

**CCI Directors Club Meeting – January 25, 2017**

**CONDO STANDARD SPECIFICATIONS**

1. What is the Standard Unit Specification and does every Condo have one?

The Standard Unit Bylaw establishes what constitutes a “standard unit”. Its inclusions are determined by the board of directors, with assistance from management and legal counsel. The purpose of establishing a standard unit definition is to ensure that everyone is aware of those parts of the units that are covered under the condominium corporation’s insurance policy and those items for which each unit owner’s insurer will be responsible. The Standard Unit Bylaw does not shift maintenance responsibilities from the corporation to the owners or vice versa.

Corporation Branch/ Land Titles # – 1-866-275-4721

Website: [www.isc.ca](http://www.isc.ca)

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2. Why is it necessary for each Condo Complex to have this document?

The Saskatchewan Condominium Act was amended on June 14, 2014 which requires all condos boards to now include the Standard Unit Description in their bylaws.

The area of the act that was amended:

Part V Page 9 Section 11.1 – Regulations – see attached

Part 1 – z.01 - see attached

This is really important to have a Standard Unit defined. Especially when there is a claim as the adjuster has to know what is damage is the Standard Unit and what is a Betterments and Improvements. With better understanding, passing a Standard Unit Bylaw will be a shorter and smoother journey for condominium corporations. When enacting a Standard Unit Bylaw it is also a good opportunity to remind owners of the importance of carrying unit owners insurance.

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3. How does the document become part of the Condo Bylaws? Can CCI assist in brief preparation of how to send this request to the Lawyer?

CCI cannot give any legal advice. We can provide information on how to start the process as well as provide the necessary contact information. A lawyer is recommended to prepare the resolution allowing condo unit owners to be able to vote on the change to the bylaws. Note, in order to change a bylaw (a special resolution) 66 2/3<sup>rds</sup> majority of unit factors is required. See Section 46 of the Act. Then, once the vote is conducted and passed, the Condo Corp. must register the change with the Corporate Registry. After that is complete, the new specifications can be provided to all owners and the master policy insurance company?

Sask Condominium Property Act – Special Resolution means – see attached

Sask Condominium Property Act - Section 46 Act – see attached

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5. How will the details of the standard unit specifications appear on the bylaws? For example, in the definitions, appendix, etc.?

The adoption of “Standard Unit Specifications” is done by a Bylaw Amendment where the actual document with the description of the unit specifications is added to the existing registered Bylaws as an “appendix”. The document is registered by use of Form AA from Section 45 of The Condominium Property Act Regulations.

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6. We can't find a Standard Unit Definition what do we do?

If you cannot find a definition of a standard unit for your condo. Then you must start from scratch to develop a standard unit specification for your condo. The first place to start is the Condominium Plan as filed with ISC which will sometime have specification details; secondly, the “as built” plans from the developer after completion of development and turn over to the Corporation; and thirdly from the developer marketing materials for descriptive information on both common and in suite finishing. Once written up (example attached) then it would be highly recommended to contact a lawyer to review the document for the process of meeting requirements and approval of the proposed amendment of the bylaws and then register the amendment in the appropriate manner.

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PART IV  
**Units, Parking Spaces and Parking Units**

**\* Standard unit**

**11.1** A standard unit description:

- (a) must not include the common property of the corporation;
- (b) must not alter the boundaries of the unit as described in section 8 of the Act; and
- (c) must include a description of any of the standard items that were initially provided to purchasers by the developer on the condominium plan or include a description of the standard items as described in a bylaw enacted by the corporation, including standard:
  - (i) doors and windows;
  - (ii) floors, walls and ceiling;
  - (iii) lighting fixtures;
  - (iv) installations with respect to:
    - (A) the provision of water and sewage and natural gas;
    - (B) the delivery of heat and ventilation; and
    - (C) the provision of electricity, telecommunications and television technologies, smoke detectors, washing machine drainage, clothes dryer outlets and exhaust outlets;
  - (v) appliances;
  - (vi) kitchen, bathroom and laundry plumbing, fixtures and controls; and
  - (vii) kitchen, bathroom and laundry cabinets and counter tops.

