

(Consolidated up to 354/2003)

**ALBERTA REGULATION 168/2000**  
**Condominium Property Act**  
**CONDOMINIUM PROPERTY REGULATION**

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Schedule

Interpretation

**1(1)** In this Regulation,

(a) "Act" means the *Condominium Property Act*;

(b) "Registrar" means the Registrar of Land Titles;

(c) "Schedule" means the Schedule to this Regulation.

**(2)** For the purposes of section 11(1)(b) of the Act, the following are the requirements to be met in order for a person to be a cost consultant:

(a) in the case of an individual, that individual must be, based on reasonable and objective criteria, knowledgeable with respect to

(i) the costs of construction of units and common property that are the subject of section 11 of the Act, and

(ii) the determination as to when the construction of those units and that common property, as the case may be, is substantially completed;

(b) in the case of a corporate entity, that corporate entity must, in carrying out the functions of a cost

consultant, employ or otherwise retain the services of an individual to carry out those functions who meets the requirements provided for under clause (a);

(c) in carrying out the functions of a cost consultant in respect of a unit or common property, a person must act at arm's length from the developer of the unit or common property.

(3) If expressions used in this Regulation are not defined in this Regulation but are defined in the Act, those expressions have the same meanings in this Regulation as assigned to them in the Act.

(4) If expressions used in this Regulation are not defined in this Regulation or in the Act but are defined in the *Land Titles Act*, those expressions have the same meanings in this Regulation as assigned to them in the *Land Titles Act*.

## PART 1

### REGISTRATION OF CONDOMINIUM PLANS AND OTHER CONDOMINIUM DOCUMENTS

Registrati  
on of  
plans

#### 2 The Registrar

(a) must keep a register of condominium plans,  
and

(b) is to record in the register particulars of all  
condominium plans registered pursuant to the Act.

Form of  
plan

#### 3 A plan presented for registration as a condominium plan

(a) is to be prepared in a manner acceptable to  
the Registrar and on a medium or a material or in a digital format  
approved by the Registrar, and

(b) is to consist of

(i) a first sheet on which are set out the  
matters prescribed by sections 6(1)(a), (b), (b.1), (c), (e), (f), (f.1),  
(g), (h) and (i) and (2) and 8(1) of the Act, and

(ii) further sheets, if necessary,  
containing the particulars required by section 6(1)(d), (f.2) and  
(g.1) of the Act.

Diagrams

#### 4 The diagrams required by section 6(1)(b) and (d) of the Act

(a) where practical, are to be drawn with the

north point directed to the top of the sheet, and

(b) are to be to a scale that will clearly show all details and notations.

Designation of units

**5(1)** Subject to subsections (2) and (3), units are to be numbered consecutively commencing with unit one and terminating with a unit numbered to correspond to the total number of units comprised in the plan presented for registration as a condominium plan.

(2) In the case of a building or land that is to be developed in phases, the units in the phases, subject to section 38, are to be numbered consecutively commencing with unit one in the first phase and terminating with the last unit in the last phase.

(3) In the case of 2 or more adjacent parcels that are amalgamating,

(a) each condominium plan that is subject to the amalgamation is to be assigned a separate letter with one condominium plan being assigned the letter “A” and each of the other condominium plans being assigned respectively the next consecutive letters, and

(b) each unit contained in each condominium plan that is subject to the amalgamation is to retain the number assigned to that unit under that condominium plan but with the letter referred to in clause (a) that is assigned to that condominium plan following the number of the unit.

Unit factors

**6** There is to be assigned to each unit a unit factor so that the total of the unit factors for all the units in the parcel is equal to 10 000.

Information to be contained in Schedule

**7** For the purposes of section 6(1)(f), (f.1) and (g) of the Act, the Schedule to the plan is to be in Form 1 and is to set out the following:

(a) the unit number;

(b) the unit factor; (c) the basis for determining the unit factor;

(d) the approximate floor area for each unit, in the case of a building;

(e) the approximate ground area for each unit, in the case of land divided into bare land units.

Numbering of plan sheets

**8** Each sheet of a plan presented for registration as a condominium plan is to be endorsed in the upper right-hand corner with the words, “sheet \_\_\_ of \_\_\_ sheets”, with the appropriate numbers filled in.

Endorsements re redivision or consolidation

**9** Before registering a condominium plan in respect of the redivision of a unit or units or the consolidation of units, the Registrar is to

(a) endorse on the original registered condominium plan a notification of the redivision or consolidation, and

(b) indicate on the drawings in the original registered condominium plan illustrating the unit or units being redivided or consolidated that the unit or units are being redivided or consolidated.

Additional sheets to condominium plan

**10(1)** The Registrar may add additional sheets to a condominium plan on which may be made any endorsement, registration, memorandum, notification or other entry that is to be or may be made on the plan.

**(2)** Each sheet added to a plan by the Registrar pursuant to subsection (1) is to be numbered in a manner that is acceptable to the Registrar.

Certificates of title to units

**11** A certificate of title to a unit is to be in Form 2 or in any other form that the Registrar specifies.

Change in by-laws

**12(1)** A notice of a change in the by-laws of a corporation made pursuant to section 26 of the Act is to be in Form 3.

**(2)** On receipt of a notice referred to in subsection (1), the Registrar is to endorse on the condominium plan a notification containing any particulars that the Registrar directs.

Certificate given by corporation

**13** A certificate given by a corporation pursuant to section 40(4) of the Act is to be in Form 4.

Instrument executed by corporation

**14** On receipt of an instrument executed by a corporation pursuant to section 40, 42, 43 or 54 of the Act, the Registrar is to endorse on the condominium plan a memorandum

(a) stating the nature of the instrument, and

(b) containing any particulars that the Registrar

directs.

Appointment of an administrator

**15(1)** Where a person is appointed as

(a) an administrator, receiver or receiver and manager under section 11(14) of the Act, or

(b) an administrator under section 49 of the Act,

that person must file with the Registrar a certified copy of the order of the Court under which the appointment was made.

(2) A corporation must file with the Registrar a certified copy of an order of the Court made pursuant to section 50 of the Act.

(3) On receipt of a copy of an order referred to in subsection (1) or (2), the Registrar is to endorse on the condominium plan a notification containing any particulars that the Registrar directs.

Notice of termination of plan

**16(1)** A notice of the termination of the condominium status of a building or parcel is to be in Form 5.

(2) On receipt of a notice referred to in subsection (1), the Registrar is to endorse on the condominium plan a notification

(a) of the termination of the condominium status and the vesting of the parcel in the owners, and

(b) containing any other particulars that the Registrar directs.

Certificate given by corporation

**17** A certificate given by a corporation pursuant to section 43(4) or 54(4) of the Act is to be in Form 6.

Transfer of parcel

**18** Where a parcel is transferred by a corporation pursuant to section 54 of the Act, the Registrar is to

(a) enter on the relevant condominium plan a notification of the cancellation of the plan, and (b) indicate in an appropriate manner on any relevant plan that the condominium plan has been cancelled.

Change of address

**19** The notice of change of an address required by section 65 of the Act is to be in Form 7.

Directors

**20** The notice required to be filed by section 23(2) of the Act is

of  
corporatio  
n

to be in Form 8.

