Meeting ON SEPTEMBER 19TH, 2019.

Guest Speaker TOPIC ***"PREPARING FOR THE UNIMAGINABLE"***

WATCH FOR

The next Fall seminar to be held in Sept/October CM 200 a must for Condo Board members and Real Estate Sales Representatives.



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Neville on the Level!! ~by Neville MacKay, My Mother's Bloomers

Keep Hydrated!

Finally, we are in the midst of Summer, and with that comes (hopefully) warm sunny days and evenings that are perfect for balcony-sitting. After the long-wet Spring we've suffered through, I know the last thing I should need to remind you is to keep your plants hydrated. But, here I am, about to fill you in on the goods and bads, rights and wrongs and other tips and thoughts that hopefully will help with your Summer Gardening!

Plants, especially those in pots, need to stay hydrated! For most planters that are filled with annual Summer offerings, simply check the moisture of the plants regularly, and add water when you feel the soil starting to dry out. You can't always rely, by the way, on the information card that comes with the plants, or words of wisdom from others, as the amount of water will greatly depend on the placement of the plants, like full hot sun, windy area, etc. These all factor in how often you need to tend your gardens. Really, the best way to check your plants is to stick your finger in the pot... if you feel damp soil about a couple of centimetres down they should be good for a bit longer.

Now, DO NOT let your plants sit in water. Like me, they hate wet feet! Plants need drainage (unless you're growing water lilies) so if you let the water drain through then sit in the tray below, well, that's not really drainage is it? Let the water drain through and ideally, it is best if you discard what is in the tray. There's going to be some unwanted salts, etc., in it anyway, especially with the use of City water. Get yourself a big jug or watering can that you can fill and leave out and use that for watering...this will be at a good temperature so as not to shock the plants and a lot of the chlorine, etc. will have dissipated.

Ice Cubes are for drinks! I hear a lot about watering orchids with ice cubes. This came from the South where they would thaw quicker than they do here, and this water is really cold on the poor plants! Orchids, for example, like about 2-3 tablespoons of water weekly, which is about what's in an ice cube or two.

Fertilizer is different than food. I'm not going to get into a big yappity yap about what to use and all that, but will tell you a simple and effective plan: If you get a flower food (It'll say so on the bottle) you use it EVERY TIME you water. If it is a fertilizer, use it as per instructions. I use a food and do well with my plants.

We all love to get outside for the summer, and so do your

plants for the most part. I put all of mine outside: orchids, cactus, orange, plumeria fig...out they go! I am, however, especially mindful of their temperaments so if in doubt, keep them inside. (I will say, my lemon and orange trees flourish and bloom like mad outside in the Summer!)

If you don't have or feel you can't grow plants on your balcony, deck, or windowsill, you probably haven't grown the easy ones to start with. Herbs for example, hate being inside, and many try that first with little or no luck and get discouraged. Try fool-proof (aka Plants for beginners) like succulents and geraniums. These forgiving plants thrive on neglect...treat them like a wife should treat a husband... don't fuss over them and they will try harder when you do give them a little love. Simple!

Have a wonderful Summer!!



Neville MacKay



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THE BEAUTY OF A NATIONAL CONVENTION

“CCI ROCKS THE ROCK”

~ By Barbara Hart, Board Member and Newsletter Committee Chair

The CCI -N Spring Forum was a tremendous success. Hosted by the Newfoundland and Labrador Chapter, attendees were given the best of a Newfoundland welcome, sharing with charming colleagues, great food, singing and dancing at a kitchen party, and looking with wonder at the site to behold ice bergs.

The sessions were current and electric, and the networking sessions were great information sharing opportunities. I was reminded during the sessions of a seminar CCINS ran in 2013 entitled “No Stupid Questions”. It is interesting that no matter which Province you come from or whether you live or volunteer in a small, medium or large condo the issues overall tend to be basically the same.

The theme throughout the weekend was the constant need to educate potential, and/or current condo owners, board members, and various levels of government.

What should condo owners or new buyers know?:

If the Real Estate Agent is not knowledgeable about the following matters then the buyer needs to give leadership and direction to ensure the investment they are about to make is a wise one.

Have they seen the By Laws (how old are they), and the Declaration of the Condo? Do they have a copy of Bill 38

(Nova Scotia Provincial Legislation pertaining to Condominiums?)

Have they seen the latest Condo AGM Minutes with accompanying financial statements? Is there a Reserve fund, how much is in the fund, when was the last reserve fund study done? Are there any Special Assessments? Who is on the Board, are they self managed or is there a management company? Is there a minute book that they can access and where is it kept?

Insurance: What is the owner’s responsibility, what is the Corporation’s responsibility?

What are the safety regulations regarding (safeguarding your unit), police and fire (the owner, the corporation and the police or fire departments)?

