

UPDATES TO THE CONDO ACT AND RELATED LEGISLATION

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Protecting Condominium Owners Act, 2015

- This Act set out amendments to the *Condominium Act, 1998*
 - ▣ Significant reforms but NOT a new Condo Act
- Enactment of the *Condominium Management Services Act*
- Both Acts passed in December, 2015 and both required extensive Regulations before being proclaimed into force
- Both Acts are being proclaimed in phases

Key Short Forms & Websites

- CAO – Condominium Authority of Ontario
- CAT – Condominium Authority Tribunal
 - www.condoauthorityontario.ca
- CMSA – Condominium Management Services Act
- CMRAO – Condominium Management Regulatory Authority of Ontario
 - www.cmrao.ca

Key Dates

□ **September 1, 2017**

- CAO up and running with limited services

□ **November 1, 2017**

- 4 main areas of provisions that came into effect:

1. CAO
2. CAT
3. CMRAO
4. Extensive Regulations to the Condo Act came into force as did the mandatory forms related to:
 1. Information Certificates
 2. Mandatory Director's Disclosure and 1 Director's Education
 3. Meetings and Voting
 4. Record retention and access

Key Dates Cont'd

□ **January 1, 2018**

- Warranties for conversion condos
- CAO Returns and Notices of Change
- Compliance Order to the CAO Registrar

□ **February 1, 2018**

- Remainder of the CMSA will come into effect, including the parts of the CMSA regulating licensed managers and complaints

Focus of Today's Lunch & Learn

1. The Condominium Authority of Ontario
2. The New Condo Act Forms
3. Recap of Condo Manager Licensing
4. Regulation of Condo Managers

1. Condominium Authority (CAO)

1. Registration
2. CAO Returns and Notices of Change

1. CAO Registration

- **Condo corporations have until Feb. 28, 2018 to register and pay their first assessment to the CAO**
- Condo boards or managers must register their condominium corporation before paying the assessment.
- To register, a unique invitation code must be used.
 - ▣ If an invitation code has not been received in the mail, contact the CAO at info@condoauthorityontario.ca

2. CAO Returns and Notices of Change

- Four types of returns:
 - An initial return
 - A turn-over return
 - An annual return; and
 - A transitional return

- CAO may charge filing fees for the Returns and late fees, if applicable

One Time Returns

- **Transitional Return:**

- All existing condo corporations (created on or before December 31, 2017), are required to file a one-time transitional return by **March 31, 2018**

- **Initial Return:**

- within 90 days of the date that the corporation was created

- **Turn-over Return:**

- within 90 days of the date of the turn-over meeting.

Yearly Returns

- Annual returns
 - ▣ Must be filed by all condo corporations between January 1 and March 31 each year
 - ▣ If a new condo corporation is created between January 1st and March 31st, the annual return is to be filed within 90 days of the date that the corporation was created

Notice of Change

- Condo corporations are also required to file a Notice of Change with the CAO when information filed in a return has changed
- The Notice of Change is to be filed **within 30 days** of the change

Online Filing & Registry

- As of March 1, 2018, condo corporations will be able to file their returns online through the CAO's website, using the same accounts that were used to register the corporation.
- **All condo corporations need to file returns by March 31, 2018.**
- The CAO has stated that there will be a Public Registry of the information provided in the Condo Returns as of **April 1, 2018**

2. The New Condo Act Forms

1. Information Certificates
2. Records and the Condo Authority Tribunal
3. Meetings

1. Information Certificates

- Three Kinds of Information Certificates
 - Periodic Information Certificate
 - Information Certificate Update
 - New Owner Information Certificate
- Notice of Online Posting of Information Certificate

Periodic Information Certificates (PIC)

- A PIC only has to be sent out **twice a year**
 - ▣ Within 60 days following the end of the first and of the third quarter of the corporation's financial year
- A condo corporation may, with a by-law, increase (but not decrease) the frequency at which it is to send out additional PICs