## PART 2

### CAPITAL REPLACEMENT RESERVE FUND

Definitions

**21(1)** In this Part,

(a) “common property” includes common property referred to in section 11(1)(a) of the Act;

(b) “depreciating property” means the property to which section 30.1(1) of the Act applies;

(c) “qualified person” means, in respect of the depreciating property, an individual who, based on reasonable and objective criteria, is knowledgeable with respect to

(i) the depreciating property or that type of depreciating property,

(ii) the operation and maintenance of the depreciating property or that type of depreciating property, and

(iii) the costs of replacement of or repairs to, as the case may be, the depreciating property or that type of depreciating property;

(d) “reserve fund” means, in respect of a corporation, the capital replacement reserve fund required to be established and maintained by the corporation under section 30.1 of the Act;

(e) “reserve fund plan” means a plan prepared and approved in accordance with section 23(4) or 30(c);

(f) “reserve fund report” means a report prepared in accordance with section 23(3) or 30(b);

(g) “reserve fund study” means a study carried out in accordance with section 23(1) and (2) or 30(a).

(2) For the purposes of section 23, a reference to a qualified person includes a corporate entity if the corporate entity, in carrying out the functions of a qualified person, employs or otherwise retains the services of an individual who is a qualified person to carry out those functions.

Corporatio  
n as  
qualified  
person

**22** Notwithstanding section 21(2), if a condominium plan consists of not more than 12 units, the corporation may, in respect of that condominium plan, carry out the functions of a qualified

person if authorized to do so by a special resolution.

Reserve  
fund  
study,  
report and  
plan

**23(1)** The board must retain a qualified person to carry out a study of the depreciating property for the purposes of determining the following:

(a) an inventory of all of the depreciating property that, under the circumstances under which that property will be or is normally used, may need to be repaired or replaced within the next 25 years;

(b) the present condition or state of repair of the depreciating property and an estimate as to when each component of the depreciating property will need to be repaired or replaced;

(c) the estimated costs of repairs to or replacement of the depreciating property using as a basis for that estimate costs that are not less than the costs existing at the time that the reserve fund report is prepared;

(d) the life expectancy of each component of the depreciating property once that property has been repaired or replaced.

**(2)** In carrying out the reserve fund study under subsection (1), the qualified person must also do the following:

(a) determine the current amount of funds, if any, included in the corporation's reserve fund;

(b) recommend the amount of funds, if any, that should be included in or added to the corporation's reserve fund in order to provide the necessary funds to establish and maintain or to maintain, as the case may be, a reserve fund for the purposes of section 30.1 of the Act;

(c) describe the basis for determining

(i) the amount of the funds under clause (a), and

(ii) the amount in respect of which the recommendation was made under clause (b).**(3)** On completing the reserve fund study under this section, the person who carried out the study must prepare and submit to the board a reserve fund report in writing in respect of the study setting out the following:

(a) the qualifications of that person to carry out the reserve fund study and prepare the report;

(b) whether or not the person is an employee or

agent of or otherwise associated with the corporation or any person who performs management or maintenance services for the corporation;

(c) the findings of the reserve fund study in respect of the matters referred to in subsections (1) and (2);

(d) any other matters that the person considers relevant.

**(4)** On receiving the reserve fund report under subsection (3), the board must, after reviewing the reserve fund report, approve a reserve fund plan

(a) under which a reserve fund is to be established, if one has not already been established, and

(b) setting forth the method of and amounts needed for funding and maintaining the reserve fund.

**(5)** A reserve fund plan approved under subsection (4) must provide that, based on the reserve fund report, sufficient funds will be available by means of owners' contributions, or any other method that is reasonable in the circumstances, to repair or replace, as the case may be, the depreciating property in accordance with the reserve fund report.

**(6)** Notwithstanding that a reserve fund plan has been approved under subsection (4), the corporation must provide to the owners for the owners' information copies of that approved reserve fund plan prior to the collection of any funds for the purposes of those matters dealt with in the reserve fund report on which the approved reserve fund plan was based and that are to be carried out pursuant that report.

**(7)** Until such time that a corporation has approved a reserve fund plan under subsection (4) and has met the requirement under subsection (6) so as to be eligible to collect funds in respect of the reserve fund, the corporation may, notwithstanding subsection (6), collect or otherwise receive funds for a fund that is similar in nature to a reserve fund and may make expenditures from and generally continue to operate that fund.

When  
reserve  
fund  
study,  
report  
and plan  
must be  
prepared

**24(1)** If a corporation is in existence immediately before September 1, 2000, the board must, before September 1, 2002, meet the requirements of section 23(1) to (6).

**(2)** If a condominium plan is registered on or after September 1, 2000, the board must not later than 2 years from the day that the condominium plan is registered meet the requirements of section 23(1) to (6).

(3) Notwithstanding subsection (1), if a corporation has, within the 5 years before September 1, 2000, completed a study that is the same as or substantially the same as a reserve fund study, the board must, before September 1, 2002, meet the requirements of section 23(4) in the same manner as if that study were a reserve fund study.

When study, report and plan must be prepared re rental units

**25** Where on or after September 1, 2000

(a) the certificate of title to each of the units included in a condominium plan is registered in the name of the same owner or the same group of owners, and

(b) those units are rented or offered for rent to persons as tenants who are not purchasers and are not intended to be purchasers,

the board is exempted from preparing a reserve fund study and a reserve fund plan and maintaining a reserve fund.

When study, report and plan must be prepared re conversions, etc.

**26(1)** Notwithstanding sections 24 and 25, if the owner

(a) of premises to which section 16 of the Act applies offers those premises for sale, or

(b) of units to which section 25 applies offers those units for sale and if as a result of the sale of any of those units section 25 would no longer apply in respect of those units,

the owner shall not sell any of those premises or units until

(c) a reserve fund study is carried out and a reserve fund report is prepared in accordance with section 23, and

(d) a reserve fund plan is prepared in accordance with section 23.

(2) The reserve fund report and the reserve fund plan referred to in subsection (1) must be made available for inspection by any person purchasing a unit referred to in subsection (1).

Maintenance of reserve fund

**27(1)** A corporation must maintain the funding of its reserve fund at an appropriate amount or in an appropriate state so that the requirements of section 30.1 of the Act continue to be met.

(2) Except for the purposes of paying for repairs to or replacement of depreciating property, neither a corporation nor any person holding money or dealing with money on behalf of the corporation is to commingle any funds that make up the corporation's reserve fund with the corporation's

operating funds or any funds of any other corporation or other entity.

(3) Neither a corporation nor any person holding money or dealing with money on behalf of the corporation is to commingle any funds that make up the corporation's reserve fund with the funds that make up any other corporation's reserve fund.

Repairs,  
etc. not to  
be  
construed  
as capital  
improvements

**28** For the purposes of this Part and section 30.1 of the Act, a repair to or replacement of depreciating property that is carried out by a corporation is not to be construed as a capital improvement if that repair or improvement is a matter that was included in the current reserve fund report that was prepared and submitted to the corporation.

