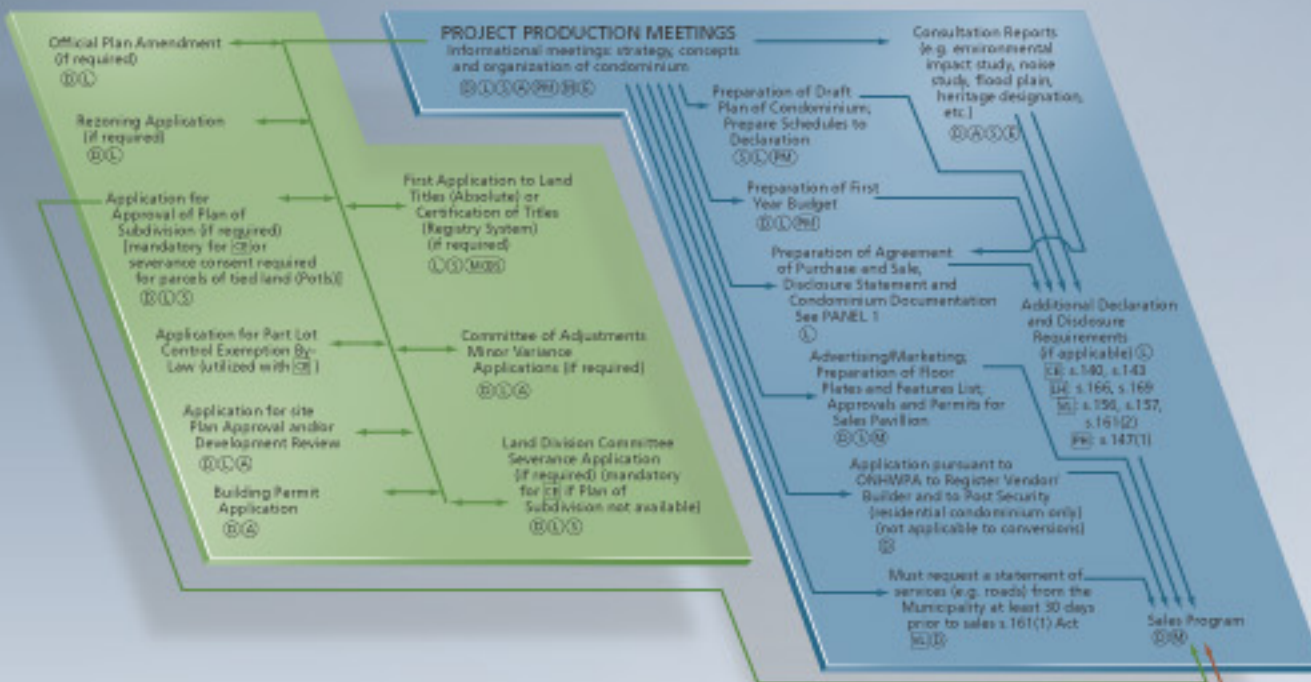


CONDOMINIUM REGISTRATION PROCESS

PROVINCE OF ONTARIO

DOCUMENT PREPARATION / APPLICATIONS / SALES



PANEL 1

CONDOMINIUM DOCUMENTATION
 s.72(2)(3), s.140, 148(2), s.166 and 169(2), s.196, 197, 198(1), s.147(2) of the Act

- Disclosure Statement.
- Budget Statement (for 1st year following registration of condominium or current fiscal year of condominium corporation).
- Declaration or Proposed Declaration.
- By-Laws or Proposed By-Laws.
- Rules or Proposed Rules.
- Standard Unit By-Law or Schedule of Standard Unit.

SUPPLEMENTAL DOCUMENTATION
 (not required by Act, but recommended)

- Management Agreement.
- Servicing Agreements.
- Reciprocal/GoT Sharing Agreement.
- Draft Plan of Condominium or Site Plan.
- Draft Reference Plan(s) and Plan of Subdivision, if applicable.
- Insurance Trust Agreement or Proposed Insurance Trust Agreement.