When to send the Periodic Information Certificates
Under the *Condo Act*

End of Fiscal Year	1st PIC	2nd PIC
January 31	Between May 1 st and June 30	Between November 1 st and December 31
February 28	Between June 1 st and July 31	Between December 1 st and January 30
March 31	Between July 1 st and August 30	Between January 1 st and March 2 nd
April 30	Between August 1 st and September 30	Between February 1 st and April 2 nd
May 31	Between September 1 st and October 31	Between March 1 st and April 30
June 30	Between October 1 st and November 30	Between April 1 st and May 31
July 31	Between November 1 st and December 31	Between May 1 st and June 30
August 31	Between December 1 st and January 30	Between June 1 st and July 31
September 30	Between January 1 st and March 2 nd	Between July 1 st and August 30
October 31	Between February 1 st and April 2 nd	Between August 1 st and September 30
November 30	Between March 1 st and April 30	Between September 1 st and October 31
December 31	Between April 1 st and May 31	Between October 1 st and November 30

When do you send an Information Certificate Updates (ICU)?

- Generally must be sent **within 30 days** of the changes (i.e. address for services, change in board members, insurance deductible changes)
- But an ICU sooner in the following circumstances:
 - ▣ If the corporation's insurance is terminated notice must be given **as soon as possible**; and,
 - ▣ If the board lose *quorum* as a result of a vacancy having arose on the board, it must be sent **within 5 days**
- **You may have to send an ICU before sending a PIC if one of the triggering events occurs**

New Owner Information Certificate (NOIC)

- Sent to new owners **within 30 days** after the new owner provides written notice stating their name and the unit that they own in the corporation
- A NOIC covers the most recent PIC and any subsequent ICUs

Notice of Online Posting of PIC

- Service of the PIC is done in the usual way

OR

- The condo corporation can also upload the PIC on a website, as long as:
 - the corporation sends a notice to the owners indicating that the PIC has been uploaded,
 - the PIC remains accessible for at least 30 days, and
 - Owners must be able to view, store, retrieve and print the PIC

Exemptions

- Corporations can be exempt from PICs if:
 - they've held a turnover meeting; **and**
 - the owners of at least 80% of the units consent in writing to dispense with the requirements.

- The exemption in place only applies to information certificates required to be sent for the remainder of the particular fiscal year

2. Records and the CAT

- Notice Relating to Record of Owners
- Notice Relating to Record of Mortgagees
- Agreement to Receive Notices Electronically
- Request for Records
- Board's Response to Request for Records
- Waiver by Requester of Records

Notice of Owner and Mortgagee

- An owner must, no later than **30 days** after becoming an owner, give notice to the corporation in writing and this must include an address for service in Ontario
- A mortgagee **may** give this notice the corporation
- Upon receipt, the corporation must update its record of owners and mortgagees

Agreement to Receive Notices Electronically

- Owners and mortgagees can agree to a method of electronic communication
- The agreement must be communicated to the corporation in writing and include the name of the owner/mortgagee and a statement of that method of electronic communication
- The use of this form is not mandatory

Records Requests

- Request for Records must use the mandatory form

- Owners, purchasers, and mortgagees still do not have a right to access records that contains:
 - ▣ personal information about employees of the condominium corporation;
 - ▣ records relating to pending litigation or insurance investigations; or,
 - ▣ personal information about specific units or owners.

Response to Records Request

- After receiving a request for records, condominium corporations have **30 days** to respond
- Response must be in the prescribed form and include information and an estimate of any applicable fees

Fees

- Condo corporations are allowed to charge a fee to reproduce any records requested
 - ▣ The fee for non-core records must be reasonable, and the Board can charge no more than 20 cents per page for any photocopying that may be required
 - ▣ If the record requested is a core record, the condominium corporation cannot charge any fee, except the 20 cents per page for printing or photocopying

Waiver by Requester of Records

- A requester must respond (using the standard form) to the board's response within **60 days**
- The requester must also submit payment of the estimated records fee

Abandoned Records Requests

- A request is deemed to be abandoned if the requester:
 - ▣ Does not respond and pay the records fee within 60 days;
 - ▣ Does not apply to CAT for resolution of the request within 60 days of the board's response; or
 - ▣ If the Corporation does not respond to the request and the requester does not apply to CAT within 6 months of the request.