Annual  
report

**29(1)** Commencing with the fiscal year of a corporation ending after September 1, 2002, a board must for each fiscal year prepare an annual report respecting the reserve fund setting out at least the following:

(a) the amount of the reserve fund as of the last day of the immediately preceding fiscal year;

(b) all the payments made into and out of the reserve fund for that year and the sources and uses of those payments;

(c) a list of the depreciating property that was repaired or replaced during that year and the costs incurred in respect of the repair or replacement of that property.

(2) The annual report prepared under subsection (1) must be made available by the corporation to the owners for the owners' information before or at the time that the notice of the next annual general meeting of the corporation is provided to the owners.

5-year  
review

**30** At the conclusion of 5 years from the day that the most recent reserve fund plan was approved, the corporation must, in accordance with the same procedures, requirements and restrictions to which section 23 is subject,

(a) carry out a reserve fund study,

(b) prepare a reserve fund report,

(c) approve the reserve fund plan, and

(d) provide to the owners for the owners' information copies of the approved reserve fund plan referred to in clause (c) prior to the collection of any funds for the purposes of those matters dealt with in the reserve fund report referred to in clause (b) and that are to be carried out pursuant that report.

Access to reserve fund plan and annual reports

**31(1)** Notwithstanding that

- (a) the most recent reserve fund report,
- (b) the most recent reserve fund plan, or
- (c) the most recent annual report prepared under

section 29

has been provided to the owners under this Regulation, the corporation, on the written request of an owner, must, within 10 days from the day of receipt of the written request, provide to that owner a copy of that reserve fund report, reserve fund plan or annual report, or any one or more of them, as requested by the owner.

(2) On the written request of a purchaser or a mortgagee of a unit, the corporation must, within 10 days from the day of receipt of the written request, provide to the person making the request a copy of

- (a) the most recent reserve fund report,
- (b) the most recent reserve fund plan, and
- (c) the most recent annual report prepared under

section 29.

**PART 3**

**PHASED DEVELOPMENT**

Application of Part

**32** This Part applies with respect to a building or land that is to be developed in phases under section 14.2 of the Act.

Developments not included under this Part

**33(1)** In this section, “common property” means common property as defined in section 11(1)(a) of the Act.

(2) Nothing in this Part is to be construed so as to apply with respect to the development of a building or land in respect of a condominium plan under which

(a) bare land units or other units are redivided or modified pursuant to section 15 of the Act or Part 5, or

(b) an amalgamation of adjacent parcels is carried out pursuant to Part 4,

whether or not in the process common property is created.

Existing  
building  
and land

**34** A building or land is not eligible to be developed in phases under this Part if the building or land is included in a condominium plan that does not meet the requirements of section 35.

Phased  
developm  
ent  
disclosure  
statement

**35(1)** Where a plan is registered as a condominium plan under which a building or land is to be developed in phases under this Part, the plan, at the time when it is registered with respect to the initial phase, must be accompanied by a phased development disclosure statement that is registered as part of the condominium plan and that sets out at least the following:

(a) a statement that the building or land is to be developed in phases;

(b) the maximum number of units to be included in the entire completed phased project;

(c) the minimum number of units to be included in the entire completed phased project;

(d) a description of the units and common property included in the initial phase;

(e) a description of the units and common property to be included in each of the subsequent phases, including

(i) the number of units or the minimum and maximum number of units that are to be included in each of those phases;

(ii) the general size of each of the units that are to be included in each of those phases;

(iii) the extent of the common property and a description of the improvements to that common property that are to be included in each of those phases;

(iv) any restrictions or qualifications on the types of units and common property that are to be included in each of those phases;

(v) a general description of the proposed usage of the units and the common property that are to be included in each of those phases;

(f) a description of the proposed physical appearance of each phase and the architectural compatibility of the phases with each other and the project as a whole;

(g) if common property in a subsequent phase is

to be available for the use of the owners in the previous phases, an explanation as to when those facilities will be completed and available to those owners;

(h) the extent to which the developer will contribute to the common expenses respecting the building and land during the development and sale of each phase and on the completion and sale of the entire phased project;

(i) the method used to determine the allocation or distribution of administrative expenses with respect to all of the units in each separate phase and for all of the units in the entire completed project;

(j) the basis for allocating unit factors in the phased development, which must be consistent for each phase and the entire phased project;

(k) the effect on the owners' contributions for administrative expenses and the corporation's budget if one or more, as the case may be, of the future phases are not proceeded with;

(l) a certificate of the developer in Form 9 certifying that the phased development disclosure statement complies with the Act and the regulations and all the requirements under the Act and the regulations.

(2) Once a phased development disclosure statement is registered, that phased development disclosure statement is not to be changed by the developer without the consent of at least 2/3 of the persons, not including the developer, who are entitled under the Act to vote.

(3) Where a building or land is being developed in phases, the development must be in accordance with the phased development disclosure statement.

(4) Notwithstanding subsection (2) or (3), to the extent that the development of a building or land in phases, as provided for under a registered phased development disclosure statement, does not comply with the current development scheme, development control by-law, zoning by-law, land use by-law or any other municipal requirement applicable to that development, the developer may

(a) change the development to the extent necessary so that the development complies with the current scheme, by-law or other municipal requirement, and

(b) change the phased development disclosure statement to reflect the change referred to in clause (a).

**(5)** Where a phased development disclosure statement is to be changed under subsection (2) or (4),

(a) the change does not become effective until the change is registered, and

(b) the Registrar, on being presented with a certificate of the developer in Form 10, is to amend the phased development disclosure statement to reflect the change.

Completi  
on of  
project

**36(1)** Where a condominium plan indicates that a building or land may be developed in phases, all the phases that make up the total development of the building or land in phases must be registered

(a) within the period of time specified in the phased development disclosure statement, or

(b) if the phased development disclosure statement does not specify the period of time within which all the phases that make up the total development are to be registered, within 6 years from the day that the condominium plan was registered.

**(2)** Notwithstanding subsection (1), the developer may, with the agreement of at least 2/3 of the persons, not including the developer, who are entitled under the Act to vote, extend or reduce the period of time referred to in subsection (1).

**(3)** If

(a) a building or land is to be developed in phases,

(b) one or more phases have been registered, and

(c) the developer does not proceed, or does not intend to proceed, with one or more of the other phases that were to be part of the development, the developer must in writing notify the corporation and the owners that the phase or phases will not be proceeding.

**(4)** If

(a) a building or land is to be developed in phases, and

(b) within the time period referred to in subsection (1) or (2), all the phases that make up the total

development are not registered,

the developer, unless the corporation otherwise agrees, is deemed to have given written notice to the corporation and the owners that the phase or phases will not be proceeding.

**(5) If**

(a) under a condominium plan a building or land is to be developed in phases and

(i) in accordance with the phased development disclosure statement, or

(ii) under an agreement between the developer and the corporation

the developer is to transfer facilities and property intended for common use to the corporation after the registration of one or more phases, and

(b) within the time provided for in the phased development disclosure statement or the agreement or, if the time is not so provided for, within a reasonable time the developer fails to meet the requirement to transfer the facilities and property intended for common use to the corporation,

an owner, the corporation or an interested party may bring an action for an order of the Court directing the developer to carry out that requirement or for damages arising out of the developer's failure to carry out that requirement.

