Alberta Condominium Consultants

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Ten Steps to Better Bylaws

Condominium Manager
Self Managed Property
Condominium Board

Referred to Consultant

Bylaw Consultants

File Assigned

Lawyer

Step 1

Condominium Board

The Condominium Corporation and the Consultant meet (in person or via zoom) to discuss services available and work required.

After a quick review of the current bylaws and discussing what work will be required, the consultant and the board will agree on what work is needed, and a fee for the services will be provided to the client.

Consulting Agreement and Authorization of Representative forms are signed,

Consultant

Step 2

Bylaw Committee

The consultant will provide the client with a bylaw questionnaire to complete and return with the client's answers, and any questions.

The consultant and the bylaw committee will meet (in person or via zoom) to review the questions, and to discuss what should be updated, added, or removed from the bylaws, using recommendations and suggestions provided by the consultant.

Consultant

Step 3

Lawyer

The consultant will arrange for the services of an experienced condominium lawyer to write the bylaws and provide legal services.

The consultant will take the recommendations of the bylaw committee and send this information to the lawyer to build the draft copy of the bylaw(s).

Consultant

Step 4

Lawyer

Draft Bylaws

A draft copy of the bylaw(s) is written by the lawyer, and provided to the consultant.

The consultant will review the draft copy to ensure it is ready for review by the bylaw committee.

Consultant

Step 5

Bylaw Committee

Draft Bylaws

The consultant will send the draft copy of the bylaw(s) to the bylaw committee to review. They will make notes on any questions they have or changes they would like to make.

The consultant and the bylaw committee will meet (in person or via zoom) (2-4) times to review the draft bylaw(s) and then return these to the lawyer for review and updates until the draft copy is ready for review by unit owners.

Consultant

Lawyer

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Step 6

Bylaw Committee + Unit Owners

Draft Bylaws

A meeting is arranged for unit owners to ask questions and discuss the draft bylaw(s) with the bylaw committee, the consultant, and the lawyer if required.

If changes are required, the draft copy will be updated (using step 5) and approved by the condominium corporation to submit to unit owners.

Consultant + Lawyer

Step 7

Condominium Board → Board Approved Draft Bylaws → Consultant

The lawyer will take the approved draft bylaw(s) and will create the final document to be presented to unit owners for the vote. The consultant will review and return the final draft bylaw(s) to the Condominium Board.

Lawyer → Approved Bylaws For Vote

Consultant

Step 8

Consultant → Approved Bylaws For Vote + Documents for Vote → Condominium Board → Unit Owners

Vote

The consultant will provide the condominium corporation with any forms required, steps to follow and any guidance required to process the special resolution vote.

Step 9

If No, the bylaw committee will go back to Step 6 and consult with Unit Owners, then repeat

Unit Owners → Vote *YES* or *NO* on the New Bylaws → If *Yes* → Condominium Board → Documents from Vote → Approved Bylaws → Consultant + Lawyer if required

If the vote is *yes*, the special resolution documents are returned to the consultant, and or the lawyer, to verify the vote documents and register the new bylaws.

Step 10

Lawyer if required + Consultant → Registered Bylaws → Condominium Board → Registered Bylaws → Unit Owners

Once the new bylaw(s) are registered, the consultant will provide a registered copy of the new bylaw(s) to the condominium board to distribute to all unit owners. Congratulations on your new corporation bylaws!