Accompanying Statements

- The records that a condominium corporation provides access or copies of must be accompanied by a written document that states:
 - ▣ If the board has redacted or removed any part of the record, and, if so, the reason why;
 - ▣ The actual costs incurred to provide access or copies and the difference between the actual and estimated costs; and
 - ▣ If the requester is entitled to a refund, payment from the corporation to the requester for the difference

Condominium Authority Tribunal

- The CAT will have exclusive jurisdiction to resolve certain dispute types prescribed in regulations to the *Condominium Act, 1998*.
 - ▣ Currently CAT only has the jurisdiction to deal with Section 55 (Records) disputes
- For more information about the CAT, sign up for the Lunch and Learn – **April 10, 2018**

3. Meetings

- Notice of Meeting of Owners under s. 34(5) of the Condominium Act
 - ▣ *For loss of quorum or no remaining Directors*
- Preliminary Notice of Meeting of Owners
 - ▣ Director Disclosure Information Form
- Submission to Include Material in the Notice of Meeting of Owners
- Notice of Meeting of Owners
- Proxy Form

Scheduling a Meeting of Owners

- **Step 1: Pick a Date**
 - ▣ Pick a date and time for your Meeting
 - ▣ Work back to determine when your timelines are for providing the Preliminary Notice; obtaining responses to the Preliminary Notice and service of the Notice of Meeting

Preliminary Notice of Meeting

- **Step 2:** You must use the prescribed form
 - ▣ Send it at least 35 days before the meeting and 20 days before the Notice of Meeting of Owners
 - ▣ You may provide the Notice electronically if you meet the statutory requirements
 - ▣ Include a statement to that effect that the Board is not always required to material submitted by owners in the Notice of Meeting

Additional Information

- Is an auditor going to be appointed or removed?
 - ▣ You must advise owners that they can propose or nominate an auditor by providing the name and address of their proposed auditor
- Is there going to be an election of a director(s)?
 - ▣ If yes, the Preliminary Notice must include additional information and part of the legislation
 - ▣ May want include Director Qualification and Disclosure Information Form (no standard form)

Submission to Include Material in the Notice of Meeting of Owners

- **Step 3: Deadline for Submissions**
 - ▣ This must be at least 15 days after the Preliminary Notice but also at least one day before the Board gives the formal Notice of Meeting of Owners
- The Board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included

Notice of Meeting of Owners

- **Step 4:** You must use the prescribed form
 - ▣ At least 15 days before a meeting and at least 20 days after the Preliminary Notice
 - ▣ You may provide the Notice electronically if you meet the statutory requirements

- Are there proposed changes to the Declaration, By-laws or Rules?
 - ▣ If yes, a copy of these changes is to be included in the Notice

- Is the meeting a Requisitioned Meeting
 - ▣ If yes, include a copy of the requisition

Voting

- Proxies must be in the prescribed form
- Votes may also be indicated by telephonic or electronic means, if the by-laws allow for it
- Property Managers must act within their obligations when soliciting and dealing with proxies

3. Condo Manager Licensing

1. Exemptions
2. Types of Licenses
3. Education Requirements
4. Appeals, Expiration and Renewal

Condominium Management Services

□ Section 34:

- “No person shall provide **condominium management services** unless licensed as a condominium management provider or as a condominium manager”

□ Section 1:

- **“condominium management services”** means any of the following services provided to or on behalf of a condominium corporation:

1. Collecting or holding contributions to the common expenses or other amounts levied by, or payable to, the corporation.
2. Exercising delegated powers and duties of the corporation or its board of directors, including,
 - i. making payments to third parties on behalf of the corporation,
 - ii. negotiating or entering into contracts on behalf of the corporation, or
 - iii. supervising employees or contractors hired or engaged by the corporation,

but does not include an activity excluded by the regulations.

Exemptions

- Paralegals and lawyers
- Architects
- Public accountants
- Certified General Accountants
- Certified Management Accountants
- Chartered Accountants
- Engineers
- Insurance brokers
- Persons appointed as a receiver under the Courts of Justice Act
- Banks, loan and trust corporations, or credit unions
- Persons who conduct reserve fund studies under the Condominium Act
- Inspectors appointed under the Condominium Act
- Administrators appointed under the Condominium Act
- Directors of condominium corporations, unless the director is also providing condominium management services and receiving compensation or reward for those services
- Persons who only provide repair and maintenance services to a condominium corporation, including landscaping and cleaning services.