What are the rules of the Condo re renovations, pets, smoking, patios, outdoor furniture, parking spaces, storage rooms, noise, entering and exiting the building, feeding the wildlife, etc.

Clearly when you purchase a Condo the unit is yours.

But different from a house purchase there are rules and regulations, and the need to know your rights and be prepared to co-operate with other owners is important for the best possible outcome.

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GOOD MEETING MINUTES A GUIDE FOR SECRETARIES OF CONDOMINIUMS

~ By Marco Lindhe, Partner Minute Solutions

A cornerstone of a well-functioning condominium board is regular meetings. These gatherings bring together a diverse group of individuals to make crucial decisions on managing and spending millions of dollars of other people's money — choices that affect their community's quality of life and day-to-day operations.

The responsibility is enormous and so is the liability. Unfortunately, boards are not always happy, harmonious groups. As a safety mechanism, the Condominium Act requires every board to keep an adequate minute book, which serves to protect the board, property manager, and residents of the condominium.

A well-documented minute book allows residents to see how their condo fees are being spent, the financial standing of the corporation, and decisions on general upgrades to the building. If residents disagree with their board representatives, they can use information gleaned from the minutes to inform their vote on new board members at the annual general meeting (AGM).

In the case of a discrepancy, and a resident challenges the board's integrity, spending or general decisions, the board can refer to the minutes showing exactly what was discussed, what decisions were unanimously made, and what was officially agreed upon.

Minute-taking can be a daunting, difficult and tedious task, but it's also an important task. Keeping a fair and unbiased record of decisions can go a long way toward bolstering the confidence residents have in their condominium board.

Some boards will have a director, or the property manager take meeting minutes, while others will hire professional recording secretaries. Whomever produces them, proper minutes should never be a reflection of personal objectives.


It can be challenging for directors or management to wear two hats in a meeting — that of an engaged, active, decision making participant while simultaneously being a totally objective transcriber of the proceedings. Professional recording secretaries are independent third parties trained to listen for and distill the pertinent information required for the minutes.

A well-produced set of minutes will depict relevant material, such as projects that are out for tender, and any other decisions that involve money and careful consideration. Since financing comes largely from condo fees, these types of decisions will be of interest to all members involved, including the residents of the condominium.

Minute-takers must be aware of what should and shouldn't be recorded. The level of detail embedded in a set of minutes can vary from board to board. However, table talk (the weather, general discussion not involving a decision and back and forth between board members) is typically excluded from the minutes, as it can compromise conciseness and add clutter to the document. Some boards may want specific comments included for clarification, and that's perfectly fine.

There is another level of pressure associated with being the minute-taker because these documents are admissible in court. If litigation occurs, and it becomes necessary to rely on the minutes, the simple fact that the minutes were taken by an independent third party may be helpful. If minutes were altered after they were adopted, a third-party recording secretary would have a copy of the original set. It is also good practice to add disclaimers for minutes that were altered after the fact, so a trail of edits exists. For brief or informal meetings, minutes may be helpful, but not necessary. However, for official meetings that require a quorum, well taken minutes are imperative. Minutes of owners' and board meetings are part of the minute book mandated by the Condominium Act.

~ Continued on page 9



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GOOD MEETING MINUTES A GUIDE FOR SECRETARIES OF CONDOMINIUMS

~ Continued from page 8

A good minute book includes a complete record of all meetings and resolutions of directors from each meeting. Minutes should also thoroughly describe financial figures and accurately represent the condominium's financial standing.

An official minute book needs to contain:

- The signed minutes of all meetings;
 - Any reports that were tabled; e.g., management report, financial report, any shared facility meeting minutes, committee reports;
 - The AGM minutes, complete with the auditor's report and any other reports given at the meeting; e.g. reports from the president, treasurer, committees;
 - Confidential minutes pertaining to matters regarding owners or staff members, known as in-camera minutes
- It is good public relations, and best practice, to make the minutes available to residents once the board has

adopted them. Board minutes need to cover the topics discussed and the resulting motion or resolution.

Owners need to be informed that the minutes for the previous month were adopted and approved at the following month's meeting. Although posting them is not required, it is a good way to promote dialogue with residents and board members.

Publicly posting approved minutes (or distributing them via email or online platform) keeps owners informed and demonstrates the board's transparency and integrity, which often become points of contention. It is not uncommon for residents to question or doubt their board, and well-produced minutes are a great start, and often a more-than-sensible answer.

** Marko Lindhe is a partner at Minutes Solutions. * Taken from Creating a vibrant well-informed Condominium, Eastern Ontario, Condo Contact, Summer 2017.*

NOT SO MUCH BUSINESS -SUMMER FUN FOR COOKING

If Curry is a favourite flavour, you will love this recipe- Quick, easy and delicious.