20 Jne 2014 SR 52/2014 s6.

**Unit factors**

- 12(1)** The schedule mentioned in clause 9(1)(e) of the Act that specifies the unit factor for each unit must be in Form C.
- (2) The total of unit factors for all the units in the plan must equal 10,000.
- (3) The following information shall also be shown on Form C for each unit:
  - (a) the approximate area, in whole numbers;
  - (b) the type of unit;
  - (c) any other features that may identify the unit.

6 Jly 2001 c.C-26.1 Reg 2 s12; 16 Apr 2010 SR 35/2010 s9.

\*

(z.01) “**standard unit description**” means the standard unit description for each unit or class of units that is:

- (i) prepared by the developer and accompanies an application to issue titles pursuant to section 5.1; or
- (ii) contained in the bylaws;

(z.1) “**title**” means, respecting a condominium unit, the right to:

- (i) an ownership share in the condominium unit; and
- (ii) a share in the common property;

(aa) “**unanimous resolution**” means:

(i) a resolution that is:

(A) passed at a properly convened meeting of a corporation by all votes cast by persons who:

- (I) are present personally or who cast their votes by proxy;
- (II) vote with respect to that resolution; and
- (III) are entitled to exercise the powers of voting conferred by this Act or the bylaws of the corporation; and

(B) approved by the signature on the resolution of all persons who:

- (I) are not present personally or who do not cast their votes by proxy at the meeting; and
- (II) are entitled to exercise the powers of voting conferred by this Act or the bylaws of the corporation; or

(ii) a resolution that is approved by the signature on the resolution of all the persons who are entitled to exercise the powers of voting conferred by this Act or the bylaws of the corporation;

(bb) “**unit**” means:

- (0.i) a parking unit;
- (0.ii) a services unit;
- (0.iii) a conversion unit;

(i) in the case of a building, a space that is situated within the building and described as a unit in a condominium plan by reference to floors, walls or ceilings or other monuments as defined in *The Land Surveys Act, 2000* within the building; and

(ii) in any other case, land that is situated within a parcel and described as a unit in a condominium plan by reference to boundaries governed by monuments placed pursuant to the provisions of *The Land Surveys Act, 2000* and the regulations made pursuant to that Act respecting subdivision surveys;

(cc) “**unit factor**” means the unit factor for a unit as specified in the unit factor schedule described in clause 9(1)(e) or apportioned in accordance with subsection 25(3), as the case may be.

- (r) **“owner”** means the registered owner of a title and includes persons prescribed in the regulations for prescribed purposes;
- (s) **“parcel”** means all the land included in a condominium plan;
- (s.1) **“parking space”** means an area of the common property or services unit used for parking;
- (s.2) **“parking unit”** means a unit used for parking;
- (t) **“prescribed”** means prescribed in the regulations;
- (u) **“purchase agreement”** means an agreement with a developer by which a person purchases a unit or proposed unit or acquires a right to purchase a unit or proposed unit;
- (v) **“registered”** means, respecting a condominium plan, previously registered in the Land Titles register before the coming into force of *The Condominium Property Amendment Act, 2000*;
- (w) **“registrar”** means Registrar as defined in *The Land Titles Act, 2000*;
- (x) **“replacement plan”** means a condominium plan that shows the parcel, buildings and units, together with any additional units and additional common facilities;
- (y) **“reserve fund”** means a reserve fund established pursuant to clause 55(1)(b);
- (y.1) **“sector”** means a sector of a corporation established in the bylaws of that corporation made pursuant to the authority conferred in clause 47(1)(m.1);
- (y.2) **“services unit”** means any unit owned by a corporation and described as a unit in a condominium plan and includes any laundry room, recreational facility, landscaping area, roadway, hallway or other area intended for the benefit and use of all owners;
- (y.3) **“short-term rental management pool”** means a rental management agreement pursuant to which one or more units within the corporation will be rented out for periods of less than one month;
- \* (z) **“special resolution”** means:
- (i) a resolution that is approved by a majority of not less than two-thirds of the persons entitled to exercise the powers of voting conferred by this Act or the bylaws of the corporation:
- (A) at a properly convened meeting of a corporation by persons who:
- (I) are present personally or who cast their votes by proxy; and
- (II) vote with respect to that resolution; and
- (B) by the signature on the resolution of persons who are not present personally or who do not cast their votes by proxy at the meeting; or
- (ii) a resolution that is approved by the signature on the resolution of a majority of not less than two-thirds of the persons entitled to exercise the powers of voting conferred by this Act or the bylaws of the corporation;