Additional Exemptions for Collecting Common Expenses

- Certain individuals are exempt from licensing requirements, but **only for the purposes of collecting or holding contributions to the common expenses**, and only if the individual **promptly** after receiving the money, delivers the money to the condominium corporation or a licensed condominium manager.

- Examples could include:
 - Security guards
 - Other individuals (for example, superintendents, office assistants, etc.) employed by a condominium management provider or a condominium corporation or who acts on behalf of a condominium corporation, **if the individual has been authorized in writing to collect or hold those contributions.**

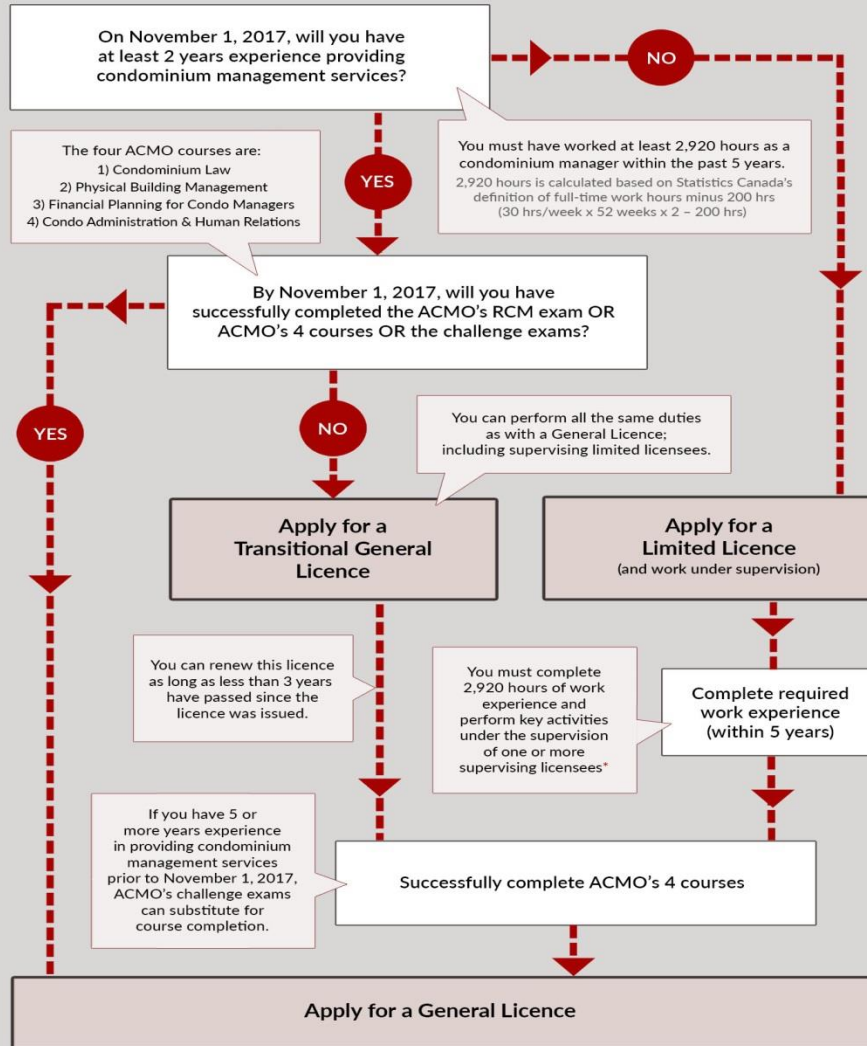
Types of Licensees

1. Limited Licensee
2. General Licensee
3. Supervising Licensee
4. Condominium Management Provider

Condominium Management Licence Application

Which licence is right for you?

Individuals providing condominium management services must apply for a condominium management licence between November 1, 2017 and January 29, 2018.