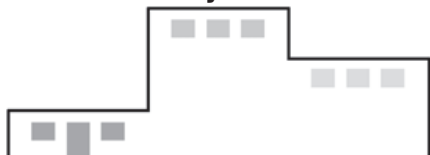
Chicken Curry Soup

- 2 tbsp Butter or margarine
- 1 cup Chopped onion
- 3/4 tsp Curry powder
- 1 cup Water
- 2 Chicken bouillon cubes
- 1 can Condensed Cream of Celery Soup 10 oz.
- 1 can Tomatoes drained and broken 14 oz.
- 1 can Flaked Chicken or left-over chicken cut in small pieces 5 oz.
- 1 cup Light cream or milk

Put butter, onion and curry powder in saucepan. Saute until onion is soft. Add water and bouillon cubes. Stir to dissolve cubes.

Add remaining ingredients. Stir. Heat to boiling. Garnish with chopped Chives, parsley or croutons.

Tony Hall



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CANADIAN CONDOMINIUM INSTITUTE'S SPRING NATIONAL LEADERS' FORUM "CCI ROCKS THE ROCK"

~ by Devon Cassidy, CCI NS President and Lawyer with Cox and Palmer

From May 29th until June 1st St. John's, Newfoundland was overtaken by CCI members from all across Canada. CCI National with the help of CCI Newfoundland put on a fantastic Leader's Forum; National Conference and Tradeshow.

Topics covered over the three days included cannabis in condominiums; aging, and how to create a podcast. While the topics were very diverse they all touched on the over-arching theme of change, and how to respond to it.

Condominium Boards and stakeholders have been facing change on a federal level with the legalization of cannabis; on a provincial level with widespread changes to condominium acts, and changes in our condominium communities with aging populations. All of these changes and more are making the task of living, running and working in condominiums more challenging for everyone involved.

The topics of the Leader's Forum and National Conference attempted to address some of these changes and provide advice and information to the attendees.

The morning session of the first day focussed on strategies to cope with a rogue volunteer. As Board members change, the personalities and therefore the functionality of a Board can be affected. The speakers provided tips to deal with these types of personalities, such as providing the rogue volunteer with their own specific task to take ownership of.

The lunch speaker was former CCI-NS President and

CCI National President, Patrick Cassidy. He spoke on the topic of "Lead with Grace", discussing the evolution of the organization and the importance of leading from a place of positivity.

The afternoon session featured a presentation from our National Committee chairs who provided updates as to their committee work. Of excitement was the announcement of an upcoming redesign of the National website to increase functionality and ease of use for members.

On the second day, the presentations were focused on technology and millennials. We were shown the ease of creating a podcast, so long as you have something to say. Niall Burke of our Chapter presented with two others on how to engage millennials in chapters and on boards. He stressed that millennials are looking for skills and experience, if you can provide these to them, they will become involved and volunteer their time.

The final day featured the National conference with speakers from Newfoundland and across Canada. The topics ranged from dealing with an aging population to preparing for the unimaginable. A packed room learned how to keep their condominiums and their owners safe. It was a fascinating day of lectures.

It was a fantastic and informative event and as a Chapter we were very glad that two Board members were able to attend.

SELLING YOUR CONDO AND LOOKING FOR SOMETHING NEW

~ By Parker Deighan, CCI NS Vice President

Maybe your condo fees have increased for the umpteenth year in a row, maybe you're looking for a place with a backyard, or maybe you're expecting a child – whatever the reason, you have decided to sell your condo and look for something new.

If you're thinking about trading in condo living for a house, there are a few things to keep in mind when selling your condo.

Know the current competition in your building
When buyers are looking to purchase a condo, they first look to see what's available in their desired building – and how the competition stacks up. Working with a professional real estate agent will help you determine where your unit

lies in the competition and highlight the benefits to potential buyers.

Keep things tidy for showings

One key difference between a condo and a house is the general lack of storage. As many purchasers will be downsizers or first-time home buyers, you want to keep the unit free of anything unnecessary (i.e. appliances on counter, seasonal clothing) so that buyer's heads don't immediately think of where all their stuff will fit.

Make sure key access is easy

While all condos have different rules on where lockboxes can go and who can access keys, the main rule is to make it as easy as possible for showing agents to find the key. Ensure your sales representative has a distinctive lockbox and it's placed in an easy-to-find area.

DIRECTORS' CODE OF ETHICS

RE: CONDOMINIUM CORPORATION NO. _____

I have consented to act as a Director of the Corporation and I agree to comply with the following Directors' Code of Ethics throughout my terms as a Director:

Honesty and Good Faith – I will act honestly and in good faith. I will do nothing to violate the trust of the unit owners I serve.

Care, Diligence and Skill – I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Declaration, Description Plans, By-Laws, Rules, Resolutions, Policies, Agreements and Requirements of the Condominium Act and other legislation.