**(6) If**

(a) after the registration of one or more phases in respect of a building or land that is being developed in phases the developer elects not to or fails to proceed with one or more other phases that were to have been included in the development, and

(b) common property that was to have been made available for the use of the owners in the registered phases was to have been included in the phases that are not being proceeded with,

either the developer, the corporation or an interested party may apply to the Court for an order giving directions

(c) as to how the common property may be made available under the existing circumstances, and

(d) with respect to the provision of that common

property, as to the application of any funds arising from a bond, a letter of credit or other security that has been provided to secure the provision of that common property.

**(7) If**

(a) after the registration of one or more phases in respect of a building or land that is being developed in phases the developer elects not to or fails to proceed with one or more other phases that were to have been included in the development, and

(b) land, on which the phases not being proceeded with were to have been located, remains part of the condominium plan,

the developer, the corporation or an interested party may apply to the Court for an order removing the unused land from under the condominium plan.

**(8) In considering an application under subsection (7), the Court may**

(a) refuse to grant the order with respect to the land or a portion of that land that is the subject of the application where the Court is satisfied that the land or that portion of the land is required for the purposes of properly finishing or otherwise completing the building or land that is included in the phases that are registered;

(b) where the Court is satisfied that the land or any portion of that land that is the subject of the application is not required for the purposes of properly finishing or otherwise completing the building or land that is included in the phases that are registered, give directions directing that that land or that portion of the land be removed from under the condominium plan;

(c) where the Court is satisfied that the land or any portion of that land that is the subject of the application is required for the purposes of properly finishing or otherwise completing the building or land that is included in the phases that are registered, give directions respecting the vesting of the title of that land or a portion of that land in the name of the corporation or the owners of the units;

(d) give any directions that the Court considers appropriate respecting the transfer of any land that is the subject of the application, the vesting of ownership in that land, the issuance, cancellation or modification of any certificate of title to that land, the reallocation of unit factors and any other matter relating to the transaction.

Court order terminating development

**37** Notwithstanding anything in section 36, where a building or land is to be developed in phases and

(a) the developer, before all the phases that make up the total development are registered or are otherwise completed, is assigned into bankruptcy, is adjudged bankrupt or has a receiver of its assets appointed, or

(b) the developer is unable or unwilling to register or otherwise complete the project as required under this Part or in accordance with the phased development disclosure statement,

the developer, the corporation or an interested party may apply to the Court for an order terminating the development and giving directions or a determination in respect of any matter arising out of the termination of the development.

Registration of condominium plan

**38(1)** Where a plan is to be registered as a condominium plan under which a building or land is to be developed in phases, the Registrar, on registering the plan, must, in accordance with sections 3 and 4 of the Act,

(a) in the case of the initial phase or phases that are included in the initial registration of the plan, issue, in respect of the building or land included in that phase or those phases, certificates of title for the units, and

(b) in the case of the remainder of the parcel that is not included in the registered phase or phases referred to in clause (a), issue, in respect of the parcel that is not included in the registered phase or phases, one or more certificates of title for bare land units.

**(2)** A plan presented for registration as a condominium plan must, with respect to the building or land that is included in the registered phase or phases for which certificates of title are to be issued under sections 3 and 4 of the Act, meet the requirements of sections 6 to 8 of the Act.

Amendment to plan re subsequent phase

**39(1)** With respect to the registration of a subsequent phase, on presentation to the Registrar of the appropriate documentation to amend the condominium plan to include a subsequent phase, the Registrar is to amend the condominium plan so that the units, the common property and any reallocation of unit factors that are the subject of the amendment are consolidated with the existing registered phases.

**(2)** An amendment to a condominium plan presented for

registration under this section must, with respect to the building or land that is the subject of that amendment, meet the requirements of sections 6 to 8 of the Act.

**(3)** On registering an amendment to a condominium plan under this section, the Registrar is to

(a) cancel the certificates of title to the bare land units that were issued under section 38(1)(b) for the real property that is now to be included in the building or land that is the subject of that amendment, and

(b) issue new certificates of title in accordance with sections 3 and 4 of the Act with respect to the units that are included in the building or land that is the subject of that amendment.

Restrictions on registration

**40** Where an amendment is to be registered amending a condominium plan to consolidate into the plan a subsequent phase, the Registrar is not to register any documentation under which certificates of title are to be issued in respect of that subsequent phase until the Registrar is provided with a certificate of the developer in Form 11 certifying that the amendment meets the criteria as set out in the phased development disclosure statement.

Common property re amendment to plan

**41** On the registration of an amendment to a condominium plan under section 39, the common property included in that amendment becomes common property for all of the phases that have been registered and the common property in the previously registered phases becomes common property for the phase for which the amendment was registered.

Operation of phases under the Act

**42** The development in phases of a building or land under a condominium plan must be carried out in a manner that,

(a) on the registration of the first phase, enables that phase to function and operate under the Act in the same manner as if all the units and common property included in that phase were the only units and common property that were going to be included in that condominium plan, and

(b) on the registration of each subsequent phase, enables the most recently registered subsequent phase and the previously registered phases to function and operate under the Act in the same manner as if all the units and common property included in the registered phases were the only units and common property that were going to be included in that condominium plan.

Sale of units

**43** Where a building or land is to be developed in phases, a developer, in addition to providing to a purchaser the information required under sections 9 and 10 of the Act, must also provide to the purchaser a copy of the phased development disclosure statement referred to in section 35.

Convening of meeting and election of board

**44** With respect to convening a meeting of the corporation for the purpose of electing a board, on the registration of a condominium plan under which a building or land is developed in phases, section 24 of the Act applies to the first phase in the same manner as if that phase contained the only units and common property that are to be included in the condominium plan.

Easements

**45(1)** Where an easement is registered against a condominium plan under which a building or land is being developed in phases, that easement is deemed to be also registered against the certificate of title for

(a) each unit then existing, and

(b) each unit subsequently created when an amendment to the condominium plan is registered for the purpose of consolidating a subsequent phase into the condominium plan.

**(2)** Notwithstanding subsection (1), if an easement is registered against a certificate of title of a unit and that easement does not affect the unit, the Registrar may, on being satisfied that such is in fact the case, discharge the easement from that certificate of title and endorse the easement on the condominium plan.

**PART 4**

**AMALGAMATION**

Definitions

**46** In this Part,

(a) “adjacent parcel” means 2 or more parcels that are adjoining or are separated only by

(i) a highway as defined in the *Highway Traffic Act* or the successor to that Act,

(ii) a right of way for a pipeline,

(iii) a right of way for a public utility as defined in section 1 of the *Municipal Government Act*,

(iv) a right of way for a railway, or

(v) 2 or more highways and rights of way referred to in subclauses (i) to (iv);

(b) “amalgamated condominium plan” means the condominium plan created out of the amalgamation of 2 or more condominium plans;

(c) “amalgamated corporation” means the corporation created out of the amalgamation of 2 or more corporations;

(d) “amalgamated parcel” means the parcel created out of the amalgamation of 2 or more parcels;

(e) “amalgamating condominium plan” means a condominium plan that is amalgamated, or is proposed to be amalgamated, with one or more other condominium plans to create an amalgamated condominium plan;

(f) “amalgamating corporation” means a corporation that is amalgamated, or is proposed to be amalgamated, with one or more other corporations to create an amalgamated corporation;

(g) “amalgamating parcel” means a parcel that is amalgamated, or is proposed to be amalgamated, with one or more other parcels to create an amalgamated parcel.