* Activities include: a) planned and participated in meetings of the board of directors of a client, and b) meetings of owners, including at least one annual general meeting within the meaning of the Condominium Act, 1998; c) participated in preparing a budget for a condominium corporation that you presented to the board of directors of a client; d) interpreted financial statements for a client prepared under section 66 of the Condominium Act, 1998 and presented them to the board of directors of the client; e) prepared and presented reports to the board of directors of a client; and f) overseen the maintenance or repair of units, common elements or client assets, if any.

Limited vs General Licensee

□ Limited Licensees

- Less than 2 years of “demonstrated experience” in providing condo management services to a client
- Will have a deemed license if provided services to a client within the 90 days immediately before coming into force of CMSA
- Automatic limits on limited licensee’s activities (i.e. can’t sign status certificates) and must be supervised by a general licensee

□ General Licensees

- More than 2 years of “demonstrated experience” in providing condo management services to a client
- Will have a deemed transitional license if provided services to a client within the 90 days immediately before coming into force of CMSA
- Must complete the educational and examination requirements in the regulations to be entitled to a general license

Expiration of Deemed Licenses

- Condominium Managers will have a deemed limited license or a deemed transitional general license if the condominium manager provided services to a client within the 90 days immediately before coming into force of CMSA
- You must seek an extension or apply for another type of license **within 90 days** of Section 34 coming into force
- Deemed licenses will expire on **January 29, 2018**

Education Requirements

- Currently no education requirements for limited licenses

- During the transition period, to qualify for a General License, individuals will require more than two years of work experience as a condominium manager and:
 - ▣ Have successfully completed the ACMO's RCM Exam OR the four ACMO courses developed OR the challenge exam

- ACMO is, and will remain, separate and distinct from the CMRAO

Appeals, Expiration and Renewal

- Appeals of Registrar's decision regarding CMSA license
 - Registrar must notify an applicant or licensee if the Registrar proposes to refuse; suspend; revoke or apply conditions to a license or a renewal
 - Applicant or licensee can request a hearing **within 15 days** the request must be in writing and sent to Registrar and the License Appeal Tribunal ("LAT")

- Regulations contain limitations on renewal and re-application
 - Transitional general licensee may not apply for a renewal of the license or reapply for the license if **more than three years** have passed since the license was first issued to the licensee

4. Regulation of Condo Managers

1. Contract Governing Services
2. Certificate of License
3. Licensee Information
4. Employment
5. Insurance
6. Disclosures
7. Proxies
8. Records
9. Public Information on Licensees
10. Code of Ethics
11. Handling Complaints
12. Discipline Proceedings
13. Inspections
14. Offences

Contract Governing Services

- Effective February 1, 2018, every licensee that provides condo management services to a condo corporation will be required to have a **written contract** governing the services that will be provided.

Certificate of License

□ Content of Licence

- The registrar must issue a certificate of licence to licensees

□ Proof of Licence

- While providing condo management services, a licensee **must carry** the licence and, upon request of any person, produce it for inspection.
- A condo management provider who is issued a certificate of licence must keep a paper form of it posted in a conspicuous place at its principal place of business.

Licensee Information

□ Address for Service

- A licensee must maintain an Ontario address for service.

□ Notifications to Registrar

- A licensee is required to **proactively notify** the registrar when:
 - The licensee has obtained consent to be employed by multiple providers.
 - The licensee has been employed by a condo corporation, including the name of the corporation.
 - The licensee has a change in its address for service.
 - The licensee has had a change in employment.
 - The licensee has hired a new condo manager.
 - The employment of a condo manager previously employed by the licensee has been terminated, and the reason for the termination.
 - There are persons who beneficially own or control 10% or more of the issued and outstanding equity shares, or who are acquiring or accumulating such ownership or control, including the persons' identities, or if there is a change in ownership of such shares.
 - The licensee designates a PCM, including the PCM's identity, or makes a change in the PCM.
 - The licensee ceases to carry out condo management services.
 - There is a change to any information previously provided to the registrar for the purpose of obtaining a licence.

Employment

- Except as prescribed by regulation, the CMSA requires condo managers to be employed by a condo management provider.
- The General Regulation exempts a general licensee and transitional general licensee from this requirement if the licensee is employed by **no more than three condo corporations**, and is not an **independent contractor**.