- (2) No bylaw of a corporation and no amendment or repeal of a bylaw shall:
- (a) prohibit or restrict the devolution of units or any transfer, lease, mortgage or other dealing with any unit; or
  - (b) destroy or modify any easement implied or created by this Act.
- (3) The bylaws of a corporation bind the corporation and the owners to the same extent as if the bylaws:
- (a) had been signed and sealed by the corporation and by each owner; and
  - (b) contained covenants on the part of each owner with every other owner and with the corporation to observe, perform and be bound by all the provisions of the bylaws.
- (4) A corporation shall, on request, make its bylaws available to an owner or any person authorized in writing by an owner for inspection.

1993, c.C-26.1, s.44.

#### Initial bylaws

45 On and from the issuance of titles pursuant to a condominium plan, the bylaws prescribed in the regulations are in force for all purposes in relation to the parcel, the units and common property included in the condominium plan until bylaws are made by the corporation.

1993, c.C-26.1, s.45; 2000, c.68, s.30.

#### Making, amending and repealing bylaws

\* 46(0.1) This section does not apply to bylaws of a corporation made pursuant to clause 47(1)(m.1).

- (1) Where a corporation wishes to exercise a power to make bylaws conferred by this Act, the corporation shall do so by special resolution.
- (2) A corporation may amend or repeal a bylaw, whether an initial bylaw prescribed in the regulations or a bylaw enacted by the board, only by special resolution.
- (3) An amendment to or a repeal of any bylaw has no effect until the corporation files a copy of the amendment or repeal with the Director in the prescribed manner.

1993, c.C-26.1, s.46; 1997, c.7, s.15; 2000, c.68, s.31; 2009, c.10, s.16.

#### Subject matter of bylaws

47(1) Subject to the regulations, a corporation may pass bylaws:

- (a) governing the number, qualifications, nomination, election, remuneration, term of office and filling of vacancies of members of the board;
- (b) regulating the meeting, quorum and functions of the board;

**SCHEDULE "B"**  
**STANDARD SPECIFICATIONS**

**CONCRETE FOOTINGS:**

8" X 18" CONTINUOUS CONCRETE FOOTINGS 20 MPA STRENGTH

**CONCRETE WALLS:**

8" CONCRETE WALLS 20 MPA STRENGTH STEEL REINFORCED  
5" COMPACTED GRAVEL FILL

**BASEMENT FLOOR:**

3" CONCRETE SLAB 20 MPA STRENGTH  
6 MIL. POLY

**WOOD FLOOR FRAMING:**

ENGINEERED FLOOR JOIST SYSTEM  
TONGUE AND GROOVE OSB SUBFLOOR  
SCREWED AND GLUED

**EXTERIOR WALLS:**

7/16" OSB SHEETING  
2" X 6" SPRUCE AT 24" O.C.  
R20 INSULATION  
6 MIL. VAPOUR BARRIER  
1/2" DRYWALL  
PAINTED (1 PRIME COAT, 2 FINISH COATS EXCEPT GARAGE & BASEMENT)

**INTERIOR WALLS:**

2" X 4" SPRUCE AT 24" O.C.  
1/2" DRYWALL  
PAINTED (1 PRIME COAT, 2 FINISH COATS EXCEPT GARAGE & BASEMENT)

**PARTY WALLS:**

5/8" FIREGUARD DRYWALL  
1/2" SOUNDBAR (EXCEPT BASEMENT & GARAGE)  
R12 INSULATION  
2" X 4" SPRUCE AT 24" O.C.  
1" AIRSPACE  
2" X 4" SPRUCE AT 24" O.C.  
R12 INSULATION  
1/2" DRYWALL (EXCEPT BASEMENT & GARAGE)  
5/8" FIREGUARD DRYWALL  
PAINTED (1 PRIME COAT, 2 FINISH COATS, EXCEPT GARAGE & BASEMENT)

**EXTERIOR SIDING:**

STUCCO

**CEILING (MAIN FLOOR):**

1/2" CEILING DRYWALL  
TEXTURE (EXCEPT CLOSETS AND HALF BATH)