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**47(1)** Two or more adjacent parcels that are the subject of condominium plans may, in accordance with this Part, be amalgamated so that the amalgamating parcels become one amalgamated parcel.

(2) Where 2 or more adjacent parcels are amalgamated, the condominium plans registered and the corporations existing in respect of each of those amalgamating parcels are, in accordance with this Part, amalgamated so that

(a) the amalgamating condominium plans become one amalgamated condominium plan, and

(b) the amalgamating corporations become one amalgamated corporation.

Pre-  
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meeting

**48(1)** Where it is proposed that 2 or more adjacent parcels be amalgamated, each amalgamating corporation shall convene a meeting of its owners for the purpose of presenting to the owners the proposal respecting the amalgamation of the parcels.

(2) A notice of a meeting convened under this section must, at

least 30 days before the day on which the meeting is to be held, be given to

- (a) all the owners, and
- (b) all registered mortgagees.

Amalgamation disclosure statement

**49** Prior to or at the time of giving notice of a meeting under section 48, the corporation must provide to the persons entitled to notice under section 48 a copy of an amalgamation disclosure statement setting out at least the following:

- (a) a description of the proposed amalgamated parcel;
- (b) a plan that sets out the location of buildings, structures, roadways, walkways, parking areas, pools, patios and similar items located on the proposed amalgamated parcel;
- (c) the method of selection of the board as provided for under the proposed by-laws;
- (d) the proposed amalgamated condominium plan;
- (e) the current financial statement of each of the amalgamating corporations, including the assets and liabilities of the amalgamating corporations;
- (f) the proposed reallocation of unit factors;
- (g) the reserve funds of each of the amalgamating corporations;
- (h) the proposed amount of the reserve fund of the proposed amalgamated corporation;
- (i) the proposed by-laws of the proposed amalgamated corporation;
- (j) the proposed new contributions, if any, that are to be levied
  - (i) for the administrative expenses, and
  - (ii) for the reserve fund as defined in section 21(1)(d),
 of the proposed amalgamated corporation.

Resolution

**50(1)** An amalgamation of parcels is not to take place unless a

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owners

special resolution of each corporation is in force

and (a) approving the amalgamation of the parcels,

(b) approving the proposed by-laws of the proposed amalgamated corporation.

(2) A special resolution referred to in subsection (1) may include any terms or conditions respecting the amalgamation

(a) that must be met before the amalgamation may proceed, or

(b) to which the amalgamation is subject.

(3) Where 2 or more amalgamating corporations pass special resolutions referred to in subsection (1), the special resolutions are inoperative unless the proposed by-laws approved by each of the special resolutions are identical.

Registrati  
on

**51(1)** In order for an amalgamation of adjacent parcels to be registered, the Registrar must be provided with

(a) the documents, properly executed, setting out the special resolutions passed in respect of each of the amalgamating parcels,

(b) a plan showing the amalgamation of the amalgamating condominium plans, and

(c) the by-laws referred to in section 50(1)(b).

(2) The plan referred to in subsection (1)(b) must

(a) set out the amalgamating condominium plans;

(b) show the numbering and location of the units in relation to each other and the common property;

(c) include a table setting out

numbers, (i) the old unit numbers and the new unit

(ii) the unit factors, and

(iii) the floor or ground area of the units;

(d) set out the method by which the unit factors were calculated;

(e) set out the address for service of the amalgamated corporation;

(f) contain an acknowledgment by each of the amalgamating corporations that the information contained in the plan is accurate;

(g) set out the name of the person who prepared the plan;

(h) set out any other information as may be required by the Registrar.

**(3)** On the registration of the documents referred to in subsection (1), the Registrar

(a) must register a new amalgamated condominium plan that is comprised of the amalgamating condominium plans;

(b) must issue a new condominium plan number for the amalgamated corporation;

(c) must cancel the amalgamating condominium plans;

(d) must cancel the existing certificate of title of each of the owners and issue in the name of the owner a new certificate of title that

(i) sets out the new unit factors applicable to that unit, and

(ii) is subject to the encumbrances that were registered against the certificate of title that was cancelled;

(e) may add additional sheets to the amalgamated condominium plan in order to contain the information relating to the amalgamated condominium plan;

(f) may make on the amalgamating condominium plans and amalgamated condominium plan whatever notations that are required in the opinion of the Registrar to give effect to the amalgamation.

**(4)** On the registration of the documents referred to in subsection (1),

(a) the amalgamating parcels are amalgamated into one amalgamated parcel,

(b) the amalgamating condominium plans are amalgamated into one amalgamated condominium plan,

(c) the amalgamating corporations are amalgamated into one amalgamated corporation under the name “Condominium Corporation No. \_\_\_”, and

(d) the proposed by-laws referred to in section 50(1)(b) become the by-laws of the amalgamated corporation.

Amalgamated corporation

**52(1)** On the amalgamation of the amalgamating corporations into an amalgamated corporation,

(a) the boards of the amalgamating corporations cease to exist, and

(b) the persons who were the members of the boards of the amalgamating corporations become the interim board of the amalgamated corporation.

(2) The interim board holds office until a meeting of the amalgamated corporation is convened and a board is elected.

Notification of amalgamation

**53** On the amalgamation of 2 or more amalgamating parcels into an amalgamated parcel, the amalgamated corporation must notify the following persons of the amalgamation:

(a) all the owners;

(b) all the insurers who were insurers of the amalgamating corporations;

(c) all the creditors of the amalgamating corporations;

(d) all the mortgagees who have mortgages registered against the certificates of title to the units;

(e) the municipal authority within which the amalgamating parcels are located.

Meeting of corporation

**54** Within 6 months from the day that the Registrar registers the amalgamation of 2 or more amalgamating parcels, the amalgamated corporation must, for the purpose of electing a board, convene a meeting of the persons who are entitled under the Act to vote.

Capital replacement reserve fund

**55** For the purposes of Part 2,

(a) where, with respect to an amalgamated

corporation, one or more of the amalgamating corporations existed immediately before September 1, 2000, the amalgamated corporation is considered to be a corporation that came into existence before September 1, 2000, or

(b) where, with respect to an amalgamated corporation, none of the amalgamating corporations existed before September 1, 2000, the amalgamated corporation is considered to be a corporation that came into existence on or after September 1, 2000.

Assumption of obligations

**56** On the amalgamation of 2 or more amalgamating corporations, the amalgamated corporation

(a) assumes all the obligations, rights and property of the amalgamating corporations, and

(b) becomes a party to any legal proceeding in existence at the time of the amalgamation to which an amalgamating corporation was a party.

**PART 5**

**MODIFICATION OF CONDOMINIUM PLANS**

Application of Part

**57(1)** This Part applies to a modification of a condominium plan provided for under section 15(1.1) of the Act.

**(2)** A reference in this Part to a plan of consolidation is a reference to a plan of redivision under section 15 of the Act under which 2 or more units are consolidated into one consolidated unit.