PANEL 2

APPROVAL AUTHORITIES (s.51(1)-(3) Planning Act)

1. BOUNDARIES OF LAND
2. SPECIFICATIONS OF THE BOUNDARIES OF EACH UNIT
3. DIAGRAMS SHOWING SHAPE AND DIVISION OF EACH UNIT
4. LEGAL DESCRIPTION AND OWNERSHIP
5. VEHICULAR AND PEDIESTRIAN ACCESS
6. WATER ACCESS (IF APPLICABLE)
7. ADJOINING LAND USES
8. PROPOSED LAND USE AND DENSITY
9. SITE FEATURES
 - (a) Natural (e.g. water courses, drainage patterns, swamp areas, wooded areas, type of soil, etc.);
 - (b) Artificial (e.g. buildings and structures, storage stacks, dams, highways, streets, railways, etc.); and
 - (c) Contaminated areas and spot elevations.
10. EASEMENTS, RIGHTS-OF-WAY AND RESTRICTIVE COVENANTS
11. WATER SUPPLY (e.g. private wells or reservoirs and integration with abutting water)
12. STORM DRAINAGE (e.g. open ditches or municipal storm sewer)
13. SEWAGE DISPOSAL
14. PUBLIC OPEN SPACES, PARKS AND SCHOOL SITES
15. ZONING (if already present planned via zoning)
16. STATUS OF CONSTRUCTION
17. ZONING DESIGNATION
18. NUMBER OF RESIDENTIAL UNITS (if applicable)
19. BEDROOM COUNT (e.g. number of 1, 2 or 3 bedroom units, etc., if applicable)
20. GROSS FLOOR AREA (GFA)
21. PARKING
22. PROPOSED DENSITY (e.g. type and number of dwellings per hectare)
23. EXCLUSIVE USE AREAS
24. CONSULTATION REPORTS
25. STATUS OF OTHER APPLICATIONS (e.g. Site Plan, Building Permit, Zoning)

18. APPLICATIONS MAY REQUIRE ADDITIONAL INFORMATION (s.51(16) Planning Act)

PANEL 3

CONSIDERATIONS AND PRE-CONDITIONS FOR EXEMPTION FROM APPLICATION FOR DRAFT PLAN OF CONDOMINIUM (s.50(1)-(1) Act)

1. Planning concerns have been previously addressed by the municipality.
2. Edimons of approved official plan covering the condominium.
3. Property zoned for residential use.
4. Condominium reviewed in accordance with the Planning Act, and:
- (a) created for use intended by the recent approval of a plan of subdivision or consent, or (b) designated as a site plan control area.
5. Support of local municipal council (if not the Approval Authority).

PANEL 4

SAMPLE CONDITIONS OF DRAFT PLAN APPROVAL

1. Completion of development in accordance with approved draft plan.
2. Approval of garbage storage and removal.
3. Submission of declaration for approval.
4. Architect and/or engineer to certify building satisfactorily completed (Schedule "G" to Declaration)
5. Submission of disclosure of final as-built architectural and structural plans.
6. Execution of servicing agreements with local utilities.
7. Easements granted/divided to ensure access and integration with abutting lands.
8. Satisfaction of environmental concerns (e.g. noise, odour, pollution control).
9. Payment of all outstanding taxes and fees, assessments and local improvement charges.
10. Posting of security as may be required.
11. Canada Post approval.

PANEL 5

MINIMUM CONSTRUCTION REQUIREMENTS FOR REGISTRATION OF A CONDOMINIUM
 (ST) s.6(1) and Form 2 (30 Reg. 4801)

(T) For the purposes of subsection 5 (8) "has been constructed" means, with respect to each building on the property, constructed at least to the following state:

1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
2. Floor assemblies are constructed to the sub-floor.
3. Walls and ceilings of the common elements, including interior structural walls and columns in a unit, are completed to the drywall (including taping and sanding, plaster or other final covering).
4. All underground gaslines, if any, have walk and floor assemblies in place.
5. All clearing devices, if any, as defined in the Elevating Device Act, are licensed under that Act if it requires a license, except for elevating devices contained wholly in a unit and designed for use only within the unit.
6. All installations with respect to the provision of water and sewage services are in place.
7. All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.
8. All installations with respect to the provision of air conditioning, if any, are in place.
9. All indoor and outdoor swimming pools, if any, are roughed in to the extent that they are ready to receive finishes, equipment and accessories.
10. Subject to paragraph 2 and 3, the boundaries of the units are completed to the drywall (not including taping and sanding, plaster or other final covering, and gipsometer slurs are in place).

(CE) s.41 and Form 17 (30 Reg. 4801)

(4) For the purposes of subsections 4(1) and 5(7), "has been completed and installed" means, with respect to each building and structure that the declaration and description show are included in the common elements, constructed at least to the following state:

1. The exterior building envelope, including roofing assembly, exterior wall cladding, door and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
2. Floor assemblies are constructed and completed to the final covering.
3. Walls and ceilings are completed to the drywall (including taping and sanding), plaster or other final covering.
4. All underground gaslines, if any, have walk and floor assemblies in place.
5. All clearing devices, if any, as defined in the Elevating Device Act, are licensed under that Act if it requires a license.
6. All installations with respect to the provision of water and sewage, if any, are in place and operable.
7. All installations with respect to the provision of heat and ventilation, if any, are in place and operable.
8. All installations with respect to the provision of air conditioning, if any, are in place and operable.
9. All installations with respect to the provision of electricity, if any, are in place and operable.
10. All indoor and outdoor swimming pools, if any, are completed and operable.