**CEILING (2<sup>ND</sup> FLOOR):**

R40 INSULATION  
6 MIL. VAPOUR BARRIER  
5/8" FIREGUARD DRYWALL  
TEXTURED (EXCEPT CLOSETS)

**CEILING (BASEMENT):**

OPEN TO JOISTS

**ROOF:**

25 YEAR ASPHALT SHINGLES  
7/16" OSB ROOF SHEETING  
ENGINEERED ROOF TRUSSES

**SOFFIT / FASCIA / EAVESTROUGH / DOWNSPOUTS:**

PREFINISHED ALUMINUM

**WINDOWS:**

PVC CASEMENT, SINGLE HUNG OR PICTURE DOUBLE GLAZED SEALED UNITS

**FRONT DOOR:**

METAL INSULATED WITH DEADBOLT AND VIEWER

**FRONT STEP:**

PRECAST CONCRETE FRONT ENTRY STEP

**ELECTRICAL:**

2 EXTERIOR WEATHERPROOF PLUGS  
TELEPHONE OUTLETS ROUGHED-IN (KITCHEN & BEDROOMS IN STANDARD LOCATIONS)  
CABLE TV OUTLETS ROUGHED-IN (LIVINGROOM & BEDROOMS IN STANDARD LOCATIONS)  
2 CENTRAL VAC OUTLETS ROUGHED IN TO BASEMENT JOIST SPACE  
SMOKE DETECTORS ON EACH LEVEL (INCLUDING BASEMENT)  
2 SPEED NON VENTED RANGE HOOD FAN

**HEATING:**

MID-EFFICIENT GAS / FORCED AIR FURNACE

**WOODWORK:**

PAINT GRADE THROUGHOUT

**CABINETS:**

WHITE OR OAK KITCHEN CABINET / VANITIES  
180 DEGREE FULLWRAP COUNTERTOPS FROM STANDARD SELECTION  
MIRROR INSTALLED FULL WIDTH OF VANITIES

**HARDWARE:**

BRUSHED CHROME STYLE PASSAGE SETS  
PRIVACY LOCKS IN BATHROOMS

**PLUMBING:**

**KITCHEN SINK:**  
DOUBLE STAINLESS STEEL SINK WITH DELTA WALTEC OR MOEN CHROME 2 HANDLE TAP  
**BATHROOMS:**  
HYTEC FIBERGLASS ONE-PIECE TUB, AMERICAN STANDARD, ELJER OR CRANE TOILET AND SINK. DELTA WALTEC OR MOEN 2 HANDLE TAPS AND POP UP DRAINS  
**GENERAL:**  
40 (U.S.) GALLON WATER HEATER  
BASEMENT ROUGH-IN PLUMBING NOT INCLUDED UNLESS SPECIFICALLY STIPULATED BELOW.  
1/2 BATH ON MAIN FLOOR NOT TO BE COMPLETED UNLESS SPECIFICALLY STIPULATED BELOW

**CARPET / VINYL:**

SHAW BRIDAL CREEK CARPET  
6.0LB. CHIP FOAM UNDERLAY  
ARMSTRONG INITIATOR OR DOMCO CUSTOMFLOOR VINYL FLOORING

**APPLIANCES:**

GENERAL ELECTRIC 4 BUTTON DISHWASHER OR COMPARABLE

**GARAGE:**

2" X 4" SPRUCE FRAMING @ 24" O.C.  
INSULATION, VAPOUR BARRIER AND DRYWALL ON EXTERIOR WALLS  
OPTIONAL  
9' X 7' FOUR SECTION STEEL INSULATED GARAGE DOOR  
STEEL INSULATED DOOR TO HOUSE C/W SPRING HINGES AND DEAD BOLT

**LIGHTING:**

KITCHEN:	8" GLOBE OR EQUAL
DINING:	8" GLOBE OR EQUAL
HALLWAYS:	11" MELLON OR EQUAL
BEDROOMS:	13" MELLON OR EQUAL
BATHROOMS:	4 BULB VANITY STRIP
BASEMENT:	SINGLE BULB SOCKETS
GARAGE:	SINGLE BULB SOCKET