Notification of consolidation of units

**58(1)** The owners who wish to consolidate 2 or more units into one consolidated unit must

(a) give notice of the proposed consolidation to the board and to the holders of any interests registered against the certificates of title to the units, (b) provide to the board any documentation and information that the board may reasonably request that relates to the proposed consolidation,

(c) if the external boundaries of the proposed consolidated unit are to be different than the external boundaries of the existing units that are being consolidated as shown on the existing condominium plan, provide to the board a plan of consolidation provided by a land surveyor setting out the location of the external boundaries of the proposed consolidated unit,

(d) provide to the board all the appropriate consolidation documents and approvals, and

(e) obtain the approval of the board for the consolidation.

(2) For the purposes of this section,

(a) a reference to the external boundaries of the existing units is a reference to the external boundaries other than those portions of those boundaries that will, on the consolidation taking place, be contained entirely within the consolidated unit, and

(b) a reference to a land surveyor is a reference to a person referred to in section 8(1)(b)(i) of the Act.

Common property

**59** If common property is affected by the consolidation of the units, section 40 of the Act applies in respect of the consolidation of the units insofar as the consolidation affects the common property.

Registration of consolidation

**60(1)** On the registration

(a) of a certificate in Form 12 indicating the board's approval of the consolidation of the units, and

(b) where required under section 58, of the plan of consolidation referred to in section 58(1)(c),

the Registrar is to amend the condominium plan so that the units are consolidated into one unit.

(2) Notwithstanding subsection (1), the Registrar shall not amend a condominium plan unless any encumbrances registered against the certificates of title to the units that are the subject of the consolidation are identical or the holder of each encumbrance has given a consent to the consolidation.

**PART 6**

**INSURANCE**

Perils to be insured against

**61(1)** For the purposes of section 38(1)(a), (a.1) and (b) of the Act, a corporation must place and maintain insurance against the following perils:

(a) fire;

(b) leakage from fire protective equipment;

- (c) lightning;
- (d) smoke;
- (e) windstorm;
- (f) hail;
- (g) explosion of natural, coal or manufactured gas;
- (h) water damage caused by flood;
- (i) water damage caused by sewer back-up or the sudden and accidental escape of water or steam from within a plumbing, heating, sprinkler or air conditioning system or a domestic appliance that is located within an insured building;
- (j) impact by aircraft, spacecraft, watercraft and land vehicles;
- (k) riot, vandalism or malicious acts;
- (l) any other perils as required in the by-laws.

**(2)** Notwithstanding subsection (1), in respect of a bare land unit, a corporation is, unless the by-laws provide otherwise, required to place and maintain insurance against only those perils referred to in subsection (1)

- (a) to which the bare land unit may be at risk, or
- (b) to which the property for which the corporation is responsible may be at risk.

**(3)** Notwithstanding subsection (1)(h), for the purposes of section 38(1)(a), (a.1) and (b) of the Act the peril referred to in subsection (1)(h) is excluded where coverage against that peril is not available for the property being insured.

**(4)** The perils referred to in subsection (1)(a) to (k) refer to those perils covered by standard insurance policies and as customarily understood in the insurance industry.

**(5)** The insurance coverage referred to in section 38(6) of the Act and the extent or amount of liability and the perils to be insured against under section 38(6) of the Act are subject to any limitation, exception, exclusion or restriction that

- (a) is usual and customarily imposed or provided for in the insurance industry, or

(b) is reasonable in the circumstances,

as may from time to time be imposed or otherwise provided for by the insurer.

(6) For the purposes of the Act and this Regulation, insurance placed by a corporation is not to be considered inadequate by reason only that the insurance is subject to any limitation, exception, exclusion or restriction that

(a) is usual and customarily imposed or provided for in the insurance industry, or

(b) is reasonable in the circumstances,

as may from time to time be imposed or otherwise provided for by the insurer.

AR 168/2000 s61;23/2001

Amount of insurance

**62** Property that is insured as required pursuant to section 38 of the Act must be insured for replacement value subject to any reasonable deductible that is agreed to by the board and the insurer.

**PART 7**

**PURCHASER’S PROTECTION PROGRAMS**

Definitions

**63** In this Part,

(a) “common property” means common property to which section 11 of the Act applies;

(b) “cost consultant” means a cost consultant referred to in section 11(1)(b) of the Act;

(c) “program provider” means a person who operates a purchaser’s protection program;

(d) “purchaser’s protection program” means a plan, agreement, scheme or arrangement that meets the requirements referred to in section 67.

Application of Part

**64(1)** This Part applies only to loss by a purchaser resulting from a developer’s failure to complete the construction of units and the related common property or either of them.

(2) Nothing in this Part is to be construed so as to limit or restrict the rights of a purchaser under a purchase agreement or that the purchaser otherwise has at law.

Approval of Minister

**65** The Minister will only consider a purchaser’s protection program for approval under section 11(10) of the Act if that program meets the requirements of this Part.

Purchaser’s protection program having general application

**66(1)** Once a purchaser’s protection program that is intended to be of general application is approved by the Minister, any developer who comes under that program may apply that program in respect of any of that developer’s property that is governed by the Act if that property is enrolled in that program.

(2) Notwithstanding subsection (1), if after a purchaser’s protection program is approved by the Minister a significant change is to be made to that program, that change must be approved by the Minister under section 11(10) of the Act before it is incorporated into that program.

(3) A purchaser’s protection program referred to in subsection (1) is not to be applied in respect of any property that is governed by the Act until there has been published in Part I of The Alberta Gazette

(a) a notice summarizing the terms and conditions of the program, and

(b) a notice of the approval of the program by the Minister.

Requirements of a purchaser’s protection program

**67(1)** In this section, “purchase money” means all or any portion of the money paid to a developer by a purchaser for the purchase of a unit.

(2) In order to qualify as a purchaser’s protection program that may be approved by the Minister under section 11(10) of the Act, the program must be

(a) a plan, agreement, scheme or arrangement that,

(i) in respect of a unit being purchased, provides for the receipt, handling and disbursement of the purchase money and under which the money is to be paid to and held by a third party and is to be disbursed by that third party to the developer, based on the progress of construction of the unit and the related common property as determined by a cost consultant, and

(ii) provides for the refund to the purchaser of undisbursed purchase money in the event of the developer’s failure to complete the construction of the unit or the

related common property or both,

(b) a plan, agreement, scheme or arrangement that provides for an indemnity under which the program provider agrees to indemnify a purchaser of a unit against the loss of the purchaser's money, where that loss is incurred as a result of the developer's failure to complete the construction of the unit or the related common property or both, or

(c) a plan, agreement, scheme or arrangement that provides for the program provider, at the option of the program provider, to either

(i) refund to the purchaser of a unit the purchase money, where the purchaser suffers loss as a result of the developer's failure to complete the construction of the unit or the related common property or both in accordance with the purchase agreement, or

(ii) complete the unit and its proportionate share of the related common property in accordance with the purchase agreement where the unit and the related common property have not been completed as a result of the developer's failure to complete the construction of the unit or the related common property or both in accordance with the purchase agreement.

**(3)** A purchaser's protection program referred to in subsection (2) is subject to the terms, conditions, exceptions, exclusions and limitations approved by the Minister as set out in the certificate issued under section 69.

Form of purchaser's protection program

**68** A purchaser's protection program may be in the form of a warranty program, an irrevocable letter of credit, a performance bond, a bond or a similar financial instrument issued by a financial institution, insurance company or a program provider, as the case may be.