Conflict of Interest – I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, building deficiency claim, warranty claim, legal action, proceedings or any matter detrimental to the Corporation. If I become aware of any conflict, I will immediately disclose it to the Board. I will not promote my own interests or those of any owner, resident, family member, friend or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person except as permitted by a By-Law. I will act only in the best interests of the Condominium Corporation as a whole and I will not favour the interests of any individual or group of owners or residents.

Confidentiality – I will not disclose to any person (including my spouse) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

Good Conduct – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Support – I will abide by decisions of the majority of the Directors even though I may disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

Defamation – I will not make erroneous or defamatory statements about the Corporation or any owner, resident, director, officer, manager, staff or contractor of the Corporation.

Minimize Conflict – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Condominium Community. I will promote a first class image for our Corporation, its units, owners and residents.

Education – recognizing that governance of a Condominium Corporation involves complex and changing requirements, I will continue to educate myself by reading relevant magazines (such as any publication published by your local CCI Chapter, CM Magazine or Condominium Business Magazine). I will support attendance by one or more Board members at any condominium seminars presented by the Canadian Condominium Institute (CCI), including CCI's various levels of courses for Directors at the cost of the Corporation.

Agreement – I hereby agree to comply with the provisions set out in this Directors' Code of Ethics.

Dated at _____ this _____ day of _____, 20 _____

WITNESS:

SIGNATURE

PRINT NAME OF DIRECTOR

UNIT NO.

[You are free to use this Code of Ethics in its current form; if you alter this document in any form, you must note it is modified from the CCI original document.] If your Condominium uses this code, please let CCI know – e-mail: info@cci.ca

Professional and Business Partners Directory ~ CCI-NS Chapter

CCI-NS ACCI PROFESSIONALS

Alex Astbury, FRI, ACCI.....	Red Door Realty.....	902-499-1119
Pat Cassidy, QC, ACCI.....	Cox & Palmer.....	902-491-3022
Stacy Wentzell, FRI, ACCI.....	Harbourside Realty Limited.....	902-456-2740

CONDOMINIUM DEVELOPERS

Mary Ann Peacock.....	Southwest Properties.....	902-422-6412
Rob Bell.....	Bell Enterprises Limited.....	902-464-3939

CHARTERED ACCOUNTANTS

Tracey Wright, CA.....	Levy Casey Carter MacLean.....	902-445-4446
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ENGINEERING SERVICES

Rachel Smith, P.Eng.....	WSP Canada (Halifax).....	902-425-4466
Jim Fletcher, MASC., P.Eng.....	Bluenose Engineering Ltd.....	902-403-3001

INSURANCE SERVICES

Don Grant.....	Gallagher.....	902-429-4150
Edmund Nix.....	BFL Risk & Insurance.....	902-404-1104
Ken Myers.....	Gateway Insurance Brokers.....	902-431-9300

LEGAL SERVICES

Lauren Randall.....	Boyne Clarke LLP.....	902-460-3421
Devon Cassidy.....	Cox & Palmer.....	902-491-3029
Niall Burke.....	Cox & Palmer.....	902-491-3027
Pat Cassidy, QC, ACCI.....	Cox & Palmer.....	902-491-3022
Craig Berryman.....	Cox & Palmer.....	902-491-3026

MANAGEMENT SERVICES

Joan and Don Buck.....	Canmar Services Ltd.....	902-445-1399
Lisa Power.....	Real Estate 360.....	902-464-7783
Heather Nickerson.....	Condo 51 Management Ltd.....	902-880-1116
Parker Deighan.....	Open Door Property Management.....	902-880-1335
Brian and Angel Dort.....	Providence Property Management.....	902-292-6156

OTHER SERVICES

Kirk Mock.....	BroMoc Print & Litho Ltd.....	902-481-2704
Wayne Sajko.....	Fennell and Associates Appraisers Limited.....	902-453-5051
Brian Walker.....	Tri-Tech Weatherproofing Services.....	902-616-9570
Rob Mabe.....	Maxium Financial Services.....	905-780-6150

REAL ESTATE SERVICES - REALTORS

Stacy Wentzell, FRI, ACCI.....	Harbourside Realty Limited.....	902-456-2740
Sue Graham.....	Greenwood Lane Inc.....	902-491-2905
Bonnie Hutchins, FRI.....	RE/MAX Nova.....	902-488-2820
Alex Astbury, FRI, ACCI.....	Red Door Realty.....	902-499-1119

RESERVE FUND STUDIES

Rachel Smith, P.Eng.....	WSP Canada (Halifax).....	902-425-4466
Jim Fletcher, MASC., P.Eng.....	Bluenose Engineering Ltd.....	902-403-3001

Disclaimer: The professionals listed in this directory are members of the Nova Scotia Chapter of the Canadian Condominium Institute. The CCI-NS Chapter does not warrant, guarantee or accept any responsibility for work performed by the companies or individuals.