

# KENNETH P. BRISTOL, BA, LL.B

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## Experienced In-House Counsel & Practicing Lawyer

*Hands-on • Detail-oriented • Business-focused*

- **Prioritizes** competing demands through dialogue, realistic expectations, quality clarification, and delegation.
- **Breaks down** complex business concepts and legal terminology into plain English.
- **Focuses** input and advice on more than just "the law," by aligning with strategic organizational objectives.
- **Establishes** viable alternatives that are cost-effective, expedient, and which satisfy all stakeholder needs.
  - Legal Analysis, Positioning, & Strategizing
  - Business Writing & Interpretation
  - Lease Auditing
  - Business & Corporate Knowledge
  - High Level Negotiations
  - Detail & Results Focus
  - File & Transaction Management
  - Strategic Partnerships
  - Due Diligence
  - Business Agreement Development

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## Selected Career Highlights

### **FORTUNE FIVE HUNDRED INSURANCE – WATERLOO, ON**

**1996 – Present**

*One of Canada's leading insurance and financial services providers, with over \$6B in assets and more than 4,000 staff.*

### Fortune Five Hundred Development Corporation Limited

*Provides comprehensive real estate development, asset management, and investment services to Fortune Five Hundred operators and a broad spectrum of clients from the business and investment communities.*

### **General Counsel and Assistant Secretary (1999 – Present)**

Provide legal and business advice on a variety of issues related to over \$170M of diverse real estate holdings including acquisitions, dispositions, financings, leasing, construction, syndications, mergers, and management.

- **Negotiated**, drafted, and finalized all major legal documentation for the sale of a multi-million dollar property management subsidiary.
- **Negotiated**, drafted, and finalized a wide range of documents required in connection with the transfer, structuring, and financing of two, multi-million dollar limited partnership development joint ventures.
- **Audited** lease files to secure rent overpayment refunds and other sums due from landlords, totalling over \$600,000.
- **Initiated** regular meetings with staff from tax, accounting, risk management and administration which coordinated efforts and increased efficiencies in the performance of real estate responsibilities company-wide.
- **Mandated** to review and recommend real estate acquisitions for The Co-operators as a member of the Real Estate Investment Committee.

*"Ken – good job in pulling a very complex transaction structure together in such a clear and comprehensible way."...Bill Bass, QC, Bass & Partners Law – Vancouver, B.C.*

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**Selected Career Highlights...continued**

The Fortune Five Hundred Group Limited

*A federally-incorporated organization whose subsidiaries include Fortune Five Hundred Insurance Company, Fortune Five Hundred Life Insurance Company, and Fortune Five Hundred Development Corporation Limited.*

**Counsel** (2005 to present)

Report to General Counsel, with specific responsibility for the real estate file; provide legal services on a wide range of "head office" matters including compliance, corporate governance, ethics, conflicts of interest, and regulatory issues.

- **Designed** a customized and user-friendly lease administration database, thereby centralizing relevant data for ease of access and increased accuracy.
- **Researched** and summarized the state of provincial unclaimed property laws to determine procedures in dealing with dividends payable to shareholders who could not be located.
- **Devised** a group-wide records retention statement in accordance with legal requirements, business objectives, and cost containment strategy.

*"Ken has a way of getting through to the issue and challenging us to clarify the language so that the intent is clear. His active participation and quick response to meet deadlines is much appreciated."*

*Joe Ramsey, VP Reinsurance & Risk Management, Fortune Five Hundred Group – Waterloo, ON*

Fortune Five Hundred General Insurance Company

*The leading Canadian-owned, multi-product insurance company with assets of over \$4.4 billion, over 2800 staff, and 455 independent agents.*

**Lease Documentation Specialist** (1996 – 1998)

Accountable for leading a lease team of six with responsibility for all leasing matters related to Fortune Five Hundred's 400+ corporate and sales offices across Canada. Reported to Facilities Manager.

- **Refined** in-house "standard" and external documents (offers, leases, assignments, licences, estoppel certificates, non-disturbance agreements, etc.) to safeguard interests and limit liabilities.
- **Instituted** weekly meetings, educated staff, and developed process for entire mandate of leasing department in order to maximize efficiencies and business/legal protections.
- **Mentored** new lawyers, two of whom have progressed significantly in their specialist careers.

*"Ken taught me that accuracy and attention to detail are the best weapons in any negotiator's arsenal but that it is with courtesy and integrity that one strikes the best bargains."*

*Rick Fulford, Partner, WestFoulds LLP – Toronto, ON*



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## Community Leadership

The City of Cambridge

2008

**Volunteer Member** – Accountability & Transparency Committee

Summary of duties include:

- **Review** accountability and transparency sections of the *Municipal Act*, procedural by-law, code of ethics, and other documentation that governs the conduct of Council;
- **Develop** a Code of Conduct;
- **Develop** an Accountability and Transparency policy;
- **Make** recommendations to Council relating to the appointment of an Integrity Commissioner, an Ombudsman, an Auditor General, a Lobbyist Registrar, and a Special Investigator.

## Formal Education

- Osgoode Hall Law School – Toronto, ON – LL.B
- University of Toronto – **Bachelor of Arts**

1978 – 1982

## Recent Professional Development

- The Lawyer as Problem Solver (LSUC – 2007)
- Strategic Legal Writing: Preparing Persuasive Documents (OBA – 2007)
- Buying and Selling a Business: Key Issues in Planning and Execution (LSUC – 2007)
- The Executive Technique: Maximizing Communication Skills (2006)
- Safeguarding Real Estate Transactions (LSUC – 2005)
- The Six Minute Real Estate Lawyer (LSUC – 2005)
- The Six Minute Commercial Leasing Lawyer Series (LSUC – ongoing)
- Corporate Counsel University (Association of Corporate Counsel - 2005)
- The Annotated Commercial Mortgage Commitment (LSCU – 2004)
- Special Lectures: Real Property Law – Conquering the Complexities (LSCU – 2002)
- The Dynamics of Supervision (The Co-operator’s in-house course for supervisory staff) (1997)

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|---|----------------------------------|
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| • Business Writing & Interpretation           | • File & Transaction Management  |
| • Lease Auditing                              | • Strategic Partnerships         |
| • Business & Corporate Knowledge              | • Due Diligence                  |
| • High Level Negotiations                     | • Business Agreement Development |