Certificate of sponsor

**69(1)** A purchaser's protection program must provide that where a purchaser enters into a purchase agreement with a developer for the purchase of a unit, the program provider must, subject to subsection (2), provide to the purchaser a certificate setting out at least the following:

(a) that the purchaser's protection program, together with any amendments to it, has been approved by the Minister in accordance with the Act and this Regulation;

(b) the name and address of the program provider;

(c) that the developer is enrolled under the

program;

(d) that the property being purchased is enrolled in the program;

(e) the date on which the benefits provided for under the program take effect;

(f) the date on which the benefits provided for under the program terminate or the method by which that date is fixed or is to be fixed;

(g) in the case of a purchaser's protection program of the type referred to in section 67(2)(a),

(i) the name of the party responsible for the receipt, handling and disbursement of the money,

(ii) the terms and conditions governing the receipt, handling and disbursement of the money, and

(iii) any exceptions or exclusions that would limit the liability of the sponsor, including, without restriction, any monetary limits or time limits;

(h) in the case of a purchaser's protection program of the type referred to in section 67(2)(b) or (c),

(i) the circumstances under which the purchaser's protection program may be relied on, and

(ii) any exceptions or exclusions that would restrict a purchaser's ability to rely on the purchaser's protection program, including, without restriction, any monetary limits or time limits.

(2) A program provider must provide a certificate under subsection (1) to a purchaser forthwith after the program provider has been notified that the purchase agreement has been entered into.

**PART 8**

**AMENDMENT OF CONDOMINIUM PLANS**

To be amended in accordance with this Part

**70** Except as otherwise provided for under the Act or this Regulation, a condominium plan may only be amended in accordance with this Part.

Amendments by corporations

**71(1)** A corporation may register an amendment to a condominium plan to amend that condominium plan if the following requirements have been complied with:

(a) a special resolution of the corporation has been passed and is in force approving the amendment;

(b) in the case of an amendment that relates to

(i) any alteration of the boundaries of the parcel, the amendment is endorsed with or accompanied by a certificate of a land surveyor stating

(A) that the altered boundaries have been established or re-established in accordance with the *Surveys Act*, and

(B) that there are not any projections from other property infringing on the altered boundaries or, if there are projections from other property infringing on the altered boundaries, an appropriate easement exists in respect of the parcel for those projections,

or

(ii) a change to the location of a building or a portion of a building as shown on the condominium plan, the amendment is endorsed with or accompanied by a certificate of a land surveyor stating that the building or a portion of the building as shown on the condominium plan as amended is within the external boundaries of the parcel that is the subject of the condominium plan and, if any projections project beyond those external boundaries, that an appropriate easement has been granted as an appurtenance to the parcel;

(c) in the case of an amendment that relates to a change in the units, the amendment is endorsed with or accompanied by a certificate of an architect, engineer or land surveyor stating that the change to the units as provided for in the amendment has in fact taken place or will become effective on the registration of the amendment;

(d) in the case of an amendment that relates to a change in the common property, the amendment is endorsed with or accompanied by a certificate of an architect, engineer or land surveyor stating that the change to the common property as provided for in the amendment has in fact taken place or will become effective on the registration of the amendment;

(e) in the case of an amendment that relates to a matter that needs the approval of the municipal authority, the amendment is endorsed with or accompanied by a certificate of the municipal authority or of a person designated by the municipal authority stating that the approval has been given by the municipal authority;

(f) the Court has by an order made under subsection (5) approved the amendment;

(g) that any conditions imposed by the Court under subsection (5) have been complied with.

(2) For the purpose of amending a condominium plan under this section, the corporation may apply to the Court for an order approving the amendment to the condominium plan.

(3) Where the corporation applies for an order approving an amendment, the corporation must, unless otherwise directed by the Court, give notice of the application to the owners and to each holder of a registered encumbrance.

(4) Where the Court is of the opinion that the nature of the amendment to the condominium plan is such that a certificate required under subsection (1) is not necessary, the Court may waive that requirement.

(5) On an application under subsection (2), the Court may, if it is satisfied that the interests of the persons to whom notice of the application is given will not be unfairly prejudiced, make an order

(a) approving the amendment to the condominium plan;

(b) imposing any conditions in respect of the order that the Court considers appropriate in the circumstances;

(c) awarding costs in respect of the application.

(6) On presentation of the order of the Court made under subsection (5), the Registrar is to amend the condominium plan in accordance with the order.

Doors and windows

**72(1)** In this section, “doors and windows” means doors and windows as referred to in section 7(2.1) of the Act.

(2) Notwithstanding section 7(2) of the Act or section 71 of this Regulation, if

(a) immediately prior to September 1, 2000 the doors and windows of a unit that are located on the exterior walls of the unit were part of the unit, and

(b) by virtue of section 7(2) of the Act, on September 1, 2000 the doors and windows referred to in clause (a) became part of the common property,

the corporation before September 1, 2002 may, by a special

resolution, amend the condominium plan so that doors and windows referred to in clause (b) cease being part of the common property and become a part of the unit.

(3) On presentation of a special resolution passed pursuant to subsection (2), the Registrar is to amend the condominium plan so that the doors and windows that are the subject of the special resolution are part of the unit.

Documentation must be completed

**73** Where this Regulation or the Act provides that a condominium plan may be amended, the Registrar is to amend the condominium plan on being provided with the appropriate documentation that is completed in a manner acceptable to the Registrar.

## PART 9

### MISCELLANEOUS

Fees under the Land Titles Act

**74** The fees payable to the Registrar in respect of matters under the Act are the fees payable to the Registrar under the *Tariff of Fees Regulation* (AR 120/2000) or as otherwise provided for under an enactment.

Fee payable to a municipality

**75** A municipal authority may require the payment of a fee of not more than \$40 per unit when application is made to the municipal authority for the certificate referred to in section 8(1)(b)(ii) of the Act.

Rate of interest re contributions

**76** The rate of interest that may be charged by a corporation under section 32 of the Act on any unpaid balance of a contribution owing to the corporation by an owner shall not be greater than 18% per annum.

Mediation and arbitration

**77** If the parties to a dispute referred to in section 61.1 of the Act wish to deal with the dispute under section 61.1 of the Act but are unable to agree on a mediator or an arbitrator, as the case may be, the Alberta Arbitration and Mediation Society is, subject to any agreement between the parties, authorized to appoint a person as a mediator or an arbitrator in respect of that dispute.

Builders' liens

**78** For the purposes of section 70(2) of the Act, on the registration of a statement of lien against a condominium plan, the Registrar must send a notice of that registration to the corporation but is not required to send notice of that registration to the owners of the units.

**PART 10**

**TRANSITIONAL PROVISIONS, REPEALS,  
EXPIRY AND COMING INTO FORCE**

Transitional provisions re insurance

**79(1)** For the purposes of section 38(1)(a), (a.1) and (b) of the Act, a corporation must before March 1, 2001 place insurance against the perils referred to in section 61(1)(a) to (l).