"has been installed and provided" means, with respect to the facilities and services that the declaration and description show are included in the common elements, installed and provided in accordance with the requirements of the municipalities in which the land is situated as the requirements of the Minister of Municipal Affairs and Housing, if the land is not situated in a municipality.

PANEL 6

TURNOVER REQUIREMENTS s.43(1) and (2)

ITEMS TO TURNOVER AT TURNOVER MEETING

43(2) At the meeting, the declarant shall deliver to the board elected at the meeting,

- (a) the seal of the corporation;
- (b) the minute book for the corporation including a copy of the registered declaration, registered by-laws, current rules and minutes of owners' meetings and board meetings;
- (c) copies of all agreements entered into by the corporation or the declarant or the declarant's representatives on behalf of the corporation, including management contracts, deeds, leases, licences, and easements;
- (d) copies of all policies of insurance and the related certificates or memoranda of insurance and all insurance trust agreements;
- (e) bills of sale or transfers for all items that are assets of the corporation but not part of the property;
- (f) the records maintained under subsection 47(2) and subsection 63(2); and
- (g) all records that it has related to the units transferred to employees of the corporation.

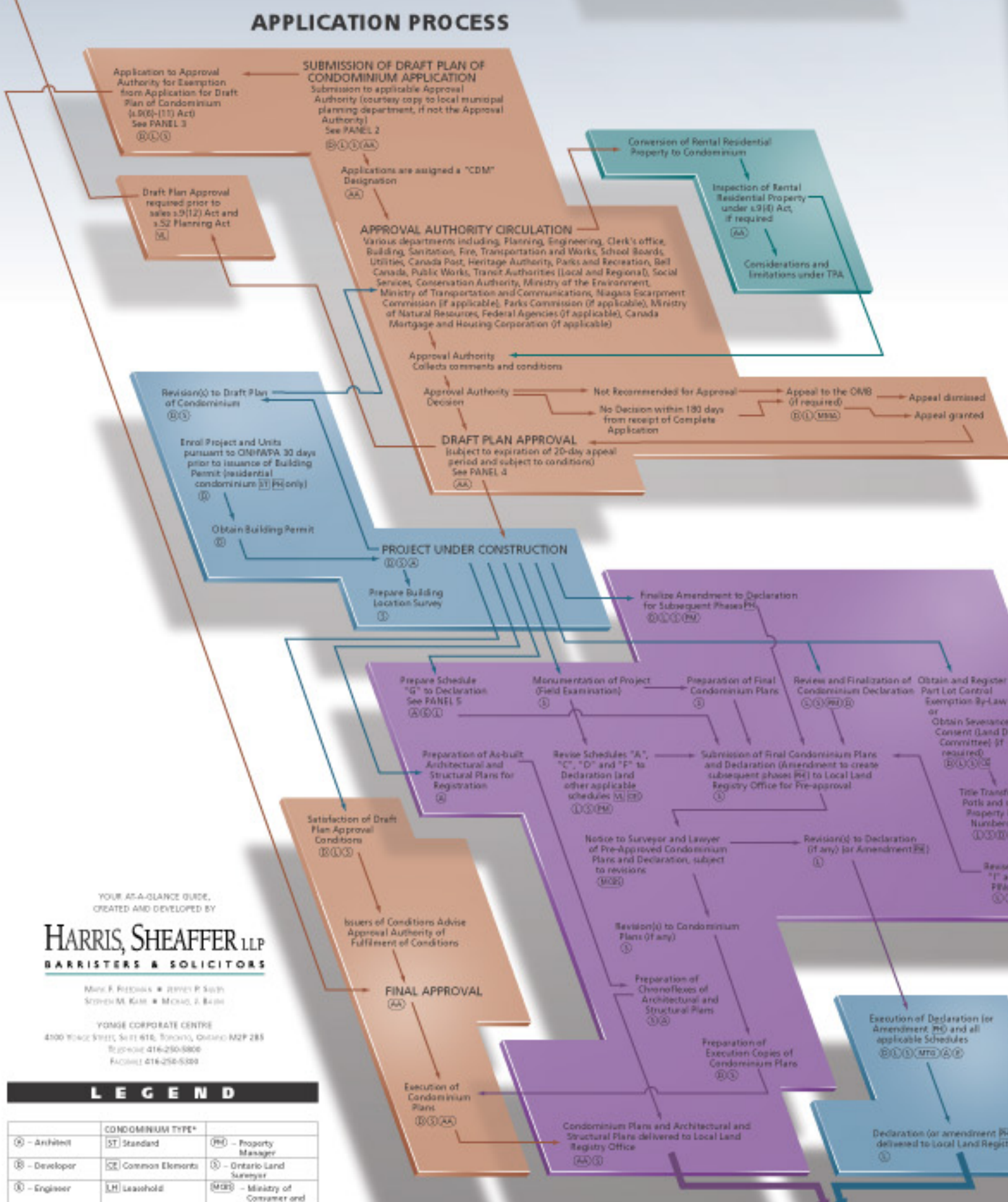
ITEMS TO TURNOVER WITHIN 30 DAYS AFTER THE TURNOVER MEETING

43(3) The declarant shall deliver to the board within 30 days after the meeting:

- (a) the existing warranties and all the expenses, fixtures and chattels included in the sale of either the units or common elements that are not protected by warranties and guarantees given directly to a unit purchaser;
- (b) the as-built architectural, structural, engineering, mechanical, electrical and plumbing plans;
- (c) the as-built specifications, indicating any substantive changes, if any, from the original specifications;
- (d) all existing plans for underground site services, site grading, drainage and landscaping, and
- (e) all other existing plans and information not mentioned in clause (b), (c) or (d) that are relevant to the repair or maintenance of the property;
- (f) if the property of the corporation is subject to the Ontario New Home Warranties Plan Act, (i) a copy of all agreements entered into by the corporation or the declarant or the declarant's representatives on behalf of the corporation in connection with the registration of the declaration and description, and (ii) a copy of all final reports on inspections that the Corporation within the meaning of that Act in accordance with the regulations made under that Act, and
- (g) a copy of all final reports on inspections that the Corporation within the meaning of that Act in accordance with the regulations made under that Act, and