Insurance

- Effective February 1, 2018, every licensed condo management provider will be required to maintain the following types of insurance:
 - ▣ **Errors and omissions insurance**
 - ▣ **Fidelity insurance**

Disclosure of Insurance

- Before entering into a contract for condo management services with a condo corporation, a licensed condo management provider must provide the condo corporation with **certificates of insurance**

Disclosures

- Effective February 1, 2018, before entering into a contract for condo management services with a condo corporation, a licensee must disclose in writing the following information to a prospective client condo corporation:
 - Needs assessment
 - Services and costs
 - Subcontracted services
 - Material interest
 - Financial benefit

Disclosures Cont'd

- Effective February 1, 2018, licensees **must disclose any material interest** in a client condo corporation's contract or transaction to the condo corporation as soon as the licensee is or becomes aware of the interest.
- A licensee will be prohibited from entering into a proposed contract or transaction on behalf of the condo corporation if there is a material conflict of interest unless the licensee has disclosed the interest to the condo corporation and has obtained written approval from the condo corporation to enter into the contract or transaction.
- A licensee must not be present for any discussions by the condo corporation regarding the matter to which the disclosed interest relates unless the condo corporation consents to the presence of the licensee.

Proxies

- Effective February 1, 2018, a licensee, or any person acting on behalf of a licensee, cannot ***solicit*** proxy forms for a meeting of owners **if the subject matter of the meeting includes matters directly related to the licensee, the election or removal of at least one of the condo corporation's directors, or any other prescribed matter.**

- The General Regulation defines “**solicit**” to mean petitioning for, or trying to directly obtain, a proxy form, but does not include:
 - Collecting or holding proxy forms or providing a location to collect or hold proxy forms;
 - Notifying or reminding owners or mortgagees to submit proxy forms if they are unable to attend a meeting of owners;
 - Making information available on how to submit proxy forms;
 - Providing blank proxy forms as part of anything that a condo corporation gives to owners or mortgagees; or
 - Providing blank proxy forms to owners or mortgagees on request.

- Licensees will also be prohibited from modifying or attempting to modify a proxy form for a meeting of owners. However, licensees, or persons acting on their behalf, may solicit proxy forms if the form is **solely for the purposes of achieving quorum for the meeting.**

Record Retention & Storage

- A licensee is required to retain a number of records related to being a licensee for **at least 6 years**
- A licensee may only keep records at a dwelling if the licensee has received approval from the registrar to do so.

Transfer of Condo Corporation Records

- Effective February 1, 2018, a licensee is required to:
 - As per the CMSA, **immediately transfer** to the condo corporation all documents and records relating to the condo corporation upon termination of a contract for condo management services.
 - As per the General Regulation, transfer all such documents and records to the licensee's former client condo corporation **no later than 15 days after the contract is terminated**.
 - For documents and records that do not yet exist but the licensee is required to create under the contract for condo management services, a licensee will have **30 days from the contract's end** to create and transfer the records to the licensee's former client condo corporation.
- **A licensee cannot retain anything it is required to transfer as a means of pressuring the client condo corporation to fulfill contractual obligations.**

Public Information on Licensees

- The registrar is required to make the following information available to the public without charge on the CMRAO's website and at least one other place the registrar considers appropriate:
 - Name of licensee.
 - Licence number and expiration date.
 - Whether licensee is a condo manager or condo management provider.
 - If a condo manager, class of licence.
 - Business information (i.e. address, email, phone number, name of PCM, name of condo corporation that directly employs licensee) for condo managers and condo management providers.
 - Licence conditions.
 - Proposals by registrar to take action (i.e., to suspend, revoke, refuse to grant or renew a licence, impose conditions) with respect to an applicant or licensee.
 - Names of those with cancelled licences (must be available for at least 2 years).
 - Names of those with revoked licences or renewal refused (must be available for at least 2 years).
 - Names of those with suspended licences (must be available for at least 2 years after suspension).
 - Offence details (charged).
 - Offence details (guilty-must be available for at least 5 years).
 - Discipline committee order (must be available for at least 2 years).
 - Appeals committee order (must be available for at least 2 years).