**(2)** Notwithstanding subsection (1), if a corporation carries insurance under an existing insurance policy issued in respect of matters referred to in section 38(1)(a), (a.1) and (b) of the Act as those provisions read immediately before being amended by the *Condominium Property Amendment Act, 1996*, the corporation may continue to carry that insurance until the renewal date of that policy, at which time the corporation must, for the purposes of section 38(1)(a), (a.1) and (b) of the Act, place insurance against the perils referred to in section 61(1)(a) to (l).

Repeal

**80** The *General Regulation* (AR 89/85) is repealed.

Expiry

**81** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on September 1, 2011.

AR 168/2000 s81;354/2003

Coming into force

**82** This Regulation comes into force on September 1, 2000.

**SCHEDULE**

**FORM 1**

**Condominium Property Act  
Section 6(1)(f), (f.1) and (g)**

**Schedule of Unit Factors and Areas**

Area (Or Approximate Ground Area of Unit, in the case of bare land units)	Unit Factor	Approximate Floor
=====		
==		
=====		
==		

Total

The basis for determining unit factors is as follows:

**FORM 2**

**Condominium Property Act  
Section 11 of the Condominium Property Regulation**

**Certificate of Title**

THIS IS TO CERTIFY that \_\_\_\_\_ is the owner of an estate (describe nature of estate) in Unit No. \_\_\_ in Condominium Plan No. \_\_\_ and \_\_\_ shares in the common property, excepting thereout all mines and minerals, and is subject to the encumbrances, liens and interests endorsed on this certificate of title and on the Condominium Plan, or which may hereafter be made in the register.

In witness whereof I have subscribed my name and affixed my official seal this \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
(Registrar)

**FORM 3**

**Condominium Property Act  
Section 26**

**Notice of Change of By-laws**

Condominium Corporation No. \_\_\_\_\_ hereby certifies that, by a special resolution passed on \_\_\_\_\_, the by-laws of the corporation were added to, amended or repealed as follows:

(set out terms of resolution)

The seal of Condominium Corporation No. \_\_\_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Seal)

**FORM 4**

**Condominium Property Act  
Section 40(4)**

**Certificate of Corporation**

Condominium Corporation No. \_\_\_ hereby certifies that the owners of the units in the condominium plan have, by special resolution properly passed, directed the corporation to execute the instrument hereunder recited and that all persons having registered interests in the parcel and all other persons having interests (other than statutory interests) which have been notified to the corporation have consented in writing to the release of those interests in respect of the land comprised in the instrument+ and the instrument conforms with the terms of that resolution.

# Instrument \_\_\_ dated \_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_.

The seal of Condominium Corporation No. \_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)

+ If, in the case of a lease, interested parties have approved in writing of the execution of the lease but have not consented in writing to the release of their interests in respect of the demised land, delete the words “have consented in writing to the release of those interests in respect of the land comprised in the instrument” and substitute the words “have approved in writing of the instrument”.

# Insert a description of the nature and date of the instrument, the names of the parties to it and a brief description of the land disposed of.

**FORM 5**

**Condominium Property Act  
Section 53(1)**

**Notice of Termination of Condominium Status**

Condominium Corporation No. \_\_\_ hereby certifies that the condominium status of the building or parcel has been terminated.

Annexed hereto is

+ a certified copy of the special resolution of the owners pursuant to section 51 of the *Condominium Property Act*.

# a certified copy of the order made by the Court of Queen’s Bench pursuant to section 52 of the *Condominium Property Act*.

The seal of Condominium Corporation No. \_\_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)

+ delete if inappropriate

**FORM 6**

**Condominium Property Act  
Sections 43(4) and 54(4)**

**Certificate of Corporation**

Condominium Corporation No. \_\_\_\_ hereby certifies that the owners of the units in the Condominium Plan have, by special resolution properly passed, directed the Corporation to execute the instrument hereunder recited and that all persons having registered interests in the parcel and all other persons having interests (other than statutory interests) which have been notified to the corporation have consented in writing to the release of those interests in respect of the land comprised in the instrument.

+ Instrument \_\_\_\_ dated \_\_\_\_ to \_\_\_\_ of \_\_\_\_.

The seal of Condominium Corporation No. \_\_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)

+ Insert a description of the nature and date of the instrument, the names of the parties to it and a brief description of the land disposed of.

**FORM 7**

**Condominium Property Act  
Section 65(2)**

**Address for Service**

Condominium Corporation No. \_\_\_\_\_ hereby gives notice that by a resolution of the board dated \_\_\_\_\_ it has designated

\_\_\_\_\_  
\_\_\_\_\_  
as the address at which documents may be served on the Corporation.

The seal of Condominium Corporation No. \_\_\_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)

**FORM 8**

**Condominium Property Act  
Section 23(2)**

**Notice of Change of Directors**

Condominium Corporation No. \_\_\_\_\_ hereby gives notice that effective on the \_\_\_ day of \_\_\_\_\_, \_\_\_ the following persons are the directors of the board of Condominium Corporation No. \_\_\_:

NAME

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

The seal of Condominium Corporation No. \_\_\_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)

**FORM 9**

**Condominium Property Act**

**Section 35(1)(l) of the  
Condominium Property Regulation**

**Certificate of Developer**

I, \_\_\_\_\_, hereby certify that the phased development disclosure statement complies with

(a) the *Condominium Property Act* and the *Condominium Property Regulation*, and

(b) all the requirements under the *Condominium Property Act* and the *Condominium Property Regulation*.

Developer

\_\_\_\_\_

**FORM 10**

**Condominium Property Act**

**Section 35(5) of the  
Condominium Property Regulation**

**Certificate of Developer**

I, \_\_\_\_\_,  
hereby certify that at least 2/3 of the persons, not including the  
developer, who are entitled under the *Condominium Property Act*  
to vote have by resolution consented to the phased development  
disclosure statement being changed as follows:

\_\_\_\_\_  
\_\_\_\_\_

or

as shown on the attached Appendix

**OR**

I, \_\_\_\_\_,  
hereby certify that in order for the development to comply with  
the current development scheme, development control by-law,  
zoning by-law, land use by-law or other municipal requirement  
applicable to that development, the phased development  
disclosure statement must be changed as follows:

\_\_\_\_\_  
\_\_\_\_\_

or

as shown on the attached Appendix

\_\_\_\_\_  
Developer

**FORM 11**

**Condominium Property Act**

**Section 40 of the  
Condominium Property Regulation**

**Certificate of Developer**

With respect to the phase that is the subject of amendment

numbered \_\_\_\_\_ to Condominium Plan No. \_\_\_\_\_, I, \_\_\_\_\_, certify that

(a) the phase meets the criteria as set out in the phased development disclosure statement, and

(b) where common property located in that phase is to be available for the use of the owners in the previously completed phases for which certificates of title have been issued, that common property is completed and meets the requirements set out in the phased development disclosure statement.

Developer \_\_\_\_\_

**FORM 12**

**Condominium Property Act  
Section 60 of the Condominium Property Regulation**

**Certificate of Corporation**

Condominium Corporation No. \_\_\_ hereby certifies that on the board approved of the consolidation of units \_\_\_ and \_\_\_ .

The seal of Condominium Corporation No. \_\_\_ was affixed on \_\_\_\_\_ in the presence of \_\_\_\_\_.

\_\_\_\_\_  
Director

(Corporate Seal)