- (h) a table setting out the responsibilities for repair after damage and maintenance and indicating whether the corporation or the owners are responsible;
- (i) a schedule setting out what constitutes a standard unit for each class of unit that the declarant specifies for the purpose of determining the responsibility for repairing improvements after damage and insuring them;
- (j) all financial records of the corporation and of the declarant relating to the operation of the corporation from the date of registration of the declaration and the description;
- (k) if the meeting is held after nine months following the registration of the declaration and description, the reserve fund study that is required within the year following the registration of the declaration and description;
- (l) a copy of the most current disclosure statement delivered to a purchaser of a unit in the corporation under section 72 before the meeting; and
- (m) all other material that the regulations made under this Act require to be given to the board.

ITEMS TO TURNOVER WITHIN 60 DAYS AFTER THE TURNOVER MEETING

43(4) The declarant shall deliver to the board within 60 days after the meeting audited financial statements of the corporation prepared by the auditor, on behalf of the owners and at the expense of the corporation, as of the last day of the month in which the meeting is held.



YOUR AT-A-GLANCE GUIDE,
 CREATED AND DEVELOPED BY

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LEGEND

CONDOMINIUM TYPE*	STANDARD	PROPERTY MANAGEMENT
(A) - Architect	(ST) Standard	(PM) - Property Management
(D) - Developer	(CE) Common Elements	(SL) - Ontario Land Surveyor
(E) - Engineer	(LH) Leasehold	(MOR) - Ministry of Consumer and Business Services
(L) - Lawyer	(VL) Vacant Land	(AA) - Approval Authority
(M) - Marketing/Sales Consultants	(PH) Phased	(OM) - Ontario Municipal Board
(MO) - Mortgage		

*Unless specifically indicated, steps are applicable to all types of condominiums.

Act - Condominium Act, 1998, S.O. 1998 c.19, as amended and Regulations O.Reg. 480/01, O.Reg. 490/01, O.Reg. 508/01, O.Reg. 510/01, O.Reg. 520/01, as amended.

ONHWA - Ontario New Home Warranties Plan Act R.S.O. 1990 c.31, as amended and Regulations, as amended.

Planning Act - Planning Act R.S.O. 1990 c.112, as amended and Regulations, as amended.

TPA - Tenant Protection Act, 1997, S.O. 1997, c.24, as amended and Regulations, as amended.

Development Process

Supplementary Applications

Ministry of Municipal Affairs and Housing Process

Ministry of Consumer and Business Services Process

Conversion of Residential Rental Property to Condominiums

This flow chart is designed to provide a general overview of the Condominium Registration Process. Professional advice is required in respect of any step or part to be completed without the express written consent of Harris, Sheaffer LLP.

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CONDOMINIUM REGISTRATION

POST REGISTRATION PROCESS