Code of Ethics

- Effective February 1, 2018, licensees will be required to abide by a Code of Ethics as follows:
 - Condo Managers
 - Fairness, Honesty and Integrity
 - No discrimination of harassment and duty to accommodate
 - Conscientious and competent service
 - Current documents
 - Business Records
 - Financial Responsibility
 - No misrepresentation of licence
 - Error, Misrepresentation and Fraud

Code of Ethics Cont'd

- ▣ Unprofessional Conduct
- ▣ Engaging and Informing the Client
- ▣ Best Interests
- ▣ Accepting Gifts
- ▣ Unreasonable Interference
- ▣ Contract re Property or Client's Assets
- ▣ Services from Others
- ▣ Fees and Compensation
- ▣ Confidentiality

Handling Complaints

- Effective February 1, 2018, if the registrar receives a complaint about a licensee, the registrar may request information about the complaint from any licensee.
- Any licensee who receives a written request for information **must provide** that information.
- If the registrar makes a written request for information from a licensed condo management provider or condo manager employed by a condo management provider, the registrar must provide a copy of the request to the condo management provider's principal condo manager.

Handling Complaints Cont'd

- In handling complaints, subsection 57 (4) of the CMSA will authorize the registrar to do any of the following, as appropriate:
 - Attempt to **mediate or resolve** the complaint;
 - Give the licensee a **written warning**;
 - Require the licensee to take **further educational courses**;
 - Refer the matter, in whole or in part, to the **discipline committee**;
 - **Suspend, revoke or add conditions** to a licence;
 - **Refuse** to renew a licence; or,
 - Take further action as is appropriate in accordance with the CMSA

Handling Complaints Cont'd

- A licensee is prohibited from:
 - Obstructing, interfering with or hindering any person from making a complaint to the registrar about a licensee.
 - Obstructing, interfering with or hindering any person from providing information that the person is authorized to provide to the registrar, the director, a condo corporation, the board of a condo corporation or a condo management provider relating to the conduct of a licensee or the potential contravention or failure by any person to comply with the CMSA or its regulations.

Discipline Proceedings

- Effective February 1, 2018, the CMSA will establish a discipline committee to determine if a licensee has failed to comply with the Code of Ethics.

- The committee will have the following order-making powers:
 - Require either the principal condo manager of the licensee or the licensee themselves to take **further educational courses**.
 - Require the condo management services provider to **fund educational courses** for condo managers employed by the licensee.
 - Impose a fine the committee considers appropriate, **to a maximum of \$25,000** to be paid by the licensee to the administrative authority.
 - Fix and impose costs that the licensee is required to pay to the administrative authority.

Discipline Proceedings Cont'd

- The Registrar has **2 years**, from the day on which the facts on which the complaint is based first came to the knowledge of the registrar, to refer a matter to the discipline committee.

- Appeal Proceedings:
 - ▣ Effective February 1, 2018, the CMSA will establish an appeals committee to consider appeals from the discipline committee. The appeals committee may overturn, affirm, or modify the order of the discipline committee and may make any order that the discipline committee may make.

Inspections

- Effective February 1, 2018, the registrar may appoint persons to be inspectors and the inspectors will have the power to conduct inspections **without a warrant or court order** for the purposes of:
 - ensuring compliance with the CMSA and its regulations;
 - dealing with a complaint against a licensee; and,
 - ensuring the licensee remains entitled to a licence.

Offences

- Effective February 1, 2018, a person or entity, other than the administrative authority, is **guilty of an offence under the CMSA** if that person:
 - Provides false information in an application, statement or return.
 - Fails to comply with any order, direction, or other requirement, except for orders issued by the discipline or appeal committee.
 - Fails to comply with the CMSA, except for the code of ethics established under the Act.
 - Fails to take reasonable care to prevent the provider from committing an offence (as officer or director of a condo management provider).

Offenced Con't

- An individual that is convicted of an offence is liable to a fine of not more than **\$50,000** or imprisonment for a term not more than **two years less a day**, or both.
- A person or entity that is not an individual is liable to a fine of not more than **\$250,000**.
- In addition to these penalties, the court making the conviction may order the convicted party to **pay compensation or make restitution**.